

STAFF CONGRESS

Regular Meeting - April 2, 1982

AGENDA

- I. Call to Order
- II. Minutes of Previous Meeting
- III. President's Report
 - Dr. Gene Scholes on Salary Increases
 - Board of Regents Meeting
 - Resignation of Staff Congress Member
- IV. Vice-President's Report
 - Nominations to Standing Committees
 - Elections to Standing Committees
 - Appointment of Chairpersons to Standing Committees
- V. Secretary/Treasurer's Report
- VI. Old Business
 - Report from Benefits Review Ad Hoc Committee
- VII. New Business
 - Report on Faculty/Staff Participation in NKU Seminars and Workshops by Pamm Taylor
- VIII. Adjournment

STAFF CONGRESS MINUTES
April 2, 1982

A regular meeting of the Staff Congress was held on Friday, April 2, 1982 in Room 108 of the University Center. The meeting was called to order at 10:05 a.m. Role was taken and a quorum was present.

MEMBERS PRESENT: Terry Andrews, Mike Baker, Tom Barlow, Bob Barnes, Pat Coleman, Cindy Dunaway, Shirley Gallicchio, Don Gammon, Dorinda Giles, Carol Guthier, Barb Herald, Dan Hoskins, Mary Kelm, Bonnie King, Bill Lamb, Joyce Maegly, Mike Martin, Nancy Perry, Steve Priestle, Ken Ramey, Linda Sanders, Pamm Taylor, Dolores Thelen.

MEMBERS ABSENT: Dan Bayes, Gail Cato, Gary Eith, Jerry Groeschen, Patti Jeffries, Nancy Utz.

The minutes of the March 5, 1982 meeting were approved.

President's Report

Dorinda Giles reported that the Executive Council had met earlier with Dr. Scholes to discuss the proposed salary increases for staff employees, and Dr. Scholes at that time asked to be put on the agenda for the next Staff Congress meeting to address this issue. A change of plans was made, and both Dr. Scholes and Dr. Albright were able to attend. Dorinda then introduced Dr. Albright.

President Albright said he wanted to speak to the Staff Congress on more than just the salary picture as it had been some time since he had met with the Congress. He said he would again like to express the appreciation of the administration of this institution for the work Staff Congress is doing. They are especially pleased with the manner in which Staff Congress went about its organization and development. He feels Staff Congress will be an important body in the decision-making process of the University.

The Board of Regents has approved a University Council to be made up of representatives of faculty, students, administration and staff. This will improve the communications of the University and consequently the decision-making. Again, Dr. Albright said he wanted to express how well he thinks the Staff Congress has done and said he feels we have a good constitution, by-laws, and officers.

With regard to the budget for NKU in general for '82-'83, this budget covers increased resources; not as much as was wanted and asked for, but it is a fair share of what the state had. The total amount for staff salaries corresponds to the total amount of faculty salaries. The general increase will be 5%; with 2% for longevity. Extended service will be an additional 1 or 2%, and discretionary increases will be 2½%.

There has been an increase of just under 40% in the Blue Cross/Blue Shield coverage cost, amounting to approximately \$105,000. Part of this increase is caused by high usage, particularly in-patient diagnosis usage as opposed to out-patient diagnosis usage, which costs much more and affects premiums. The administration will look into whether or not there are certain coverages that don't mean so much that would allow us to pick up some of the cost.

Dr. Albright said that Performance Reviews this year will be important in determining salaries for individuals. Dr. Albright thinks these reviews will be better than anything the University has had in the past.

The Legislature has passed the budget bill which includes in it the HPE Building, at \$9,500,000.00 which the governor is expected to approve. The bill also includes money for paying off the bond, even in the first year when it isn't needed.

The on/off ramp from I-275 through the back of the campus has been approved by the state and federal governments. That will mean greater accessibility and development of the Foundation property which is adjacent to the University. Plans are underway for one research facility, and it is likely that one of the major hotel chains will locate a facility there. The Kroger research facility indicated they would guarantee a 55% occupancy in the years to come. Also, an educational and conference center will be built there as well. Another development is that it looks like we will get a sizeable grant for running a sewer line for about one half million dollars.

There are a number of other projects not yet approved, but the administration will bear down on these and move as rapidly as possible.

