

STAFF CONGRESS

Thursday, February 9, 1984
1:00 p.m. AC-722

AGENDA

- I. Call to Order
- II. Minutes of January 12, 1984 meeting
- III. President's Report
- IV. Vice President's Report
- V. Secretary/Treasurer's Report
- VI. Committee Reports
 - A. Personnel Policies and Benefits
 - B. Constitution and By-laws
 - C. Credentials and Elections
 - D. Finance
 - E. Liaison
 - F. Grievance
- VII. Unfinished Business
 - A. Proposed amendment to by-laws: Personnel Policies Committee
Personnel Benefits Committee
 - B. A. D. Albright Health Center
 - C. Women's Center
- VIII. Guest Speaker - Robert McClelland - University Foundation
- IX. Report - Mike Baker - Foundation Annual Fund Drive
Staff Oversight Committee
- X. New Business
- XI. Adjournment

MAR 05 1984

STAFF

CONGRESS

STAFF CONGRESS MINUTES

February 9, 1984

The regular meeting of Staff Congress was called to order by President Dan Alford. Role was taken and a quorum present.

MEMBERS PRESENT: Dale Adams, Dan Alford, W. Mike Baker, Dan Bayes, Arlis Blackburn, Donna Bridewell, Pat Mullins, Sandi Cunningham, Kathy Dawn, Dave Dorgan, Cindy Dunaway, Gary Eith, Don Gammon, Carol Guthier, Pat Harrington, Barbara Herald, Russ Kerdolff, Bonnie Lowe, Laverne Mulligan, Norleen Pomerantz, Linda Sanders, Jay Stevens, Dolores Thelen, Linda Theirbach.

MEMBERS ABSENT: Jerry Groeschen, Jim Hartig, Jean Henegar, Diane Hunley, Joyce Maegley, John Teegarden.

GUESTS: Robert McClelland, University Foundation
Steve Meier, Campus Recreation
Jack Geiger, Central Receiving

The minutes of the previous meeting were approved as submitted.

President's Report - Dan Alford

The memo from Dr. Scholes to Cindy Dickens regarding the HPE Center and Staff Congress' concerns was brought to our attention. Bill Lamb will be responding to Congress in writing, on all of these issues. The childcare issue will be investigated further and then Bill Lamb will get back to us concerning that also.

Dan Alford feels it important to note that Staff Congress is getting a quick turn around in responses to our concerns from the Administration. Many of our recommendations and suggestions are being acted upon in time to have some real impact on final decisions. Dan plans to continue keeping Staff Congress informed of the actions of the Executive Committee. Because of the fact the Committee meets so often and with various groups - the President and Vice President - it is very important we get the information back to the representatives.

A letter of resignation, dated 1/17 and effective 1/24, from Mike Martin was read to Staff Congress. The Executive Committee will be in touch with Mike concerning the reason for his resignation.

A letter, dated 1/10, from Gregg Schulte to Mike Ryan and Dan Alford was read requesting information on the following:

1. Tax deferred annuities and our agreement to send a written response to Personnel Services concerning our support for such a program. A memo will be written.

February 9, 1984

2. Non-insurance opportunities. A memo will be forthcoming.
3. Tuition waiver for temporary employees. A committee is looking into the idea.

Vice-President's Report - Linda Sanders

At the last Executive Committee Chairs meeting it was agreed to appoint vice chairs to all committees.

An ad hoc committee will be convened to look into the responsibilities of the Grievance Committee.

Secretary/Treasurer's Report - Linda Thierbach

Vickie Dunaway has started working as secretarial support for Staff Congress. She will be working Monday and Wednesday if you have typing or copying, or anything else having to do with Staff Congress, contact Linda Thierbach or Vickie in the afternoons and she'll be glad to help.

Our March 8th meeting will be in UC 108 and our April 12th meeting will be held in the UC Ballroom.

Staff Congress account shows a balance of \$368.90.

Please note a correction to the December 9th minutes - Dale Adams was present.

Dan Alford reiterated to please stop by and welcome Vickie. Let her know who you are. Her extension is 5451.

Credentials and Elections Report - Russ Kerdolff

Computer Services had modified the constituency lists to include phone and office numbers.

Finance Committee Report - Arlis Blackburn

The committee met to plan a budget for next year. A history of expenditures for the past 2 years is available to committee chairs. The Finance Committee will be requesting a budget proposal from each committee in the near future.

