

STAFF CONGRESS REGULAR MEETING
December 12, 1985
1 p.m. University Center Ballroom

AGENDA

- I. Call to Order
- II. Welcome to New Representatives and Guests
- III. Approval of Minutes from November Meeting.
- IV. President's Report
 - A. Volunteers for Scholarship Ad-Hoc Committee
 - B. Personnel Survey Results
 - C. Meeting with Dr. Scholes
- V. Vice-President's Report
 - A. Status of lobbying campaign
- VI. Secretary-Treasurer's Report
 - A. Update on status of supplemental compensation
 - B. Transfer of binders
- VII. Standing Committee Reports
 - A. Report on Accomplishments
 - B. Voting Items:
 - Policies - Appointment definitions
 - Credentials & Elections - Revision to by-laws re:
staggered terms
 - Liaison - Staff Awards Day recommendation.
- VIII. Other
- IX. Adjournment



STAFF

CONGRESS

STAFF CONGRESS MINUTES
December 12, 1985

Members Present: A. Dale Adams, Donna Bridewell, Sarah Coburn, Cindy Cook, Sandi Cunningham, Kathy Dawn, Don Gammon, Josef Gimpel, Donna Gosney, Diane Hunley, Janet Krebs, Donald McKenzie, Karen McNeil, Greg Muench, LaVerne Mulligan, Bill Reed, Sharon K. Taylor, Dolores Thelen, Rebecca Timerding, Phyllis Weeland

Members Absent: Roberta Brinkley, Jack Geiger, Jean Henegar, Bonnie Lowe, Linda Matthews, Steve Meier, Pat Coleman Mullins, Jay Stevens, Nancy Utz

1986 Members Present: Jackie Baker, Lisa Boehne, Melanie Buxton, Debbie Chism, David Cover, Sonda Cummins, William Deavers, Paul Ellis, Roger Goins, Margaret Groeschen, Russ Kerdolff, Michael Martin, Darlene Miller, Mitch Mullins, Ronald Rieger, Marjorie Scheller

Guests: Jim Alford, Robert Knauf, Barb Herald, Cathy Dewberry, Peg Goodrich (Congress secretary).

I. Call to Order

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

II. Welcome

Kathy congratulated and welcomed the newly elected 1986 representatives. She also thanked all the staff members throughout the year that had given their time and energy to working on projects for Staff Congress.

III. Guest Speakers - Jim Alford and Bob Knauf

President Dawn introduced Jim Alford who is serving as a liaison/coordinator of a University-wide effort to rally support for higher education in Kentucky and Bob Knauf, head of University Relations for NKU. Jim explained that there is a state-wide effort being led by all of the Universities

and the Council on Higher Education to campaign in support of higher ed. Individuals, alumni groups, businesses and chambers of commerce are all being asked to actively demonstrate their support. Jim and Bob discussed ways that staff as individuals can campaign for the improvement of higher ed in Kentucky. They also announced that on January 6, 1986, there will be 8 rallies held across the state to demonstrate the public concern for higher ed. The Kentucky Advocates for Higher Education, a group organized by the business community, will be sponsoring the rallies. One will be held in Northern Kentucky at the Drawbridge Inn. Bob urged staff members to become active in this campaign.

IV. President's Report - Kathy Dawn

Kathy reported that the Executive Council had met with Dr. Scholes to wrap-up as much unfinished business as possible. Concerning the Emergency Sick Leave Bank proposal, Dr. Scholes said that he is waiting for Faculty Senate's input; he hopes to have a decision from Central Staff on the recommendation in time for the April Board of Regents meeting, with implementation at July 1, 1986 if it is approved. Kathy said that the Executive Council will compile a list of all other outstanding items to give to the 1986 officers.

V. Vice-President's Report - No Report

VI. Secretary/Treasurer's Report - Cindy Cook

Cindy reported that the committee charged to study the feasibility of the recommended one-time fixed bonus had met several times and had sent their recommendation to President Boothe. She was pleased to announce that they had received Dr. Boothe's decision. She quoted his letter:

"Because of the extreme situation of two consecutive years respectively with 2% and 3% pools of money for salary increases and because of the compounding increases in Social Security tax as well as in health coverage, I am authorizing a \$150 supplemental one-time increase for all faculty and staff earning less than \$40,000 annually and who have been with the institution a calendar year and who are on a continuing appointment."

