
STAFF CONGRESS

Northern Kentucky University ■ Highland Heights, Kentucky 41099

STAFF CONGRESS MEETING

Thursday, May 14, 1998

University Center #108

AGENDA

- I. Call to Order
- II. Approval of April 16, 1998 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 - Peg Adams
 - B. Constitution & Bylaws - Janice Rachford
 - C. Credentials & Election - Diana Schneider
 - D. Liaison - Ron Rieger/Rosanne Rawe
 - E. Policies - Carolyn Walsh
 - F. Salary & Budget - Audrey Riffe
- VII. Subcommittee Reports
 - A. Food Service Advisory - Chuck Harmon/J. B. Losey
 - B. Health Utilization - Peg Adams
 - C. Naming Committee - Shirley Welitzkin
 - D. Transportation - Linda Parks
 - E. Scholarship - Claire Newman
- 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, May 14, 1998

University Center 108

Members present: Peg Adams, Gina Bray, Shew Mei Chen, Ruth Enzweiler, Gail Goedel, Janice Hankla, Chuck Harmon, Marcia Johnson, Clark Kyle, Pat Lindsay, J.B. Losey, Claire Newman, Janice Rachford, Roseanne Rawe, Audrey Riffe, Diana Schneider, Charlene Schweitzer, Marilyn Siry, Dan Snow, Allen Thomas, Jr., Cheryl Torline, Nancy Trimbur, Peggy Vater.

Members Absent: Debbie Bilter, Judy Birkenhauer, Judy Brueggen, Marilyn Henderson, Linda K. Parks, Ron Rieger, Carolyn Walsh, Shirley Welitzkin.

- I. **Call to Order** - The meeting was called to order at 1:05 pm.
- II. **Minutes** - The April meeting minutes were approved.
- III. **President's Report:**

Updating salaries have been discussed. The Salary Market is based on other Kentucky Universities and Cincinnati Industries. Phase I will be working in the areas of DPS, Administrating Computing, Accounting and Lower level jobs and on the areas with high turn over. Future raises will continue to be solely based on merit. Longevity has been dropped from discussion.

The Sick Bank Policy is going forward. Looking into employees voluntarily giving of own vacation days. Sick days can not be used because of the accrual rate. The NKU Benevolent Committee will review cases and give a decision for an employee to receive these days. This policy is being discussed by the President's Staff.

The Reclassification process is done when there is a defined change in a job. Some jobs will be looked into especially with reorganization of their departments.

More training classes are targeted for the Fall 98 semester.

If any employee has concerns about their merit raise for the 98/99 year, please start with your supervisor or director and proceed up the line.
- IV. **President Elect Report:**

An issue was brought to Claire's attention concerning the recent raise. Anyone with concerns, contact Staff Regent, Martha Malloy, or one of the Staff Congress Officers. The feedback information will allow us to see if this policy is working or not.
- V. **Regents Report:**

Martha thanked everyone who responded with their ideas and concerns. She has approached President Votruba about issues on the merit raise.
- VI. **Standing Committee Report:**
 - A. Benefits - Peg Adams would like some feedback about any concerns with the new Health Care Provider for the new year. You may phone her at x5612, E-mail her at Adamspe@NKU.EDU, or write.
 - B. Constitution & By-laws - No report.
 - C. Credentials & Elections - Diana Schneider reported on the election and read the names of elected members for the new year. The Newsletter will publish the names.

Everyone will meet at the luncheon scheduled for the June meeting.

- D. Liaison - Please send in any information or suggestions for the next Newsletter.
- E. Policies - No meeting.
- F. Salary & Budget - There has been discussion about cafeteria benefits for the future. Also longevity was addressed, will that be lost completely? The committee asked to go into a closed session.

VII. **Subcommittee Reports:**

- A. Food Service Advisory - Call x6171 for what's on the menu for the day in the cafeteria. McDonald's will be closed for the summer.
- B. Health Utilization - Bids for a new provider should be coming in soon.
- C. Naming Committee - Nothing to be named.
- D. Transportation - Nothing to report.
- E. Scholarship - Claire Newman reported the recipients of Staff Congress Scholarships:
 - A.D. Albright Scholarship - **Jennifer Myers**, daughter of Becky Myers, Budget.
 - Staff Congress Award - **Steve Trenkamp**, son of Donna Trenkamp, Law Library, and Bill Trenkamp, Roads & Grounds.
 - Book Awards - **Carrie Haubner**, daughter of Jackie Haubner, HCT.

Timothy Huening, son of Mary Huening, Academic Advising Res.

