

Thursday, February 14, 1985  
1 p.m. AC 722

#### AGENDA

- I. Call to Order
- II. Minutes of January 10, 1985 Meeting
- III. Guest 1.Dr. Scholes  
2.Dr. Boothe
- IV. President's Report
  - 1. Appointments
  - 2. Poster distribution policy
  - 3. Update on outstanding recommendations
- V. Vice President's Report
- VI. Secretary/Treasurer's Report
- VII. Committee Reports
  - 1. Benefits
  - 2. Finance
  - 3. Liaison
  - 4. Constitution & By-Laws
- VIII. Other
- IX. Adjournment



# STAFF

# CONGRESS

## STAFF CONGRESS MINUTES

February 14, 1985

Members Present: Sarah Coburn, Sandi Cunningham, Kathy Dawn, David Dorgan, Mark Dryden, Don Gammon, Jack Geiger, Donna Gosney, Jean Henegar, Diane Hunley, Janet Krebs, Bonnie Lowe, Karen McNeil, Steve Meier, LaVerne Mulligan, Pat Coleman Mullins, Jay Stevens, Sharon K. Taylor, Linda Thierbach, Dolores Thelen, Nancy Utz, John Wade, Margaret Weber.

Members Absent: A. Dale Adams, Donna Bridewell, Mildred Crane, Cindy Cook, Linda Matthews, Rebecca Timerding, Phyllis Weeland.

Guests: Dan Alford, Wanda Ambrose, Bob Barnes, Dr. Boothe, Patsy Cole, Peg Goodrich, James Johnson, Gladys Oder, Dr. Scholes, Gregg Schulte.

I. President Kathy Dawn called the meeting to order. A quorum was present.

II. Kathy asked for approval of the January 10, 1985 minutes. A motion for approval was made by Dave Dorgan, seconded by John Wade, approved unanimously.

### III. Guest Speakers:

1. Dr. Gene Scholes - Dr. Scholes was introduced by President Dawn. She said that the officers of Staff Congress had approached Dr. Scholes with several concerns that Physical Plant employees had brought to their attention. Dr. Scholes requested to speak to Congress about his plans to address these concerns.

Dr. Scholes began by explaining that he had been aware of some of Physical Plant's concerns prior to speaking to the Staff Congress officers. He said he became aware of growing concerns within Physical Plant about eighteen months ago. At that time he and the supervisors of Physical Plant, with help from Gregg Schulte, held several meetings to discuss the causes of and solutions to these concerns. He explained that at that time the reporting structure of Physical Plant had become unwieldy (i.e. 12 different areas reporting directly to the Director). To improve communication and address the growing concerns, the reporting structure in Physical

Plant was reorganized. Dr. Scholes commented that they knew there would be an adjustment period for the reorganization. He said that they planned to allow time for adjustment and then they would evaluate the results. The reorganization had taken place approximately one year ago, and Dr. Scholes saw the input from Staff Congress as an aide in evaluating the results. Dr. Scholes said that he realizes that the need for more effective communication remains the key concern in Physical Plant, which is not an uncommon problem in a department of that size.

Dr. Scholes announced that in response to the concerns brought to him through Staff Congress and in order to improve communication at all levels of Physical Plant, he plans to implement Quality Circles in that department. He explained that the Quality Circles would be used as a communication tool to allow all levels of employees to share in the decision making process, as well as to address issues of common concern to all Physical Plant.

In response to questions, Dr. Scholes indicated that over the next few months the logistics of implementing the Circles would be ironed out. Gregg Schulte will be heavily involved in the organizing and implementation. He further explained that Quality Circles bring workers from all levels and areas together to address major issues. Gregg said that a "coordinator" or "facilitator", who is not a Physical Plant employee, will help direct the group(s) in discussion and in achieving results.

Mark Dryden, Representative from Physical Plant, said that currently when a large project is beginning in Physical Plant (i.e. building the new radio station), they have the equivalent of a Quality Circle meeting. He said that everyone involved with the new project discusses the work to be done, materials needed, etc. Mark commented that he believed that if these types of discussions were held regularly, instead of just for major projects, it would be beneficial to everyone. Mark said that he thinks that Quality Circles can improve communications within Physical Plant if organized properly.

