

Staff Celebration Day

*Breakfast
lunch
Dessert*

STAFF CONGRESS MEETING

Thursday, September 11, 1997

UC 108 - 1 pm

AGENDA

- I. Call to Order
- II. Approval of August 14, 1997 minutes
- III. President's Report - Cheryl Torline
- IV. President Elect's Report - Claire Newman
- V. Regent's Report - Martha Malloy
- VI. Standing Committee Reports
 - A. Benefits - Chuck Pettit
 - B. Constitution & Bylaws - Janice Rachford
 - C. Credentials & Election - Diana Schneider
 - D. Liaison - Rosanne Rawe
 - E. Policies - Carolyn Walsh
 - F. Salary & Budget - Audrey Riffe
- VII. AdHoc Committee Assignments
 - A. Food Service Advisory - Chuck Harmon/J. B. Losey
 - B. Health Utilization - Peg Adams/Chuck Pettit
 - C. Naming Committee - Shirley Welitzkin
 - D. Transportation - Linda Parks/Mary Chestnut
 - E. Transition Committee - Chuck Pettit
- VIII. Old Business
- IX. New Business
- X. Announcements
- XI. Closed Session
- XII. Adjournment

STAFF CONGRESS

Northern Kentucky University ■ Highland Heights, Kentucky 41099

STAFF CONGRESS MINUTES

Thursday, September 11, 1997

UC 108

Members Present: Peg Adams, Debbie Billiter, Judy Birkenhauer, Gina Bray, Judy Brueggen, Shew Mei Chen, Mary Chestnut, Ruth Enzweiler, Janice Hankla, Chuck Harmon, Marilyn Henderson, Pat Lindsay, J.B. Losey, Claire Newman, Linda K. Parks, Chuck Pettit, Rosanne Rawe, Diana Schneider, Charlene Schweitzer, Marilyn Siry, Dan Snow, Allen Thomas, Jr., Cheryl Torline, Nancy Trimbur, Carolyn Walsh, Shirley Welitzkin.

Members Absent: Marcia Johnson, Janet Krebs, Clark Kyle, Duane Pontius, Janice Rachford, Audrey Riffe, Joe Ruh, Peggy Vater, Cheryl Weber.

V.P. Admin: Carla Chance **Liaison:** absent **Staff Regent:** Martha Malloy **Office Secretary:** absent

Guest: Greg Mecher

- I. **Call to Order** - Meeting was called to order at 1:05.
- II. **Minutes** - The August minutes were approved with the correction of the Newsletter was combined for July and August.
- III. **President's Report:**

Cheryl introduced guest, Greg Mecher, of Student Government. As liaison between Faculty/Staff and Students, if there are any issues to be addressed among the students please call him in the Student Government office x5738.

Carla Chance has given Staff Congress concerns to President Votruba. Orientation went fine and Carla asked if there were any topics that needed clarifications.

With the issue of Spring Break, President Votruba would like to see NKU open for business during that week. Some options for the spring break week might be:

 - Use the day before some of the Holidays - employees usually use vacation time then.
 - Take the week when your children are out for spring break.

No discussion or decision has been done on when or what change might arise.
- IV. **Vice President's Report:**

Orientation went well and thanked the administration for their valuable time.
- V. **Regent's Report:**

Martha Malloy liked the roundtable style orientation and found it informative. She will attend a meeting on Sunday & Monday, September 21 & 22, in Louisville. A Retreat for the Regents will be on Thursday & Friday, September 25 & 26. Everyone encouraged to attend President Votruba's session of Visions, Voices and Values. If you need meeting times, please call Sonda Cummins at x5123.
- VI. **Standing Committee Reports:**
 - A. Benefits - Will distribute items talked about in meeting to staff congress members.
 - B. Constitution & Bylaws - No report.
 - C. Credentials & Elections - No report.
 - D. Liaison - Rosanne Rawe and committee will have the September Newsletter out soon.
 - E. Policies - A question was asked if personnel was doing any of the updating of the Redbook. Original book made in 1971. For any updates get a update revision page from the personnel department and match it with your department's. Margo is on

vacation this week.

F. Salary & Budget - No report.

VII. **Adhoc Committee Assignments:**

A. Food Service - No report

B. Health Utilization - Will meet on Monday.

C. Naming Committee - Nothing new to be named.

D. Transportation - Speed bumps removed.

E. Scholarship - No report.

F. Supervisory Training - No report.

G. Technology - No report.

H. Transitions - No report.

VIII. **Old Business:**

Carla Chance announced Staff Celebration Day, Friday, October 10 to be held in the Albright Health Center main activity area. Coffee and donuts will be in the morning, the luncheon for Staff Awards at noon, and the dessert in the afternoon. The cost of the luncheon is \$6.00 same as last year, please make your reservations soon. Some changes were suggested by the committee and implemented this year.

