



**Members present:** Tina Altenhofen, Amanda Andrews, Amy Clark, Kristi Bishop, Nick Bliven, Courtney Clark-Rankin, Sara Conwell, Vicki Cooper, Jennifer Davis, Kara Olding, Kyle Dorriere, Ali Hannig, Kristi Horine, Mike Irvin, Claudia Johnson, Dan Jones, Beth Lackey, Brenda Maldonado, Michelle Melish, Catherine Schmeal, Connie Seiter, Steve Slone, Terri Smith, Vanessa Steele, Teresa Walker, Terkerah Washington, Brandon Weinel, Kimberly Wiley, Carolyn Willhoit, and Christopher Witt

**Members absent:** Chris Bowling, Bryan Irby, Kara Olding, Tina Peebles, Autumn Ruehl, and Juliane Stockman

- I. Call to Order at 1:02 PM
- II. Guests Dr. Abdou Ndoye, Vice Provost; Dr. Ryan Padgett, Associate Provost Enrollment Planning and Student Success Report
- III. Approval of July 11, 2024 Minutes

One correction in Cori's Board of Regents report. The dates of the Board retreat are July 16<sup>th</sup> and 17<sup>th</sup> instead of June. This correction was made.

Motion: Connie Seiter Second: Carolyn Wilhoit Approve: Voice Vote

- W. Liaison Reports
  - Board of Regents Staff Regent Cori Henderson Report
  - Administrative Liaison Chief Human Resources Office Lori Southwood Report
  - Faculty Senate Budget Committee Chair Dr. Janel Bloch Report
  - Student Government Association Collin Jarrell Report
  - President's Report Vicki Cooper Report
- V. Standing Committees:
  - Benefits Ali Hannig
  - Constitution & Bylaws Michelle Melish and Chris Witt
  - Credentials & Elections Sara Conwell and Vanessa Steele
  - Outreach Nick Bliven and Terri Smith Report
  - Policies Courtney Clark-Rankin and Kyle Dorriere
  - Scholarship Kristi Bishop and Steve Slone
- VI. University Committees:
  - Benevolent Association Kimberly Wiley and Tina Peebles
  - Food Service Advisory Michelle Melish and Nick Bliven
  - IT Advisory Committee Dan Jones
  - Regent's Distinguished Service Award Ali Hannig
  - Sustainability Amanda Andrews
  - Strategic Planning Amanda Andrews Report
  - Transportation Chris Bowling
  - Employee Engagement and Wellbeing Terri Smith

#### VII. Ad-Hoc Committee

- Roundtable
- Advocacy
- VIII. Old Business
- IX. New Business
- X. Non-Member Discussion Period



XI. Norse Uppreciation - Report

XII. Announcements

XI. Adjournment at 2:21 PM
Motion: Vanessa Steele
Second: Claudia Johnson
Approve: Voice Vote

## Guests: Dr. Abodu Ndoye, Dr. Ryan Padgett

Dr. Abdou Ndoye shared that they have come to talk about the strategic enrollment committee and the results of the work that they have done for the past year. President Cady Short-Thompson formed the committee to work on strategic enrollment planning. The committee was given a two-tier task beginning with an interim plan. This interim plan would focus specifically on full-time freshmen and transfer student populations. This committee was formed from different units across the entire campus including units that represent those student populations. It includes representation from the colleges, faculty, staff, graduate, online, adult and transfer center, and the first year student success hub. This was a wide ranging group representing all corners of campus. Through bi-weekly meetings this group has developed the plan that is now being shared with Staff Congress and across campus. The changing landscape of higher education necessitated a one year plan as opposed to a multi- year plan. Dr. Ryan Padgett is going to go over the plan and the different strategies and where we are for each one. Dr. Padgett shared that the group wanted to ensure that aspects of the plan needed to be ready made and kind of actionable. The focus was to remain grounded and realistic and have items be easily handed over to departments for implementation. They wanted to also set a target and go into the conversation with the desired target to hit with enrollment before rolling out these strategies and tactics. Beginning with first time full time population they believe they can hit an enrollment goal of plus 100 from where we were for fall 2024. If enrollment comes in at 1,500 students for this fall the target goal for fall of 2025 will be 1,600 students give or take 50 high, 50 low, so between 1,550 and 1,650. The group wants to focus on aligning campus practices to direct admit, specifically talking about our relationships with high schools in our region. The first strategy is going to be designing slate and admissions technologies to meet the demands of the university. There is now a full time position solely directing attention to slate and the slate program will be fully operational. Direct admit is planned to launch on August 15<sup>th</sup> and they are still on target for this launch. The second strategy is to automate and expedite the processes, to reduce turnaround time when communicating with applicants. There are no longer a ton of manual processes and slate is going to allow them to really implement more of these automations. A great deal of this strategy is going to be process mapping to cut down on the turnaround time so students and families don't have to wait a month for a response. The third strategy is a little bit more broad. When a program like direct admit is rolled out they've also got to think through all of the other iterations and types of programming that comes along with supporting students as they consider college. They are looking at the entire concierge program when a student enters this process. They will develop a new communication plan. The traditional application process that we've all been used to for the last 200 years is going



