

Members present: Amanda Andrews, Kristi Bishop, Nick Bliven, Chris Bowling, Courtney Clark-Rankin, Sara Conwell, Vicki Cooper, Jennifer Davis, Kyle Dorriere, Ali Hannig, Kristi Horine, Bryan Irby, Mike Irvin, Beth Lackey, Brenda Maldonado, Michelle Melish, Tina Peebles, Autumn Ruehl, Catherin Schmeal, Connie Seiter, Steve Slone, Terri Smith, Juliane Stockman, Teresa Walker, Terkerah Washington, Brandon Weinell, Carolyn Willhoit, and Christopher Witt

Members absent: Tina Altenhofen, Amy Clark, Dan Jones, Kara Olding, Vanessa Steele, and Kimberly Wiley

- I. Call to Order at 1:02 PM
- II. Guests – Lesley Webster, Program Coordinator Educational Leadership and Advanced Studies and Wendy Schindler, Associate Director Student Support Services – Valkyries, Disabled Faculty and Staff Employee Resource Group – [Moved to January Meeting](#)
- III. Approval of November 14, 2024 Minutes
 - Motion: Courtney Clark-Rankin
 - Second: Ali Hannig
 - Approve: Voice Vote
- IV. Liaison Reports
 - Board of Regents – Staff Regent – Cori Henderson - [Report](#)
 - Administrative Liaison – Chief Human Resources Office - Lori Southwood - [Report](#)
 - Faculty Senate – Budget Committee Chair – Dr. Janel Bloch - [Report](#)
 - Student Government Association – Collin Jarrell
 - President’s Report – Vicki Cooper - [Report](#)
- V. Standing Committee Formations:
 - Benefits – Ali Hannig
 - Constitution & Bylaws – Michelle Melish and Chris Witt
 - Credentials & Elections – Sara Conwell and Vanessa Steele
 - Outreach – Terri Smith - [Report](#)
 - Policies – Courtney Clark-Rankin and Kyle Dorriere
 - Scholarship – Kristi Bishop and Steve Slone
- VI. University Committees:
 - Benevolent Association – Kimberly Wiley and Tina Peebles
 - Food Service Advisory – Michelle Melish and Nick Bliven
 - IT Advisory Committee – Dan Jones
 - Sustainability – Amanda Andrews
 - Strategic Planning – Amanda Andrews
 - Transportation – Chris Bowling
- VII. Ad-Hoc Committee
 - Roundtable - [Report](#)
 - Advocacy - [Report](#)
- VIII. Old Business
- IX. New Business
- X. Non-Member Discussion Period
- XI. Norse Uppreciation - [Report](#)
- XII. Announcements
- XI. Adjournment at 1:45 PM

Motion: Chris Witt
Second: Chris Bowling
Approve: Voice Vote

Call to Order

Meeting was called to order at 1:02 PM

Guest – Lesley Webster, Program Coordinator Educational Leadership and Advanced Studies and Wendy Schindler, Associate Director Student Support Services – Valkyries, Disabled Faculty and Staff Employee Resource Group

This presentation will be moved to the January 9, 2024 Staff Congress Meeting.

Board of Regents – Cori Henderson

Cori Henderson shared that she didn't have a whole lot to report. The Board of Regents will be having an impromptu January meeting. A special Board of Regents meeting on January 15th. The purpose of the meeting is to discuss and approve the student fees that have been proposed. She believes that is the primary reason for the meeting. It will be a virtual zoom only meeting. She attended an Inclusive Excellence Council meeting to discuss some updates with everyone about what are the next steps in that process. Conversation centered on what upcoming legislation could be coming in the spring. Not a whole lot has been set in stone but just beginning the conversations around some of that work.

Administrative Liaison – Lori Southwood

Lori shared the following...

Staff Congress Update for December 2024 meeting

FLSA Update:

There has been a recent development regarding the Fair Labor Standards Act (FLSA) salary threshold for exempt employees. Earlier this year, the Department of Labor (DOL) announced a two-phase approach to increase the minimum salary threshold under FLSA overtime regulations. The first increase took effect on July 1, raising the threshold from \$684 per week (\$35,568 per year) to \$844 per week (\$43,888 per year). The second increase, scheduled for January 1, 2025, would have raised it further to \$1,128 per week (\$58,656 per year). The rule also included automatic updates every three years.

