

STAFF CONGRESS

Regular Meeting - October 7, 1983

AGENDA

- I. Call to Order
- II. Minutes of September 2, 1983 Meeting
- III. President's Report
- IV. Vice-President's Report
- V. Secretary/Treasurer's Report
- VI. Committee Reports
- VII. Old Business
- VIII. New Business
- IX. Adjournment

STAFF CONGRESS MINUTES
October, 1983

The regular meeting of Staff Congress was called to order. The roll was taken and a quorum was present.

MEMBERS PRESENT: Dan Alford, Pat Coleman, Kathy Dawn, Jerry Groeschen, Barbara Herald, Mary Kelm, Russ Kerdolff, Bill Lamb, Joyce Maegly, Mike Martin, Nancy Perry, Linda Sanders, Carolyn Scheben, Jay Stevens, Pamm Taylor, John Teegarden, Dolores Thelen.

MEMBERS ABSENT: Bob Barnes, Dan Bayes, Cindy Dunaway, John Fries, Don Gammon, Dorinda Giles, Jim Hartig, Diane Hunley, Norleen Pomerantz, Ken Ramey, Nancy Utz.

VISITORS: Andre Ward.

PRESIDENT'S REPORT

On Monday, October 31, 1983, at 9:00 a.m. a special meeting will be called. All members will be asked to attend that meeting - old and new, as this will be a transition meeting.

The next chairpersons meeting will be on October 14, 1983 at 3:00 p.m. in the Financial Aid conference room.

There will be a special meeting on Wednesday, October 19, 1983 with Dr. Scholes and Gregg Schulte with the Personnel Policy and Benefits Committee concerning the Administrative Leave Policy.

Dr. Scholes will be meeting regularly with the Staff Congress Executive Committee and the chairs of the committees on the Board of Regents agenda.

Dr. Boothe met with the Chairs and the items discussed were: 1) Board of Regents agenda will be placed in the Library for the Staff to view. 2) Salaries of all employees of Northern Kentucky University will be placed in the Library. 3) The three percent budget cut already instituted appears to be the only cut necessary at this point. 4) The definition of governance and governing bodies at the University is under review at present, regarding Staff Congress role. 5) Ruling of participation in professional associations and preparation for these organizations including Staff Congress is being discussed by Central Staff. 6) Reclassification of positions is temporarily frozen in order to allow for more objectivity and more consistency across campus. 7) Discussion on Distinguished Service Award.

VICE PRESIDENT'S REPORT

No report.

SECRETARY/TREASURER'S REPORT

No report.

COMMITTEE REPORTS

Ad Hoc Distinguished Service Award Committee: Mary Kelm (Chair) stated a question that has been raised as to whether or not the awards should remain as a Peer Review Award. Also, should an employee receive an award who has not been recommended for merit that year? Should the nominees supervisors be asked to review the candidates?

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COMMITTEE REPORTS (Con't)

Ad Hoc Distinguished Service Award Committee: The original concept of the award was to be a Peer Review Award and to get this project out of Personnel Services and into a Peer Review Committee.

Much discussion was held on the Distinguished Service Awards.

The Committee established this year, recommended that the awards remain a Peer Review selection and that Personnel Services continue the practice of strict confidentiality.

Dan Alford suggested that possibly the make-up of the committee for the selection of the awards could be broadened to include representatives from Administration, Faculty, etc. and that committee make the recommendations to the President.

Ad Hoc Committee: Dan Alford reported the committee will have a recommendation in the next two months regarding Staff Benefits Review.

Credentials and Election Committee: Russ Kerdolff announced that there are still vacancies in some categories and asked for help in obtaining nominees for these vacancies.

Pamm Taylor was congratulated on a fine Staff Picnic.

Personnel Policies & Benefits Committee: Gregg Schulte has asked the above committee to review a "Tax Deferred Annuity Plan". Gregg also has asked for input into the Staff Training Program for 1984-85.

Ad Hoc Committee: The Ad Hoc Committee has been asked to check into a possible "cafeteria style benefits plan" with the Child Care Center as a possible benefit for staff.

