

Members present: Robert Alston, Tina Altenhofen, Tiffany Budd, Sara Conwell, Vicki Cooper, Tina Curtis, Dave Groeschen, Ali Hannig, Daniel Jones, Sherri Jones, Beth Lackey, Michele Kay, Michelle Melish, Sue Murphy-Angel, Ashley Seibert, Connie Seiter, Steve Slone, Steven Smith, Terri Smith, Jennifer Stephens, Monica Stephens, Terkerah Washington, Brandon Weinell, Vanessa Wieland, Kimberly Wiley, Carolyn Willhoit, and Christopher Witt

Members absent: Amanda Andrews, Chris Bowling, Emily Dobbs, Brigitte Evans, Kristi Horine, Mike Irvin, and Sara Nicolas

- I. Call to Order at 1:02 PM
- II. New members vote - Jennifer Stephens and Tina Curtis - Both approved.
- III. Guests:
 - Mr. Jeremy Alltop, VP for Administration & Finance/Chief Financial Officer
 - Ms. Christina Roybal, VP & Athletic Director, and Dr. Eddie Howard, Jr., VP for Student Affairs
- IV. Approval of July 14, 2022 Minutes – Approved by vote
- V. Liaison Reports
 - Board of Regents – Staff Regent - Cori Henderson
 - Administrative Liaison – Chief Human Resources Office - Lori Southwood
 - Faculty Senate – Budget Committee Chair - Dr. Janel Bloch
 - Student Government Association – Jaelynn Gentry
 - President’s Report – Steve Slone
- VI. Standing Committees:
 - Benefits – Chair Brigitte Evans
 - Constitution & Bylaws – Chairs Tiffany Budd and Christopher Witt
 - Credentials & Elections – Beth Lackey
 - Outreach – Chairs Kristi Horine and Amanda Andrews
 - Policies – Chairs Robert Alston and Vicki Cooper
 - Scholarship – Chair Vanessa Wieland and Carolyn Willhoit
- VII. University Committees:
 - Benevolent Association – Kimberly Wiley
 - Food Service Advisory – Michelle Melish
 - IT Advisory Committee – Dan Jones
 - Regent’s Distinguished Service Award – Ali Hannig
 - Sustainability – Tiffany Budd and Christopher Witt
 - Transportation – Chris Bowling and Tiffany Budd
 - Employee Engagement and Wellbeing – Amanda Andrews and Ashley Seibert
- VIII. Ad-Hoc Committee
 - Roundtable – Steve Slone
 - Staff Advocacy Committee – Kimberly Wiley
- IX. Old Business
- X. New Business
- XI. Non-Member Discussion Period
- XII. Norse Appreciation
- XIII. Announcements
- XII. Adjournment at 2:20 PM

Motion: Dave Groeschen
Second: Ashley Seibert
Approve: Voice Vote

Jeremy Alltop, VP for Administration & Finance/Chief Financial Officer

Dr. Alltop introduced himself. He joined NKU on 7/1/22 and came from Lamar University in Beaumont, TX. He is originally from West Virginia and this is the third time he's lived in KY. He looks forward to a working relationship with Staff Congress.

**Ms. Christina Roybal, VP & Athletic Director and
Dr. Eddie Howard, Jr., VP for Student Affairs**

Dr. Howard introduced Christina Roybal, the new VP and Athletic Director. Ms. Roybal comes to NKU from Northern Iowa and prior to that was at Fresno State in California. Her goal is for Athletics to be more visible across campus. Sue Murphy-Angel shared that we are still needing a Staff Congress representative from Athletics and Christina said she would have conversations with her staff and looks forward to placing people on Staff Congress.

Board of Regents – Staff Regent Cori Henderson

Cori Henderson shared that she had attend the new BOR orientation/retreat and got to meet the new board members, Brad Zapp and Nathan Smith. She said they are “hitting the ground running” and are already very engaged. Reminder the first BOR meeting for Fall is 9/14. And Fall Convocation is August 15.

Administrative Liaison – Lori Southwood

Lori Southwood introduced Abby Boger, new Director of Employee Relations. Abby shared that she is an NKU alum and is glad to be back on campus. She was in the College of Business from 2011-2015 and had returned to NKU after working in a healthcare environment for the past four years.

