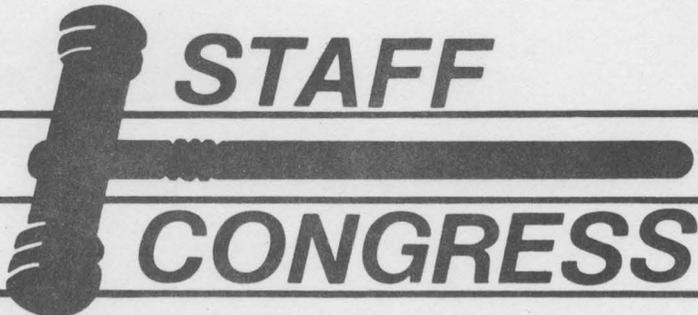


Thursday, July 12, 1984

1:00 pm AC - 722

AGENDA

- I. Call to Order
- II. Minutes of June 13, 1984 Meeting
- III. President's Report
 - A. Staff Congress Recommendations from June 13 Meeting (attached)
 - B. State of the University Address by President Boothe
 - C. Other
- IV. Vice President's Report
- V. Secretary/Treasurer's Report
 - A. Status of Search
- VI. Committee Reports
 - A. Liaison Committee (attachment)
 - B. Policies Committee (attachment)
 - C. Other
- VII. Unfinished Business
- VIII. New Business
- IX. Adjournment



STAFF CONGRESS

STAFF CONGRESS MINUTES
July 12, 1984

Members Present: Dale Adams, Dan Alford, Mike Baker, Danny Bayes, Arlis Blackburn, Donna Bridewell, Sandi Cunningham, Kathy Dawn, Dave Dorgan, Cindy Dunaway, Jean Henegar, Barb Herald, Diane Hunley, Russ Kerdolff, LaVerne Mulligan, Pat Mullins, Norleen Pomerantz, Gregg Schulte, Jay Stevens, Debbie Taylor, Linda Thierbach, and guest Marian Huehneman.

Absent: Mark Dryden, Gary Eith, Don Gammon, Jerry Groeschen, Carol Guthier, Pat Harrington, Bonnie Lowe, Joyce Maegly, Linda Sanders, Dolores Thelen.

President Dan Alford called the meeting to order and then appointed Mike Baker to serve as Parliamentarian in the absence of Gary Eith.

Pat Mullins moved that the minutes of the June 13, 1984 meeting be approved. Seconded by Dave Dorgan. Motion passed.

President's Report - Dan Alford

- A. Recommendations made at our last meeting were sent to Dr. Boothe, Dr. Scholes, and Gregg Schulte. They were also discussed at the Executive Committee meeting with Dr. Boothe.
- B. The low morale at NKU and our request that Dr. Boothe address the general staff was discussed at the Executive Committee meeting. Dr. Boothe intends to include the entire NKU community in the general update to faculty in August.
- C.
 - 1) Dr. Boothe has suggested Staff Congress invite various individuals familiar with different facets of NKU to our meetings. Dennis Taulbee has been contacted and will speak with us at our August or September meeting.
 - 2) The proposal for such a Committee on Honorary Recognition has been formed through President's office to review any and all presentations to anyone invited to NKU. Will be chaired by Provost and include presidents of Faculty Senate, Students Government and Staff Congress.
 - 3) President Alford made a recommendation to accept Debbie Taylor and Mark Dryden to serve on Staff Congress. Debbie will also serve on the Benefits Committee and Mark on the Policies Committee. Mike Baker so moved, seconded by Danny Bayes. Motion approved.

Vice President's Report

No report.

Secretary/Treasurer's Report - Linda Thierbach

Page two
STAFF CONGRESS MINUTES
July 12, 1984

The secretarial support position has been posted with deadline for applications July 16.

Liaison Committee - Kathy Dawn

The committee is looking into exclusive use of a bulletin board in the University Center for Staff Congress news. Plans are also made for featuring a staff member in next issue of Newsletter.

Policies Committee - Norleen Pomerantz

The Policy Committee submitted a recommendation concerning the Reclassification Policy. Gregg Schulte asked that the recommendation be withdrawn because of a change in Administration's thinking. Norleen withdrew the recommendation.

