

STAFF CONGRESS

Regular Meeting - June 4, 1982

AGENDA

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

STAFF CONGRESS MINUTES
June 4, 1982

The regular meeting of the Staff Congress was held on Friday, June 4, 1982. Role was taken and a quorum was present.

MEMBERS PRESENT: Mike Baker, Tom Barlow, Bob Barnes, Dan Bayes, Pat Coleman, Cindy Dunaway, Gary Eith, Shirley Gallicchio, Don Gammon, Jerry Groeschen, Carol Guthier, Barb Herald, Patti Jeffries, Mary Kelm, Bonnie King, Joyce Maegly, Steve Priestle, Ken Ramey, Linda Sanders, Pamm Taylor, Dolores Thelen, Nancy Utz, Mike Martin, John Fries.

MEMBERS ABSENT: Terry Andrews, Gail Cato, Dorinda Giles, Dan Hoskins, Bill Lamb, Nancy Perry.

President/Vice President's Report

Tom Barlow gave both reports as Dorinda Giles was on vacation. Tom reported that Dorinda has sent out a letter to Gregg Schulte on the Administrative Leave Policy, a letter to President Albright requesting agendas of the Board of Regents meetings which Dorinda Giles will be attending, and another letter to Gregg Schulte stating that the Staff Congress unanimously approved the policy regarding exit interviews.

Tom Barlow asked Gregg Schulte to comment on his memo to Dr. Gene Scholes of May 26, 1982, regarding the Blue Cross/Blue Shield/Major Medical Program. Gregg said the rates the University has received this year show dramatic increases. Single plans and family plans are up about 38% or more. The total dollar increase to the University is substantial, about \$113,000. Employees with family plans will pay about \$194.00 more per year. Gregg asked Blue Cross/Blue Shield how the University could cut costs and he was given a number of means of doing so. Gregg proposed in his memo to Dr. Scholes the two ways he feels would provide the best means of saving money for the University and the employees with family plans.

Gregg said that something has to be done. If not, this will very likely impact upon salaries next year, and may even affect certain areas this year. There just isn't money available to handle the increase of \$113,000. Dr. Scholes asked Gregg to get the input of Staff Congress and Faculty Senate.

Linda Sanders moved to send Gregg Schulte's proposals regarding the Blue Cross/Blue Shield/Major Medical Program to the Personnel Policies and Benefits Committee for study. Barb Herald seconded the motion.

Nancy Utz asked when a decision was needed, and asked if it was felt that a special meeting of the Staff Congress should be called. Gregg Schulte said he needed an answer as soon as possible, but said the rates for June were already established. Gregg also said that he is recommending an effective date of January 1, 1983 for item 1, but would act on item 2

as soon as possible. Linda Sanders made a motion that the Personnel Policies and Benefits Committee would meet and would contact the Executive Council within a week's time. If necessary, a special meeting could then be called. Joyce Maegly seconded the motion.

Tom Barlow suggested that alternative plans be studied in an attempt to obtain better services and lower costs. Linda Sanders said her committee would certainly want to look into this further.

Dolores Thelen wanted to clarify that the payroll deductions for the month of June have already been made. Don Gammon asked if this could be changed in a subsequent month. Gregg Schulte said yes, there would probably be added pressure to change this once employees saw the new rate for June.

Bob Barnes asked if someone from Personnel who is cognizant of the work on the Blue Cross/Blue Shield/Major Medical Program would meet with the Personnel Policies and Benefits Committee. Linda Sanders said that Gregg Schulte is of course invited to attend, and that they do recognize Personnel as being one of their resources as they are very helpful.

The vote was taken and the motion was unanimously approved.

Tom Barlow brought up that since so much work is being assigned to the Personnel Policies and Benefits Committee, they are understaffed. Linda Sanders made a recommendation that the following members of Staff Congress also serve on the Personnel Policies and Benefits Committee: Dorinda Giles, Nancy Utz, John Fries, Jerry Groeschen, Bonnie King.

Don Gammon moved to accept the recommendation and Dolores Thelen seconded the motion. The vote was taken and was unanimously approved.

Secretary/Treasurer's Report

A total of \$336.69 has been spent on supplies and copying to date. See attached report for details.

Special Committee Reports

Tom Barlow asked that for all future meetings, the chairpersons of the special committees are to submit their reports in writing to the Staff Congress Secretary in order to be included in the agenda. Please submit these as much in advance as possible.

The Constitution and By Laws Committee, the Credentials and Elections Committee, and the Finance Committee had nothing to report.

