

STAFF CONGRESS

Friday, December 9, 1983  
12:30 p.m. - 2:00 p.m.  
UC 108

AGENDA

- I. Call to Order
- II. Minutes of November 4, 1983 meeting
- III. President's Report
- IV. Vice President's Report
- V. Secretary/Treasurer's Report
- VI. Unfinished Business
  - A. Chair, Annual Fund Drive/Staff
  - B. Review of Committee Activities  
Unfinished Activities (Chairs)
- VII. New Business
  - A. Review of Committee Activities  
Current year plans (Chairs)
  - B. Schedule of Congress Meetings  
(Executive Committee and President, Executive Committee, Congress)
  - C. Congress Membership List
  - D. Committee Membership List
- VIII. Miscellaneous
- IX. Adjournment

STAFF CONGRESS MINUTES

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

MEMBERS PRESENT: Dan Alford, Mike Baker, Donna Bridewell, Pat Mullins, Sandi Cunningham, Kathy Dawn, Dave Dorgan, Cindy Dunaway, Gary Eith, Don Gammon, Jerry Jroesch, Pat Harrington, Jean Henegar, Barb Herald, Diane Hunley, Russ Kerdolff, Bonnie Lowe, Mike Martin, LaVerne Mulligan, Norleen Pomerantz, Linda Sanders, Jay Stevens, Linda Thierbach

MEMBERS ABSENT: Dale Adams, Dan Bayes, Arlis Blackburn, Carol Guthier, Jim Hartig, Joyce Maegly, John Teegarden, Dolores Thelen

The minutes of the previous meeting were approved as submitted.

President's Report

Dan Alford reported that the University Governance Committee's membership includes: himself, the president of Faculty Senate, the president of Student Government, Cindy Dickens of Student Affairs, Lyle Gray from Academic Affairs and chairman of the Committee, Gene Scholes from Administrative Affairs.

The next meeting will be December 22. Our constitution and by-laws have been distributed to all members of the Governance Committee for review. The official charge of the Committee is not yet known, but Dan will keep Staff Congress apprised of developments concerning University Governance. If you have any recommendations you think ought to be taken to this group, please give them to Dan.

Dan Alford has also been asked to serve on the Fundraising Task Force, which Dr. Boothe has set up. A lot of interesting things are happening in this group. Mike Baker will report more concerning this later.

Vice President's Report - No report.

Dan Alford announced that he has asked Linda Sanders to serve as liaison with the other committees of Staff Congress. The roles of the members of the Executive Committee of Staff Congress is one of the issues to be addressed this year and more will be said later about this.

Secretary/Treasurer's Report - No report.

Dan Alford informed Staff Congress that Ruth Schout, who has been our secretarial support for the past two years, is no longer interested in working for Staff Congress. This position will be open in the near future. If you know anyone who is interested in this 10 hour per week position, please let them know about it. The Fine Arts Department has graciously provided office space in the Fine Arts Center for this position. This will allow the secretarial support to be located near our Secretary/Treasurer's office (Linda Thierbach). Until a replacement is hired, committee chairs will be responsible for getting their reports typed.

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Annual Fund Drive

Mike Baker has been asked to chair the Annual Fund Drive (Staff) this year and has accepted. The major responsibilities are to be divided between faculty, staff, and students. The drive will be in February. Mike Baker will be working closely with Bob McClelland. The approach which will be taken this year is simply that we need to encourage all employees to participate. The money is not to be stressed but the participation of each group. Then the Foundation can go to area businesspeople and point out the amount of participation from those involved with NKU.

Liaison Committee Report - Don Gammon

One of the primary functions is to produce the Staff Newsletter. The other area covered by this committee is to attend the meetings of the other organizations - Faculty Senate and Student Government. The Faculty Senate has taken a new stance regarding University Governance and making sure the faculty members are represented very strongly. Don believes it imperative that we do the same. It is important that we know what the other organizations are doing and work with them regarding common purposes. Goals for the coming year: to contact other universities' staff groups and set-up meetings, if possible, to see where we stand in comparison with other staff groups. NKU's is unique as a leadership group in this area.

Grievance Committee - Norleen Pomerantz

The Chair of the Grievance Committee is no longer at NKU. The committee was never convened.

Personnel Policies and Benefits - Pat Mullins

Pat Mullins handed out a written report concerning expansion of Tax Deferred Annuity Plans and Administrative Leave Policy (see attachment). The Committee recommends that these plans be available. The Committee recommends that a small committee be formed to review various companies and their offerings.

Barb Herald moved that we accept the report and its recommendations. Seconded by Mike Martin. Motion passed.

Concerning the Administrative Leave Policy, Pat Mullins informed us that the last draft does include Staff Congress recommendations (see attachment). The Committee also recommended a leave policy other than administrative leave. This may happen in the future, although the present policy is worded in such a way that anyone may get leave with approval. Dr. Scholes will get back to the Committee on this.

Finance Committee - given by Linda Sanders in Delores Thelen's absence.

Delores strongly urges that all committee chairs commit themselves to a budget and that the Finance Committee could function as a coordinator.

Linda Sanders moved that committee chairs establish a budget for their committee for the calendar year and this effort would be coordinated by the Finance Committee. Seconded by Mike Baker.

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Dan Alford stated he would like to hold off on this recommendation until the Executive Committee has looked into this and reported back.

Mike Baker amended the motion to read that we strongly encourage the chairs and Executive Committee to look at the recommendation and establish budgets. Motion passed as amended.

