
STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

AGENDA
Staff Congress Meeting
Thursday, February 9, 1989

1:00 p.m. UC Ballroom

- I. Call to Order
- II. Special Guest - Dennis Taulbee
Presentation of Alternatives for 1989-90
- III. Approval of December 8, 1988 and January 12, 1989 minutes.
- 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
- Other Committee Reports
 - University Wide 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
 - Ad-Hoc Committees:
 - Emergency Evacuation - Donna Gosney
 - Flexible Benefits
 - Smoking Policy - Rosanne Rawe
 - HIV Policy - Sue Roth
- VIII. Old Business
- IX. New Business
- X.. Adjournment

STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

STAFF CONGRESS MINUTES
FEBRUARY 9, 1989
UNIVERSITY CENTER BALLROOM

Members Present: Cathy Dewberry, Gary Easton, Shirley Garrett, Joe Gimpel, Peg Goodrich, Donna Gosney, Marilyn Henderson, Edith Hill, Diane Hunley, Jeannine Holtz, Janet Krebs, Margaret Lester, Barbara Martin, Lola Moore, Rosanne Rawe, Ronald Rieger, Sue Roth, Rocke Saccone, Marjorie Scheller, Elaine Shafer, Jim Wilson; **Ex officio:** Mike Hickman.

Guests: W. Vernon Hicks, Jr., Connie Remlinger, Chester Arthur, Dennis L. Taulbee, Terry G. Pence, Kent Curtis, Denise Robinson, Nancy D. Martin, Dr. Gene Scholes.

Members Absent: Marilyn Gosney, Chrissie Groh, Pat Harrington, Chuck Harmon, Pat Markus, Donna Messer, LaVerne Mulligan, Ruth Saccone, Virginia Stallings, Nancy Trimbur, Phil Webb, Mary Wilson.

I. Call to Order: President Hunley called the meeting to order at 1:10 p.m. with a quorum present.

II. Introduction of Guests: Dennis Taulbee and Chester Arthur, Office of Budget and Planning.

1989-90 Budget Alternatives: Purpose of presentation is to get us through the preliminary budget phase and to a point where we understand how much money is available for expansion, tracking changes since first budget presentation in October, 1988. Net available for expansion: \$403,800.

Health Insurance Update: Dr. Scholes joined the meeting at 1:25 p.m. Discussion now underway with Prudential concerning 1989-90 health coverage. Our contract expires April 1; NKU could (and may) request an extension of our present contract to July 1. NKU budgeted for a 36% increase in health coverage, however discussions indicate new rates could exceed this. Staff Congress and Faculty Senate Benefit Committee chairs (Sue Roth, Marjorie Muntz respectively) requested to meet with NKU committee and Prudential officials. Their next meeting scheduled for Friday, February 10, 9:00 a.m.

Discussion followed with questions and answers relative to library automation; motorist assistance; custodial services for the AS&T building; conference management center; recurring and non-recurring funds. Discussion closed at 2:10 p.m. with an appropriate thank you to Dennis and Chester.

Salary Increase Process: Dr. Scholes presentation included an explanation of the process. Employment categories, pools, discretionary/longevity amounts, rating scales, and how applied to employment levels. Dr. Scholes indicated pool amounts could be made available. Longevity and discretionary figures should be given on paper as amounts differ between exempt and non-exempt employees. Discussion concluded at 2:25 p.m. and a thank you extended to Dr. Scholes.

III. Minutes: Motions made and seconded to approve the minutes of December 8, 1988, and January 12, 1989. Motions carried.

IV. President's Report: Diane Hunley

1. Executive Council meeting with Dr. Scholes (2/6/89).

Discussion Items:

- a) **Short Term Disability:** Progress is being made. Gary Easton and Sue Roth appointed to work with Mike Hickman in this regard.
- b) **Health Insurance:** Concern over rate increase and NKU allocation stated.
- c) **Salary Increase Process:** Executive Council requested Dr. Scholes' presence at today's meeting to explain how pools are decided and that Personnel Services decides longevity and discretionary amounts, **not** Staff Congress.
- d) **Supplemental Compensation:** Cathy Dewberry will work with Karen Ogburn and Mike Hickman concerning this policy. Dr. Jorns has submitted a separate supplemental compensation proposal for faculty.
- e) **Administrative Support:** Concern voiced over lack of support of administrative personnel serving Staff Congress. Written information (data supported) requested from Diane by Dr. Scholes.
- f) **Past President's Review:** Response is anticipated by Dr. Scholes from this review committee that may help to alleviate some of the problems experienced this year.

