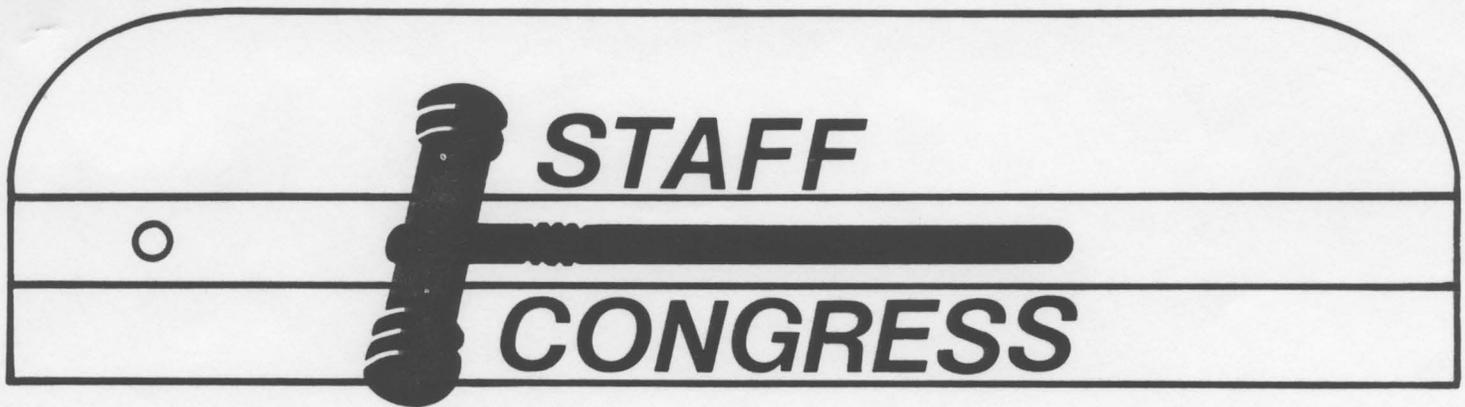


STAFF CONGRESS REGULAR MEETING

November 14, 1985

1:00 P.M. AC 722

- I. Call to Order
- II. Approval of Minutes from October 10, 1985 meeting
- III. President's Report
 - A. Meeting with Dr. Scholes
- IV. Vice President's Report
- V. Secretary/Treasurer's Report
- VI. Guests
 - Dr. Charles Apple - Staff evaluation
- VII. Standing Committee Reports
- VIII. Ad Hoc Committee Reports
- IX. Other
- X. Adjournment



STAFF CONGRESS MINUTES
November 14, 1985

Members Present: A. Dale Adams, Donna Bridewell, Roberta Brinkley, Sarah Coburn, Cindy Cook, Sandi Cunningham, Kathy Dawn, Don Gammon, Jack Geiger, Josef Gimpel, Donna Gosney, Diane Hunley, Janet Krebs, Bonnie Lowe, Donald McKenzie, Karen McNeil, Greg Muench, LaVerne Mulligan, Pat Coleman Mullins, Bill Reed, Jay Stevens, Sharon K. Taylor, Dolores Thelen, Rebecca Timerding, Nancy Utz,

Members Absent: Jean Henegar, Linda Matthews, Steve Meier, Phyllis Weeland

Guests: Pamm Taylor, parliamentarian; Gregg Schulte, ex-officio; Peg Goodrich, secretary; Barb Herald, Dr. Charles Apple

I. Call To Order

President Kathy Dawn called the meeting to order at 1:05 p.m. A quorum was present.

II. Guest Speakers

1. **Dr. Charles Apple** - Chair of Task Force on Staff Performance Evaluations

Dr. Apple was present to report on the progress of the task force appointed by Dr. Boothe in response to staff concerns with the current system. He stated that the task force had completed their research and had submitted a formal report to Dr. Boothe; they are currently awaiting his response to the report.