to be completely flipped on its head for us at NKU. Direct admit will allows us to be more targeted and proactive so along with that we will need a new communication plan. The admissions team has been working along with them to really develop these new plans as direct admit goes live. Secondly is inviting prospective students to events for current students. In the past Black and Gold day events have been on weekends. Why bring prospective students on campus when campus is empty? They've moved admissions events to weekdays when classes are in session. To show the vibrancy of campus the idea is to have prospective students come to events that are happening to show them what a college experience looks like at NKU. The same with athletics events. If we have a men's or women's basketball game, and we have seats in the upper bowl why wouldn't we provide those seats to prospective students and their families? The President is also on board and would love to invite prospective students and their families to the President's box. A good way of introducing herself and saying hello on behalf of NKU. They are planning on maximizing the events already happening on campus to really attract prospective students. The next strategy is aligning campus programming to high school calendars, including testing days when seniors are off school. We tend to build a lot of events on campus around what works best for us as a campus and we need to be a little more strategic with our event planning. If we know that there is sat or act testing days, or there are times when schools are shutting down we shouldn't be having events on those days. The next strategy is to connect current students with prospective students. Students really can help sell the university. If we are going into a local high school like Ryle we should take a current student who graduated from Ryle. Current students can help prospective students successfully make that transition to NKU by showing them what that experience looks like. It helps provide that alumni connection that we are really looking forward to. The next strategy is redesigning orientation and advising practices to support direct admit. With the new direct admit process we need to think about what we are doing from now to the start of classes in a calendar year. They've started initial conversations with advisors in the First Year Student Success hub. They are asking advisors to make some early connections with students when they enter the direct admit process. This entire process will allow us to evaluate how we do things at every step of the process. The next strategy is to right size certain departments and areas for the anticipated changes in enrollment from direct admit. If they begin to see ebbs and flows of enrollments heading one way or another, we need to be nimble as a university. These conversations are ones they were having with the colleges. A great deal of these strategies are going to fall with more conversations with the President's cabinet and area leaders, but by sharing that data out we can be proactive with our response. If suddenly there are 100 students that come into a certain program are we making sure that we are the right size to support those students coming in? The next strategy is to build a master calendar of events. There have been discussions about this for years but they really want to put pen to paper. It's connecting all of the dots and having a master account of events for current students and where prospective students are included as well. The next strategy is to rebuild and reestablish relationships with high schools in the state. The team has been doing this work over the last year but when we roll out direct admit we need to make sure our high school partners really understand what direct admit is and helping them