Dr. Scholes ended by saying that he would like to return to Staff Congress in a few months to report on the progress of implementing the Quality Circles. President Dawn encouraged him to do so and thanked him for his quick response to the concerns presented to him.



2. Dr. Leon Boothe - First Dr. Boothe said that he wanted to stress the positive aspects of the Quality Circles. He said that they should not be viewed merely as a mechanism to react to problems, but also as a tool for initiating new ideas. He said that he believes many positive things can come from the Quality Circles.

Dr. Boothe said that the main reason he had asked to address Staff Congress was to talk about health insurance benefits. He indicated that there has been a large increase in health benefit claims over the last year. Because of the increase in claims, it is anticipated that the cost of our insurance will rise drastically in the next fiscal year. Dr. Boothe assured that any raise in cost will be covered. However, new monies coming into the University will be needed to help cover the cost.

Dr. Boothe said that he wanted to inform Staff Congress that in an effort to combat the escalating cost of health insurance, the University's contract would be put out for competitive bid. He said that the goal of the bidding was not necessarily to find the lowest cost, but to find the best benefits for the price.

In answers to questions, Dr. Boothe said that a reduction in covered services would be a last resort in lowering costs. He also indicated that it will be mandatory that any new company cover all existing conditions.

President Dawn thanked Dr. Boothe for personally informing Congress of the action being taken to reduce benefit costs.

#### IV. President's Report - Kathy Dawn

Kathy asked Donna Gosney to serve as Parliamentarian for the business segment of the meeting. Donna agreed.

##### 1. Appointments:

- a) Ken Ramey was selected to represent and coordinate staff for the Foundation's Annual Fund Drive.
- b) Linda Thierbach was appointed to the University-wide committee concerning tax deferred annuities.
- c) Janet Krebs agreed to serve as Staff Congress' representative on the Homecoming Committee.
- d) Phyllis Weeland was appointed chair of the Credentials and Elections Committee after Don Gammon resigned from that position.

2. Poster Distribution Policy: Kathy said that she has on file a copy of the new Poster Distribution Policy

issued by the Dean of Students' office, for anyone interested.

3. Outstanding Recommendations:

a) Salary Distribution - The Ad Hoc Committee met with Dr. Scholes to discuss Congress' recommendation. Kathy said that Dr. Scholes had been open with the committee; he indicated that he thought administration was leaning toward some merit/discretionary money. They feel that across-the-board increases breed mediocrity and do not reward the exceptional employees. Dr. Scholes said he will share the recommendation with Central Staff and keep Congress informed of any action.

b) Reclassification Policy - The Executive Officers and the chair of the Policies Committee, Sandi Cumnningham, met with Dr. Scholes and Gregg Schulte to discuss Congress' recommended changes to the proposed reclassification policy. Kathy said that Dr Scholes' major concern was budgetary planning for reclassifications. He hopes to see reclassification monies requested with new fiscal year budgets in the future. Dr. Scholes said he would discuss the recommended policy further with Gregg and Central Staff and inform Congress of the results.

V. Vice President's Report - Nancy Utz

1. Nancy extended official congratulations to Gregg Schulte and Jay Stevens who are the proud fathers of new baby daughters.

2. Nancy commended the Ad Hoc Committee that worked on the recommendation for salary increases. She stated that Dr. Scholes was very impressed with the recommendation and that administration was now aware of Congress' feelings on the issue.

3. She reminded all Representatives to continue to keep a log of time spent on Congress activities so that we can formalize a recommendation for a policy to address time spent for Staff Congress work.

VI. Secretary/Treasurer's Report - Cindy Cook  
No report due to Cindy's absence.

VII. Committee Reports:

1. Benefits Committee - Don Gammon, vice-chair
  - a) Don presented the committee's recommendation concerning the establishment of an Emergency Sick

Leave Bank. A copy of the recommendation was attached to the agenda.

Nancy Utz asked that the recommendation be ammended to read "Director of Personnel Services" in the third line, and that the third paragraph be ammended to read "Personnel Services will notify the Staff Congress Executive Council of the number of days...". Don agreed to the admendments.

