

Members present: Tina Altenhofen, Amanda Andrews, Kristi Bishop, Chris Bowling, Tiffany Budd, Amy Clark, Courtney Clark-Rankin, Sara Conwell, Vicki Cooper, Kyle Dorriere, Dave Groeschen, Ali Hannig, Kristi Horine, Bryan Irby, Mike Irvin, Daniel Jones, Beth Lackey, Michelle Melish, Sue Murphy-Angel, Sara Nicolas, Tina Peebles, Autumn Ruehl, Connie Seiter, Steve Slone, Steven Smith, Terri Smith, Juliane Stockman, Teresa Walker, Terkerah Washington, Brandon Weinel, Kimberly Wiley , and Christopher Witt

Members absent: Melanie Hall, Brenda Maldonado, and Kara Olding

- I. Call to Order at 1:01PM
- II. Approval of November 9, 2023 Minutes
(with correction to add Kara Olding as present) Motion: Tina Peebles
Second: Ali Hannig
Approve: Voice Vote
- III. Liaison Reports
 - Board of Regents – Staff Regent - Cori Henderson
 - Administrative Liaison – Chief Human Resources Office – Lori Southwood
 - Faculty Senate – Budget Committee Chair - Dr. Janel Bloch
 - Student Government Association – Lucy Burns
 - President’s Report – Steve Slone
- IV. Standing Committees:
 - Benefits
 - Constitution & Bylaws
 - Credentials & Elections
 - Outreach
 - Policies
 - Scholarship
- V. University Committees:
 - Benevolent Association
 - Food Service Advisory
 - IT Advisory Committee
 - Regent’s Distinguished Service Award
 - Sustainability
 - Transportation
 - Employee Engagement and Wellbeing
- VI. Ad-Hoc Committee
 - Roundtable – Steve Slone
 - Staff Advocacy Committee – Kimberly Wiley
- VII. Old Business
- VIII. New Business
- IX. Non-Member Discussion Period
- X. Norse Appreciation

XI. Announcements

XII. Adjournment at 1:33 PM

Motion: Sue Murphy-Angel
Second: Christopher Witt
Approve: Voice Vote

President – Steve Slone

Steve Slone opened the meeting and welcomed everyone and thanked them for attending.

Board of Regents – Staff Regent Cori Henderson

Cori Henderson shared she had no formal report. Happy Holidays!

Administrative Liaison – Lori Southwood

Lori Southwood shared the following report:

Andy Meeks: Business Operations

No updates for 12/14 meeting

Syed Zaidi-Facilities

1. Nothing to report – from Facilities Management except perhaps a reminder about:

Inclement weather school closing procedures (potential for pivoting to virtual instruction and operation).

2. Snow/ice related safety reminder – dressing in layers, footwear with traction, driving safety, remaining aware of potential increase in commuting time due to weather, avoiding space heaters and never setting thermostats below 55 degrees during winter.

Eric Gentry-Advancement

The Kentucky General Assembly will convene in January for the biennial budget session. We will monitor legislation and activity affecting NKU during the session and will provide an update to Staff Congress in the spring semester. If members of Staff Congress have a question about the legislative session, please reach out to Jenny Sand or Eric Gentry.

Tim Ferguson-IT

1. Wednesday, December 20, when we are on holiday break, NKU's authentication service will be upgraded between midnight and 6:00 am. During this time, NKU services that require a login will NOT be available.

2. Faculty and staff loaner computers from the Norse Tech Bar are due back on December 19 (Student loaners are due back tomorrow, December 15). Faculty and Staff can request extensions, but they are not guaranteed. Beginning next semester, the Norse Tech Bar will loan computers for 2 weeks. These loans will be focused on students and academics.

Marquita Barron

- We will soon be entering next year and preparing for the annual staff performance evaluation process, which begins March 1. Before that happens, staff and their supervisors are required to work on transferring the employee's job competencies (which were job factors) and future performance goals from the 2022 – 2023 Performance Evaluation Form, which should have been submitted to HR back in March/April 2023, into the learning and performance management system – [TalentED](#) by Friday, January 12. There are two recordings available within TalentED to assist with understanding the importance and how to use TalentED within its Library under the topic of NKU General. Thanks to those who have already made the transition. Any questions, please contact Marquita Barron.
- Also wanted to remind everyone that the mandatory 2024 annual compliance refresher will be coming soon in mid-February. More information to come.
- In the spring of next year, all new supervisors (3 years or less) or supervisors wanting a refresher will have an opportunity to participate in the New Manager Certificate Program, which involves building or enhancing interpersonal skills (such as conflict management and managing diverse teams), personal coaching to enhance strengths, on-the-job practice of learned skills, and periodic peer chats. Registration is open now through January 31 and available on the HR Training and Development site – [New Manager Training Program](#), where you will also find a program guide, agenda, and applicable forms. Any questions, please contact Marquita Barron.

Patty Burke

Benefits:

We had a successful Open Enrollment as we transition from Humana to UMR/UHC.