through that process. We are a regional university that supports this region and we want to strengthen those relationships not just in this region but across the State. We are going to be the only public university within the Commonwealth that is doing direct admit. The closest school to us is Evansville, Indiana. The plan is to ensure that our high school partners and families understand this process. You will see what that communication plan is going to look like as we saturate the market with this messaging. The next strategy is to reevaluate the current one stop shop to assess its alignment to current strategies and needs. As we continue to be nimble and think through these strategies what does the one stop shop look like in terms of giving that support? These are all of the strategies that were discussed around direct admit and that rollout. Dr. Padgett then transitioned to marketing and communications. First is an item that they've asked the President's Cabinet to tackle along with partnerships in Marcomm. What is our identity as a university? The enrollment team needs to be able to sell this to high school students, families, and the region. If one of us goes out into the community with an NKU shirt on we all need to be able to talk about who we are as a university. Secondly is moving forward with a new NKU website with a focus on treating the new website as what it truly is, a gateway for new students and families. Higher ed has tended to treat websites as informational dumps where everything gets thrown in. We need to be very strategic in what our website can do. Thirdly is rethinking the main NKU phone line. They've heard from campus partners that students are getting forwarded from one phone line to another. We need to rethink how that main phone line can really support a student directly instead of getting forward multiple times. This is critically important because if you were to call Verizon right now you would want an answer then and there. We don't want our students and prospective students to be bounced round when they are shopping around and looking to choose an institution. Dr. Padgett moved on to financials around marketing. First is to develop marketing about the cost to attend and the value of an NKU degree specifically around return on investment. Second is simplifying our tuition and fee structure and making packages easier to understand. They've already started conversations around what this would look like because if we make it simpler to understand it's easier to convey to potential students. It's a competitive edge to us getting new students in the door. Dr. Padgett moved on to the academic aspects of this plan. First is aligning college specific programs with new student on campus events and programs. How can we align new student visits with programs that are already happening? With new leadership we can really look at developing plans for colleges for student affairs and athletics to contribute to recruitment preparing for enrollment growth. All of this contributes to eliminating silos and helps us make sure we are rowing in the same direction in terms of supporting our students. Dr. Padgett then shifted to first time transfer students. The target for fall of 2024 is to see an increase in 50 first time transfer students. Transfer numbers are very strong right now. Kudos to the folks down in the Adult and Transfer Center and the work that they have done. Conversations with the committee for this population really focused a little bit more around process and procedures. The first plan is to co-located the adult and transfer center into one central office with a front desk support for walk-ins. Right now this department is co-located across multiple different offices and various departments across campus and this is less than ideal. The amount of walk-ins that these folks see



on a daily basis is pretty big so we want to make sure that we are able to support this team with front desk support. The second plan would be to prioritize the need for processors and advisors. We've seen exponential growth in our transfer population and as we continue to see this growth we need to be able to meet those needs for processing and advisors. As we work to build some of these partnerships with the community colleges and two year institutions these pipelines are going to continue to feed enrollment growth. The third plan is similar to what we've been doing with our undergraduate population. We are going to utilize slate differently to help with procedures. We will be able to introduce a number of different tags and statuses within slate to help simplify the application in the checklist. Number four is to continue to add data and processes within sap so that others and advisors across campus can start to see these pathways. It takes an entire campus to support so we want to make sure we are sharing all of the data. Number four is to eliminate the 2 NKU pathway application. If a student is already in the pathway for 2 NKU they should almost be treated as a direct admit. Lastly number six is to evaluate curriculum pathways. This should be done on a semester or annual basis. Conversations will continue about expanding and simplifying scholarships for transfer students, including evaluating the sixty credit hour limit that currently exists. All of these items along with the work of the Adult and Transfer Center will put us a nice competitive edge. Dr. Padgett opened the floor up for questions. Vicki Cooper thanked Dr. Padgett for the presentation calling it really comprehensive. Vanessa Steele put forth a questions. It was mentioned in the presentation about right sizing departments how would we account for the quickness of those ebbs and flows? If you have a rapid increase in the history department or a rapid decease. Would you have some advice that you would be giving on how it would all be handled so people aren't in constant fear for their jobs? Dr. Padgett responded that right now we have the enrollment daily dashboard which allows us to track that movement on a daily basis. With direct admit the traditional way in which we have looked at how students have been admitted and confirmed is going to shift. We are going to start to see these numbers potentially shift a little earlier. Regardless we have that dashboard that runs every single morning. If we start to see those things we can start to have these conversations with the provost. For example we are starting to see students coming in this year that went through covid and then entered into high school with math and English deficiencies. We started to see that those deficiencies were hitting math particularly early for us and really at colleges and universities across the United States. We were able to start having conversations and Brooke Buckley was able to pivot and start look at how she was doing pre-testing for placement of students. If we are able to track enrollment with the daily dashboard we can attempt to get ahead of some of these things. We can share this data with the provost, the chairs, and the departments earlier. We don't want it to be August 8<sup>th</sup> and we see an additional 200 biology students and we are left asking what are we going to do? Dr. Ndoye shared that we are going to need be more proactive on how we deploy resources with these ebbs and flows. There are going to be different ebbs and flows with different populations of students. How can we redeploy resources? How do we target our use of resources? What can we do internally that can help redirect resources when the data shows that we need them in a different area? By adding the data that Dr. Padgett talked about as soon as we have it we can



