

STAFF CONGRESS

Regular Meeting - August 5, 1983

AGENDA

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

STAFF CONGRESS
August 5, 1983

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

MEMBERS PRESENT: Terry Andrews, Bob Barnes, Pat Coleman, Cindy Dunaway, John Fries, Don Gammon, Dorinda Giles, Jerry Groeschen, Barb Herald, Diane Hunley, Russ Kerdolff, Bill Lamb, Joyce Maegly, Mike Martin, Steve Priestle, Linda Sanders, Pamm Taylor, Dolores Thelen, Nancy Utz, Carolyn Scheben.

MEMBERS ABSENT: Dan Alford, Tom Barlow, Dan Bayes, Jim Hartig, Mary Kelm, Nancy Perry, Norleen Pomerantz, Ken Ramey, John Teegarden.

The minutes of the July 1, 1983 regular meeting were approved.

PRESIDENT'S REPORT

Linda Sanders announced that the next chair meeting would be on August 12th in the Financial Aid conference room at 3:15. Linda then announced that Dr. Boothe and his wife would be hosting a reception for staff on August 12th between 11:00 a.m. and 1:00 p.m. in the University Center ballroom. She encouraged all to attend. Linda also stated that on August 24th Dr. Boothe would be addressing faculty and staff in Regents Hall at 1:30 p.m.

Linda Sanders announced that the first Dr. A.D. Albright scholarship was awarded to Donald R. Brinkley, son of Roberta Brinkley.

Linda then announced that the University Council had met prior to the Board of Regents meeting to discuss Board of Regents material.

Linda stated that Dr. Boothe has requested input from Staff Congress concerning including home addresses and phone numbers in the faculty/staff directory. She added that there would be an option of not including one's home information.

Dorinda Giles asked if the directories would be printed in-house. Linda Sanders replied that she did not know.

VICE-PRESIDENT'S REPORT

No report.

SECRETARY/TREASURER'S REPORT

No report.

COMMITTEE REPORTS

Grievance Committee: No report.

Liaison Committee: No report.

Finance Committee: Dolores Thelen stated that no committee has yet given her a

COMMITTEE REPORTS (Con't)

Finance Committee: projection of expenditures for the new year.

Linda Sanders added that committee chairs should keep printing costs in mind.

Personnel Policies and Benefits Committee: Pat Coleman announced that an ad hoc committee was currently reviewing three major areas: the tuition waiver, cafeteria benefits, and vacation and sick leave. She added that the committee would make recommendations on each area as they are completed.

Pat then stated that there were two items concerning the Administrative Leave Policy that were not yet settled. She said that the committee had met again to discuss the two items but still maintained the same recommendations.

Don Gammon moved to accept Section 3, Item E. Terry Andrews accepted. A vote was taken and the motion passed unanimously.

Jerry Groeschen moved to accept Section 3, Item F. Bill Lamb seconded. A vote was taken and the motion passed unanimously.

Credentials and Elections Committee: Russ Kerdolff announced that his committee had met concerning proportional representation. He stated that the committee always came back to the original formula. Russ also announced that it was thought that, according to the constitution all employees would be eligible to nominate and vote. This would include anyone, including temporary employees with active PAR's, with over one year of service. Russ added that the definitions concerning this in the constitution would have to be further refined since Personnel uses a beginning employment date as being first put on the payroll. He said that there is possible confusion defining "continuous employment."

Dorinda Giles stated that it was originally decided that such employees should not vote or nominate since they are not always here. She recommended looking at "continuous employment." She added that new constituency lists have been run off for everybody.

Russ Kerdolff then addressed changes in employment areas. He announced that Physical Plant no longer falls under Administrative Affairs, according to his committee's recommendation. This recommendation was made to the Constitution and By-Laws Committee.

Dorinda Giles stated that the By-Laws also state that University reorganization does not affect a representative's standing, that he continues serving until the next general election.

Russ Kerdolff then announced that the new election schedule would be presented at the next regular meeting.