We are putting in money for development and training programs for staff as a means for helping all of us. There will be various seminars, training sessions, and in-service educational programs which any good organization has these days. Dr. Albright expressed admiration and respect for what the Office of Personnel has done with it's limited resources in general. He said he appreciates what all of us have done and are doing, and said he doesn't think there is an institution he knows of that gets more done than this one with fewer people; nor is the work as good.

Dorinda Giles thanked Dr. Albright and then introduced Dr. Scholes.

Dr. Scholes said he would answer any questions concerning what Dr. Albright had said, and also said that not all of the directors on campus were aware of what the Staff Congress had been told.

Cindy Dunaway asked for an explanation of the difference between longevity and extended service. Dr. Scholes said longevity is really a part of the accross the board increase. 5% is accross the board, 2% goes to any employee who has been here longer than ten months as of July 1.

Extended service is an additional 1% if you have been here three years as of July 1, or if you have been here five years or more as of July 1 you get an additional 2%.

On top of this, there is a pool of discretionary money to be used for merit purposes, constituting $2\frac{1}{2}\%$ of the department's base salaries. The minimum increase that can be allocated to an employee for merit on a discretionary basis is $2\frac{1}{2}\%$. That is not to say that a person could not receive a 4% discretionary increase; it just guarantees a minimum of $2\frac{1}{2}\%$.

For Directors, Chairpersons and people of the Administration at salaried levels, their increases are based solely by looking at bench mark figures. Generally, there is some parity between what staff increases are and what the people will receive, but that is not necessarily the case.

Shirley Gallicchio asked who would handle the merit increases. Dr. Scholes answered that supervisors and directors would make these recommendations. The final decision would be made by the Major Department Head and Dr. Albright.

There were no further questions, so Dorinda Giles thanked Dr. Scholes.

Dorinda Giles then introduced Mike Martin and welcomed him to the Staff Congress. Along with this, Dorinda said she has received the resignation of Greg Muench, a representative for Physical Plant, which creates a permanent vacancy. After reviewing the original nominations for this area that were made in November, 1981, Dorinda said she would like to nominate John Fries as a replacement. John would represent the night shift and would be a good representative. Mike Baker so moved, and Bill Lamb seconded. There was no discussion so the vote was taken and was unanimously approved.

The Executive Council did attend the Board of Regents meeting on March 9, 1982, and were introduced to the Board by Dr. Scholes. One Board member had some reservations about Staff Congress, but Dr. Albright and Dr. Scholes pointed out the positive aspects of having such a governing body for staff. The Staff Congress constitution was brought up and unanimously approved by the Board, so we are now officially a part of the University.

Dorinda Giles asked the Staff Congress if they felt that the Staff Congress President should attend the Board of Regents meeting and receive the agendas, or did they feel this was a responsibility of the Liaison Committee? After discussion among members, it was decided that the Staff Congress President would attend these meetings.

Vice-President's Report

Tom Barlow said that with reference to the nominations listing for standing committees, the Executive Council had worked hard to come up with these nominations, based on the information submitted by the representatives. Tom's position is to coordinate the committees, making sure they are organized properly.

Tom offered several recommendations for voting upon these committees:

- 1) Vote on each committee
- 2) Vote on each individual member
- 3) Vote on entire package.

Dorinda Giles said the Staff Congress would take each committee and open them up for additional nominations, then take a voice vote.

1. Personnel Policies and Benefits Committee - there were no additional nominations. Don Gammon moved to accept the Executive Council's recommendations. Dolores Thelen seconded. There was no discussion, so the vote was taken and the motion was unanimously approved.

2. Credentials and Elections Committee - there were no additional nominations. Mike Baker moved to accept the Executive Council's recommendations. Ken Ramey seconded. There was no discussion, so the vote was taken and the motion was unanimously approved.

3. Grievance Committee - there were no additional nominations. Bill Lamb moved to accept the Executive Council's recommendations. Joyce Maegley seconded. There was no discussion, so the vote was taken and the motion was unanimously approved.

4. Finance Committee - there were no additional nominations. Mary Kelm moved to accept the Executive Council's recommendations. Barb Herald seconded. There was no discussion, so the vote was taken and the motion was unanimously approved.

