
STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

AGENDA

Staff Congress Meeting
Thursday, August 11, 1988

AC 506 - 1 p.m.

- I. Call to Order
- II. Approval of July 14, 1988 minutes
- III. Special Guest - Dr. Scholes
- IV. President's Report
 - 1) Committee Appointments - Parliamentary
 - 2) Chair - Distinguished Service Awards Committee
 - 3) Resignations and Vacancies
- V. Vice President's Report
- VI. Committee Reports and Charges
- VII. Ad Hoc Committees
 - 1) Food Service Advisory Committee
 - 2) Parking and Traffic Control Committee
 - 3) Women's Center
 - 4) Picnic Committee
 - 5) Salary Administration Consultant
 - 6) Past Presidents Review Committee
 - 7) Emergency Evacuation
 - 8) Health Insurance and Flexible Benefits
 - 9) Affirmative Action Coordinator
- VIII. Old Business
- IX. New Business
- X. Adjournment

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MINUTES

August 11, 1988

MEMBERS PRESENT: Cathy Dewberry, Shirley Garrett, Peg Goodrich, Donna Gosney, Chrissie Groh, Diane V. Hunley, Jeannie Holtz, Janet Krebs, Margaret Lester, Pat Markus, Donna Messer, LaVerne Mulligan, Rosanne Rawe, Ron Rieger, Elaine Shaffer, Nancy Trimbur, and Mary Wilson.

MEMBERS ABSENT: Gary Easton, Joe Gimpel, Marilyn Gosney, Pat Harrington, Chuck Harmon, Marilyn Henderson, Barbara Martin, Sue Roth, Rocke Saccone, Ruth Saccone, Marjorie Scheller, Virginia Stallings, Phil Webb, and Jim Wilson.

GUEST: Dr. Gene Scholes, Don McKenzie and G. Michael Hickman

I. CALL TO ORDER: The August 11, 1988 meeting was called to order by President Diane V. Hunley at 1:22 p.m. with a quorum present.

II. APPROVAL OF MINUTES: President Hunley asked for approval of the July 14, 1988 minutes. Cathy Dewberry moved for approval and Nancy Trimbur seconded the motion. There were no additions, deletions or corrections.

III. GUEST: President Hunley introduced Dr. Gene Scholes, Vice President of Administration as the guest speaker.

Dr. Scholes greeted everyone present. He started out by asking Congress if they might start a tradition with this year of having the Vice President of Administration come to the first business meeting each year. He liked the opportunity to be able to interact with all the members of Staff Congress and complimented the past Congress on all that was achieved under the leadership of Don McKenzie. Dr. Scholes explained to Congress how they were passed by without input into the night differential. He went on to say that Congress would have a chance to look at the policy and register any changes we felt needed to be made. He stated that even though the policy had been voted on by the Board of Regents it could be changed if needed.

Dr. Scholes said that he wanted to talk to Congress about a number of things, the next thing being the Wellness Program. Administration felt the University would benefit from such a program tremendously. One of the first stages of the program was to open up the Health Center to all faculty and staff, free of charge. He stated the University envisions a rather rigorous wellness program. The money saved by changing health insurance programs will be put into this program. Other things will come about by working with the University nurse and other specialized people on campus for both mental and physical health. Dr. Scholes went on to say that Administration feels the wellness program is a good program and felt sure once Congress had a chance to look at the program, it would be seen in the same light.

Dr. Scholes told everyone present that Administration is very close to appointing a salary consultant. The presidents of Faculty Senate, Nancy Martin and Don McKenzie, President of Staff Congress got together and decided that only good could come from such a diverse group of faculty and staff members forming the committee to choose the salary consultant. Because of their good work the consultant will be here on campus early this fall.

Dr. Scholes next charged Staff Congress to come up with a set of goals for what we wanted to accomplish in the coming year.

He next stated that President Booth will be giving the University Address, Wednesday August 24, 1988 at 9:30 a.m. This will be preceded by a Continental Breakfast in the University Center between 8:30 and 9:15 a.m. He hoped that everyone would be able to attend and to pass the word on to other members of the staff.

He next asked if anyone had met the new Vice President of Academic Affairs and Provost, David Jorns. He stated if we had not, we really should. He felt it would be a good idea to invite Dr. Jorns to one of the meetings, being more than happy to introduce him to Congress. He went on to say we would find him a very engaging person.

Dr. Scholes next entertained questions from the floor. The first question was if there was a definite date for the arrival of the salary consultant? The answer being "early October". Another question brought forth was "did he know anything as to the progress of John Conner on the Emergency Evacuation Policy?" Dr. Scholes stated that some work had been completed on the policy, but that this charge was not an easy one, and that it would take some time to complete.

