

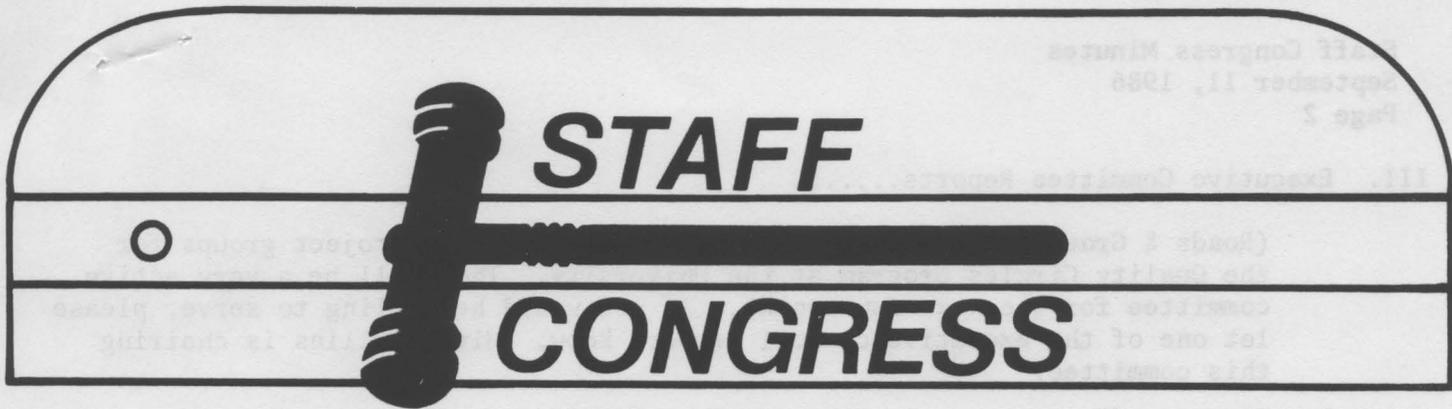
# STAFF CONGRESS

Staff Congress Meeting  
September 11, 1986

1 P.M. Ballroom

- I. Call to Order
- II. Minutes of August 14, 1986 Meeting
- III. Executive Committee Report  
Appointments
- IV. Committee Reports
  - Policy
  - Benefits
    - Recommendation on Early Retirement
  - Finance
  - Credentials and Elections
  - Constitution and Bylaws
    - Proposed Bylaws change
    - Nomination process for officers
  - Liaison
  
  - Picnic
- V. Tom Rambo, Chair of SACS Steering Committee
- VI. Old Business
- VII. New Business
- VIII. Adjournment

We have two vacancies on Staff Congress. If any member knows someone interested in filling these positions, please let me know. The areas we need to fill are General Administration (term expires this year) and Managerial/Supervisory (first year of two year term).



STAFF CONGRESS MINUTES

September 11, 1986

Members Present: A. Dale Adams, Jackie Baker, Carla Behymer, Lisa Boehne, Sarah Coburn, Cindy Cook, Sonda Cummins, Don Gammon, Shirley Garrett, Jack Geiger, Joe Gimpel, Donna Gosney, Diane V. Hunley, Russ Kerdolff, Janet Krebs, Kathy Lyon, Michael Martin, Don McKenzie, Darlene Miller, Greg Muench, LaVerne Mulligan, Shirley Raleigh, Ronald Rieger, Ruth Saccone, Russell Smith, Marjorie Scheller, Sharon Taylor, Nancy Utz, James Wilson, Durant Mathis.

Members Absent: Margaret Burlew, Margaret Groeschen, Mitch Mullins.

Guests: Nancy Pierce, ex-officio, Tom Rambo, Peg Goodrich, office secretary.

I. Call to Order

President Janet Krebs called the September meeting of Staff Congress to order at 1:07 p.m. A quorum was present.

II. Minutes

The minutes of the August 14, 1986, meeting were approved as read. A motion was made by Ron Rieger, seconded by Joe Gimpel, to accept the minutes as read. The motion passed unanimously.

III. Executive Committee Reports

A. President's Report - Janet Krebs

Pat Mullins has resigned from Staff Congress due to her new part-time status at the University. Dale Adams will be replacing her until the new term begins in January. Janet made a motion that Dale be accepted, Cindy Cook seconded, and the motion passed unanimously.

We have three other positions to be filled. According to the By-Laws when a representative resigns from Staff Congress and someone is appointed to that position, the new appointee only serves until the new term begins. Thus, all the people who have accepted replacement positions this year must run for office this fall if they wish to remain on Staff Congress.

The Employment Involvement Groups Steering Committee had their first meeting on September 10, 1986, with Dr. Scholes. Cindy Cook was Staff Congress' representative on this committee and as she has resigned from the University, we need a replacement. This is a very important committee as these groups

III. Executive Committee Reports.....

(Roads & Grounds and Accounting) are serving as pilot project groups for the Quality Circles program at the University. This will be a very active committee for the next few months. If you would be willing to serve, please let one of the executive council members know. Mitch Mullins is chairing this committee.