Dr. Apple explained the task forces' research methods and highlighted the major points covered in their report. The committee prefaced the report by explaining that they strongly believe that their efforts should be seen as just a part of a continual study and evaluation of the performance evaluation system. Furthermore, they limited their recommendations to the highest priority concerns, and that

there were many areas they were not able to address in their limited amount of time. In summary, some of the recommendations included in the report included:

- Salary allocations should be directly related to the performance evaluations.
- A consistent, University-wide policy should be developed for how salary increases are distributed on an annual basis.
- All evaluations should be performed at the same time of year by the employee's immediate supervisor.
- The employee should be given a copy of the evaluation at the time it is discussed as well as receive the final copy after its signed by all necessary superiors.
- Job descriptions on file should be reflect the actual job being performed.
- All evaluating supervisors should be required to attend a training session on the performance evaluation system in use. Further, all employees should be required to attend a session to explain processes and purposes of the evaluations.

In response to questions, Dr. Apple said that he did not know if any of the task forces' recommendations will be implemented in time for this year's evaluations being performed in December.

President Kathy Dawn thanked Dr. Apple and the task force members - Donna Bridewell, Richard Feist, Don McKenzie, Mary Ellen Rutledge, Linda Sanders and Gregg Schulte - for their hard work and efforts to improve the staff evaluation system.

2. Gregg Schulte - Director of Personnel Services

In response to a question raised by Pat Mullins at the October meeting, Gregg was present to discuss the results of the staff survey conducted by Personnel in the fall of 1984. Gregg said that they had received about 75 responses to the survey. He discussed several points covered by the survey. In general, Gregg said that the responses indicated that the majority of people are satisfied with their jobs and the quality of work-life at NKU. However, they expressed frustration with the salary levels, the low salary increases and the methods of distribution of increases. He said that although there had been no formal publication of the results of the survey, he had reported his findings to Central Staff; he believes that there have been several positive actions

taken by Administration in response to the outcome of the survey. Gregg said he would be available to discuss the survey further with anyone interested in further details.

3. **Barbara Herald - Coordinator of Staff in Support of Higher Education in Kentucky**

President Dawn explained that with the Kentucky General Assembly convening in January, now is the time for individuals to demonstrate their support for higher education in Kentucky. Barb Herald has been appointed by the Executive Council to coordinate staff efforts to contact legislators. Barb led a general discussion on the ways to show our support and concern. She reminded everyone that state materials can not be used in these efforts.

Dale Adams announced that the Kentucky Association of State Employees is holding an open forum with northern Kentucky caucus members on November 18 at the Holiday Inn in Ft. Mitchell. He said that NKU employees were welcome to attend. It was stated that this would be a good opportunity for employees to begin to show their legislators their concern for the state of higher education in Kentucky.

III. Approval of Minutes

Nancy Utz moved that the minutes for the October 10, 1985 meeting be approved as presented; seconded by Becky Timerding. Approved unanimously.

IV. President's Report - Kathy Dawn

Kathy reported that the Executive Council met with Dr. Scholes on November 12 to follow-up on outstanding activity. The following items were discussed:

1. **Emergency Sick Leave Bank - Staff Congress'** recommendation for the establishment of an ESLB was discussed by the President's Staff and forwarded to Faculty Senate for their input. Central Staff is awaiting their response.
2. **Emergency Evacuation Plans - Dr. Scholes** has asked John Connor, Director of Public Safety, to follow-up on evacuation plans.

V. Vice-President's Report - Nancy Utz

1. Nancy announced that a Staff Congress Scholarship has been established for the child or spouse of a staff member. The Foundation scholarship is in addition to the A.D.

Albright/Staff Congress Scholarship already offered. It is for the amount of full-time, in-state tuition for one year and will be administered in the same way the Albright Scholarship is.

2. The Foundation asked Congress to appoint a staff member to coordinate the staff portion of the Annual Fund Drive for 1986. Shirley Gallicchio has agreed to serve as the coordinator.

VI. Secretary/Treasurer's Report - Cindy Cook

1. Cindy reminded everyone that under the new bylaws, the December meeting will be a meeting of the current Congress. Newly elected representatives will be invited to attend to get acquainted with Congress' workings. Committees will be asked to give a summary of their activities in the past year. The January meeting will be the first meeting of the 1986 Staff Congress and new officers will be elected at that time.

2. Cindy reported that the Board of Regents met on October 31. The quarterly staff termination statistics presented to the Board showed 37 terminating employees. Further, 16% left for promotional opportunities, 24% left the workforce, 27% were dissatisfied with their jobs, 22% left for better pay for comparable work, an 11% were involuntary terminations. The statistics were compiled by Personnel Services.