However, a recent court ruling has invalidated all aspects of the rule, including both the July and January thresholds. As a result, the salary threshold set by the 2019 regulations (\$684 per week or \$35,568 per year) remains in effect.

In response to the July increase, we reclassified approximately 40 staff/positions from exempt to non-exempt to ensure compliance. With this ruling, we are now evaluating a reversal of those changes. To accommodate the holiday period and year-end

considerations, we plan to implement the reversal after the break, with an effective date of January 5, 2025.

Staff whose positions are transitioning back to exempt status, along with their supervisors, will be notified in the coming week, with further details.

Thank you for your understanding as we work through this adjustment.

FACILITIES MANAGEMENT

1. Cleaning of Nunn Hall has been transitioned over to A&O beginning December.
2. A gentle reminder related to the winter recess - please ensure that unnecessary equipment is disconnected from outlets, refrigerators are emptied out and all trash is removed from individual offices.

PAYROLL

Online W2 Statement

The end of 2024 is almost here and NKU has partnered with ADP to prepare the 2024 W-2 statements. We encourage all active employees to enroll through employee self-service to receive an online W-2 statement. Enrollment for online delivery is the quickest way to receive your W-2 statement, but **you must enroll by December 31st. If you previously enrolled to receive an online W2 statement, you are not required to enroll again in online delivery for the 2024 W-2 statement.**

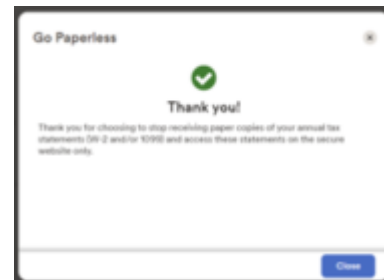
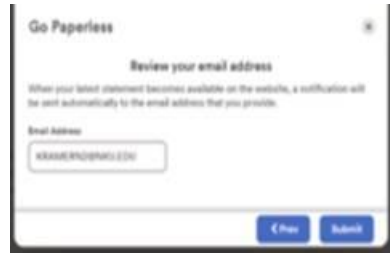
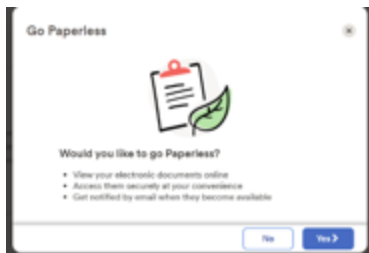
Online Access: You must enroll by December 31st to receive a 2024 electronic W-2 statement

Step 1: log into MyNKU employee self-service tab, clicking on the W2 Forms (View& Elect) Bar at the bottom of the employee tile display. You will then be redirected to the ADP website to follow additional prompts.



Step 2: Once you are on the ADP website, click “yes” to go paperless (1), review your email address for submission (2), and review confirmation message (3).

1. Click Yes and read disclaimer 2. Review email address and submit 3. Confirmation message of selection



Printed Copy: If you are not enrolled in online delivery a printed copy of the W-2 statement will be mailed to the home address you have on file. Please make sure that your address is current as W-2 reprints will not be available until after 1/31/2025.

Questions?

Please contact payroll@nku.edu or visit the payroll website <https://inside.nku.edu/hr/current-employees/payroll.html>

WELLNESS

Registration is open for spring Wellness supports on the Wellness Upcoming Classes an Events page:

- Blood Sugar Blueprint Virtual Series: Take Control for Overall Health and Disease Prevention
- Pause in the Planetarium

- CPR/AED Training and Certification classes
- Airrosti Rehab Free Injury Assessments and on-site treatment days
- More to come!

AETNA EAP Resources for Living offers a discount center. Log in using NKU credentials: username mynkueap, password: eap. Discount Center link is under the Resources tab at top of the homepage once logged in. Discounts on travel, memberships, electronics, event tickets, and more.