The announcement was followed by a hearty round of applause. Cindy continued by saying that it should be clear that this is an extraordinary one-time event because of the reasons mentioned in the letter and that everyone should realize that

receiving the payments means some other planned expenditures will have to be deferred until new monies become available. She said that Dr. Boothe should be given the credit for granting the payments. In total the payments will cost the University an approximate \$100,000 and it was a difficult decision to make whether to put off other much needed items. However, Dr. Boothe wanted to show the Administration's commitment to its employees.

Cindy explained that the payments would be distributed in the form of special compensation checks before the Christmas break. The \$150 amount is the gross amount that will be taxed at a flat rate of approximately 32%. The amount will be prorated to part-time employees.

VII. Standing Committee Reports

A. The standing committee chairs were asked to give a brief description of the functions of their committee and some of their activities throughout the year.

1. Liaison Committee - Janet Krebs

Janet explained that this committee acts as a liaison for Congress between the University community and other outside organizations. They publish the Staff Congress Newsletter monthly. In addition, this year they developed the "I Want An Answer" form for staff to obtain answers to their questions and concerns.

2. Benefits Committee - Dale Adams

Dale reported that this committee works on anything concerning staff benefits. This includes reviewing any new benefit related policies, evaluating current benefits and making recommendations for the improvement of benefits. Items they worked on this year included:

- Sponsoring a Blue Cross-Blue Shield presentation open to all faculty and staff.
- Reviewing the bids for health insurance coverage.
- Presented a resolution in support of the Early Childhood Center.

- Recommended the Perfect Attendance Awards presented at the annual Staff Awards Day.
- Developed the Emergency Sick Leave Bank recommendation.

3. Policies Committee - Sandi Cunningham

Sandi explained that this committee reviews anything related to policies concerning staff and makes recommendations concerning their improvement. The major items they worked on during the year were the new Reclassification Policy and the lengthy updates to position definitions.

4. Credentials and Elections - Bill Reed

Bill said that conducting the annual election of representatives is the major function of this committee. In addition it is their responsibility to monitor the composition of Staff Congress to see that all staff are properly represented. This year that led to their recommendation to remove the administrative category from representation on Congress and to increase the membership of Congress from 30 to 35.

5. Constitution and Bylaws - Donna Gosney

Donna reported that it is this committee's responsibility to maintain the Staff Congress Constitution and Bylaws. This includes updating them when revisions are made, recommending changes as necessary and monitoring activity to insure compliance with them. This year the committee coordinated several changes to both the Constitution and Bylaws regarding elections and the composition of Congress.

6. Finance Committee - LaVerne Mulligan

LaVerne explained that the Finance Committee is responsible for establishing a budget for Congress and monitoring expenditures throughout the year. In addition, this year the members of this committee were asked to serve on an ad hoc committee to formulate a recommendation on the distribution of salary increases.

B. Voting Items:

1. Policies Committee - Sandi Cunningham

The Policies Committee asked for a vote on the recommendation on the updates to the Personnel Policy and Procedure Manual that they had originally submitted to Congress in October 1985. After a discussion a vote was taken; the motion passed with 19 in favor and 0 opposed.

2. Credentials and Elections Committee - Bill Reed

The committee recommended that in Article I, Section 4 of the Bylaws the following sentence be deleted: "Terms of office are staggered so that half are elected each year." (This was discussed at the November meeting, so according to the bylaws it can be voted on.) Bill explained that through resignations, etc., the staggering of offices takes place naturally. Thus, this mandated electing of half the representatives each year often causes a representative to be able to serve only a one-year term. After a discussion a vote was taken; approved with 19 in favor and 0 opposed.

3. Liaison Committee - Janet Krebs

The committee submitted a written proposal concerning Staff Awards Day and making the festivities of the day more assessable to members of the night shifts. The proposal listed three possible solutions to the time conflicts. After a general discussion a vote was taken; approved 19 in favor and 0 opposed.