V. Vice President's Report: Janet Krebs

- 1. **Board of Regents** meeting January 25, attended by both Janet and Diane.

VI. Committee Reports

1. Benefits: Sue Roth

Committee has been split with half working on vacation accrual for part-time employees and half on other aspects of short term disability dealing with loss of health insurance to staff on unpaid leave.

2. **Constitution & Bylaws:** Ron Rieger
No report.
3. **Credentials & Elections:** Peg Goodrich
No report.
4. **Policies:** Cathy Dewberry
Will now be working on supplemental pay policy with Karen Ogburn and Mike Hickman.
5. **Liaison:** Rosanne Rawe
Affirmative response to newsletter **SOUND OFF** concerning distribution and posting of Staff Congress minutes. The effort is seen as beneficial overall. Committee still working on Staff Congress brochures for personnel. **Reminder to ad hoc committee chairs** that their reports are past due to Rosanne. To keep new employees informed, it was decided to **request committee function reports** from standing committee chairs as well.

University-wide Committees:

1. **Food Service Advisory:** Ron Rieger
No report.
2. **Parking & Traffic Control:** Chrissie Groh
No report.
3. **Women's Center:** Virginia Stallings
No report.
4. **Salary Administrative Consultant:** Janet Krebs
Consultant will be on campus February 22-23-24. Following discussion, **Staff Congress requests their time with the consultant to be scheduled on Thursday, February 23, from 1:00 to 3:00 p.m.** Open forums will be scheduled and we are to encourage staff to express their concerns. Discussion then centered on presenting staff concerns collectively and decision made to hold an informal brown bag luncheon. The meeting is scheduled **12:Noon - Tuesday, 2/14/89 - AC 722.** Peg Goodrich to confirm space (changed to **Cafe A**) and reminder memo to be sent and received no later than Monday, 2/13/89. Ron Rieger, Chase Library, and Cathy Dewberry, Financial Aid, contacting their respective areas for concerns through regularly scheduled staff meetings.
5. **Past President's Review:** Janet Krebs
No report.

Ad hoc Committees:

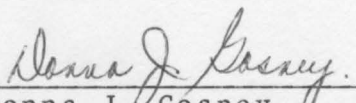
1. **Emergency Evacuation: Donna Gosney**
University appointed committee met January 31, 10:00 a.m. Committee included Dale Adams, Jeff Murray, John Connor, Allen Thomas, Tom Brossart/Faculty Senate, Gregory Tune and Fred Spohr/American Red Cross. Donna left the meeting at 11:15 a.m. at which time the committee was reviewing the NKU Campus Safety draft line by line. A written recommendation will be made to President Hunley to formally dismiss this committee and appoint a Staff Congress representative to work with the University committee.
2. **Flexible Benefits: Mary Wilson**
Diane reported that Mary has submitted her resignation as a Staff Congress representative. A new appointee will be needed from Administrative Affairs. Diane will try to fill this vacancy by the March meeting.
3. **Smoking Policy: Rosanne Rawe**
Committee has met and still working. She will have a handout available by next meeting.
4. **HIV Policy: Sue Roth**
Written recommendation received (previously approved) and affixed to permanent records. Committee released.

VII. **Old Business**
None

VIII. **New Business**
None

IX. **Adjournment**
There being no further business, motion to adjourn was made and seconded. Motion carried.

Respectively submitted,



Donna J. Gosney
Secretary/Treasurer

STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

MEMORANDUM

TO: Dennis Taulbee

FR: Diane Hunley *DH*

DA: January 25, 1989

RE: Presentation of Alternatives for 1989-90 Budget

As you requested, a Special Meeting of Congress was to be scheduled for February 2, 1989 to allow for a presentation to the Congress regarding the 89-90 budget. The notice to all Congress Representatives concerning this meeting, as of this date, has not been sent. I planned on sending the memo this week.

