

Members present: Robert Alston, Tina Altenhofen, Amanda Andrews, Tiffany Budd, Sara Conwell, Vicki Cooper, Tina Curtis, Emily Dobbs, Brigitte Evans, Dave Groeschen, Ali Hannig, Kristi Horine, Mike Irvin, Daniel Jones, Sherri Jones, Beth Lackey, Michelle Melish, Sue Murphy-Angel, Ashley Seibert, Connie Seiter, Steve Slone, Steven Smith, Terri Smith, Jennifer Stephens, Monica Stephens, Brandon Weinel, Vanessa Wieland, Kimberly Wiley, Carolyn Willhoit, and Christopher Witt

Members absent: Chris Bowling, Michele Kay, Sara Nicolas, and Terkerah Washington

I. Call to Order at 1:01 PM

II. Guests:

- Bonita Brown, Vice President and Chief Strategy Officer
- Grant Garber, VP Legal Affairs and General Counsel
- Robert Alston, Dean of Students; Ryan Padgett, Assistant VP for Enrollment and Student Success; and Gannon Tagher, AV Provost Advising and First Year Experience – Help a Norse Update

III. Approval of August 11, 2022 Minutes – Approved by vote

Motion: Carolyn Willhoit

Second: Ashley Seibert

Approved: Voice Vote

IV. 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

V. 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

VI. 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

VII. Ad-Hoc Committee

- Roundtable – Steve Slone
- Staff Advocacy Committee – Kimberly Wiley

VIII. Old Business

IX. New Business

X. Non-Member Discussion Period

XI. Norse Appreciation

XII. Announcements
XII. Adjournment at 2:20 PM

Motion: Bob Alston
Second: Ali Hanning
Approve: Voice Vote

Bonita Brown, Vice President and Chief Strategy Officer

Bonita Brown shared an update on Success by Design. See the attached PPT.

Grant Garber, VP Legal Affairs and General Counsel

Grant Garber shared that he is the new VP for Legal Affairs and General Counsel and began in mid-July. He was previously at Auburn University in Alabama for about four years and at Ohio University in Athens for five years before. The General Council's office is here to serve all NKU staff, faculty, and students. He looks forward to working with everyone.

Robert Alston, Dean of Students Ryan Padgett, Assistant VP for Enrollment and Student Success Gannon Tagher, AV Provost Advising and First Year Experience Help a Norse Update

Robert Alston shared the new Help A Norse project. Dr. Gannon Tagher and Dr. Ryan Padgett were the primary leads on this project. NKU's Model for Coordinate Care/Success By Design Coordinated Care Lens includes Care Development & Planning, Academic Planning & Support, Health & Well-being, Affinity, and Financial Literacy. The Northern Kentucky University community empowers students to take control of their college experience and achieve their fullest potential through streamlined practices that promote proactive outreach, timely response, effective collaboration, and holistic, wrap around support to facilitate student success. If you have questions, ideas, or concerns, please reach out.

Please see the attached PPT and the links listed below.

<https://inside.nku.edu/ucap/help-a-norse.html> - (Help A Norse website, password protected);
<https://inside.nku.edu/ucap/community-resource-guide.html> - (community resource guide, not password protected)

Board of Regents – Staff Regent Cori Henderson

Cori Henderson shared a reminder that the BOR meeting is Wednesday, September 14 at 9 am. The morning session will include presentations by CDO, Darryl Peal on DEI initiatives at NKU and by Provost Matt Cecil on optimizing enrollment.

Administrative Liaison – Lori Southwood

Lori Southwood shared the following report:

Josie/Compensation:

- HR is monitoring the development in the area of employment law affecting exempt and non-exempt classification of employees. This Fall, the U.S. Department of Labor (DOL) is expected to announce changes to salary threshold for non-exempt status. Right now, staff with an annual salary below \$35,568 are automatically non-exempt, eligible for overtime pay.
- We don't know what the new threshold will be. A modest salary increase to the threshold is believed to be in the range of \$48,000 to \$50,000 annual salary. Even this modest increase will substantially impact our staff. We have started reviewing employees' salaries and classifications to stay ahead. (Faculty, and positions with duties related to imparting instruction, such as Coaches are always exempt under the law regardless of the salary threshold).
- We are following this issue closely, and will share additional information based on the developments from the Department of Labor.