The Distinguished Service Award nominations deadline is Friday, September 19th.

IX. **New Business:**

Health Issues Day Health Fair will be held Wednesday, October 15 in the Albright Health Center main activity area from 10:30am - 3:00pm. Testing Day for Cholesterol, vision, and hearing test will be held on October 8th. Please watch for flyer in the Campus Digest For any questions or information call Sue Roth in the Wellness Office, x5684.

X. **Announcements:**

Open House for Student Life Office will be Tuesday, September 16th from 10:00am - Noon next to the Delta Airlines Office, UC #10.

XI. **Adjournment** - The meeting was adjourned at 2:00pm.

Respectively submitted,



Diana Schneider
Secretary



Schedules, hours, and more. . .



Meetings for Faculty Senate, Staff Congress

Faculty Senate

Faculty Senate meetings are scheduled for:		
August 24	University Center ballroom	3 p.m.
September 22	Business/Education/Psychology 461	3 p.m.
October 20	Business/Education/Psychology 461	3 p.m.
November 17	Business/Education/Psychology 461	3 p.m.
December 15	University Center ballroom	Noon
January 26	University Center ballroom	2:30 p.m.
<i>(The new senate meets at 2:30 p.m. to elect officers for 1998-99; the regular meeting for 1997-98 members is held at 3 p.m.)</i>		
February 23	University Center ballroom	3 p.m.
March 23	University Center ballroom	3 p.m.
April 20	Business/Education/Psychology 461	3 p.m.
May 13	University Center ballroom	Noon

The Faculty Senate Executive Committee meets in the dean of Arts and Sciences's conference room, Business/Education/Psychology 216 at 3 p.m. on these dates: September 8, October 6, November 3, December 1, January 12, February 9, March 9, April 6, and May 4.

Administrative Computing's hours of operation and access to information

Administrative Computing's staff is available from 8:15 p.m. until 4:30 p.m., Monday through Friday. Access to information resources (SIS, etc.) on NKU's mainframe is available only according to the following schedule:

Monday through Friday

8:15 a.m. to 4:30 p.m.

Support staff available

Monday through Thursday

4:30 p.m. to 7 p.m.

No support staff

4:30 p.m. to 5 p.m. Friday

No support staff

Noon Saturday to 6 a.m. Monday

No support staff

If a department is scheduling special events (e.g., student registration, etc.) during unsupported hours, Administrative Computing must be given a two-week advance notice so as to ensure that support is available in the event of unanticipated problems. Users will be notified in advance when it becomes necessary to limit hours due to information processing commitments, such as grade processing, instructor evaluations, monthly accounting reports, etc.

Please refer to the "Who to See or Call" section, which often appears on Administrative Computing's *Outlook* newsletter or see Administrative Computing's web page for further assistance.

Staff Congress

Staff Congress's regular meetings are held the second Thursday of each month at 1 p.m. in University Center 108 except as noted.

September 11

October 16 (meets in Lucas Administrative Center 722)

November 13 (meets in Lucas Administrative Center 722)

December 11 (University Center ballroom)

January 15

February 12

March 12

April 16

May 14

June 11 (meets in University Center ballroom)

July 9

The Staff Congress chairs' meetings are held in the Staff Congress office, Lucas Administrative Center 105 at 2 p.m. on the Tuesday before the Executive Council meeting and are scheduled for: September 2, October 7, November 4, December 2, January 6, February 3, March 3, April 7, May 5, and June 2.

The Staff Congress Executive Council meets with Carla Chance, vice-president, Administration, in Lucas Administrative Center 810 at 2:30 p.m. on the Tuesday before each Staff Congress meeting. Executive Council meetings are scheduled for: September 9, October 14, November 11, December 9, January 13, February 10, March 10, April 14, May 12, and June 9.

Bookstore's fall hours of operation

August 20 to 21

7:30 a.m. to 7:30 p.m.

August 22

7:30 a.m. to 4:30 p.m.

August 23

9 a.m. to 2:30 p.m.

August 25 to 27

7:30 a.m. to 7:30 p.m.

August 28

7:30 a.m. to 6:30 p.m.

August 29

7:30 a.m. to 4:30 p.m.

August 30 to September 1

Closed for Labor Day

Regular hours begin September 2

Monday through Thursday

8:30 a.m. to 6:30 p.m.

Friday

8:30 a.m. to 4:30 p.m.

Saturday

10 a.m. to 1 p.m.

Steely Library fall semester hours

Study Area Hours

<i>Monday through Thursday</i>	7:30 a.m. to midnight
<i>Friday</i>	7:30 a.m. to 4:30 p.m.
<i>Saturday</i>	11 a.m. to 5 p.m.
<i>Sunday</i>	9 a.m. to midnight

Regular Hours — August 20 through December 12

<i>Monday through Thursday</i>	8 a.m. to 10 p.m.
<i>Friday</i>	8 a.m. to 4:30 p.m.
<i>Saturday</i>	11 a.m. to 5 p.m.
<i>Sunday</i>	1 p.m. to 6 p.m.