IT

- 1) Thursday, December 19, between midnight and 1:00 am, during NKU's scheduled closure, IT will perform a system upgrade. During this time, authentication services will be temporarily unavailable, resulting in login errors.
- 2) The address for logging into your K drive has changed. You must update your drive mapping to [\\vh.nku.edu\Departments\\$](\\vh.nku.edu\Departments$) . Directions are available in the [Team Dynamix Knowledge Base](#)
- 3) Stay vigilant this holiday season, to avoid falling victim to scams and phishing attempts. Cybercriminals often exploit the season's generosity and urgency with fake deals, donation requests, or package delivery notifications. Protect yourself by verifying email senders, avoiding clicking suspicious links, and shopping only on trusted websites. Be cautious with unsolicited messages or calls requesting personal information or payments.
- 4) ERP Platform Selection Committee is seeking feedback. Vendor demo recordings were sent earlier via email.

BENEFITS

We have received some questions about the ALLOC Employer wage type Tier 1 and Tier 2 employees see on their pay stubs. Some employees were questioning why their alloc stopped on their last paystubs.

Some employees were concerned that they were not getting the NKU contributions to the retirement account with KPPA and were going to bring it up at Staff Congress. Here is an email that Bruce sent in 2021 explaining the changes to their paystubs.

Subject: Questions about changes to pay statements for Tiers 1 & 2 participants

Good Afternoon,

Due to the soft freeze exit from KERS on 7/1/21, Tier 1 and 2 employees will see changes to the **employer** KERS contributions on their pay stubs this month. **Tiers 1 & 2 remaining in KERS have no change to their benefit calculation and retirement.** What is changing is the way NKU will pay for the cost of current Tier 1 & 2 employees

as well as current retirees. Before the exit, NKU employer contributions were deposited to the KERS general fund and each individual's deductions were deposited to individual accounts, which was reflected on employee's pay stubs. This contribution went into the KERS general fund, which is used to pay out retirement benefits. The employer contributions have never gone to individual accounts as stated in the KERS [Tier 1 & 2](#) guidebooks.

While the employer monthly contributions cease to KERS with the soft freeze, KERS provided an estimate of what the actuarial amount to fully fund the estimated full benefits to NKU for Tiers 1 & 2. It was over \$400 million; we issued bonds and paid a deposit to pay for this liability over the next 30 years. Tier 1 and Tier 2 employees will see a new line item on their paystubs in the employer contribution section (9KR1 or 9KR2); this "Allocation" is being used by the Comptroller's office to charge employee departments for their share of this debt payment. When a person retires as Tier 1 or 2, the monthly benefit will continue to be based upon final average pay, benefit factor, and years of service, as they always have been done.

As always, we are here to support you during this change. Please reach out with any questions or concerns.

Bruce R. Smith

Bruce R. Smith
Director- Benefits

Lori shared her news if you haven't seen your email that showed up this morning, which she hasn't had the heart to read yet. She announced her retirement February 1, 2024. She will have more of a statement at the next Staff Congress meeting but right now she would get too emotional on the holidays. It's time. She has a lot of personal reasons for it to be now. She wanted to note that this decision has nothing to do with the new ERP implementation process. She is actually disappointed to miss out on that process because she thinks it will be life changing for us as a campus. She asked for our grace with those that are going to be on the front lines of that implementation. It looks as if we will start implementing in the next couple of months. A rather short implementation compared to what we've been through in the past. We are looking at FI and HR to be up in running under 18 months. She knows that a lot of people have put their heart and soul into SAP because it takes heart and soul for SAP. We are still making updates and changes to SAP. She really thinks that this new system will set us on a different level not just the work we do internally, but how people see us. It will impact how individuals engage with us. It will be more welcoming for students or potential students, parents, and potential employees. It just won't feel as clunky and cumbersome as our system does now. She is very excited about this process and wishes that she could be a part of it. It will be good for someone new to come in as a breath of fresh air along this process. She expressed sincere thanks to all of us for all that we've done. Vicki Cooper echoed that sentiment and thanked Lori for serving as our liaison for all of these years and the 20 plus years at NKU. We will miss her greatly.

