



STAFF CONGRESS

STAFF CONGRESS MEETING
March 17, 1988
U.C. Ballroom - 1:00 p.m.

- I. Call to Order
- II. Approval of February 11, 1988 minutes
- III. Guests - Representatives from Budget & Planning
- IV...President's Report
 - 1) Foundation Fund Drive
 - 2) Legislative Caucus
 - 3) K.H.E.S.S.A.
 - 4) Staff Congress Foundation Scholarships Committee Report
- V. Vice-President's Report
- VI. Committee Reports
 - 1) Benefits - Margaret Groeschen
 - 2) Constitution & Bylaws - Mary Huening
 - 3) Credentials & Elections - Marjorie Scheller
 - 4) Policies - Janet Krebs
 - 5) Liaison - Rosanne Rawe
 - (a) Newsletter
- VII. Ad Hoc Committees
 - 1) University Lobby Committee - Virginia Stallings
 - 2) Food Service Advisory Committee - Peg Goodrich/Ron Rieger
 - 3) Salary Administration Policy- Janet Krebs
 - 4) Past-Present President Review Committee - Janet Krebs
 - 5) Emergency/Evacuation Committee - Donna Gosney
 - 6) Health Insurance and Flexible Benefits - Diane V. Hunley
 - 7) Staff Outing - Margaret Groeschen
- VIII. Old Business
- IX. New Business
- X. Adjournment

HAPPY ST. PATRICK'S DAY

STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

STAFF CONGRESS MINUTES Meeting of March 17, 1988

MEMBERS PRESENT: Jackie Baker, Shirley Garrett, Joe Gimpel, Peg Goodrich, Donna Gosney, Pat Harrington, Mary Huening, Diane V. Hunley, Jeannine Holtz, Janet Krebs, Don McKenzie, LaVerne Mulligan, Lisa Hart, Rosanne Rawe, Marilyn Reis, Sue Roth, Rocce Saccone, Ruth Saccone, Marjorie Scheller, Virginia Stallings, Phil Webb, Mary Wilson.

MEMBERS ABSENT: Carla Behymer, Marilyn Gosney, Russ Kerdolff, Bonnie Mullikin, Ron Rieger, Jack Straus, Jim Wilson.

GUEST: A. Dale Adams

I. The March 17, 1988 Staff Congress meeting was called to order at 1:11 p.m. by President Don McKenzie.

II. President McKenzie asked for any additions, or changes deletions in the February Minutes.

There was one correction: Section 8, Item 5 of Ad Hoc Committee should read...She stated that she would contact John Connor to see what progress had been made establishing procedures. There were no other additions or deletions, therefore the minutes were approved.

III. Guest

Don stated that representatives from Budget & Planning were unable to give their presentation at this time. He stated that there would be a special session called later in the month at which they would present the upcoming budget.

Next Don introduced Dale Adams, chair of the Scholarship Committee.

Dale told everyone present the other members of the committee. They are as follows: Cathy Dewberry, Financial Aid, Linda Wright, Business Affairs, Deanna Hawkins, student representative and Mary Wilson, Staff Congress representative. He also stated the monies used to fund the A.D. Albright Scholarship and the Staff Congress Scholarship came from NKU foundation funds. The A.D. Albright Scholarship is for a son or daughter of a permanent full or part time (20 hrs. a week) staff member. The Staff Congress Scholarship is for a son, daughter, or spouse of a permanent full or part time staff member. Applications must be submitted no later than April 22, 1988 to Financial Aid, AC 416.

The criteria for each application is letters of reference, ACT scores, transcripts of grades and the application completed. Packets can be picked up in the Personnel Office.

Dale asked that we all strive to spread the word to all employees on campus. He also mentioned that there need not be a financial need, they (the committee) look at the applicants goals, what they have already achieved and their GPA. Their GPA need not be 4.0. Everything is taken into consideration. Both scholarships are for a full years tuition and one must carry at least 12 hours a semester.

President McKenzie asked that all members of Congress let everyone in their respective offices know of these opportunities for their family members. He thanked Dale coming to the meeting and enlightening us.

IV. PRESIDENTS REPORT

1. Foundation Fund Drive--Don informed everyone that Jim Alford was the overall coordinator of this years fund drive. Jim told Don that everything was really going well this year, and that if anyone had not yet turned in their fund packet to please do so right away.

