



STAFF CONGRESS NEWSLETTER

March 25
2015

ANNUAL BENEVOLENT ASSOCIATION CHILI COOK-OFF

Tuesday, March 31st
11am-1pm in the UC Ballroom.

Donations of \$5 or 5 hours of sick/vacation time are suggested, and all proceeds go to the Benevolent Association and assistance given to NKU faculty and staff in need.

Enter a pot of chili for the contest! Drive-up/drop-off at Steely Library and Second floor Bursar AC entrance. Prizes will be awarded for the best chili in each category and one overall winner! Donations of chili and dessert are also needed. Please contact Mary Beth Ward at wardma@nku.edu.



Staff Congress Nomination Deadline Friday, March 27, 2015

**Go to the Staff Congress website
& fill out your online form today!**
<http://staffcongress.nku.edu/StaffCongressNominations.html>



**Staff Congress ELECTIONS open on
Friday, April 10 at 8am
and close on
Friday, April 24 at 4:30 pm.**
You will need your NKU ID to vote on the
Staff Congress website.

Staffcongress.nku.edu

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/>



UNIVERSITY WELLNESS LUNCH AND LEARN

Just Say No!
to Colon Cancer

March 26
12pm-1pm
in
Student Union, Room 108

Getting screened for colon cancer at the right time can not only detect it, but prevent it from developing. But how? Learn everything you need to know about preventing and avoiding colon cancer in this lunch and learn.

Register at
<http://wellness.nku.edu/news/nocoloncancer.html>

EMAIL ETIQUETTE TIPS FOR THE WORKPLACE

University of Missouri Show Me Respect Steering Committee and Volume 4, Issue 1 of Techlife Magazine

- 1. Be concise.** Longer messages are difficult to read, and most people will not read them carefully . . . so be sure to bold or underline important action items.
- 2. Avoid sarcasm.** It can come across as rude or abrupt because the recipient can't gauge your body language.
- 3. Include a descriptive, concise subject line.** Usually only 4 to 5 words.
- 4. Don't send an email when emotional or angry.** Sit on it for 24 hours.
- 5. Use emoticons . . . sparsely.** Sometimes it helps communicate the tone of your message when you add an emoticon. However, only do so as necessary for it can end up being annoying to readers if you have too many.
- 6. Remember, email is not private.** Don't put anything in email that you wouldn't want the whole world to know about.
- 7. Think twice before hitting "reply all."** Ask yourself, "Do all these other people really need to hear my reply?" If not, reply only to the original writer. If a congratulations is in order, only send the email to the person or people who have earned the congratulations.
- 8. Respond within 24 hours.** If you require more time, let the sender know you're reviewing the email and when you'll get back to that person.
- 9. Proofread, proofread, proofread.** Check for spelling, typos and word usage.
- 10. NEVER USE ALL CAPS or all lowercase.**
- 11. Start with a greeting** (hi, hello, good morning, etc.) and end with a closing (thanks, regards etc.) Avoid dear; it's too formal.
- 12. Never try to resolve a conflict via email.** Back and forth emailing is almost guaranteed to make the situation worse. Pick up the phone, walk down the hall, or set up a time to talk.
- 13. Use a common font** (like Arial). The recommended font size is 12.



News, Updates, and Information

Staff Regent Elections

Check out candidate bios and information about the election here:

<http://hr.nku.edu/facstaff/2015/STAFFREGENTELECTION.html>

35th annual NKU Employee Appreciation Week

Begins MONDAY, MARCH 30.

The Regents Distinguished Service Award nominees and the Wellness@Work award winners will be announced on March 30 at the kick off reception in the Student Union Ballroom from 1-2:30 p.m.

Other Appreciation Week Activities include:

*March 31, Annual Benevolent Association Chili Cook-Off
11am-1pm UC Ballroom

*April 1, Wellness Wednesday
SU Plaza in front of the bookstore at noon

*April 2, Recognition Breakfast and Dinner (for those unable to attend the breakfast) in the Student Union Ballroom. Recognizing service milestones achieved during calendar year 2014 and reveal the winner of the Regents Distinguished Service Award

Support our student athletes!

Spring sports are ongoing, including Baseball, Softball, Tennis, Golf, and Track!

For more information about schedules, please visit nkunorse.com.

GO NORSE!

DON'T FORGET TO VOTE FOR STAFF CONGRESS POSITIONS!

Voting will begin
Friday, April 10, 2015 at 8:00 AM

ending on
Friday, April 24, 2015 at 4:30 PM.