Faculty Senate Liaison – Janel Bloch

Janel Bloch shared just a couple of things from Faculty Senate. They passed a proposal for a change to the faculty handbook. The College of Informatics can have multiple RPT committees. She believes they are already doing that this is just making the handbook in line with what they've already been doing within their school. Secondly, they approved a proposal to bring micro credentials through the curriculum process. Right now they don't go to the curriculum committee. This is a proposal for the Provost to consider so that micro credentials would go through the curricular process to get approved.

President - Vicki Cooper

Vick Cooper shared that if you attended the budget forum you saw that she did ask a question about the raises. The question focuses on how it is going to be distributed. That is an ongoing conversation that we are having. Conversations are beginning with a 3 percent raise pool. It is on the top of Cady's priorities for us. Conversations also will continue on parking and tuition reimbursement and if there are going to be changes with those as well. As Lori mentioned with the new ERP system Vicki did send out a request for comments from Staff Congress members about the new system and she's received 3 responses. If you have some comments please send them to her as soon as possible. She will send these comments on to Chris Calvert. Lastly, we have arranged to have the President's box for a women's basketball game. The game will be January 29th and we will have 20 tickets for the game. We will send out a call for interest for the tickets and do a lottery if there is more interest than the number of tickets that we have. It is Disney channel night at the basketball game. This will be another good time for us to get together with a social activity for all of us.

Staff Congress Standing Committee Information

Outreach – Terri Smith

Terri Smith shared that holiday party is today! If you don't stay after our meeting for it please plan to come back at 3. There are going to be a lot of activities. You can have a snowball fight with little cotton snowballs. We will have Jenga and cornhole out in the lobby. Bring your phone or camera for the selfie station we will have set up. We will have coloring and activity sheets on the tables. If you do come please tell your people in your departments to come as well. Some people may not have known or didn't RSVP but they are still able to come. We will have a lot of food coming. There will be other games and activities to win more tickets for the raffles. At check in you can guess the amount of Swedish fish and M and Ms in containers for more tickets. Please also get the word out about donations for the event as well. We are accepting donations for Fuel, the Care Closet, and the Parents Attending College office. An email went out this morning with list of needed items for all of those areas. If you bring a donation you will also be able to get more tickets for the raffle prizes. The big raffle prizes will be chosen around 4:30. Please plan on attending and encouraging those you work with to also attend. Vicki Cooper took over the conversation to thank Terri and the entire outreach team. It's been an extraordinary performance by the outreach team and especially Terri

getting this gathering together. Also thank you to Lori and HR for providing the food for the event. Thank you to Carole Gibson and Business Operations for the drinks. Jen Moeves also gets a special shout out for all that she has done to help with the event.

Ad-Hoc Committees

Roundtable – Amanda Andrews

Amanda Andrews shared that the committee has met and that each member of the roundtable committee now has an idea of what they are going to be doing on that day. Each member will be assigned to a specific VP that they are connected to for that day. The construction of the room will be a table set up. A message went out from Grace Hiles asking for your input about which administrator you would like to have a conversation with. We are asking for your top 3 administrators. While you may not get your first choice this input will shape the conversations about which table you will start with and eat lunch with. There will be a message coming out soon directing you to the Staff Congress question portal for roundtable submissions. She did ask that if you have a specific administrator you want the question directed toward please include that in your question to the portal. There are going to be four boxes placed tomorrow for roundtable submissions. There are going to be 2 in the library one by the vending machines on the first floor and the second on the desk on the third floor. There will be paper and a pen as well as a QR code with all of the boxes. The third box will be located at the information desk in the student union. The last box will be located outside the Health Innovation office on the second floor of the HIC. If your question will require some research we ask that you get that to us as soon as possible. In mid February we will be sending the questions that need research to the administration. There is no guarantee that there will be an answer in time for roundtable if it's something that requires data and we don't submit it in that timeline. It will get an answer but not for the March event because of the tight turn around. She wanted to thank everyone on the roundtable committee. You are awesome and she loves working with this group.