5. Liaison Committee - there were no additional nominations. Shirley Gallicchio moved to accept the Executive Council's recommendations. Terry Andrews seconded. Joyce Maegley asked how many University-wide committees the Liaison Committee would have to deal with? She wondered if more than five people would be needed on this committee. Tom Barlow said this would be worked out, and if it were felt necessary, this committee could call on other members within our organization. No further discussion, so the vote was taken and the motion was unanimously approved.

6. Constitution and By-Laws Committee - there were no additional nominations. Mary Kelm moved to accept the Executive Council's recommendations. Cindy Dunaway seconded. There was no discussion, so the vote was taken and the motion was unanimously approved.

The Executive Council made the following appointments for Chairpersons of the standing committees:

Linda Sanders - Personnel Policies and Benefits Committee
Pam Taylor - Credentials and Elections Committee
Mary Kelm - Grievance Committee
Carol Guthrie - Finance Committee
Don Gammon - Liaison Committee
Shirley Gallicchio - Constitution and By-Laws Committee

All appointments were accepted by persons named. Bob Barnes moved to accept the Executive Council's recommendation and Mary Kelm seconded. No discussion, so the vote was taken and unanimously approved. See attached listing of committees and chairpersons.

Secretary/Treasurer's Report

Interviews for the Secretarial position for the Staff Congress were held the week of March 22, and Ruth Schout was selected to fill the opening. Ruth's starting date, if the PAR is approved in time, will be Monday, April 5, 1982.

Since the Standing Committees of the Staff Congress have been established, we can expect the need for secretarial services to increase. All requests for these types of service should be directed through the Secretary/Treasurer, who will in turn assign this work to Ruth.

Old Business

Benefits Review Ad Hoc Committee - Administrative Leave Policy.

Dorinda Giles asked Dolores Thelen to read the section in question. Dolores did so, and said, the committee met and went over the remuneration paragraph. The purpose and intent of this paragraph was to address the issue. The condition as written allows flexibility to the administration and the employee in negotiating the leave. In trying to reword it, the committee came up with the same idea, so it was the committee's decision that they desired to leave the paragraph as written. It is recommended that the Administrative Leave Policy be returned to Personnel with the suggestions presented at the last meeting.

Don Gammon said he wanted to comment that he felt the committee had done a splendid job in presenting this policy.

Linda Sanders moved to accept the committee's recommendation and Terry Andrews seconded. There was no discussion so the vote was taken and the motion was unanimously approved.

New Business

Gregg Schulte contacted Dorinda Giles regarding Faculty/Staff participation in NKU seminars. As Dr. Albright mentioned, there are funds available, and he would like to take to the Board of Regents meeting in April what these funds will be used for. Dorinda Giles called on Pamm Taylor to give a report. Pamm Taylor, Bonnie King, Tom Barlow and Dorinda Giles attended the meeting with Gregg Schulte. There is approximately \$4,000 available for development and training programs to be held on campus. It was brought out that secretaries are a group that have been taking advantage of what has been offered in the way of seminars, guest speakers, etc. However, there are some areas that have been neglected such as the service and maintenance group and professional non-managerial group. The Committee suggested several avenues Gregg could follow such as having management seminars on campus, having departments hold workshops about their own departments, having classes specifically aimed at employees at convenient times, and having Personnel of the University who do this type of work elsewhere offer something on campus.

In order for these to be well attended, there must be some incentive for personnel so they will feel they have achieved some goal. These seminars, etc. should offer something that will be of interest.

Also, the resources of the Office of Community Research & Services should be checked into.

Mike Baker asked if the University would pay for utilizing the services of Ralph Pearson's area. Gregg Schulte said there is a conflict in this area, that most of the services of Dr. Pearson's area are offered for people outside the University and he has been charged with the responsibility of generating revenue. Gregg sees this as a convenient means of offering training and development to a lot of people on campus, but there is a problem with the charge. This will have to be worked out.

Gregg Schulte said the secretaries did a survey and got very good results, coming up with a lot of workable ideas. Their sessions have been very well attended. Gregg recommends that the Staff Congress go to its constituents to see what they are interested in.

Dorinda Giles asked Linda Sanders as Chairperson of the Personnel Policies and Benefits Committee to get with her group to study this issue and make a recommendation concerning a survey.

