



STAFF CONGRESS MEETING

August 14, 1986

1 P.M. Landrum 110

- I. Call to Order
- II. Minutes of July 10, 1986 Meeting
- III. Executive Committee Report
Appointment
- IV. Committee Reports
 - Policy
 - Benefits
 - Finance
 - Credentials and Elections
 - Constitution and Bylaws
 - Scholarship
 - Picnic
- V. Old Business
- VI. New Business
- VII. Adjournment



STAFF CONGRESS

STAFF CONGRESS MINUTES

August 14, 1986

Members Present: Carla Behymer, Lisa Boehne, Cindy Cook, Sonda Cummins, Shirley Garrett, Donna Gosney, Margaret Groeschel, Diane Hunley, Russ Kerdolff, Janet Krebs, Kathy Lyon, Don McKenzie, Darlene Miller, Mitch Mullins, Shirley Raleigh, Ron Rieger, Russell Smith, Sharon Taylor, James Wilson.

Members Absent: Jackie Baker, Margaret Burlew, Sarah Coburn, David Cover, Don Gammon, Jack Geiger, Joe Gimpel, Mike Martin (on leave), Greg Muench, Ruth Saccone, Durant Mathis, Marjorie Scheller, Nancy Utz

Guests: Nancy Pierce, ex-officio, Peg Goodrich

I. Call to Order

President Janet Krebs called the August meeting of Staff Congress to order at 1:07 p.m. A quorum was present.

II. Minutes

The minutes of the July 10, 1986, meeting were approved as read. A motion was made by Ron Rieger, seconded by Shirley Garrett, to accept the minutes as read. The motion passed unanimously.

III. Executive Committee Reports

A. President's Report - Janet Krebs

Paul Ellis has resigned from Staff Congress due to his being accorded faculty status. Laverne Mulligan has expressed interest in filling his position on Congress. Janet made the motion that Laverne be seated as a representative. Margaret Groeschel seconded. The motion passed unanimously. The position Laverne is filling is an at-large position.

We have several other vacancies. Kathy Dawn has resigned and she represented the managerial/supervisory category. Pat Mullins representing Student Affairs has resigned. Mike Martin from Skilled Crafts has missed four meetings. Janet notified him by letter that the By-Laws require dismissal from Congress after missing three consecutive meetings. His absence has been due to a disability leave. Janet has been in contact with him by phone and he has expressed interest in remaining a representative. The Constitution and By-Laws Committee will address this issue for the future. In the meantime,

a motion was made by Cindy Cook to extend his representative status through the September meeting, provided he attend that meeting. Janet will notify Mike of these conditions in a letter. The motion was seconded by Shirley Raleigh and passed unanimously.

Margaret Groeschen will assume the chairperson's position on the Finance Committee due to Kathy Dawn's resignation.

Cindy Cook will assume the chairperson's position of the Constitution and By-Laws Committee due to Pat Mullins resignation.

IV. Committee Reports

A. Policies and Procedures - Diane Hunley

The Committee has received a response to their pay policy proposal from Dr. Boothe. Nancy Pierce and Dr. Scholes met with the committee to discuss Dr. Boothe's response. He recommends that we have a policy in place rather than leaving the issue open for more study. The points the Committee raised are recognized as valid ones and they will be studied. However, Dr. Boothe feels this is something that should be addressed by the new director of Personnel. The Committee then met and discussed the original draft of the pay policy as presented last March. Some revisions were made and presented to Dr. Scholes and a revised draft was written. The policy, when adopted, will not be a permanent one, only a set of guidelines for the next two-year period, after which time it will be reviewed. The policy will not be placed in the Red Book. If passed, the policy will be applied consistently from year-to-year and across the University. The policy is currently being reviewed by Dr. Boothe and we are waiting for a response. The policy will not be presented at the September Board of Regents meeting. Some of the points stressed in the revised policy are: the salary increases must be supported by an evaluation on file in Personnel, the categories of hourly and administrative remain separate, and the pay policy guidelines will come down from the President's Office and be applied uniformly across departmental lines.

B. Benefits - No report.

C. Finance - Margaret Groeschen

No report

D. Credentials and Elections - No report.

E. Constitution and By-Laws - No report.

F. Liaison - Kathy Lyon

There will be a meeting on Monday to plan next month's newsletter.

V. Ad Hoc Committees

A. Scholarship Committee - Darlene Miller

The breakfast for the scholarship award winners will be held on Monday, August 18, at 9:30 a.m. The plaques have been received and will be presented by Dr. Boothe. Dr. Albright has not replied to the invitation. It will be held in the University Ballroom.