These individuals have been contacted by letter and will be presented the awards at the June luncheon.

VIII. **Old Business** - None

IX. **New Business** - None

X. **Announcements:**

Sue Roth, Wellness Office, is holding a F/S Health walk on Wednesday, May 20 at Noon. The 3rd Annual F/S Follies was a big success. Thank you to everybody that came and all those who participated. Video's will be available for \$10, please call Barb Herald x6387 or Diana Schneider x5197 for a copy.

XI. **Closed Session** - Staff Congress went into closed session.

XII. **Adjournment** - The meeting was adjourned at 2:30 pm.

Respectively submitted,



Diana Schneider,
Secretary

MEMORANDUM

RE: Results of the 1998-99 Staff Congress Election

**FR: Peg Goodrich, Secretary
Staff Congress Office**

DA: May 13, 1998

ACADEMIC AFFAIRS:

Elaine Shafer
Jan Rachford

OFFICE CLERICAL

J. B. Losey

ADMINISTRATIVE AFFAIRS:

Barry Cole
Charlene Schweitzer
(No opposition)

PROFESSIONAL

Royleen Seibert
Shannon Mundy**
* Shannon will serve only 01 yr.
as a replacement.

GENERAL ADMINISTRATION

Robert Neely
Peggy DeJaco
(Filled vacancies)

SKILLED CRAFTS

Chuck Harmon (no opposition)

PHYSICAL PLANT

Gina Grigson
Pat Lindsay
(Filled vacancies)

TECHNICAL SCIENTIFIC

Peggy Vater (no opposition)

ELECTED AT LARGE

Diane Schneider
Carolyn Walsh
Marilyn Siry
Jackie Haubner

Glenn Strausbaugh
Linda Parks
Cheryl Torline
Beverly Beck**

(Beverly will serve only 1 year as a replacement)

NOT ELECTED (see below)

Ron Rieger
Lisa Brinkman
Mary Baker
Debra Orth
Carol Tiemann
Nancy Howard

The nominees not elected will be contacted to replace members of the Staff Congress due to their resignations or if they should leave the university.

Total number of votes received are available by contacting the Staff Congress Office. Two hundred and sixteen ballots were cast. Five hundred and fifty ballots were sent to staff eligible to vote.

May 13, 1998

MEMORANDUM

RE: Announcement to be made at May Staff Congress Meeting

Dale Adams, chair of the Scholarship Committee, contacted the Staff Congress Office this morning and notified me of their decision on the Staff Congress Scholarship nominations.

Jennifer M. Myers, daughter of Rebecca Jo Myers, Budget Office, is to be awarded the A. D. Albright Scholarship for 1998-99.

Steve Trenkamp, son of Donna Trenkamp, Law Library, and Bill Trenkamp, PP Roads & Grounds, will receive the 1998-99 year Staff Congress Award tuition.

Carrie Haubner, daughter of Jackie Haubner, Secretary of Health Services in HCT received one of the book awards in the amount of \$250.

Timothy B. Huening, son of Mary Huening of Academic Advising Resoure, will also receive the other book award.

They have been notified by phone by Dale Adams, and the Acceptance of Awards form is being handled by Peg through the Staff Congress Office, as well as the letter of congratulations and the invitation to our June meeting for presentation.

The Scholarship Committee was composed of Chair Dale Adams, (Student Support Services), Sandi Cunningham (Registrar Office), Penny Parsons (Financial Aid), Marlene Broering (Student Rep) and Claire Newman (Staff Congress rep).

Info submitted by:
Peg Goodrich
May 13, 1998 10:30 am

Subject: Science Center Celebration**Date:** Tue, 05 May 1998 16:58:26 -0400**From:** James Votruba <votruba@NKU.EDU>**Organization:** Northern Kentucky University**To:** NKUALL@NKU.EDU

I understand how busy you are as we rush towards the end of the semester but I hope that you will make every effort to join in our science center celebration on May 7 at 2:00PM in the UC Ballroom. It is very important for us to thank the Governor, our legislative caucus, and Northern Kentucky community leaders for their support. We will be looking for their continued support for future projects which makes this celebration all the more significant.



President's Report To The Faculty and Staff

THIS COMMUNICATION IS TO INFORM YOU BRIEFLY AND CONCISELY ABOUT THE PROCEEDINGS OF THE MAY 6, 1998, MEETING OF THE UNIVERSITY'S BOARD OF REGENTS.

