

A graphic of a gavel is positioned vertically, with its head at the top and its handle extending downwards. The gavel is superimposed over the text 'STAFF CONGRESS'. The word 'STAFF' is in a large, bold, sans-serif font, and the word 'CONGRESS' is in a similar font below it. The gavel's head is at the top of the 'STAFF' text, and its handle passes behind the 'CONGRESS' text.

STAFF CONGRESS

STAFF CONGRESS MEETING
Thursday, March 19, 1987
1 p.m. University Center Ballroom

AGENDA

- I. Call to Order
- II. Approval of February 12, 1987 minutes of meeting
- III. Executive Committee Reports
- IV. Committee Reports
- V. Guests
 - Dr. Gene Scholes, Mr. Dennis Taulbee and
Mr. Garrison M. Hickman - Budget Presentation;
Longevity and Reclassification
 - Mr. Ken Ramey - Vending Services
- VI. Old Business
- VII. New Business
- VIII. Adjournment

STAFF CONGRESS

STAFF CONGRESS MINUTES

March 19, 1987

Members Present: Jackie Baker, Lora Cann, Sarah Coburn, Sonda Cummins, Peg Goodrich, Donna Gosney, Marilyn Gosney, Pat Harrington, Jeannine Holtz, Diane V. Hunley, Russ Kerdolff, Janet Krebs, Kathy Lyon, Don McKenzie, Darlene Miller, LaVerne Mulligan, Mitch Mullins, Pat Mullins, Ron Rieger, Sue Roth, Rocke Saccone, Bonnie Mullikin, Marjorie Scheller, Jack Strauss, Nancy Trimbur, Jim Wilson

Members Absent: Carla Behymer, Shirley Garrett, Joe Gimpel, Michael Martin, Durant Mathis, Vicki May, Ruth Saccone

Guests: Rosanne Rawe, Steely Library, A. Dale Adams, Special Services; Ken Ramey, Business Services; Dennis Taulbee, Budget; Chester Arthur, Budget; Gene Scholes, Vice-President; Mike Hickman, ex-officio

I. Call to Order

President Don McKenzie call the March meeting of Staff Congress to order at 1:12 p.m.

II. Minutes

The minutes of the February 12, 1987 meeting were approved as read. A motion was made by Ron Rieger, seconded by Russ Kerdolff.

III. Guests

Vending Services

Ken Ramey, Business Services, asked for feedback concerning the food service here at NKU. Ken will ask President McKenzie for a staff member to serve on the Vending Committee.

Pat Mullins noted that some of the vending machines give change, and others do not. Ken Ramey said that this depends on the machine location. Jim Wilson said that there should be vending machines in the University Center when the cafeteria is closed. Janet Krebs also suggested that the machines be filled in the summer; this is not currently done.

Budget

Dennis Taulbee described the budget situation for the year, and how the reductions would be made. Dennis used a chart to show recurring figures, etc. Dr. Scholes noted that the biggest increase in expenses, for the University, was in worker's compensation expenses. Dr. Scholes wants to look at employee assistance and wellness programs for the University. We should also try to minimize injuries on the job.

Donna Gosney said she heard Eastern Kentucky University was getting a 7.7% increase. Pat Mullins said it was more like a 4% increase. Ron Reiger pointed out that Northern will know the amount in their reserve fund sometime before July 1. It is not known before the first quarter figures are in. Mitch Mullins said that there will not be another budget cut before July 1, but there could be another shortfall.

Reclassification

Mike Hickman said that Personnel is looking at positions, not people in those positions, when reclassifying jobs. They are also looking at market median regarding salaries. At the present time, Northern is not at market median concerning salaries. Currently, the goal is to: 1) coincide with the Red Personnel Policy Book; 2) get to market median, taking into account restrictions; 3) review certain job positions on a 3-5 year cycle.

There was much discussion regarding the topic of reclassification. Dr. Scholes said the University is not trying to penalize employees that have been here for years. This subject of reclassification has been a difficult one to address; it includes a lot of facets. Dennis said the University does not want to let anyone go, and an increase in salaries means decreasing positions.