Chandra/Budget Updates:

- Producing the first set of Monthly Operating and Position Budget to Actual reports, of the fiscal year by the end of August, to assess July's performance and ensure staying within the overall authorized budget & by division. Working to achieve the targeted salary savings by division.
- Facilitating a monthly working session/collaboration between Academic Affairs, Budget, Enrollment, and the Comptroller's Office to refine the enrollment to projection process. Will be conducting Business Officer Meetings quarterly which will entail a training component, updates, informal discussions, and community building aspects with the individuals in the various divisions that most closely work with the budgets.
- Keeping performance funding metrics at the forefront as part of conducting budget to actual analysis and planning ahead for FY24.
- Funding from the state has been set aside internally for the asset preservation projects and that work is moving forward strategically.
- One-time institutional investments and Net Position Investment – FY22 is now closed, the external auditors are providing their assessment of FY22, and then it will be determined exactly how to move forward with the identified institutional investments.

Marquita/Training and Development:

- **Coming Soon!** In collaboration with IT and University Wellness, Training and Development has been approved for a **Learning and Performance Management System**. This will create a central repository for employee learning and new opportunities for building a talent pipeline for today and tomorrow, which includes: a formal onboarding structure, career pathing, and a succession planning process. This is also means automating and improving the staff performance evaluation process. The anticipated go-live date is in January/February 2023. Any questions, please contact Dr. Marquita Barron – barronm1@nku.edu.
- Training and Development and University Wellness are now offering a **Team Building Workshop** that is for any department or area that wants to build or enhance the strengths, relationships, and wellness of the team. If interested or have any questions, please contact Dr. Marquita Barron (barronm1@nku.edu) and Kim Baker (bakerk7@nku.edu).

- **Supervisor / Manager / Leader Articles** are available on Training and Development's website under the [Manager / Leader Community page](#). When on the page, simply scroll towards the bottom to reveal a listing of articles, such as "What employees need from leadership right now" and "The power of empathy in times of crisis and beyond". Remember to learn and develop so that you and your team can continuously thrive. Any questions, please contact Dr. Marquita Barron – barronm1@nku.edu.
- On Wednesday, September 21, at 10:00 AM, Training and Development & Employee Relations will host an information session for all supervisors, managers, and leaders about a series of 1-hour workshop sessions held throughout the academic year about **Crucial Conversations** based on the well-known best-selling book *Crucial Conversations: Tools for Talking When Stakes are High* by Patterson, Grenny, McMillian, Switzler, and Gregory. Refer to flyer for additional information and link to register for this hybrid information session. Any questions, please contact Dr. Marquita Barron – barronm1@nku.edu.

Darryl/Office of Inclusive Excellence:

The Kentucky Council on Postsecondary Education (CPE), in partnership with Northern Kentucky University will host the 2022 Higher EDquity Symposium on NKU's campus on Tuesday, November 15, 2022.

- The symposium will provide an opportunity for faculty, staff, students, and administrators in higher education to collaborate on issues related to diversity, equity and inclusion.
- This year's theme is **Recruitment, Retention, Realization: A Road Map for Promoting Equity and Student Success Using Inclusion and Belonging**

Tim/IT:

- Patch your Apple devices to prevent hackers from taking control of them. Call the IT Help Desk for assistance in updating your devices.
- Phishing and scam emails are prevalent at the start of the semester. Do not respond to or click links in suspicious emails. Remember to forward suspicious emails to Abuse@nku.edu.
- Duo Multi-Factor Authentication is available to all faculty and staff. Visit the Norse Tech Bar or contact the IT Help Desk to help you get set up. Remember that with Duo, password changes are only required once a year!
- Update the Chrome browser across all of your devices. Contact the Norse Tech Bar or the IT Help Desk to help you get updated.