Lori shared the following report:

Payroll

- ADP went live and running as of 7/1/22

Wellness

New and returning fall wellness supports:

- Monday Meditation in the Haile Planetarium
- Live Well Discussion Group covering a variety of topics facilitated by the NKU Personal Wellness Coach Lyndsay Barto, R.D.
- Wise Wellness Guild Webinars
- Airrosti Rehab lunch and learns and clinics
- Fall Friday Yoga class for faculty and staff only in the Health Innovation dance studio
- St. Elizabeth Cardiovascular Van and Mobile Mammography van back on campus
- CPR/AED Training and Certification classes

HRIS/RECORDS

- Student Account Services has an updated payment plan that may impact those employees and dependents who utilize the tuition waiver program. Employees should submit waivers as early as possible .
- **SUBMIT WAIVERS EARLY** Tuition Waivers should be submitted as early as possible after registering for a course. Delayed submission could result in late fee charges or course cancellation. If the waiver is submitted late and is not posted to your tuition invoice by August 22nd, you may need to consider enrolling in the NKU Installment Plan to avoid being removed from classes.
- A link to the payment plan <https://inside.nku.edu/studentaccountservices/payment-info/installment.html>.

IT

One project that we just completed was a Success By Design project – Installment Plan Phase I.

This project is related to the changing of the student payment plan to allow students to a voluntary Opt-In four payment plan option to spread out their student bills across the semester while also eliminating the mid-semester drop for non-attendance. This is a change from the auto-enrolled three payment plan that also included a mid-semester drop for non-payment. This change will allow students to better focus on their academics without fear of being dropped halfway through. Phase I included the new payment plan and the display screens that will better display the payments for student and other users. Phase II and III will include the monthly maintenance fee, the revised drop for non-payment plan and reporting.

KUDOS – Blaine Gilmore, Holly Vasquez, Ryan Straus, Dave Renaker, Jim Parker, Chris Kalmar, Tina Herald – Over the past few months this team has been working on implementing the new Surplus Procurement Process. It took a few iterations, but the end solution currently in place was a major process improvement effort including a new form, workflow and inventory management system. Through this process everyone gave tremendous feedback and creativity to bring to life this new improvement. The new surplus process allows for greater transparency, time savings and accuracy to all aspects of the asset transfer process.

KUDOS – Lisa Koors – Lisa has been instrumental in improving the PCard process through TeamDynamix. Lisa helped provide the necessary components to digitally transform the PCard Application, Maintenance, Exception and Cardholder Agreement process. The approval process and reporting now available has saved lots of time

Effective for the fiscal year starting 7/1/2022 and academic year starting 8/22/2022, the Department of Economics & Finance and the Department of Accounting & Business Law merged to create the Department of Accounting, Economics, and Finance.

Start of Semester Support

During the first two days of the semester, IT staff will be located in key areas of campus to help with smart classroom support and other technical questions. The support staff will be centrally located in academic buildings and will assist faculty where needed. As always, faculty can call the Help Desk at 859-572-6911 for assistance. We hope this in-person service will smooth early issues by providing an immediate response to technical problems.

Locations include:

BC 1st floor entrance nearest

FA 3rd floor near plaza entrance (near Art Office)

GH 2nd floor in the Informatics Commons

HE 2nd floor in Grand Forum near room 221

LA 4th floor near elevators
MP 3rd floor near elevators in the center of the building
SC 3rd floor opposite elevators

STUDENT AFFAIRS

- Dr. Bob Alston has been appointed to serve as Dean of Students, and will lead strategic realignment for the newly created Community Standards & Care and Student Conduct offices. These offices will continue our support of NKU learner development, progression, and success outcomes in alignment with Kentucky (and Federal) law and policy.
- Ms. Brittany Jackson will serve as the Director of Student Engagement and Programming in the Center for Student Engagement. Ms. Tiffany Mayse will serve as the Director of Fraternity and Sorority Life, Leadership, and Civic Engagement.

Faculty Senate Liaison – Janel Bloch

Janel Bloch shared that she is the first meeting of the semester will be August 29. They are running a new election for the Faculty Senate Family Advocate position.

President – Steve Slone

Steve Slone shared that it's time to begin thinking about committee goals, as well as goals for Staff Congress as a whole, for the new year. If anyone has any suggestions for the Staff Congress goals you'd like to share, please reach out to Steve or any member of the Executive Committee.

Benefits

Kimberly Wiley shared that HR is currently finalizing the pricing on the Humana healthcare plans for the new year. And the life insurance is possibly changing but no const increase for employees, there will be a slight increase in vision but no increases in dental. Enrollment will again be a passive enrollment this year like last year.

Outreach

Sara Conwell shared that the committee met and discussed ways Outreach can connect with different governing bodies across campus and how they can partner with them for any ideas or opportunities for collaboration. Sara shared that during the planning of the SC 40th Anniversary, that we found that there are not many staff photos in the archives so they ask that if you have any photos to please share. Also get together with your units/departments and take photos and share with Staff Congress. And we need to all get together again for a Staff Congress photo.

