

Members present: Tina Altenhofen, Amanda Andrews, Nick Bliven, Chris Bowling, Angela Calhoun, Vicki Cooper, Kyle Dorriere, Liz Futscher, Ali Hannig, Mike Irvin, Amy Ishmael, Dan Jones, Brenda Maldonado, Michelle Melish, Pete Rinto, Crystal Schwab, Felicia Share, Steve Slone, Terri Smith, Vanessa Steele, Teresa Walker, Terkerah Washington, and Christine Yankovsky

Members absent: Kristi Bishop, Sara Conwell, Jennifer Davis, Nic Hervey, Bryan Irby, Beth Lackey, Aaron Luken, Kara Olding, Connie Seiter, Jennifer Stephens, Juliane Stockman, Carolyn Wilhoit, and Christopher Witt

- I. Call to Order at 1:06 PM
- II. Approval of President Vicki Cooper's Second Term - [Report](#)
 - Approval: Voice Vote
- III. Voting Item new member: Peter Rinto (to replace Catherine Schmeal)
 - Motion: Ali Hannig
 - Second: Liz Futscher
 - Approval: Voice Vote
- IV. Election of Secretary - [Report](#)
 - Approval: Voice Vote
- V. Appointment of Parliamentarian - [Report](#)
- VI. Approval of June 12, 2025 Minutes
 - Motion: Vanessa Steele
 - Second: Tina Altenhofen
 - Approval: Voice Vote
- VII. Liaison Reports
 - President – Dr. Cady Short-Thompson - [Report](#)
 - Board of Regents – Staff Regent – Dr. Cori Henderson - [Report](#)
 - Administrative Liaison – Chief Human Resources Office – Amy Gellen and Lauren Franzen - [Report](#)
 - Faculty Senate – Budget Committee Chair – Dr. Janel Bloch
 - Student Government Association – Collin Jarrell
 - President's Report – Vicki Cooper - [Report](#)
- VIII. Standing Committees:
 - Benefits
 - Constitution & Bylaws
 - Credentials & Elections
 - Liaison
 - Policies
 - Scholarship
- IX. University Committees:
 - Benevolent Association
 - IT Advisory Committee – Dan Jones
 - Food Service Advisory – Michelle Melish
 - Transportation – Chris Bowling
 - Parking and Tuition Waiver Task force – Mike Irvin and Steve Slone – [Report](#)
 - Strategic Planning – Amanda Andrews

- X. Ad-Hoc Committee
 - Outreach – Terri Smith - [Report](#)
 - Roundtable – Amanda Andrews - [Report](#)
 - Advocacy – Vanessa Steele - [Report](#)
- XI. Old Business
- XII. New Business
- XIII. Non-Member Discussion Period
- XIV. Norse Appreciation - [Report](#)
- XV. Announcements
- XI. Adjournment at 2:42 PM
 - Motion: Chris Bowling
 - Second: Ali Hannig
 - Approval: Voice Vote

Call to Order

Meeting was called to order at 1:06 PM by parliamentarian Mike Irvin.

Approval of President Vicki Cooper's Second Term

Mike Irvin indicated that Vicki Cooper wishes to continue for a second term of President. Vicki Cooper's second term as Staff Congress President was approved by voice vote.

Election of Secretary

Vanessa Steele as Credentials and Elections co-chair led the portion of the meeting for the election of Staff Congress Secretary. There was one nominee for the position, Steve Slone. Steve Slone was approved as Staff Congress Secretary by voice vote.

President – Dr. Cady Short-Thompson

Cady Short-Thompson began by hoping that we all have had a good summer. She shared that on the financial side of the house we had a strong fiscal year 25 and ended with positive cash flow. The very last days of the fiscal year we did get some troubling news with the changes in our performance funding and the changes at the department of revenue around not collecting on outstanding debt. In future budgets we are going to build in a 2 to 3 percent contingency for last-minute things that crop up. The entire state is going to ask the department of revenue to reconsider the change about collecting on outstanding debt. Budget season is beginning down in Frankfort and our strategy this year is going to be to ask for a lot and get as much as possible. We continue to monitor changes not only at the state level but also from the federal level. As you would imagine there are all kinds of downstream effects that we could see based on changes in Washington DC. With changes based on House Bill 4 we are working on more communication. We are developing a 1-page clean document that addresses what we are allowed to do and not allowed to do to streamline that communication. Keep sending questions to president@nku.edu, Provost Dr. Diana McGill, and Grant Garber. Questions help develop the communication plan as we continue to move forward. On the enrollment front we are up undergraduate and up in law. We are currently underperforming in returning graduate students. We are analyzing why this could be and working on strategies to raise these numbers. We are up in retention and