There were no more questions. Dr. Scholes thanked us for our time. President Hunley thanked Dr. Scholes for coming to the meeting and speaking to the membership.

IV. PRESIDENTS REPORT: Diane V. Hunley

The first item of business was the committee appointments. She stated that everyone had been placed on committees of their preference. Diane also stated she had received names of employees who would like to be on committees who were not members of Congress. She then read the list of chairs to the membership. They are as follows:

Benefits--will be decided by next meeting
Constitution and By-Laws--chair, Ron Rieger, co-chair
will be decided by next meeting
Credentials and Elections--chair, Peg Goodrich, co-chair
Jeannie Holtz
Policies--chair, Cathy Dewberry, co-chair Shirley
Garrett

Liaison--chair Rosanne Rawe, co-chair, Nancy Trimbur

President Hunley next stated that she had asked Ron Rieger to serve as Parliamentarian, to which he accepted.

Next mentioned was the appointment of the Distinguished Service Award Committee. This committee is made up of some of the past recipients. They are as follows: Roberta Brinkley, chair, Stephanie Baker, Shirley Gallicchio, James Hartig and Dr. Willie Simpson. The program is planned for Thursday, September 29, 1988..

Lisa Hart tendered her resignation with Staff Congress because of leaving the University. Diane contacted Edith Hill of Information Systems, College of Business, to fill the vacancy since she ran for Congress in the general election, but did not receive enough votes. Peg Goodrich moved that she be accepted and Rosanne Rawe seconded the motion.

President Hunley stated that Congress still had 3 vacancies to fill. One in Service Maintenance and two in General Administration. It is realized that these areas are hard to fill, but she will continue working on them.

Next in the President's Report was the Committee assignments. President Hunley charged each committee with the following:

Benefits--The wellness program--investigate short term disability or income protection plans--and vacation accrual time for all staff especially part time employees.

Policies--night shift differential policy--supplemental compensation policy

Constitution and By-Laws--Article 1 sec. 2 of the by-laws needs to be reviewed because of the new organizational chart for the University--the nomination process for selecting a slate of officers after Congress' general election

Liaison--the selection of a committee member to attend Faculty Senate meetings, reporting at the next congress meeting--the formulation of a pamphlet or brochure about Staff Congress, to be given to each new employee at orientation

Credentials and Elections--review the duties and responsibilities of the committee looking into the feasibility of the committee becoming an ad-hoc committee freeing the members to be on other committees.

V. VICE PRESIDENTS REPORT: Janet Krebs

Janet Krebs reported that the Executive Council attended the July 27, 1988 Board of Regents meeting. President Booth reported that Grants and Contracts were up 14.5% for requests and funds approved were up 38.25% over 1986-87 fiscal year. The Applied Science and Technology building should be under roof by late November. All work is on schedule, completion date will be

May 1989. There were 39 staff positions vacated with 26 positions filled. There were 14 promotions and/or transfers. A new Organizational chart was approved by the Board. An alcohol policy was approved and lastly the Credit Union is moving to 421 Johns Hill Road so it may better serve its members in the Northern Kentucky area.

VI. COMMITTEE REPORTS:

None were given

VII. AD-HOC COMMITTEES:

a. Food Services: Ron Rieger and Peg Goodrich accepted President Hunley's invitation to continue on the committee.

b. Parking and Traffic Control: President Hunley asked for volunteers. Chrissie Groh volunteered.

c. Women's Center: Diane asked for volunteers. There were none. She said that if anyone had an interest to please contact her. Peg suggested Virginia Stallings. Diane said she would look into it.

d. Picnic: President Hunley explained because of lack of interest in the planning of such an endeavor, the time of the year to have such a gathering and the financial problems associated with a picnic it was decided to drop the picnic altogether.

e. Salary Administration Consultant: Mike Hickman stated that bids were out and that once the consultant had been chosen they would have a 3-4 week period of time to complete their report and return it to Northern.

f. Past Presidents Review Committee: Don McKenzie will serve and report to Congress.

g. Emergency Evacuation: Donna Gosney agreed to continue on the committee.

h. Flexible Benefits: Mary Wilson and Donna Gosney agreed to serve on the committee.

i. Affirmative Action Coordinator: Jim Wilson is serving on the committee. The deadline for applications that are being accepted regionally is August 15, 1988.

VIII. OLD BUSINESS: None

IX. NEW BUSINESS:

Diane mentioned that it was decided that there would also be a copy of the minutes sent to each office to be posted, that way permitting everyone to read them.

There was no other business, therefore Ron Rieger moved that the meeting be adjourned. Chrissie Groh seconded the motion. The meeting was adjourned at 2:43 p.m.