

STAFF CONGRESS

Regular Meeting - October 1, 1982

AGENDA

- I. XCall to Order
- II. XMinutes of the September 3, 1982 Meeting
- III. XPresident's Report
 - X- Board of Regents Meeting on 10/7/82
 - X- University Planning Council
- IV. XVice-President's Report
- V. XSecretary/Treasurer's Report
- VI. Committee Reports
- VII. Old Business
- VIII. New Business
- IX. Adjournment

STAFF CONGRESS
October 1, 1982

A regular meeting of the Staff Congress was held on Friday, October 1, 1982. Role was taken and a quorum was present.

MEMBERS PRESENT: Terry Andrews, Tom Barlow, Gail Cato, Pat Coleman, Cindy Dunaway, Gary Eith, Don Gammon, Dorinda Giles, Carol Guthier, Patti Jeffries, Mary Kelm, Bonnie King, Bill Lamb, Joyce Maegly, Steve Priestle, Ken Ramey, Linda Sanders, Pamm Taylor, Nancy Utz, Mike Martin, John Fries, Gregg Schulte (ex officio).

MEMBERS ABSENT: Mike Baker, Bob Barnes, Dan Bayes, Shirley Gallicchio, Jerry Groeschen, Barb Herald, Dan Hoskins, Nancy Perry, Dolores Thelen.

The minutes of the September 3, 1982 meeting were approved.

President's Report

Dorinda Giles reported that there will be a special meeting of the Board of Regents on Thursday, October 7, 1982. Dorinda received an agenda and said she would attend this meeting and would give a full report at the next Staff Congress meeting.

Dorinda brought up that this would be the last regular meeting of Staff Congress with this group of representatives, since the terms of half of the members would expire on October 31. She said she hoped everyone would want to run for re-election and wished all the members good luck. Dorinda said the by-laws read that the Parliamentarian would conduct the first regular meeting in November for the purpose of seating the new officers. All the new representatives and those serving their second year would elect the new executive council. Even though Gary Eith is serving only a one year term, he will be in attendance to conduct the proceedings.

Dorinda then introduced Byron Renz, the Faculty Senate's liason.

Dorinda said she received a letter from Dr. Albright informing the Staff Congress of the development of a University Planning Council. This was brought about by Dr. Scholes' report to the Board of Regents on "Leading Issues and Emerging Policies". The Council will be comprised of the presidents of Staff Congress, Faculty Senate, Student Government, and also of various major department heads. Dorinda said it is her feeling that the top administration is seeking input in making decisions, and this will be another opportunity for staff to put forth their issues.

Dorinda reminded the Staff Congress that elections are coming up this month and nominations are due by 4:30 p.m. on Friday, October 8. The election date is Friday, October 22.

Dorinda read a letter from Gregg Schulte thanking the Staff Congress for his selection as a recipient for a Distinguished Service Award.

Vice-President's Report

Tom Barlow had no report to make, but said he wanted to applaud the members of the standing committees for doing an excellent job. Tom said he wanted to make a statement of gratitude and thank these people.

Dorinda Giles said she would like to add to this and said we have started things, even though we actually had a shortened term, and our issues will carry over to the next Congress. Dorinda said she has high hopes that things will continue to grow and get better every year. Dorinda said she feels everyone did a swell job and they can be proud of it.

Secretary/Treasurer's Report

Carol Guthier reported that the balance at the September meeting was \$441.30. The latest report from Accounting, dated 9/16/82, shows a Xerox charge of \$17.55, which leaves a balance of \$423.75.

Committee Reports

-Personnel Policies & Benefits Committee - Linda Sanders reported on the progress of this committee. She said they are nearing completion of their proposal concerning staff evaluations. This proposal will be presented at a special session that will be called sometime during the week of October 18. Kim Hennessy met with this committee to discuss some changes to the grievance procedures and these changes will be proposed to the Board of Regents at their November meeting. These changes will be summarized and recommendations will be made also at the special session.

-Credentials & Elections Committee - Pamm Taylor said her committee has been adhering very closely to the established time table, but has not been having a very good response. Out of fifteen open positions, only six nominations have been received. Pamm asked for suggestions. Carol Guthier asked about the Faculty and Staff weekly bulletin, but it is too late for that. Nancy Utz asked if the nominations were being posted, saying that a lot of people wait to see who else is running. Pamm assured the Congress that they are being posted every day. John Fries asked for a copy to be posted by the time clock on Nunn dock for the convenience of the night shift. Gregg Schulte suggested that since Mr. Tabor has sent a letter to his department heads supporting the election process, Cindy Dickens and Lyle Gray may want to do the same and they should be contacted.

Pamm also reported that the major reorganization will not cause any difficulties since those affected by it were only serving a one year term.