persistence and also up in housing enrollment as well. She gave a shout out to anyone who is currently working on Workday implementation. She also wanted to apologize to anyone who is still currently working on SAP. When she expressed her excitement about Workday it could have come across as disregarding the hard work our folks do and have done with SAP. This was not her intention. She expressed apologies and heartfelt thanks for all the work that teams are doing all across campus. Watch for benchmarks for our new strategic plan Forward Together coming soon from Pete Rinto and that team. August 11th will be Fall Convocation. Immediately following convocation will be a strategic planning summit and happy hour event. Watch for more information on this event from Marketing soon. There will be a ribbon cutting event for the new welcome center on September 18th. A question was asked how much enrollment is down at the graduate level? The estimate is around 300 down primarily online students. A question was asked about changing NCAA regulations around NIL? She responded that there are around 300 fewer by-laws that we have to follow. We are focused on being as competitive as possible in this changing landscape. It is changing quite a bit. This will be a multi-year evolution so stay tuned for further updates. The first stage of workday implementation should be in place by July 1, 2026. A question was asked about the changes in payroll for monthly to biweekly that was discussed around workday. More information will be coming around this. The presumption is that our biweekly pay cycle won't change, and monthly employees will just move to the same pay cycle we are currently using. A question was asked about increases coming to insurance with private insurance costs going up. We are in ongoing conversations with our insurance brokers to minimize the impact to individual employees. A 10 percent increase is budgeted we are still working on the final numbers. The planning is to soften the blow and to avoid raising premiums if possible. Keep the questions coming as it seems that we are constantly having a barrage of new information from all sides. There are some policy changes that are working their way through the policy process so watch for updates on those. She was happy to make the change to the tuition waiver policy basing the waiver off of our 3 states one-rate tuition rate. The first-year student fee is waived if you are using the tuition waiver.

Board of Regents – Dr. Cori Henderson

Dr. Cori Henderson shared the following updates...

- **CRC Now Available to Staff and Faculty!**
 - This is friendly reminder that as of July 1, staff and faculty are now eligible to utilize the CRC for free. Special thanks to my fellow board members for removing the employee CRC fee.
- **BOR Retreat**
 - BOR Retreat will be July 22 and 23rd.
 - Some of the topics to be discussed include BOR governance, Athletics, and the new strategic plan
- **Fuel Fridays-Thank You!**
 - A heartfelt thank you to Nick Bliven and Peg Adams for opening Fuel NKU to staff and faculty on Fridays during the summer.

Administrative Liaison – Chief Human Resources Office – Amy Gellen and Lauren Franzen

Amy Gellen as an alumnus of the university is so happy to be back on campus. If you notice her lost across campus, please help her because campus has changed so much over the years. She shared that there are meetings ongoing with our brokers to minimize the impact of increases in health insurance costs. Specific benefits questions please reach out to Patty Burke in Human Resources.

Lauren Franzen shared the following...

IT

Update to Windows 11 as soon as possible

The Workday ERP Plan phase wraps up July 11. The Architect & Configure phase begins on Monday, July 14, and will continue through December 2025. Starting in January 2026, the Testing phase will begin. See NKU's ERP Project webpage for updates. <https://inside.nku.edu/it/enterprise-project.html>

IT will collect old/unneeded desk phones for recycling or reuse. Please contact the IT help Desk to schedule a convenient pickup time. <https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnku.edu%2Fhelp&data=05%7C02%7Cfranzela%40nku.edu%7C20dedce6486440c231b708ddb78ec4b%7Cac3218551f554d0bb2fa531085ca3022%7C0%7C0%7C638875049228479880%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMtIsIkFOljoitWFpbCIsIlldUljoyfQ%3D%3D%7C0%7C%7C%7C&sdata=5GuTFOceXJ1wRK%2FWFXGTTebW%2B%2BOBtSyaHubwGXGpwGU%3D&reserved=0>

To have software added or to make sure it remains on departmental labs, smart classrooms, or IT computer labs, for the fall semester, submit a service request to IT by Tuesday, July 15.

<https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnku.edu%2Fhelp&data=05%7C02%7Cfranzela%40nku.edu%7C20dedce6486440c231b708ddb78ec4b%7Cac3218551f554d0bb2fa531085ca3022%7C0%7C0%7C638875049228510012%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMtIsIkFOljoitWFpbCIsIlldUljoyfQ%3D%3D%7C0%7C%7C%7C&sdata=dKVkeLmA1yad6LpSsQ6qJN3Fhd1viqPM3lJb1BPgLuQ%3D&reserved=0>

Security Camera upgrades are occurring across campus this month. Refer to the IT Service Alerts web page for the schedule.

<https://inside.nku.edu/content/inside/it/service-alerts.html>

Remember to remove or adjust access for student employees who are no longer working for your department. Contact the IT Help Desk for assistance.

<https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnku.edu%2Fhelp&data=05%7C02%7Cfrankenla%40nku.edu%7C20dedce6486440c231b708ddbd78ec4b%7Cac3218551f554d0bb2fa531085ca3022%7C0%7C0%7C638875049228530853%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIIYiOiIwLjAuMDAwMCIslIAiOiJXaW4zMilslkFOljoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=QlyKYqXsUzyke%2BDjrPrqbXBQXOkKqj5yXN75KQdyAtQ%3D&reserved=0>

HR

HR Training and Development and Employee Relations will host a monthly learning series titled "HR Topics for Managers – Policies, Regulations, & Guidance". Topics include:

- workplace accommodations
- coaching and managing performance
- conflict resolution
- Title IX
- ...and more.