Liason Committee - Don Gammon said his committee is working on drafting a letter to President Albright requesting that Staff Congress be included on the University Standing Committees and also be at Student Government

and Faculty Senate meetings. Tom Barlow said the letter will be sent out next week.

Grievance Committee - Mary Kelm said her committee met and decided that mainly their role should be more an advisory and referral role. The Red Book has a good grievance policy and states specifically that if an employee has a grievance, he should contact his supervisor. A lot of their work would be what they have termed as class action concerns or grievances. For these, it was decided that if a Staff Congress member is approached with a problem, the member should address a letter to the committee and attach his name to it. The committee could then determine what type of action is needed and get back to the appropriate member.

Mary Kelm said the Grievance Committee is recommending one change to the Red Book, and that is to include at least one member of Staff Congress on the official review committee for each grievance.

John Fries moved to accept the committee's recommendation and Pamm Taylor seconded the motion. Linda Sanders asked Mary Kelm to amend her recommendation so that the Chairperson of the Grievance Committee be on the review committee. All parties involved accepted the amendment.

The vote was taken and was unanimously approved.

Mary Kelm said her committee had a suggestion for the Liason Committee that some items of interest from the Red Book could be printed in the newsletter, and that some of the class actions that are brought up could be published. Cindy Dunaway said the Liason Committee had discussed doing so, but felt it would be more appropriate to wait until an answer or solution has been found, except for critical issues such as the Blue Cross/Blue Shield/Major Medical Program.

Mary Kelm then presented answers to the questions put to her committee:

1. Overtime, permanent part-time vacations, and compensatory time off - all are in the Red Book. Advise working with the supervisors if there are problems in these areas.
2. Faculty sick days - As of July 1, faculty will receive the same amount of days as staff.
3. Spring Break - We now receive Spring Break because of Dr. Albright. No other University in Kentucky has it in their policy book, and it could really create problems if we tried to add this to the Red Book.
4. Parking Lots - Contacted John Connor, who said the decision is often made by the top administration.

Mary Kelm said if anyone is still not satisfied, it is up to them to initiate further action.

Gary Eith asked if it isn't the responsibility of the Grievance Committee to recommend changes to the Red Book if there were still problems. Gary also said Mary Kelm might want to take a look at the definition of the Grievance Committee in the By-Laws and redefine it if it is not right.

Tom Barlow suggested that the Grievance Committee work with Legal Services on issues that need legal advice. Mary Kelm said she would contact Kim Hennessy.

Linda Sanders said the Personnel Policies and Benefits Committee had discussed working with Mary Kelm and her committee on issues of policy that need changing.

Gary Eith said there is a critical problem, that if staff feels their problems will be sloughed off, they will not bring their problems to us and we will lose their respect. Gary said he feels the Grievance Committee has a responsibility to make a recommendation on each item, whether it be to let things remain as they are, or the type of change needed.

Bob Barnes suggested that in reference to the parking situation, it could possibly be set up to use a staff lot one year and a student lot the next year.

Don Gammon said that perhaps communications could help. If the reason for the lot being blocked off were known ahead of time, it may not create as much resentment.

Jerry Groeschen said this might pertain to Spring Break as well. It would be nice to know more in advance if we were to receive it or not.

Mary Kelm recommended to the entire Staff Congress that any grievances presented to members or brought up by members be submitted to the committee in writing, signed by the member.

Ken Ramey moved to accept the recommendation and Carol Guthier seconded the motion.

The vote was taken and the motion passed unanimously.

Tom Barlow suggested that all items discussed by the Grievance Committee be taken back for further work. Mary Kelm agreed to this.

Nancy Utz asked if it would be a good idea to include in the newsletter that there is a grievance procedure for things that are unrelated or

related to the Red Book. Tom Barlow said if we are offering a service, we should not narrow it down. The committee should be allowed to determine priorities of issues. Nancy said she would find it appropriate for a procedure to be drawn up and included in the newsletter so that all staff can see what we want from them and what they can expect from us. Nancy made this a motion.

Linda Sanders seconded the motion and asked if Nancy was referring to all committees, or just grievances. Nancy said she had in mind just grievances.

The vote was taken and the motion was unanimously approved.

Personnel Policies and Benefits Committee - Linda Sanders read her report to the Staff Congress. It was decided to handle each item individually.

820501 - pending, no action.

820502 - Mike Baker moved to accept the committee's recommendation and Don Gammon seconded it. The motion passed unanimously.

820503 - John Fries moved to accept the committee's recommendation and Pat Coleman seconded it. The motion passed unanimously.

820504 - Committee will continue to study this and will look into it further.