RESEARCH, GRANTS AND CONTRACTS REPORTED

Faculty and staff, through the Office of Research, Grants and Contracts, received 14 awards totaling \$406,803 for the period January 1-March 31, 1998. In addition 39 proposals were submitted requesting \$1,381,772. The year-to-date totals for "Dollars Approved" and "Number of Proposals Approved" for fiscal year 1998 are \$1,807,287 and 61, respectively. The year-to-date totals for "Dollars Requested" and "Number of Proposals Submitted" for fiscal year 1998 are \$3,262,360 and 89, respectively.

FACILITIES MANAGEMENT REPORT

Schematic design of the Natural Science Center is complete. The building will be situated northwest of the existing Science Center in the area between parking lots C and D. The design concept is based upon creation of a collaborative learning center, fostering an interdisciplinary and research rich environment for the delivery of undergraduate instruction in support of the missions of the departments of Biology, Chemistry and Physics and Geology. The Lexington architectural firm of Sherman Carter Barnhart, in association with Walker Parking Consultants of Indianapolis, is designing the parking structure. The site of the structure has been shifted to the east because the original site was too small. The structure will be located alongside Nunn Drive, behind the AS&T Center and the BEP Center. Construction is scheduled to begin in the fall of 1998, with completion in the summer of 1999. Bidding for the new campus entrance sign at U.S. 27 is complete. Construction will begin this month. The sign will include an electronic message center. A companion project to landscape the center median of Nunn Drive is again under consideration. Together, these two projects will create a welcoming campus entrance.

QUARTERLY FINANCIAL REPORT APPROVED

The Quarterly Financial Report was presented. The results of the financial operations were within the expectations established by the budget.

1998-99 OPERATING BUDGET APPROVED

The 1998-99 operating budget of \$78.3-million was approved. This represents an increase of \$3.66-million when compared to the \$74.64-million in the original 1997-98 budget. This budget is the outcome of a collaborative process guided by a commitment to the strategic priorities which evolved from the comprehensive university planning process begun in the fall of 1997 with "Vision, Values and Voices." The budget is responsive to the statewide strategic plan direction embodied in the Kentucky Postsecondary Education Improvement Act of 1997 and the 1998-2000 biennial budget enacted by the General Assembly.

ADMINISTRATIVE APPOINTMENTS RECEIVE APPROVAL

The following administrative appointments received approval (effective June 15, 1998):

Robin J. Crigler, Executive Assistant to the President and Secretary to the Board of Regents.

DIANA SCHNEIDER
CAMPUS RECREATION
129 ALBRIGHT HEALTH CENTER 00
MAIN CAMPUS

over

Dr. J. ROBERT LILLY AWARDED REGENTS PROFESSORSHIP

Dr. J. Robert Lilly was awarded a Regents Professorship. Lilly, professor of sociology in the Department of Sociology, Anthropology, and Philosophy, will be granted the status of "Regents Professor." This honor is awarded from time-to-time to those professors who, at the apex of their careers, have a demonstrated record of academic achievements that have brought acclaim to the University. Upon selection, the Regents Professor shall carry such a title for six years, and will be reviewed for renewal every six years while employed at the University. The Regents Professorship stipend is made available by private contributions through the NKU Foundation.

PROFESSOR GAINS EMERITUS STATUS

The following retiring faculty members were accorded *Emeritus* status:

Edward P. Goggin, Professor of Law in the Salmon P. Chase College of Law; Rosella C. Zeiser, Associate Professor in the Department of Nursing.

ACADEMIC AFFAIRS APPOINTMENTS RECEIVE APPROVAL

The following administrative appointment received approval (effective July 15, 1998):

Michael R. Carrell, Dean of the College of Business and Professor in the Department of Marketing and Management.

The following faculty appointments received approval (all effective August 19, 1998):

Jennifer Bales, Assistant Professor of Law in the Salmon P. Chase College of Law; Richard Bales, Assistant Professor of Law in the Salmon P. Chase College of Law; Dennis Davenport, Assistant Professor in the Department of Theatre; and Richard Scott Linder, Assistant Professor in the Department of Mathematics and Computer Science.

RECIPROCITY AGREEMENT EXTENSIONS APPROVED

Two reciprocity agreement extensions, one at the undergraduate level and one at the graduate level, were approved:

- to extend the undergraduate reciprocity agreement to allow as many as 25 northern Kentuckians to enroll annually in the University of Cincinnati's (UC) Honors Business Program and as many as 25 southwestern Ohioans to enroll annually in NKU's baccalaureate business programs at in-state tuition.
- to extend the graduate reciprocity agreement to allow southwestern Ohioians to enroll at in-state tuition in NKU's new Master's of Accountancy program (which carries what is considered a new degree in relation to the MBA) and to allow northern Kentuckians to enroll at in-state tuition in a similar program that is being developed at UC.