VII. Standing Committee Reports

1. Policies Committee - Sandi Cunningham

The committee had submitted suggested changes to updates to the Personnel Policy and Procedure Manual at the October meeting. They plan to meet again and discuss these further, so will not ask for a vote on the changes until the December meeting.

2. Finance Committee - LaVerne Mulligan

LaVerne reported that the October expenditures were \$113.99; year-to-date expenses are \$336.43 with a remaining balance of \$963.57.

3. Credentials and Elections Committee - Bill Reed

Bill reported that mail-in ballots for the November election of new representatives have been sent to all eligible voting staff. Mail-in voting is encouraged. The Polls will be open for limited hours on November 25 and results will be posted the following day.

The committee recommended that the bylaws be revised so that all elected representatives serve a two-year term and that the staggering of terms be a natural staggering rather than imposed by the bylaws. A general discussion followed. Since this would be a change to the bylaws, no vote will be taken until the next regular meeting in December.

4. **Constitution and Bylaws Committee - Donna Gosney**

Donna announced that the previously voted on changes to the Staff Congress Constitution were approved by the Board of Regents at their October meeting. A revised copy of the Constitution and Bylaws will be prepared and distributed.

5. **Benefits Committee - No report**

6. **Liaison Committee - No Report**

VIII. Ad Hoc Committee Reports

1. **Faculty/Staff Picnic Committee - Sarah Coburn**

Sarah submitted a written report evaluating the 1985 picnic and making suggestions for the 1986 picnic. It was suggested that a date for the 1986 picnic be set soon and a site reserved since the scheduling problems encountered this year were due to most picnic areas being booked-up well in advance.

2. **Distinguished Service Awards Committee - Dolores Thelen**

The committee submitted a written report concerning suggestions and recommendations for future awards committees. After a discussion Dolores Thelen made a motion that the recommendations be incorporated into the established guidelines; seconded by Laverne Mulligan. Approved unanimously.

3. **Salary Distribution Committee - Cindy Cook**

Cindy reported that in response to Staff Congress' recommendation for a one-time fixed dollar bonus, Dr. Boothe had established a committee to study the feasibility of the recommendation. The committee was charged with considering the decline in enrollment, legislative mandates, and other factors in determining the feasibility of a bonus. Cindy said the committee is comprised of the three major department heads, Cindy Dickens, Lyle Gray and Gene Scholes; the Faculty Senate President, Lynn Langmeyer; Dennis Taulbee, chair and non-voting member; and herself, representing Staff Congress. She reported that the committee had met and begun discussions

on internal and external factors influencing the possibility of bonus being granted. A lengthy discussion followed concerning possible methods of distributing one-time payments if it was determined that financial limitations restricted the bonuses from being distributed across-the-board.

IX. Adjournment

Don Gammon moved for adjournment; seconded by Josef Gimpel.



STAFF

CONGRESS

November 10, 1986

*Passed out
at Nov. mtg.
Beq*

TO: Dr. Gene Scholes

FR: Staff Congress Policy Committee

RE: Staff Salary Increase General Policy

Attached is a copy of the Staff Salary Increase General Policy draft of 9/17/86. Our committee, the Staff Congress Pay Policy Committee, will present the draft to the Staff Congress at the November 13, 1986 meeting. As you know, at that time it will be up to the representatives of Staff Congress to accept or reject this policy draft.

There are still several changes, additions, or clarifications our committee feels need to be made to the policy statement. However, we realize that continuing on with these changes at this time would serve no good purpose. In fact, due to time constraints, this course of action would necessitate administering the 87/88 salary increase without any input from staff.

The following items are very serious concerns that the committee has even though they have not been incorporated in the policy draft.

1. This is a temporary policy. It is our understanding that the new Director of Personnel Services and/or a consultant will formulate a new pay policy for the Policy and Procedure Handbook (Redbook).
2. The Performance Evaluation referred to in the attached draft pertains to the Annual Performance Evaluation, which will be completed each year between December 1 and March 1.
3. The initial probationary period must be successfully completed before the employee is eligible to be included in the Annual Performance Evaluation process.
4. No discretionary increase will be awarded except at the effective date of the annual salary increase.

5. The committee reiterates the importance of all division heads adhering to the guidelines for discretionary increases recommended by the Office of Personnel Services and approved by the President.