Dr. Eddie Howard/Student Affairs:

- the Center for Student Inclusiveness is finally ALMOST completely staffed
 - **Updates from Priscilla Ayala:**
- The CSI Team is growing! To better support our diverse student body and their needs, the CSI Office has expanded to serve our students better. The CSI Organizational chart consists of:
- 1 - Unit Director: Priscilla Ayala

- 3 - Directors: Greg Moore, African American Student Initiatives Director; LaVette Burnette, LGBTQA+ Student Initiatives Director; Tiburcio Lince, Latino Student Initiatives Director
- 4 - Coordinators: Cydni Sloan, African American Student Initiatives Coordinator; Alex Collins, LGBTQA+ Student Initiatives Coordinator; (CSI and LSI Coordinator – searching currently)
- 3 - AmeriCorp VISTAS: Talitha Edwards, African American Student Initiatives VISTA; Estefania Correa, Latino Student Initiatives; (currently searching for the LGBTQA+ VISTA)
- 4 – Student Workers: 1 LSI Student Worker (Jose Fonseca Lopez) and 3 R.O.C.K.S. Lead Mentors (Sydney Wilson, Briocca Green, Raven McNeal)

Faculty Senate Liaison – Janel Bloch

Janel Bloch shared that Faculty Senate had their first meeting of the semester on August 29. The next meeting will be September 26. She is chair of the Budget Committee and would like to possibly work with Staff Congress regarding parking fees. Now that we have a new CFO, it might be a good opportunity to review the fee structure. And Phil McCartney was reelected as Faculty Senate Advocate.

Student Government Association – Jaelynn Gentry

Jaelynn Gentry shared that today is the last day of Freshman elections and they will have five new incoming Freshman who will be serving as Senators. They also have a new Secretary of Public Relations and three upper classes as well for a total of eight new senators.

President – Steve Slone

Steve Slone shared that Jeremy Alltop, VP for Finance, and Provost Matt Cecil are planning a financial town hall meeting the end of September, but it may be delayed so be on the look out for a message coming out about that meeting. And Steve thanked everyone for serving on Staff Congress. The beginning of the semester is always a busy time and just wanted you all to know you are appreciated.

Benefits

Kimberly Wiley shared the following report for Bridgett Evans:

- Life insurance comparisons continue --- few quotes from Mercer's Book of Business clients, The Hartford needs time to respond
- Medical/vision rates slight increase --- important to note that NKU absorbed increases for 2022, and has worked to keep increase low compared to like intuitions for 2023
- Legal insurance will increase by \$1.25 but does include many cool new benefits (to be finalized/detailed in Annual Enrollment book)
- New site for virtual benefits fair expected live 10/1/22
- Enrollment window 10/25 – 11/1
 - Passive enrollment; elections will carry over except FSA and HSA... these will require intentional/manual re-enrollment

Credentials and Elections

Beth Lackey shared the following report:

Date: 8/17/2022, 3:00 pm, Zoom

Present: Sue Murphy Angel, Tina Altenhofen, Brandon Weinel, Monica Stephens, Terri Smith, Grace Hiles

Absent: none

Guests: none

Highlights to be shared:

- Committee charge and responsibilities
- Review of timetable for the year
- Discussion of committee goals

Other Discussion:

- Discussed when last staff count was conducted, when next count will be needed
- Plan to discuss/finalize goals at September meeting
- Reviewed bylaws, discussed process if a change is needed (2 readings at separate SC meetings, then vote)
- If changes are made to constitution, it requires SC and BOR approval

Next Meeting: 9/21/22, 3:00 pm, Zoom

Outreach

Kristi Horine shared that the Outreach Committee is working on several projects for the year. They are presently looking for a collection of photographs of staff. They are looking at ways of being proactive about celebrating/sharing event and have a question regarding photo releases of our employees. They are working with HR to determine the need for this type of release. Other projects include Norse Appreciation as well as a Qualtrics survey that was created before Covid that was intended to figure out what connections we have through Staff Congress with other committees on campus and making sure staff are represented. Please send any photos to Kristie or Sara Conwell.

