

Members present: Tina Altenhofen, Amanda Andrews, Nick Bliven, Chris Bowling, Courtney Clark-Rankin, Vicki Cooper, Jennifer Davis, Kyle Dorriere, Ali Hannig, Kristi Horine, Bryan Irby, Mike Irvin, Claudia Johnson, Dan Jones, Beth Lackey, Brenda Maldonado, Michelle Melish, Kara Olding, Tina Peebles, Autumn Ruehl, Catherine Schmeal, Steve Slone, Terri Smith, Vanessa Steele, Juliane Stockman, Teresa Walker, Terkerah Washington, Brandon Weinel, Kimberly Wiley, Carolyn Willhoit, and Christopher Witt

Members absent: Kristi Bishop, Amy Clark, Sara Conwell, and Connie Seiter

- I. Call to Order at 1:02 PM
- II. Appointment of President Vicki Cooper Acclimation: Approved by Voice Vote
- III. Election of President Elect Candidate: Amanda Andrews
Approved by Voice Vote
- IV. Election of Secretary/Treasurer Candidates: Tina Peebles
Steve Slone
Election by Zoom Poll: Steve Slone Elected Secretary
- V. Appointment of Parliamentarian Mike Irvin
- VI. Approval of June 13, 2024 Minutes Motion: Carolyn Willhoit
Second: Ali Hannig
Approve: Voice Vote
- VII. 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 – Collin Jarrell
 - President’s Report – Steve Slone
- VIII. Standing Committees:
 - Benefits
 - Constitution & Bylaws
 - Credentials & Elections
 - Outreach
 - Policies
 - Scholarship
- IX. University Committees:
 - Benevolent Association
 - Food Service Advisory
 - IT Advisory Committee
 - Regent’s Distinguished Service Award
 - Sustainability
 - Transportation
 - Employee Engagement and Wellbeing
- X. Ad-Hoc Committee
 - Roundtable

- Staff Advocacy Committee – Kimberly Wiley
- XI. Old Business
XII. New Business
XIII. Non-Member Discussion Period
XIV. Norse Appreciation
XV. Announcements

XII. Adjournment 2:29 PM

Motion: Vanessa Steele
Second: Courtney Clark-Rankin
Approve: Voice Vote

Appointment of President

Staff Congress Credential and Elections Co-chairs Beth Lackey and Teresa Walker led this portion of the meeting. Vicki Cooper through acclimation and voice vote was appointed Staff Congress President for the 2024-2025 year.

Election of President-Elect

There is one nominee for President-Elect. Amanda Andrews shared that it's been a lovely journey the last two and a half years on Staff Congress. She has grown to love the people she works with and it is her desire to continue giving back to our community and expanding on the work she has done with the outreach committee. She has enjoyed being able to connect with all the different staff from across campus. She wishes to get to know all of us and all of them on a deeper level. It is her hope to continue advocating for all of us in any way, shape, or form in this role. Amanda Andrews was elected as Staff Congress President-Elect by voice vote.

Election of Secretary/Treasurer

There are two nominations for Secretary/Treasurer. The nominees are Tina Peebles and Steve Slone.

Tina shared that she has been with the university for 19 years. She has worked pretty much all across campus including stops in the office for University Advancement, the Provost's office, the President's office, Biological Sciences, and her current role in the College of Informatics Dean's office. She has a lot of experience as an executive assistance as a secretary. She believes that she would bring a lot to the table as Staff Congress Secretary/Treasurer. She loves this University. She joined Staff Congress a

little over a year ago and she has really enjoyed it. Serving in this role would be a great way for her to give back even more and serve in a new capacity. Hopefully you all agree but if not her co-nominee Steve is also awesome. Either way it goes we're going to be great.

Steve shared that is impossible for him to be brief. For those that may not know him he has been with the university 16 years and is the manager in Mail and Distribution Services. In his time on Staff Congress he has worn many hats. He was secretary during Sue Murphy-Angel's administration, President-Elect during Sara Conwell's administration, and just ended service as President of Staff Congress. He has always said that he did not want to overstay his welcome and if there is a path of leadership he would step out of the way. Someone who is above him in the chain of command whose opinion he values stated that Staff Congress should decide this instead of him. So that is why he is a nominee for this office. Steve shared that Tina Peebles is a legend at this university. When they both found out who was nominated they shared a wonderful phone conversation and that whomever ends up as Staff Congress secretary it will be an individual that loves this university. He contends that both candidates will be happy whichever way the votes go. He shared that much of his job is logistics so that he can help with the logistical lift that is key to this role and be a continuation of his previous administration.