UNIVERSITY-WIDE STUDENT AWARDS ANNOUNCED

Six students were announced as recipients of this year's University-Wide Student Awards, to be formally recognized during Commencement Exercises on Saturday, May 16, 1998. The recipients are (majors in parenthesis):

- **Regents Award** - Samantha Gee (Biological Sciences)
- **Paul J. Spies** - Amy Green (Political Science and Speech Communication)
- **University Service Award** (tie) - Keith Douglas Bricking (Biological Sciences) and Felicia Natachia Shields (Social Work)
- **Excelsior Award** - Pamela Marie McCarthy (Social Work)
- **President's Award** - Felicia Natachia Shields (Social Work)
- **Faculty Senate** - Lori Heeg (Biological Sciences)

##

1. *file*

NORTHERN KENTUCKY UNIVERSITY MEMORANDUM
Office of the Provost and Executive Vice President
Lucas Administrative Center 812
Telephone (606) 572.5360
FAX (606) 572.5565
GASTON@NKU.EDU

N. Votruba
Copy to Admin
44T
4-22-98

Don
Cindy
LISA
DIANA

May 21, 1998

TO: President's Cabinet

FROM: Paul L. Gaston *PLG*

SUBJECT: Reorganization within Academic Affairs

RSVP: By Thursday, May 28

PLEASE RETURN TO STEVE MEIER
copy to staff 5/24

As you may recall, I appointed a committee early last fall to study the advantages of reorganization within Academic Affairs. Chaired by Paul Reichardt, the committee developed a rational and coherent recommendation. That recommendation, now revised to incorporate suggestions from the Deans Council and President Votruba, is scheduled for implementation July 1. However, before I send the attached memo to the Reorganization Committee as an indication of what we shall do, I want to give you the chance to review.

As you will observe, the most dramatic recommendation, that there be appointed an Associate Provost for Strategic Planning and Outreach, has already been accomplished through the hiring of Barbara Holland. Most of the remaining recommendations are meant to achieve gains in coordination and efficiency through the realignment of existing positions at little or no additional cost.

One other issue worth noting is the redesignation of the position of Director of Academic Computing. This move should in no way pre-empt any later discussions we may have regarding the organization of our complex commitments to technology. Whatever we may decide to do on that front, we should draw academic computing applications and media services together now.

Although none of these recommendations is based on consideration of particular individuals, I do think that the changes proposed will make better use of some very able and experienced administrators.

As the date on the memorandum indicates, I want to mail on Friday, May 29. If you have any questions or suggestions, please let me know before that time; I would welcome the opportunity to discuss this proposal with you.

xc: James C. Votruba

Northern Kentucky University is an Equal Opportunity Institution.

RECEIVED

MAY 21 1998

VICE PRESIDENT
STUDENT AFFAIRS

DRAFT

NORTHERN KENTUCKY UNIVERSITY MEMORANDUM
Office of the Provost and Executive Vice President
Administrative Center 812
Telephone (606) 572.5360
FAX (606) 572.5565
GASTON@NKU.EDU

May 21, 1998

TO: Academic Affairs Reorganization Committee
FROM: Paul L. Gaston
SUBJECT: Reorganization

Some weeks ago, I wrote to thank you for the hard work and thoughtful consideration evident in your draft report. Since receiving your final report, I have concentrated on the practical implications of your recommendations. Having earlier expressed my agreement in principle, I will in this memorandum address issues of implementation.

These may be briefly set forth:

- (1) I have recommended to the President for approval by the Board of Regents that the position of Associate Provost now occupied by Dr. Reichardt be redesignated Vice Provost for Academic Programs. This position will assume principal staff responsibility for the following:
- the Honors Program
 - Graduate Programs
 - International Programs
 - Research, Grants & Contracts
 - student concerns
 - Faculty Development (Orientation)
 - Summer Session
 - First-Year Programs

In addition, the Vice Provost will pursue special projects assigned by the Provost, share with the Provost certain committee and ceremonial responsibilities, and serve as Provost in the absence of the Provost. Dr. Reichardt has agreed to serve in this position as Interim Vice Provost during 1998-99. An internal search will be conducted to fill the position on a permanent basis. All tenured faculty members will be eligible to apply for this position.