- UMR has confirmed that Benefit eligible employees should receive their 2024 UMR/UHC cards the week of December 18. They will be sent to employee's home address.
- Reminder: There will still be two cards-one for medical (UMR) and one for Express Scripts (pharmacy.) Express Scripts continues to be our Pharmacy administrator; all prescription drug claims go through Express Scripts.
- Chard Snyder will send new cards for those employees who have newly enrolled in the HSA (or FSA) effective 1-1-2024 or whose card is expiring 12-31-23. All other employees continue to use your current cards.
- Delta Dental and Eye Med are the same-new enrollees will get a new card; all others will continue to use the current card.

- Actually, cards aren't necessary for dental or vision. Providers can find your coverage by looking you up in the respective Delta Dental or Eye Med portals.
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No updates submitted from the following:

Bonita Brown	Jen/Jeremy	Lauren Franzen
Christina Roybal	Jill Wood	Marquita Barron
Darryl Peal	John Gaffin	Matt Cecil
Dionna Sholler	Kellie Ziesemer	Natalie Gabbard
Grant Garber	Kim Baker	

Faculty Senate Liaison – Janel Bloch

Dr. Janel Bloch shared that they discussed the IP policy at the last meeting. And they are folding runoff elections for Faculty Senate.

President – Steve Slone

Steve Slone shared an update on the migration of Norse Appreciation over to TalentEd. He has moved 400 of 460 records over with the SC logo.

He also shared about the PAC holiday help. He reached out to Karis about any lists she needed to wrap up and that he would send info out as soon as he received it. He also stated that members could feel free to share it with their coworkers not on Staff Congress.

He also mentioned the Outreach holiday party that will be held during the Staff Friday event on 12/15 from 3:00-5:00 in the UC Ballroom and 3rd floor lobby.

He also mentioned engage Congress on Credentials and Elections plan to continue to treat Student Affairs as a division when it comes to Staff Congress Representation. Since it was how they were handled on the HR list the C&E Committee decided to treat them as a division for representation. He wanted to vet that through the entire Congress and just make sure this was ok with anyone. There was no discussion on it whatsoever. He didn't think there would be. So this year there will be Student Affairs Representatives on Staff Congress.

He also shared an update on the CFO search. They had their initial meetings and applicant review and decided on the first round of candidate interviews. Those will be in the new year.

Outreach

Amanda Andrews reminded folks about the Outreach Holiday Party that will be held on 12/15 from 3:00-4:30 in the UC Ballroom. They will have games and raffle/door prizes. Wear your favorite ugly Christmas sweater and bring your favorite holiday snack to share.

Policies

Mike Irvin shared that the policy committee met with Natalie Gabbard of Human Resources on November 30th regarding the Dress Code policy the committee has been reviewing this semester. She shared the rough draft she had been working on and the committee shared our recommendations based on the existing policy and Natalie's draft. She edited her draft to include our thoughts and shared an updated draft with us. We are awaiting updates from her as she moves the recommendations through the policy process. The most recent draft he received from her on December 11th is attached below.

Food Service Committee

Michelle Melish shared the attached report regarding the FAC Committee Meeting for December. See attached at end or report.

Sustainability

Tiffany Budd shared that there will be Holiday Lights recycling 12/1/23 – 2/1/24 at the following locations. All kinds of string lights accepted.

- Campbell County Administration Building, 1098 Monmouth Street, Newport
- Campbell County Clerk's Office, 8330 W. Main Street, Alexandria
- Campbell County Library – ALL locations:
 - 8333 Alexandria Pike, Alexandria
 - 3920 Alexandria Pike, Cold Spring
 - 1000 Highland Ave, Fort Thomas
 - 901 E. 6th Street, Newport

Questions? SolidWaste@campbellcountyky.gov - 859-547-1866

There will also be Christmas Tree recycling 12/26/23 – 1/14/24. Drop off live, undecorated trees in the designated area at Pendery Park for recycling. Please do NOT wrap your tree in plastic. Pendery Park, 4113 Williams Lane, Melbourne, KY 41059.

The Kentucky Department of Fish and Wildlife will use these trees to improve fish habitat in lakes across the Commonwealth. Questions, call 859-547-1866 or email SolidWaste@campbellcountyky.gov.

Norse Appreciation

Steve Slone shared one Norse Appreciation for the month of December.

Staff

Dale Mahaney

In all of our interactions, Dale always goes above and beyond in meeting data requests. He responds promptly, courteously and he does not blink at even the most obscure requests. Interactions with Dale are always a pleasure. Definitely a "go to" staff member!

Announcements

Staff Congress celebrated Sue Murphy-Angel as she retired on 12/31/23. Congress also awarded her with our Distinguished Service Award. She has been on Staff Congress for 17 years and on the Credentials and Elections committee since 2007. And she was previous President of Staff Congress. We've also nominated her for the rank of Staff Emeritus.

Adjourn

Meeting was adjourned at 1:33 pm.