

STAFF CONGRESS

NORTHERN KENTUCKY UNIVERSITY

BURN bright

November, 2015



MESSAGE FROM THE PRESIDENT OF STAFF CONGRESS

I want to start off by thanking President Mearns and the Board of Regents for the \$1000 bonus and the extra days off during the holidays. If you have a few extra minutes, please send an email to the President showing your appreciation.

On Wednesday, November 18th President Mearns and Staff Congress will be hosting a gathering for faculty and staff to show appreciation for everyone's hard work and dedication to the University and to celebrate the bonus. I realize that these are small steps but this is definitely a start.

The Roundtable questions and answers are now published on the Staff Congress website. Please take the time to read these responses. If you would like follow-up information or have any other questions for Staff Congress you can submit a question or comment online at staffcongress.nku.edu.

I would also like to congratulate all of the upcoming graduates who will be walking across the stage at BB&T Arena on December 12, especially my daughter Kayla, who took full advantage of one of our benefits, the tuition waiver, and will be earning her Bachelor of Social Work.

I hope everyone enjoys the holiday break and is able to spend some time with friends and family.

Please remember bacon makes everything better.

Dave Bauer
Staff Congress President

Internationalizing NKU

Staff Congress guests François LeRoy, Executive Director of the Center for Global Engagement and International Affairs, and Samba Dieng, Director of International Student and Scholar Services, spoke at the October meeting about the mission of internationalizing NKU.

Dr. LeRoy and Mr. Dieng elaborated on the offices within the Center for Global Engagement and International Affairs, which includes: International Student & Scholar Services (ISSS), the American English Language Program (AELP), and the Office of Education Abroad (OEA). As listed in the university strategic plan, NKU is increasing its focus on international engagement, and the offices within international affairs directly support this initiative. New staff members in ISSS – Rebecca Hansen, Assistant Director of International Admissions, and Fatimata Ndiaye, Intercultural Programs Coordinator – are actively recruiting international students abroad while also serving as a resource for students, faculty, and staff on campus. Fatimata specifically will be providing interactive programming for students as well as educational events for faculty/staff that have questions or may be experiencing cross-cultural misperceptions or miscommunication. Additionally, OEA continues to offer incredible study abroad opportunities for our students, as well as strong scholarship support. Faculty and staff are highly encouraged to teach or assist with study abroad programs.

To learn more about the offices within the Center for Global Engagement and International Affairs, please visit <http://international.nku.edu>. Thank you for your support with internationalizing NKU!

Important Reminders

- December monthly pay will be on the 31st this year.
- Lot C is closing after finals and Founders Hall will close in January
- The transition of staff mailboxes to Office 365 is in progress, with benefits including larger inbox size and 5 free at-home copies of MS Office for use on personal devices; a detailed schedule is on the IT website.

Have a question for Staff Congress?

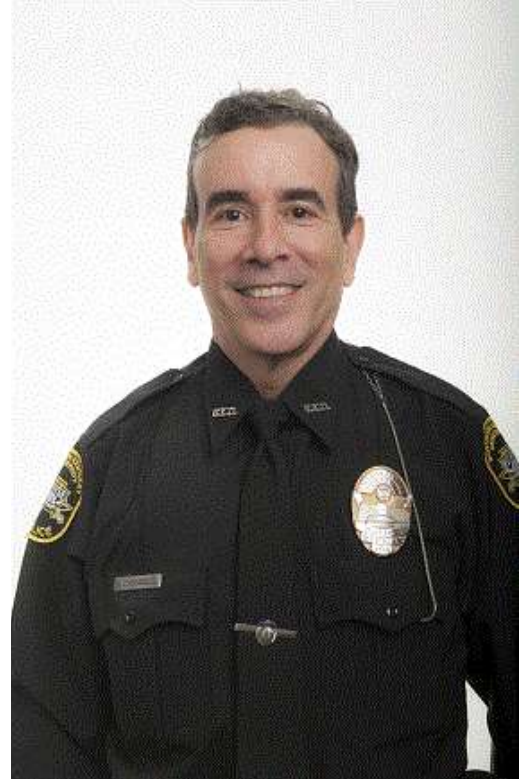
Visit: <http://staffcongress.nku.edu>

Want to know who your Staff Congress representatives are?

