
STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076



AGENDA
Staff Congress Meeting
Thursday, December 8, 1988

1:00 p.m. UC Ballroom



- I. Call to Order
- II. Approval of November 10, 1988 minutes (Will be given out at the meeting)
- III. Guest - Dr. Gene Scholes
- IV. President's Report - Diane Hunley
- V. Vice President's Report - Janet Krebs
- VI. Committee Reports
 - Benefits - Sue Roth
 - Constitution & Bylaws - Ron Rieger
 - Credentials & Elections - Peg Goodrich
 - Policies - Cathy Dewberry
 - Liaison - Rosanne Rawe
- VII. Ad Hoc Committees
 - Food Service Advisory Committee - Ron Rieger, Peg Goodrich
 - Parking and Traffic Control Committee - Chrissie Groh
 - Women's Center - Virginia Stallings
 - Salary Administration Consultant - Janet Krebs
 - Past Presidents Review Committee - Janet Krebs
 - Emergency Evacuation - Donna Gosney
 - Flexible Benefits - Mary Wilson
 - Smoking Policy - Rosanne Rawe
- VIII. Old Business
- IX. New Business
- X. Adjournment

STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

STAFF CONGRESS MINUTES
DECEMBER 8, 1988
UNIVERSITY CENTER BALLROOM

Members Present: Shirley Garrett, Peg Goodrich, Donna Gosney, Marilyn Gosney, Chrissie Groh, Chuck Harmon, Marilyn Henderson, Edith Hill, Diane Hunley, Janet Krebs, Barbara Martin, Donna Messer, LaVerne Mulligan, Rosanne Rawe, Ron Rieger, Rocke Saccone, Marjorie Scheller, Elaine Shafer, Nancy Trimbур, Jim Wilson, Mary Wilson; **Ex officio:** Mike Hickman

Guests: John Connor, Debbie Enzweiler, Robin Longworth, Dr. Gene Scholes, Sharon Taylor, Peggy Vater

Members Absent: Cathy Dewberry, Gary Easton, Joe Gimpel, Pat Harrington, Jeannine Holtz, Margaret Lester, Pat Markus, Lola Moore, Sue Roth, Ruth Saccone, Phil Webb

President Hunley called the meeting to order at 1:10 p.m.

I. **Minutes** of November 10 unavailable; these minutes will be distributed for approval at the January meeting.

II. **Introduction of Guests:** Dr. Gene Scholes & Mr. John Connor

1989-90 draft proposal of parking fees was distributed (handout). Draft being reviewed by all three governance units, Staff Congress, Student Government and Faculty Senate. Each group is asked to have their recommendations in by 12/19/88. Parking and Traffic Control Committee to meet on 12/20/89 to shape the final version of proposed fees. Any proposed fee increase for a new fiscal year must be approved at the January Board of Regents meeting. Pertinents as follows: 1) trying to generate \$100,000 upwards in fees; 2) annual maintenance equals \$100,000; 3) needed improvements explained; 4) no increase in the past 5 years. Discussion. Subcommittee will be appointed to review proposal and submit recommendations as requested.

Short-term disability: Dr. Scholes informed Staff Congress that administration is looking into available plans in the area (what others are using) for what the University can afford. He stated that the salary and wage consultant will be looking at the process used now to see if it should be changed.

Salary increase process: Process was reviewed by Dr. Scholes stating employee evaluations must be satisfactory to receive any increase and evaluations would be referenced in distribution of discretionary funds. Discretionary fund levels are decided within the organizational structure. Discretionary fund distribution requires consistency in judgment across organizational lines. Application of that is monitored and reviewed by the President, and the distribution of funds is known before it

goes into effect. Disparity of evaluations between departments discussed to which Dr. Scholes replied that this is **the problem** that must be solved for any entity using evaluations as basis for distribution of discretionary funds.

Employee evaluations have set guidelines that **must** be used and followed. Note is made that the grievance procedure is available for those who feel their evaluations were not handled properly, mindful that the amount of increase is not provided for in the grievance procedure.