Liaison Committee Report - Don Gammon

A monthly meeting time was established. The committee will feature, as part of the Newsletter, an interview of the major department heads to learn what their functions are as related to staff. Gregg Schulte will be the first featured interview. Also, the Newsletter hopes to have a staff feature - showing the staff in their jobs. Don Gammon solicits information from all staff on information of interest. Kathy Dawn has been out, telling people she is a member of Staff Congress, and wants their comments and thoughts. The committee is also trying to determine the role of the Newsletter in the communication facilities on campus. A meeting is set with the editor of the Campus Digest and we are also looking into using The Northerner for feature articles to supplement the news of the Newsletter.

STAFF CONGRESS MINUTES

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A Staff Congress facility for news has been established in the University Center. Kathy Dawn was able to get us a bulletin board for posting of staff news. In addition, there are 3 locations throughout Physical Plant and one on the University College campus.

Unfinished Business

A. Proposed Amendment to by-laws re:

Personnel Policies Committee and Personnel Benefits Committee. Pat Mullins moved that we accept the proposal as written. Seconded by Sandi Cunningham. Motion approved.

B. A.D. Albright Health Center - At our last meeting the proposal was submitted and discussed. Linda Sanders reported that the Executive Committee met concerning it and met with Dr. Scholes to review the Board of Regents material. Besides the points brought up in Dr. Scholes' memorandum, two recommendations from Staff Congress were:

1. Reference to "spouse" membership be changed to "spouse or dependent".
2. Retirees be awarded free use of the Center.

Carol Guthier and Steve Meier requested that materials not be circulated to staff since corrections are to be forthcoming. Questions or recommendations regarding the Center should be routed to this committee. Steve Meier explained the facilities available in the Center. A brochure outlining the use of the building is being formulated.

C. Womens' Center -

This proposal was submitted at the last meeting with a presentation by Billie Brandon asking for Staff Congress' support of the proposal. It was decided to write a response expressing our concerns and questions about the proposal. After much discussion, a motion was made by Don Gammon to appoint a member of Staff Congress to serve on the committee to study the budget of the Womens' Center. Seconded by Pat Mullins. Motion approved. Dan Alford appointed Cindy Dunaway, who accepted the appointment.

University Foundation - Annual Fund Drive

Bob McClelland spoke to us concerning the need for participation this year. Mike Baker who is representing staff on the Drive brought us up to date on the strategy of the Drive.

Bob McClelland stressed their goal of 70% faculty and staff participation this year - not an in-house need to raise money. The Foundation wants to be able to go out into the community and stress the fact that Northern Kentucky University has the faculty and staff behind it. Encourage people to PARTICIPATE - even \$1.00 or \$2.00.

1. \$5,000 for staff development and enrichment
2. A.D. Albright Scholarship
3. Other University programs including library and software purchases

Mr. McClelland answered questions from the floor.

New Business

Barb Herald asked about the awarding of the A.D. Albright Scholarship. Linda Sanders noted that a selection committee should be appointed and applications are available through the Financial Aid office. Mike Baker recommended guidelines be published in the Newsletter. Barb Herald and Don Gammon volunteered to serve on the committee.

Gregg Schulte informed Staff Congress that Kings Island discount coupons were available to staff in Personnel Services.

Don Gammon moved to adjourn. Seconded by Carol Guthier. Meeting adjourned.

LT/vld

University Foundation - Annual Fund Drive

Bob McCallister spoke to us concerning the need for participation this year. Mike Baker who is representing staff on the drive brought us up to date on the strategy of the drive.

Bob McCallister stressed their goal of 70% faculty and staff participation this year - not an in-house need to raise money. The Foundation wants to be able to go out into the community and stress the fact that Northern Kentucky University has the faculty and staff behind it. Encourage people to PARTICIPATE - even \$1.00 or \$2.00.

- 1. \$2,000 for staff development and enrichment
 - 2. A.D. Albright Scholarship
 - 3. Other University programs including library and software purchases
- Mr. McCallister answered questions from the floor.

Northern Kentucky University

Highland Heights, Kentucky 41076

TO: Dan Alford, President
Staff Congress

FROM: Carol Guthier

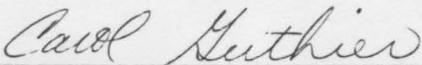
DATE: January 12, 1984

RE: HPE Center Philosophy/Policy

The attached is a copy of the A.D. Albright Health Center Philosophy/Policy that has been submitted to Cindy Dickens and Bill Lamb for review and approval. The policy is the result of a number of meetings with representatives from students, faculty, staff, Alumni Affairs, and Campus Recreation who worked with the past and present administrations in developing guidelines for utilization and fee structures.