Ad Hoc Committee to Review the Change of the Staff Congress Grievance Committee.

Marian Kuehneman presented the Committee's recommendation that Staff Congress review the entire Section G. of the Red Book. The main thrust is that the process does not solve the problem, but only outlines the proper procedure and policy (see attachment).

Credentials & Elections Committee - Russ Kerdolff

The Committee met several times during the year. Input from staff about what is right or wrong with procedure is needed. The goal is to have a better turn out for election.

Unfinished Business

None.

New Business

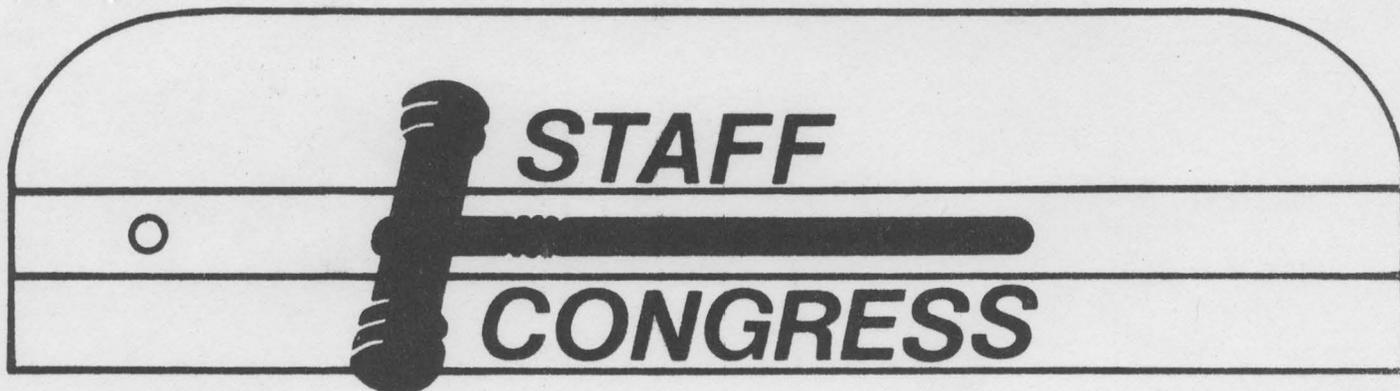
Dave Dorgan reported that he has been approached by several constituents who have not received copies of their performance evaluations. Gregg Schulte recommended that the employee approach their supervisor for a copy and then Personnel Services.

The Picnic Committee will be meeting with Dr. Scholes regarding its recommendations before formal presentation of plans.

Gregg Schulte passed along the information that the Administration was deeply saddened by the recent death in the lake.

Pat Mullins moved to adjourn. Seconded by Dave Dorgan. Meeting adjourned.

LT/pg



MEMORANDUM

TO: Dr. Leon Boothe
Dr. Gene Scholes

FR: Dan Alford *Da*

DA: June 25, 1984

Re: Staff Congress Recommendations

At their June 13, 1984 meeting Staff Congress approved the following recommendations:

1. Proposed changes in Discipline Policy and Procedure
 - a. that G 2.2 and G 2.3 include provision for the employee to comment on any written statement which he/she signs.
 - b. that in case of discharge, vacation accrued be allowed.
 - c. that suspension itself be clarified
 1. use of vacation days
 2. length of suspension
 3. affect on benefits, e.g. vacation accrual, health insurance
2. The low morale of the staff at NKU, the reasons, and possible solutions were discussed. Staff Congress recommends that President Boothe hold a general staff meeting as soon as possible to update the employees on the state of the University.

DA/vld

cc: Gregg Schulte

Northern Kentucky University

Highland Heights, Kentucky 41076

July 9, 1984

MEMORANDUM

TO: Dan Alford

FROM: The Ad Hoc Committee to Review the Change
of the Staff Congress Grievance Committee

RE: Committee Findings

Attached you will find a copy of our ad hoc committee findings. We realize that our charge took longer than anticipated. However, I believe we probably examined the Grievance Procedure closer than anyone else has in some time. We are submitting our findings for consideration to Staff Congress in the hopes that a solid process in airing grievances can be made in fairness to all participants.