III. President's Report: Diane Hunley

1. Workstudy now assigned 20 hours to Peg Goodrich in the Staff Congress/Faculty Senate Office. Peg is delighted!

2. Executive Council with Dr. Scholes on 12/5/88 discussed pros and cons of proposed parking fee increase. Diane expressed her appreciation to Staff Congress reps for their support during the discussion here today with Dr. Scholes. The questions raised today reinforces the Council's prior discussion with him.

3. Diane attended a Parking & Traffic Control Committee meeting with presidents of Student Government and Faculty Senate where other ideas and concerns were raised over the proposed parking fee increases.

4. Subcommittee appointed to prepare recommendations from Staff Congress concerning parking fee increase proposal as follows: Chrissie Groh, Chair; Donna Messer; Marilyn Gosney; Marilyn Henderson. Time restraints exist and the committee was asked to meet promptly. Recommendations are to be reviewed by the Executive Council previous to being submitted.

V. Vice President's Report: Janet Krebs No report.

VI: Committee Reports:

1. Benefits: Sue Roth No report.

2. Constitution & Bylaws: Ron Rieger Motion made and seconded that the amendment of no smoking during regular and special meetings of Staff Congress be incorporated as Article IV, Section 8 of Staff Congress Bylaws. Motion carried and affixed to permanent records.

3. Credentials & Elections: Peg Goodrich No report.

4. Policies: Cathy Dewberry No meeting scheduled. Supplemental pay policy still under consideration; third draft with recommendations of governing units incorporated has been prepared.

5. Liaison: Rosanne Rawe

Question needed for SOUND OFF. Newsletter SOUND OFF will have to be reviewed by the Executive Council and presented to administration prior to printing of the newsletter. Discussion.

VII. Ad hoc Committees

1. Past President's Committee: Janet Krebs

Due to time involved since this committee was appointed by Dr. Scholes, it is now evident the committee needs to either formalize its recommendations or be brought to a close.

Discussion centered on difficulties encountered by Staff Congress when requested by administration to respond to various issues of concern bearing a time deadline. In the past, the Executive Council has had to, at times, respond to administration with committee recommendations rather than approval of the Staff Congress body because of insufficient time to call special meetings. In the future, the Executive Council and any subcommittee will request sufficient time for proper procedure (allowing the voting body of Staff Congress to meet and react to recommendations) prior to a response being submitted to administration. Time called, discussion ended.

2. Food Service Advisory: Ron Rieger/Peg Goodrich

At their last meeting, Brian reported that the more successful ventures in food services would be repeated.

3. Parking & Traffic Control: Chrissie Groh

Discussed previously.

4. Women's Center: Virginia Stallings

No report. Virginia on leave for surgery; card sent.

5. Salary Administration Consultant: Janet Krebs

Contract changed to Fortunato with committee approval; contract signed. Dates of visit yet to be scheduled. The salary administrative consultant contract has been brought to fruition by a joint effort of Staff Congress and Faculty Senate after almost two years.

6. Emergency Evacuation: Donna Gosney

No report.

7. Flexible Benefits: Mary Wilson

No report.

8. Smoking Policy: Rosanne Rawe

No report.

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Executive Council's apology totally unacceptable for omission of usual December festive refreshments. Note is made that inquiry for refreshments had been made, but was told the budget was over-run. Question was asked if Faculty Senate had been provided December refreshments.

Next meeting will be held January 12, University Center Ballroom.

Meeting adjourned.

Respectfully submitted,

Donna J. Gosney
Secretary/Treasurer
January, 1989

STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

TO: Staff Congress

FR: Constitution & ByLaws Committee

DA: December 8, 1988

RE: Addition to Bylaws

On December 6, 1988, the Constitution and Bylaws Committee recommended the following to be added as part of Article IV, Section 8, of the Staff Congress Bylaws:

There shall be no smoking during regular and special meetings of Staff Congress.

This follows the recommendation as stated above of the Ad Hoc Committee on Smoking Policy and approval of same by Staff Congress on May 12, 1988.


Ron Rieger, Chair

Committee Members:

Donna Gosney

Pat Harrington

Marilyn Henderson

Donna Messer

Ruth Saccone