

STAFF CONGRESS

Regular Meeting - May 6, 1983

AGENDA

- I. Call to Order
- II. Minutes of April 1, 1983 Meeting
- III. President's Report
- IV. Vice President's Report
- V. Secretary/Treasurer's Report
- VI. Committee Reports
- VII. Old Business
- VIII. New Business
- IX. Adjournment

STAFF CONGRESS
May 6, 1983

The regular meeting of Staff Congress was called to order. The role was taken and a quorum was present.

MEMBERS PRESENT: Terry Andrews, Dan Bayes, Pat Coleman, Cindy Dunaway, John Fries, Don Gammon, Jerry Groeschel, Jim Hartig, Diane Hunley, Russ Kerdolff, Joyce Maegly, Mike Martin, Norleen Pomerantz, Steve Priestle, Linda Sanders, Pamm Taylor, Nancy Utz, Carolyn Scheben, Bill Lamb.

MEMBERS ABSENT: Dan Alford, Tom Barlow, Bob Barnes, Dorinda Giles, Patti Jeffries, Mary Kelm, Nancy Perry, Ken Ramey, John Teegarden, Dolores Thelen.

The minutes of the March 4, 1983 meeting were approved. The minutes of the April 1, 1983 meeting were approved.

Linda Sanders introduced Dr. Ralph Tesseneer to give a presentation concerning the NKU Foundation.

Dr. Tesseneer announced that Robert McClelland was originally to give the presentation but was unable to attend. He then gave a brief history of the NKU Foundation going back to 1970 when development began. He stated that at that time three things needed to be accomplished: building the campus, hiring faculty and developing educational programs, and developing a foundation to help finance the institution rather than depending on state and federal funds. He said that the NKU Foundation was able to put together seventy-five acres across 3 Mile Road and that George Roth began putting together architectural drawings as a public service. He then said that Kroger Research was finished and that NKU was now collecting rent on that. He stated that about \$60,000.00 was invested in that 9 acres, and that it would bring into the NKU Foundation approximately 3 to 3.5 million dollars. He explained that the facility would then revert back to the university returning a total of 13 million dollars.

He then explained that work is being done to begin an executive conference center which would consist of office areas, dining areas, bars, sleeping rooms, and more. Dr. Tesseneer stated this would need to be done through private enterprise. Plans are also being made for an office building consisting of state, county, and professional offices which Dr. Tesseneer stated would be beneficial due to its location being close to Cincinnati. He said that in about 50 years this area would be built up and the buildings would all be reverted back to NKU Foundation, which in turn could be leased. He stated that the land would not be sold.

Another project in the plans was that of a hotel which would contain space on the top floor for the university. This would coincide with a possible Hotel/Motel management program on the shelf for the university.

Dr. Tesseneer then stated that there were now about one hundred new jobs in the Northern Kentucky area due to the opening of the Kroger Research facility. This also aided in the development of the Food Marketing Management program in the Business Administration department. He said there were many spin-offs from such facilities which help the university other than merely collecting rent. At this time Dr. Tesseneer asked for questions.

Jim Hartig asked if plans included maintenance provided by the university. Dr. Tesseneer replied that they were looking to see if this was feasible but that he thought not. Jim Hartig asked how long that answer would last. Dr. Tesseneer answered that he did not know.

Don Gammon asked if there was a projected completion date for a new I-275 ramp. Dr. Tesseneer answered that the bids were to be let on May 20 and the finish date should be early in 1984.

Linda Sanders asked a question concerning who else we may see on this property in the way of research facilities. Dr. Tesseneer replied that it must be complimentary to the university.

Linda Sanders asked what some other uses of Foundation money were. Dr. Tesseneer replied that he was unsure that any money from last year was used for the research facility. He stated that the money was received from private sources such as financial institutions since about 1976. He explained that many universities such as UK are important assets, financially, to the community and that only the communities of Northern Kentucky are interested in Northern Kentucky.

Linda Sanders stated that the Foundation has been instrumental in providing for the university in many aspects. She stated her appreciation for Dr. Tesseneer's presentation.

