

**STAFF CONGRESS MEETING**  
**Thursday, May 14, 1987**  
**1 p.m.**

**Administration Center #506**

- I. Call to Order
- II. Approval of April 9th, 1987 minutes of meeting
- III. President's Report
- IV. Vice President's Report
- V. Committee Reports
- VI. Old Business
- VII. New Business
- VIII. Adjournment

**(Note Room Location)**

# STAFF CONGRESS

## STAFF CONGRESS MINUTES

Meeting of May 14, 1987

**MEMBERS PRESENT:** Jackie Baker, Lora Cann, Sarah Coburn, Sonda Cummins, Shirley Garrett, Joe Gimpel, Peg Goodrich, Marilyn Gosney, Margaret Groeschel, Pat Harrington, Jeannine Holtz, Diane V. Hunley, Russ Kerdolff, Janet Krebs, Durant Mathis, Don McKenzie, Darlene Miller, LaVerne Mulligan, Bonnie Mullikin, Mitch Mullins, Pat Mullins, Sue Roth, Rosanne Rowe, Marjorie Scheller, Jim Wilson.

**MEMBERS ABSENT:** Carla Behymer, Donna Gosney, Michael Martin, Vicki May, Ron Rieger, Rocke Saccone, Ruth Saccone, Jack Straus, Nancy Trimbur

**GUESTS:** None

- I. The meeting was called to order at 1:05 p.m. President Don McKenzie asked if there were any changes, deletions or additions to the minutes of the April 9th meeting. There were none. Durant Mathis made a motion that the minutes be accepted as written, second by Joe Gimpel.

### II. President's Report:

President McKenzie spoke of his trip to the Education Forum in Louisville on April 13. Others in attendance from NKU were Dr. Boothe, Dennis Taulbee, Sheila Bell, Lew Wallace and Regent David Duncan.

Don also spoke of the meeting the executive council had with Dr. Boothe, Dennis Taulbee and Mike Hickman on May 11th. The anticipated 1987-88 revenue shortfall is expected to be the same as last year. Membership on the Ad Hoc Faculty Study Committee dealt with faculty concerns only and no representative was appointed.

President McKenzie also reported the following:

- a) Nunn 402 is the office for Criminal Justice.
- b) He mentioned the four faculty retirees, namely, Ray Waggoner, Doris Brett Miller, N. Edd Miller and Lou Thomas.
- c) He stated there were three openings in Staff Congress--Skilled Crafts, Administrative and Physical Plant.
- d) Vicki May and Mike Martin were sent letters regarding being replaced due to missing three consecutive meetings, as stated in our bylaws. He had talked with both and they were also notified by correspondence.
- e) Don also had a request from Dr. Boothe to appoint two staff employees for the Lobby Committee for collective bargaining and reclassification. He asked that volunteers for the committee to contact him.

### III. Vice-President's Report:

Vice President Diane Hunley reported Health Care Insurance deadline of May 29th. All staff must re-enroll in the coverage of their choice. Mitch Mullins spoke

up regarding a memorandum being sent to all University employees eligible for Health Insurance updating the importance of their enrollment from the Director of Personnel, Mike Hickman. (Memo was dated May 15, 1987)

IV. Committee Reports:

Benefits - Margaret Groeschen, Chair

Two recommendations were submitted to Staff Congress. (Members absent see enclosed). Recommendation #1 regarding the establishment of an Ad Hoc Committee concerning Health Care options offered by the University. It was carried over to the next meeting with a request to reword the recommendation.

Recommendation #2 regarding the formation of a Task Force on Flexible Benefits. Margaret Groeschen made the motion the recommendation be approved, second by Jim Wilson. This will be voted on at the June meeting.

Constitution & Bylaws - Sarah Coburn, Chair

A recommendation for bylaw changes was submitted by the committee to Staff Congress. This included the length of meetings, standing committee appointments and chairpersons, will be voted on at the June meeting.

Credentials & Elections - Marjorie Scheller, Chair

(No report)

Policies & Procedures - Janet Krebs, Chair

Janet stated they were to meet the following week and may have a report at the next meeting.

Lais Committee - Lora Cann, Chair

Newsletter will be issued in the near future. The scholarship awards will be presented prior to the July meeting on the 9th, 12 noon. All faculty and staff are invited. Refreshments will be served. Dr. A. D. Albright has been extended an invitation to attend and present the Albright Scholarship award to the recipient.