Thank you for your cooperation in discussing our concerns regarding this policy over the past few months. We look forward to seeing you at our Staff Congress meeting on Thursday, November 13 at 1:00 p.m. in Landrum 110.

cc: Nancy Pierce
Diane Hunley
Janet Krebs
Shirley Garrett
Shirley Raleigh
Nancy Utz
Ronald Rieger
Donald Gammon
Josef Gimpel

NORTHERN KENTUCKY UNIVERSITY
Staff Salary Increases
General Policy

Annual salary increases for staff employees of the University, including non-academic administrators, shall be granted according to the following guidelines:

A. For administrators, increases will be totally performance based. Every administrator whose evaluation shows overall performance as at least satisfactory will be granted some increase.

B. For professional and managerial/supervisory personnel, a general increase will be granted if overall performance is satisfactory. When the total increase rate equals or exceeds 3 percent, a service increase will also be granted to those whose performance is satisfactory, and those whose overall performance is outstanding will be eligible additionally for a discretionary increase.

C. For employees, in all other staff employment categories, increases will be distributed the same as for professional and managerial/supervisory personnel, except that the service component, as a percentage of the total increase, will be larger than for the professional and managerial/supervisory personnel, and the discretionary component will be smaller.

D. General increases will be awarded as a percentage of salary base.

E. The service increase will require a minimum of service time as specified in the Personnel Policy and Procedure Manual, but may also include an extended service component. Service increases will be in the form of flat dollar amounts for each eligibility category.

F. The maximum total increase which any individual may be granted, expressed as a percentage of base salary, may not exceed twice the overall increase rate.

G. Employees whose overall performance is less than satisfactory will receive no increase.

H. All increases (or increase denials) must be supported by written performance evaluations prepared no more than one year prior to the effective date of the increases.

I. Additional, more detailed guidelines for discretionary increase distributions will be recommended by the Office of Personnel Services and approved by the President. These guidelines will be applied by all division heads to all categories of personnel, within the University.

Salary Proposal

I. Staff Congress Committee Proposal

- A. General Increase - 2.5%
- B. Longevity - 1.5%
- C. Merit - 1.0%

II. Gregg Schulte, Personnel, Salary Proposal

A. Professional and Managerial/Supervisory

- A. General Increase - 3.0%
- B. Longevity - 0%
- C. Merit - 2.0%

B. Hourly Employees

- A. General Increase - 3.0%
- B. Longevity - .5%
- C. Merit - 1.5%

III. Separation of Hourly Employees from Professional and Managerial/Supervisory

A. Rationale

1. The administration separated these two categories of employees in determining last year's salary increases.
2. Gregg also separated these two categories in his proposal for 1986.
3. This seems to be the way the administration intends to proceed in the future.

IV. Executive Council's Compromise Proposal for Salary Increases, 1986

A. Professional and Managerial/Supervisory

1. General - 2.5%
 - a. Rationale: This was decided upon as a fair increase for all employment categories. It also raises starting rates for these positions 2.5%, which maintains a reasonable gap in salary between new employees and those already holding university positions.
2. Longevity - .5% (fixed dollar ratio of \$50, \$75, \$100; 10 mths - 2 yrs., 2-5 years, 5 years +)
 - a. Rationale: This was decided upon as a compromise between the committee's proposal and Gregg's. The administration seems to be putting much less emphasis on longevity increases.
3. Merit - 2.0%
 - a. Rationale: Again this was seen as a necessary compromise. Gregg's proposal, plus the administrative climate of the University, would seem to be moving much more toward performance-based or merit increases, especially in this category.

B. Hourly Employees

1. General - 2.5%
 - a. Rationale: see A. 1. a.
2. Longevity - 1.5% (fixed dollar ratio of \$100, \$150, \$225; 10 mths. - 2 years, 2-5 years, 5 years +)
 - a. Rationale: This was decided upon relative to the committee's proposal. Due to the difficulties involved with merit money distribution at this level, it was generally regarded that a longevity increase would be more equitable for all concerned.
3. Merit - 1.0%
 - a. Rationale: Some money was put into this category basically to satisfy the growing support for performance-based increases.