2. Legislative Caucus--The last session which you can meet your legislators will be Saturday, March 19, 1988, Room 506 Admin. Ctr., 9:30 a.m. Don stated at the past meeting he turned in all the letters that had been written by staff members to the Governor. Don went on to explain that these meetings are of open forum, where if you wish to speak, you sign up. Any and all items before our legislators can be discussed or you may just make your opinion known on any one topic. Don felt of the meetings he had attended, he came out much more informed.

3. K.H.E.S.S.A.--Don reported there were from four representatives state supported universities present at the dinner/meeting held just after the education rally in Frankfort on Feb. 16, 1988. The meeting mainly to set up a date as to when we (KHESSA) could personally meet with respective legislators, only to find out later that the date that was chosen was Super Tuesday. KHESSA, however, was invited to join COSFL at their planned reception for the legislators in Frankfort on Feb. 24, 1988. As it turned out both UK and U of L had home basketball games and the Northern Kentucky legislators were attending a reception given in their honor at Turfway Park in Florence. The Lieutenant Governor attended the reception given by COSFL. He stated that he is very supportive of higher education.

Virginia Stallings and Royleen Seibert also attended the reception with Don. Virginia stated that she felt that being there reinforced our needs to the legislators.

4. Staff Congress Foundation Scholarships--Given earlier by Dale Adams.

V. VICE PRESIDENTS REPORT-Diane Hunley-No Report

VI. COMMITTEE REPORTS

Benefits--Margaret Groeschen, absent, report given by Jacki Baker.

A memo had been sent to Dr. Scholes asking for comment on the benefit survey. Dr. Scholes memored back asking that Dr. Graff of Institutional Research and Mike Hickman in Personnel look at the survey. Hopefully there will be some action with the survey in April.

Constitution & By-Laws--Mary Huening, absent.

Don stated that he did not believe the committee was working on anything at present.

Credentials & Elections--Marjorie Scheller

Marjorie stated that the nonination forms will be mailed out April 4th. For those of us whose terms were about to expire to renominate ourselves. Don stated that he was not going to run as President, but would remain on Staff Congress. He asked that everyone be thinking about the duties of President and hopefully submit their name when the time comes to form the slate of people to be elected to office.

Policies--Janet Krebs

Janet said that they had not met. Don asked if she knew that he had appointed Lisa Hart, our newest member, to fill the vacancy on the Policies committee. She said she knew now!

Liaison--Rosanne Rawe

Rosanne stated that the next newsletter will be carrying a few of the questions from the benefits survey in the "Sound Off" section. She asked that if anyone had any questions and would like to see how other members of the staff feel to please forward all questions to her at Steely Library. She also stated the "Sound Off" section had been working really well and that it was working out like a mini survey each month.

VII. AD HOC COMMITTEES

University Lobby Committee--Virginia Stallings--No Report

Food Service Advisory Committee--Peg Goodrich/Ron Rieger

Peg stated they had nothing to report except there is now free coffee in the faculty/staff dining room, both regular and decafe.

Salary Administration Policy--Janet Krebs

The committee had met and incorporated the comments the Policy Committee had suggested about staff concerns. The next time they meet will be with Keith Stuart, yet there is no definite time frame as to when the survey will be out.

Past Presidents Review Committee--Janet Krebs

Within the next two to three working days the survey will be on

everyone's desk. Please encourage everyone to fill out the survey and return it as soon as possible. The survey will help all the staff in the long run. The survey will bring out any areas that need to be worked on enabling the committee to approach Administration with any staff problems as a group, not as Staff Congress. Janet said she hopes that at least 60% of the staff return the survey which will give a true representation of the staff's feelings.

Emergency Evacuation Committee--Donna Gosney

Donna stated that the Emergency Evacuation policy has been put on the back burner so to speak. This is not because of want or need but because of more pressing business. Donna explained that John Connor had explained to her that the University had been mandated by the Federal Government to be in compliance with the Hazardous Waste Program by May 23, 1988. John stated that this has top priority at present. Don felt that the Emergency Evacuation policy is next on Mr. Connor's list. However, she felt, and has expressed her feelings to Dr. Scholes, that while we wait for a policy to be set something major could happen and then where would we be. She said she does understand and has asked everyone on Staff Congress to understand policy will be set, she just could not project as to when. Donna went on to say that Mr. Connor did tell her that the Chief of the Highland Heights Fire Department works here at the University and when the time comes he would be solicited for help.