PRESIDENT'S REPORT

Linda Sanders announced that two Ad Hoc Committee's, the Implementation Committee and the Program Committee had met.

Terry Andrews stated that the Implementation Committee had a good situation in establishing the scholarship (handouts of this report were distributed). She said that the committee would meet again and that she wanted information concerning applying for this scholarship to be put in the next Staff Congress newsletter. She stated that the application deadline was June 15. Don Gammon said that this would appear in the next Staff Congress newsletter.

Linda Sanders said that the committee had received much help from Cathy Dewberry in establishing this scholarship. She stated that this committee had been charged with the following responsibilities: establish financial mechanism, develop award criteria for students, choose scholarship title, make recommendations concerning the make-up of a selection committee.

Bill Lamb moved to accept the entire recommendation. John Fries seconded.

Don Gammon asked if there was any idea as to how many applicants there may be. Terry Andrews replied no. Gary Eith asked if the award would be given before the fund drive. Linda Sanders replied yes. Nancy Utz asked if this was an advance or a gift. Linda Sanders replied that this was an advance from staff contributions to the NKU Foundation.

PRESIDENT'S REPORT (Con't)

Terry Andrews added that the future responsibility is to encourage staff to direct contributions to this scholarship. Linda Sanders said that there may be more interest in designating staff contributions to this scholarship in the future. She said that Staff Congress should be active in supporting the relationship between the Foundation and the staff.

Joyce Maegly asked if Financial Aid had a scholarship committee involved in this scholarship. Linda Sanders replied that Financial Aid did contribute through Cathy Dewberry's assistance.

Linda Sanders stated that Cathy Dewberry would be asked to write the application instructions, that Dr. Albright would be informed, and that information would be gathered concerning applicants. Linda also stated that the applications should be going out shortly and that she hoped that an announcement could be made at Dr. Albright's presentation.

Bill Lamb announced that the Program Committee was working on the presentation of an award at Dr. Albright's retirement coffee in late June. He stated that an idea had been suggested to him concerning entertainment from staff members along with the presentation of the scholarship. Bill stated that he was open to ideas of what type of gift to present to Dr. Albright.

Don Gammon asked about funding concerning the gift. Bill Lamb suggested each Staff Congress member contributing an amount toward the gift and that perhaps a gift could be made by a staff member with a skilled craft.

Terry Andrews reminded Staff Congress that there was a card for Dr. Albright in Media Services for those wanting to sign the card.

Jim Hartig suggested a superimposed photograph of Dr. Albright and the log cabin as a gift. Bill Lamb suggested that perhaps each Staff Congress member donate \$2.50 or \$3.00 towards the gift.

Linda Sanders announced that Carolyn Scheben is replacing Becky Yenser in Staff Congress as representative of Institutional Support. Linda also announced that staff awards were coming up soon and that anyone interested in serving on the committee should contact her.

Linda Sanders announced that Edith Armstrong has agreed to replace Becky Yenser on the standing committee. Linda recommended that Edith Armstrong be accepted to this committee.

Pat Coleman moved to accept Linda's recommendation. Nancy Utz seconded. A vote was taken and the motion passed unanimously.

Linda Sanders then announced that the next committee chairs meeting would be on

PRESIDENT'S REPORT (Con't)

the following Friday in the Financial Aid conference room at 3:15 p.m.

VICE PRESIDENT'S REPORT

Terry Andrews passed out handouts concerning staff training seminars. Nancy Utz asked if this needed to be approved. Terry Andrews said no, because of the time frame. Linda Sanders asked for questions and entertained a motion to approve the seminars.

Jim Hartig asked what "qualified" meant concerning the persons giving the seminars. Terry Andrews explained that the person must be qualified to lead a discussion in their area. Linda Sanders stated that this did not necessarily call for a degree, but that time working in a certain field was adequate.

Jim Hartig questioned whether or not staff, below management, would be able to attend as was the case last year in many seminars. Terry Andrews said that this may change this year.