- (2) I have recommended to the President that the position of Director of Academic Computing be redesignated Associate Provost for Instructional Support and Technology. This position will assume principal staff responsibility for the following:
- Academic Computing
 - Media Services
 - Faculty Development Coordination (Instruction)
 - Coordination of Technological Planning

DRAFT

Although no personnel changes will be required by this action within the near term, it is expected that this position will make possible more efficient and effective cooperation among related operations. I intend to ask Dr. J. Michael Thomson to accept this appointment for 1998-99 on an interim basis as a redesignation of his current position. An internal search will be conducted in order to fill the position on a permanent basis. All tenured faculty members will be eligible to apply for this position.

- (3) The Associate Vice President for Academic Affairs will continue to hold responsibility for accountability, reciprocity arrangements, institutional effectiveness, administrative oversight of the curriculum, and related matters, and will assume primary responsibility within Academic Affairs for the catalog. I intend to ask Dr. Robert Appleson to remain in this, his current position, and to accept the additional responsibility of the catalog.
- (4) The Associate Provost for Strategic Planning and Outreach will assume major staff responsibility for the following:
 - Coordination of Reform '98
 - Educational "brokerage" initiatives
 - Community Education
 - Credit Continuing Education
 - Elderhostel
 - Distance Learning
 - Training and Development

A national search to fill this position has reached a successful conclusion with a recommendation to the Board of Regents that Dr. Barbara Holland be appointed.

- (5) Assignment of principal staff responsibility for the Academic Advising Resource Center, Developmental English, and Developmental Mathematics will be determined by July 1.
- (6) Steely Library and the Office of Institutional Research will maintain for the present their present reporting relationship with my office.
- (7) This reorganization plan makes no change for the present in the responsibilities, authority, or reporting of the deans or assistant vice president.

With the concurrence of the President, it is thus my intent to implement on July 1, 1998, a new organization chart based on the actions described above.

A new organizational structure always requires a "break-in" period. This one will be no different. I will urge all concerned to regard the first year as a test flight, during which some further definition of responsibilities may take place. As the Associate Provosts assume responsibility for their respective areas, additional organizational

DRAFT

recommendations may become desirable, just as changes in personnel may make possible further linkages and efficiencies. That is as it should be. By virtue of the good work accomplished by the committee, we in Academic Affairs have a significant opportunity to operate more effectively and to provide more consistently the leadership the University expects us to provide.

Thank you again for your good service. Please let me know if you have any questions regarding this memorandum.

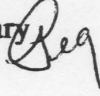
xc: James C. Votruba
Deans' Council

DRAFT

STAFF CONGRESS

Northern Kentucky University ■ Highland Heights, Kentucky 41099

TO: All Staff Congress Members
FR: Peg Goodrich, Office Secretary
Staff Congress
DA: May 28, 1998
RE: Meeting on June 11, 1998



This memo is being sent to the newly elected members of Staff Congress and the present representatives on Staff Congress regarding the meeting on June 11. To begin with, the present Staff Congress members would like to congratulate the newly elected representatives who will serve the term from July 1, 1998 to June 30, 2000, with the exception of the three one year replacements to fill vacancies due to resignations. Their term will expire on June 30, 1999.

There will be a joint meeting of the newly elected Staff Congress representatives with the present Staff Congress membership in the UC Ballroom immediately following the annual noon luncheon and the presentation of the Staff Congress Award, the A. D. Albright Scholarship and the Book Awards. The new representatives will be introduced and the presiding officer will present a recommended slate of officers from the Nominating Committee and will request nominations for the Executive Council at this time for the office of President Elect and Secretary. The election will not be held until the July meeting and nominations from the floor can also be made at that time. The nominating committee is comprised of the current president, the chair of the Credentials & Elections Committee, and the president-elect. The president-elect serves as chair of the committee.

Claire Newman, the President Elect of '97-98 will take over the presidency at the July meeting. Please consider serving on the Executive Council. We will be contacting the '98 representatives after the June meeting for committee preferences, or if they would like to be put on the ballot for secretary or president-elect.

It is very important that you respond when you receive your invitation to the luncheon and let us know **whether or not** you will be attending. Dr. Albright and his wife have accepted our invitation to attend the luncheon. He will make the presentation to Jennifer Myers, the recipient of the A. D. Albright Scholarship. Jennifer is the daughter of Becky Myers, Office of the Budget. Jim Alford, Executive Director of the NKU Foundation, will present the Staff Congress Award to Steve Trenkamp, son of Donna Trenkamp, Law Library, and Bill Trenkamp, PP Roads & Grounds. The book awards will be presented to Carrie Haubner, daughter of Jackie Haubner, secretary of Health Services in HCT, and Timothy Huening, son of Mary Huening, in Academic Advising Resource.