
STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

STAFF CONGRESS AGENDA
Thursday, November 12, 1992
Meeting at 1 p.m.
University Center #108

- I. Call to Order**
- II. Approval of October 8, 1992 Minutes**
- III. President's Report - Linda Wright**
Executive Committee Report
- IV. President-Elect's Report - Chuck Pettit**
- V. Standing Committee Reports**
 - Benefits -Cheryl Torline
 - Constitution & Bylaws-Elaine Shafer
 - Credentials & Election-Ruth Enzweiler
 - Liaison-Gayle Vaughn
 - Policies-David Whitley
 - Salary & Budget-Sue Roth
- VI. AdHoc Committee Reports**
 - Enrollment Planning: Sue Roth
 - Food Service Advisory: Sandy Flora
 - Health Utilization: Cheryl Torline
 - Parking & Traffic Control: Gail Jewell
 - V.P. for Student Affairs Search : Carol Maegly
- VII. Old Business**
- VIII. New Business**
- IX. Announcements**
- X. Closed Session**
- XI. Adjournment**

Please mark your calendars for Monday, November 16. Staff Congress, Faculty Senate, the Council of Chairs, and Deans will meet with Dr. Boothe and Elzie Barker to discuss upcoming financial and budget planning. We will meet in the UC Ballroom from 3 to 3:30 p.m. Please plan to attend to express our interests and concerns. Thanks.

STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

STAFF CONGRESS MINUTES
November 12, 1992
UNIVERSITY CENTER ROOM 108

Members Present: Sandy Arn, Judy Birkenhauer, Allen Bloomhuff, Steve Derrick, Ruth Enzweiler, Sandy Flora, Jack Geiger, Donna Gosney, Marilyn Henderson, Gail Jewell, Janet Krebs, Cheryl Lippert, Claire Newman, Shirley Raleigh, Annette Simpson, Jay Stevens, Angie Tolle, Cheryl Torline, Peggy Vater, Gayle Vaughn, Carolyn Walsh, Gail Wight, Linda Wright.

Liaison: Margo Ferrante

Members Absent: Judy Brueggen, Chuck Harmon, Carol Maegly, Joyce Moore, Pat Morris, LaVerne Mulligan, Chuck Pettit, Sue Roth, Shirley Scharf, Diane Schneider, Elaine Shafer, David Whitley.

Guests: Carla Chance.

- I. Call to order - The meeting was called to order at 1:08 p.m. with a quorum present.
- II. Minutes of the October 8, 1992 meeting were approved.
- III. President's Report - The Executive Council met with Dennis Taulbee on November 10. Linda Wright has submitted names to Dennis for appointment to the Titling Committee. Ruth Enzweiler and Claire Newman were appointed to the Smoking Policy Committee; they would welcome any input from staff members as soon as possible; committee work to conclude by the end of the year. The Veterans Day observance went quite well. A question was presented to the Benefits Committee concerning employees on the Covington Campus who do not pay Covington City tax and do not purchase parking decals. Linda stated that these issues are being pursued with the administration.
- IV. President Elect's Report - Chuck Pettit. No report.
- V. Standing Committee Reports.
 - Benefits - Cheryl Torline. The committee met November 4; discussed health care renewal; referred Covington Campus issue to Linda Wright; also discussed health issues concerning infectious diseases, particularly hepatitis B. Steve Derrick raised the question of establishing a sick day bank, and an extended discussion ensued.
 - Constitution and Bylaws - Elaine Shafer. No report.
 - Credentials and Elections - Ruth Enzweiler. No report.
 - Liaison - Gayle Vaughn. Attended Faculty Senate meeting.

Policies - Allen Bloomhuff. David Whitley has resigned as chair. The committee met with Margo Ferrante and discussed the temporary disability leave policy. Upcoming issues include: grievance policy; Americans with Disabilities Act; and the supplemental pay policy.

Salary and Budget - Jack Geiger. The committee met and discussed the series of budget briefing meetings presented by the administration. A representative attended each session, and the committee determined that the same information was discussed at both faculty and staff sessions. The committee also discussed the salary review for administrators. The committee will meet with Elzie Barker on December 3. Jack reminded representatives of the budget planning meeting scheduled for 3:00 November 16 in the UC Ballroom.

