

Staff Congress Minutes November 14, 2013:

Present: Peg Adams; Tina Altenhofen; David Bauer; Kerri Beach; Maribeth Carskadon; Jeff Chesnut; Peggy DeJaco; Cheryl Edelen; Tiffany Freytag; Jane Goode; LuAnn Grimm; Whitney Kessinger; Kathryn Lovold; Chuck Miller; Amanda Meeker; Erin Mulligan; Sue Murphy; Rebekah Richardson; Ron Schultz; Glenn Scott; Mary Ann Trumble; Pam Wagar; Chris Witt; Kristine West; Doug Wells; Carole Ziegler

Absent: Cindy Ash; Sarah Aikman; Chris Bowling; William Moulton; Jeff Varrone; Jenny Wagner; Robert Yelton

Absent & elected in: Connie Kiskaden

Special Guest: Ken Ramey; Steve Meier; Lori Southwood; David Trump; Grace Hiles

President Rebekah Richardson called the meeting to order at 1:06 pm.

There were no minutes from the October meeting to approve.

Pres. Rebekah announced that there were two vacancies on Staff Congress. Sue Murphy reported that the next two people available to fill vacancies were Whitney Kessinger and Connie Kiskaden. Sue made the motion to accept these two new members, Peggy DeJaco seconded the motion, and the motion carried. Whitney will serve on the Policies Committee, and Connie will serve on the Benefits Committee. Welcome to Whitney and Connie.

President Rebekah announced that the position of President-Elect was vacant, as Rachel Brueggen had resigned for personal reason. Sue Murphy and Cheryl Edelen passed out the ballots: Dave Bauer and Kate Lovold were running for President-Elect. After the ballots were counted, and it was announced that Dave is our new President-Elect. Congratulations Dave.

Regents Report: Steve Meier:

Steve presented a power point re the Board of Regents November 2013 meeting:

Board of Regents Meeting

- Wednesday, November 12, 2013
- 2013-18 Strategic Plan Approved
- Strategic Plan title **“Fuel the Flame”**
- **2018 is NKU’s 50th anniversary**

- **“This plan, which was created by the entire university community, will build upon our existing strengths, while promoting further innovation and creativity,” NKU President Geoffrey Mearns said. “But a plan is only as good as its implementation. It is the combination of planning and execution that will define our impact – and distinguish our university.”**
- 2013-18 Strategic Plan Approved
- Strategic Plan Process (January 2013-November 2013)
 - Strategic Planning Committee (10 members) was formed in January 2013
 - Seven working groups consisting of 100 faculty, staff and students
 - Ten campus open forums were held during spring semester
 - Completion of online survey by over 1000 faculty and staff and 2000 students
 - 20 external meetings involved the broader community
 - A stakeholders conference was held in the spring
 - Board of Regents discussed a preliminary draft of the plan at their July retreat
 - Five open forums were held in September to review the draft
 - Approval by Board of Regents at November 2013 meeting
- Strategic Plan Mission Statement

As a public comprehensive university located in a major metropolitan area, Northern Kentucky University delivers innovative, student-centered education and engages in impactful scholarly and creative endeavors, all of which empower our graduates to have fulfilling careers and meaningful lives, while contributing to the economic, civic, and social vitality of the region.

- Strategic Plan Overarching Goals
- Student Success
- Talent Development
- Academic Innovation
- Community Engagement
- Institutional Excellence
- Strategic Plan Implementation
- Strategic Plan will be presented to the university community during President Mearns spring convocation in January 2014
- Board of Regents Meeting
- The Board unanimously approved the campus Tobacco Free Policy effective January 1, 2014
- The Board also approved a Teacher Education policy update
- Russ Kerdolff, Comptroller, informed the Board the University received a clean report from the auditors