Dorinda Giles announced that Nancy Utz had a little girl.

Don Gammon moved to adjourn at 11:10, Joyce Maegley seconded and it was unanimously approved.

NEXT MEETING IS MAY 7, 1982, AT 10:00 A.M. IN ROOM 108 OF THE UNIVERSITY CENTER.

STANDING COMMITTEES OF STAFF CONGRESS

Personnel Policies and Benefits Committee

Linda Sanders
Mike Baker
Pat Coleman
Joyce Maegly
Mike Martin

Liaison Committee

Don Gammon
Bill Lamb
Terry Andrews
Cindy Dunaway
Dan Hoskins

Credentials and Elections Committee

Pamm Taylor
Patti Jeffries
Gary Eith
Gail Cato
John Fries

Constitution and By-Laws Committee

Shirley Gallicchio
Bob Barnes
Nancy Perry
Bonnie King
Gary Eith

Grievance Committee

Mary Kelm
Steve Priestle
Dan Bayes
Ken Ramey
Barb Herald

Finance Committee

Carol Guthier
Nancy Utz
Dolores Thelen
Jerry Groeschen
Pamm Taylor

MEMORANDUM

TO: Mr. John DeMarcus
Ms. Cindy Dickens
Dr. Lyle Gray
Mr. Robert Knauf
Dr. Gene Scholes
Mr. Clarence Tabor
Mr. Dennis Taulbee
Dr. Ralph Tesseneer

DATE: March 11, 1982

RE: Staff Salary Increases for Fiscal Year 1983

Provisions for salary increases for staff personnel, including administrators, for fiscal year 1983 are as follows:

1. Salaries for administrators (Central staff, Deans, Directors, Chairpersons) will be based upon performance and a comparison of current salary to benchmark medians.

Central administrators should be prepared by March 22 to discuss their recommendations with the President.

2. For non-administrators, the total increase will be comprised of three elements: a general increase, a discretionary increase, and an extended service increment.

The general increase will be 5% for everyone hired (first day of employment) on or after September 1, 1981. Employees hired prior to that date will receive 7% (the 5% plus an additional 2% longevity supplement). General increases become effective on June 27 for bi-weekly paid employees and on July 1 for monthly paid employees.

Discretionary increases, amounting in total to 2½% of total base salaries, will be performance based. They may be granted to employees who have completed their initial probationary periods and on whom there are written performance evaluations, on file and prepared during the current fiscal year, supporting the increases. The discretionary increase granted to any individual should not be less than 2½% of that individual's base salary. Unless unusual circumstances warrant an exception, discretionary increases become effective on the effective date of the general increase.

Central administrators should forward to the Budget Office no later than March 31 the allocation of their total discretionary funds among their departments. Allocations to individual employees will be made during the latter part of April.

Extended service increments, amounting to 1% of base salary, will be granted to employees with at least three but less than five years of continuous service as of July 1, 1982. For employees with five or more years of continuous service as of July 1, 1982, the increment will be 2%. These increments also become effective on the effective date of the general increase.

3. Employees eligible for increases: permanent, full-time; permanent, part-time; all contract grant employees being treated as non-temporary (i.e., hired through regular posting/referral/selection procedures and for a period of one year or longer).

4. Adjustments approximating 5% will be made to both the exempt and non-exempt classifications systems to increase, as applicable, minimum or probationary and base pay rates. These adjustments become effective on the effective date of the general increase. Employees hired after this date will be paid according to the new rate schedules.
5. Non-exempt employees on initial probation as of June 27 will have their pay raised to the new probationary rates on this date. Following successful completion of probation, their pay may be increased to the new base rates.

Exempt employees on initial probation as of July 1 will have their pay raised to the new minimum levels on this date. End of probation increases are not available to these employees.
6. Employees on probationary status as of June 27 or July 1, as applicable, as a result of promotion, transfer, or reassignment, will have the appropriate pay increase rates applied to their current salary. Following successful completion of probation, their salary may be raised to what it would have been had they completed probation by the June 27 or July 1 date.

The basic provisions inherent in these guidelines were approved by the Board of Regents at its March 9, 1982 meeting.



A. D. Albright

cc: Mr. Gregg Schulte