VI. Ad Hoc Committee Reports.

Enrollment Planning - No report.

Food Service Advisory - Sandy Flora. The committee met October 27; discussed prompt cleanups of spills; selling salad by weight; and recycling.

Health Utilization - Cheryl Torline. A new health plan option is being offered by PruCare, PruCare HMO. There was discussion on our future health coverage, and the possibility of us going on the Kentucky state plan.

Parking and Traffic Control - Gail Jewell. The committee met November 5; discussed additional parking (overflow lot on Johns Hill); and additional parking meters on campus.

Vice President/Student Affairs Search - Jack Geiger reported candidates have been narrowed to nineteen (19), will be further narrowed next week; interviews are tentatively scheduled the week of December 7.

Naming of Facilities and Endowments - Janet Krebs. The committee has met twice to discuss parameters and procedures.

VII. Old Business - The Consensual Relations Statement was distributed to SC members to review. Endorsement will be discussed and voted on at the December meeting. Jack Geiger thanked all the people who assisted and attended the Veterans Day observance.

VIII. New Business - No new business.

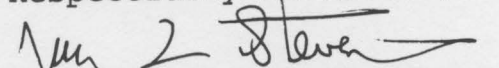
IX. Announcements - The new staff/faculty telephone directory is now available. It has been combined with the student directory.

X. Closed Session.

XI. Adjournment - There being no further business, the meeting adjourned at 2:26 p.m.

Next Staff Congress meeting - December 10.

Respectfully submitted;


Jay L. Stevens, Secretary

OFFICE OF STUDENT DEVELOPMENT
MEMORANDUM

TO: Michael Thomson
FR: Norleen K. Pomerantz *nd*
RE: Consensual Relations Statement
DT: October 26, 1992

Since the April 23, 1992 review of the Consensual Relations Statement by Faculty Senate, a few changes were proposed which you have been notified about. The President has reviewed the Statement and is holding it for final review by Faculty Senate, Staff Congress and Student Government. I would appreciate any assistance you can provide in reviewing the Statement as expeditiously as possible.

To recap the two changes: the first change is the addition of the third paragraph under "Potential Harms from Consensual Relationships." This paragraph states existing policy for any situation in which an employee acts within the context of his or her employment but beyond the scope of his or her employment. In other words, anyone considered acting beyond the responsibilities of his or her position may not be considered to be acting as agents of the University and are, therefore, not covered under the University's liability protection. Consequently, in your review, it is important for Faculty Senate to understand that this paragraph does not define a limitation specific to a consensual relationship situation.

The second change occurs within the second paragraph under "Consensual Relationships in Situations Involving Direct Supervision," in which the supervisor is given more options in arranging for an alternative evaluation of the supervised party. This is the change recommended by Faculty Senate in its first review.

Neither change is substantive in nature, so I am hopeful that a quick review and endorsement is possible. May I have a response from you by November 30, 1992, if not before. I will be happy to meet with a subcommittee and/or with the Senate as a whole to discuss the Statement.

Thank you for your help.

*Passed out at S/C
mtg 11/12/92*

OFFICE OF STUDENT DEVELOPMENT
MEMORANDUM

TO: ✓ Michael Thomson, Faculty Senate
Linda Wright, Staff Congress
Mike Franke, Student Government
FR: Norleen K. Pomerantz *NK*
RE: Addition to Consensual Relationship Statement
DT: October 29, 1992

Sheila Bell suggested that the statement on confidentiality, third paragraph under Consensual Relationships in Situations Involving Direct Supervision, be expanded to remind readers that any confidentiality is subject to state and federal laws, for example, FERPA and/or the Open Records law.

Again, the addition of this statement does not change how we have to deal with confidentiality, rather it emphasizes that there are laws which direct how the University maintains or does not maintain confidentiality.

Thank you, again, for your help in processing this statement through your respective governing bodies.

(draft)

NORTHERN KENTUCKY UNIVERSITY STATEMENT ON CONSENSUAL RELATIONSHIPS

Note: Deletions are indicated by strike through; additions are bold, underlined. Addition of fourth paragraph recommended by Legal Counsel after her review.

