



STAFF CONGRESS

STAFF CONGRESS MEETING

Thursday, October 9, 1986

1 P.M. University Ballroom

- I. Call to Order
- II. Minutes of September 11, 1986
- III. Executive Committee Report
- IV. Committee Reports
 - Policy
 - Benefits
 - Finance
 - Credentials and Elections
 - Constitution and Bylaws
 - (Revised bylaw change)
- V. Old Business
- VI. New Business
- VII. Adjournment

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STAFF CONGRESS

STAFF CONGRESS MINUTES

October 9, 1986

Members Present: Dale Adams, Jackie Baker, Carla Behymer, Margaret Burlew, Sonda Cummins, Shirley Garrett, Jack Geiger, Margaret Groeschen, Janet Krebs, Kathy Lyon, Darlene Miller, Mitch Mullins, LaVerne Mulligan, Shirley Raleigh, Ronald Rieger, Ruth Saccone, Durant Mathis, Marjorie Scheller, Sharon Taylor, Nancy Utz, James Wilson.

Members Absent: Lisa Boehne, Sarah Coburn, Don Gammon, Joe Gimpel, Donna Gosney, Diane Hunley, Russ Kerdolff, Michael Martin, Don McKenzie, Greg Muench, Russell Smith.

Guests: Peg Goodrich, Office Secretary

I. Call to Order

President Janet Krebs called the October meeting of Staff Congress to order at 1:05 p.m. A quorum was present.

II. Minutes

The minutes of the September 11, 1986, meeting were approved as read. A motion was made by Ron Rieger, seconded by Jack Geiger, to accept the minutes as read. The motion passed unanimously.

III. Executive Committee Reports

A. President's Report - Janet Krebs

United Appeal. A letter was received from Mike Baker, Chairman of this year's campaign, asking for Staff Congress's support. The goal for NKU this year is \$27,000. A resolution was presented to Congress addressing our support for the United Appeal Campaign for 1986. (see attached) A motion to endorse the resolution was made by Ruth Saccone, seconded by Shirley Raleigh. The motion passed unanimously.

Employee Involvement Steering Committee. Cindy Cook was Staff Congress's representative on this committee. Since Cindy has left the University, a volunteer was asked for to take her place. Janet made a motion that we appoint Margaret Groeschen to this committee. Laverne Mulligan seconded. The motion passed unanimously.

Executive Committee Reports.....

B. Secretary/Treasurer's Report - Darlene Miller

Everyone received a copy of a sample survey involving the Faculty/Staff Picnic. The survey was discussed and a few revisions were made. It was decided to include it with the next Staff Congress Newsletter. Copies will also be mailed to Linda Olasov, President of Faculty Senate for their perusal.

Reminder our next meeting, November 13, will be in Landrum 110.

IV. Committee Reports

A. Policies and Procedures - Janet Krebs

A copy of the revised Pay Policy was distributed. Janet received a memo from Dr. Boothe asking her to share the revised draft with Staff Congress membership. The Policy Committee met with Dr. Scholes and Nancy Pierce to discuss the policy before these revisions were made. Revisions to note include the addition of guidelines relative to discretionary increases being recommended by Personnel Services and approved by the President and applied University-wide and the fact that all increases or denials must be supported by written performance evaluations prepared no more than one year prior to the effective date of the increases. The issue of exempt and non-exempt employees being subject to different increase guidelines was discussed. The time frame for written performance evaluations was also discussed. The administration still looks positively on the suggestion that an outside consultant be brought in to look at the evaluation and classification systems. However, this process is on hold until the new director is hired. The issue of time involved with the awarding of discretionary increases was discussed. Ron Rieger moved that the discussion be tabled and the issue be redirected to the Committee. Margaret Groeschen seconded. The motion passed unanimously.

The Policy Committee will also be looking at an anti-hazing policy the University is considering. (see attached)

B. Benefits -

The memo regarding early retirement was taken to Dr. Scholes and he expressed some concerns over its content. It was not sent on to Dr. Boothe. The memo was discussed and revised with the elimination of Paragraph #1. The revised memo is attached. Shirley Garrett made a motion that we send the memo to Dr. Boothe eliminating paragraph #1. James Wilson seconded. The motion passed with 19 for, 1 against.

C. Finance - Margaret Groeschen

Expenditures to date are \$263.05. Margaret is requesting that any committee who has an idea of their expenditures for the next year please get in touch with her. These are expenditures over and above the usual.

D. Constitution and By-Laws - Dale Adams

A proposal was passed out regarding a nominating committee being established for the election of officers. The proposal was discussed and the changes suggested from the September meeting were noted. (see attached) A vote was called for. The nomination process changes passed with a vote of 16 for, 0 against, and 2 abstentions.

E. Credentials and Elections - Marjorie Scheller

The committee met and recommended that all voting be done by mail in the upcoming Staff Congress election. There will be no one election day. Ballots are to be returned by November 25. Nominations will close on October 31. Sample ballots will be sent out on November 6. November 10 the election information and ballots will be distributed.

V. Old Business

Margaret Groeschel reported on the Faculty/Staff picnic. We were under budget. The door prizes that were left over have now been awarded. Names were drawn from the R.S.V.P. list.

VI. New Business - None

VII. Adjournment

Nancy Utz made a motion that the meeting be adjourned. Laverne Mulligan seconded. The motion passed unanimously. The meeting was adjourned at 2:00 p.m.