- The Board received an update on the Campus Recreation Center construction project which will start after January 1st
- Dr. Gail Wells, received Provost Emeritus status
- Dr. Carole Beere, received Emeritus status
- Sue Ott Rowlands, appointed new vice president for Academic Affairs and Provost
- Student Affairs Reorganization
- Dr. Peter Gitau
 - Vice President for Student Affairs
- Dr. Jeff Waple
 - **Assistant Vice President for Student Engagement & Dean of Students**
- **Dr. Ryan Padgett**
 - **Assistant Vice President for Student Success & Assessment**
- **Kimberly Turner**
 - **Assistant Vice President for Student Support & Business Operations**
- Career Services – Bill Froude
- Educational Talent Search – Lisa Brinkman
- Student Achievement Programs/Services – Susan Mospens
- **University Connect & Persist – Peg Adams**
 - **Early Alert Program**
 - **Office moved from UC 3rd floor to UC 1st floor**
- Upward Bound – Eric Brose
- Disability Programs & Services – Ben Anderson
- Early Childhood Center – Melanie Caldwell
- Health, Counseling & **Student Wellness** – Barb Sween
 - **Formerly Health, Counseling and Prevention Services**
- **Testing Services – Amy Danzo**
 - **New department effective November 1st**
 - **Amy Danzo appointed Director of Testing Services**
- Assistant Vice President for Student Engagement & Dean of Students – Dr. Jeff Waple
- Associate Dean of Students & Title IX/Conduct Coordinator – Ann James
- Associate to the Dean of Students & Campus Ombudsman – Steve Meier
- African-American Programs & Services – Dannie Moore
- Campus Recreation – Matt Hackett
- **Fraternity & Sorority Life – Kim Vance**
 - **1100 students involved in Greek Life**
- Latino Programs & Services – Leo Calderon
- **LGBTQ Programs & Services – Bonnie Meyer**

- **New department and director**
- Orientation & Parent Programs – Jennie Lamothe
- **Student Engagement – Betty Mulkey**
 - **Student organizations, leadership & service**
- Student Union & **Programming** – Sarah Aikman
 - **Activities Programming Board**
- University Housing – Arnie Slaughter

Lori Southwood reported:

Staff will now enter their time worked in ESS. More training available- see mynku.edu.

ALICE training will be available on November 15, 2013, and December 6, 2013. Sign up on the HR web site.

Remember the Souper Lunch on November 19, 2013, with proceeds going to the Benevolent Fund.

Ken Ramey reported:

The salary for the Senior Advisor for Diversity was reported incorrectly.

The contractors continue to report that the Central Plaza will be completed by the end of November.

The bids for the utilities for the Campus Recreation renovations have gone out.

In early 2014, the rest of the bids will go out.

The plan for the Campus Recreation renovations is to begin with the new construction, and then to renovate the existing facility, with no plans to totally close the Rec Center.

At the end of the Fall 2013 semester, Lot S will close.

Steely Library, Founders Hall, Landrum, and Printing Services have suffered through the Plaza renovations, but are getting through it.

Benefits Committee-Pam Wagar reports:

Meeting Minutes - October 15, 2013

Present: Pam Wagar, Maryann Trumble, Kristine West, Lori Southwood

Absent: Tiffany Freytag

Next meeting: November 19, 2013, 11:00am, location TBD

Announcements

Effective January 1, Aetna will be the only EAP available. The site can be accessed through the Benefits Website.

Discussion

Lori Southwood, Director, Human Resources, met with the committee. We reviewed the tuition waiver policies for a number of Kentucky universities: UK, Morehead, ECU and U of L. We also discussed possible impacts if we modified the NKU program, incorporating some of their ideas into our program in an effort to enhance our program while keeping costs the same.

Lori is going to run numbers to verify current usage and will contact other schools about how their programs work, and the impact on their costs of any changes made. She will also try to determine what, if any, savings we may have by tightening rules in order to fund enhancements.

We also discussed a possible staff textbook lending library. The committee will try to determine if there are currently any other programs of this nature and how they work. We also discussed the possibility of such a program being a sidebar to Benevolent. Some issues would include acquisition of books to lend and a location for the books and from which to operate.

Dave Bauer asked why a resident of Ohio pays the Metro rate, and a resident of Indiana pays the Instate Rate:

Lori replied that the rate is set by the Financial-Aid & CPE. Also, Indiana does not have a 4 year university in this area, and Ohio does. The tuition waiver is based on Hours, and taxes are based on money.

Credentials & Elections Committee - Sue Murphy reported:

The committee met and is working on ideas to increase voter participation.

Policy Committee: Carole Ziegler reported:

October 23, 2013

Present: Peggy DeJaco, RonList of members: Peggy DeJaco, Dave Bauer, Carole Ziegler Schulz.

Guest: Lori Southwood, HR

Senior Director

Next meeting: November 27, 2013, 1:30 pm, AC 105

The Policies Committee met on 10/23/13 – Peggy DeJaco, Ron Schulz and Carole Ziegler were in attendance and Lori Southwood, Senior Director of Human Resources, joined the meeting. There was a discussion regarding consistency in policies that affect all employees (faculty, staff, and administrators) and trying to ensure that all handbooks for staff, faculty and administrators reflect up to date and consistent information.