Advocacy – Chris Bowling

Chris Bowling shared that they have met several times and he wanted to thank everyone that has filled out the staff survey that was sent out. He thinks it's over 25 percent of employees which is a pretty good response. We still have room for more responses and you can still fill out the survey. The more feedback the committee has the better. He thanked regent Cori Henderson for coming to their last meeting. It was a very helpful conversation. The committee is planning on going before the Board of Regents at the February meeting to advocate for raises and a permanent structure of annual raises. If anyone is uncomfortable filling out the survey or wants to have a private conversation you can reach out to Chris or to Vanessa Steele who is the chair of the committee. Thank you to those that have submitted feedback already.

Old Business

Vicki Cooper shared that we are still working on the portal question that was submitted about the baseball parking. We did get a response from the parking office but we

haven't gotten anything from athletics yet. We will continue to follow up on this. Even though baseball will be less of an issue right now it will pick back up again in the spring.

Tina Peebles asked about the policy change with vacation accrual. There is talk that it's just waiting on Cady's signature. Lori believes that the plan for implementation is January but she will get an answer for us. Janel Bloch added that there are some final edits needed and it will then be ready to go.



Staff

Caroline Broering

We are thrilled to celebrate the incredible dedication and excellence of Caroline Broering! Caroline consistently goes above and beyond in her work, showing an unwavering commitment to delivering outstanding results. Her customer-oriented approach ensures that every interaction is thoughtful and impactful, while her diligence and attention to detail make her contributions truly exceptional. Beyond her professional talents, Caroline's genuine care for her colleagues makes her a joy to work with. Her kindness and support create a positive and collaborative environment that inspires us all. Thank you, Caroline, for your hard work, dedication, and heart. You are an invaluable part of the team, and we are so grateful for everything you do!

Center for Student Engagement Samantha Mason Meg Crouch Tyler Olges and Hanson Nguyen

The Center for Student Engagement is widely known as the place that provides transformative experiences to the students and our community. Because of their dedication, the entire campus succeeds. Anytime a student, faculty or staff member has questions, the entire team is there to provide immediate assistance. Their attention to detail and commitment to the NKU community is unwavering. Additionally, since I started at NKU 5 months ago, they have provided support and got me up to speed. I am grateful for their support.

Craig Holloman

Craig has been a huge asset to NKU since he joined us. His knowledge, connections, insights, and skills relating to grants have really helped upgrade our RGC operations. And he is always friendly and supportive. Thank you, Craig!

Eli Baird

Eli is always helpful, knowledgeable, professional, and positive! He's a wonderful person to collaborate with. Thank you for all you do for NKU and the people you support!

Joe Lepone

Joe goes out of his way to increase campus engagement and strive to build a more inclusive and safe community here at NKU!

Lisa McElfresh

Lisa always goes above and beyond for students and for her office. She is very involved on campus outside of her regular duties, including with NLS and alumni. She will go above and beyond to make any event shine. Not only are her presentations fun and engaging but they're packed with deeper meaning, she knows how to relay a message! Outside of this, she constantly demonstrates her appreciation for her fellow coworkers and the student staff she works with. She leads by example and puts enormous effort into any task she takes on. From a simple weekly team meeting to the Career Fairs, anything that has her leadership on will be memorable. Her dedication to NKU is clearly shown from her 16 years' experience serving our university. Thanks Lisa!

Lori Smith

Lori Smith is the glue that holds our department together - Educational Leadership and Advanced Studies. Lori exemplifies excellence and dedication, making a profound impact within the college of education and beyond. Lori is a tireless advocate for students and a true collaborator who creates an environment where everyone feels valued and included. Lori is always such a positive and empowering influence in our department and in the college. She is incredibly helpful and caring.

Melanie Hartzel

Melanie is amazing! Each semester she helps us with career fair payments, answering numerous questions from employers and our office. She handles each quickly and with a digital smile. Melanie also volunteers for the Career Fairs serving as our Coat Check Manager and ensure students belongings are safe and other staff are all "trained" for this role. Melanie is an NKU rock star and we are lucky to have her on campus! Keep shining Melanie!