Melanie Buxton said that this policy should include upper administration and faculty also. Dr. Scholes pointed out that every person brings a certain value to the position, and every position should have a ceiling and floor value. Diane Hunley pointed out that longevity raises at the University have always been a top priority. Mitch Mullins noted the statement in the Red Policy Book regarding reclassification: as long as the adjustment to the position does not go above others in the University, it is allowed.

At this point, Dr. Scholes encouraged everyone to get interested in the Pay Policy Committee. They deal with issues concerning fair and equitable practices for faculty and staff at the University. There is also a forum for addressing the ceiling issue.

Mitch Mullins also noted that reclassification just became effective in July, 1986, and this approach is 500 times better than the old policy.

Mike Hickman is aware of the questions being raised regarding the reclassification procedure; he told Congress that they must think of the things that have to be taken into consideration when dealing with this issue.

Dr. Scholes said that the reclassification is on a 5-year cycle. Computer programs were looked at first because of the turnover rate in that department. He also said that Mike Hickman needs to communicate the schedule for reclassification for this year, next year, etc. Dr. Scholes also said that the median may not be made this year or next year; but the goal is to come as close as possible to the median in the area for salaries. The University is trying to make positions more marketable.

Mike Hickman said, hopefully, by next year we will have a systematic approach to reclassification. He also said he needs to have on file in Personnel: 1) evaluations; 2) position description for jobs; and 3) promotion in line charts.

Pat Mullins noted that if there is any extra money available this year, it should be committed to salaries.

Russ Kerdolff questioned how we can change the system so it won't be a disservice, i.e., people that can't be promoted.

Ron Reiger pointed out that the Pay Policy Committee last year decided that this was the best policy for everyone. The Committee took the job very seriously regarding the reclassification issue and decided this was a very equitable solution to the problems.

Donna Gosney said that someone in her office was pleased with their raise. Donna explained how it was arrived at and how pay was distributed. Donna also said that it is important to get new faces on Staff Congress and to remember this when elections come up. Donna is the only person from University College on Staff Congress currently.

Diane Hunley said that this policy will not go into the Red Policy Book right now, but eventually it will; it is important to find the problems with this policy, now, before they go into the Red Book.

Sarah Coburn noted that performance evaluations are not always taken into consideration. Mike Hickman said that there are a lot of discrepancies in the system. There will also be on-going concerns regarding reclassification.

Dennis Taulbee said this means that we need to work together to get the system in order. Gene Scholes said people need to give their input into this issue, so we can find out how to make the system better.

IV. Committee Reports

President McKenzie told Congress that the Executive Council took the SACS questionnaire. He told Congress to be frank when doing this survey.

Benefits - no meeting.

Constitution and Bylaws - no meeting.

Policies - no meeting.

Liaison - Newsletter will be coming out next week.

Interfaith Committee - The site for the Interfaith Center will be the bowl area between the parking lots and across from the Natural Science Center.

Scholarship Committee - President McKenzie told Congress that there are two different scholarships available. The A. D. Scholarship (daughter or son of staff member); and the Staff Congress Scholarship (daughter, son or spouse of staff member). Both policies were re-written and updated. Questions raised were: 1) what if an employee leaves the University; 2) define membership more clearly; 3) can staff member be full-time or part-time. Dale Adams and committee--Lora Cann, Kim Rosenberry, Kathy Dewberry, and Debra Walker, addressed these issues.

Scholarships are for \$1,200 a piece, for one year. Dr. Boothe would like the titled changed to include the NKU Foundation since they are providing the financial support.

Diane Hunley questioned who was eligible--temporary, permanent full-time, part-time staff, seasonal employees. Article I should be clarified more because of different job titles. Donna Gosney said it has not been the intent to give the scholarships to a seasonal employee. Russ Kerdolff said the Red Book has a statement on the definition of a full-time employee. Voted on revision of the scholarship policy. Changes should be made based on the Red Book definition of permanent employee for the scholarship guidelines.

V. Old Business

The Executive Council evaluated Dr. Scholes.