820505 - Linda Sanders changed this from a request to a recommendation to aid in the study. John Fries moved to accept the committee's recommendation and Dolores Thelen seconded it. The motion passed unanimously.

820506 - pending, no action.

820507 - Linda Sanders said in addition, a survey will be developed and conducted concerning this issue. Mary Kelm moved to accept the committee's recommendation and Pat Coleman seconded it. The motion passed unanimously.

820508 - pending, no action.

820509 - pending, no action.

820510 - John Fries moved to accept the committee's recommendation and Barb Herald seconded it. The motion passed unanimously.

Tom Barlow suggested including copies of the Constitution and By-Laws of Staff Congress.

820511 - Don Gammon moved to accept the committee's recommendation and Mike Baker seconded it. The motion passed unanimously.

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Gary Eith said that any anticipated expenditures should come in the form of a recommendation and it will be the responsibility of the Finance Committee to determine if funds are available.

820512 - need identification, no action.

Tom Barlow said that a letter will be sent to Gregg Schulte concerning all actions taken by the Staff Congress and the Personnel Policies and Benefits Committee. The question left unanswered in Item No. 820502 will also be addressed.

Old Business

None

New Business

None

Bob Barnes moved to adjourn the meeting at 11:30. Ken Ramey seconded and the motion passed unanimously.

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

STAFF CONGRESS

General Operating Budget 1/82 Through 6/4/82

Bookstore	\$ 5.44
Central Stores	47.15
Copy Center	106.60
Office Supplies	<u>177.50</u>
	\$336.69

MEMORANDUM

TO: Dr. Gene Scholes

DATE: May 26, 1982

RE: Blue Cross/Blue Shield/Major Medical Program

We have been notified by Blue Cross & Blue Shield that, effective this July 1, our plan rates will be increasing dramatically as follows:

Single Plans: From \$36.92 to \$51.26 per month (up 38.8%)
Family Plans: From \$79.39 to \$109.93 per month (up 38.5%)
Employee's share
of family plan: From \$42.47 to \$58.67 per month (up 38.1%)

The tremendous cost increases reflect higher medical costs and a huge increase in the number of cases (claims) which were paid during the past year.

The new rates will cost the University in excess of \$110,000 additional this year. And employees with family plans will pay a whopping \$194.40 more for coverage this year.

To relieve these financial strains I propose and recommend we make two modifications to our health care plan:

1. Increase the major medical annual deductibles from \$100 per person/\$200 per family to \$200 per person/\$400 per family. This is not a new idea; rather, it follows a well defined national trend. Making this change would result in a savings of \$2.21 per month for employees with family plans (over \$6,200 per year total), and a savings of over \$15,400 per year for the University.

2. Remove the inpatient diagnostic studies rider from Blue Cross. This is the provision which covers hospital costs when an individual is admitted for diagnostic tests even if the tests could be performed on an outpatient basis. Since the plan already covers diagnostic X-ray and laboratory services for outpatients, removal of this inpatient rider would not pose a problem to us. Services of a diagnostic nature which absolutely require hospital admittance would still be covered.

Savings from elimination of this rider would be \$2.72 per month for employees with family plans (over \$7,600 per year total), and over \$18,000 per year for the University.

All I read speaks of strong national trends toward having employees pick up more of the costs of various benefits. It is indeed a shame that inflationary pressures are mandating such action.

R. Gregg Schulte

NORTHERN KENTUCKY UNIVERSITY
STAFF CONGRESS

PERSONNEL POLICIES AND BENEFITS COMMITTEE

Report to Congress

June 4, 1982

The Committee has held five meetings since the previous Congress; there are agenda and minutes for each meeting on file for review. The Committee will meet on a regular basis, with an agenda preceding and minutes following each meeting. In addition, the Committee has established and will maintain a log of all items submitted for consideration, in order to track the submission and progress of each item. PPBC records are being maintained by the Chair and a Committee-appointed Recorder; Joyce Maegly is currently serving in the capacity of Recorder. A library of resources is being developed, to provide access to and awareness of state and federal publications governing personnel administration, other University staff policies, and any other publications applicable to staff and University governance. Each PPBC member has been provided with a Northern Kentucky University Redbook and new employee orientation packet. With the proposed expanded membership, the Committee hopes to establish subcommittees to aid in addressing issues efficiently. The current membership is committed to developing, with the new membership, a Committee policy and philosophy to guide Committee operation so that we can best serve the interests of the staff. We believe that a well-considered and conscientious approach is the key to responsible performance for the Congress. The Committee has approached its charge during the last month with the intent to provide thorough and careful examination of each item submitted for its consideration, and is pleased to report the following progress:

