

STAFF CONGRESS MEETING AGENDA

Thursday, September 12, 1996

University Center #108

1 PM

- I. Call to Order
- II. Approval of August 8, 1996 minutes
- III. President's Report - Cheryl Torline
Guest: Sue Roth - Health Issues Day
- IV. President Elect's Report - Claire Newman
- V. Standing Committee Reports
 - A. Benefits - Chuck Pettit
 - B. Constitution & Bylaws - Janet Krebs
 - C. Credentials & Election - Diana Schneider
 - D. Liaison - Jim Parker
 - E. Policies - Carolyn Walsh
 - F. Salary & Budget - Audrey Riffe
- VI. AdHoc Committee Assignments
 - A. Food Service Advisory - Chuck Harmon
 - B. Health Utilization - Peg Adams/Chuck Pettit
 - C. Naming Committee - Shirley Welitzin
 - D. Transportation - Wilma Daugherty
 - E. Supervisory Training - Jim Parker
 - F. Employee Assistance - Diana Schneider
 - G. Technology Committee - Janet Krebs
 - H. Transition Team - Chuck Pettit
- VII. Old Business
- VIII. New Business
- IX. Announcements
- X. Closed Session
- XI. Adjournment

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TODAY

STAFF CONGRESS

Northern Kentucky University ■ Highland Heights, Kentucky 41099

STAFF CONGRESS MINUTES

Thursday, September 12, 1996

University Center 108

Members Present: Peg Adams, Cheryl Bloomer, Shew Mei Chen, Wilma Daugherty, Chuck Harmon, Gail Jewell, Leva Kidd, Rose Morgan, Claire Newman, Ava Nienaber, Debra Orth, Jim Parker, Linda Parks, Chuck Pettit, Linda Pettyjohn, Dwayne Pontius, Audrey Riffe, Joe Ruh, Diana Schneider, Charlene Schweitzer, Dan Snow, Jay Stevens, Glenn Strausbaugh, Cheryl Torline, Nancy Trimbур, Peggy Vater, Carolyn Walsh, Shirley Welitzkin.

Members Absent: Lisa Brewer, Janet Krebs, Pat Lindsay, Janice Rachford, Barb Scheben, Allen Thomas, Jr, Denise Thomas. and **Staff Regent:** Barb Herald

V.P. Adm: Carla Chance **Liaison:** Margo Ferrante **Office Secretary:** Peg Goodrich **Guests:** Sue Roth

I. **Call to Order** - The meeting was called to order by Cheryl at 1:10pm.

II. **Minutes** - Minutes of the August meeting were approved.

III. **President's Report:**

Cheryl introduced Suth Roth, Wellness Coordinator, to talk about Health Issues Day coming up on Wednesday, October 16 with 40 vendors to be held in the Albright Health Center Main Activity Area. Signups for the mobile unit mammograms will be available. Please note that those covered by CHA & FHP insurance are not covered for mobile units. Testing for cholesterol, glucose & an improved health risk appraisal will be held on Wednesday, October 9, in the University Center 303, 7-11 am & 2-4pm. Results available on Health Issues Day. For any questions call Sue Roth x 5684.

The Funeral Leave Policy amendments will be presented to the board of Regents.

The Salary Task Force Committee has started up again.

Linda Wright will speak at our next meeting about the Presidential Search Committee.

Cheryl will talk to chairs about goals for the year.

The 3% raise will be active on October 18 for bi-weekly and October 31 for monthly.

The retroactive pay will be coming in November.

Orientation was discussed and evaluations still need to be returned.

Marilyn Henderson & Annette Simpson have resigned, with Duane Pontius and Ava Nienaber replacing them.

The Mike Bresser Fund has \$41, anyone wishing to donate please give Peg Goodrich a call at x6400.

IV. **Standing Committee Reports:**

A. Benefits - The committee met Wednesday, the regular schedule will be sent to Cheryl. The Tuition Waiver and Flex Benefits will be discussed with Carla and Margo.

Classification of when benefits start and other issues are on the agenda also.

B. Constitution & ByLaws - Janet Krebs absent, but committee will look into anything that members may have a concern about.