During discussion it was clarified that the Sick Leave Bank would be used strictly for employees who were off work for an extended period of time due to a serious illness.

A vote was taken to approve the recommendation as amended; it passed unanimously.

b) Don presented the committee's resolution in support of the Early Childhood Center, and moved that it be adopted by Congress. Seconded by Nancy Utz.

After much discussion a vote was taken to adopt the resolution. It was approved unanimously.

## 2. Finance Committee - Dave Dorgan

Dave presented the FY 1985-86 budget request for Staff Congress. Congress requested \$1504 for next year, an increase of 67%. The increase was requested due to anticipated increases in committee activities.

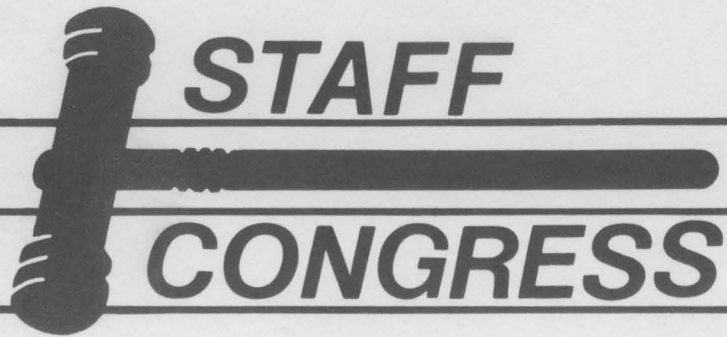
## 3. Liaison Committee - Jay Stevens

Jay presented an "I Have a Question" form the Liaison Committee developed. The committee recommended that the form be used for staff members to submit questions and concerns to Congress. Jay explained that procedures for use of the forms would include follow-up to ensure that the questioner receives an answer. A vote was taken and use of the forms was unanimously approved by Congress.

## 4. Constitution & By-Laws Committee - Linda Thierbach

The committee published an up-dated version of the by-laws including all changes made in the last year. Linda distributed the new version to the Representatives.





MEMORANDUM

January 21, 1985

TO: Staff Congress Representatives  
FROM: Kathy Dawn, President  
RE: Salary Increase Recommendation

Enclosed is a copy of the Ad Hoc Committee's three-part Recommendation for 1985-86 Salary Increases. This recommendation will be submitted for approval at the special meeting on Wednesday, January 23, 1985 at 1:00 p.m. in 722 A.C. Please read the recommendation carefully and make every effort to attend the special meeting.

19-1  
January 23, 1985

TO: Staff Congress  
FROM: Ad Hoc Committee on Salary Increases  
RE: Recommendation for 1985-86 Salary Increases

PART I

The Staff Congress Ad Hoc Committee on Salary Increases recommends that the mandated 3% salary increase for fiscal year 1985-86 be distributed to eligible staff members in the following manner:

1. First, we recommend that all eligible staff members receive a general increase of 1.5% of their current base salary.

2. Second, all staff members who meet the criteria for longevity (as outlined in the Personnel Manual, Sec. E 10.3A) receive an increase equal to .5% of their current base salary. *10 months Sept. 1*

*all non-faculty 15,500*  
3. Finally, all eligible staff members would receive a fixed dollar increase. The amount of this increase would be based on the amount of funds remaining after the distributions recommended in 1. and 2. above have been calculated. (See Attachment 1.) For definition purposes the fixed dollar amount should not be considered part of the general increase. Our estimates indicate that the fixed dollar amount should be no less than \$150 per eligible full-time, non-faculty employee.

The committee considered several distribution alternatives. It was the unanimous decision of the committee that this proposal provides fair and equitable treatment to all staff members. In arriving at this distribution we took the following factors into consideration:

A. The committee recommends a fixed dollar amount increase, along with the general and longevity increases, to avoid perpetuating the ever widening dollar gap between employment categories created by across-the-board percentage increases (i.e., 3% of \$9,000/yr vs 3% of \$20,000/yr). A fixed dollar increase will mean that staff members in lower paid positions will realize an increase of slightly more than 1% of their current base salary while staff members in higher paid positions will realize an increase of slightly less than 1% of their current base salary.