B. Faculty/Staff Picnic - Margaret Groeschen

The invitations are going out. Please try to put the ages of your children on the invitation. We are still looking for softball players. There will be an insert in the Digest.

C. Distinguished Service Award Committee

Nomination forms will be in the Campus Digest. Carla Chance is chairing the committee.

D. Evaluation Committee for Staff Congress - Janet Krebs

The first meeting has been set for the week of the 25th of August.

VI. Old Business

There will be another Health Fair beginning August 18. The enrollment period has been extended to August 31.

There will be a picnic on the plaza on Wednesday, the 20th of August, followed by Dr. Boothe's State of the University address at 1:30 p.m.

VII. New Business

There will be a chairs meeting next Tuesday at 10:30 a.m.

VIII. Shirley Raleigh made a motion that the meeting be adjourned. Ron Rieger seconded. The motion passed unanimously. The meeting was adjourned at 2:50 p.m.

STAFF CONGRESS

July 15, 1986

To: Dr. Leon Boothe
President

From: Executive Council
Staff Congress

Re: Recommendation Regarding Staff Salary Increase General Policy

The attached recommendation of the Pay Policy Committee was presented and approved by Staff Congress at the July 10, 1986, meeting. The Committee feels that the task of developing a salary administration policy should be made a top priority. With this in mind, we fully endorse Faculty Senate's recommendation that the Administration select and employ an expert in the field of salary administration to assist the University in designing, developing, and implementing a salary administration policy for both faculty and staff of Northern Kentucky University. In the interim, the Pay Policy Committee will contact other colleges/universities to ascertain what pay policy and job evaluation systems are currently in use at their institutions. It is hoped that by doing this, we may gather information that will be helpful to us in the establishment of our own pay policy and job evaluation system.

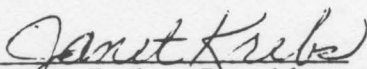
Janet Krebs and Diane Hunley attended the Administrative Affairs staff meeting on Friday, July 11, to express the Committee's concerns. Dr. Scholes and his staff were very supportive of the recommendation and they offered several positive comments and suggestions. We, of Staff Congress, appreciate this support, but feel it is imperative that this effort has the support of all major University divisions in order to achieve success.

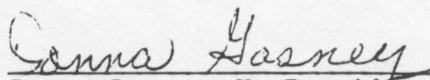
The Committee feels strongly that if the identified areas are resolved, improved morale and increased productivity will result.

It is hoped that a salary administration policy can be completed and approved by the Board of Regents to take effect July 1, 1987. If that is not possible, the Pay Policy Committee will recommend, by February 1, 1987, a salary distribution policy for fiscal year 1987-88.

attachment

cc: Dr. Gene Scholes


Janet Krebs, President


Donna Gosney, V. President


Darlene Miller, Secretary/Treasurer



STAFF CONGRESS

July 10, 1986

To: Staff Congress Membership
From: Pay Policy Committee
Subject: Recommendation Regarding Staff Pay Policy

The Pay Policy Committee has been having a difficult time recommending a pay policy for staff. The Committee feels strongly that before a pay policy can be developed, there are other issues that need to be addressed. These include, but are not limited to:

1. Uneasiness with the current performance evaluation method.
2. The criteria by which discretionary/merit is awarded.
3. Employees in all catagories should be treated equally when being evaluated and awarded salary increases.
4. Job descriptions need to be developed that reflect what the position should be, not what the employee has made of the position.

The Committee feels that many of our concerns could be resolved if a job evaluation system could be developed prior to a pay policy being instituted. Performance could then be based on the criteria established for each position, and merit would be awarded for work accomplished over and above the position requirements.

The Pay Policy Committee has reviewed the report of the Faculty Senate Salary Subcommittee regarding a long-term salary distribution policy, and agree with their comment that "A salary distribution policy is but one of many issues involved in a salary administration policy." The Staff Congress Pay Policy Committee therefore joins Faculty Senate in their recommendation that the Administration select and employ an expert in the field of salary administration to assist the University in designing, developing, and implementing a salary administration policy for Northern Kentucky University. Development of the salary administration policy would include establishment of a job evaluation system or revised position classification structure, and refinement of the staff performance evaluation procedure and instrument.

The Pay Policy Committee or other group as appointed by Staff Congress will continue to work with the University Administration toward implementation of a staff salary increase general policy.