

STAFF CONGRESS

Regular Meeting - March 5, 1982

AGENDA

- I. Call to Order
- II. Minutes of Previous Meeting
- III. President's Report
 - Resignation of a Staff Congress Member
 - Appointment of a Replacement Member
- IV. Vice-President's Report
 - Development of Standing Committees
- V. Secretary/Treasurer's Report
- VI. Kim Hennessy of Affirmative Action on NKU Hiring Procedures
- VII. Special Committee Report
 - Benefits Review Ad Hoc Committee
- VIII. Old Business
- IX. New Business
- X. Adjournment

STAFF CONGRESS MINUTES
March 5, 1982

A regular meeting of the Staff Congress was held on Friday, March 5, 1982 in Room 303 of the University Center. The meeting was called to order at 10:05 a.m. Role was taken and a quorum was present.

MEMBERS PRESENT: Terry Andrews, Tom Barlow, Bob Barnes, Dan Bayes, Pat Coleman, Cindy Dunaway, Gary Eith, Shirley Gallicchio, Don Gammon, Dorinda Giles, Jerry Groeschen, Carol Guthier, Dan Hoskins, Patti Jeffries, Mary Kelm, Bonnie King, Bill Lamb, Joyce Maegly, Greg Muench, Nancy Perry, Steve Priestle, Ken Ramey, Pamm Taylor, Dolores Thelen, and Nancy Utz.

MEMBERS ABSENT: Mike Baker, Gail Cato, Barb Herald, Linda Sanders.

President's Report

Dorinda Giles read a letter of resignation from Bob Riffe, Staff Congress Representative from the skilled crafts area. Dorinda accepted the resignation, then nominated Mike Martin, a Power Plant Operator in skilled crafts, as a replacement. Gary Eith moved to accept the recommendation, Bill Lamb seconded the motion, and the vote was taken and approved.

Vice President's Report

Tom Barlow has been working on the development of the standing committees as outlined in the By-laws. Tom referred to the literature he had distributed and said he would like to receive nominations from each member for each committee to assist the Executive Council in appropriately placing members on committees. There is a minimum of five people who can be placed on each committee. In turn, these nominations will be offered to the Staff Congress for voting upon. Please include your own name when making nominations, and mail this form back to Tom in Media Services, Room 311 Landrum. On the back of the form include any additional information or suggestions you might have.

Mary Kelm asked if the standing committees consisted of Staff Congress members only. Tom answered yes, and referred to Article 6, Section 2, Item B of the By-laws.

Tom said that we will soon be receiving information on University-wide committees and will be making appointments to these committees as well.

Tom also mentioned that the recorder at the meetings, since a few members had asked, was there as an aid to the Secretary/Treasurer in keeping accurate minutes.

Dorinda Giles said that Tom will be handling the coordination of the committees and will get them started. It is stated in the By-laws that each Congress member will serve on at least one committee, so if you are interested in a particular committee, please turn your name in.

Nancy Utz asked if the nominations should include the Executive Council. Dorinda answered that they should not.

Bob Barnes suggested that to simplify matters, each member could list on the form the order of preference of the committees they wish to serve on. Dorinda said this would be fine, but if we had someone in mind who would do a good job, we should nominate them as well.

Secretary/Treasurer's Report

Carol Guthier reported that applications for the Secretary's position have been received from Personnel. Dorinda Giles, as President, will be setting up interviews and making a selection in the near future.

Report from Affirmative Action

Dorinda Giles introduced Kim Hennessy, Affirmative Action Coordinator, who gave a report on the new hiring procedures for Northern Kentucky University. Kim said they have not changed the Personnel aspects of hiring, but have added a couple of Affirmative Action steps to the process. Kim passed out the Affirmative Action plan, which is part of a state-wide program. Kim gave a brief explanation of the availability percentages, which show the overall goals of Affirmative Action for the University. These figures are based on May, 1981, but should not have changed very much since that time. Kim also went over the two new forms which have been developed to assist in reaching these goals, and to assist in keeping accurate records for reports. Kim said that the scheduled workshops will go into greater detail and that she would be available to answer questions.

Dorinda Giles asked about working with Affirmative Action if a staff employee comes to the Congress with a complaint. Kim answered that her position is to remain neutral and to try to get the employee and supervisor to sit down and work things out. If this is not possible, the employee can go through an internal grievance procedure, and in cases of discrimination, can contact outside sources, though all efforts are made to solve problems in-house.

Special Committee Reports

Staff Benefits Review Ad Hoc Committee - Dolores Thelen reported that this committee had several meetings on the administrative leave policy. The memo to members of Staff Congress from this committee, dated March 4, 1982, gives the results of these meetings. Dolores went over the points of the memo, giving a brief description of each point.

Don Gammon asked if the committee had considered under Section III - Leave Conditions, the fact that if an employee is paid by other than the University while on leave, the amount the University would pay could be reduced by the same amount from the other source, so they would not receive more than they normally do. Dolores said the committee felt if a person took a paid leave, no other pay would be received.

Bill Lamb said he felt there would be instances where a person on leave would be doing beneficial work that he would be paid for, and he would not like to see this type of work ruled out because of conflicts. Dolores said that most leave policies the committee looked at had this and it is considered to be a protection to the University that if there is to be other pay, it would be brought into the open and approved.

Gregg Schulte said that he would like to see this set up in the same manner as the Military Leave Policy in the Personnel Policy & Procedure Manual.

Don Gammon proposed to the committee that the policy be reworded to state that the remuneration be similar to that of the Military Leave Policy. Don clarified for Gary Eith that his proposal should be in lieu of the second paragraph of Section III.

Gregg Schulte suggested to Dolores that she and the committee take the policy back for further study and review. Dolores agreed to this and will report back at the next meeting.

Old Business

Dorinda Giles reported that a letter had been written to President Albright asking for clarification of Bill Lamb's new position. Dr. Albright replied that Bill's position is not under the academic framework. Therefore, Bill is eligible to remain on Staff Congress.

Gary Eith asked if questions of this sort in the future would be addressed to the President of the University or if the Credentials Committee would make the membership determinations. Dorinda said the committee would address such questions, except when new positions are created. She does not feel the committee would be in a position to make such decisions.

Pat Coleman asked about the distribution of the minutes. Dorinda said the Liason Committee would decide if and where the minutes would be posted, or if other means such as newsletters would be used for communications.

Don Gammon asked about the status of the Staff Regent bill in Frankfort. Gary Eith said he had received confirmation that the bill would not come up again in this legislative session.

New Business

Terry Andrews asked if a representative from Staff Congress would be sent to the Board of Regents meeting. Dorinda answered that the Executive Council would be attending, and will report back at the next meeting.

Gregg Schulte brought up that one of the Staff Congress members would be off on leave shortly. Dorinda, on behalf of the Staff Congress, wishes Nancy Utz lots of good luck.

The chair entertained a motion to adjourn, Greg Muench so moved, and Jerry Groeschen seconded. Motion was approved and the meeting adjourned at 11:05 a.m.

NEXT MEETING IS APRIL 2, 1982, AT 10:00 A.M. IN ROOM 108 OF THE UNIVERSITY CENTER.