OLD BUSINESS

Linda Sanders announced that Sandy Easton has agreed to broaden the scope of the

OLD BUSINESS (Con't)

Task Force On The Status of Women to include a Staff Congress member. Linda stated that Dorinda Giles would participate on this Task Force.

Linda Sanders then announced that Jay Stevens of Computer Services has been recommended to fill the vacancy as professional staff representative chair. Dorinda Giles moved to accept this recommendation. Don Gammon seconded. A vote was taken and the recommendation passed unanimously.

Bill Lamb asked if Staff Congress was square with Tom Barlow concerning the gift to Dr. Albright. Linda Sanders replied that a bill had not yet been received.

Terry Andrews asked about the staff picnic. Linda Sanders announced that there was a tentative date of September 25, 1983 at the Greater Cincinnati Airport. Linda added that a committee is being set up to plan the picnic.

NEW BUSINESS

Linda Sanders announced the resignation of Terry Andrews from Staff Congress. Linda stated that a replacement would need to be found from Technical/Scientific. She also said that the election of a new Vice-President would occur at the next regular meeting.

Dorinda Giles then reported on the new HPE center. She announced that the center would be open to faculty, staff, students, and alumni and that it would be used on an "open time" as much as possible. Dorinda stated the membership fees would be required of non-students. The fees are recommended for faculty and staff as follows: single membership is to be \$48.00/year, husband and wife will be \$84.00/year, and family will be \$108.00/year. Dorinda added that these fees were about double the recommendations made by her committee. Dorinda also stated that she thought that this should be more of a benefit.

Linda Sanders stated that she had spoken to Dr. Boothe stating that the fees were too high but that Dr. Boothe disagreed with the feeling that operation costs should be recovered. There was further discussion concerning the fees and the operation cost but nothing had really been finalized.

Linda Sanders then announced that the Board of Regents had approved the Staff Development Projects. She also stated that the Board of Regents have elected their new officers and that the Board of Regents have approved the desegregation agreement.

Pat Coleman stated that she had received complaints concerning the new reserved parking.

It was announced that money for reserved spots has not yet been collected.

Linda Sanders asked Dolores Thelen if she could gather more information concerning reserved parking.

Mike Martin suggested the possibility of setting up a Drug and Alcohol Awareness program.

NEW BUSINESS (Con't)

Barb Herald replied that a representative will be talking with deans and chairpersons concerning this and that such a program may possibly be started through Blue Cross/Blue Shield.

Linda Sanders suggested inviting a representative from Blue Cross/Blue Shield to a Personnel Policy & Benefits committee meeting.

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

NEXT REGULAR MEETING WILL BE FRIDAY, SEPTEMBER 2, 1983, AT 10:00 A.M. IN THE FACULTY DINING ROOM, UNIVERSITY CENTER.

Staff Development Project

The following training and development program for staff employees of Northern Kentucky University has been planned by the Department of Personnel Services for the 1983-84 fiscal year.

- August *Communications and Interpersonal Relations, a half-day program for all personnel classified Office/Clerical.
Presented by Steve Boyd, Communications Department.

- September *Communications between Supervisor/Employee, two half-day programs scheduled for day/night shifts of Physical Plant employees.
Presented by Chuck Apple, Communications Department.

- October *Managing Stress and Burnout, two half-day programs. First day - Lecture and discussion; Second day - individual diet and exercise program. Program directed to all non-managerial, non-professional personnel. Enrollment limited to 50.
Entire program coordinated by Dr. George Manning, Psychology Department. Diet and exercise portion of the program will be done by Mike Gray and Bill Dickens of the Education Department.

- November *Goal Setting and Career Development, two 1-1/2 hour sessions - one a.m., second p.m. for clerical and secretarial personnel.
Presented by Dr. Christine Stiegler, Department of Technology and Occupational Education.