As yet the policy has not been officially approved, but with the exception of a few minor changes in wording, it is anticipated that the policy will be adopted for use with the opening of the Center.

I will be happy to try to answer any questions concerning this matter.



Carol Guthier

A.D. ALBRIGHT HEALTH CENTER PHILOSOPHY/POLICY

The A.D. Albright Health Center of Northern Kentucky University has been designed and built with the purpose of furthering the University's missions. These missions of basic academic disciplinary preparation, career preparation, community services and maintaining the University's vitality through experimentation and renewal are enhanced by the addition of this facility.

A list of priorities for scheduling the facilities in the Health Center has been established for use as a guideline to ensure the missions are enhanced. These priorities are listed below, along with an explanation of the constituencies which currently comprise each group.

PRIORITIES IN SCHEDULING FACILITIES IN THE HEALTH CENTER

1. SCHEDULED UNIVERSITY CLASSES FOR ACADEMIC CREDIT, C.E.U.'s OR CONTINUING EDUCATION FOR CREDIT - (Any student registered for one of these classes)
2. CAMPUS RECREATION ACTIVITIES - FREE PLAY AND INTRAMURAL COMPETITION - (Students, faculty, staff and active alumni)
3. INTERCOLLEGIATE ATHLETICS PRACTICE AND/OR COMPETITION (Members of intercollegiate athletic teams)
4. LEISURE TIME LEARNING - (Class use only)
5. NORTHERN KENTUCKY UNIVERSITY ORGANIZATIONS - (Recognized student groups, faculty/staff groups, alumni association)
6. FOUNDATION - (Guest passes for use by key contributors, key foundation property occupants to be granted by the President or his designee)
7. NON-PROFIT COMMUNITY ORGANIZATIONS - (Who plan to charge no fee or registration for admission to the activity)
8. NON-PROFIT COMMUNITY ORGANIZATIONS - (Who plan to charge a fee or registration for admission to the activity)

PRIORITIES IN SCHEDULING FACILITIES IN REGENTS HALL

1. INTERCOLLEGIATE ATHLETICS PRACTICE AND/OR COMPETITION* - (Members of intercollegiate athletic teams)
2. CAMPUS RECREATION ACTIVITIES - FREE PLAY AND INTRAMURAL COMPETITION - (Students, faculty, staff and alumni)

3. SCHEDULED UNIVERSITY CLASSES FOR ACADEMIC CREDIT - (Any student registered for one of these classes)
4. LEISURE TIME LEARNING - (Class use only)
5. NORTHERN KENTUCKY UNIVERSITY ORGANIZATIONS - (Recognized student groups, faculty/staff groups, alumni association)
6. FOUNDATION - (Guest passes for use by key contributors, foundation property occupants to be granted by the President or his designee)
7. NON-PROFIT COMMUNITY ORGANIZATIONS - (Who plan to charge no fee or registration for admission to the activity)
8. NON-PROFIT COMMUNITY ORGANIZATIONS - (Who plan to charge a fee or registration for admission to the activity)

*Academic classes are of primary importance and it is understood that from time to time may need to be scheduled in Regents Hall as overflow from the Health Center.

These priorities for both buildings are intended as a guideline. Activities identified as key to the University's mission may be scheduled as necessary by the University official responsible for the Health Center.

All persons and groups utilizing the facilities of the Health Center will be expected to pay the fees associated with the particular facility.

A.D. ALBRIGHT HEALTH CENTER

GENERAL USE POLICIES

1. Proper athletic shoes are required to be worn in the activity areas of the Health Center. A light-soled, non-marking athletic shoe (white, beige, tan or gray) is acceptable for use on the racquetball courts and gymnasium floor. Any style athletic shoe (except cleats, spikes and turf shoes) are acceptable for the running track and weight room. Gymnastic slippers or socks are required to be worn in the gymnastics room.
2. Eating, drinking or smoking is not permitted in the activity areas of the Health Center.
3. Cut-offs or gym shorts are not permitted to be worn in the swimming pool. Specific pool regulations are posted in the pool area.
4. All racquetball racquets must have protective non-marking guards. No black racquetball or handballs are permitted on the courts. It is recommended that protective eyeguards be worn while playing racquetball.
5. DUNKING OR HANGING on basketball rims is not permitted.
6. No "outdoor" sports may be played in the Health Center. This includes baseball, football, softball and soccer.
7. It is recommended that all valuables be left at home or locked in a locker.
8. Gym clothes are required to be worn in the weight room.
9. Guests must be accompanied by their host at all times.
10. Children of Health Center members under the age of 16 must be in direct supervision of their parent or an adult at all times.
11. All group or instructional usage of the Health Center must be requested in writing and approved by the Health Center Manager two weeks before the date of use.
12. Violation of rules included here or of other posted policies, malicious use or defacing of Health Center property will be investigated by the Health Center Manager and administrative action and/or disciplinary action will result, including cancellation of use privileges.