ACTIVATIONS/REHIRES
10/15/14 – 02/17/15

NAME	DEPARTMENT	TITLE	EFF. DATE
Bauer, Jodi	PP – Operations & Maintenance	Groundskeeper	12/01/2014
Bibee, Sara	IT – Academic Technology Group	Analyst, Academic Technology	01/05/2015
Blend, Danielle	Early Childhood Center	Coordinator – Child Care	11/17/2014
Burns, Jacob	Office of Student Account Services	Student Account Services Representative	10/20/2014
Cohn, Paul	PP – Auxiliary Housing Fac. Mngt.	Floor Care Operator	02/09/2015
Curran, Eric	IT - Infrastructure & Operations Group	Technology Support Specialist II	10/20/2014
Fehler, Matthew	Public Safety, Field Operations	Public Safety Officer	01/05/2015
Gamm, Kimberly	Advanced Nursing Studies	Secretary	11/17/2014
Green, Rachel	Human Resources	Director of Diversity & Employee Relations	02/09/2015
Hackney, Teresa	PP – Custodial Services	Custodian	10/28/2014
Havlin, Kevin	Theatre & Dance	Scene Shop Foreman	02/02/2015
Hetteberg, Eric	PP – Auxiliary Housing Fac. Mngt.	Floor Care Operator	12/01/2014
Humphries, Eric	IT - Infrastructure & Operations Group	Technology Support Specialist II	11/10/2014
Hyle, Regina	Advancement Services	Prospect Researcher	10/13/2014*
Irby, Bryan	Public Safety, Field Operations	Public Safety Officer	01/05/2015
Jones, Kelly	College Development	Director of Development	10/20/2014
Kelley, April	PP – Custodial Services	Custodian	01/05/2015
Lanter, Rebecca	Facilities Management	Director of Energy Management	01/05/2015
Mountain, Lauren	Northern Terrace	Residence Hall Director	10/24/2014
Richardson, Amanda	PP – Custodial Services	Custodian	12/09/2014
Ritter, Jeannie	KTAP	Specialist	10/22/2014
Rudd, Emily	Chase College of Law	Assistant to the Dean	10/14/2014*
Smith, William	Automotive Shop	Motorcoach Driver/Mechanic	12/08/2014
Stooksberry, Jodi	Residence Halls	Residence Hall Director	01/05/2015
Switzer, Scott	IT – Infrastructure & Operations Group	Lead Systems Analyst II	12/15/2014
Townsend, Sheila	Advanced Nursing Studies	Academic Coordinator	10/20/2014
Tumbleson, Nicholas	IT - Infrastructure & Operations Group	Technology Support Specialist II	11/17/2014
Weimer, Jeff	PP – Custodial Services	Custodian	01/05/2015
Wilson, Audrey	Early Childhood Center	Coordinator, Child Care	11/24/2014

**REASSIGNMENTS, RECLASSIFICATIONS, TITLE/STATUS CHANGES, PROMOTIONS
10/15/14 – 02/17/15**

NAME	DEPARTMENT	TITLE	STATUS	EFF. DATE
Alig, Shanna	Steely Library	Library Specialist I	Reclassification	10/26/2014
Blackburn, Christy	Health, Counseling & Student Wellness	Specialist, Admin. & Billing Oper.	Promotion	11/03/2014
Bratton, Jane	International Students & Scholars	Manager, Intl. Admis. & Cred. Svcs.	Promotion	11/01/2014
Brown, Jeffrey	IT - Infrastructure & Operations Group	Senior Systems Analyst I	Promotion	10/20/2014
Bunning, Matthew	Public Safety, Field Operations	Public Safety Officer	Reassignment	01/05/2015
DeJaco, Douglas	PP – Roads & Grounds	Heavy Equipment Operator	Promotion	12/07/2014
Holloway, Peter	IT – Infrastructure & Operations Grp	Systems Analyst II	Promotion	01/01/2015
Magee, Daniel	HVAC/General Maintenance	Assistant HVAC Supervisor II	Promotion	01/18/2015
Mulligan, Erin	Institutional Research	Associate Director	Reclassification	10/01/2014*
Nickol, Natalie	Educational Outreach	Coordinator, Online Programs	Reclassification	11/01/2014
Pangburn, Darla	IT – Enterprise Systems Group	Project Manager	Promotion	11/17/2014
Royse, Betty	Early Childhood Center	Administrative Secretary	Reassignment	02/01/2015
Ruark, Sheila	College of Educ. & Human Services	Assistant to the Dean	Reclassification	12/01/2014
Smith, Mary	PP – Custodial Services	Lead Custodian	Promotion	11/09/2014
Storm, Ruth	Informatics Advising Center	Director of Advising	Reclassification	01/01/2015
Tabor, Christopher	PP – Custodial Services	Assistant Supervisor, Floor Care	Promotion	11/09/2014
Thams, Lisa	Career Services	Specialist	Reclassification	12/07/2014
Walker, Rebecca	Informatics Advising Center	Assistant Director, Advising	Reclassification	01/01/2015
Zelensky, Gregory	Public Safety, Field Operations	Public Safety Sergeant	Promotion	01/19/2015