Visit: <http://staffcongress.nku.edu/contact.html>

New Staff Spotlight

Meet our new bilingual DPS officer, Mick Carrasquel. He was born in Venezuela and is fluent in Spanish. He retired from the Boca Raton Police Department in Boca Raton, Florida in January 2014 (Employed: Jan 1991 to Jan. 2014). After retirement Mick and his family moved up here to Northern Kentucky. He has over 23 years in law enforcement, including assisting citizens, investigating accidents, conducting routine patrols and undercover assignments. During his career he received several commendations: Officer of the Quarter, Officer of the Month, Meritorious Service Commendation, Outstanding Performance Awards. 19 of these years he served as SWAT Operator, Rappel Master, Sniper, Team Leader, Assistant Team Commander and Acting Team Commander. He has 14 years of supervisory experience as a Police Sergeant, as an Acting Watch Commander, and in charge of Road Patrol Squad, Street Level Tactical Unit Squad, and Special Services Platoon supervising specialized units such as K-9, Marine, Traffic/DUI Enforcement, and Traffic Homicide Investigations.



SPRING 2016 STAFF CONGRESS BOOK AWARD

\$125 will be awarded to two staff members

This award is open to all full-time staff members who are pursuing an undergraduate or graduate degree or enrolled in a certificate program.

Employees are only eligible to receive the scholarship twice.

STAFFCONGRESS.NKU.EDU

DEADLINE TO APPLY:

December 4, 2015
4:30 p.m.

AWARDEES WILL BE NOTIFIED BY:

December 11, 2015

Did you Know?

Zip Cars are available on campus.

Gotcha Bike rentals are coming to campus soon.

You can ride the TANK for free with your NKU AllCard.

Your NKU AllCard grants you free admission to the newly renovated Campus Recreation Center.

Many local businesses offer a discount if you show your NKU ID.

The Norse Tech Bar is available in the University Center to assist you.

You have a tuition waiver available (see the [HR website](#) for more details).

The Northern Kentucky University Staff Congress

shall: create a stronger bond within the staff; solicit and express opinions, suggestions and recommendations of staff on all matters of concern to the various staff constituencies and to the staff as a whole.

Staff Congress shall seek representation in all aspects of Northern Kentucky University governance.

~ Staff Congress Constitution

For more information on staff congress:

<http://staffcongress.nku.edu/>

Did you know Staff Congress meetings are open to the public? Please join us!

Time, day & location can be found on our website.

Thank you. Thank a co-worker.

- November 18, SU 104 from 7:30 to 9:30 am. Please join President Mearns, Staff Congress and Human Resources for a cup of coffee, a morning snack, or just to say hello.
- January 21, BB&T Arena, Athletics Programs Staff Appreciation Night. Free admission for all employees plus one guest for the basketball game.

Announcements

- Inclusive Excellence will be adding religious holidays to their calendar at some point.
- Cultural events can be found on the ISSS program page: <http://issn.nku.edu/ois/events/programs.html>
- Staff Development Day evaluation results are now on the [HR website](#).
- Biz Bites, a new food service location in the Haile/US Bank College of Business is open on the first floor at the end of the building next to MEP

“I fueled the flame by _____ and I couldn’t have done it without _____!”

How would you fill in these blanks? Stay tuned for news on how you can recognize the accomplishments of yourself and your co-workers, coming soon in your email.

Roundtable Results

Included below are five Roundtable questions and answers from the event that took place on October 16, 2015. For full results please visit <http://staffcongress.nku.edu>

- 1. Why are we not promoting growth from within? It seems that more often than not we are hiring external candidates for positions instead of hiring someone internally. It seems like experience and dedication should play a part at some point and could ultimately help boost morale. If people believe there is growth potential they may want to stay longer despite the lack of raises.**

Having a balance between hiring internal and external candidates is crucial to any organization. HR recommends to the hiring department that all qualified internal candidates be interviewed. Experience and dedication do play a part in the selection process; however, to ensure our long term success we must make certain that the candidate selected meets the needs to support the strategic direction of the university, as well as being the best candidate for the job by meeting qualifications and requirements.

- 2. When will staff have the opportunity for a 360 review for supervisors & administrators as faculty do? This has been brought up for years and has yet to be resolved.**

Human Resources will be putting together a committee to research and make a recommendation regarding whether a review process of supervisors and administrators by staff will be implemented.