PROPOSAL FOR BUILDING RENTAL

BUILDING RENTAL COSTS

- A. Main Activity Floor (This implies exclusive use of entire floor area) - \$250 per 1/2 day minimum (5 hours) + \$50 per hour after 5 hours + Out-of-Pocket-Expenses*
- B. Portions of Main Activity Floor (Without excluding other persons from activity)
 - 1. One (1) basketball court, one (1) tennis court, one (1) volleyball court, or four (4) badmitton courts - \$25 per hour + Out-of-Pocket-Expenses*
 - 2. Archery/Golf Range - \$25 per hour + Out-of-Pocket-Expenses*
 - 3. Running Track - \$25 per hour + Out-of-Pocket-Expenses*
 - 4. Weight Training Room - \$30 per hour + Out-of-Pocket-Expenses*
- C. Racquetball Courts (6) - \$300 per minimum (5 hours) + \$50 per hour after 5 hours + Out-of-Pocket-Expenses*
- D. Swimming Pool - \$40 per hour + Out-of-Pocket-Expenses*
- E. Gymnastics Room - \$30 per hour + Out-of-Pocket-Expenses*
- F. Regents Hall - \$50 per hour + Out-of-Pocket-Expenses*

*Out-of-Pocket-Expenses are defined as the actual cost of personnel and any equipment necessary for set-up, clean-up, and supervision, of the facility utilized.

*Where an hourly rate applies, any portion of an hour shall be considered a whole hour.

A.D. ALBRIGHT HEALTH CENTER

BUILDING SCHEDULE

1. The building schedule during the Fall and Spring Semesters will be as follows:

Monday - Thursday	---	7:00	a.m.	-	11:00	p.m.
Friday	---	7:00	a.m.	-	9:00	p.m.
Saturday	---	10:00	a.m.	-	6:00	p.m.
Sunday	---	1:00	p.m.	-	9:00	p.m.

2. The building schedule during Intersession and Summer Sessions will be as follows:

Monday - Friday	---	7:00	a.m.	-	9:00	p.m.
Saturday	---	10:00	a.m.	-	6:00	p.m.
Sunday	---	1:00	p.m.	-	5:00	p.m.

3. The building schedule when classes are out-of-session will be as follows:

Monday - Friday	---	9:00	a.m.	-	9:00	p.m.
Saturday	---	10:00	a.m.	-	6:00	p.m.
Sunday	---	1:00	p.m.	-	5:00	p.m.

4. The Health Center will be closed on the following days or weeks:

Thanksgiving Day
Christmas Day - New Years Day (week)
Spring Break Week
Easter Day
Memorial Day
Independence Day
Labor Day
Martin Luther King Day
Presidents Day

A.D. ALBRIGHT HEALTH CENTER

BUILDING ENTRANCE POLICIES

1. Entry to the Health Center, as well as exit, must be made through the main front entrance only. Other exits should only be used in the case of an emergency.
2. Students must present their current NKU ID card along with a photo ID* to gain admittance.
3. Faculty and staff must present their NKU picture ID card along with their Health Center membership card to gain admittance.
4. Spouses of Health Center members must present a picture ID card* along with their Health Center membership card to gain admittance.
5. Children of Health Center members under the age of 16 must be accompanied by their parent or an adult to gain admittance. Children 16 years of age and over will be issued their own membership card and will have the same use privileges with the exception of guests.
6. Alumni must present a picture ID card* along with their Health Center membership card to gain admittance.
7. Guests will be admitted with a guest pass which must be purchased by a Health Center member who is eligible to purchase guest passes. Guest passes may be purchased at the Campus Recreation Office.
8. Leisure Time Learning students must show registration receipt and a picture ID card* to gain admittance.

*Such as a driver's license.