Constitution and By-Laws - Diane Hunley

The purpose of this committee is to make recommendations to Staff Congress as to its constitution and its by-laws. Some items the committee has come back to Staff Congress with recommendations are: defined eligibility for election of representatives to Staff Congress, employment areas, dealt with vacancies (When does a vacancy occur? How are replacements chosen?), revision of duties of Secretary/Treasurer which allowed additional time for preparation of minutes, dealt with the issue of the Parliamentarian appointment, recommended that staff members at-large may serve on committees and limited the number that may serve on committees.

Dan Alford thanked Diane for her work. New copies of the By-laws will be available for distribution soon. Please destroy the old ones when these new copies are available. Representatives need to report to your constituency when these are available.

Credentials and Elections - Russ Kerdolff

Our committee functions to plan, promote and carry out Staff Congress elections in accordance with those sections of the by-laws which pertain. This year the committee hopes to promote voter turn out and increase polling places by using the University College, Campus Digest, mailings, etc. There was a drop in voter turn out this year.

Ad Hoc Committee - no reports

New Business

Dan Alford asked the Committee Chairs to tell Congress their plans for the coming year. Don Gammon reiterated that his committee plans to reach out to other staff groups. Pat Mullins reported that her committee has the ad hoc committee still working, plans to work on an expanded leave policy, and the staff training programs for 1984-85. Mike Martin suggested that the Personnel and Policies Committee look into establishing a drug and alcohol awareness program for staff. Pat also reported receiving a letter concerning the rate increase in the child care center. Pat suggested that the Personnel and Policies Committee is too large to work efficiently and recommended that it be split into two committees.

Dan Alford talked about his plans for the Executive Council meetings this year. He suggested that the Council meet each week (one week with Dr. Boothe), except

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for the week of the regular Staff Congress meetings, to set the agenda, etc. It was decided that the second Thursday of each month, at 1:00 p.m., would be a more convenient time for our regular meetings.

Dan Alford entertained a motion to limit future Staff Congress meetings to a maximum of 2 hours in length. Linda Thierbach so moved. After some discussion Don Gammon seconded. Motion passed unanimously.

Miscellaneous

Gregg Schulte reported that a number of personnel policies have been revised and will be distributed soon - Sections C, E, and H.

Mike Baker moved that Staff Congress send a congratulatory letter to Dr. Boothe regarding his inauguration. Seconded by Don Gammon. Motion passed unanimously.

Dave Dorgan stated that he did not have a Staff Congress binder and also needed a list of his constituency. Russ Kerdolff will take care of getting new lists to all representatives.

Don Gammon moved for adjournment. Meeting adjourned.

Respectfully submitted,  
Linda Thierbach  
Secretary/Treasurer

PERSONNEL POLICIES AND BENEFITS COMMITTEE  
Report to Staff Congress  
December 1983

*approved*

Expansion of Tax Deferred Annuity Plans

Gregg Schulte met with the Committee to report on this program and to answer questions. The Committee recommends that this type of plan be available to staff, and that a staff member, and a faculty member work with Gregg to review the various plans and companies and decide which should be made available. It is also recommended that only those companies that have made contact with the University should be considered; not additional companies should be contacted.

Administrative Leave Policy

Pat Coleman Mullins met with Gregg Schulte and Gene Scholes to discuss the Administrative Leave Policy. Dr. Scholes decided to refer the revised policy, which incorporated our recommendations, to Central Staff. He will inform us of any revisions they may make to the policy.

Proposal to Amend the Staff Congress By-Laws  
January 1984

It is recommended that the Personnel Policies and Benefits Committee, as established in Article VI, Section 3(a) of the Staff Congress By-Laws, be split into two separate Committees with the following charges:

Personnel Policies Committee

This committee shall function in an advisory and coordinating capacity to continuously make recommendations for adjustments, improvements, and refinements in all personnel policies. The committee shall also study other matters as may be referred by the Staff Congress.

Personnel Benefits Committee

This committee shall function in an advisory and coordinating capacity to continuously make recommendations for adjustments, improvements, and refinements in all personnel benefits. The committee shall also study other matters as may be referred by the Staff Congress.

Proposed By:

*Pat Coleman Mullins*

Pat Coleman Mullins

*Linda Sanders*

Linda Sanders

ELECTIONS AND CREDENTIALS COMMITTEE  
1983 Election Statistics

<u>Participation by Employment Area</u>	<u>Eligible Voters</u>	<u># of Votes</u>	<u>%</u>
Academic Affairs	122	38	31.15%
Administrative Affairs	140	62	44.29
General Administration	22	3	13.64
Physical Plant	120	26	21.67
Student Affairs	<u>62</u>	<u>30</u>	<u>48.39</u>
TOTALS	466	159	34.12%

<u>Participation by Employment Category</u>	<u>Eligible Voters</u>	<u># of Votes</u>	<u>%</u>
Office/Clerical (Includes I Research Asst.)	147	50	34.01%
Administrative	27	7	25.93
Managerial/Supervisory	42	16	38.10
Professional	94	44	46.81
Service/Maintenance	101	21	20.79
Skilled Crafts	31	11	35.48
Technical/Scientific	<u>24</u>	<u>10</u>	<u>41.67</u>
TOTALS	466	159	34.12%

Comparative Figures:

1983 Election Turnout                      159/466 = 34.12%

1982 Election Turnout                      202/454 = 44.49%