**TRANSFERS
10/15/14 – 02/17/15**

NAME	PREVIOUS DEPARTMENT	NEW DEPARTMENT	TITLE	EFF. DATE
Cox, Rebecca	Counseling, Social Work & Leadership	Teacher Education	Academic Assistant	12/15/2014
Fox-Ash, Corbin	PP – Custodial Services	Student Financial Assistance	Specialist	10/27/2014
Gump, Cynthia	College of Arts & Sciences	Testing Services	Coordinator, Testing Services	01/20/2015
Holland, Kalin	Residence Halls	Athletic Administration	Advisor	10/27/2014
Pendery, Annette	Music	College of Arts & Sciences	Assistant to the Dean	02/02/2015
Swanson, Alison	Office of University Registrar	Graduate Center/Graduate Prgrms.	Graduate Admissions Coord.	11/03/2014

**RETIREES
10/15/14 – 02/17/15**

NAME	DEPARTMENT	TITLE	EFF. DATE
Henegar, Gloria Jean	Marketing & Communications	Administrative Specialist	11/01/2014
Noel, Jeffrey	Energy Management Systems	Superintendent	01/01/2015
Taylor, Denise	Chase – Student Affairs	Specialist	11/01/2014
Thomes, Barb	Curriculum & Academic Compliance	Administrative Secretary	10/25/2014

DEPARTURES
10/15/14 – 02/17/15

NAME	DEPARTMENT	TITLE	EFF. DATE
Barker, Andrew	PP – Auxiliary Housing Fac. Mngt.	Floor Care Operator	01/06/2015
Barker, Sonny	PP – Locksmith	Locksmith	01/30/2015
Barth, Ashley	Campus Recreation	Coordinator, Intramural Sports	01/30/2015
Bath, Gina	Alumni Programs	Program Coordinator	10/18/2014
Beckham, Kasey	College Development	Major Gift Officer, COB	12/02/2014
Bertsch, Justin	IT – Academic Technology Group	Analyst, Academic Technology	11/08/2014
Bishop, Rachel	University Wellness	Manager, Student Wellness	10/24/2013
Bonomini, Tony	University Development	Director, Corporate & Foundations Relations	12/31/2014
Covey, Kenneth	PP – Laborer	Building Services Material Handler	11/13/2014
Crook, Torialyn	Informatics Advising Center	Advisor	12/20/2014
Doyle, Michael	PP – Roads & Grounds	Heavy Equipment Operator	10/28/2014
Farrell, John	PP – Custodial Services	Floor Care Operator	01/29/2015
Feldkamp, Doug	PP – Locksmith	Locksmith	02/16/2015
Feuerbach, TJ Trent	Athletic Development	Assistant Athletic Director	01/15/2015
Gamm, Nicona	Norse Advising	Advisor, Undergraduate Programs	12/19/2014
Gannon, Danielle	Parking Services	Specialist	11/21/2014
Hill, Cortney	Teacher Education	Administrative Secretary	01/16/2015
Iulg, Jennifer	Biological Sciences	Manager, Lab	10/20/2014
Joiner, Veronica	Student Financial Assistance	Team Leader	01/06/2015
Koabel, Daniel	College of Informatics	Director of Creative Technology	10/18/2014
Martin, Denise	PP – Custodial Services	Custodian	01/31/2015
Murphy, Christopher	Theatre & Dance	Scene Shop Foreman	12/02/2014
Pierce, Leslie	Human Resources	Director of Diversity & Employee Relations	11/05/2014
Raff, Randi	Women's Volleyball	Assistant Coach	01/19/2015
Russell, John	CINSAM	Network Lab Manager	01/10/2015
Schneider, Teresa	PP – Custodial Services	Custodian	01/14/2015
Seidman, Sandra	Office of Admissions	Administrative Secretary	02/01/2015
Short, Shirley	Career Development Center	Associate Director for Student Services & Programs	12/20/2014
Smith, Sylvia	Teacher Education	Academic Assistant	11/08/2014
Stivers, Katarina	Research, Grants & Contracts	Manager, Research Compliance	01/10/2015
Striet, Matthew	Testing Services	Coordinator, Testing Services	11/13/2014
Trapp, Joann	PP – Custodial Services	Custodian	01/06/2015
Turner, Dustin	Parking Services	Technical Support Specialist	12/15/2014
Willis, Sandra	International Education Center	Department Budget Officer	02/04/2015

* Not on previous report