- December *Open House and Tour of Printing Services, for contact persons responsible for the ordering of printing services. Handbook will be prepared for distribution and demonstrations of each of the areas will be presented.
Presented by Dave Dorgan, Sam Whitehead, and Kathy Dawn of Printing Services.

- January Performance Evaluations, a half-day program for supervisory personnel.
Presented by Chuck Apple of the Communications Department and Gregg Schulte of Personnel Services.

- March *Working Smarter, Not Harder, a half-day program for secretarial and professional personnel.
Presented by Sandy Easton, Business Administration Department.

- April *On-hands demonstration of Apple Computer, for clerical and secretarial employees.
Presented by Garry Casson and Dorinda Giles, Data Processing Department.-

- May Developmental Issues Relating to Sexuality in the Maturing Adult, half-day program for professional and managerial/supervisory personnel.
Presented by Paul Bishop, Psychology Department.

*Recommended by ad hoc committee of Staff Congress

MEMORANDUM

TO: Holders of Personnel Policy and Procedure Manual

DATE: July 29, 1983

RE: Change in Section F 3.8

At its July 27, 1983 meeting, the Board of Regents approved a change in section F 3.8 of the Manual, such that this section now reads:

The maximum number of vacation days which a staff member may accumulate and have available for use at any point in time is the number of days which can be accrued in 18 months. After the maximum is reached, additional vacation will accrue only after the employee has reduced the accumulated leave balance.

This change is effective immediately.

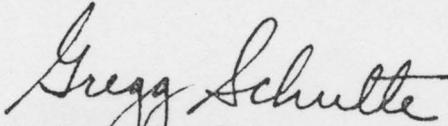
As approved, "A 'grace' period will be instituted until January 1, 1984 to accommodate any employees who have accrued more vacation time than is permissible under the new policy. In the event that a longer period of 'grace' is needed for certain employees, exceptions may be made with approval of the President."

Between the effective date of this policy change and January 1, 1984, employees who reach their employment anniversary date and who have on their record more than 18 months worth of vacation will have their record reduced, on the anniversary date, to the 18-month maximum, in accordance with prior policy. Accrual of additional vacation will begin again as soon as the leave balance is reduced below the maximum.

Employees who have on their record more than 18 months worth of vacation but who do not have an employment anniversary date until January 1, 1984 or after, will have until January 1 to reduce their balance to the 18-month maximum. Unless exception is made by the President, on January 1, 1984 any leave balance which remains above the maximum will be reduced to the maximum. In addition, vacation will accrue for these employees only after their balances have been reduced below the maximum.

May I encourage you to encourage everyone under your supervision having a large accumulation to take some vacation as soon as it can be worked in. This will reduce the likelihood of hardship and the need for exception to be made.

And may I please ask your help in communicating this change to all your employees. Thank you much.