1. Long term major illness
2. supervisor / dept head (procedures)
3. certification of illness
4. Comm. members.

6/13/85 Sent back to Benefits Comm.

EMERGENCY SICK LEAVE BANK

Eligibility

All permanent staff employees may elect to donate accumulated sick and/or vacation leave to an Emergency Sick Leave Bank (the "Bank"). Permanent full-time staff employees with a minimum of two years of continuous service at the University are eligible to apply for the use of the days available in the Bank.

The Emergency Sick Leave Bank may be utilized only by those eligible staff members who have exhausted their own accumulated leave due to long-term major illnesses, accidents, and/or hospitalizations. An eligible employee may be entitled to up to 22 days of leave per request with a maximum of three approved requests, based upon availability of leave in the Bank.

Procedures

The donating employee shall submit to the Director of Personnel Services a written and signed authorization form designating the number of sick/vacation days he/she wishes to donate to the Bank.

The ESLB Committee will be named by the Executive Council of Staff Congress and will be comprised of no less than eight members, including the Chairperson of the Benefits Committee. The Director of Personnel Services will serve on the committee as an ex officio member. A minimum of two committee members must be elected representatives of Staff Congress.

what if unable to request?

Requests for leave time from the Bank are to be made by the employee. ^{with the approval of the supervisor or dept. head.} ~~The employee is also responsible for notifying his/her supervisor that a request for Emergency Sick Leave has been made to the Office of Personnel Services.~~

Decisions of the Committee will be forwarded to the employee and his/her supervisor or department head within 10 working days of the date of the receipt of the request.

Funding

A pool of monies will have to be established for temporary replacement of personnel. Anticipated number of hours used is 500 at 60% replacement cost. The average hourly wage is \$6.00.

9/13/85

To: Credentials & Elections Comm. (Bill Reed, chair)

EMERGENCY SICK LEAVE BANK

passed to Const. & By-Laws Comm. for formal recommendation
RESOLUTION

In an effort to increase the working effectiveness of Staff Congress the necessary changes to the constitution and by-laws should be effected in order to implement the following proposals:

1) Employees classified in the Administrative employment category shall be ineligible to serve as elected representatives;

2) In addition to the Director of Personnel Services, one other administrator shall serve the Congress in an ex officio capacity for a fixed term, appointed by President Boothe from a list submitted by the Congress;

3) The number of representatives elected from each of the five employment areas shall be increased from two to three;

4) The number of representatives elected at large shall be increased from six to eight;

5) These changes shall take effect at the next Congress election.

Funding

A pool of monies will have to be established for temporary replacement of personnel. Anticipated number of hours used is 800 at 80% replacement cost. The average hourly wage is \$2.00.

MEMORANDUM

TO: Kathy Dawn, President
Staff Congress

DATE: October 11, 1985

RE: Committee Recommendations Regarding Various Personnel Policies

Prior to Congress discussing the October 10 recommendations of its Policies Committee relative to proposed changes in sections A, B, C, G et al of the redbook, may I please offer these comments.

Re B 4.4.11: Employees not at work for extended periods must be placed on some type of leave to be considered still employed and eligible for appropriate benefits. Of all our current leaves listed in section F of the redbook, only personal leave is appropriate for part-year employees.

Re B 7.1: Same as above.

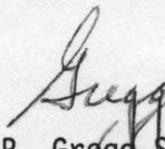
Re B 7.2.1: Regular (full-year) part-time personnel must work 1,040 hours per year to receive benefits. To allow part-year personnel to work fewer than 1,040 hours and still receive benefits is unfair to the regular part-timers.

Re C 6.7: "Three times" was proposed to assist probationary employees who, for example, work two months satisfactorily, become ill for 2-3 weeks, work a week, become ill again; etc.

Re G 3.1: If deletion is recommended here, why was T 9 left intact?

All other items are matters of judgment and debate.

Thank you much.


R. Gregg Schulte

1985 STAFF CONGRESS PICNIC
EVALUATION

The following is a brief evaluation of the 1985 Faculty/Staff Family Picnic held at Marydale on Saturday, August 17 from 1 p.m. until dark:

POSITIVE THINGS

1. Easy access to Marydale for the majority of N.K.U. employees.
2. A variety of activities were available.
3. Good date for the picnic - many people were back from vacation and others were not too busy yet.
4. The good weather was a definite plus.
5. Activities and prizes for the children.