ITEM NO.	DESCRIPTION	STATUS
820501	Administrative Leave Policy	Pending
820502	Staff Development Project	Response & Recommendation
	The Committee wishes to commend the Director of Personnel and his staff for their efforts in the development of the attached proposal submitted to and accepted by the Board of Regents, as well as for their support of staff development at Northern Kentucky University. We applaud the number of offerings for the upcoming year, as well as the effort to tailor the program to target specific staff groups. The Committee does, however, wish to request that consideration be given, in the implementation of the program, to expanding staff participation beyond the limited enrollment which was available in some of last year's programs, and to the convenience of meeting times. We also wish clarification of the target group of the October session:	

ITEM NO.	DESCRIPTION	STATUS
	specifically, are office/clerical personnel included as well as secretarial personnel? The Committee has one request for modification of the 1982-1983 program: that is, the addition of a session targeted for service/maintenance and skilled craft personnel.	
	The Committee will continue its research and study for the development of the 1983-1984 program.	
820503	Tax Sheltering Opportunity	Response & Recommendation
	The Committee did not do a comparative study on the individual proposal presented by the specific vendor. We did find out that payroll deduction for this purpose is permissible and would not result in any direct cost to the University. We recommend that such a deduction plan be developed and that other similar plans offered by other companies be reviewed before a final decision is reached.	
820504	Mandatory Participation in Kentucky Employees Retirement System	Response & Recommendation
	The Committee reviewed the appropriate Kentucky Revised Statute governing the Kentucky Employees Retirement System. The Regents of this University specifically requested inclusion in the system. We were admitted to the program by Governor Wendell Ford in June, 1972. Participation is mandatory. The Committee could not find any record of the staff ever voting to be included in FICA. More review is necessary, both as to whether we can get out of this system, and also as to recommended action if possible.	
820505	Internal vs. External Search for Applicants	Response & Query
	The Committee has identified the question of internal search vs. external search for applicants to fill vacant NKU positions as a concern of staff at all levels and in all categories. The Committee wishes to study the question further, but has been unable to locate the current University policy relevant to this issue. The Committee requests that the Director of Personnel Services supply a copy of the current policy to the Congress for our reference in this study.	
820506	Tuition Reimbursement Policy	Pending
	The Committee determined in its examination of this issue that staff interest could best be served by studying the policy as a part of the entire staff benefits package. The study will continue with recommendations at a later date.	
820507	Staff Evaluation System	Response & Progress
	The Committee is planning to survey the staff for concerns relative to the current evaluation system, as part of the first step in addressing this issue; we will also research, in addition to Personnel's recent research, personnel evaluation systems and forms.	

ITEM NO.	DESCRIPTION	STATUS
820508	Non-payment of Accrued Vacation	Pending
820509	Flexible Work Schedule/Class Schedule	Pending
	The Committee's approach at this time is to strive for consistency in application and for clear communication of any guidelines established.	
820510	Development of a Staff Handbook	Proposal
	The Committee has identified a lack of employee understanding of policies affecting their governance. As an answer to this need, we would like to see Personnel Services develop a staff handbook, in conjunction with the Staff Congress and the PPBC.	
820511	Kentucky and Area University Staff Policy Book Exchange	Proposal
820512	Northern Kentucky University Operations Education Needed	Identified

As discussed in the previous Staff Congress meeting, the broad area of responsibility assigned to the PPBC necessitates the expansion of the Committee. To this end, the Committee has recommended five individuals to the Executive Council for seating on the PPBC. With the approval of this added membership, all employment categories represented in Congress will also be represented on the Committee.

Respectfully submitted,

Linda Sanders, Chair
Mike Baker
Pat Coleman
Joyce Maegly
Mike Martin

Staff Development Project

The following training and development program for staff employees of Northern Kentucky University has been planned by the Department of Personnel Services for the 1983 fiscal year:

- September: Managing Stress and Burnout, a half-day program for non-managerial professional personnel
- October: Career Development and Goal Setting, a half-day program for secretarial personnel
- November: Communications and Interpersonal Relations, a half-day program for non-managerial professional personnel
- December: Self-esteem and Self-confidence, a half-day program, open enrollment
- February: Leadership and Supervision, a half-day program for administrative, managerial, and supervisory employees
- March: Selection Interviewing, a half-day program for administrative, managerial, and supervisory employees
- April: Communications and Interpersonal Relations, and half-day program for administrative, managerial, and supervisory employees
- May: Supervision, a full-day program for employees currently in supervisory positions and those preparing to assume supervisory responsibilities