
STAFF CONGRESS

Northern Kentucky University ■ Highland Heights, Kentucky 41099

STAFF CONGRESS MEETING

AGENDA

August 9, 2001

*****PLEASE NOTE*****

MEETING IN BAPTIST STUDENT CENTER

- I. Call to Order
- II. Approval of July 12, 2001, minutes
- III. President-Elect's Report—J.B. Losey
- IV. Staff Regent's Report—Chuck Pettit
- V. Standing Committee Reports:
 - A. Benefits—Jeff Chesnut (Chair), Denise Taylor (Co-chair)
 - B. Constitution & Bylaws—Peggy Dejacco (Chair)
 - C. Credentials & Elections—Diana Schneider (Chair)
 - D. Policies—
 - E. Salary/Budget—Beverly Beck (Chair), Linda Parks (Co-chair)
 - F. Liaison—Debbie Billiter and Donna Grey (Co-chairs), Cheryl Edelen
- VII. Ad-Hoc Committees:
 - A. Health Utilization—Linda Parks
 - B. Transportation—
- IX. Old Business
- X. New Business
- XI. Announcements
- XII. Closed Session
- XIII. Adjournment

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**STAFF CONGRESS MINUTES
AUGUST 9, 2001
BAPTIST STUDENT CENTER**

Members Present: John Bailey, Bev Beck, Debbie Billiter, Jay Brock, Jeff Cox, Cheryl Edelen, Lois Fox, Gail Goedel, Donna Grey, Rachel LeJeun, Kim Lindel, J. B. Losey, LaVerne Mulligan, Linda Parks, Kathy Perkins, Suzanne Ritchie, Diana Schneider, Royleen Seibert, Marilyn Siry, Ron Vasko, Peggy Vater, Kim Yelton,

Members Absent: Leland Bennett, Lisa Brinkman, Jeff Chesnut, Peggy DeJaco, Arnold Duncan, Jim McCully, Jeanne Papania, Glenn Strausbaugh, Denise Taylor, Carolyn Walsh, Shirley Welitzkin, Maureen Wood, Michelle Wray,

V. P. Admin.: Absent: Chuck Pettit, Mike Baker. Present: Martha Malloy, Office Secretary: Rita Thomas

Call to Order: The meeting was called to order @ 1:03 p.m.

Minutes: Minutes of the July 12 meeting were approved.

President's Report: The new name for Staff Orientation will have a new title of Administrative/Staff Congress Round-Table Forum. This meeting will be held in the University Ballroom on FRIDAY, September 14 from 8:30 a.m. to 11:00 a.m. There will be a brief Staff Congress meeting after the forum.

Cheryl Edelen will represent Staff Congress on the Regents Distinguished Service Awards Selection Committee. Royleen Seibert and Debbie Billiter (last year's recipients) will also serve.

Northern will not be affected by state budget cuts next legislative year.

President Elect's Report: No report.

Staff Regent's Report: No report.

Martha Malloy reported the career pathing program has been renamed Professional Development Recognition (PDR). An allocation of \$75,000 has been included for the 2001-02 budget. Staff who receive the Professional Development Recognition will receive a 2.5% salary increase which is funded from a central pool. The PDR will become effective in January each year based on completion of years in the position by December 31 of the preceding year. In the first year of implementation, all staff who have five or more continuous years in the same position will be eligible for this recognition. In succeeding years staff become eligible only at the completion 5, 10, 15...years of service.

In order to receive the PDR award recommendation must be submitted by supervisors and department heads with documentation. The following is the eligibility criteria:

- Full-time staff, including regular, contract and grant employees.
- Part-time staff, including regular, contract, and grant employees, who average 20 hours/week.
- All classifications, 10-26, which include service, maintenance, skilled crafts, technical, office/clerical, and professional.
- Eligible staff MUST have served in the same position for a period of five years without a promotion, a reclassification of the position, or a break in service.

- After the first year of the program, employees become eligible at the completion of 5, 10, 15....years of employment in the same position.
- During the five-year period, no disciplinary issues may have been brought against the employee.
- Annual performance reviews must be on file for the five-year period.

Call Martha with any questions regarding PDR.

Standing Committees:

Benefits: No report.

Constitution and bylaws: No report.

Credentials and Elections: No report.

Policies: No report.

Salary/Budget: No report.

Liaison: The Summer newsletter with upcoming dates will be submitted by the end of this week.

Ad-Hoc Committees:

Health Utilization: Planning to continue on dental plan

Transportation: No report.

Old Business: None.

New Business: None.

Announcements:

- Faculty/Staff Picnic Thursday, August 16, 5:30 p.m. UC lower plaza
- Faculty/Staff Continental Breakfast Friday, August 17, 8:30 a.m. UC 1st & 2nd levels
- Fall Convocation Friday, August 17, 930 a.m. Greaves Concert Hall
- HRS Customer Relations Workshop Wednesday, September 12, two sessions in UC Ballroom
- Administrative/Staff Congress Round Table Forum Friday, September 14, 8:30-11:00 a.m. UC Ballroom. Short Staff Congress meeting to follow.
- Community Care Day Saturday, September 15, Redwood School, all day.
- Blue Denim Day Friday, October 5
- Staff Appreciation Day Thursday, October 25

Closed Session: Staff Congress did not go into closed session.

Adjournment: The meeting was adjourned at 2:03 p.m.

Respectfully submitted,
Marilyn Siry
Secretary