A.D. ALBRIGHT HEALTH CENTER

FACILITY USE FEES

Because it is the policy of Northern Kentucky University to encourage contributions to the University through the Northern Kentucky University Foundation (Foundation) and its division of Alumni Affairs; the Foundation, in the interests of University relations, intends to sponsor designated contributors enabling their use of the Health Facility. In order to defray various expenses of such use, the Foundation will, from time to time, contribute specified amounts into the University general operating fund. Those amounts shall be as follows:

Alumni contributors through Alumni Affairs or general Foundation

- A. For a gift of more than \$250 - at least one hundred (\$100) of which is unrestricted
 - 1) Individual contributor membership (\$50 contribution from Foundation or Alumni Association)
- B. For a gift of more than \$300 - at least \$150 of which is unrestricted
 - 1) Individual and spouse membership (\$100 contribution from Foundation or Alumni Association)
 - 2) Family membership (\$100 contribution from Foundation or Alumni Association)

Faculty/Staff contributors to the Foundation

- A. With a contribution of more than \$250 - \$150 of which is unrestricted - the Foundation will contribute to the University general fund
 - 1) Individual membership \$50
 - 2) Individual and spouse \$90
 - 3) Family \$100

General Foundation Contributors

Contributors of cash gifts to the University Foundation who are not Alumni, Faculty, or Staff members will, upon contribution of University Fellow status (\$10,000 or more outright gift or \$25,000 deferred cash gift) will be entitled to access of the health facility for one year following the gift. A donor who pledges a ten year commitment of \$10,000 outright cash gift per year shall be entitled to life time sustaining use of the facility. In the

event of corporate contributions in the above amounts, the Chief Executive Office will have power of appointment of the right to use the facility exercisable within the corporate personnel or board.

A.D. ALBRIGHT HEALTH CENTER

FACILITY USE FEES

1. Currently Enrolled Students:

Individual	Allocated from Student Incidental Fee
*Individual plus Spouse	\$25.00 per semester
*Family	\$35.00 per semester

*Only students taking six hours or more a semester will be permitted to purchase spouse/family privileges for those same semesters.

2. Students who are not enrolled in summer session, yet are pre-registered for the fall semester, may use the facilities during the interim by paying a fee of \$12.00 for the entire summer (May 15 - August 15).

3. Faculty/Staff - Full and part-time permanent employees (Including Kroger building staff assigned to the foundation property).

Individual	\$18.00 per semester/\$12.00 summer/\$48.00 per year
Individual plus Spouse	\$31.50 per semester/\$21.00 summer/\$84.00 per year
Family	\$40.50 per semester/\$27.00 summer/\$108.00 per year

Payroll deduction for Faculty/Staff is only allowed when purchasing a yearly membership.

4. Alumni - Must be a graduate of Northern Kentucky University and an active member of the NKU Alumni Association.

Individual	\$ 75.00 per year
Individual plus Spouse	\$100.00 per year
Family	\$125.00 per year

5. Guests - Limit two (2) guests per host - \$5.00 per guest per day.

6. Locker Rental - Includes locker, lock and towel service.

Students	- (quarter locker in Student Locker Room): \$6.00 per semester/\$4.00 per summer session
Alumni	- (quarter locker in Student Locker Room): \$15.00 per year
Faculty Staff	- (full locker in Faculty/Staff Locker Room)

\$8.00 semester/\$6.00 summer/\$20.00 per year

*Faculty/Staff payroll deduction for locker rental is only allowed when purchasing a yearly membership.

Daily Towel Rental	.25 Daily
Daily Lock Rental	.25 Daily

A \$5.00 deposit is required for all semester and yearly locker/towel rentals.

A.D. ALBRIGHT HEALTH CENTER

EQUIPMENT CHECK-OUT POLICIES

1. All equipment will be issued at the Equipment Issue Room located at the front entrance of the Health Center.
2. A picture I.D. must be left as collateral for any equipment that is checked out.
3. Persons are responsible for equipment they check out. The responsible person must pay for lost, stolen or damaged equipment that is not returned.
4. Payment for lost, stolen, damaged or unreturned equipment may be made at the Campus Recreation Office. The I.D. will be returned after the equipment payment receipt has been received in the Equipment Room.
5. Equipment that will be checked out overnight must be approved by the Campus Recreation Staff.
6. Guests may not check out equipment; hosts must check out and be responsible for equipment used by guests.

A.D. ALBRIGHT HEALTH CENTER

GUEST USE POLICIES

Any member of the Health Center may bring guests based on the following rules:

1. Hosts are limited to two guests each.
2. Guests may not check out equipment; hosts must check out and be responsible for equipment used by guests.
3. Guests must be accompanied by their host at all times.
4. The Campus Recreation Office reserves the right to refuse admittance to a guest.
5. Individuals seeking admittance to the Health Center may not solicit members outside the building.