-Grievance Committee - Mary Kelm had no report.

-Finance Committee - Nancy Utz had further details on the Staff Congress's finances. It cost \$25.00 for copying the materials for the nominations that were sent out, and estimated charges for the xerox report for September are \$18.00. This would leave approximately \$380.00 through September.

Nancy said that with regard to the newsletter, the following are our options: For 10 more issues, 2 pages of 8½"x 11", the cost would be \$200.00, which would leave us \$180.00 to operate on. If we go with an 8½" x 14" sheet, front only, our cost would be \$150.00. For 8½" x 14", front and back, our cost would be \$200.00. Nancy said the committee's recommendation to the Liason's Committee would be to go with the 8½" x 14" sheets to all staff represented by Staff Congress.

Carol Guthier moved to accept Nancy's recommendation and Terry Andrews seconded it.

Cindy Dunaway asked if the Liason Committee would absolutely be held to a 2 page newsletter if there were more items to be covered than would fit on just 2 pages. Nancy Utz said no, the intent of the 2 page suggestion was just to give the Liason Committee a guideline of sorts.

Pamm Taylor said it would make more sense to set a budget limit that the Liason Committee could spend in a year's time on the newsletter and let them have the responsibility of staying within their budget.

Gary Eith said Pamm was exactly right. In the new year, each committee should submit a budget that will ultimately be approved by Staff Congress based upon recommendations from the Finance Committee. The committees then have to live within that budget unless they request ammdements or adjustments to it.

Dorinda Giles brought up that the timing of Staff Congress' budget does not coincide with the University's. The new Staff Congress, which is seated in November, must live with the budget established by the previous Congress until the new fiscal year begins in July. Gary Eith said the new Congress should re-evaluate the budgetary process.

Nancy Utz then charged all committee chairs with getting an estimated budget submitted to her by 10/22. Estimate expenses through June 30, 1983, including xerox charges, etc.

Cindy Dunaway moved to amend the original motion to state that rather than limit the size of the newsletter, the Liason Committee keep it under the \$200.00 ceiling.

Linda Sanders seconded the motion. The vote was taken on the amendment and the motion passed unanimously.

The vote was then taken on the original motion and it also passed unanimously.

Nancy Utz pointed out that there are some people not receiving newsletters, such as temporary grant people. The Newsletter is for all people covered or represented by Staff Congress.

-Liason Committee - Don Gammon reported that their committee met on September 9, 1982, and discussed the items to possibly be included in a newsletter. They later found out that the Credentials & Elections Committee had sent out a memo and form which covered most of the same items, so they decided not to send out a September newsletter.

Faculty Senate met in a special meeting during the week of September 20. Don was invited to attend. Their regular meetings will be the third Monday of each month at 3:00 p.m. A representative will attend. The issue of attending Student Government meetings, which are held weekly, was addressed. It was decided that since Bill Lamb already attends these meetings, he could act as our official representative. As mentioned previously, Mr. Byron Renz will be attending our meetings on behalf of Faculty Senate.

-Constitution & By-Laws Committee - Gary Eith reported for Shirley Gallicchio that their committee has not met.

Mary Kelm asked to mention an item she had forgotten. The working procedures for grievances will not be in effect until they have been approved by the Board of Regents, hopefully at their November meeting. The grievance procedure now in effect is to be used until the new policy has been approved. Linda Sanders said that more details will be presented at the special meeting of Staff Congress to be called.

-Ad Hoc Committee for Distinguished Service Award - Carol Guthier reports with pleasure that the following staff employees were presented a Distinguished Service Award at the Staff Awards Day Program on September 23, 1982: Dorinda S. Giles - Data Processing, Marian E. Kuehneman - Special Educational Services, Gerard (Jerry) McLafferty - Physical Plant, William (Bill) Schack - Physical Plant, R. Gregg Schulte - Personnel Services, Linda R. Thierbach - Fine Arts. The committee is currently working on a memo to be sent to all staff who received nominations, regardless of whether or not they received an award, to inform them that they and their work have been recognized and supported by a vote of confidence from their peers.

The committee is also working to establish new guidelines for the process of selecting next year's Distinguished Service Award recipients. A complete report will be given at the next regular meeting.

Old Business - None

New Business

Gail Cato said she has been approached by one of her constituents to ask about restructuring the payroll system so all employees would be paid on a twice-a-month basis. Linda Sanders said this has been brought to their attention before. Dorinda Giles asked Linda and her committee to study this recommendation further.

Don Gammon moved to adjourn at 10:55 a.m. Gary Eith seconded the motion, which was unanimously approved.

NEXT MEETING: November 5, 1982, at 10:00 a.m. in Room 108, U.C.