It is thought that developing an exit interview policy would be helpful for managers and Human Resources. Including a checklist for equipment, tools, keys, parking pass, Allcard, etc. returns should make for an easier and more informative process so that all involved are on the same page. These suggestions will be reviewed and a revised version of the exiting policy will be brought back to the committee for consideration.

In order to better define the guidelines, the creation of a more formalized year round dress code policy is under discussion. A first draft of the proposed policy was reviewed with suggestions for revision given by the Policies Committee. These suggestions will be taken into consideration and the updated policy will be brought back to the Policies Committee for further review.

Meeting adjourned.

Outreach Committee Report- Amanda Meeker:

For the Staff Congress Council of Chairs Meeting on Thursday, November 8, 2013, the Outreach Committee report is as follows:

We are in the process of developing the Fall 2013 newsletter.

Spring 2014 newsletter planning:

Articles written by staff/Staff Congress Representatives are encouraged!

Topic ideas are welcome and will be considered.

Scholarship Committee: Kate Lovold:

The application deadline for INCOMING students is January 15, 2014, and the application deadline for RETURNING students is March 15, 2014.

Technology Committee: Jeff Chesnut:

The service request for lab software updates are due by Nov 15, 2013.

The IT web site has been updated. Under the ABOUT heading is the schedule for programs for computer software and replacement schedules. Under governance heading is the ITAC where you can find who represents your area. Advised all to check the IT Web site for more communications and for more programs that are available.

There are two new SMART CLASSROOMS - UC 135 & SU 324.

Transportation- David Bauer:

No report.

Dave asked if there was a plan in place to help students in wheelchairs get from the University Suites to the Main Campus when the weather is bad. Ken reported that this has not been addressed, but he will talk to Residential Life and see if something can be worked out.

There is a need for more lights on 3 Mile Road. Can we ask the State to look into this, as there are students walking to class in this area.

Presidential Climate Commitment: Jane Goode:

It was reported that Mt. Trashmore was Bigger this year. Also, recycling on campus went up by about half. Next year, the committee is planning to begin in September to emphasize recycling.

Healthy Workplace Committee; 11/14/13 report: Pam Wagar:

Wellness @ Work Awards

Continuing this year

Descriptions of efforts should include data

Description of best initiative in each category

All departments are encouraged to participate. You can check out the categories and criteria for the Wellness@Work Award on the Wellness website, at

<http://wellness.nku.edu/employee/awards.html> and begin preparing to apply

January 6 – February 14. You have 6 weeks to complete your application. Size of a department or college is not a factor in choosing the winner. Participation rates and outcomes will help the Healthy Workplace Committee compare similarly sized areas that are competing.

Benevolent Committee - Peggy DeJaco:

The Souper Lunch is Tuesday, November 19, 2013, from 11:00 AM to 1:00 PM.

At this time, there are 20 Crockpots of Soup, and 18 Desserts, and more are needed.

The cost of lunch will be \$5.00 cash, or a pledge of 5 hours of vacation or sick time.

There will be a Silent Auction for a Mountain Bike, as well as vendors in the Holiday Bazaar.

President Rebekah Roundtable report:

Thanks all who attended, and participated. The feedback from the administration has been good. Kerri Beach and Cheryl Edelen both took minutes, and they will combine their minutes and create a report soon.

Pres. Rebekah asked for ideas and/or suggestions for next year, Lori suggested that the roundtable event would be a good place to promote Staff Congress to the administration along with some of our accomplishments, perhaps via a power point. Something to think about.

Jane reported that she liked the ICEBREAKER exercise, that it gave us all something fun to talk about.

OLD BUSINESS: None

NEW BUSINESS: There was discussion concerning the abusive behavior of some of the members that were part of the most recent group demonstrating on campus. It is OK to call campus police if necessary. Demonstrators usually have to go through the Dean of Students Office. Is there a Code of Conduct for people who come on campus to demonstrate?

ANNOUNCEMENTS:

Cheryl: The Steely Library Tree Lighting will be on Monday, December 2, 2013, at 10:00 am. Everyone is welcome.

Jeff: Check the IT web site for system maintenance schedule. Also, watch email for information re Adobe Creative Cloud.

Watch for time and date of the PING PONG Match.

Our December Meeting will be Monday, December 9, 2013, in the UC Ballroom, with lunch at 12:00 noon, and the meeting to begin at 1:00pm.

Motion to adjourn by Sue Murphy, Second by Carole Ziegler.

Motion carried.

Minutes respectively submitted
Cheryl Edelen