NEGATIVE THINGS

1. The benefit game - it caused some confusion and if it had drawn more people, the picnic committee would have been charged more for facility use. (we were charged on number of users basis.)
2. Other campus-related activities had been scheduled. (registration, move-in day at the dorms.)
3. The public address system wasn't loud enough to be heard in the picnic grove.
4. The location of activity areas didn't promote interaction among people who attended picnic.

SUGGESTED CHANGES

- *1. Have more trash cans near the food service area.
- *2. The pool needs to be available for a longer period of time.
- *3. Have the drinks closer to the food service area.
4. Have more water available to drink.
5. Have a "light" soft drink available. (low caffeine)
6. Use food servers to save on the amount of wasted food.
7. Don't offer organized activities for adults.
8. Have the championship game of the faculty/staff softball league instead of the benefit game.
9. Have the University Relations office take care of advertising for the picnic.
10. Food changes:
 - more hamburgers and cake
 - fewer hotdogs and relish trays
 - less cole slaw

* These suggestions only applicable at Marydale.

Suggested committee members for 1986:

Laverne Mulligan
Pat Smith
Pamm Taylor
Mike Teal
Helen Tucker

Suggested sites:

Marydale
Highland Park

Suggested dates:

the Saturday before classes begin
the Saturday after classes begin

1985 STAFF CONGRESS PICNIC
EVALUATION

The following is a brief evaluation of the 1985 Faculty/Staff Family Picnic held at Marydale on Saturday, August 17 from 1 p.m. until dark:

Expenditures for the
1985 Faculty/Staff Family Picnic

Budget for the 1985 picnic: \$2400.00

Expenditures:

Facility Rental	800.00
Drinks	236.25
Snacks	32.81
Food	870.42
Extra Food Items	37.86
Prizes	54.03
Helium and Balloons	35.78
Charcoal and Lighter Fluid	24.79
Miscellaneous for Relays	6.64
TOTAL	\$2098.58

Miscellaneous Expenditures:

Flyers	55.00
Invitations	47.50
	<u>\$102.50</u>

Approximately 370 faculty/staff members and their families took part in the 1985 picnic on Saturday, August 17 at Marydale.

NOTE: The \$102.50 amount is funded through the Staff Congress.
The \$2098.58 amount is funded through the Foundation.

POSITIVE THINGS

1. Easy access to Marydale for the majority of N.K.U. employees.
2. A variety of activities were available.
3. Good data for the picnic - many people were back from vacation and others were not too busy yet.
4. The good weather plus.
5. Activities and prizes for the children.

NEGATIVE THINGS

1. The benefit game caused some confusion and it drew more people.
2. The picnic cost would have been charged more (ifly use.)
3. Other campus activities had been charged (of years past).
4. The picnic location had been charged (of years past).
5. The picnic location had been charged (of years past).
6. The picnic location had been charged (of years past).
7. The picnic location had been charged (of years past).
8. The picnic location had been charged (of years past).
9. The picnic location had been charged (of years past).
10. The picnic location had been charged (of years past).

SUGGESTED CHANGES

1. Have more trash cans near the food service area.
2. The pool needs to be available for a longer period.
3. Have the drinks to the food service area.
4. Have more water available to drink.
5. Have a "light" soft drink available. (low caffeine)
6. Use food service area for the picnic.
7. Don't have the picnic at Marydale.
8. Have the championship game of the faculty/staff softball league instead of the benefit game.
9. Have the picnic at Marydale.
10. Food change: more hamburgers and cake, fewer hotdogs and relish trays, less cole slaw.

* These suggestions only applicable at Marydale.