B. While the committee could not determine an exact number, we are aware that a significant percentage of full-time staff members earn an annual salary below the National Poverty Level of \$10,178.<sup>1</sup> Many of the employees in this category potentially qualify for public assistance (such as food stamps). In fact, the committee learned of full-time employees who are currently receiving public assistance. The fixed dollar portion, although nominal, tries to address the needs of these individuals.

C. A separate longevity increase is recommended to avoid incoming employees having a salary base equal to current employees. A longevity increase recognizes the expertise an employee develops with experience on the job.

D. The committee is also aware of the University's need for incoming salaries to remain competitive in the market. However, we feel, in light of the current budgetary constraints under which the University must operate, it would be more fair to distribute as much as possible to current staff rather than making adjustments to the salary structure. Our recommendation would provide the majority of current staff members, especially those in the lower salary groups, a better hedge against the rising cost of living.

The committee considered many other factors prior to deciding on the above proposal. It is our belief that this recommendation addresses the major concerns of the majority of staff.

## PART II

The Staff Congress Ad Hoc Committee on Salary Increases further recommends that the University provide a fund balance allocation in the form of a one-time fixed dollar bonus to all non-faculty employees with one year's continuous service as of July 1, 1985. Furthermore, we recommend reserving the designated bonus dollars until December 1985, thereby allowing the University to benefit from the additional accrued interest income. The non-recurring bonus payments, of not less than the minimum fixed dollar payment recommended in Part I Section 3, would be distributed to all eligible non-faculty employees in the form of "special compensation" payments. These payments would not be treated as increases to the current salary base.

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<sup>1</sup>Department of Commerce, Bureau of Census, 1984.

TO: Staff Congress  
RE: Salary Recommendation  
January 23, 1985  
Page 3

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Staff Congress strongly recommends the fund balance bonus allocation for the following reasons:

1. The fund balance bonus payments will provide the University the opportunity to demonstrate a genuine appreciation of the loyalty shown by the employees who have remained here during a period of minimal salary increases.
2. The prospect of receiving a bonus payment in December will help to improve our current problem of low morale. The increased morale will, in turn, lead to increased productivity, now and in the coming fiscal year 1985-86. Just as the University allocated substantial fund balance dollars to purchase microcomputers in an effort to increase staff and faculty productivity, the committee feels a similar allocation for bonus payments would be justified on the basis of increased employee morale and productivity. For example, the level of increased productivity resulting from the microcomputer purchase is dependent upon the motivation and morale level of the employees operating them.
3. The University would realize a reduction of employee turnover, thereby reducing the loss of productivity resulting from training new employees. The committee believes the commitment of bonus dollars will help the University retain valuable employees rather than losing them for monetary reasons only.

The committee understands the salary constraints placed on the University by the Kentucky General Assembly. These constraints are the very reason we strongly urge the University to reward its employees with a bonus allocated from fund balance. The committee realizes that, due to the non-recurring nature of fund balance allocations, this will be a one-time request and not an alternative we would expect to consider every year. However, we believe, based on the reasons mentioned above, that a bonus to employees would be a very worthwhile investment.

### PART III

The committee has been informed of the possibility that additional funds may be appropriated from the state. The Kentucky General Assembly budget bill limits the pay raises for state workers to 3% for fiscal year 1985-86. However, the budget bill also contains a provision allowing for 5% raises if there are surplus revenues.