A.D. ALBRIGHT HEALTH CENTER

LOCKER/TOWEL RENTAL POLICIES

1. All locker/towel rental fees must be paid at the Bursar's Office, located on the second floor in the Administrative Building. The receipt should be taken to the Campus Recreation Office, located on the first floor in the Health Center, to obtain a locker, lock and towel. Daily locker/towel rentals may be purchased in the Campus Recreation Office.
2. Student locker/towel rental may be purchased only by the semester. All students must be out of their lockers by the Friday following final exam week, unless otherwise posted.
3. Faculty, staff and alumni Health Center members and their spouses are eligible for semester or yearly locker/towel rental. Their locker must be cleared on the expiration date of their locker term.
4. Guests may purchase the daily fee for locker & towel rental.
5. Persons may provide their own locks, provided they are not left on the locker overnight. Persons who do not remove their locks will have the lock and locker contents removed and taken to the University Lost and Found, located in the Student Activities Office, third floor of the University Center.

A.D. ALBRIGHT HEALTH CENTER

RUNNING TRACK USE POLICIES

1. Any style athletic shoe (except cleats, spikes and turf shoes) is acceptable for use on the running track.
2. Lane assignments for various speeds on the track are as follows:

Inside Lane:	Running
Middle Lanes:	Jogging
Outside Lane:	Walking
3. No one will be allowed to stand or block any lanes of the track.
4. Balls are not to be bounced on the track.

A.D. ALBRIGHT HEALTH CENTER

GYMNASIUM USE POLICIES

1. A light-soled, non-marking athletic shoe (white, beige, tan or gray) is acceptable for use on the gymnasium floor. Black soled shoes and street shoes are not permitted to be worn on the floor.
2. Eating, drinking and smoking is not permitted in the gymnasium area.
3. No "outdoor" sports may be played in the gymnasium. This includes baseball, football, softball and soccer.
4. DUNKING OR HANGING on basketball rims is not permitted.
5. It is recommended that all valuables be left at home or placed in your locker.
6. Guests must be accompanied by their host at all times.
7. Children must be supervised by their parent at all times.

A.D. ALRIGHT HEALTH CENTER

GYMNASTICS ROOM USE POLICIES

1. Gymnastics slippers or socks are required to be worn in the gymnastics room.
2. Eating, drinking or smoking is not permitted in the gymnastics room.
3. Gym clothes are required when using the gymnastic equipment.
4. The gymnastic equipment is only available for academic classes or when an approved instructor is present.

A.D. ALBRIGHT HEALTH CENTER

WEIGHT ROOM USE POLICIES

1. Any style athletic shoe (except cleats, spikes and turf shoes) is acceptable for use in the weight room.
2. Gym clothes must be worn by all participants.
3. Full length t-shirt is required to be worn by all participants.
4. All participants are required to have a towel to wipe off the perspiration on the weight equipment padding.
5. When passing a person using a weight machine, jump two machines ahead.
6. No keys are permitted in the pockets of participants while using the weight equipment.
7. Participants are asked to be conscientious about the use of the weight equipment and are encouraged to report any maintenance repairs that are needed.
8. If a person lacks knowledge in the proper use of the weight equipment, consult the on-duty building supervisor.
9. Do not drop weight stacks.

A.D. ALBRIGHT HEALTH CENTER

RACQUETBALL/HANDBALL COURT USE POLICIES

1. All racquetball racquets must have protective non-marking guards and safety thongs.
2. Racquetball eyeguards are strongly recommended in order to reduce the possibility of eye injuries.
3. No black racquetballs or handballs are permitted on the courts.
4. Proper athletic shoes are required to be worn on the racquetball/handball courts. A light soled, non-marking athletic shoe (white, beige, tan or gray) is acceptable for use on the courts.
5. Eating, drinking, and smoking is not permitted on the courts.
6. Clothing, equipment and other items not in use may not be placed in the court or outside the door. It is recommended that all valuables be left at home or placed in your locker.

A.D. ALDRIGHT HEALTH CENTER

RACQUETBALL/HANDBALL COURT RESEVATION POLICIES

The Health Center is equipped with 6 racquetball/handball courts which are available for use through advance reservations or drop-in use. Reservations may be made by calling 572-5197 from 2 p.m. to 4 p.m. Monday thru Friday or by coming to the Campus Recreation Office in person. Court reservations may be made one day in advance, with reservations taken on Friday for the weekend and the following Monday.