B. Secretary/Treasurer's Report - Darlene Miller

The November 13, 1986, meeting of Staff Congress will be held in Landrum 110. Chase has the Ballroom reserved for their Phonathon.

The Executive Committee met with Dr. Scholes this past Monday and he mentioned the upcoming hearings on the Master Plan for the University. These will be held on September 30, at 1:00 p.m. and October 1, at 3:00 p.m. Staff members are encouraged to attend.

A last minute reminder regarding the Faculty/Staff Picnic went out in today's mail. It was brought to our attention during our meeting with Dr. Scholes that the University administration would like to change the picnic to a date following the spring semester. The Picnic Committee will address this issue, but we would like additional feedback from Staff Congress. A discussion ensued involving the pros and cons of the issue. A straw vote was taken and the results were: 4 for Spring, 16 for Fall, and 4 abstentions.

C. Vice President's Report - Donna Gosney

Donna reported on the progress of the Search Committee involved with the appointment of a new Personnel Director. The candidates are coming on campus within the next two weeks and all Staff are encouraged to attend the open sessions and meet them. These meetings are being held in BEP 327 at 1:00 p.m. on Tuesdays and Thursdays.

IV. Committee Reports

A. Policies and Procedures - Diane Hunley

We are still waiting to hear from Dr. Boothe on the proposed pay policy.

B. Benefits - Don Gammon

The Faculty Senate's proposed Early Retirement Plan for Faculty was approved by the Board of Regents at their September meeting. The Benefits Committee submitted a recommendation involving such a program for staff. The resolution was amended due to Faculty Senate's program already being approved. The amendments were suggested by Cindy Cook and the final resolution is attached. It will be presented to Dr. Scholes by the Executive Committee prior to its being sent to Dr. Boothe. It was also suggested that the Committee of Past Presidents of Staff Congress look at the issue of having more joint committees with Faculty Senate to avoid the confusion that has ensued relative to this early retirement program and the emergency sick leave bank. It was also suggested that the role of Staff Congress as a policy writing agency needs to be evaluated. The Benefits Committee does not feel comfortable with the charge to write an early retirement program for staff. Tom Rambo, a faculty member present at our meeting, remarked on the Emergency Sick Leave policy. He was chair of the Faculty Senate Benefits Committee when this proposal was sent over. He basically said that Faculty Senate looked at it, decided it

IV. Committee Reports.....

didn't apply to faculty and let it die. They were not advised that Staff Congress or the administration were waiting for their approval before proceeding with it. The amended resolution involving the early retirement program was approved unanimously.

C. SACS Committee - Tom Rambo

This is the self-study for the re-accreditation of Northern Kentucky University. It will involve a visiting team from the Southern Association of Colleges and Schools and the preparation of various statistical and narrative reports concerning the programs of study offered at NKU. The purpose of accreditation is to give our programs credibility when our students attempt to transfer credits to another college or university or when they enter some type of graduate school. Kathy Dawn is our representative on the steering committee. Data collection will be coordinated through a central office and if you have any concerns or suggestions involving committee requests, please let Tom know.

D. Finance - Sarah Coburn

The Committee requests that each Staff Congress committee prepare a budget request for the Finance Committee sometime within the next month and a half.

E. Constitution and By-Laws - Cindy Cook

The Constitution and By-Laws Committee presented a resolution dealing with the issue of vacancies on Congress. A copy of this resolution is attached and it will be voted on at the October meeting.

Don McKenzie will assume the chairmanship of the Constitution and By-Laws Committee.

A draft of a resolution dealing with the election of officers of Staff Congress was presented. This draft proposes the creation of a nominating committee and a step-by-step process for the election. The Committee of Past Presidents will also be looking at issues such as this one. Much discussion ensued about the advantages and disadvantages of this process. Janet called for a vote as to whether this draft should be prepared as a change to the By-Laws subject to membership approval at the October meeting. 14 voted yes. A vote was then called for as to those who favored that this be proposed in the form of a motion to be used on a trial basis this year (86). 6 voted yes. The committee will bring it back in the form of a resolution for the October meeting.

F. Credentials and Elections - Marjorie Scheller

The Committee will be meeting soon.

G. Liason - Nancy Utz

The committee is looking for information for a newsletter.

H. Faculty/Staff Picnic - Janet Krebs

Last minute details have been finalized. We have a large selection of door prizes. Many games and activities have been planned.

V. Old Business

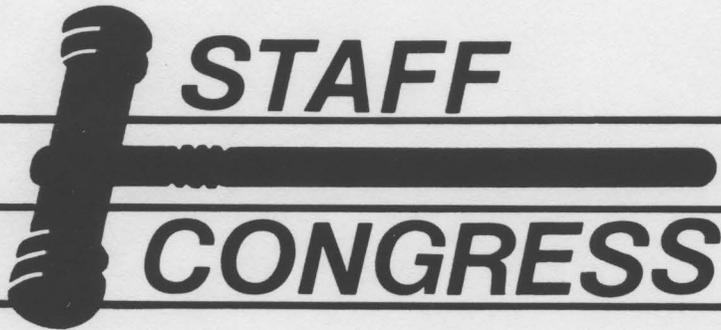
None

VI. New Business

None

VII. Adjournment

Don Gammon moved that we adjourn. Mike Martin seconded. The meeting was adjourned at 2:50 p.m.