We are continually looking at the evaluation process to make improvements. We have considered various 360 Degree Feedback options for Staff in the past and if we were to implement a 360 Degree Feedback process, we would need to find the right tool and ensure that everyone has training on how to use it.

- 3. Recently we held a benefit's fair; however we did not have information about the cost for our benefits, specifically health insurance costs. Is there a way we can have more notice of the benefit changes before the benefits fair and selections are due? The decisions are important and I would like to have the time to review the information and be informed.**

The purpose of the benefits fair is to provide an opportunity for benefit-eligible employees to talk directly to the providers of their benefits. It also allows the benefit providers to easily market any global coverage changes they may be making. Global benefit changes are those made for all their clients, not just NKU. Over time we have included our Wellness team and their partners.

As we are able, we share upcoming benefit changes at the Benefit Fair. We shared all the benefit changes for 2016 in handouts at the Fair. We also shared cost changes for the dental and vision benefits in those materials. We were still negotiating the medical rates and were unable to provide them at that time. We make every effort to provide benefit information as much in advance of annual enrollment as possible. However, we also have to balance our communication efforts with obtaining the best value for the money. Sometimes that means we do not have cost information as early as the Benefit Fair.

- 4. What happens to the plaques and monuments when trees or gardens are removed? For example, the 9/11 plaque that was bought and only displayed a short time and the garden was removed. Also a tree dies and the plaques disappear. Do they go back to the people who bought them? I asked the superintendent of ground but he does not know the answer.**

When trees or gardens are removed the plaques are collected and reinstalled with the replacement tree or garden (example; the walk of Fame above the lake by MEP). In some cases the plaques are left in place after a dead or dying tree is cut down if the intent is to place a new tree in the exact same location. Several plaques are stored at the incubator waiting for a new location to place them. We have had some incidents recently where plaques were taken or vandalized. We are having replacement plaques made in those cases. If a garden, area, a building that has a dedication plaque is removed and is not rebuilt (like Hankins Hall) typically the plaque is taken to Campus Planning documented and placed in storage for safe keeping.

There does not appear to have been a 9/11 plaque but there was a paver inscribed "In Honor and Memory of Those Who Lost Their Lives on September 11, 2001. Dedicated by the Chase Class of 2002." The grounds superintendent stored the paver at the incubator. It is to be reinstalled near the relocated flag poles on the plaza.

- 5. How much has NKU spent in fines and restitution to pay off the Atlantic Sun agreement?**

NKU has not paid any fines or restitution related to our exit from the Atlantic Sun. NKU and the Atlantic Sun have agreed to meet in the future with a Mediator to determine an amount, if any, is owed the Atlantic Sun.

Souper Luncheon & Holiday Market

Tuesday, November 17, 2015
Luncheon 11AM – 1PM

SUGGESTION DONATION:

\$5 OR
5 HOURS OF SICK/
VACATION TIME



Market open 10AM – 2PM
10% of all sales going to
Benevolent Association

UC Ballroom

Hello Friends and colleagues of NKU!

Want something fun to do on campus at lunchtime? Come join us in the UC Ballroom on Tuesday, November 17, 2015 for the Benevolent Association Soup and Dessert luncheon. Come for lunch or do a little shopping at the Holiday Market! All vendors will donate a portion of their proceeds to the Benevolent Association. We are having a fun event, and you can help us “Take care of our NKU people.” Please help us spread the word.

Many thanks from the Benevolent Association Committee!

HOLIDAY MARKET - UC BALLROOM FOYER

10:00 AM – 2:00 PM

Vendors: May Creations, Handmade Crafts, Handbags and Accessories, Mary Kay, NACU Bracelets, Glass Jewelry and more.

10% OF SALES GOING TO BENEVOLENT ASSOCIATION

Lunch is only \$5 or 5 hours of time ...every dollar and hour donated will help us to “Take care of our people” at NKU.