make these informed decisions and not be blind-side by a bulk of enrollment coming in. With no other questions during the meeting if Staff Congress has any questions moving forward feel free to reach out to Dr. Padgett or Dr. Ndoye. They will also come back to Staff Congress if they have more to share. Dr. Ndoye shared next steps. The interim plan is being shared with other constituent groups across campus to solicit feedback. Coming up this fall the longer term planning will begin. This will include other student populations that are not addressed in this current interim plan i.e. online and graduate student populations. Steve Slone shared a general thank you for the plan. It's good to see what the plan is. Vicki Cooper shared that higher education in general is going to have to be a lot more flexible and able to pivot in the current environment. This is a good starting point in general. Vanessa Steele asked is increase in enrollment going to be the only metric for success that will be looked at? Will there be other metrics that will be looked at as well? Dr. Ndoye explained that increasing enrollment could be a criteria for success, but also establishing and strengthening our relationship with a high school could be another criteria for success. The committee tried to be very intentional to not even use the word measure because when you say measure people just quantify. It's not just about quantification. This enrollment plan has a lot of processes, qualitative processes that if we improve them, should also be really looked at as measures or criteria of success.

## **Board of Regents – Staff Regent Cori Henderson**

Cori Henderson shared that the Board of Regents met on July 16th and 17th. She shared that they began discussions about what ERP we are going to look at and move forward with. They got to hear some of the different options that are available out there. They also engaged in a conversation about tuition rates. The board is really trying to make sure that we find the sweet spot for some of our tuition rates. Some of our rates might be too low and other might be too high. We want to ensure that we are staying competitive. They heard from Provost McGill and others around what our next steps are going to be around tuition costs. There was also a couple of presentations by Christina Roybal on athletics. These included initial information about the new sports that were brought online. Where are we on those and the goal of bringing in new students? They also heard more around the NIL (Name Image Likeness) piece of the athletics operation. The board was given a really good breakdown of what this means for NKU. The presentation did a really good job of explaining how it morphs and changes almost every day. The next upcoming board meeting is September 11<sup>th</sup> and everyone is encouraged to attend in person or through the streaming option. The board also conducted the President's performance review. This upcoming year the President's performance review will be conducted in December instead of July. President Cady Short Thompson has enrollment targets that are built into this review so by moving the review to December the review can actually look at actual enrollment numbers to factor into the review. July is a little early for the board to have a clear idea of where enrollment is trending fall to fall. Dr. Janel Bloch asked if there have been any new board members appointed yet? We are still waiting for word from the Governor's office. Right now Rich Boehne is continuing on the board until we hear back on new board members. It is expected that two new board members will be appointed soon. There are



three names that were put forth to the Governor's office as possible board members but we expect two will be named.

#### Administrative Liaison - Lori Southwood

Lori shared the following...

### Benefits update:

- Planning for OE ...which will be approximately the same time frame as last year end of October beginning of November. Exact dates to be confirmed.
- We will have OE information sessions on campus and also available virtually. Dates to be confirmed and information and details will be shared well in advance of OE.
- Completing the work/process for a Dental RFP. Results to be announced soon.

### Upcoming Fall Wellness Supports:

- Free and Confidential Personal Wellness Coaching available by appointment on Mondays and Tuesdays (started August 5)
- Fall Faculty/Staff Yoga will be on Mondays in the UC Ballroom beginning August 26. Registration and waiver available now on Wellness Upcoming Classes and Events page.
- Upcoming
  - The Blood Sugar Blueprint 8-part Series: Take Control for Type II Diabetes Prevention and Management Beginning on September 9.
  - Pause in the Planetarium Returning on Tuesdays Beginning September
     10. Shows will alternate between a Planetarium show and guided relaxation practice from week to week.
  - Airrosti Rehab Center Musculoskeletal on-campus Injury Assessments and treatment days in September and October.
  - St. Elizabeth Mobile Cardiovascular Unit on campus in late October and Mammography Van on campus in early November.

More info on all supports on the Wellness Upcoming Classes and Events page.

Lori also shared kudos to all those who worked so hard on the Picnic. It has been a lont time since we were able to gather and I really think the planners hit it out of the park. It was an awesome and great event and she has heard a lot of positive comments from those attending. Vicki Cooper asked if the RFP for dental includes some kind of qualitative evaluation? Ali Hannig who was our representative in that conversation shared that there was a score card but not anything a satisfaction survey or anything that was included. Lori went on to share that there is going to be a meeting soon with those directly involved in planning the picnic to capture what worked for us. What we wish we would have done differently? The process for planning next year's picnic



begins now. Any suggestions or ideas don't be shy reach out to Lori and she will make sure it's included to make next year's picnic even better.

### Faculty Senate Liaison - Janel Bloch

Janel Bloch shared Faculty Senate has its first meeting August 26<sup>th</sup>. Nothing to report this month but maybe next time.