Scholarship

Vanessa Wieland shared the following report:

Date: 08/16/2022, 2pm, Zoom

Present: Vanessa Wieland, Steven Smith, Connie Seiter, Andi Sharp, Carolyn Willhoit

Absent: NA

Guests: Steve Slone

Highlights to be shared:

- Finalized roles of co-chairs
- Reviewed the scholarships and discussed challenges and next steps
- We talked about our goals for the year and what needed following up on
- Established recurring meeting time each month

Next Meeting: 09/20/2022, 2pm, Zoom

Food Service

Michelle Melish shared that the Food Service Committee has not met yet. But at the Council of Chairs committee they discussed at length the fifty dollar commuter meal plan. This is billed to all student whether they are on campus or not and if it's not used, they lose those dollars. This issue is on Bonita Brown's radar as well.

Sustainability

Tiffany Budd shared the following report:

- Reminder – All faculty, staff and students with a valid NKU Allcard can ride most TANK routes for free. This includes the Southbank Shuttle that operates through Newport, Cincinnati and Covington.
- Reminder - We have 15 electric vehicle 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 is being assembled to help draft the next sustainability strategy for campus. Ideally, I would like to have a representative from each division on 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.
- October is Campus Sustainability Month! We are working on building the event list so check back often to see new events that have been added!
<https://inside.nku.edu/sustainability/get-involved/campus-sustainability-month-.html>
- Reminder - Subscribe to the NKU Sustainability [listserv](#) and follow us on social media to receive information on events and other items.

Roundtable

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

Old Business

Steve Slone and Kimberly Wiley reminded everyone that the Norse Aficionados site is up and ask everyone to include their info if they so choose.

Non-Member Discussion Period

Madeline Rumker shared that the All Card now has an app to order food ahead in the Student Union.

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 September had 35 staff/groups, 11 faculty, and 1 student.

September Norse Appreciation:

Staff

Amanda Richardson
Amy Sterrett
Andrew Pendleton
Annette Pendery
Brianna Marshall
Brigitte Evans
Cayley Ginn
Chris Tambling
Christina Wagner
Derek Armstrong
Greg Moore
Haley Jacobs
Human Resources
Kerri Beach
Kimberly Zink
Kristi Bishop
Melanie Hall
Melissa Arthur

Millie Mclemore
Missy Gish
Natalie Gabbard
Nicholas Pearson
Niranjana Warriar
Paul Hundemer (Twice)
Ross Brown
Samra Pilav (Twice)
Sarah Aikman
Sarah Hellmann
Steve Slone
Theresa Walker
Toni Schneller
Travis Hall
Trishawna Gailes
Valerie Booker
Zelda Hughes-Howard

Faculty

Amanda Kilmer
Beth Hickey
Boshra Karimi
Eric Jackson
Jeffrey Zimmerman
Joetta Browning

Julie Hart
Karen Miller
Nick Bonner (Twice)
Shawn Nordheim
Traci Freeman

Student

Christopher Prince

Announcements

- Steve Slone is the new Manager of the Mail and Copy Services
- Sara Conwell shared that September is Intergenerational Month. Our age-friendly institution is celebrating this month by asking folks to celebrate how you connect with people who are outside of your own age group. Whether or not that's you with the grandparents that is, a

student worker who is younger than you that teaches you something really cool that you can do as a trick on your computer or anything like that. Just a personal relationship that you have with someone outside of your own age range. You can submit your stories to healthyaginglab@nku.edu and we will share throughout the month of September on social media.

- Michelle Melish shared that 9/21 is the Study Abroad Fair, 10:00-2:00, in the SU Ballroom. Stop by any time to learn about all of the programs we're offering this coming year. Also, Hispanic Heritage Month kicks off on 9/15.