**ACTIVATIONS/REHIRES
08/12/15 – 10/13/15**

NAME	DEPARTMENT	TITLE	EFF. DATE
Arteno, Dominic	Horticulture	Technician, R&G Irrigation/Turf	09/08/2015
Baioni, David	PP – Custodial Services	Custodian	08/11/2015*
Bell, Martel	Laborers	Material Handler/Recycle	10/02/2015
Burton, Zachary	Public Safety – Field Operations	Public Safety Officer	08/18/2015
Cavitt, Jasmin	PP – Custodial Services	Custodian	10/12/2015
Clark, Shawna	University Connect & Persist	Associate Director	08/03/2015*
Daley, Candace	PP – Custodial Services	Custodian	09/29/2015
Deters, Heather	Career Services	Coordinator	09/21/2015
Dolhancryk, Christopher	PP – Custodial Services	Custodian	08/19/2015
Ford, Michelle	Athletics, Marketing & Promotions	Assistant, Athletic Ticket Sales	09/14/2015
Gish, Melissa	Political Science/Criminal Just/Org. Ldrshp.	Coordinator	09/01/2015
Haenny, Eric	Electric Shop	Electrical Assistant	09/08/2015
Hansen, Rebecca	Int'l Students & Scholars	Assistant Dean of Int'l Admissions	08/17/2015
Hays, Brandon	Athletics, Marketing & Promotions	Assistant Athletic Director	09/08/2015
Hellman, Jacob	Student Financial Assistance	Specialist	09/08/2015
Loch, Michael	Campus Recreation	Coordinator, CRC Membership Sales	08/10/2015*
Matthews, Carlos	PP – Custodial Services	Custodian	10/01/2015
McClellan, Brigitte	PP – Custodial Services	Custodian	10/12/2015
McGrath, Patrick	Campus Recreation	Associate Director, Campus Rec. Facilities	08/06/2015*
Moeves, Jennifer	Procurement Services	Buyer	08/10/2015*
Mohr, Lauren	Office of Admissions	Coordinator, Mrktg, Comm. & Technology	10/05/2015
Mueller, Brett	Office of University Registrar	Coordinator, Undergraduate Catalog	09/14/2015
New, Janet	PP – Custodial Services	Custodian	08/10/2015*
Nothstine, Zachary	Norse Advising	Secretary	09/21/2015
Olding, Kara	Donor Relations	Coordinator, Special Events & Programs	08/17/2015
Salyers, Krista	Health, Counseling & Student Wellness	Specialist, Office Support	08/10/2015*
Vickers, Rorri	PP – Custodial Services	Custodian	10/12/2015
Worsham, Danielle	Office of Admissions	Specialist	10/07/2015

**REASSIGNMENTS, RECLASSIFICATIONS, TITLE/STATUS CHANGES, PROMOTIONS
08/12/15 – 10/13/15**

NAME	DEPARTMENT	TITLE	STATUS	EFF. DATE
Bolger, Susan	School of the Arts	Specialist, Box Office Operations	Reclassification	07/01/2015*
Dralle, Adam	Fraternity & Sorority Life	Coordinator	Reclassification	09/27/2015
Eaton, Jonathan	School of the Arts	Coordinator, Fine Arts Facilities	Reclassification	07/01/2015*
Fern, Daniel	Public Safety – Field Operations	Sergeant	Promotion	09/27/2015
Lawrence, Alicia	Athletic Development	Assistant Athletic Director-Dev.	Promotion	09/01/2015
McMullen, Michelle	Alumni Relations	Director of Alumni Programs	Promotion	08/31/2015
Nesbitt, Brandon	IT – BW Business Support Group	Sr. Business Systems Analyst	Promotion	08/01/2015*
Ogle, Leslie	Parking Services	Specialist/Cashier	FT to PT	08/24/2015
Schwalbach, Sydney	Parking Services	Specialist	PT to FT	08/24/2015
Wallace, Diana	Health, Counseling & Student Wellness	Counselor	PT to FT	08/03/2015*
Warkoczeski, Vicki	Enrollment Management	Administrative Assistant II	Reclassification	07/01/2015*
Yoon, Gina	University Police	Dispatcher	PT to FT	09/13/2015

TRANSFERS
08/12/15 – 10/13/15

NAME	PREVIOUS DEPARTMENT	NEW DEPARTMENT	TITLE	EFF. DATE
Daniels, Quentin	PP – Custodial Services	Office of the University Registrar	Processing Specialist	09/08/2015
Lehman, Brad	Environmental Safety & Compliance	Univ. Architect, Design/Const. Mgt.	Project Manager	10/01/2015
Roll, Andrew	PP – Custodial Services	Laborers	Building Svcs. Mat. Handler	08/10/2015*
Smith, Lori	Student Engagement	EdD – Doctorate of Education	Academic Specialist	08/10/2015*
Wright Perkins, Kari	Teacher Education	Master of Business Admin.	Coordinator	08/28/2015

