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# ***STAFF CONGRESS***

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Northern Kentucky University ■ Highland Heights, Kentucky 41099

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## **STAFF CONGRESS MEETING**

**Thursday, April 15, 1999**

**Meeting @ 1 p.m.**

**UC 108**

### **AGENDA**

- I. Call to Order
- II. Approval of March 11, 1999 minutes
- III. President's Report - Claire Newman
- IV. President Elect's Report - Audrey Riffe
- V. Staff Regent Report - Martha Malloy
- VI. Committee Reports:
  - A. Benefits - Royleen Seibert
  - B. Constitution & Bylaws - Glenn Strausbaugh X
  - C. Credentials & Elections -Diana Schneider ✓
  - D. Liaison - Debbie Billiter/Gena Grigson
  - E. Policies - Carolyn Walsh ✓
  - F. Salary & Budget - Ron Rieger
- VII. Subcommittees
  - A. Food Service Advisory - Chuck Harmon/J.B. Losey
  - B. Health Utilization - Peg Adams
  - C. Naming Committee - Judy Birkenhauer
  - D. Transportation - Linda Parks
- VIII. Old Business
- IX. New Business
- X. Announcements
- XI. Closed Session
- XII. Adjournment

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# STAFF CONGRESS

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## STAFF CONGRESS MINUTES

April 14, 1999

Administrative Center 722

**Members Present:** Peg Adams, Mary Baker, Beverly Beck, Debbie Billiter, Judy Birkenhauer, Gina Bray, Judy Brueggen, Peggy DeJaco, Arnold Duncan, Ruth Enzweiler, Gail Goedel, Gena Grigson, Janice Hankla, Chuck Harmon, Jackie Haubner, Clark Kyle, J. B. Losey, Robert Neely, Claire Newman, Linda Parks, Janice Rachford, Roseanne Rawe, Ron Rieger, Audrey Riffe, Diana Schneider, Royleen Seibert, Elaine Shafer, Marilyn Siry, Dan Snow, Glenn Strausbaugh, Peggy Vater, and Carolyn Walsh.

**Members Absent:** Charlene Schweitzer and Allen Thomas, Jr.,

**V.P. Admin:** absent

**Liaison and Staff Regent:** Martha Malloy

**Office Secretary:** Peg Goodrich

**Call to Order** - The meeting was called to order at 1:02 p.m.

**Minutes** - The minutes of the March 11, 1999, meeting were approved.

### President's Report:

- All performance evaluations except one were turned in on time!
- Several Staff Congress members attended the Spring Convocation, where the approved budget was presented and explained to the university community.
- Claire presented the idea of inviting the new, top appointees to meetings to be introduced and to explain their duties/functions to Staff Congress. Congress agreed with the idea.

### President Elect's Report:

- Arnold Duncan will represent Staff Congress on the NKU Master Planning Committee.
- The Staff Effectiveness Committee will meet this afternoon. Working on a salary compression plan to differentiate between longevity and a new hire. On Staff Awards Day vouchers, along with the usual lapel pins, will be presented for years of service. A voucher can be used for bookstore purchases, admission to theatre and sporting events, applied to parking fees, etc. A more detailed report will be submitted at the end of April.

### Staff Regent Report:

- The next Board of Regents meeting is scheduled for May 5. The budget, which includes a large sum for Programs of Excellence, was approved at the last meeting. The student regent showed some very good leadership in the budget approval process. The increase in student fees will provide added support to academic advising and first year programs.
- The Budget includes \$125,000 for Phase II of market adjustment. Issues brought about by Phase I will be evaluated before distributing this amount. The cost of Phase III will be decided before next year's budget is prepared.
- Thanks to everybody for the response to the evaluation process which seems to have been taken more seriously than in the past. On May 23 letters will be sent to employees indicating merit raises and market increases if applicable.

### **Standing Committee Reports:**

- A. *Benefits* – Committee will meet April 20. Royleen Seibert and Glenn Strausbaugh will define the eligibility requirements for the recipients of the Staff Congress Scholarships as a result of last month's question regarding the guardianship of a student.  
Committee will sponsor workshops for financial planning—especially planning for retirement.
- B. *Constitution and Bylaws* – No report
- C. *Credentials and Elections* – Nominations for Staff Congress seats are due April 16. Claire encouraged members to submit nominations.  
Congress voted to extend the terms of President Claire Newman and President Elect Audrey Riffe. It was decided to not fill the vacancy left by Pat Lindsay since the year is almost over.
- D. *Liaison* – No report.
- E. *Policies* – The Committee is "mired" in Section F.
- F. *Salary and Budget* – Committee will meet on April 26, and all members are encouraged to attend.

### **Subcommittees:**

- A. *Food Service* – A food service employee assured J. B. that the food service hot line is updated daily and on spot checking he found that to be true..
- B. *Health Utilization* – PacifiCare paid in full the penalty (\$86,000) for not providing membership cards to all employees by the deadline as stated in their contract. A decision will be made as to where this "windfall" will be channeled. This payment sends a good message that PacifiCare is fulfilling their agreement with the University.
- C. *Naming Committee* – No report.
- D. *Transportation* – Committee met on March 26. Parking garage construction is still on schedule. Much discussion evolved and questions were raised about who should use the parking garage.

### **Old Business:**

Fourteen suggestions boxes are going up on campus by the end of next week. The contents will go to Human Resources. Initially, the boxes will be checked weekly; if responses slack off, the boxes will not be checked as frequently.  
Ten scholarship applications have been received.

### **New Business:**

None

### **Announcements:**

Faculty/Staff Follies this Sunday, April 18, at 6:30 p.m. See Royleen or Diana after the meeting if you can volunteer to help.

**Closed Session** – Staff Congress did not go into closed session.

**Adjournment** – The meeting was adjourned at 2:15 p.m.

Respectfully submitted,

J. B. Losey, Secretary