TO: Staff Congress  
RE: Salary Recommendation  
January 23, 1985  
Page 4

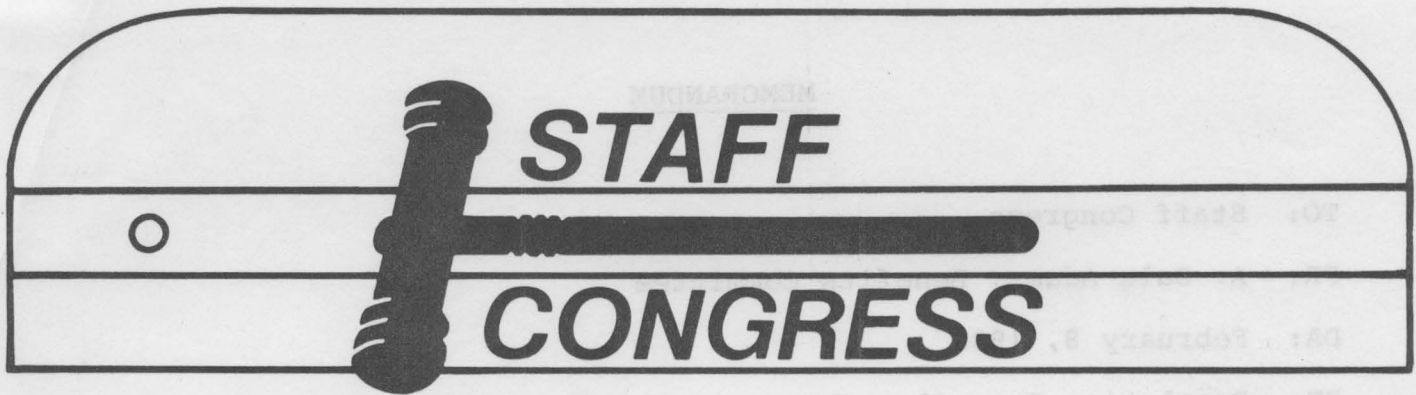
Therefore, we recommend that, in the event of additional appropriations, a portion of the appropriation be used for salary increases in accordance with the provision allowing 5% raises. Furthermore, we request that Staff Congress be given the opportunity to make recommendations concerning the distribution of the additional appropriations.

Respectfully Submitted,

Laverne Mulligan, Chair	Russ Kerdolff
Cindy Cook	Greg Muench
Kathy Dawn	Mitch Mullins
David Dorgan	Dolores Thelen

PART III





MEMORANDUM

TO: Staff Congress

FR: A. Dale Adams, Benefits Committee *ADA*

DA: February 11, 1985

RE: Emergency Sick Leave Bank

We recommend that all permanent staff employees may donate accumulated sick or vacation days to an Emergency Sick Leave Bank from their accumulated sick or vacation leave. The employee shall submit to the Director of Personnel a written and signed authorization designating the number of sick/vacation days he/she wishes to donate to the sick leave bank.

Authorization for the use of the days in the Emergency Sick Leave Bank shall be made in writing by a committee named by Staff Congress. Use of the sick leave bank may be utilized only by those staff members who have exhausted their own accumulated leave time due to a long term major illness and/or hospitalization.

Personnel Services will notify the Staff Benefits Committee of the number of days in the bank by September 1 of each year.

Requests for sick leave are to be made by the employee or their supervisor.

An eligible employee could request up to 22 days per request with a maximum of six requests, based upon availability of leave in the bank.

MEMORANDUM

TO: Staff Congress  
FR: A. Dale Adams, Benefits Committee  
DA: February 8, 1985  
RE: Resolution Regarding the Early Childhood Center

Whereas, We consider the Early Childhood Center to be a vital asset to the university community; and

Whereas, The outlook for the future and the development of the center look bleak; therefore,

Resolved , That it is the sense of this meeting that the Early Childhood Center be supported.

Resolved , That Administration appoint a committee, including members of Staff Congress, Faculty Senate, and Student Government to address this matter and take prompt action.



# STAFF CONGRESS

MEMORANDUM

TO: STAFF CONGRESS  
President, Vice-President, Secretary/Treasurer and Chairs

FR: Peg Goodrich  
Office Secretary

DA: February 21, 1985

RE: Attachments regarding Benefits

Benefits Committee Chair, Dale Adams, requested I send you a copy of the attached.





Northern Kentucky University  
Highland Heights, Kentucky 41076

*Benefits*

OFFICE OF THE PROVOST

MEMORANDUM

November 16, 1984

TO: Council of Deans

Dan Alford ✓

Gary Johnston

Bill Jones

Art Kaplan

Keith McMain

Darryl Poole

Mary Ellen Rutledge

Rob Snyder

John White

FR: Lyle A. Gray *LD*  
Linda L. Dolive *LD*

RE: Benefits Cost Containment

Attached, please find a copy of Dr. Boothe's memo to Gregg Schulte on the above matter. It is in response to Gregg's September 27th memo, which you have already seen, on the same topic.