R. Gregg Schulte

ELECTION & CREDENTIALS COMMITTEE

Report to Staff Congress

August 5, 1983

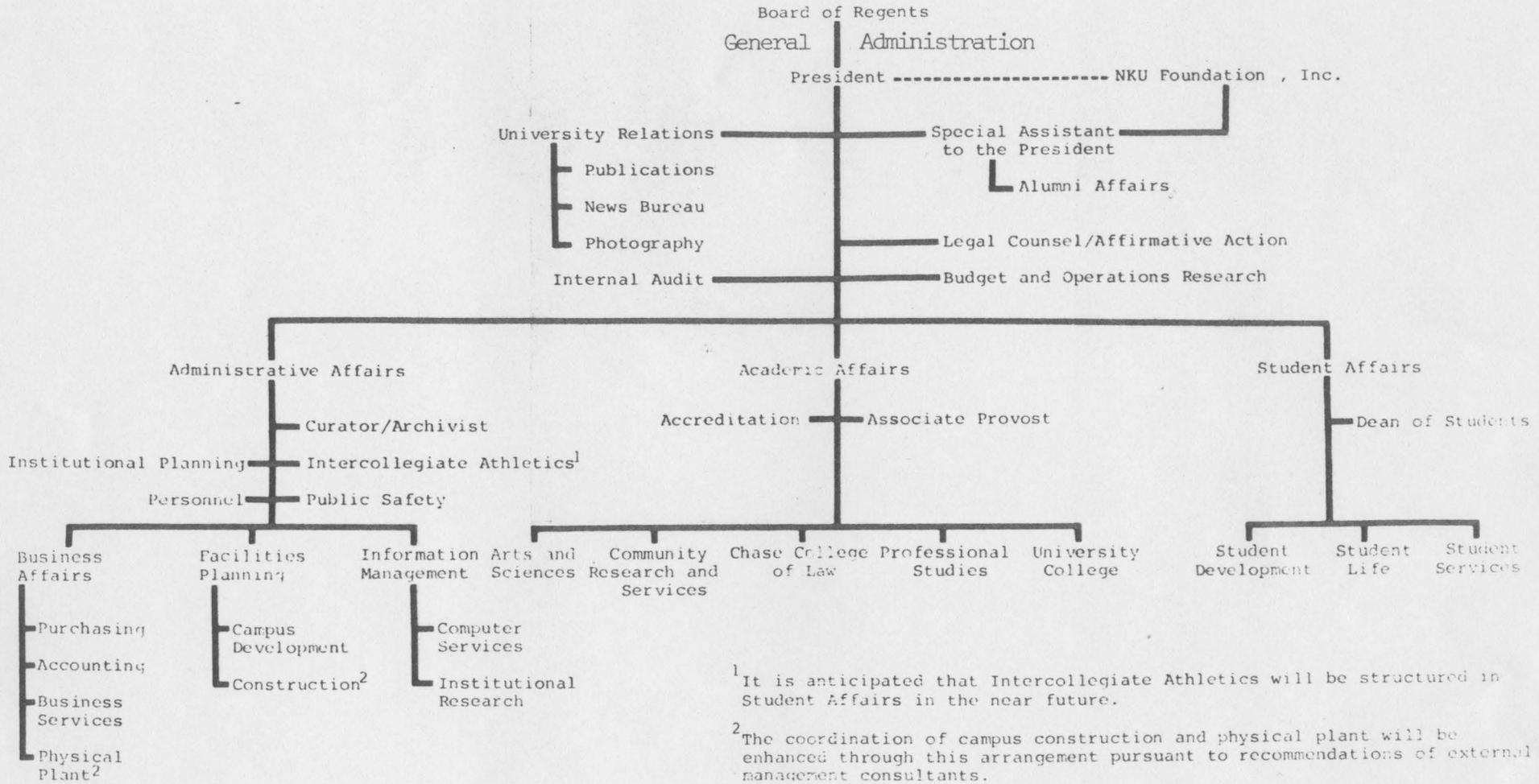
A committee meeting was held on Friday, July 29, 1983. The following items were discussed:

- 1) Proportional Representation - The committee decided that the present election structure provided sufficient opportunities for the various employment categories to elect a proportional number of representatives. However, the committee remains open to suggestions.
- 2) Voting and Nomination Eligibility - The committee discussed the eligibility requirements as defined by the By-Laws and the Constitution. The committee recommended that the Constitution and By-Laws committee refine the current eligibility requirements, such as "continuous employment." Limited discussion of these issues are scheduled for today's meeting.
- 3) Employment Areas - The committee is forwarding a recommendation to the Constitution and By-Laws committee that the employment areas be changed to:

General Administration
Academic Affairs
Student Affairs
Administrative Affairs
Physical Plant

These are the employment areas under which the University is now operating.

- 4) Staff Congress Elections Timetable - The committee drafted a tentative election schedule which will be presented at the September Staff Congress meeting.



¹ It is anticipated that Intercollegiate Athletics will be structured in Student Affairs in the near future.

² The coordination of campus construction and physical plant will be enhanced through this arrangement pursuant to recommendations of external management consultants.