Pam Reichelderfer

Today, we want to shine a light on the amazing Pam Reichelderfer, our incredible Kentucky Center for Mathematics System Analyst! Pam is the ultimate problem solver—there's truly nothing she can't tackle. From the smallest tasks to the largest projects, her dedication and expertise ensure every challenge is met with grace and success. Thanks to Pam, our KCM online presence shines brightly on an international stage, helping us connect and grow globally. Not only is Pam brilliant at what she does, but she's also a kind and caring teammate. Whether it's pitching in to help a colleague or contributing to the center's work, Pam is always ready to step up and support those around her. Thank you, Pam, for all that you do! Your talent, hard work, and heart make a difference every single day.

Samantha Mason

Samantha is a ray of light towards our campus and our students. She creates a welcoming environment and always goes out of her way to make sure our students and staff are heard and represented! We appreciate you Sam!

Sarah Hellmann

Sarah goes above and beyond to assist faculty, staff, and students in the College of Education. Her dedicated work of over a decade through various roles allows for operations to run smoothly behind the scenes. Sarah's positive attitude makes everyday tasks fun and enriching for the university community. Events throughout the College of Education require her involvement to ensure that materials, rooms, and all items needed for it to be successful are present. There are many lives that she touches daily and for that she should be recognized.

Stephanie Biggs

Stephanie is great! She is always willing to help with any task and magically make it happen. She adds instructors and answer questions for me each semester and I really appreciate working with her! Thank for making my job easier Stephanie. You are an NKU rock star!

Sydney Humphrey

Sydney is great! She prioritizes student success and works diligently to make a difference in the lives of others. Most recently, she organized brining all the UNV 101 courses together for presentations about career success and helped coordinate the Major Minor Fair. All of this on top of her very full plate. Sydney continually makes a difference in the lives of others! Sydney - you ROCK!

Announcements

Vicki Cooper shared that if you have time and you aren't rushing back to your office before the party if you could stay and help Terri and the outreach team so that they aren't scrambling to get things set up. Terri and her team have done a tremendous lift for this event and we know that any help that can be given is greatly appreciated.

Adjourn

Meeting was adjourned at 1:45 PM.

Staff Congress Portal Questions

Date Received: 11/12/2024

Question:

One thing that continues to occur is the parking issues. Lot T [Lot V] is for Staff and Faculty only however, athletics have non-staff and faculty people continually use the lot. During baseball season, umpires and fans park in our lot without even having to pay (which in itself is an insult to employees) and are taking spaces away from us who have to pay to come to work. Complaints fall on deaf ears. Parking Services say they are understaffed to have people work the entrance of the parking lot to prevent them from parking there. If we mention to those non-employee people that it is a parking lot for employees only, we are cussed at and laughed at by them. These baseball affiliates are awful. We should not have to put up with things like this and be supported when we bring these matters to attention. The police say they don't ticket for those parking offenses – well maybe they should! It would generate money and keep the lot open for those who must pay to enter campus for work. Athletics apparently makes money from these events so they should be forced to have someone sit at the entrance of the lot between 7:00-8:30 to prevent people without parking passes from parking there. If it is after 4:00 – 4:30 I don't think anyone cares. Let them use the lot since we are all heading home but to take the spaces away from employees in the early morning is just wrong. Why aren't employees supported with this ongoing issue?

Action Taken: Submission forwarded to Christina Roybal, Andy Meeks, Curtis Keller and Lori Southwood copied.

Response: *In process. Response received from one party, 11/13/2024.*

Date Received: 11/14/2024

Question:

I'd like to know how President Short-Thompson can accept an over \$120,000 merit raise when the rest of campus hasn't has a raise since 2022-23 and have been told there isn't money for raises in the future? How does she merit one and the rest of us don't?

Action Taken: Both the President's raise and the question of future employee raises were discussed during the 11/14/2024 Staff Congress meeting.

Response: Cori Henderson responded that the Board awarded the President's performance-based bonus as required by the President's employment contract. Cady Short-Thompson addressed the issue of future raises during her Q and A session. A

summary of these responses will be in the Staff Congress meeting minutes for 11/14/2024.