OLD BUSINESS

Linda Sanders made a recommendation that Jay Stevens be named to replace Tom Barlow on the Personnel Policies and Benefits Committee. The Chair entertained a motion to accept the recommendation. Motion was made by Pat Coleman, seconded by Pamm Taylor. The motion passed.

The President introduced Kathy Dawn, of Printing Services, a new member of Staff Congress and also welcomed Andre Ward, representative from Student Government.

Once again the Foundation needs to be thanked for a special fund, the "Staff Enrichment Fund", that has been set-up by the Foundation to use for such projects as the Staff Picnic.

NEW BUSINESS

Dan Alford suggested that after the election, possibly a University-wide day or meeting could be set-up where the staff could be called together as a whole to give us an opportunity to explain what Staff Congress is all about, and to discuss what our goals are for the future.

NEW BUSINESS (Con't)

Discussions have been held on reaching our new employees regarding a packet of information telling them about Staff Congress. This is an area we have neglected and need to get more organized.

Linda Sanders stated how she has enjoyed working with everyone this past year, and that we need to make it very clear to staff that Staff Congress is staff's vehicle for organized participation in the University and how effective we are depends on how much staff gets involved.

Barbara Herald moved to adjourn. Bill Lamb seconded the motion. The motion passed.

SPECIAL MEETING - MONDAY, OCTOBER 31, 1983, 9:00 a.m. in UC 108. ALL NON-CONTINUING STAFF CONGRESS MEMBERS, PLEASE BRING YOUR BINDERS TO HAND IN.

DISTINGUISHED SERVICE AWARDS COMMITTEE

The 1983 Committee felt that there were some areas of the nomination and selection process which needed further clarification. Therefore, the following were agreed upon by the Committee.

1. Our primary function is to act solely as a review and selection committee.
2. The Committee members will not nominate anyone.
3. The members of the Committee will not be eligible for nomination.
4. The members of the Committee may withdraw from said if they are nominated and wish to be considered.
5. All nominations must be justified by the nominator to be considered.
6. All nominations are to be kept confidential. Those nomination forms for employees not chosen will be discarded. Nominations for those employees chosen will be added to their Personnel file.
7. The selection process will remain strictly as a peer review.
8. The Chair's functions will include: a) distribution of publicity to the University community through the various media channels b) receiving and guarding all nomination forms prior to selection c) returning appropriate nomination forms to Personnel for the employee's records d) writing the letter of recommendation for the President's approval of selected recipients e) drafting any final report to Congress deemed necessary f) organizing the Awards file for the year, adding any relevant documents to it and returning it to the Congress President.
9. The Committee's functions will include: a) careful and considered examination of all nominations b) selection by group discussion and vote c) joint consultation with Personnel to draw up a relevant profile of each recipient d) making any changes or recommendations for further consistency in the process.

We, as a Committee, further recommend that Personnel continue the practice of strict confidentiality by not printing the names of the recipients in the Awards program and that the julip cup chosen and presented this year become the distinctive present given for this Award.

Mary Kelm, Chair
Linda Thierbach
Jim Lichte
Roberta Brinkley
Rich Feist
Karen Schmidt

CONSTITUTION & BY-LAWS COMMITTEE

Report to Staff Congress

A committee meeting was held on Tuesday, August 30, 1983. A joint meeting was held with the Elections & Credentials Committee September 12, 1983. The following revisions to the By-Laws are recommended:

1) Article I - Section 2 - Representation

- a) All staff employees who are eligible to vote and have one or more years of continuous permanent employment with Northern Kentucky University, as of the date of elections, are eligible to run for election to the Staff Congress.
- c) Employment Areas
 - General Administration
 - Academic Affairs
 - Student Affairs
 - Administrative Affairs
 - Physical Plant

2) Article I - Section 5 - Vacancies

- d) Delete.
- e) Replacement when a vacancy occurs should be chosen by recommendation by the Staff Congress and shall serve until the next General Election.
- f) Staff Congress members who no longer represent the original area to which they were elected, due to changes in employment area or employment category, will serve until the next Staff Congress general election.