Please acquaint your people with what is going on now in this area. This will be an agenda item for the December Council of Deans meeting--this office will attempt to have Gregg there to give us a basic summary of the situation as he sees it.

abw

Enclosure

cc: Council of Deans Agenda

*to Date the  
Entire information  
in this  
Gregg made a report  
to Dr. Boothe (discussed  
with Central Staff) & reported  
back to Gregg. Now we  
to distribute to engage  
needs formal  
Recapitulate  
from time*

*il defend*

MEMORANDUM

TO: President Boothe

DATE: September 27, 1984

RE: Report of the Benefits Cost Containment Committee

I. Deliberations and Directions

In January of this year you appointed an ad hoc Benefits Cost Containment Committee with a charge to "serve to advise the Personnel Office on matters related to faculty and staff benefit programs."

To date, the Committee has met eight times for substantive discussions and twice more with representatives of health care insurance companies regarding current and prospective contract cost containment provisions.

Throughout its deliberations the Committee has acknowledged the imperative for the University to hold down escalating benefits costs, particularly health care costs, which represent the most rapidly advancing benefits expenditures as well as the largest non-retirement benefits expenditures for the University. At the same time, the Committee has vigorously stated the extreme importance of setting benefits reductions (and cost shifting) as last resort types of cost containment, to be invoked only under severe financial conditions and after exhausting other avenues of cost control.

Deliberations by the Committee have focused on cost containment for the University itself as well as for the individual workforce members, particularly those who bear the cost of family plan coverage. The Committee recognizes the need to relieve both the University till and employee wallets of the tremendous drain of health care cost increases, which have far outstripped the rate of general inflation and the rate of annual salary increases; however, the Committee advises that the deliberate and permanent shifting of costs from the University to employees should be regarded as a lower priority cost containment measure, taken only with great heed to potentially very negative employee morale and turnover consequences.

The Committee very much understands, as indeed studies have shown, that the most important element of a cost containment effort is employee acceptance of individual health care responsibility. To achieve this, the Committee strongly recommends the development of an organized and on-going health care educational campaign, the establishment of a comprehensive wellness program, and the inclusion in the health care policy of provisions which greatly encourage intelligent and conscientious consumption of health care services by all employees.

Finally, the Committee expresses its enthusiastic support for many of the changes occurring throughout the country in the health care industry. These changes involve new funding mechanisms; reporting enhancements; cooperative consumer efforts; preferred provider organizations; health maintenance organizations; new and progressive responsiveness from hospitals and physicians; customization in insurance contract writing; creative health care programming; inducements for wise health care consump-

tion; education and communications efforts expansion; etc. As Northern Kentucky University responds to these available changes, the Committee feels certain that health care costs will come under containment, with the probability also of improved health for all employees, and improved service from health care providers.

## II. Recommendations

Based upon our discussions, our meetings with the insurance carrier representatives, our analyses of historical and projected health care costs, and our review of the mounds of literature available on the subject, our recommendations as a Committee are these:

### A. For the Present

1. The current health plan should be competitively re-bid as soon as practicable, allowing however not only for single and family plans, but also for a two-party (employee and one dependent) plan.

2. The following provisions should be added to the University's current health care plan as soon as practicable:

- a. Incentive second-opinion surgery.
- b. Pre-admission hospital certification.
- c. Pre-admission outpatient testing.
- d. Mandatory ambulatory/outpatient surgery on selected, elective operations.
- e. Early admission limit.

3. The University should develop a wellness program addressing such topics as diet, exercise, stress, job safety, blood pressure, lifestyle, nutrition, smoking, sleep, alcohol, etc. Such program should be on-going, should provide extensive and regular education and communication segments, and should include employee training and activities involving available community resources as well as University personnel and facilities, such as those of campus recreation, health services, physical education, nursing, psychological services, and so on.

4. There should be an effort made to publicize and promote the operation of the student health nurse, such that programs like blood pressure examinations, weight/diet control, glaucoma testing, etc. might be provided regularly and effectively to faculty and staff as well as to students.

5. The University should formally encourage employees to shop for health care services and should provide employees with any available data on comparative charges for services and supplies rendered by health care providers.