Health Insurance & Flexible Benefits--Diane Hunley

Diane told everyone that the Personnel Office has been devoting almost all its time recently to preparing specifications for bids for health insurance. She stated she was not sure of the deadline but she felt it was within the next few weeks. She is not sure as to what insurance we will have, but Diane felt the health insurance chosen by the University will be the one who can give us the best policy for the least amount of money. She stated that as soon as it is definite, everyone university wide will get the report.

Staff Outing--Margaret Groeschen, absent.

Another member of the committee stated that she and Margaret had discussed the feasibility of trying to get another Faculty/Staff Picnic in under this Congress' administration. She felt it might be thrown together plus could it be carried on this years budget.

Don McKenzie asked Rosanne Rawe about the Picnic item which appeared in a past "Sound Off" section of a previous newsletter. Rosanne stated that some staff felt we really shouldn't spend the money, while others felt how can we spend money on another picnic when we can't afford health insurance. Still others felt a picnic on campus would be fine.

VIII. OLD BUSINESS--None

IX. NEW BUSINESS

President McKenzie stated that he had 2 items. 1. He had received a letter from Dr. Booth, that Dr. Scholes needed to be evaluated. Don stated that he had already completed the evaluation and returned it to Dr. Booth. He also received a letter from the Board of Regents where he had to evaluate Dr. Booth by April 15. 2. Don wanted to mention that the SACS people will be on campus March 20-25. He will be meeting with the members socially March 21 and on March 25 to review what they have found. Don stated he would make a report at the next meeting.

1988-89 OPERATING BUDGET
PRELIMINARY BUDGET
PROPOSED REVENUE/EXPENDITURE SUMMARY

<u>Revenue</u>	<u>Supporting Schedule</u>	<u>Amount</u>
1987-88 Original Budget		\$38,570,000
1987-88 Adjustments		
State Budget Reductions	A	(1,106,600)
1988-89 Adjustments		
State General Fund Restoration	A	164,700
State Debt Service Restoration	A	487,000
Tuition - Fall/Spring	B	658,400
Investment Earnings		64,800
Other		<u>13,400</u>
1988-89 Proposed Budget		<u>\$38,851,700</u>
 <u>Expenditures</u>		
1987-88 Original Budget		\$38,570,000
1987-88 Adjustments		
State Budget Reductions	A	\$(1,106,600)
Staff Reclassifications - Base		35,100
Budget Corrections		1,400
New Positions		19,700
Other		(2,900)
1988-89 Adjustments		
State Debt Service Restoration	A	<u>487,000</u>
Total Adjustments		\$ (566,300)
1988-89 Net Available After Adjustments		\$ 848,000
1988-89 Proposed Expenditures		
Fixed Costs		
Health Insurance		\$ 192,500
Other Fringe Benefits		70,600
Scholarships		62,000
Telecommunications		10,000
Audit Contracts		1,100
Debt Service Investment Earnings		(4,900)
General Insurance		(21,600)
Computer Services		(39,400)
Faculty Promotions		25,900
Reclassifications		
Faculty		22,200
Staff		<u>19,900</u>
Total Proposed Expenditures		\$ 338,300
1988-89 Net Available for Expansion		\$ 509,700
1988-89 Proposed Budget		<u>\$38,851,700</u>