Suggested committee members for 1986:

- Laverne Mulligan
- Pat Smith
- Pam Taylor
- Mike Test
- Helen Tucker

Suggested sites:

- Marydale
- Highland Park

Suggested dates:

- the Saturday before classes begin
- the Saturday after classes begin

PROPOSED ELECTION TIMETABLE - 1985

- Oct. 7 -Send nomination forms and election information to
all personnel
- Oct. 25 -Nominations closed
- Oct. 29 -Send sample ballot to all departments
- Nov. 11 -Send absentee ballots, nominee information, and
election info to all personnel
- Nov. 21 -Absentee balloting closed
- Nov. 25 -Election day
- Nov. 26 -Ballots tabulated

STAFF CONGRESS NOMINATION

I hereby nominate _____
as a candidate for the office of Staff Congress Representative for the
following employment area, category, or at large (circle one):

<u>Employment Area</u>	<u>Employment Category</u>	<u>At Large</u>
Academic Affairs	Managerial/Supervisory	
Administrative Affairs	Office/Clerical	
General Administration	Professional	
Physical Plant	Service/Maintenance	
Student Affairs	Skilled Crafts	
	Technical/Scientific	

(Signature)

(Date)

To Be Completed By Nominee

I hereby affirm that I fully understand the duties and responsibilities
of a Staff Congress Representative and, if elected, will fulfill them
to the best of my ability for the full term of my office. I also confirm
that I have been employed continuously at NKU for at least one year as
of the date of election.

(Signature of nominee)

(Date)



STAFF CONGRESS NOMINATION

I hereby nominate _____

as a candidate for the office of Staff Congress Representative for the following employment area, category, or at large (circle one):

<u>Employment Area</u>	<u>Employment Category</u>	<u>At Large</u>
Academic Affairs	Managerial/Supervisory	
Administrative Affairs	Office/Clerical	
General Administration	Professional	
Physical Plant	Service/Maintenance	
Student Affairs	Skilled Crafts	
	Technical/Scientific	

(Signature)

(Date)

To Be Completed By Nominee

I hereby affirm that I fully understand the duties and responsibilities of a Staff Congress Representative and, if elected, will fulfill them to the best of my ability for the full term of my office. I also confirm that I have been employed continuously at NKU for at least one year as of the date of election.

(Signature of Nominee)

(Date)

MEMORANDUM

TO: All Eligible Staff Employees

FR: Staff Congress

DT: November 10, 1986

RE: 1987 Staff Congress Election

The 1987 Staff Congress election will commence November 10, 1986 and close November 25, 1986. Employees will elect representatives in their respective employment areas and categories, as well as representatives from the support staff at large. Your particular employment area and category have been indicated on the attached ballot. Questions about voting eligibility or the election process may be addressed to any member of Staff Congress or by calling Marjorie Scheller, Chair, Credentials and Election Committee, at 5126.

All eligible staff are urged to vote. All voting will be done by mail. Remember--your vote counts--it is important.

- 1) Mark your choices on the attached ballot and seal it in an envelope;
- 2) Sign the form at the bottom of this page;
- 3) Send the ballot and the form via campus mail to Marjorie Scheller, 824 Administrative Center;
- 4) Votes must be received by 4:30 p.m., November 25, 1986.

This will maintain the confidentiality of your ballot.

MAIL VOTE CERTIFICATION

I hereby certify that I have used the attached ballot for the 1987 Staff Congress election.

(Signed) _____

Remember, vote for candidates:

- in your employment area,
- in your employment category,
- at large.

STAFF CONGRESS ELECTION BALLOT - 1985

<u>Employment Area</u>	<u>Employment Category</u>
<input checked="" type="checkbox"/> <u>Academic Affairs</u> (Elect 3)	<input type="checkbox"/> <u>Managerial/Supervisory</u> (Elect 2)
Melanie Buxton ()	Kathy Dawn ()
Darlene Miller <input checked="" type="checkbox"/>	Don McKenzie ()
Ronald Rieger ()	
<input type="checkbox"/> <u>Administrative Affairs</u> (Elect 2)	<input type="checkbox"/> <u>Office/Clerical</u> (Elect 1)
Jackie Baker ()	Sandy Hogan ()
Mitch Mullins ()	<input type="checkbox"/> <u>Professional</u> (Elect 1)
	Russ Kerdolff ()
<input type="checkbox"/> <u>General Administration</u> (Elect 2)	<input type="checkbox"/> <u>Service/Maintenance</u> (Elect 1)
Lisa Boehne ()	Roger Goins ()
Marjorie Scheller ()	
<input type="checkbox"/> <u>Physical Plant</u> (Elect 3)	<input type="checkbox"/> <u>Skilled Crafts</u> (Elect 2)
William Deavers ()	Michael Martin ()
Josef Gimpel ()	Gregory Muench ()
<input type="checkbox"/> <u>Student Affairs</u> (Elect 2)	<input checked="" type="checkbox"/> <u>Technical/Scientific</u> (Elect 1)
Susan Bruns ()	Margaret Groeschen <input checked="" type="checkbox"/>
David Cover ()	Laverne Mulligan ()
Lorraine Pauly ()	
Susan Roth ()	