Pat Coleman moved to approve the recommendation. Jerry Groeschen seconded. A vote was taken and the motion passed unanimously.

Terry Andrews then announced that parking fines must be paid before an appeal could be made. She said that the Parking Appeals Committee has already sent out a memo concerning this.

SECRETARY/TREASURER'S REPORT

Steve Priestle announced that Staff Congress' balance was now \$225.50 and that it is projected that at the end of the fiscal year the balance would be about \$175.00.

PERSONNEL POLICY AND BENEFITS COMMITTEE

Pat Coleman stated that the Social Security Act had been passed forbidding public employees from withdrawing from Social Security taxation. She also announced that the committee is looking into the idea brought up concerning Whole Life Insurance and also tuition benefits. She asked that anyone with any ideas concerning the benefit package notify the committee.

FINANCE COMMITTEE

Bill Lamb made the following recommendations concerning the use of Staff Congress' budget: 1) Committee chairs use Copying Services whenever possible rather than auditron keys since Copying Services is cheaper. 2) Ruth Schout be utilized more often since she is not using all of her available hours. 3) Committee chairs present expected expenditures for the year in advance so that plans may be made concerning the allotted money. He suggested that the Executive committee correspond with committee chairs on expected expenditures.

CONSTITUTION AND BY-LAWS COMMITTEE

No report.

CREDENTIALS AND ELECTION COMMITTEE

No report.

GRIEVANCE COMMITTEE

No report.

LIAISON COMMITTEE

No report.

OLD BUSINESS

None.

NEW BUSINESS

Terry Andrews asked about re-doing the By-Laws. Linda Sanders replied that Diane Hunley was working on that. Diane Hunley stated that she was told to hold off on that since there are new changes being made.

Bill Lamb suggested the possibility of a staff picnic. Terry Andrews added that she thought that was a good idea. Linda Sanders said a committee would be appointed to look at the possibility.

Don Gammon moved to adjourn. Bill Lamb seconded. A vote was taken and the motion passed unanimously.

PERSONNEL POLICIES AND BENEFITS COMMITTEE

Report to Staff Congress

May 6, 1983

I. Withdrawing Northern Kentucky University as a contributor to Social Security.

The new Social Security Act that was recently passed by Congress and signed by the President forbids public agencies and state and local governments from withdrawing from Social Security. NKU falls into this category.

II. Ad Hoc Committee for Staff Training and Development.

Report from Terry Andrews.

III. Replacement for Becky Yenser.

The Committee is recommending Edith Armstrong, Administrative Secretary from Literature and Language.

The Committee has been looking into the issue of whole life insurance paid through payroll deduction, and we have set as our priorities, to review sick and annual leave and tuition reimbursement. If anyone has any ideas or comments on any of these topics or on any of the staff benefits, please let us know.

*Approved
Approved*



Northern Kentucky University
Highland Heights, Kentucky 41076

TO : Linda Sanders
FROM : Mike Baker *Mike*
DATE : May 5, 1983
RE : Committee Report

The Ad Hoc Committee established to develop a Staff Congress Scholarship in honor of Dr. A. D. Albright met on Thursday. The committee was comprised of Bob McClellan, Terry Andrews, Kathy Dewberry, Norleen Pomerantz, and myself.

The following are the committee recommendations:

- 1) Scholarship Title: The Staff Congress A. D. Albright Scholarship
- 2) Financial Considerations: The scholarship will be funded from contributions of staff to the Northern Kentucky University's Foundation during its annual fund drive. It will be funded from dollars designated for the Foundation's scholarship fund.
- 3) Award Parameters: The scholarship shall be for a one-year period (excluding summer sessions).

The scholarship shall equal the tuition rate for an in-state undergraduate student.

To qualify, the individual must be the son or daughter of a staff member registering for 12 or more hours in undergraduate studies.

The individual must have an admissions application filed with the University.

The award will be based on academic achievement.

- 4) Award Criteria: The following will be used in the award selection:

High school and/or college grades or a GED score

ACT scores

Letters of recommendations on file from teachers and/or employers. Three must be submitted.