The vote was conducted by poll through zoom. Steve Slone was elected Staff Congress Secretary/Treasurer.

Appointment of Parliamentarian

Vicki Cooper assumed leadership of the meeting. She announced that Mike Irvin has agreed to take on the role of Parliamentarian.

Board of Regents – Staff Regent Cori Henderson

Cori Henderson shared that the Board of Regents retreat is July 16th and 17th. There will be a dinner Tuesday evening and then a full day on Wednesday. Different cabinet members will make presentations on what we would like to accomplish this upcoming

year. Vicki Cooper asked when is a new chair named for the Board of Regents? Cori responded that during this meeting a new chair will be named. Also that a couple of names have been submitted and that there will be 2 new board members added to the board soon.

Administrative Liaison – Lori Southwood

Lori shared the following...

Andy(Business Operations):

1. Work will continue into the fall semester in the stairwells of the Welcome Center Garage. This is a safety repair and we hope to be complete by mid-September.
2. Au-bon-Pain and the Bistro (Callahan Hall) will remain closed for the fall semester. With continued decreased traffic on-campus we are not able to open these restaurants for the fall.
3. As established during last year's budget process, there will be no parking fee increases for FY-2025 for students, faculty, and staff.

Tim(Information Technology):

- IT requests everyone review their J and K drives, and delete unnecessary data. This helps us reduce disk storage to minimize costs associated with storage, backups, and management.
- Software requests for the Fall Semester are due by Monday, July 15th. Please contact the Help Desk if you need assistance submitting a request for lab or classroom software.
- NKU is testing a new ListServ process. Please contact the Help Desk if you can help IT with testing.

From: Facilities Management

1. Housing Maintenance: Routine maintenance of university housing facilities transitioned from O&M to a service provider TDG, selected through an RFP process on July 1. Three staff members working in that unit were absorbed in O&M against open positions while the superintendent has accepted a similar position with another institution.
2. Real Properties: Jim Kaufman, Director of Real Properties has accepted a position with Ohio University and will be leaving end of July. Necessary organizational adjustments are being considered to ensure a seamless transition.
3. Construction/Projects: Significant construction activity will continue through summer in an effort to complete as much work before students return, as possible. This may mean vehicular traffic restrictions, construction vehicles around the Plaza and close to pedestrian walkways etc.

4. **Safety:** Given the high temperatures during summer, it is best to remind everyone to remain hydrated, avoid extended exposure to sun and to monitor individuals working in confined spaces or outdoors (under the sun) by themselves for personnel safety.

Please ask the Policy Committee for an update on where they are with the Dress Code policy draft/update and if they would like me to attend their next meeting to discuss.

- **Annual Staff Performance Evaluation:** Although the deadline has passed, it is still important for staff and supervisors of staff to complete the required annual process by the end of July. There are two parts of the annual evaluation process that need to be completed as NKU transitions from paper to a systematic format:
 - Remember that the evaluation process has not changed from last year for the **2023-24 performance evaluation**, so refer to the [Word](#) or [PDF](#) form to complete and submit via [Qualtrics](#).
 - The **2024-25 performance evaluation** must be initiated within [TalentED](#) by transferring the job competencies and future performance goals listed on the 2023-24 evaluation form into [TalentED](#). Note that if the evaluation within [TalentED](#) does **NOT** read as “Year-End Employee Review - 2024 for”, then the initiation of the **2024-25 performance evaluation** still needs to be completed. Click [HERE](#) to refer to the annual evaluation procedure, if needed.

A report will be issued to each Division leader of those evaluations that are still outstanding on a weekly basis, beginning **Friday, July 19**.

For more information, refer to the [Staff Performance Evaluation Process website](#). Questions, contact [Marquita Barron](#), Director of Training and Development.

- **90-Day Staff Performance Evaluation:** Remember that staff members, who are new to NKU or new to their role (via transfer/promotion), and their supervisor must complete the **90-day performance evaluation** within [TalentED](#). The evaluation process begins with the employee in receipt of the evaluation to complete and submit to their supervisor to then follow-through to completion of the process. Click [HERE](#) to refer to the 90-day evaluation procedure, if needed.

For more information, refer to the [Staff Performance Evaluation Process website](#). Questions, contact [Marquita Barron](#), Director of Training and Development.