C. Credentials & Elections - No report since elections are in the spring.

D. Liaison - Committee will discuss ways NKU staff can provide better service to the students.

- E. Policies - Not met this month.
- F. Salary & Budget - Will meet after meeting.
- V. **Adhoc Committee Assignments:**
 - A. Food Service Advisory - Scheduled to meet with Andy soon.
 - B. Health Utilization - Surveys are out, please return A.S.A.P. The Health Alliance information will be available at Health Issues Day.
 - C. Naming Committee - The new name for the remodeled Alumni Center will be The Mark R. Herrmann Center.
 - D. Transportation - Not met this month.
 - E. Supervisory Training - No report
 - F. Employee Assistance Program - Has been dropped by administration.
 - G. Technology - No report.
 - H. Transition Team - Newly formed and have not met yet.
- VI. **Old Business:**

The question was asked why the promotions in Personnel? Supervisor felt that changes in job responsibilities needed to be addressed.

Carla explained reclassification. Salary Review Task Force looked into merit raises. There is no merit money. Reclassification is not the answer to get a staff person more money.
- VII. **New Business:**

The "Partnership Program" Steering Committee wants "Everyone Involved". Staff input is very important to them. Two people from each campus department will represent their area and give information to the committee. Peter Hollister will get results.
- VIII. **Announcements:**

Staff Awards Lunch, Friday, Oct 4, at Albright Health Center Main Activity area.

WNKU Open House is September 19 from 11-1 & 6-9 with a Concert in Greaves Hall.

J.C. Penny Discount Coupons available in Personnel for this weekend only.
- IX. **Closed Session:** No closed session
- X. **Adjournment:** The meeting adjourned at 2:05pm.

Respectively submitted,



Diana Schneider
Secretary

Salary Policy Review Task Force
Formal Charge

1. Review of the salary distribution schedule for administrative and classified personnel. Discussion should focus on the issues of across-the-board, longevity, and discretionary components of the annual pay increase.
2. Identification of an appropriate market for all segments of the administrative and classified personnel system.
3. Identification of appropriate market funding target for all segments of the administrative and classified personnel system.
4. Recommendation of funding strategy to achieve market penetration and market equity in identified market.
5. Review of pay-in-acting and supplemental compensation policy.
6. Review of entry pay policy and possible establishment of pay maximums in grade.

Recent Salary Distribution History

1996-97	3 percent increase distributed as a cost of living adjustment.
1995-96	2 percent general across the board increase except for administrators whose compensation increases are discretionary.
1994-95	3 percent general across the board increase except for administrators whose compensation increases are discretionary.
1993-94	5 percent increase for staff distributed in accordance with the salary policy for across-the-board, longevity and merit. Increases for administrators are based solely on merit.
1992-93	0 percent increase
1991-92	7.5 percent increase for staff distributed in accordance with the salary policy for across-the-board, longevity and merit. Increases for administrators are based solely on merit.
1990-91	9 percent increase for staff distributed in accordance with the salary policy for across-the-board, longevity and merit. Increases administrators are based solely on merit.
1989-90	7 percent increase for staff distributed in accordance with the salary policy for across-the-board, longevity and merit. Increases for administrators are based solely on merit.
1988-89	3 percent general across the board increase except for administrators whose compensation increases are discretionary.
1987-88	4 percent general and longevity increase except for administrators whose compensation increases are discretionary.
1986-87	7 percent increase for staff distributed in accordance with the salary policy for across-the-board, longevity and merit. Increases for administrators are based solely on merit.

Recommendation One

Salary Distribution Schedule for Administrative and Classified Personnel

Performance should be the primary factor in determining the distribution of salary funds.

Annual Compensation Increase:

General increase for satisfactory performance of one-half of the Urban Consumer Price Index for the previous year with a minimum threshold of 2 percent

All other annual increase dollars to be distributed within a fluid and flexible merit recognition program. Employee evaluation to be grounded in achievements and accomplishment rather than comparison to co-workers.

Requires improved performance evaluation system and supervisory training to allow for proper evaluation and recognition.