Consensual Relationships are relationships in which both parties appear to have agreed to the partnership. The consensual relationships that are of concern to Northern Kentucky University are the amorous, romantic, or sexual relationships between faculty/staff and students and between supervisors and employees. Although consensual relationships, by definition, are desired by both parties, they can nevertheless have consequences which are decidedly undesirable, both to the parties involved and to the university as a whole. The following statement is offered for the protection of members of the university community and for the health and productivity of the university in general.

Potential Harms from Consensual Relationships

It is a generally accepted ethical principle in our society that one avoids situations in which one makes official evaluations of relatives, family members, spouses, or other persons with whom one has an intimate relationship. Such a relationship combined with a responsibility for evaluation is considered a "conflict of interest." In this sense, the objectivity of a faculty member evaluating a student with whom he or she is involved would be considered suspect. Likewise, the fairness of a supervisor evaluating an employee with whom he or she is involved would be considered questionable. Evaluations made under such circumstances may threaten the credibility of a university's educational mission as well as the reputation of its working environment.

Because of the inherent power differential between faculty/staff and students and supervisors and employees, there is also a danger that consensual relationships may evolve into coercive ones. The line between consent and harassment is a fine one, and perceptions of this boundary may not necessarily be shared. Thus it is possible that a party involved in what was believed to be a consensual relationship may become involved in what turns out to be a case of sexual harassment. There have also been cases in which parties involved in consensual relationships have been charged with sex discrimination.

Therefore, individuals entering into such relationships must realize that consensual romantic and/or sexual relationships between members of the University community are not considered within the scope of employment for University employees; consequently, an individual would not generally be covered by the liability protection provided by the University and the Commonwealth in subsequent litigation precipitated by such relationship.

Consensual Relationships in Situations Involving Direct Supervision

Consensual relationships in situations involving direct supervision (e.g., faculty member and student in his or her class, faculty member and student he or she is supervising in independent or laboratory research, supervisor who has the power to evaluate, promote or grant raises to an

employee) should be avoided. If such relationships arise, arrangements should be made to remove one of the parties from the supervisory situation or to have evaluations of the supervised party made in another way.

For example, in the case of faculty and student, a student should be placed in another course or be paired with another thesis or lab instructor. In cases where this is not possible, another faculty member should be brought in to evaluate the student's work the department chair or the dean of the college should determine the best means for impartial evaluation of the student's work after consulting with the parties involved. Consideration should be given to having another faculty member evaluate the student's work. Faculty members should also remove themselves from other situations (awards committees, etc.) in which their decisions may reward or punish students with whom they are currently (or with whom they have been previously) involved. Likewise, in the case of a consensual relationship between a supervisor and employee, an employee should be transferred to another work unit, or if this is not possible, provision for an outside evaluation of the employee's work should be made the supervisor of both parties should determine the best means for impartial evaluation of the employee after consulting with the parties involved. Consideration should be given to having an outside evaluation of the employee's work.

In all situations of direct supervision, a consensual relationship should be reported to the faculty member's or supervisor's executive officer (i.e., department chair, unit director). Such notification may help ensure that arrangements for unbiased evaluations are made and may help prevent later misunderstandings about the nature of the situation. Notification and any subsequent action taken should remain confidential in so far as the confidentiality is consistent with state and federal law.

Consensual Relationships Not Involving Direct Supervision

Although less problematic, consensual relationships in situations not involving direct supervision (e.g., between faculty and students in separate academic units or supervisors and employees in separate work units), can have negative consequences. For instance, the campus reputation of both parties may be affected by the knowledge of the relationship or by speculation about it. Also, there is the possibility that one may suddenly be placed in a position of responsibility for or called upon to evaluate another. For instance, a student may change majors and join the faculty member's department, or a faculty member or supervisor may be asked to serve on a campus-wide admission, awards or grievance committee. Members of the university community should be aware of such potential problems and should enter relationships with caution.

Reviewed officially by
Student Government 2/28/92
Staff Congress 4/23/92
Faculty Senate 5/14/92