The regular February meeting of Congress is scheduled for Thursday, February 9, at 1:00 p.m. in the UC Ballroom. Instead of calling the special meeting of Congress, we suggest a joint meeting of Faculty Senate and Staff Congress. We believe this joint meeting would be beneficial to both governance groups as well as administration. The UC Ballroom would provide ample space for a joint meeting.

We would appreciate your approval of a joint meeting of Faculty Senate and Staff Congress, preferably on February 9, at 1:00 p.m. in the UC Ballroom. Please advise me as soon as possible if this meeting date and time is acceptable.

DH/pg

cc: Congress Executive Committee ✓
Nancy Martin
Dr. Gene Scholes
Peg Goodrich

1989-90 OPERATING BUDGET
PRELIMINARY BUDGET
PROPOSED REVENUE/EXPENDITURE SUMMARY

<u>Revenue</u>	<u>Amount</u>
1988-89 Original Budget	\$ 39,750,000
1989-90 Revenue Adjustments	
State Appropriation - General	1,066,700
State Appropriation - Debt Service	456,900
Tuition - Fall/Spring (Schedule A)	1,318,400
Student Incidental Fee	250,000
Investment Earnings	101,700
Auto Registration	64,000
Other	75,400
	<hr/>
1989-90 Proposed Revenue Budget	\$ 43,083,100
 <u>Expenditures</u>	
1988-89 Original Budget	\$ 39,750,000
1988-89 Expenditure Adjustments	
Expenditure Contingencies	(415,700)
Office of Planning & Assessment	75,500
New Positions (Revenue Supported)	35,400
Other	9,600
Total Adjustments	<hr/> \$(295,200)
1988-89 Adjusted Base	\$ 39,454,800
1989-90 Net Total Available After Adjustments	\$ 3,628,300
1989-90 Preliminary Budget Adjustments	
Debt Service - Fine Arts	\$ 456,900
Fixed Costs	
Health Insurance	390,500
Utilities	147,000
Scholarships	80,500
Contracts	38,100
Other	28,900
Subtotal	<hr/> 685,000
Faculty Promotions	<hr/> 38,700
Total Preliminary Budget Adjustments	\$ 1,180,600
Total Available for Expansion	<hr/> \$ 2,447,700

1989-90 OPERATING BUDGET
EXPENDITURE PROPOSAL

Total Available for Expansion \$ 2,447,700

Program Commitments

Child Care (Full Day Program)	\$ 14,700
Employee Wellness Program	30,000
Custodial Services (AS&T)	62,200
Parking Lot Resurfacing/Motorist Assistance	50,000
Student Incidental Fee	<u>230,000</u>
(Student Computer Access)	
(Support Services)	

Total Program Commitments \$ 386,900

General Compensation Increase \$ 1,657,000
(7% @ \$236,600 per 1%)

Net Available for Expansion \$ 403,800

1989-90 OPERATING BUDGET
TUITION SUMMARY
SCHEDULE A

Tuition Revenue Summary
(In Thousands)

	<u>1988-89 Original Budget</u>	<u>Enrollment Volume/Mix Increase</u>	<u>Tuition Rate Increase</u>	<u>Student Fee Adjustment</u>	<u>1989-90 Proposed Budget</u>
Fall Semester	\$ 5,057.7	\$ 603.9	\$ 109.2	\$ 130.0	\$ 5,900.8
Spring Semester	<u>4,679.0</u>	<u>504.2</u>	<u>101.1</u>	<u>120.0</u>	<u>\$ 5,404.3</u>
Total	\$ 9,736.7	\$1,108.1	\$ 210.3	\$ 250.0	\$11,305.1
	100.0%	11.4%	2.2%	2.5%	116.1%

Tuition Schedule

	<u>1988-89</u>	<u>1989-90</u>	<u>Percent Increase</u>
Tuition Rates			
Undergraduate			
Resident	\$ 560.00	\$ 585.00	4.5%
Non-Resident	1,600.00	1,645.00	2.8%
Graduate			
Resident	\$ 610.00	\$ 635.00	4.1%
Non-Resident	1,750.00	1,795.00	2.6%
Law			
Resident	\$1,040.00	\$1,105.00	6.3%
Non-Resident	3,400.00	3,485.00	2.5%

1989-90 Salary Guidelines
Discretionary Pay Distribution Guidelines
Non-Administrative Staff Employees

The approach to discretionary increases will be to have a three category system whereby employees in a particular category will receive an established flat dollar amount. These dollar amounts are consistent throughout the University and cannot be deviated.