VIII. Other Business

The Executive Council briefly explained the operating procedures on recommendations for the new members. They also described the role of the officers of Staff Congress and the working relationship they have with President Boothe, Dr. Scholes and the committee chairs. Kathy explained that electing officers for 1986 would be the main priority of the January meeting. She asked that everyone be considering if they would be interested in running for an office or who they would like to see as officers. She also asked them to

consider which standing committee they would like to be involved in, since the bulk of the work is actually done in the committees. The new officers will be appointing the committees shortly into the new year.

IX. Adjournment

Dale Adams moved for adjournment; seconded by Cindy Cook.

VIII. Other Business

MEMORANDUM

TO: Staff Congress

FR: Policies Committee

DT: December 12, 1985

RE: Draft of Changes for Personnel Policy and Procedure Manual

Recommended Changes:

- 1) A 1.2 In first sentence change "with or without advanced notice to employees" to read "with advanced notice to all employees"
- 2) B 4.1 Add after last sentence - "All new NKU employees or any NKU employee changing positions must be notified of this policy."
- 3) B 4.4.7 Add after last sentence - "A regular employee with a regular position who has been appointed to a temporary or extended term position is guaranteed a regular position when the period of the temporary or extended term position is over."
- 4) B 4.4.11 In the second sentence delete "which shall be considered personal leave." Also, delete last sentence which is in parentheses.
- 5) B 7.1 In the second sentence delete "which shall be considered personal leave." Also, delete last sentence which is in parentheses.
- 6) B 7.2.1 Delete "(2) Work a total of at least 1,040 hours per year;"
- 7) C 6.4 In the first sentence change "employment may be terminated for any reason with or without advance notice and without the right of appeal or access to the grievance procedures" to read "employment may be terminated only for just reason...and with the right to appeal and access to the grievance procedures."
- 8) C 6.5 Delete entire statement

- 9) C 6.10 Add after the first sentence - "Excluded from this probationary period are those employees who are asked to assume a new position or placed in a new position by the University."
- 10) G 3.1 After the first sentence, delete everything.
- 11) T 9 Delete first sentence which reads "Temporary or temporary-G employees do not have access to University grievance procedures." Delete second word of second sentence which is "other".

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- 7) C 6.4 In the first sentence change "employment may be terminated for any reason with or without advance notice and without the right of appeal or access to the grievance procedures" to read "employment may be terminated only for just reason...and with the right to appeal and access to the grievance procedures."
- 8) C 6.2 Delete entire statement

TO: Staff
 FROM: Policies Committee
 DATE: December 12, 1982

Sections of the 'Draft of Changes for Personnel Policy and Procedure Manual' which the Policies Committee recommends changes to.

- A 1.2 Changes and Exceptions - The President of Northern Kentucky University, with the approval of the Board of Regents, may make changes, additions, or exceptions to or deletions from these Policies and Procedures at any time, with or without advance notice to employees. The Director of Personnel Services will review these Policies and Procedures annually and recommend necessary or desirable changes to the President. Any employee may recommend changes to the Director of Personnel Services at any time. As soon as possible after their final approval, all changes will be distributed to department heads who are then responsible for informing their employees of the changes.
- B 4.1 All employment appointments at Northern Kentucky University are made by the Board of Regents upon the recommendation of the President. No other officer, supervisor, or employee of the University has the authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing.
- B 4.4.7 Regular - A regular employee is one whose appointment is institutionally funded and made for an indefinite period of time which, beginning with the first day actually worked, is expected to be longer than one year, and whose initial probationary period has been completed. Regular employees generally are appointed to regular positions, but may be appointed, on an interim basis, to temporary or extended term positions. Regular employees may have full-time, part-time, intermittent, or part-year status appointments...
- B 4.4.11 Part-year - Part-year is defined as having a work schedule which includes one or more non-work periods occurring at regular, planned intervals during the year. Employees with part-year appointments are placed on unpaid leave, which shall be considered personal leave, for the duration of each non-work period. During the actual work periods, part-year employees may work 37½ hours per week or more or less than that amount of time, as provided in their appointments. Typical part-year appointments or positions have non-work periods of one, two, or three months in length. For purposes of this definition, authorized leaves, absences and official University closings which occur during the employee's scheduled work periods are not considered to be non-work periods...
- B 7.1 Appointment Definition - A part-year staff appointment is one which requires the employee to work a schedule which includes one or more non-work periods occurring at regular, planned intervals during the year. Employees with part-year appointments are placed on unpaid leave, which shall be considered personal leave, for the duration of each non-work period...
- B 7.2.1 Part-year employees are eligible for all benefits normally provided to part-time employees if the part-time employees:
- (1) Work at least 20 hours per week in at least 39 weeks per year; and
 - (2) Work a total of at least 1,040 hours per year; and
 - (3) Do not have temporary or temporary-G type appointments.