Northern Kentucky University
Highland Heights, Kentucky 41076

TO: Janet Krebs
Staff Congress

FROM: Mike Baker *Mike*
Accounting & Budgetary Control

DATE: September 26, 1986

RE: United Appeal Campaign

As you have probably heard, the University's United Appeal Campaign begins Monday, October 6 and runs through Friday, October 10. At your next Staff Congress meeting, we ask that you announce this, and our University goal of \$27,000.

We further request that Staff Congress adopt a resolution supporting the United Appeal. Attached is a copy of a prior year's resolution.

The slogan this year is "United - we can make a difference". We hope Staff Congress gets behind us in this important community project. If any additional information is needed, please contact Linda Wright at ext. 6454.

Thank you.

attachment

A
R E S O L U T I O N
R E L A T I N G T O T H E
1 9 8 3 U N I T E D A P P E A L C A M P A I G N
N O R T H E R N K E N T U C K Y U N I V E R S I T Y

WHEREAS: Northern Kentucky University will once again mount the annual United Appeal Campaign with the Northern Kentucky sector of United Appeal;

AND WHEREAS: United Appeal responds to community needs and concerns with over 100 supported agencies in Northern Kentucky and Hamilton, Clermont and Brown counties in Ohio;

AND WHEREAS: Many volunteers work on behalf of the United Way and actually decide funding priorities, enabling United Appeal to be very efficient, with less than 6¢ of each dollar raised, expended on campaign expenses and year-round administration;

AND WHEREAS: United Appeal funded agencies provide disaster relief, emergency food, shelter and clothing, services to: senior citizens, families, the mentally and physically impaired and disabled, victims of crime, disease, poverty and accident, day care for children and elderly, protection from abuse, counseling, family life education, and much more (over 500,000 people benefit);

B E I T T H E R E F O R E R E S O L V E D

That The Staff Congress of Northern Kentucky University urges the staff and community of the University to consider giving their Fair Share to United Appeal and to FEEL THE PRIDE of giving, volunteering to help, in the 1983, United Appeal Fundraising Campaign.

Linda E. Sanders.
Linda Sanders, President

A
RESOLUTION
RELATING TO THE
1986 UNITED APPEAL CAMPAIGN
NORTHERN KENTUCKY UNIVERSITY

WHEREAS: Northern Kentucky University will once again mount the annual United Appeal Campaign with the Northern Kentucky sector of United appeal;

AND WHEREAS: United Appeal responds to community needs and concerns with over 100 supported agencies in Northern Kentucky and Hamilton, Clermont, and Brown counties in Ohio;

AND WHEREAS: Many volunteers work on behalf of the United Way and actually decide funding priorities, enabling United Appeal to be very efficient. Less than 6¢ of each dollar raised is expended on campaign expenses and year-round administration;

AND WHEREAS: United Appeal funded agencies provide disaster relief, such as emergency food, shelter, and clothing. Services are provided for senior citizens; families; the mentally and physically impaired; victims of crime, disease, poverty and accident; day care for children and the elderly; protection from abuse; counseling; family life education; and much more (over 500,000 people benefit);

BE IT THEREFORE RESOLVED

The Staff Congress of Northern Kentucky University urges all University employees to consider giving their fair share to United Appeal and volunteering to help in the 1986 United Appeal Fund Raising Campaign. **UNITED, WE MAKE A DIFFERENCE.**

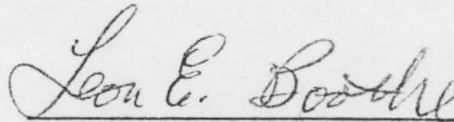
Janet Krebs, President

MEMORANDUM

TO: Ms. Donna Gosney
Ms. Janet Krebs
✓ Ms. Darlene Miller

DATE: September 17, 1986

The purpose of this memorandum is to advise you that the President's Staff has reacted to the revisions to the staff salary increases general policy. Attached is a copy of the revised policy for you to share with members of Staff Congress. Thank you for your efforts to improve the pay policy recommendations.


Leon E. Boothe

Attachment

NORTHERN KENTUCKY UNIVERSITY
Staff Salary Increases
General Policy

Annual salary increases for staff employees of the University, including non-academic administrators, shall be granted according to the following guidelines:

A. For administrators, increases will be totally performance based. Every administrator whose evaluation shows overall performance as at least satisfactory will be granted some increase.

B. For professional and managerial/supervisory personnel, a general increase will be granted if overall performance is satisfactory. When the total increase rate equals or exceeds 3 percent, a service increase will also be granted to those whose performance is satisfactory, and those whose overall performance is outstanding will be eligible additionally for a discretionary increase.

C. For employees, in all other staff employment categories, increases will be distributed the same as for professional and managerial/supervisory personnel, except that the service component, as a percentage of the total increase, will be larger than for the professional and managerial/supervisory personnel, and the discretionary component will be smaller.

D. General increases will be awarded as a percentage of salary base.

E. The service increase will require a minimum of service time as specified in the Personnel Policy and Procedure Manual, but may also include an extended service component. Service increases will be in the form of flat dollar amounts for each eligibility category.

F. The maximum total increase which any individual may be granted, expressed as a percentage of base salary, may not exceed twice the overall increase rate.

G. Employees whose overall performance is less than satisfactory will receive no increase.

H. All increases (or increase denials) must be supported by written performance evaluations prepared no more than one year prior to the effective date of the increases.

I. Additional, more detailed guidelines for discretionary increase distributions will be recommended by the Office of Personnel Services and approved by the President. These guidelines will be applied by all division heads to all categories of personnel within the University.