Anniversary Compensation Increase:

Longevity award as a one-time recognition bonus to be granted on five-year anniversary intervals. Awarded on anniversary date/month.

Additional Compensation/Benefit Recognitions:

Bonus vacation, access to flex-time, floating holidays, and other possible additional recognitions as possibilities.

Recommendation Two

Identification of market comparisons for employment segments

Employment Market

Administration--National market with market-driven salaries

Directors--National/regional market

Professional/Managerial--Regional/local market

Non-exempt--Local market

Salary Comparisons

Administration--CUPA, relevant associations, and CHE Benchmarks (newly revised)

Directors--CUPA and CHE Benchmarks (newly revised)

Professional/Managerial--CUPA and CHE Benchmarks (newly revised), Mercer Midwest, Mercer Greater Cincinnati

Non-exempt--Mercer Greater Cincinnati, Northern Kentucky Human Resource Association, Hay, Associated Kentucky Industries

Recommendation Three and Four

Identification of appropriate market funding target and strategy for penetrating the range while making market adjustments

While NKU compares favorably to other employers with regards to benefits, especially in the area of holiday and vacation leave, NKU does not compare favorably to market salaries.

NKU salaries range 26 to 16 percent below market.

Any market adjustments must take into consideration all employees within the category and not merely bring employees up to the median resulting in compression within the range.

Market Target: 90 percent of market

Funding Strategy: Identify special market adjustment pool funding for allocation over a multi-year cycle to achieve market target. Engage in periodic, five year, market analysis based on previously identified markets to determine maintenance of market target.

Market adjustments effective in January prior to annual salary cycle.

Recommendation Five A

Review of Pay-in-Acting Policy

In order to receive pay-in-acting three threshold tests must be met:

Employee must be working in a position in a higher pay grade.

Employee must be working in the high position for 4 weeks or longer.

Employee must be performing all the duties of the higher position.

Rate of pay for pay-in-acting will be the base of the higher position or 10 to 25 percent above the employee's current salary, whichever is deemed suitable by the Director of Personnel Services and the Major Department Head.

Recommendation Five B

Review of Supplemental Compensation Policy

An employee's total supplemental compensation in a year shall not exceed 25 percent of the employee's base annual salary for the fiscal year.

All circumstances meriting supplemental compensation shall be pre-approved. Performance of a significant part of a higher pay grade duties for a period of more than four week would qualify as a supplemental pay situation but not a "pay-in-acting" situation.

Supplemental compensation not available for teaching assignments that arise during the normal work schedule nor when teaching is a part of the position description.

Recommendation Six A

Review of Starting Salaries

Starting salaries should be determined by the current published job classification table. In most instances the entry pay rate will be the base rate of the position.

Recommendations to pay a starting salary in excess of the base rate must clearly establish one of the following:

- a. Need to fill position by an individual possessing level of education, training, experience or skill beyond that which is normally required to perform satisfactorily.
- b. Market conditions which preclude hiring at the base rate.

Recommendation Six B

Review of Maximums in Pay Grades

Establishment of a salary cap viewed as a demotivator for senior staff.

Alternatives to salary caps include:

1. Career ladders within job classifications.
2. Aggressive promotion-from-within policy.
3. Development of retirement incentive plans.

STAFF CONGRESS

Northern Kentucky University ■ Highland Heights, Kentucky 41099

STAFF CONGRESS ORIENTATION

Agenda

**Tuesday, September 3, 1996
UC BALLROOM**

- 8:30 am Breakfast in University Ballroom
- 9:15 am Welcome from Interim President Jack Moreland
- 9:30 am Round Table Discussion
Introductions: Cheryl Torline, Staff Congress President
 Elzie Barker - Director of the Budget
 Elizabeth Blincoe - University Legal Counsel
 Carla Chance - Vice President for Administration
 Paul Gaston - Executive Vice President and Provost
 Barb Herald - Staff Regent
 Peter Hollister - Vice President for University Relations
 and Development
 Rosetta Mauldin - Associate Provost
 Norleen Pomerantz - Vice President for Student Affairs
- 11:30 am Dismissal
or before!