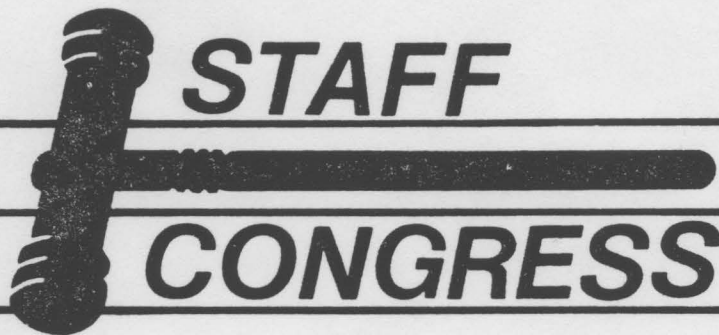
The faculty/staff picnic committee met. The picnic will be Saturday, August 22, 1987 at Marydale. We will have the pool from 1-5 p.m. this year. Volunteers are needed to help with arrangements and committees. Please contact Margaret Groeschel.

VI. New Business

Kathy Lyon is leaving the University. Staff Congress will have an at-large position to fill. At the next Staff Congress meeting in April, we will have elections to fill the Secretary/Treasurer position. Also, the newsletter editor position needs to be filled. If you are interested, please contact President McKenzie.

VII. Adjournment

President McKenzie adjourned the March meeting of Staff Congress at 3:15 p.m.



TWO SCHOLARSHIPS AVAILABLE

Staff Congress A. D. Albright Scholarship

Applicant must be the son or daughter of a staff member of NKU.

Staff Congress Scholarship

Applicant must be the son, daughter or spouse of a staff member of NKU.

Applications may be picked up in the Personnel Office, AC 708.

Applicants must submit completed applications and necessary informational criteria by April 15, 1987, 4:30 P.M. to the NKU Financial Aid Office, AC 416.

These scholarships are provided by the NKU Foundation Fund.

NAME: STAFF CONGRESS SCHOLARSHIP

PURPOSE: To provide a scholarship for the daughter, son, or the spouse of a Northern Kentucky University Staff Member as defined in Article I of the Staff Congress Constitution.

AMOUNT OF AWARD:

The scholarship shall not exceed the full-time tuition rate for an in-state undergraduate student.

DURATION: The scholarship shall be for one academic year (excluding summer sessions.)

ELIGIBILITY CRITERIA:

- Applicant must be the son, daughter or spouse of a staff member of NKU as defined in Article I of the Constitution of the Northern Kentucky University Staff Congress, and must register for 12 or more semester hours in undergraduate studies.
- Applicant must have an Admissions Application on file with the University.
- Applicant must submit three (3) reference letters from teachers and/or employers.

Spouse may substitute the following for the selection procedure:
 - a. Educational and career goals
 - b. Seriousness of purpose statement
 - c. Creative and scholastic contributions
- If not on file with the University, applicant MUST submit verification of ACT scores and High School transcripts, GED scores and/or College transcripts.
- Applicant must submit completed application along with the above mentioned attachments by the designated date to the NKU Financial Aid Office. Applications can be picked up from the Personnel Department.
- The top applicants will be interviewed by the Selection Committee.

SELECTION PROCEDURE:

1. The Staff Congress Scholarship Committee will be comprised of 5 members. The committee will be appointed annually by the President of Staff Congress. The committee will be made up of at least one member of Staff Congress, one member will be from the office of Financial Aid whose position deals with Grants

and Scholarships, two other members will be appointed from the University staff community, and a student representative will be appointed from Student Activities by the Director of Student Activities (Staff Congress President's approval). Anyone having a relative applying for the scholarship shall not be eligible to serve on the committee.

2. Eligible individuals must apply with the Office of Financial Aid by the designated date with all required letters, transcripts, or information turned in by the deadline date. Applications can be obtained from the Personnel Office.
3. Consideration of information contained on the scholarship application is of utmost importance in the review; i.e., extracurricular activities, community service, applicant's future plans.
4. Financial need will be considered only in the case of a tie. If such should occur, a financial need analysis would then be required of the applicants in question.
5. The committee shall name the recipient by the designated date. The recipient will formally be announced and introduced at a regularly scheduled July Staff Congress meeting.
6. In the event the recipient declines the scholarship, an alternate will be selected from the committees ranking.
7. All applications and committee procedures are to be held in the highest regard of confidentiality.
8. Employment eligibility must meet Article I of the Staff Congress Constitution - any applicant which meets the above eligibility, criteria, and designated application deadline will be considered for the scholarship.