Benevolent Association

Steve Slone and Kimberly Wiley shared that the Benevolent Association is in need of hours. The fund has money but is low on hours. Since we've not had a Chile/Soup event in a couple of years, we've not had donations and the "pot" is low. The committee is trying to determine whether planning an event for the Fall will work out or not with the unknown of the virus status.

We'd had to plan it and then have to cancel. But in the meantime, if you have hours that you would like to donate, please reach out to Natalie Gabbard.

Sustainability

Tiffany Budd shared the following report:

- The Trash/Recycling RFP process is complete. We will be continuing with Rumpke for our collection services.
- Housing recently changed out some furniture in Callahan Hall. Tiffany worked with them and her outside organizations to salvage 2+ box truckloads of furniture. The furniture went directly to immigrant families in need.
- FUEL NKU now has composting! As we all know, FUEL does an amazing job of providing food and hygiene items to our students in need. This aligns with their Zero Hunger mission. However, the second part of their mission, Zero Waste, still needed to be met. NKU Sustainability worked with FUEL on auditing their waste and made suggestions on waste reduction. Phase 1 is to reduce food waste. FUEL was able to obtain grant funding to utilize GoZero Compost Courier Services to collect food waste and turn it into compost. This not only reduces waste being sent to landfill but also reduces our campus ghg emissions (since food in landfill creates harmful methane gas as it decomposes). This can also act as a pilot for expanding composting services on campus.
 - First month of data showed 255 lbs of food waste collected. That's equivalent to 2,087 net pounds of CO2 saved through food being composted instead of going to landfill.
- The most recent quarterly report from Electrada shows that 40 unique vehicles are using the 15 EV charging stations on campus! This shows that we are meeting the need of the students, faculty and staff who own electric or hybrid plug-in vehicles and want to charge on campus.
 - Reminder - We have charging stations located in the following areas:
 - Lot C (2 ports)
 - Lot F (4 ports)
 - Lot K (8 ports)
 - Kenton Garage (8 ports)
- NKU's existing Sustainability Strategy is nearing the end of its 5-year term. A workgroup will be assembled to help draft the next sustainability strategy for campus. If you would like to participate on this workgroup, please email Tiffany at buddt1@nku.edu. The workgroup will be open for any faculty, staff, administrator or student to participate.
- NKU Sustainability wishes everyone a happy start to the semester! And remember, if things get stressful, take a break and get out in nature. It's been scientifically proven that nature helps with reducing stress levels and improving mental health. Our horticulture team does a wonderful job of creating green spaces on campus, so take a break from the computer and get outside and enjoy them!

Roundtable

Steve Slone and Sherri Jones shared that they are looking for folks to serve on the Roundtable committee.

Advocacy Committee

Kimberly Wiley shared that the committee discussed the flexible work arrangement that Lori mentioned in her report. And also that the policy committee is working on the snow policy.

Old Business

Parking passes were discussed earlier in the meeting. Steve Slone and Sara Conwell shared that the new years parking passes expire in July now. This change is to coincide with the fiscal year to allow faculty and staff to avoid long lines and waiting times that are normal at the beginning of the academic year. Permits should be renewed prior to the expiration date and reminders will be sent out during that time. The date change will have no effect on payroll deductions and will continue to be deducted based on classification and pay schedule.

New Business

Kimberly Wiley shared about the new Norse Aficionados site. This site, much like the Faculty Experts directory, is set up for staff to share our staff's "expertise". Folks can input information regarding their talents, gifts, "side gigs", etc. that they may want to share with the rest of campus. The site is officially open now. Staff can enter their expertise/contact information themselves on the site. An email will be sent out soon with the link and how to join. We're excited to see how many of our amazing staff will share their talents.

Norse Appreciation

Steve Slone shared the following Norse Appreciation submissions. He encouraged and "challenged" everyone use Norse Appreciation to acknowledge staff who deserve some recognition. The month of August had 1 staff/group.

August Norse Appreciation:

Staff

Wayde Shanks – IT Project Manager

Announcements

- Rusty Mardis, Coordinator of the Veterans' Resource Station, shared that there have been almost 100 folks attend the Green Zone training and become part of the Green Zone Brigade! The next training session will be 9/21, another on 10/24, and then a virtual one in November.
- Tiffany Budd shared that on 8/11 from 6:00-7:30, the NKY Forum will hold a farm to table event with speakers from 80 Acres, the Berry Center, a chef, and possibly the Ad

Commissioner. Local farm to table vendors will also be there with their produce and other goodies.

- Bob Alston reminded everyone that about 300 students will be arriving Friday – Monday for leadership days and preparing for move in days next week. Michelle Melish shared that there will also be a large group of international students arriving as well.
- Dave Groeschen shared that IT is trying to get back to normal with regards to equipment for students. They are working to get folks connected to everything they need. They will not loan out equipment until the first week of classes.