### Student Government - Collin Jarrell

Collin introduced himself as the new Vice President for Student Government. He will be joining us as liaison for this year. Lucy Burns is the new President of Student Government. They've been working on revising their constitution. Once meetings begin for the semester there will be more to report. Some of their thoughts going into this year include more of a focus on ADA compliance and accessibility issues on campus. They had a few complaints facilities wise in the dorms that they are planning on working with facilities management to resolve and develop a plan moving forward. They've also had discussions with Provost McGill about promoting some of the major and minor programs across campus that haven't been promoted for the last couple of years. Vicki Cooper asked if SGA has a quorum membership? Collin shared that they are beginning the year with five senators and the max number that can serve on student government is 30. If any Staff Congress members know any students that you think would be great for SGA send them Collin's way. Jen Davis asked if there is any recruitment literature that can be shared with potential students that would be interested in joining? Collin shared that at their officer retreat that one of the main focuses is going to be on marketing. So once they have marketing materials and information they will share it with us in Staff Congress.

### **President - Vicki Cooper**

Vicki Cooper began by saying thank you to everyone for the hard work on the picnic. Staff Congress did a very heavy lift on this event. Specifically she wanted to call out the outreach committee. This year we will begin a conversation about overlap on the outreach committee because the picnic falls during that transition period between an old Staff Congress and a new Staff Congress. Vicki specifically wants to thank Amanda Andrews and Terri Smith for their hard work getting everything together for the event. Thank you. Vicki continued that she is finishing up the admin evaluations that we just completed. She has been breaking them down into individual reports. There are 39 individual reports. 10 cabinet members with the President, and then 29 other individuals. The reports will include a cover sheet explaining the evaluations, the participants, and the categories. 97 people participated and there were 394 evaluations completed. Vicki took all of the information and is presenting it visually so that the information could be digested quickly. Vicki asked all Staff Congress members to encourage their areas to participate. Each person that was evaluated will get their own, it also goes to that individual's supervisor, and President Cady Short Thompson gets all of them. Cori Henderson asked if the board gets a copy as well? Vicki shared that traditionally President Short Thompson's will be shared with Tammy to share with the board but as Staff Regent if Cori would like the information just let her know. Vicki



shared that we did not do an evaluation on Chris Calvert this time because he had just joined the university. Vicki shared that if any Staff Congress member has an idea of a guest to attend future Staff Congress meetings reach out to any member of executive council. For our September Staff Congress meeting Vicki asked that all committees will develop a couple of goals for their committee and for all of Staff Congress. We will discuss these broader Staff Congress goals at our September meeting. Steve Slone shared that maybe we have a bigger conversation about how many we review as a part of the admin evaluation process. 39 different individuals can feel kind of overwhelming when a staff member logs in to complete them. Steve also thanked Vicki for all of her hard work gathering this information and for making them look visually appealing.

# **Staff Congress Standing Committee Information**

### **Outreach - Nick Bliven and Terri Smith**

Terri Smith shared that we held the picnic on August 1<sup>st</sup> at the Cold Springs Community Center. This is the 1st picnic we've had since 2019. We had reserve the park but since the weather did not cooperate we asked if we could hold it inside and the park was nice enough to let us. We used their gym and it was so nice because it was air conditioned. They had refrigerator and a little kitchenette for our use. Our maintenance department didn't have to bring tables and chairs because it was already on site which outreach set up. We had 653 people that sent in an RSVP that the employee and their family would be there. The food for the event was from Raising Cane's and LaRosas. We had over 60 donations for the event. The biggest donations were valued from 250 dollars to 1000 dollars. We had donations from external businesses so the committee wanted to list them off so that anyone who wants to could support these businesses. Dunkin Donuts in Cold Springs, Biggby Coffee in Cold Springs, Raising Canes in Cold Springs donated a gift basket, Lowes donated a chair for a giveaway, Northern Kentucky Dental Care donated a basket, and Skyline Chili in Highland Heights donated gift certificates. We also received donations from various internal NKU departments including Alumni, Human Resources, Athletics, Barnes and Noble, Campus Recreation, UK College of Medicine, Chase Law School, and Fuel NKU. There were a lot of smaller gift certificates that Amanda Andrews raffled off every 15 minutes or so until they were gone. We had lots of activities for children. We moved the inflatables inside, sand art, and other little games. ROTC put up their inflatable obstacle course and there was a petting zoo outside. Kona Ice also was on site outside as well. Terri shared that planning for next year's picnic will begin shortly. Lots of businesses need 42 to 60 days prior to the event so if you know of any business that would be interested in donating please reach out to Terri now. Terri shared a list of individuals that she specifically wanted to thank. Lori Southwood and Natalie Gabbard in HR were so wonderful and patient as she was asking questions. Brandon Weinel and Chris Bowling set up the sound system and stayed to make sure it was working properly. Amanda Andrews and Rose VonHandorf who helped with a lot of the paperwork, phone calls, and setting up things and did all kinds of behind the scenes things. Thank you to the outreach committee who jumped right in and worked as a team to get things set up and ensure the event was a success. Thank you everyone the event was a success and next year is going to be bigger and better. A meeting will be held next week to start on planning the Christmas party.