1. One must be a member of the Health Center to reserve a court. Proof of eligibility will be required to secure all court reservations.
2. All persons shall be restricted to one reservation per day.
3. All courts are restricted to one hour of play.
4. Forfeit time is 10 minutes after the scheduled reservation time.
5. Reservations may be cancelled with no penalty by calling the Campus Recreation Office up to one hour before the scheduled use time. If prior cancellation notice is not received, the person reserving the court will lose reservation privileges for one week. A record of two no-shows will result in the loss of reservation privileges for the remainder of the semester.
6. Court reservations will be scheduled on the hour.

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Supplemental Materials from
Northern Kentucky University's
Current Women's Programs

PROPOSAL FOR A WOMEN'S CENTER

DRAFT

Introduction

This proposal for a university Women's Center has its origins in the concern, interest, and efforts of many constituencies across the Northern Kentucky University campus (see Appendix B). Its purposes are to attract and to retain women students and to promote closer interaction between university and community women. Its intent is not to exclude men but, in fact, to promote cooperative efforts with and to interest men in a number of the programs, activities, and services that a Women's Center would offer.

Further, the Women's Center seems an excellent way to address a number of the goals stated in President Boothe's State of the University address in the fall of 1983, including:

- 1) attracting students to the campus and informing the general public of Northern Kentucky University and its offerings;
- 2) providing a university environment conducive to the intellectual and social development of students, thereby improving student retention;
- 3) showing commitment to affirmative action in a pluralistic society;
- 4) expanding outreach to the northern Kentucky region; and
- 5) attracting potential funding sources for the university within the local community.

Purpose

The Women's Center staff, aided by an advisory committee such as the Presidential Task Force on Women, shall be responsible for coordinating activities and providing services for women. Certainly, the Women's Center will be open to all persons who wish to avail themselves of the services provided and will encourage the participation of men in many of its programs. However, we anticipate that most of the clientele will be women.

Services offered shall include:

- 1) providing a cost-effective means of offering initial counseling and referral services to campus and community women;
- 2) promoting affirmative action by emphasizing services to black and other minority women students, as well as non-minority women;
- 3) providing a cost-effective means of coordinating campus women's programs, Women's Week activities, exhibits, and speakers, as well as workshops and seminars of importance to women and minorities;
- 4) enriching the quality of university life by providing campus support groups for adult returning students, male and female;
- 5) coordinating a childcare referral service or childcare cooperative for students, faculty or staff to supplement the existing daycare services on campus, helping out with unexpected childcare problems (created by evening classes when the campus daycare is not in operation or by sudden illnesses), thereby enriching the quality of university life by providing needed services unique to commuter and non-traditional college students;
- 6) enriching the university by encouraging and assisting in the writing of grants and research on women's and minority issues;
- 7) providing professional development programs that will enhance the promotion of women and minorities on the campus and in the community;
- 8) enriching the quality of university life by providing a library/resource center with materials of special importance to women with varied backgrounds and interests;

- 9) fulfilling the University Mission by serving the community in offering educational workshops and seminars of importance to women and minorities;
- 10) providing a cost-effective means of communicating information of concern to women both on campus and in the community through a periodic women's newsletter and calendar of events;
- 11) meeting the university's affirmative action commitment by serving as a model for the community;
- 12) promoting affirmative action by providing an atmosphere that will attract minority and non-minority women to faculty, student, and staff roles on campus;
- 13) enriching the university through the development of community support and cooperative programs.

Cost

Personnel Costs

Director	20,000
Associate Director	12,000
Full-time Secretary	8,000

Operating Costs

Newsletter and Calendar	1,000
Women's Week	2,500
Educational Supplies	500
Programs/Workshops/Seminars	5,000

TOTAL 49,000

The above costs are estimates based on current costs for present services for women (Women's Week and the Newsletter), current salaries for comparable positions on campus, and estimated costs for new services the Women's Center will provide. Equipment costs have not been included.

Description

The Women's Center shall be comprised of an office area, a conference room, and a reading library/study space. This complex, located in an accessible, central university location, shall be staffed by a full-time director, an associate director, and a full-time secretary.

Justification

A. University Mission

1. Community Service

As described in the 1977 Self Study of Northern Kentucky University, one of the four missions of the university is community service: "Northern Kentucky University is the one social institution with which all segments [of the community] can and do identify. Thus the university is looked to and called upon increasingly for the provision of community services that can neither be performed nor made available by other private or public agencies. In these days, a public university that does not respond vigorously to the challenge of improving the quality of life surrounding and supporting it has shirked an essential mission of community service." (p. 14) Our experience has shown that the university is increasingly the place that women call when they are in need of information about health services, day care centers, professional testing and counseling, psychological counseling, spouse abuse and sexual harassment counseling. While many social agencies addressing specific problems do exist in the surrounding community, there is no central referral service at present such as the one that a university Women's Center could provide.