- **New Employee and Annual Compliance Training:** Compliance training is everyone’s responsibility. Whether new to NKU or an established employee and you still have yet to complete the applicable required compliance training, you are highly encouraged to do so as soon as possible. Click [HERE](#) to access the training via Vector Solutions, NKU’s compliance training partner. Any questions, contact [Marquita Barron](#), Director of Training and Development.

- **For Employees New To NKU:** Training and Development has kicked off its first publication for new employees in continuation of enhancing the onboarding experience. This is a monthly publication for new employees who have been part of the NKU community for 6 months and less. The publication is full of information related to HR and the tools and resources that can assist with their onboarding and beyond, as well as a “welcome” of new employees and an opportunity to win NKU swag. A copy of the publication can be found on the [New Employee Welcome Page](#) under “Resources”.

Lori shared thank you to all that submitted their name for consideration for Staff Congress Executive Council and congratulations to those who will be serving. She looks forward to working with us in the coming year.

Faculty Senate Liaison – Janel Bloch

Janel Bloch shared Faculty Senate is not meeting in the summer. Jacqueline Emerine Faculty Senate President may be having an executive committee retreat on August 1st so she may have more to report at our next meeting.

President - Vicki Cooper

Vicki Cooper began by saying thank you for the opportunity to serve as Staff Congress President. Special thank you given to those that have served in the role before her, including the last two presidents she has served with Sara Conwell, and Steve Slone. Thank you so much for seeing us through what was a few years of interesting times. For background Vicki started at NKU in 2007. She works in Steely Library in the university special collections and university archives. Her role is to help preserve the history of the university and provide access to it. She plans on bringing little tidbits to Congress from our records. Her door is always open and this is true with the executive team and all of Staff Congress. Any staff with that have issues should feel comfortable coming to all of us. She was very happy to be a part of the Pension Committee and the work that was done involving that decision for our campus. It is her intention to continue meeting on

zoom unless someone has a major objection. It remains a viable option allowing most people to attend meetings. We will have a couple of events including the end of the year luncheon and the scholarship luncheon that will be in person, but predominately meetings will remain remote in zoom format. She asked that when we move into breakout rooms for our standing committees that we also think about what is the purpose of Staff Congress? What are we doing well? What could we be doing better? Is there a goal that we want to set for all of Staff Congress? Looking back at the purpose of Staff Congress which includes to create a stronger bond within the staff, solicit and express the opinions, suggestions, and recommendations of the staff on all matters of concern to our constituency and to staff as a whole. We are here to serve the staff. How can we do that better? Please take 5 minutes in your committees and discuss an overarching goal for Congress. Be prepared to discuss this further at our August meeting. Also think of a couple of goals for your committee for this year. Let us call them “smartish” goals. Then take fifteen to twenty minutes to decide on chair(s) and meeting times for your committee. We will not spend more than twenty-five minutes in the breakout rooms. Mike Irvin asked for a reminder of the next Staff Congress meeting. Staff Congress meetings are always the second Thursday of each month at 1:00 PM. Chair(s) of committees will also need to be able to attend Council of Chairs meetings which are the first Thursday of each month at 10:00 AM.

Staff Congress Standing Committee Information

Benefits

Chair(s): Ali Hannig



Meetings: First Tuesday of each month 11:00 AM

Constitution and Bylaws

Chair(s): TBD

Meetings: TBD

Credential and Elections

Chair(s): Vanessa Steele and Sara Conwell

Meetings: Third Wednesday of each month

Outreach

Chair(s): Terri Smith and Nick Bliven

Meetings: TBD

Policies

Chair(s): Courtney Clark-Rankin and Kyle Dorriere

Meetings: Last Thursday of each month 1:00 PM

Scholarship

Chair(s): Steve Slone and Kristi Bishop

Meetings: Last Wednesday of each month 1:00 PM

Staff Congress University Committee Representation

Benevolent Association

Representative(s): Kimberly Wiley and Tina Peebles

Food Service Advisory

Representative(s): Michelle Melish and Nick Bliven

A food service question arose through our Staff Congress Portal concerning food allergies and food options during the summer. While the answer was not one hundred percent satisfactory thank you to Michelle for making the necessary connections between the staff member and campus dining.

IT Advisory Committee

Representative(s): Dan Jones

Regent's Distinguished Service Award

Representative(s): Ali Hannig

Sustainability

Representative(s): Amanda Andrews

The Sustainability coordinator position on campus is currently on hold. We believe the plan is to hire one at some point but it may be some time before this position is posted. Thank you to Zaidi and Mary Beth Dawson for a meeting with Steve to discuss the plan going forward.