Quality of information contained on the scholarship application; i.e., extracurricular activities, community services, applicant's future plans.

Financial need will only be considered in the case of a tie. If such should occur, a financial needs analysis would then be required of the applicants in question.

- 5) Selection Committee: An Ad Hoc Committee shall be appointed annually through Staff Congress. The committee shall be comprised of five members. One member will be a representative of the Financial Aid Office. Anyone having a relative applying for the scholarship shall not be eligible to serve on the committee.

- 6) Process: Eligible individuals must apply with the Financial Aid Office by March 1, preceding the academic year (see award criteria for necessary attachments). Applications can be obtained from the Personnel Office. The committee shall name the recipient by April 1. The individual will formally be announced and introduced at the regularly scheduled July Staff Congress meeting.

Please note that because of the late start of the committee, the deadlines for the 1983-84 award are:

June 15th - application deadline

July 15th - committee announces recipient

Additionally, once the award specifics are approved, application instructions must be drafted. These should be issued with the application.

Thank you for the opportunity of letting us assist in the development of this very exciting and worthwhile award.

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Northern Kentucky University

Highland Heights, Kentucky 41076

April 14, 1983

MEMORANDUM

TO: Gregg Schulte
FROM: ad hoc Committee,
Staff Training and Development for 1983/84

The following is a list of our recommendations:

High Voltage Safety Demonstration/Seminar (CG&E) - free (minimum 40 attendees).
See Mike Martin/Physical Plant for information.

Tour of UK's Physical Plant facilities - this was done years ago, and comes highly recommended for Physical Plant staff.

Print Shop Seminar/Open House - tour of facilities followed by discussion on capabilities, dos' and don'ts', lead time, etc. Designed to aid clients who utilize Printing Services. (Dave Dorgan)

Men and Women Working Together (Anne Wilson Schaefer) - See Barb Herald.

Demonstration on Office Computers - for clerical and secretarial.

- * Positive Communication in a Limited, Hectic, sometimes Hostile Environment - for any staff who deal with faculty and students (e.g., departmental secretaries, Bursar's office, Registrar's group). (Tony Mazzaro)
- * Communication and Interpersonal Relationships (Steve Boyd).
- * Learning to Work Smarter, not Harder (Sandy Easton).

Managing Stress and Burnout - non-managerial - George Manning (Wants this to be more intense and personal, possibly 2 ½ days).

Process of Change - Dr. Nancy Evers, Administrative Education, University of Cincinnati.

*Goal-Setting - Chris Stiegler.

Communication between Supervisor/Employee - communication both ways, chain of command, documentation - for Physical Plant employees. (Who?)

Mini-Seminars: These would run for 1½-2 hours, and could be conducted by qualified staff personnel. Jeanette Newman (5667) could lead some of these. Show a film available through GCLC, and lead a discussion afterwards. The following are some examples. Each film is approximately 30 minutes.

Effective Uses of Power and Authority
Communication: The Non-Verbal Agenda
Managing Stress
Group Dynamics: Groupthink
Leadership: Style or Circumstance
Creative Problem Solving: How To Get Better Ideas
Women in Management: Threat or Opportunity?

Other Recommendations

Written support from the President's Office - some departments have discouraged staff from attending these seminars in the past.

Instead of limiting general seminars to specific classifications, limit number of times a staff member can enroll in sessions.

Better communication to staff - Many staff have said that they did not know of seminars until it was too late to enroll, or that the seminar was already filled by the time it was advertised in the weekly memo. Perhaps use the Staff Congress Newsletter to advertise semester training schedule.

* These topics seem to be ongoing concerns for staff. The pertinent professionals have said that they would support video-taping their seminars so that the tapes could be put on permanent reserve in Media Services. Departments or individuals could then view them at their convenience. This would free your budget to encompass less general topics in the future.

Terry Andrews, Chair
Dave Dorgan
Cindy Dunaway
Mike Martin
Jerri Thomas

TA/ta