Picnic Committee - Margaret Groeschen, Chair

Margaret reported the contract is still under negotiation. The committee is still in need of volunteers for ½ to 1 hour for the beer booth, prize booth and helping with the games.

Interfaith Committee - Sarah Coburn, Chair

The work assigned to the committee has been completed.

Food Service Contract Committee - Ron Rieger, Chair


Don McKenzie reported for Ron due to his absence. He requested you pass any concern to Ron by June 5th. Twelve firms have submitted bids to date. The opening of the bids is June 6th. Decision and/or selection will be made on June 19th.

Quality Circles - Diane Hunley, Chair

Diane discussed the results of the Quality Circles. This would be detailed in the May newsletter.

V. Adjournment - Janet Krebs made a motion for adjournment. Second by Joe Gimpel.





# STAFF CONGRESS

**DA:** June 2, 1987

**TO:** Staff Congress

**FR:** Benefits Committee

Margaret Groeschen  
Darlene Miller  
Sue Roth  
Nancy Trimbur

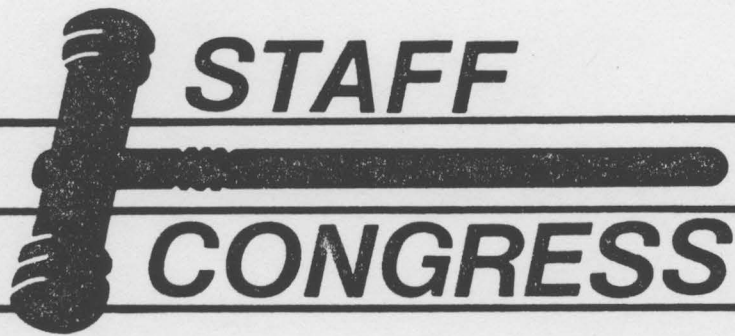
Jim Wilson  
Jacquelyn Baker  
Sonda Cummins

Patrick Harrington  
Dale Adams  
Patricia Mullins

**RE:** Revised Recommendation

1. The Benefits Committee of Staff Congress recommends the establishment of an Ad Hoc Committee composed of staff, faculty, and a personnel benefits representative to work with the administration to review the current status of Health Care options presently being offered by the University; to aid in formulating guidelines and specifics regarding health care plans being considered in the future, and to participate in the decision making process involved in selecting health care coverage.

We strongly recommend that an informed decision regarding the future of health care options at Northern Kentucky University be made each year by the month of March. This would insure the employees' ability to make an informed choice that will best serve his/her own needs, while still maintaining the maximum level of health care coverage for all.



# STAFF CONGRESS

## RECOMMENDATIONS

May 14, 1987

1. The Benefits Committee of Staff Congress recommends the establishment of an Ad Hoc Committee composed of staff, faculty, administration and a personnel benefits representative to review the current status of Health Care options presently offered by the University. We strongly recommend that the findings of this committee be made public before the next Health Care enrollment period in May 1988, to insure the employees' ability to make an informed choice that will best serve his/her own needs, while still maintaining the maximum level of health care coverage for all.
2. The Benefits Committee of Staff Congress feels an **active commitment** needs to be made to a Flexible benefits program by the University Administration. We recommend the formation of a Task Force on Flexible Benefits consisting of Administrative representatives, members of the Benefits Committees of Staff Congress and Faculty Senate, along with a representative from Personnel Services, to study this issue and develop a plan of implementation.



# STAFF CONGRESS

MEMORANDUM  
May 14, 1987

TO: Staff Congress

FR: Benenefits Committee

Margaret Groeschon  
Darlene Miller  
Sue Roth

Jim Wilson  
Jacquelyn Baker  
Sonda Cummings

Patrick Harrington  
Dale Adams  
Patricia Mullins

The Benefits Committee supports each employee's right to choose the type of health care coverage they prefer (traditional coverage vs. an HMO option), but the question is, should the University remain as a group to keep rates in line for all concerned? Our committee feels that all health care plans should be reviewed. Those employees remaining in a traditional health plan should not be penalized with higher rates and less extensive coverage because of the spread of plans available.