- C 6.4 At any time during the initial probationary period, the staff member's employment may be terminated for any reason with or without advance notice and without the right of appeal or access to the grievance procedures. At any time during the probationary period, the staff member may resign without prejudice and with or without advance notice.
- C 6.5 Employees on initial probation may not utilize the grievance procedures.
- C 6.10 Employees who assume new positions via transfer, reassignment, promotion, or demotion are also required to serve probationary periods of three months in their new positions. Unlike employees on initial probation, however, these employees may not be terminated prior to the end of their probation periods;....
- G 3.1 (Grievance Procedure) This policy provides an expeditious and fair manner of resolving grievances of non-faculty employees of the University. These procedures are available to staff members who have completed their initial probationary periods during their most recent courses of employment. Employees with temporary, temporary-G, probationary, or probationary-G appointments may not utilize these procedures.
- T 9 Other Policies - Temporary and temporary-G employees do not have access to University grievance procedures. All other policies in the Manual are applicable to temporary and temporary-G employees according to their appointment status (see B 4.2), except where the context of the policy clearly indicates otherwise and except as detailed in the preceding paragraphs.

MEMORANDUM

TO: Staff Congress
FR: Policies Committee
DT: October 10, 1985
RE: Draft of Changes for Personnel Policy and Procedure Manual

Recommended Changes:

- 1) A 1.2 In first sentence change "with or without advanced notice to employees" to read "with advanced notice to all employees"
- 2) B 4.1 Add after last sentence - "All new NKU employees or any NKU employee changing positions must be notified of this policy"
- 3) B 4.4.7 Add after last sentence - "A regular employee with a regular position who has been appointed to a temporary or extended term position is guaranteed a regular position when the period of the temporary or extended term position is over."
- 4) B 4.4.11 In second sentence delete "which shall be considered personal leave." Also, delete last sentence which is in parentheses.
- 5) B 7.1 In second sentence delete "which shall be considered personal leave." Also, delete last sentence which is in parentheses.
- 6) B 7.2.1 Delete "(2) Work a total of at least 1,040 hours per year;"
- 7) C 6.4 In first sentence change "employment may be terminated for any reason with or without advance notice and without the right of appeal or access to the grievance procedures" to read "employment may be terminated only for just reason...and with the right to appeal or access to the grievance procedures."
- 8) C 6.5 Delete

~~9) C 6.7 In first sentence delete "or three times".~~

9) 10) C 6.10 Add after first sentence - "Excluded from this probationary period are those employees who are asked to assume a new position or placed in a new position by the University."

10) 11) G 3.1 After the first sentence delete everything.

11) T9 Delete first sentence ^{which reads} "Temporary & temporary - 6 employees do not have access to University grievance procedures."
Delete second word of second sentence "other"

MEMORANDUM

TO: Kathy Dawn, President
Staff Congress

part-timer

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.

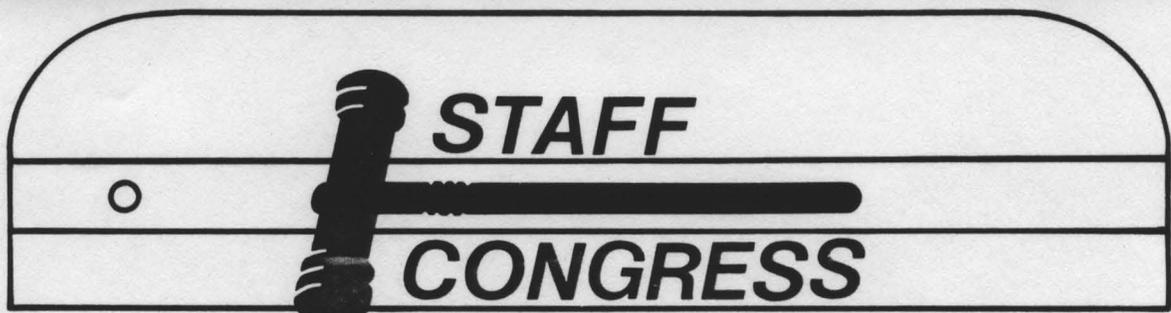
Gregg
R. Gregg Schulte

CS

Employee now having this paid personal leave -> opens up other problems for employee