Reduced Hours

<i>November 26</i>	8 a.m. to 4:30 p.m.
<i>(Wednesday before Thanksgiving)</i>	
<i>December 15 through 19,</i>	8 a.m. to 4:30 p.m.
<i>22, and 23</i>	
<i>December 24</i>	8 a.m. to Noon
<i>January 5 through 9, 1998</i>	8 a.m. to 4:30 p.m.

Closed

<i>August 30, 31, and September 1</i>	Labor Day holiday
<i>November 27, 28, 29</i>	Thanksgiving holiday
<i>December 13 and 14, 20 and 21</i>	Post-semester weekends
<i>January 3 and 4, 10 and 11</i>	
<i>December 25 through January 4</i>	Holiday break

Special Collections and Archives

<i>Monday through Friday*</i>	8 a.m. to Noon
<i>By appointment only</i>	1 p.m. to 4 p.m.

Learning Resource Center

— August 20 through December 20*

<i>Monday through Thursday</i>	8 a.m. to 8 p.m.
<i>Friday</i>	8 a.m. to 4:30 p.m.
<i>Saturday</i>	11 a.m. to 5 p.m.
<i>Sunday</i>	Closed

*Holidays and closings same as Steely Library

Beta Beta Beta's Butterfly Garden seeks plants, volunteer gardeners

Did you know the state insect of Kentucky is the viceroy butterfly?

An intriguing project being launched by Beta Beta Beta (BBB) will attempt to lure this small celebrity as well as other visitors, winged and otherwise, to the NKU campus. At the hub of this activity is the new Beta Beta Beta Butterfly Garden, located on the plaza between the Natural Science Center and Nunn Hall.

BBB, the biology honor society for students, planned the Butterfly Garden as a means not only to preserve habitat that is being lost through development and the use of pesticides, but to enable BBB to become more involved in the campus community, to make a permanent contribution to NKU, and to provide an area of natural beauty that can be enjoyed by students, faculty, staff, and visitors.

After a year and a half of hard work, which included the removal of 30 Japanese yews plus 1080 square feet of ground cover and weeds from the garden area, the time to plant has finally arrived.

Now BBB is asking the NKU community to help with the enjoyable part of preparing the garden. BBB is looking for donation of plants and also welcomes gardeners who can help the group plant these specimens.

The planting of the Butterfly Garden is scheduled for Saturday, September 6 (with Saturday, September 13 as a rain date).

There are many different plants that are needed to complete the garden design. For a complete list of the plants that are needed,

please call Cynthia Cain at X-5689 or visit the BBB home page at <http://www.nku.edu/~bbb>.

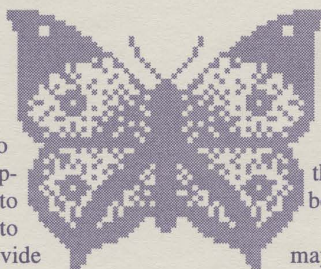
The donations can be purchased plants or plants dug from gardens at home. Empty pots will be available in the BBB lounge on the fifth floor of the natural Science Center for those who would like to donate plants from their own gardens; gardeners may stop by after Monday, August 25 and take what they need.

BBB will accept plant donations for the garden on Friday, September 5; plants can be dropped off at the Natural Science loading dock on Friday, September 5 between 7:30 and 9:30 a.m. and 1 and 3 p.m.

Individuals who would like to drop off plants earlier may bring them to Natural Science Center 130 or the BBB lounge between Monday, August 25 and Wednesday, September 3.

To help BBB organize the planting, call Nancy at 734-3101 on or before Tuesday, September 2 and let her know what plant(s) you are bringing and when to anticipate delivery. If you leave a message, please include a phone number. To volunteer for the planting day on Saturday, September 6, please call Cynthia Cain at X-5689 or e-mail cain@nku.edu.

BBB thanks everyone who has helped with the preparation of the garden or stopped by to offer encouragement while members were working. They look forward to the next phase of the project and meeting other interested members of the University community.



WEB.WEEK @NKU

SEPTEMBER 2 - 5, 1997

4 days of presentations, demonstrations, and contests for the web novice and the web pro.

Topics include:

- How to put images on your home page
- Job searching on the web
- Financial aid on the web
- Placing course materials on the web, and much more.

A contest will be held to determine the "best of" in a variety of categories. On September 5 join us for the closing reception to Web Week, sponsored by Cincinnati Bell Long Distance (CBLD), in the Steely Library Loggia at 2:00 p.m. complete with refreshments, announcement of contest winners, and awarding of prizes.

see <http://www.nku.edu/webweek/> for up-to-the-minute details.