We recommend Staff Congress review Section G of the Red Book and see that it is followed to the letter, as outlined below.

Section G.3.5 - The grievant should be entitled to see the report on his/her case. We recommend that this be enforced, whether before or after the hearing- the wording on this section does not state "before the hearing", therefore, as per the freedom of information ruling, grievants should be entitled to see the report on his/her case.

Section G.3.9 - This section leads us to believe that there is a Grievance Review Committee (GRC) established each year, which holds office for one year and is trained in conducting a hearing. Is there such a committee currently? Have they been trained? Who trained them? If there is not such a committee currently established, this committee believes there should be one and we recommend that the training be conducted by someone from Chase Law School. Our further recommendations regarding this section is that at least three of the 15 people serving on the GRC should be members of Staff Congress. Institutional Support needs to be clarified in this section also, what is meant by this term?

Section G.3.16 - According to this section, the Director of Personnel appoints the 15 member GRC.

Section G.3.17 - According to this section, the President appoints the 15 member GRC. These two sections need to be restructured so that they no longer are contradictory. Also, we recommend that the same person from Chase who trains the GRC on conducting a hearing should be established as both the Chairperson of the 15 member GRC as well as the Chairperson on the 3 member Hearing Committee. There is no differentiation between the 15 member GRC and the 3 member grievance review committee that hears the grievant. We recommend the 3 member grievance review committee be called the Grievance Hearing Committee for the sake of clarity.

According to the cover letter which accompanied the December 1982 changes to the Red Book, there is a GRC currently functioning and there are procedures set up for the committee to follow. What are they and where are they to be found. Also in this same letter, there was reference made to a "constitution". What does this mean and where is it to be found?

As it states in the By-Laws of Staff Congress - is there someone currently acting as a Liaison for Staff Congress between the Office of Personnel and the Office of Affirmative Action? Is this person on the GRC?

Before this Ad Hoc Committee can fulfill our charge to clarify the role of the grievance committee, we feel we need to have the questions raised in this memo answered.

If the committee is going to be set up to do nothing more than to see that policy is followed in the case of a grievance, then it should be charged to the Policies and Procedures Committee as it stands now. If it is to be set up as a support body for staff, then it should be a separate committee.

To sum up, Section G is redundant in places, contradictory in others, and to all appearances is not currently being followed as written. This committee finds that Staff Congress needs to investigate this issue, resolve these contradictions and answer the questions that we have come up with.



Northern Kentucky University
Highland Heights, Kentucky 41076

M E M O R A N D U M

TO: Dan Alford
FR: Norleen Pomerantz 
DA: June 20, 1984
RE: Reclassification Policy

The Policy Committee recommends approval of the draft of the reclassification policy with reservations, as noted in the June 14, 1984 Report to Staff Congress.

MEMORANDUM

TO: Dan Alford, Staff Congress President

FR: Don Gammon, Liaison Committee Chair

DA: June 29, 1984

RE: Liaison Committee Report

Committee members Kathy Dawn, Jean Henegar, Barb Herald, Jay Stevens, and Don Gammon met at 2:00 pm June 20, 1984.

We discussed the planned Staff Congress Newsletter to be issued early in July.

Kathy Dawn had reported on Staff Congress executive committee meeting and the desire to make more use of the University Center bulletin board. We will investigate the possibility of obtaining exclusive use of a board in the University Center.

Plans have been made to feature a staff member in each issue of the Newsletter.

DG/vld

Staff Congress Credentials & Elections Committee
Proposed Questionnaire to Staff

1.) Did you vote in the last Staff Congress Election? _____

If you did not vote, was it because:

- Lack of interest
- Insufficient number of polling places
- Inconvenient voting hours
- Insufficient election promotion
- Insufficient information concerning election was distributed
- Other, explain: _____

2.) What changes/improvements would you suggest for the items checked above?

3.) Did you receive your Staff Congress Election Information packet, which was mailed to all staff personnel last year?

4.) What campus publications do you read regularly?

- Campus Digest
- Staff Congress Newsletter
- Northerner

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%