 At Large (Elect 5)

Carla Behymer
 Debbie Chism ()
 Sonda Cummins ()
 Sandi Cunningham
 Paul Ellis
 Shirley Garrett
 Mary Huening

STAFF

CONGRESS

MEMORANDUM

October 18, 1985

To: All Staff

Election time for Staff Congress is near and there are many vacancies to be filled. Staff Congress needs actively involved representatives who are eager to work hard for the promotion of staff welfare.

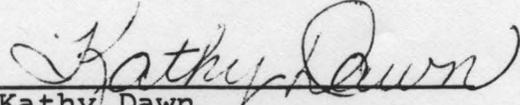
Listed below are some of the outstanding achievements and activities that Staff Congress played an important role in this year. We are very proud of these accomplishments; they are a result of dedication to our constituents and long hours of hard work.

Please review the list and if you are interested in becoming part of the process to promote concerns such as these, please nominate yourself!!

- Recommendation to establish Perfect Attendance Award
- Organization of Faculty/Staff Picnic
- Review of staff performance evaluation system
- Representation on University-wide committees
- Recommendation to establish an Emergency Sick Leave Bank
- Recommendation on distribution of 3% salary increase
- Resolution to support Early Childhood Center
- Establishment of question/suggestion/complaint system
- Review of reclassification policy
- Publication of monthly newsletters
- Administration of A. D. Albright Scholarship
- Reorganization within Staff Congress to improve effectiveness
- Recommendation for supplemental compensation
- Obtaining copies of Personnel Policy and Procedure Manual for availability to all staff

Staff Congress is a dynamic organization working for your benefit.

BE A PART OF IT!!


Kathy Dawn
President/Staff Congress

STAFF CONGRESS ELECTION - 1986-87 TERM

All staff employees, except those classified in the administrative employment category, who have one or more years of continuous permanent service with Northern Kentucky University, as of the date of election (Nov. 25, 1985), are eligible to run for election to Staff Congress. Eligible employees may nominate themselves or be nominated (with permission) by another employee. Nominees may only run in one constituency (either the relevant employment area or employment category or at large). Employment areas and categories are as determined by the Office of Personnel Services. Representatives will serve two-year terms beginning Jan. 1, 1986.

Completed nomination forms should be returned to Bill Reed in the Bookstore. All nominations will be posted daily in the University Center. Any questions regarding the nomination or election process could be directed to any member of Staff Congress.

VACANT POSITIONS

Employment Area

- Academic Affairs (2 Positions)
- Administrative Affairs (2 Positions)
- General Administration (2 Positions)
- Physical Plant (3 Positions)
- Student Affairs (2 Positions)

Employment Category

- Managerial/Supervisory (2 Positions)
- Office/Clerical (1 Position)
- Professional (1 Position)
- Service/Maintenance (1 Position)
- Skilled Crafts (2 Positions)
- Technical/Scientific (1 Position)

At Large

5 Positions

CALENDAR

- Nominations Closed - Nov. 1
- Absentee Balloting Closed - Nov. 21
- Election Day - Nov. 25

STAFF CONGRESS NOMINATION

I hereby nominate _____
as a candidate for the office of Staff Congress Representative for the
following employment area, category, or at large (circle one):

- | <u>Employment Area</u> | <u>Employment Category</u> | <u>At Large</u> |
|------------------------|----------------------------|-----------------|
| Academic Affairs | Managerial/Supervisory | |
| Administrative Affairs | Office/Clerical | |
| General Administration | Professional | |
| Physical Plant | Service/Maintenance | |
| Student Affairs | Skilled Crafts | |
| | Technical/Scientific | |

(Signature)

(Date)

To Be Completed By Nominee

I hereby affirm that I fully understand the duties and responsibilities
of a Staff Congress Representative and, if elected, will fulfill them
to the best of my ability for the full term of my office. I also confirm
that I have been employed continuously at NKU for at least one year as
of the date of election.

(Signature of nominee)

(Date)