Transportation

Representative(s): Chris Bowling

There have been some questions about baseball parking in spots that are designated for Faculty/Staff. At this moment instructions are to not engage with anyone who may be rude about a parking complaint. Call parking service and university police to deal with any issue that arises.

Employee Engagement and Wellbeing

Representative(s): Terri Smith

Ad-Hoc Committees

Advocacy

The committee is going to reconvene since we are starting a new year. This was the Pension committee which rotated to become the advocacy committee. If anyone would like to join the committee please reach out to chair Kimberly Wiley. Also if there are issues that the advocacy committee should address please reach out as well.

Roundtable

We want to take this moment to highlight the Staff Congress Question Portal. The portal gives us a way to get answers to pressing questions more quickly. We want to ensure we have a good bond with administration that when questions arise we get answers quickly and don't save them for the yearly Roundtable event. The last couple of years the Roundtable event has been in limbo. Now is the time to discuss what we want this event to be going forward. Is it a traditional Roundtable? Is it more of a networking event? President-Elect Amanda Andrews is going to pull a brain trust together and we can maybe set this as a goal of revamping the Roundtable event. Our standard procedure when questions come through the portal has been to send them to Lori and then Lori as our liaison will send it to the area that needs to answer the question. All questions submitted in this way also go to every member of executive council to influence any conversation they are having with administration. Cori Henderson our staff regent also gets these as well. With the most recent questions executive council has been looped back in with the response. There is also a Q and A section of our website where we post answers. Old roundtable questions and answers are also posted on our website. Using the portal enables us to bring items up as Old Business or New

Business as well. Discuss Roundtable in your committee meetings and we will discuss it again in Council of Chairs. What do we as a congress want this event to look like?

Old Business

Mike Irvin (Mr. Daddy Daycare) is pleased to report that Little Stars Preschool is officially under contract to take over the childcare on campus. Renovations are currently taking place in the old space. The timeline right now is open enrollment for previous attendees of the center and then they will open up enrollment to new faculty, staff, students and the general public. Current timeline is August 12th opening but depending on how quick the renovations happen it may be earlier. For certain they want to be open the first day of classes. So far all interactions and experiences with the director and the whole team have been very positive. Special thank you to Provost McGill and President Short-Thompson for the speed at which this whole process happened. Mike indicates that the phone line may not be monitored until they open in August. His recommendation is to use the website or the email to contact them until further notice.

Website: <https://www.littlestarspreschool.cc/nku>
General Inquiries: hello@littlestarsnku.com
Director (Kayla Estelle): Kayla@littlestarsnku.com
Phone: (859) 572-6338

New Business

Vanessa Steele asked about several committees that have formed over the past year i.e. the staff and faculty disability rights community committee. Did we want to as Staff Congress have representation on these committees? Vicki Cooper reported that during our monthly meeting with Dr. Short-Thompson that there used to be a master list of university committees and we are unsure if we have a master list of all of these

committees. We want to ensure that we are represented on the proper committees but we don't want to be everything to everyone if we don't have to be. It is our intention to do an examination of university committees and insure that Staff Congress is well represented. In years past Outreach ran a survey of what different committees are Staff Congress members represented on. Watch for further updates and if there are committees that you are aware of that we should have a place on reach out to Executive Council or Council of Chairs.

Tina Altenhofen asked about the Faculty/Staff Picnic this year when is it? Amanda Andrews shared at our last Staff Congress meeting that we moved the date. The picnic will be Thursday August 1st. We were waiting to finalize the details when the new outreach chairs are in place. We wanted to have them involved in final decision making. The location is Highland Heights Park by the police station. Catering and giveaways for the picnic will be finalized soon. Everything is planned it's just verifying who is paying for things.

Norse Appreciation

Vicki Cooper challenges all Staff Congress members to submit one more Norse Appreciation. There are no submitted Norse Appreciations for this month. Steve Slone plans on plugging it through our channels again in August. Steve did want to take a moment and highlight Kimberly Wiley outgoing Staff Congress Secretary. This meeting is always a strange one with the handoff but she took attendance, kept track of quorum for the vote. Thank you Kimberly for all you have done for us over the years.

Announcements

Steve Slone asked that all chairs of committees email Grace Hiles and Steve Slone with information on co-chairs and meetings time for our record keeping purposes.

Adjourn

Meeting was adjourned at 2:29 PM.