The set dollar amount has been allocated to discretionary for each type of employee and determined by using the relative pool size of each classification either Exempt (professional/managerial) or Non-Exempt (office, technical, service & maintenance).

The discretionary increases are to be based on the performance of the employee. Three of the four categories will receive increases based on the following schedule:

	EXEMPT Prof/Mgmt. <u>Full/Part Time</u>	NON-EXEMPT Off/Tech/Serv/Maint. <u>Full/Part Time</u>
"A" Superior	\$600/300	\$150/100
"B" Above Average	400/200	125/ 75
"C" Satisfactory	200/100	100/ 50
"D" Unsatisfactory	-0-	-0-

In ranking of staff, Personnel Services suggests that any person with less than one (1) year of service with the University be carefully reviewed before being given an "A" or "B" rating. Theory behind this is that it takes at least a year to become really proficient in almost any job. Personnel Services believes this will take some of the pressure off the department heads. The rankings must be consistent with the recent performance evaluations.

Please note that employees that are rated "unsatisfactory" should be given a "D" ranking. The employees will not receive any type of increase.

The longevity and discretionary increase are both flat dollar amounts that have been established and will be added to the employee's base salary in addition to the 4% general increase.

Should you have any questions, contact Karen Ogburn, wage and salary manager, X-6385. The ranking sheets should be submitted to the major department head by February 1, 1989 and the approved sheets returned to Personnel Services by February 8, 1989.

STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

February 21, 1989

Dr. Leon E. Boothe, President
Northern Kentucky University
Administrative Center
Highland Heights, KY 41076

Dear Dr. Boothe:

Thank you for your request for the Executive Committee of Staff Congress to provide a short evaluative statement of our working relationship with Dr. Scholes.

The present Executive Committee took office in July, 1988. At that time, we requested monthly meetings of the Executive Committee with Dr. Scholes. I am most pleased to say that these meetings have been held on the Monday prior to the Staff Congress meeting. This opportunity to share concerns and discuss the status quo of various issues has been most beneficial to the Executive Committee, to Staff Congress, and hopefully, to Administration.

This year has presented several issues of major concern; non-recurring reserve funds, vehicle registration fee increases, salary increase process with discretionary component, pay consultant. Dr. Scholes has been most willing to address the Congress, provide information and answer questions from staff.

Another area of concern expressed by Staff Congress is the need for some type of salary continuation plan for staff on extended leave due to disability. In past years the feasibility of an Emergency Sick Leave bank was explored, but this option raised unanswered questions; administration, legalities, cost. Dr. Scholes has been very helpful and responsive to our request for information regarding availability, options, and costs associated with short term disability insurance plans.

In conclusion, the Executive Committee of Staff Congress is most appreciative of the cooperation and willingness to discuss issues demonstrated by Dr. Scholes. His dedication to the continued and improved well being of the staff at NKU is most heartening.

Sincerely,

Diane V. Hunley

Diane V. Hunley, President
Staff Congress

DVH/pg

*bc - Donna
+ Janet*



Northern Kentucky University
Highland Heights, Kentucky 41076

January 24, 1989

Ms. Diane Hunley, President
Staff Congress
Campus Mail

Dear Diane,

It is with great sorrow that I am submitting this letter of resignation to Staff Congress. Due to illness in my family, I find I am unable at this time to give the appropriate time and energy to which this position deserves.

God willing, I am looking forward to the time I will again be able to serve Staff Congress.

Respectfully yours,

A handwritten signature in cursive script that reads 'Mary L. Wilson'.

Mary L. Wilson

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