

STAFF CONGRESS

Regular Meeting - August 6, 1982

AGENDA

- I. Call to Order
- II. Minutes of June 23, 1982 Special Meeting
- III. Minutes of July 01, 1982 Regular Meeting
- IV. President's Report
 - Correspondence from Dan Alford
 - Ad Hoc Committee, Distinguished Service Awards
 - Executive Committee Meetings
- V. Vice President's Report
- VI. Secretary/Treasurer's Report
- VII. Special Committee Reports
- VIII. Old Business
- IX. New Business
 - Barb Herald, Faculty/Staff Parking
- X. Adjournment

STAFF CONGRESS MINUTES
August 6, 1982

The regular meeting of the Staff Congress was held on Friday, August 6, 1982. Role was taken and a quorum was present.

MEMBERS PRESENT: Terry Andrews, Mike Baker, Bob Barnes, Dan Bayes, Gail Cato, Cindy Dunaway, Gary Eith, Don Gammon, Dorinda Giles, Jerry Groeschel, Carol Guthier, Barb Herald, Dan Hoskins, Patti Jeffries, Mary Kelm, Bonnie King, Nancy Perry, Steve Priestle, Linda Sanders, Pamm Taylor, Dolores Thelen, Nancy Utz.

MEMBERS ABSENT: Tom Barlow, Pat Coleman, Shirley Gallicchio, Bill Lamb, Joyce Maegly, Ken Ramey, John Fries, Gregg Schulte (ex-officio).

The minutes of the June 23, 1982 meeting were reviewed and approved. The minutes of the July 1, 1982 meeting were reviewed and a correction was made. It was erroneously reported that Nancy Perry was absent. With this correction, the minutes were approved.

President's Report

Dorinda Giles shared with the Staff Congress a copy of a letter she received from Dan Alford of Media Services regarding recognition of staff who provide exemplary service. In his letter, Ms. Shirley Raleigh, of the History Department, was recognized for the assistance she has given the Media Services on numerous occasions.

Dorinda Giles nominated the following for the ad hoc committee for the Distinguished Service Awards: Carol Guthier as chairperson, and members Terry Andrews, Dan Bayes, Barb Herald and Bill Lamb. Linda Sanders moved to accept the nominations and Bonnie King seconded the move. The vote was taken and the motion was unanimously approved. Dorinda said a letter will be sent to this committee that will recommend, since time is short, that the committee follow the same procedures as last year. Further, the committee should bring a list of the recommended nominations to the next meeting for the general approval of Staff Congress. Also, the committee is to proceed with reviewing the procedures and criteria for possible changes next year.

Mike Baker said that in the past, there was a great deal of confidentiality involved with the names of the persons selected, and he felt that bringing the names back to the Staff Congress for a vote would mean this information would become public. Mike also said that the Staff Congress would not have access to the same information as the committee that would aid in making a decision.

Bob Barnes moved that the Staff Congress leave it up to the committee that has been appointed to select the six recipients and make their recommendation to the Personnel Office and to the President. Mike Baker seconded the motion and a vote was taken. The motion passed unanimously.

Dorinda Giles reported on several meetings involving Staff Congress. On August 9, 1982, the Executive Committee is to meet with President Albright on items for the Board of Regents meeting. Also on August 9, Dorinda will be representing Staff Congress at the first meeting of the University Council. On August 10, 1982, the Board of Regents will meet, and Dorinda will be attending as the official Staff Congress representative. As of the date of this meeting, the items on the agenda for the Board of Regents meeting are confidential. A report of what takes place will be given at the next Staff Congress meeting.

Dorinda Giles said there have been some changes regarding the KERS effective August 1, 1982. Barb Herald said that more information concerning this will be distributed to University employees.

Vice President's Report

Tom Barlow was unable to attend the meeting so there was no report made.

Secretary/Treasurer's Report

Nothing to report.

Special Committees

Personnel Policies & Benefits - Linda Sanders did not have a report, but said her committee's schedule for July, August, and September is to work on the exchange of staff policy books with other universities and colleges; a staff benefits package study; a study of staff evaluations; and alternatives to the major medical plan are being studied.

Grievance - Mary Kelm said her committee had met and they were working on their role. Their formal recommendations will be made at the next meeting, but she listed their three goals for discussion purposes: 1) To help with personal, job-related grievances; 2) To act as a fact finding body for University-related problems; and 3) To be a recommending body to the Personnel Policies & Benefits Committee.

Mary also said her committee's role will be to assist a staff member if they have a grievance through use of the official Red Book and the official grievance procedure that is already established.

Mike Baker asked how the Grievance Committee fit into the formal grievance hearings. Dorinda Giles answered that a letter has been drafted to Gregg Schulte recommending that the chairperson of the Grievance Committee serve on the committee holding the hearings. Mary Kelm also said her committee is recommending that where applicable, some phrase should be inserted in the official grievance procedure that would allow for the inclusion of a member of the Grievance Committee in each step of the procedure.

Mike Baker and Dolores Thelen both said that this should be made clear that it is not mandatory that a member be included, but that they may be if it is the desire of the employee filing the grievance.

Kim Hennessy, of Affirmative Action, was at the meeting at the request of Mary Kelm. Kim said she had met with Mary's committee and they had discussed having a separate grievance policy. Kim felt that this might cause undue hardship on the employee and the supervisor, and confusion as well. Also, the policy in the Red Book is the Board approved policy, and it covers certain employees that are not represented by Staff Congress.

Dorinda Giles thanked Kim for her assistance, and called on the next committee.

Finance - Nothing to report.