Amanda Andrews jumped in to thank Courtney Clark Rankin. One of the donations we received was a 500 dollar donation from the Northern Kentucky Federal Credit Union specifically for the purchase of an inflatable. Thank you to Courtney for securing that. Thank you to Amy Clark who secured a couple of the Campus Recreation Center 3 month memberships that we were able to give away. Thank you to Kristi Bishop and Kristi Horine who were on last year's outreach committee. Kristi Bishop came up with the sand art idea and the feedback has been positive on that activity. Terkerah Washington who was always jumping in and helping as needed. This event was such a huge feat and Amanda shared that it's not just outreach. There are so many people from all across campus who had a hand in the event. We appreciate every piece that you put into this event and we will continue to advocate so that everyone can attend next year's event. Conversations begin now to make next year's picnic another successful event. Michelle Melish asked about a volunteer sign-up sheet for next year's event to spread the work around. Amanda shared that this fell through the cracks this year but it is definitely something that we will have for next year's event.

# **Staff Congress University Committee Representation**

# **Strategic Planning – Amanda Andrews**

Amanda Andrews shared that this committee has met and will have more meetings over the coming months to really dig into the strategic plan. Going into these conversations the thought is that it will be a 3 year strategic plan with a timeline of fall 2025 through summer 2028. Conversations are beginning with the data that was gathered during the campus listening sessions from last semester. The goal is to have a proposal together for the board of regents meeting next June for board approval. More to come later as the meetings with this group continue.

#### **Old Business**

Watch for email correspondence from Vicki Cooper about the goals discussion at our September Staff Congress meeting.

#### **New Business**

Mike Irvin ("Daddy Daycare") shared an update on Little Stars Preschool taking over the childcare office here on campus. They held an open house last night. Everything is done and looks great. There was a really good turnout for the open house event. The last step is to finalize the license in Kentucky since they have been operating in Ohio. Providing nothing goes wrong with the final walk through things will be fine and they can receive the license on the spot there is no waiting period. If that all goes according to plan they should be able to open Monday. Fingers and toes crossed for all of that but it looks like things we should be off to the races. Amanda Andrews shared that what needs to be completed is the outside playground area. The university has worked with Little Stars to ensure that there is an alternative until the playground is finished. They will be using an indoor space over in the Campus Recreation center so that the kiddos can let loose and have their inner wild child run free. There were skunk issues under the old playground. Mike shared that the new director has been very complimentary of the university as things have been progressing.





# **Staff**

# **Anne Perry**

Anne has been working in Education Abroad at NKU for over 30 years and she still comes to work every day with a smile on her face and a positive attitude. She always brings in little gifts for everyone in the office when there's a holiday and makes everyone feel comfortable and welcome. Anne goes above and beyond for our students and often stays after hours to help them with any problem or need. She is a wonderful colleague and friend and makes our office and university brighter.

#### **Lisa Wolf**

Lisa is always so helpful and pleasant. I feel I can contact her with any questions regarding travel or other expense issues and she is always happy to help. I appreciate her!

### **Travis Downing**

Travis Downing quietly and calmly takes on whatever work is needed to be done without complaint. He's thoughtful, kind, and steady, which helps when I'm overwhelmed and slightly panicked, particularly this time of the year. His years of experience at NKU make him one of the most well-rounded and knowledgeable people on campus. He's always ready to help out, and sometimes, his steady reliability gets overlooked on campus (but not by the people that know him well).

#### **Announcements**

First Friday is coming up August 23rd at 3:00 PM

Fall Convocation is comping up on August 12<sup>th</sup> at 1:00 PM in the Student Union Ballroom.

**Adjourn** 

Meeting was adjourned at 2:21 PM.