part-timer less than 1040 a year getting benefits
full-time part-year gets none a full-time all year

-Should also be changed



STAFF CONGRESS

MEMORANDUM

TO: All Staff Employees
 FR: Staff Congress
 DA: December 3, 1985
 RE: Staff Congress Election

Listed below are the Staff Congress representatives for 1986. Our sincere thanks to all those who ran for office and to all of you that voted.

STAFF CONGRESS REPRESENTATIVES - 1986

<u>Employment Area</u>	<u>Employment Category</u>
<u>Academic Affairs</u>	<u>Managerial/Supervisory</u>
Melanie Buxton	Kathy Dawn
Darlene Miller	Don McKenzie
Ronald Rieger	
<u>Administrative Affairs</u>	<u>Office/Clerical</u>
Jackie Baker	Sandy Hogan
Mitch Mullins	Janet Krebs*
Nancy Utz*	
<u>General Administration</u>	<u>Professional</u>
Lisa Boehne	Sarah Coburn*
Cindy Cook*	Russ Kerdolff
Marjorie Scheller	
<u>Physical Plant</u>	<u>Service/Maintenance</u>
William Deavers	Jack Geiger*
Josef Gimpel	Roger Goins
Vacant - to be appointed	
<u>Student Affairs</u>	<u>Skilled Crafts</u>
David Cover	Michael Martin
Pat Mullins*	Gregory Muench
Lorraine Pauly	
	<u>Technical/Scientific</u>
	Margaret Groeschen
	Sharon Taylor*

At Large

Carla Behymer
 Debbie Chism
 Sonda Cummins
 Sandi Cunningham
 Paul Ellis
 Don Gammon*
 Donna Gosney*
 Diane Hunley*

*Serving 2nd year of two-year term

MEMORANDUM

To: Staff Congress Representatives
From: Credentials & Elections Committee
Date: December 9, 1985
Subject: 1985 Election Report

Since 85% of those voting did so by mail, and the convenience of voting by mail was clearly demonstrated, we suggest that Staff Congress give serious consideration to conducting future elections solely by mail.

Eligible Voters	466	
	#	%
<u>Actual Voters</u>	<u>157</u>	<u>33.69</u>
Mail	134	28.76
Maintenance Bldg.	11	0.02
Univ. Center	8	0.02
Univ. College	0	0.00
Nunn Loading Dock	4	0.01



Northern Kentucky University
Highland Heights, Kentucky 41076

November 18, 1985

TO: Kathy Dawn, President
Staff Congress

FR: Janet Krebs, Chair
Liaison Committee

RE: Proposal for Staff Awards Day

On September 26, 1985, the annual Staff Awards Day luncheon was held. Those to be recognized for contributions made to the NKU community included 10 recipients from the Physical Plant area who work the night shift. These recipients were unintentionally excluded from the proceedings because of time conflicts, namely the night shift ends at 6:00 a.m. and the luncheon began at 12:00 noon giving them less than six hours to reach home, rest, and return to NKU to receive their well deserved recognition. Furthermore, those staff members who work during the day and attended the awards luncheon received release time to participate. The night staff did not receive this privilege. With this in mind, the Liaison Committee submits the following:

In order to maintain a fair representation of University staff members during each Awards Day and so that each deserving staff member may be recognized by his/her peers, we hereby propose the following possibilities:

1. The luncheon date be changed to a Monday, as night shift personnel do not work on Sunday night, and any evening shift person who wishes to attend be given compensatory time on the day of the luncheon,
2. The luncheon changed to a dinner beginning about 4:30 p.m., or
3. Change the luncheon to a breakfast thereby making it easier for all staff to attend.