Liason - Don Gammon asked to be informed if there were any staff members who did not receive a copy of the Staff Congress newsletter. Mary Kelm said she felt it was a fine first issue and she was very proud of it.

Barb Herald asked Don what the deadline is for submitting items for the newsletter. Don answered that there hasn't been one established yet. Dorinda Giles said she is recommending that Don establish two set dates each month, one for the submittal of items, and the second for the actual printing of the newsletter.

Dorinda Giles asked if it was felt that the newsletter should continue to go to all staff each month. It was agreed to do so for the next month, but the Finance Committee is to report on the cost before any definite policy is set.

Tom Barlow is working on the design of a logo for Staff Congress and we will hopefully be getting our own printed stationery. Cost figures will also be reported at the next meeting.

Cindy Dunaway asked if the Staff Congress had received a reply from the President regarding our request for seating on certain University standing committees. Dorinda Giles answered that we have not as yet had a response.

Dorinda Giles informed the Staff Congress that a letter had been sent to Campus Development under the guise of Staff Congress regarding complaints about the tennis courts. Dorinda contacted all parties involved and made them aware that the letter did not come from us. She has also drafted a letter to the major department heads informing them that all official correspondence from the Congress will be signed by the Staff Congress President.

Constitution & By-Laws - Gary Eith gave a report on the two items this committee has been working on. The first item was the concept of non-members serving on committees of Staff Congress. Their committee unanimously supports this, but since the membership of committees is not specifically addressed in the By-Laws, they did not feel it necessary to incorporate it into the By-Laws. This allows appointments to be made at the discretion of the Executive Committee.

The second item dealt with the complaints received from staff members regarding Article 1, Section 2, Item D of the By-Laws on representation in the category area. Gary Eith referred to the document that had been distributed to all members and explained in detail how the Barnes Formula would work. He also explained what changes would be made to the By-Laws.

Bob Barnes said that this would be a logical approach to take if the Staff Congress agrees with the proportional representation. It would be the responsibility of the Congress, through the Credentials & Elections Committee, to determine the numbers in areas and categories each year, with changes to be made after elections.

Mike Baker asked about the at-large representatives. Gary Eith said they were discussed, and it was felt that the three areas of representation would still require that the at-large representatives be a part of the make-up. Gary added that since an amendment to the By-Laws cannot be voted on the first time it is brought up, this issue should be referred to the Credentials & Elections Committee for their study.

The Chair entertained a motion to accept the committee's recommendations. Don Gammon so moved, and Mary Kelm seconded the motion. The vote was taken and it was passed unanimously.

Credentials & Elections - Pamm Taylor reported that their committee will meet on August 12, 1982, and asked that any business for them be submitted prior to this date.

Old Business

None

New Business

Mike Baker spoke for Barb Herald regarding the issue of parking for faculty and staff. Questions had been raised as to why the construction lot had been blocked off when it was not being fully utilized, and what were the feelings of the Staff Congress about switching faculty and staff parking from Lot B to Lot A. Mary Kelm mentioned that her committee was still working on the unresolved issue of the blocking off of part of Lot B for visitors. Mary recommended that a formal grievance be filed so these issues could be addressed.

Bob Barnes said that Lot A is considerably smaller than Lot B, and when Lot A is full, the next lot for faculty and staff would be Lot C.

Terry Andrews said that faculty and staff are not the only ones concerned with parking and we should consider the students in our discussions. Bob Barnes agreed, saying that the students have already been inconvenienced by the loss of spaces in Lots A and C due to construction.

Gail Cato said she felt this would not be the time to push for parking for faculty and staff. This was generally the feeling of the other members and it was suggested that better coordination of parking, through the Liason Committee, might help the issue.

Terry Andrews made a motion that the Liason Committee handle the parking issue and this was seconded by Bob Barnes. The motion was unanimously passed.

Gary Eith moved to adjourn the meeting at 11:10 a.m. Mary Kelm seconded, and the motion was unanimously approved.

NEXT MEETING IS SEPTEMBER 3, 1982, AT 10:00 A.M. IN ROOM 108 OF THE UNIVERSITY CENTER.

BARNES FORMULA

PROPORTIONAL REPRESENTATION

Article I
Section 2
Subsection d.

(ADD) At least one Staff Representative will be elected from each of the following seven employment categories, as defined by the Office of Personnel Services:

Category

Administrative

Managerial/Supervisory

Professional/Research Assistants

Technical/Scientific

Office Clerical

Service Maintenance

Skilled Crafts

(ADD) Representatives shall be appointed among these employment categories, according to their respective numbers, which shall be determined by the Staff Congress prior to the date of elections in each subsequent year. Such an enumeration shall be determined by adding the whole number of employees in each respective category and dividing the sum total by fourteen to obtain the apportionment ratio. The whole number of employees in each category should then be divided by this apportionment ratio to determine representation from each category. Representation should be rounded upwards beginning with the category with the greatest number "left-over" until the maximum of fourteen representatives have been reached.

EXAMPLE

		<u>TOTAL</u>
Administrative	$40 \div 29 = 1 (+11) =$	1
Managerial/Supervisory	$50 \div 29 = 1 (+21) =$	2
Professional/Research Assistants	$40 \div 29 = 1 (+11) =$	1
Technical/Scientific	$10 \div 29 = 1 =$	1
Office Clerical	$125 \div 29 = 4 (+9) =$	4
Service Maintenance	$75 \div 29 = 2 (+17) =$	3
Skilled Crafts	$60 \div 29 = 2 (+ 2) =$	<u>2</u>

14 Representatives

$$400 \div 14 = 29$$