*travel* 6. The University should formally encourage regular physical exams and discourage weekend hospital admissions and hospital emergency room use where not absolutely necessary.

7. The use of birthing and ambulatory care centers, where available, and home health care should be formally encouraged over in-hospital care.



8. The University should either add a plan provision, or establish a separate plan, to provide an incentive cash reward for any errors discovered on bills for health care services, if the error resolution results in savings for the University or the health plan.

B. For the Near Future

*approved* ① As soon as health maintenance organizations (HMOs) become available in Northern Kentucky, the University should move to affiliate with them.

2. The University should investigate the possibility of changing to self-funding of the health care plan, with the resultant savings being used to reduce plan rates and to support the health wellness and communication programs. If a change to self-funding appears desirable, feasible, and economically prudent, it is recommended that an outside organization be retained as plan administrator, selected via the process of competitive bidding.

*approved* ③ The University should investigate the possibility of affiliating with groups of hospitals and/or physicians which band together as preferred provider organizations (PPOs).

*approved* ④ The University should investigate the possibility of changing the health care plan from a bipartite arrangement (basic coverage plus major medical) to a comprehensive arrangement, where all covered services are pooled with one principal deductible and one principal co-payment provision. The objectives of this change would be to increase employee understanding of the plan; to add convenience to employees relative to coverage of doctor visits and prescription drugs particularly; to reduce administration costs for the University and the insurance carrier; and to raise the level of awareness of health care costs by the employee consumers. Before any change is made, however, the University should obtain conclusive assurance that no reduction in necessary health care will result from the change and that the plan's dollar cap on out-of-pocket expenses by employees is reasonable.

*approved* ⑤ The University should investigate the possibility of providing a "high-low" arrangement for the health plan, whereby employees who are covered under other group health plans or who just voluntarily elect, could be provided a plan which has less coverage at lower costs than our regular ("high") plan. Premium savings could be returned to employees as additional compensation toward other, less volatile benefits such as retirement or life insurance. Before this type of arrangement is provided, however, the University must be assured that the cost of the "high" plan is not substantially raised to offset the reduced cost of the "low" plan.

C. For Financial Exigencies

Should the financial state of the University deteriorate to the point where severe cost containment (or even cost reduction) measures become necessary, these actions would then be recommended for consideration:

1. Under severe financial strain the University could place a cap on the dollar contributions made for health care plan premiums. Increases in premiums

above the cap would have to be borne by employees, including those with single plans. This type of cost containment measure is currently the second most frequently used in private industry.

2. The University could raise the deductible on the health care plan or introduce deductibles for specified services such as hospital admissions. While deductibles tend to make people more sensitive and conscientious consumers, thereby impacting favorably on utilization and the resultant rate increases, they do effectively shift some of the cost burden from employer to employee. Nonetheless, increasing deductibles is currently the most frequently used cost containment measure in private industry.

3. As another possibility, the University could increase the portion of the cost for covered services which is paid by the covered individual (i.e., the co-payment). This is currently the third most frequently used cost containment measure in private industry.

In conclusion, the Committee sees a variety of feasible options available for health care cost containment, and we support the University in its efforts to bring these costs under control. At the same time, we again request and urge that benefits reduction (and cost shifting) be reserved for exigency use only. We also recommend heartily that all plan changes be communicated openly, honestly, and fully to the entire faculty and staff.

We thank you for the opportunity of serving on this committee, and we stand ready for further assignment at your direction.

Respectfully,

For the Committee:

R. Gregg Schulte  
Committee Chairman

Committee Members:

Dan Alford ✓  
Carol Allred  
Jonathan Bushee  
Dan Drake  
Chuck Gray  
Mac Osborne  
Debbie Walker



Northern Kentucky University  
Highland Heights, Kentucky 41076

F. 4. 4.

MEMORANDUM

October 29, 1984

To: Gregg Schulte  
Committee Chairman  
Benefits Cost Containment Committee

Fr: Leon E. Boothe *LEB*

Re: Report of the Benefits Cost Containment Committee  
Dated 9/27/84

After considerable thought and review and consultation with my staff, I am now in a position to react to your memorandum of September 27 concerning the report of the Benefits Cost Containment Committee.

I realize that many of these are general recommendations and need to be worked out in terms of detail.