# STAFF CONGRESS

September 24, 1986

To: Dr. Leon Boothe, President  
Northern Kentucky University

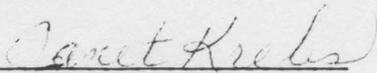
From: Members  
Executive Council of Staff Congress

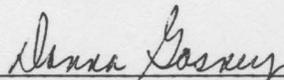
Re: Early Retirement Programs

The following resolution was approved unanimously by the membership of Staff Congress at the September 11, 1986, meeting:

1. Be it resolved, the membership of Staff Congress and the Executive Officers feel strongly that any new or revised early retirement programs should have included staff personnel, as well as faculty.
2. An ad hoc committee, comprised of members with expertise in this field and Staff Congress representatives, be formed by the University Administration to draft a proposal for an early retirement program that recognizes the specific needs of staff personnel.

Thank you for your attention to these matters.

  
Janet Krebs, President  
Staff Congress

  
Donna Gosney, Vice-President

  
Darlene Miller, Secretary/Treasurer  
Staff Congress

cc: Dr. Gene Scholes



Northern Kentucky University  
Highland Heights, Kentucky 41076

TO: Janet Krebs  
Staff Congress President

FR: Don Gammon *DJG*  
Benefits Committee Chairman

DT: September 11, 1986

RE: Proposed Early Retirement Program

The Benefits Committee met on 8/25/86 to review the proposed early retirement program of the NKU Faculty Senate and to determine the course of action that we should take.

We recommend the following:

\*Staff Congress Executive Committee inform the University administration that any new or revised early retirement programs should include staff personnel as well as faculty.

\*An ad hoc committee be formed to draft a proposal for an early retirement program that recognizes the specific needs of staff personnel.

\*The Staff Congress Benefits Committee meet with Faculty Senate Benefits Committee to produce a joint early retirement proposal to the University administration.

## SOME NOTES ON ACCREDITATION

### I. What is accreditation?

The process by which an institution or a specialized unit of postsecondary education periodically evaluates its educational activities and seeks an independent judgment by peers that it achieves substantially its own educational objectives and meets the established standards of the body by which it seeks accreditation.

--Council on Postsecondary Accrediation (COFA)

### II. Why do it?

- A. To foster excellence in postsecondary education
- B. To encourage improvement of institutions and programs
- C. To assure others that the institution appears to be meeting its objectives

### III. How do we do it?

- A. Self-study--an internal effort to assess effectiveness of institution in light of its own publicly stated objectives
  - 1. Process vs. document
  - 2. Steering Committee
  - 3. SACS criteria
    - a. Institutional Purpose
    - b. Institutional Effectiveness
    - c. Educational Program
    - d. Educational Support Services
    - e. Administrative Processes
  - 4. Resource persons
- B. Site visit
  - 1. To evaluate institution's effectiveness in context of
    - a. its own objectives
    - b. SACS criteria
  - 2. To determine accuracy and completeness of self-study report
- C. Decision on reaffirmation of accreditation

### IV. When do we do it?

- A. Fall 1986--proposal and factbook assembled; preliminary work by five principal committees
- B. Spring 1987--committees complete studies
- C. October 1987--final draft completed by Steering Committee
- D. November 1987--report edited and sent for printing
- E. January 1988--copies distributed
- F. March 1988--site visit, and subsequently, response to visit
- G. December 1988--reaffirmation of accreditation granted



# STAFF CONGRESS

## MEMORANDUM

September 11, 1986

TO: Staff Congress

FROM: Constitution & By Laws Committee  
Cindy Cook  
Lisa Boehne  
Donna Gosney  
Don McKenzie

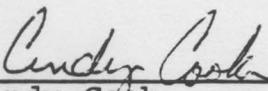
As charged in the August meeting, our committee met to review Article I, Section 5 of the by laws regarding vacancies. Concern has repeatedly been expressed over item C which reads:

"A vacancy occurs when an elected Staff Congress representative fails to attend three consecutive scheduled meetings."

It is the consensus of the committee that item C is intended to insure that all constituencies are properly represented. If a representative does not attend meetings, for whatever reason, the constituency is not being represented effectively. Therefore, we recommend that the wording of item C be revised as follows to clarify the intent of the by law:

"Since an individual can not effectively represent his/her constituency when unable to attend meetings for any reason, a vacancy occurs when an elected Staff Congress Representative fails to attend three consecutively scheduled meetings."

Respectively Submitted,

  
\_\_\_\_\_  
Cindy Cook

  
\_\_\_\_\_  
Lisa Boehne