This monthly manager learning series will begin in September 2025 through to May 2026. Flyer attached with registration link and the link can also be found on the HR Manager/Leader Community [webpage](#).

Wellness

EAP Resources for Living Virtual Orientation July 22, 1pm-1:30pm Join NKU EAP rep Rudy Schenk to learn more about all that EAP Resources for Living (RFL) has to offer. The EAP offers a wide range of services for employees and your family members, including counseling, legal and financial services, and robust online resources. All services are confidential. Next orientation is August 27 and will continue to be held monthly.

President - Vicki Cooper

Vicki Cooper shared the following...

Staff Congress President's Report, 7/11/2025

Thank you for the privilege of serving as your president. I feel we have a strong executive team that is willing and able to serve you and the staff of NKU well. A huge thank you the continuing and new Staff Congress members for being willing on Staff Congress and represent and advocate for your fellow staff employees.

Raises

- Earlier this summer, Cady announced her decision on how the 3% would be distributed. She did meet Staff Congress/Faculty Senate's joint recommendation

part way on the issue by including a one-time bonus for those below certain salary-based thresholds.

- The one-time bonus payment did not include our equally valuable and important permanent part-time employees but they did receive the 3% increase.
- We knew it was never going to be a win-win for all employees, but NKU has employees struggling to survive on current salary levels. Staff Congress will continue to advocate for all staff.

Administrator Evaluation Survey

- We received 38 submissions so far. If you have not completed it, please do so by Friday, July 18. This is the last extension for the survey.
- Staff Congress typically waits until the Faculty Senate completes their Administrator Evaluation Survey and this year there were delays.
- We will continue to evaluate the value of this survey, when it is distributed and how we promote it. Robert Schalk in IT has worked hard to make this survey and keep it totally anonymous.

Open communication

- Encourage and forward ideas, suggestions, concerns – your own or from other campus members
- It takes all of us working together to move us forward.

Vicki Cooper read the following question we received from the question portal...

Our department asked if we could leave early today for holiday and were told NKU was open regular hours today. However most of the other employees in the IT department got to leave at 2pm. Why did some departments in IT get to leave early and some did not? All of the infrastructure groups and business analysts got to leave at 2pm. We were told we had to work until 4:30. There is so much unfairness in the IT department.

Amy Gellen responded that there are ongoing conversations about how certain policies are put into place in Human Resources. Those conversations will continue, and they are constantly evaluating the implementation of policies in certain areas. This question and the response will be added to the end of the minutes following our standard practices.

Staff Congress Standing Committee Information

At this meeting we broke into smaller conversations to form our standing committees. Information concerning chairs will be shared in future Staff Congress materials.

University Committees

Parking and Tuition Waiver Task Force – Mike Irvin and Steve Slone

Mike Irvin shared that conversations continue around this committee's work. We have a proposal for a pilot program to explore free or reduced parking on nights and weekends to encourage more community outreach and events to remove the deterrent of paid parking for events. Special thanks to Lauren Franzen for gathering together information on the salaries of employees who currently purchase a standard faculty/staff parking permit. We are looking at a possible tiered salary-based parking model and this was the first step of information gathering for this process. We've had conversations with other universities that have models like this in place. The committee is working on small items currently within this already determined budget cycle with an eye towards larger changes in the future. Watch for further updates as the work continues.

Ad-Hoc Committees

Outreach – Terri Smith

Terri Smith shared that the picnic will be on August 7th at the Campus Recreation Center from 3:30 to 7:30 PM. Encourage everyone to RSVP to the event and bring your families to celebrate this time together. **A special callout. Anyone interested in joining our outreach committee you do NOT need to be a Staff Congress member to join the outreach committee. Reach out to Terri Smith or Steve Slone for more information.**

Roundtable – Amanda Andrews

Any Staff Congress member that is interested in joining the Roundtable committee please reach out to Amanda Andrews or Steve Slone to express interest or for more information. Planning for this year's event is beginning now.

Advocacy – Vanessa Steele

Vanessa Steele shared that anyone interested in advocating for staff feel free to reach out to her and join the committee. You can reach out to Vanessa Steel or Steve Slone for more information.



Staff

Lisa Wolf

Lisa is a travel request expert and was able to walk me through the process step by step. She was so kind and patient. She is an NKU Rock Star!

Adjourn

Meeting was adjourned at 2:42 PM.

Staff Congress Portal Questions

Date Received: 7/3/2025

Question:

Your question, concern or feedback:

Our department asked if we could leave early today for holiday and were told NKU was open regular hours today. However most of the other employees in the IT department got to leave at 2pm. Why did some departments in IT get to leave early and some did not? All of the infrastructure groups and business analysts got to leave at 2pm. We were told we had to work until 4:30. There is so much unfairness in the IT department

Action Taken: Submission forwarded to Amy Gellan, Chief Human Resources Officer

Response: *In process.*