2. Academic Service

Obviously, the major mission of the university is providing academic service. The majority of our students are women, and approximately 40% of our students are nontraditional (over the age of 25, most of whom are, again, women; see Appendix A). This trend of women as the fastest growing segment of the student body will certainly continue through the 1980's--indeed, must continue for the well-being of the university community. A Women's Center could coordinate and facilitate academic services of special interest and importance to this population.

B. Cost Effectiveness

1. Streamlining

Although there are various services available both in the community and in the university, these services are not at this time coordinated in any way. At present, for example, there are at least fifty women on the university campus giving a minimum of two hours a week of their time working on women's programs or advising women instead of carrying out their normal university duties. At an average salary of \$10 an hour, this represents \$1000 a week or \$52,000 a year which could more effectively be used to staff a Women's Center. A well-publicized phone number, a permanent location, and responsive personnel will be of enormous benefit not only to campus and area women who need the services of a Women's Center but also to university programs and personnel, as well (benefitting, them, in turn, in cost-savings, publicity, retention, and recruitment).

2. Student Retention

When adult, minority, and women students cannot resolve the problems unique to them (whether daycare, healthcare, or social assistance problems), they often find it impossible to continue their studies at the university. This problem is reflected in the high attrition rate at Northern Kentucky University, resulting in a loss of revenue for the university.

3. Attraction of New Students

By providing community workshops, seminars, and other programs, a university Women's Center will attract many people who might otherwise never come to this campus. As a result, many of these individuals will be encouraged to begin course work at the university (as indicated by prior experience in programs such as the Homemaker Reentry Center, the Kentucky Humanities Council Northern Kentucky Area Women grant programs, and the Women's Professional Development Program), thereby creating a ripple effect in the community.

C. Affirmative Action

As stated in former President A.D. Albright's preface to the university's Affirmative Action Plan, "Universities should be in the vanguard of such efforts [as seeing a diversity of cultural backgrounds promoted through affirmative action plans], and I would hope that in so doing we might serve as a model for other

institutions." Not only would a Northern Kentucky University Women's Center enhance the university's affirmative action program as described in the Purpose section above, but it would also serve as a model in meeting the needs of women in a changing society.

D. University Enrichment

A Women's Center at Northern Kentucky University would help to promote, for traditional and non-traditional students alike, the sense of community so necessary and often lacking on a commuter campus. The Women's Center, in its staff and in its programming, would help to provide visible role models for student, staff, and community members. Not only will it enrich the lives of the students, but also the lives of other members of the university community who will benefit from its programs and its services.

List of Supporting Organizations

The following groups have been involved in the proposal process or have indicated their support for a Women's Center on the Northern Kentucky University campus:

Association for Women Faculty
Association of Women Administrators
Black Women's Organization
Residence Hall Women
Homemaker Reentry Center
Panhellenic Association Women
Peer Support Group
Women in Transition Support Group
Women's Law Caucus
Women's Network Organization
Women's Studies Program



Northern Kentucky University
Highland Heights, Kentucky 41076

MEMORANDUM

TO: Dan Alford, President Staff Congress

FROM: W. Michael Baker, Staff Representative to Foundation Annual Staff Fund Drive

RE: Status Report

DATE: January 12, 1984

Bob McClelland, Institutional Development Officer, Rose Marie Ingam, Faculty Representative and I met to discuss the goals, timetable and strategies of the annual fund drive as it relates to faculty and staff. The following represents the current plan.

GOALS - We are striving for 70% participation. Last year the average was a combined 35% with 43% participation in the faculty ranks and 28% for staff. The emphasis will be on participation and not dollar amount. A dollar goal was not established for the faculty, staff portion of the fund drive. The overall goal is \$200,000.

SCHEDULE - The pledge packet will be distributed to area coordinators on March 5. They are due back March 9. We will have a one week concentrated effort.

STRATEGIES - A strong network must be developed, similar to the United Appeal campaign. Personal contact is necessary so a 10 to 1 ratio is suggested for the individual soliciting gifts.

A oversight committee will be established by Staff Congress with an individual representing each of the five employment areas. This is to be named by the President of Staff Congress within the next week.

Memos will be sent to all department heads asking for volunteers to represent their office in the fund drive. The 10 to 1 ratio will be emphasized. These coordinators will be responsible for distributing and collecting pledge packets. They will be trained the week of February 27th. Packets distributed to them at a kick-off breakfast March 5. These are due back March 9. Discussion on personal incentives and departmental awards took place and will be further developed by the oversight committee.