

# STAFF CONGRESS MEETING

Thursday, January 16, 1997

UC 108 - 1 pm

## AGENDA

- I. Call to Order
- II. Approval of December 12, 1996 minutes
- III. President's Report - Cheryl Torline
- IV. President Elect's Report - Claire Newman
- V. Standing Committee Reports
  - A. Benefits - Chuck Pettit
  - B. Constitution & Bylaws - Janet Krebs
  - C. Credentials & Election - Diana Schneider
  - D. Liaison - Jim Parker
  - E. Policies - Carolyn Walsh
  - F. Salary & Budget - Audrey Riffe
- VI. AdHoc Committee Assignments
  - A. Food Service Advisory - Chuck Harmon
  - B. Health Utilization - Peg Adams/Chuck Pettit
  - C. Naming Committee - Shirley Welitzkin
  - D. Transportation - Wilma Daugherty
  - E. Supervisory Training - Jim Parker
  - F. Technology Committee - Janet Krebs
  - G. Transition Team - Chuck Pettit
- VII. Old Business
- VIII. New Business
- IX. Announcements
- X. Closed Session
- XI. Adjournment

# STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

## Staff Congress Minutes Thursday, January 17, 1997 UC 108

**Members Present:** Peg Adams, Shew Mei Chen, Wilma Daugherty, Chuck Harmon, Gail Jewell, Janet Krebs, Pat Lindsay, Claire Newman, Ava Nienaber, Debra Orth, Jim Parker, Linda K. Parks, Chuck Pettit, Linda Pettyjohn, Audrey Riffe, Joe Ruh, Barb Scheben, Diana Schneider, Dan Snow, Jay Stevens, Glenn Strausbaugh, Allen Thomas, Jr., Denise Thomas, Cheryl Torline, Nancy Trimbur, Carolyn Walsh, Cheryl Weber, Shirley Welitzkin.  
**Members Absent:** Lisa Brewer, Leva Kidd, Rose Morgan, Dwayne Pontius, Janice Rachford, Charlene Schweitzer, Peggy Vater.

**V.P. Admin:** Carla Chance **Liaison:** Margo Ferrante **Staff Regent:** Absent **Office Secretary:** Peg Goodrich

- I. **Call to Order** - The meeting was called to order at 1:05pm.
- II. **Minutes** - Minutes of the December 12th meeting was approved.
- III. **President's Report :**

Cheryl asked if everyone had received their Insurance I. D. Cards yet.  
A copy of The Staff Regent Rules & Regulations was handed out to members to be reviewed. Please let Cheryl know if you would like to be one of the two representatives needed for the committee.  
An extra \$60,000 will be needed for the proposed sign out front, beyond the amount donated. Money from advertisers could pay for this.  
The Technology money has been spent for computers.  
Performance Evaluations will be in April.
- IV. **Standing Committee Reports:**
  - A. Benefits - Survey given to administration to be approved and a copy given to Faculty Representative, Charlie Frank, to be reviewed.
  - B. Constitution & Bylaws - Nothing pending at present.
  - C. Credentials & Elections - Elections will be later this semester.
  - D. Liaison - Jim Parker touched upon some results from questionnaire concerning Staff Congress as a whole that was sent out to everyone with only 60 responses.  
The January & February Newsletters will be combined.
  - E. Policies - Nothing new to report at this time.
  - F. Salary & Budget - The committee will meet after this meeting.
- V. **Adhoc Committee Assignments:**
  - A. Food Service Advisory - The food service is back to full service this semester.
  - B. Health Utilization - The committee will be meeting next week to talk about the insurance enrollment.
  - C. Naming Committee - Nothing to be named.
  - D. Transportation - The next meeting will be concerning parking lots.
  - E. Supervisory Training - Rob Schneider, Marketing & Management, will meet with Deans of Departments to see if anyone is willing to donate time for these sessions.  
Someone questioned whether anyone would be willing to do it without some sort of

pay. The Communications Dept. might have some answers.

F. Technology - The allocated money has been spent.

G. Transition Team - The last meeting was canceled and they are not sure if they will be needed again.

VI. **Old Business:**

A list of Homecoming 1997 Activities, beginning February 3rd, will be published in the Staff Congress Newsletter.

Cheryl asked Margo about the number of employees that were reclassified and how many were from the Personnel Office. Figures weren't available at the meeting. Other money was allocated in the Office & Clerical areas but was used for updating new employees' positions.

Four Staff Congress members are on NKU Partnership Committees.

Carla Chance talked about the Salary Task Force. The administration has received a draft of the Policy Review Process. Some concerns were about what is more important - merit or longevity money in the budget. The Market Adjustment will start with Professional, then Office Staff & Clerical and then Faculty.

Staff Congress members voted yes on the Salary Policy Review Task Force Draft, (22-3-1). The Salary Policy Task Force Committee consisted of Claire Newman, Chuck Harmon, Wilma Daugherty, Jim Parker, Audrey Riffe, and Dan Snow.

VII. **New Business:**

Football Forums will be next Tuesday during the day and Wednesday evening, please try to attend one of these sessions. Most Staff Congress members were against football at this time for numerous reasons.

VIII. **Announcements:**

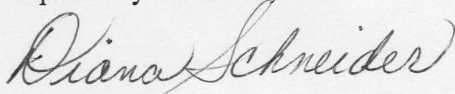
Margo announced that the W-2 Forms will be given out by January 31.

Leva Kidd resigned.

IX. **Closed Session** - No closed session.

X. **Adjournment** - The meeting was adjourned at 2:15pm.

Respectively submitted,



Diana Schneider  
Secretary



## STAFF CONGRESS SUPERVISORY TRAINING COMMITTEE

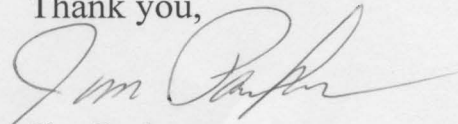
JIM PARKER-CHAIR  
LANDRUM ANNEX 201  
572-5269

In our efforts to create a valuable and effective training course for supervisors and managers at **NKU**, we ask for your input. We feel there is a wealth of management experience and knowledge on campus, and we need your help to identify it. We're looking for the best and brightest from your department to lead and teach seminars to train supervisors and managers.

Our committee has outlined half-a-dozen seminars with topics we feel need to be addressed. More seminars will be added in the future. We would like input from seminar leaders as to what topics might be added or deleted from each seminar. We feel strongly that seminars should last a maximum of an hour to ninety minutes. We also feel that since this is an attempt to improve all areas of on-campus supervision, we need seminar leaders who will volunteer their time for the benefit of the University.

We ask you for your ideas of people that are qualified and may be willing to participate in a program that will have a lasting, positive influence on the future of **NKU**. We will then contact these people with an invitation to join our effort to make **NKU** better for everyone.

Thank you,



Jim Parker