To: All Staff Personnel
From: Staff Congress Credentials and Elections Committee
Date: September 23, 1983
Re: Staff Congress Elections

Staff Congress elections are once again upon us. The election provides an opportunity for all staff personnel to participate in the election of fellow staff members who will represent their constituencies.

Since the last election the University has undergone a reorganization. The reorganization of the University's organizational structure has affected several of the constituencies of the employment areas. The employment areas the University now operates under are: Academic Affairs, Administrative Affairs, General Administration, Physical Plant, and Student Affairs. Due to the change in constituencies, some areas have two vacancies this year. Also, some employment categories have two vacancies due to resignations. The number of vacancies in each area and category are indicated on the attached sample ballot. If you have any questions about your employment area or category, contact Diane Hunley in Personnel, Room 716 A.C.

Staff Congress representatives serve two year staggered terms. The following representatives have one year remaining in their current term of office, and therefore are not eligible for nomination for this year's election:

Dan Alford - Academic Affairs	James Hartig - Physical Plant
Dan Bayes - Skilled Crafts	Barb Herald - Managerial/Super.
Pat Coleman - Student Affairs	Diane Hunley - At Large
Cindy Dunaway - Office/Clerical	Norleen Pomerantz - Administrative
Don Gammon - At Large	John Teegarden - Service/Maintenance

Eligible staff members who cannot vote during the designated time should vote by absentee ballot.

Carefully read the enclosed synopsis of the election timetable containing important dates, times and places. For your convenience a nomination form and sample ballot are enclosed. If you have any questions about the election procedures, please call Russ Kerdolff, X-6502 or Diane Hunley, X-5202.

Staff Congress Elections Timetable - 1983

Sept. 23 Staff Congress election information, nomination form and sample ballot mailed to all staff personnel.

Sept. 26 - Oct. 7 Nominations received by Credentials and Elections Committee in Room 716 A.C. Deadline 4:30 p.m., October 7, 1983.

Each nomination must be in a sealed envelope. (Use the enclosed form. Additional forms are available in Personnel.) The nomination must include the nominee's full name and constituency.

A current list of all nominees and their constituency of nomination will be posted daily on a main floor bulletin board of the University Center.

At the close of nominations a sample ballot listing all nominees and their constituency will be sent to each department for posting.

Oct. 11 - Oct. 20 Absentee Ballots are available and can be requested from Diane Hunley, Records and Benifits - AC 716.

Oct. 20
(til 4:30) Completed Absentee Ballots, in a sealed envelope, must be received by Diane Hunley, AC 716.

Oct. 21 STAFF CONGRESS ELECTIONS, University Center Ballroom - 8:30 a.m. to 5:00 p.m.
STAFF IDENTIFICATION REQUIRED

Oct. 24 Staff Congress ballots tabulated 9:30 a.m., Room 722, Administrative Center.

The tabulation process will be conducted by non-candidates of Staff Congress. Election results will be posted on the main floor of the University Center.

NORTHERN KENTUCKY UNIVERSITY STAFF CONGRESS SAMPLE ELECTION BALLOT

1983

EMPLOYMENT AREAS: (VOTE ONLY IN
AREA CHECKED)

EMPLOYMENT CATEGORIES: (VOTE ONLY IN
AREA CHECKED)

___ Academic Affairs (Vote for 1)

___ Office/Clerical (Vote for 1)

___ List of Candidates

___ List of Candidates

___ Administrative Affairs (Vote for 2)

___ Administrative (Vote for 1)

___ List of Candidates

___ List of Candidates

___ General Administration (Vote for 2)

___ Managerial/Supervisory (Vote for 1)

___ List of Candidates

___ List of Candidates

___ Physical Plant (Vote for 1)

___ Professionals (Vote for 2)

___ List of Candidates

___ List of Candidates

___ Student Affairs (Vote for 1)

___ Service/Maintenance (Vote for 1)

___ List of Candidates

___ List of Candidates

___ Skilled Crafts (Vote for 1)

___ List of Candidates

___ Technical/Scientific (Vote for 2)

___ List of Candidates

AT-LARGE: (Vote for no more than 4 candidates)

L I S T O F C A N D I D A T E S