In regard to the section entitled Recommendations, I will respond in the same seriatim way you have listed them.

A. For the Present

1. I concur with this approach as cited. I must insist that in any rebidding there be appropriate coverage for those with current illnesses or health situations such as pregnancies so no one gets caught should we change insurance companies.

2. I would add another item, which would be a rider to insure the best possible rates for faculty and staff who retire from this institution. Hopefully, they could be allowed to pay group rates.

3. After some discussion with you, I realized that you are talking about a wellness education program, and I certainly applaud that concept. I am aware that this has worked well for other businesses and saved money for those institutions. Before giving explicit approval, I would want to see a cost factor analysis as well as the estimation of any savings.

5. As long as it is understood that we simply have available information to be handled with professional care, I thus approve.

6. Approved.

7. The situation is much like A-5. We simply should provide information rather than health care being "encouraged". With that caveat, I give my approval.

(1)



8. I will want some more specifics as to who would pay the reward and how much would it be. Otherwise, I think it is well worth exploring.

B. For the Near Future

1. Approved.

2. I cannot give my approval to this recommendation at this time. Based on my analysis, I believe the problems that would develop, both economically and psychologically, would outweigh any advantages.

3. Approved.

4. Approved.

5. Approved. I would particularly give emphasis to the last sentence as being the key to whether we did anything in that area or not.

In regard to the section on Financial Exigencies, I would want more thought given to this since we are not under any immediate pressure regarding that possibility.

It is very clear that a good deal of thought and effort went into this proposal from representatives throughout the University community. Please extend to them my corresponding response.

jls

cc: Dan Alford  
George Goedel  
Gene Scholes

# STAFF CONGRESS

TO: Dr. Roothé  
FR: Kathy Dawn/President Staff Congress  
DA: February 6, 1985  
RE: Proposed Budget 1985/86

Please note the budget request proposed for Staff Congress  
fiscal year 1985/86:

<u>Expenditures</u>		<u>Proposed</u>	<u>Current</u>	<u>Increase</u>
Printing (12) months @ \$ 75.00	=	\$ 900.00	\$ 720.00	\$ 180.00
Office supplies (12) months @ \$ 17.00	=	\$ 204.00	\$ 120.00	\$ 84.00
Telephone	=	\$ 50.00	\$ 10.00	\$ 40.00
Awards	=	\$ 150.00	\$ 40.00	\$ 110.00
Other	=	\$ 200.00	\$ 10.00	\$ 190.00
TOTAL	=	\$1,504.00	\$ 900.00	\$ 604.00

The increased dollar amount requested is necessary to accomodate  
the escalated committee activity in the form of researching data,  
and the rising cost of publishing this information.

As of 12/31/84, the current allocation has been utilized 66%,  
leaving 34% to fund the remaining (6) months.

Sincerely,

*David L. Dorgan 2/6/85*  
David Dorgan/Chair  
Staff Congress/Finance Committee

*Kathy Dawn 2/7/85*  
President, Staff Congress

*Cindy Cook 2/7/85*  
Secretary/Treasurer, Staff Congress

ATTACHMENT 1  
Calculation of Fixed Dollar Increase (Section 3)

	Total Increase - 3% of Current Staff Position Base	(1)
Less:	1.5% General Increase - (Section 1)	
Less:	.5% Longevity Increase - (Section 2)	
Equals:	Remaining Funds to be Distributed	(2)
Divided by:	Eligible Staff Members - Full-Time Equivalent	(3)
Equals:	<u>Fixed Dollar Increase</u>	(4)

(1) Includes all non-faculty positions in the staff position base including vacant positions and positions occupied by individuals ineligible for the general and/or longevity increases recommended in Sections 1 and 2.

(2) The remaining funds to be distributed to all eligible staff will exceed 1% of the eligible salary base resulting from the fact that all staff members will not be eligible for a longevity increase. In addition, funds will be available due to vacant positions (which are included in the total staff position base).

(3) Full-time equivalent based on 37.5 hour work week (40 hours for Public Safety).

(4) Fixed dollar increase will be prorated for part-time staff members based on hours worked (37.5 used as denominator - 40 for Public Safety).