MINIMUM HOURS OF ENROLLMENT:

12 credit hours per semester.

BACKGROUND:

The scholarship will be funded from contributions of staff to the Northern Kentucky University's Foundation during its annual fund drive. It will be funded from dollars designed for the Foundation's Scholarship Fund.



Northern Kentucky University
Highland Heights, Kentucky 41076

February 25, 1987

To: Faculty & Staff
Northern Kentucky University

From: Darlene Miller
Staff Congress Representative

Re: Faculty/Staff Picnic Survey

I have tabulated the results of the picnic survey that I received from NKU faculty and staff and the results are listed below. Please note when considering these figures that every respondent did not answer every question and that some people chose more than one answer. All comments are reprinted in their original form.

1. Did you attend this year's picnic at Marydale? yes or no

Faculty: 75 people responded to the survey. 28 yes or 37%, 47 no or 63%
Staff: 48 people responded to the survey. 28 yes or 58%, 20 no or 42%

a. If no, why not?	<u>Faculty</u>	<u>Staff</u>
Prior commitments:	21	9
Bad timing:	12	2
Not interested:	9	3
Other:	8	6

Comments under "other": on leave, band contest for kids, two new faculty members who were not informed, attended one before and no faculty there so haven't returned, inconvenient location.

2. What activities did you enjoy:	<u>Faculty</u>	<u>Staff</u>
Most: Softball -	8	14
Food -	3	4
Children's Games -	2	2
Everything -	1	
Pantyhose Tryon -	1	3
Games -	2	3
Cooking -	1	
Hiking Trails -	1	
Prizes -		1
Socializing -		1
Least: Softball -	2	1
No teenage acitivites -	1	
Prize distribution -	1	
Cleanup -	1	
Alcohol brought in -		1
Games -		2
Pantyhose Tryon -		1

3. Did you like the menu? yes or no

Faculty: 27 yes or 100%
0 no

Staff: 30 yes or 100%
0 no

Suggestions: add barbeque, fried chicken, 2 serving lines; servings were small; food was very nicely done; needed more lettuce, onions and tomatoes and a choice of potato or macaroni salad; good variety is important, ice cream was a good idea; more vegetables; some food still frozen after cooked; sounded good; tastes like ARA food, not great; don't change, good selection and plenty of it; add beer.

Future Picnics

1. Do you prefer the Marydale location for future picnics?

Faculty: 46 or 94% yes
3 or 6% no

Staff: 35 or 85% yes
6 or 15% no

- a. If no, where would you like to see the picnic held?

NKU	4
Old Coney	4
Rotate counties	1
Devou Park	2
A. J. Jolly Park	3
Kincaid Lake	1
Zoo or King's Island	1
Tower Park	1

2. If we return to Marydale, would you like to see the pool made available?

Faculty: 30 or 68% yes
14 or 32% no

Staff: 23 or 64% yes
13 or 36% no

3. Do you feel the picnic needs?

17 More adult organized activities
10 More activities for children

10 less adult organized activities
2 less activities for children

Suggestions: no games after dinner; euchre tournament; well done, more things for teens; continue the mix of original and pickup activities; good balance; let people do what they like; volleyball; everything fine, had a great time; attended in 85 and games were fine; gear more for 13-15 age group; keep up good work; pony/horse rides; night entertainment instead of a picnic; more faculty; mixed adult/children activities; more activity for older children, 12 & over; organized volleyball might be fun; baseball; good balance; something besides games, nature hikes for kids, badminton, story-telling; program was fine; organized volleyball for adults; more divisions in age groups for children and 3-4 activities per group; more teen-age activities; name tags, central desk to check in on arrival if arrive late, and also a printed schedule of activities big signs to orient people; try to get most of the games in the center of the area where we sat; most games were too far away.

4. In the future, would you like to see the picnic held:

Beginning of Fall Semester: Faculty - 36 or 80% Staff - 25 or 68%
After Spring Semester Finals: Faculty - 9 or 20% Staff - 12 or 32%

#4....