STATE APPROPRIATION SUMMARY
SCHEDULE A

	<u>General</u>	<u>Salary Incentive Fund</u>	<u>Subtotal</u>	<u>Debt Service</u>	<u>Total</u>
<u>1987-88</u>					
Original Budget	\$21,030,900	\$ 44,900	\$21,475,800	\$ 3,588,000	\$25,063,800
Budget Cut #1 (Recurring)	<u>(371,600)</u>	<u>(8,900)</u>	<u>(380,500)</u>	<u>(516,900)</u>	<u>(897,400)</u>
Recurring Base	20,659,300	436,000	21,095,300	3,071,100	24,166,400
Budget Cut #2 (Nonrecurring)	<u>(164,700)</u>	<u>0</u>	<u>(164,700)</u>	<u>(44,500)</u>	<u>(209,200)</u>
Adjusted Base	<u>\$20,494,600</u>	<u>\$ 436,000</u>	<u>\$20,930,600</u>	<u>\$ 3,026,600</u>	<u>\$23,957,200</u>
<u>1988-89</u>					
Recommended Increases					
Governor (1-28-88)	\$ 164,700	\$ 0	\$ 164,700	\$ 487,000	\$ 651,700
House A&R (3-14-88)	+335,300	0	+335,300	0	+335,300
	<u>\$20,994,600</u>	<u>\$ 436,000</u>	<u>\$21,430,600</u>	<u>\$ 3,513,600</u>	<u>\$24,944,200</u>
<u>1989-90</u>					
Recommended Increases					
Governor (1-28-88)	\$ 892,800	\$ 0	\$ 892,800	\$(1,100)	\$ 891,700
House A&R (3-14-88)	+95,700	0	+95,700	0	+95,700
	<u>\$21,983,100</u>	<u>\$ 436,000</u>	<u>\$22,419,100</u>	<u>\$ 3,512,500</u>	<u>\$25,931,600</u>

1988-89
TUITION REVENUE SUMMARY
SCHEDULE B

	<u>1987-88 Original Budget</u>	<u>Enrollment Volume/Mix Increase</u>	<u>Tuition Rate Increase</u>	<u>1988-89 Proposed Budget</u>
Fall Semester	\$4,716,600	\$149,300	\$191,800	\$5,057,700
Spring Semester	<u>4,361,700</u>	<u>140,500</u>	<u>176,800</u>	<u>4,679,000</u>
Total	<u>\$9,078,300</u>	<u>\$289,800</u>	<u>\$368,600</u>	<u>\$9,736,700</u>

100.0%

3.2%

4.1%

107.3%

1987-88

1988-89

Percent
Increase

1989-90

Percent
Increase

Tuition Rates

Undergraduate

Resident	\$ 540	\$ 560	3.7%	\$ 570	1.8%
Non-Resident	1,540	1,600	3.9%	1,630	1.9%

Graduate

Resident	\$ 590	\$ 610	3.4%	\$ 620	1.6%
Non-Resident	1,690	1,750	3.6%	1,780	1.7%

Law

Resident	\$ 985	\$ 1,040	5.6%	\$ 1,090	4.8%
Non-Resident	3,325	3,400	2.3%	3,470	2.1%

1988-89 OPERATING BUDGET
EXPANSION PROPOSAL

Available Funding:

Net Available for Expansion*	\$ 509,700
House A & R Additional Increase of 3-14-88	<u>335,300</u>
Net Available	<u>\$ 845,000</u>

Expenditure Priorities:

1. Academic Affairs Expansion	\$ 120,000
2. Part-time Faculty Increase	50,000
3. General Compensation Increase 3% @ \$225,000 per 1%	<u>675,000</u>
Total	<u>\$ 845,000</u>

* Preliminary budget process revised 3-17-88 (using the Governor's funding recommendation of 1-28-88).

1989-90 OPERATING BUDGET
EXPANSION PROPOSAL

Available Increases:

Tuition (@ 2% rate only)	\$ 200,000
State Appropriation	
Governor's Recommendation	892,800
House A & R Additional	
Increase of 3-14-88	<u>95,700</u>
Total	<u>\$1,188,500</u>

Expenditure Priorities:

1. AS&T Building - Utilities \$ 125,000
 - Custodial \$ 60,000
2. Fixed Costs (Wild Guess) \$200,000 - 300,000
3. General Compensation Increase
 @ \$232,000 per 1%

STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

MEMORANDUM

TO: Margaret Groeschen

FR: Marjorie Scheller, Chair
Credentials & Elections Committee

DT: March 25, 1988

RE: Upcoming Staff Congress Election

Thank you for serving on Staff Congress this past year. Your efforts are greatly appreciated and we would like to encourage you to once again run for representative of your Employment Area, Category or At-Large.

Your term expires June 30, 1988, either due to serving the past two and one-half years, or if appointed it is necessary to be renominated. By nominating yourself for membership on Staff Congress, if elected, you can bring the experience you have gained back for another term.

Please contact me, X-5126, by Wednesday, April 20, 1988 or before, as to whether or not you are willing to be nominated and placed on the ballot. Or fill out the nomination form, which will be mailed out on April 4, 1988, nominating yourself for another term and return to me.