CONTRACT/TEMPORARY TO REGULAR & REGULAR TO CONTRACT
08/12/15 – 10/13/15

NAME	DEPARTMENT	TITLE	STATUS	EFF. DATE
Fox, Jeffrey	Informatics Advising Center	Advisor	Contract to Regular	09/11/2015
Fraser, Ryan	Men's Tennis	Assistant Coach	Temporary to Regular	08/24/2015
Hein, Kendra	World Languages & Literatures	Academic Coordinator	Temporary to Regular	08/05/2015*
Hovekamp, Andrew	Office of Admissions	Counselor	Contract to Regular	08/10/2015*
Murray, Ashley	Student Financial Assistance	Specialist	Student to Staff	08/17/2015
Neal, Brandi	Business Informatics	Faculty	Staff to Faculty	08/08/2015*

DEPARTURES
08/12/15 – 10/13/15

NAME	DEPARTMENT	TITLE	EFF. DATE
Arnado, Jackie	Intercollegiate Athletics	Administrative Assistant	08/18/2015
Aromas-Janosic, Justin	Chase – Student Affairs	Admission Officer	09/26/2015
Binder, Casey	Norse Advising	Advisor	09/26/2015
Burkhardt, Lesana	VP – Administration & Finance	Assistant to the VP	08/15/2015
Churchill, Stephanie	Honors Program	Coordinator, Student Recruitment & Events	10/09/2015
Clark, Cory	Office of Admissions	Counselor	08/29/2015
Dawson, Mary Beth	College of Business	College Business Officer	10/09/2015
Decker, Melissa	Economics & Finance	Academic Coordinator	08/24/2015
Jaeger, Lindsey	Chase College of Law	Director of Communications	09/05/2015
Moeller, Kurt	Athletic Development	Snr. Associate Athletic Director	09/01/2015
Schappell, Kevin	Men's Basketball	Assistant Coach	08/01/2015*
Smith, Jason	Carpentry/Construction	Specialist, Carpentry Repairs	08/08/2015*
Stephens, Jacqueline	University Police	Dispatcher	08/14/2015
Stewart, Kathryn	Athletics – Softball	Head Softball Coach/Adm. Coordinator	09/30/2015
Teegarden, Emily	Student Financial Assistance	Specialist	08/15/2015
Walter, Michael	Auxiliary Facilities Management	HVAC General Maintenance Mechanic	10/13/2015
Wooldridge, Christopher	Laborers	Building Services Materials Handler	08/07/2015*
Yeatts, Emily	Norse Advising	Advisor	10/08/2015
Zornes, Jennifer	IT – Information Technology/Central	Project Manager	10/10/2015

RETIREES
08/12/15 – 10/13/15

NAME	DEPARTMENT	TITLE	EFF. DATE
Bray, Gina	Dean of the Law School	Specialist, Law Faculty & Programs	09/01/2015
DeVantier, Beth	Political Science/Criminal Just/Org. Ldrshp.	Coordinator	09/01/2015
Edelen, Cheryl	Steely Library	Library Specialist II	09/01/2015

ADMINISTRATIVE/EXECUTIVE
08/12/15 – 10/13/15

NAME	DEPARTMENT	TITLE	REASON	EFF. DATE
Caswell, Adam	Government, Corp & Foundation Engmnt.	Assistant Vice President	New Hire	08/24/2015
Gitau Ngatia, Peter	Student Affairs	Vice President	Separation	09/01/2015
Hales, Michael	Office of the Chief Financial Officer	Chief Financial Officer	New Hire	08/10/2015*
Kachurek, Leslie	University Police	Chief of Police/Campus Safety	New Hire	08/24/2015
Mann, Sarah	IT – Academic Technology Group	Director	Separation	08/17/2015
Padgett, Ryan	Enrollment & Student Success	Assistant VP, Enroll/Student Success	Title Change	07/01/2015*
Stewart, Leah	Student Financial Assistance	Assistant VP, Enrollment/Fin. Asst.	Promotion	10/12/2015
Stinson, Don	IT – Enterprise Systems Group	Director	New Hire	08/10/2015*

*Not on previous report