Month Preferred: 18 May 11 June 6 July 33 August 49 September

Day Preferred: 31 Saturday 54 Sunday

General Comments: Perhaps right after finals would be nice. People still aren't making vacation plans because children are still in school till early June. Give adequate notice or tell us in advance. My children are now grown and not interested in coming at this time. When they were younger and I was married I would have really enjoyed such a picnic. I think the University is too large to have a general staff-faculty social life. Organized social functions should be aimed at smaller groups within the pool of employees. I think having a picnic is a very good idea. I like the picnic very much have attended the last 2 years. Good picnic wish I had known someone. In August or September, we're not tired, as we often are in May. Really enjoyed the picnic. Get a chance to meet people I normally never see on campus. The age groups of children from say 13-17 was skipped regarding events. They were left out of the faculty/staff softball, volleyball, etc. Try to find something for high schoolers. I believe a better PA system or more speakers would have helped, also some sort of platform from which things can be announced (back of a pick-up truck or a wagon). I enjoyed the picnic a great deal. Everyone involved in planning this year's event deserves everyone's appreciation. Good job. I was only disappointed by the very poor faculty turnout--but the morale this year is not good. It was not helped by certain conspicuous actions and non-actions at the administrative level over the summer. Too bad a good picnic had to suffer. I think it was fine as it was. Maybe a tournament of departments could be established; i.e. volleyball tournament, card tournament. Each department would be invited to get a team together. Prizes could be awarded. There is too much difference between 3 yr olds and 5 yr olds. Should have games geared toward 3-4 yr olds, 5-7 yr olds and 8 on up. Great job. Very good. Not really sure that I would attend regardless of excellent planning if children's activities conflict. Social time, little that it is, involves transportation--carpooling or individually children, church, and occasionally NKU plays, supper, and/or visit to parents. Small caring interactions such as picnics of earlier years seem to no longer fit in the intense social/professional schedule of today's world. I mourn the passing, but change bad or good, has occurred. It is a good idea. We just could not come this year. You need to organize better. I would identify picnic chairpersons in each department and/or area so that you will get some pre-picnic feedback on response and attendance. I would have come except for a prior commitment. Have never been because of conflicts every fall; would like to go but seems fall weekend schedules get very busy. Considering the hostile relationship that exists between faculty and administration, this activity seems a bit hypocritical. Would it be possible to inform new faculty in more detail about the event. I think the picnic should be at NKU with ballfield, tennis courts and health center available. I was unable to attend--but would have liked to.

Staff: I've attended all previous picnics and enjoyed them--They are great. The people who aren't able to attend miss out. Having not been to a picnic yet, it is hard to comment. The picnic comes at a time when I'm swamped by work, a little angry at NKU and I just don't feel like socializing on a day when I could be with my family (The children are at age when they wouldn't come). The picnic is probably a good idea; these feelings are probably just my own and not shared widely. When I went to the picnic in the past, I felt that the people who were in charge

Staff comments.....

of organizing it did an excellent job! I may also note that I very much enjoyed myself, and that my daughter had a really good time, and enjoyed the games! It would be nice to see it continue!! From comments to me, I think this year's picnic was probably the best one yet. Someone said every year gets better. I think most people would prefer to entertain themselves. If it's in the summer, faculty may not be in the area and vacations. Read the recommendations from the previous year and incorporate them. Picnic is a fine idea and should be annual event. I believe a more central location should be looked at. The organizers of the picnic did a nice job! I don't know what the organizers can do to affect attendance, but as I suggested, it would be nice to see more employees attend. People can go swimming anytime, the reason for a picnic is to give people some time to spend with one another. The picnic was very enjoyable. I would be willing to pay for my tickets if picnic held at Old Coney. I've been to a few other company picnics there. Thought they were really nice worth the few bucks I had to pay. I have attended all four of the S/F picnics and have been pleased with the growth and development (and institutional commitment) of the outing. I think it is a firmly established tradition at NKU, and gets better every year. Planning and work produced an excellent picnic this year. The committee is to be commended for its work! I had a great time. I believe Staff Congress does a good job. I had an enjoyable time. Need frisbee golf open. Interaction between faculty and staff helps morale and should be continued. The door prizes went on too long. I think a board posting would have sufficed, with presentations for the top winners only. I think you did a nice job. More faculty should attend. Department chairs should encourage attendance.