In a memo from Nancy Pierce, Acting Personnel Director, dated May 16, 1986, concerning the health care options being pursued by the University, it was stated that unused monies derived from Health Care savings would be placed in a special account for the purpose of implementing a Cafeteria Benefits Program at the University. Our best estimate indicates this amount would have been approximately \$1522.00. This money would have come from the difference between the flat fee of \$89.00 (the highest cost to the University for a single health care plan), and the less expensive HMO options.

Single employees who opted for these less expensive plans did in some cases yield a savings for the University, i.e., the money in question. In the case of non-single employees, this money was to be applied to family coverage if the employee so desired. Single employees may have been unintentionally penalized by this practice in the past but at the time Staff Congress members felt it was important to maintain an equal dollar level of University contributions towards individual health care benefits. The 1986 Staff Congress recommended that these monies be used for the implementation of Flexible Benefits as a way to avoid unequal distribution of benefits, to insure that each employee is getting maximum use of his/her benefits dollars.





Northern Kentucky University  
Highland Heights, Kentucky 41076

MEMORANDUM

PRELIMINARY REPORT  
FOR DISCUSSION PURPOSES ONLY

April 20, 1987

TO: All University Employees Receiving NKU Health Benefits  
FROM: Garrison M. Hickman  
RE: IMPORTANT BENEFITS INFORMATION--HEALTH INSURANCE

Once again, it is time to make important decisions about your health care for the 87-88 fiscal year. Open enrollment will be from (date) to (date) this year. We are planning a Health Fair on (dates). You should have been receiving information from each of our carriers in the last week regarding the coverage they are offering. To further help you make your decision, we are enclosing a summary of rates with this memorandum. However, there are some important changes to the plans that the University is offering this year. These changes are summarized as follows.

1. Maxicare and Health America merged during the year. Thus, we are offering Maxicare/Health America in lieu of the two different offerings we had last year.

2. Due to the decrease in enrollment of employees in the Blue Cross/Blue Shield plan in 86/87, Blue Cross/Blue Shield will no longer underwrite the traditional health coverage with the University. However, the University will offer a comprehensive Major Medical Plan with Blue Cross/Blue Shield. This plan will have a \$100 (single)/\$300 (family) deductible with 80/20 co-payment of \$2,500. The maximum out of pocket cost each calendar year will be \$500 with a \$1,000,000.00 lifetime maximum.

Representatives from Blue Cross/Blue Shield will be on campus next week to answer any questions and concerns regarding these important changes. All employees currently enrolled in Blue Cross/Blue Shield, and all employees considering enrollment in Blue Cross/Blue Shield are urged to attend these important meetings. The dates, times and locations of these meetings are as follows:

(Barb to get dates & insert)

In addition to the Blue Cross/Blue Shield comprehensive major medical plan, the University will offer the following HMO's:

1. Maxicare/Health America
2. Peak
3. Choice Care
4. HMO Kentucky

Health Insurance--Page 2

3. Another change in our health insurance coverage will be the offering of a two party plan for the HMO's, in addition to single and family coverage. The two party plan is for the employee with only one other dependent, and is at a lower rate than the family rate. This is to the advantage of employees with one dependent, i.e., single parents of one child, or married couples with no children.

Attached you will find a summary of the options we will offer in 1987/88, along with cost and rate change information.

If at all possible, please attend the Health Fair, to be held on May (date) at (location). Any individual questions regarding changes in coverage or rates can be answered at the Health Fair. We look forward to seeing you there!



# PRELIMINARY REPORT

## FOR DISCUSSION PURPOSES ONLY

So covered by employee

Northern Kentucky University  
Summary of Health Care Costs for 1987-88

Carrier	Type of Coverage	-----Cost to the Employee-----				
		Single	Two Party	Change %	Family	Change %
Blue Cross/ Blue Shield	Comprehensive Maj Medical 100/300 Deductible 80/20 of first \$2,500 Max out of Pocket \$500 \$1,000,000 Lifetime Max No Deductible on Accidents)	N/A	N/O	11%	\$114.03	11%
HMO Ky	HMO Coverage-No Change	N/A	\$78.77	-16%	\$133.88	43%
Choice Care	HMO Coverage-No Change	N/A	\$104.83	-8%	\$114.89	0%
Maxi Care/ Health America	HMO Coverage-No Change	N/A	\$69.79	-33%	\$128.70	24%
Peak	HMO Coverage-No Change	N/A	\$65.58	-39%	\$137.16	28%

N/A Not Applicable, since NKU pays full cost of single coverage for the employee

N/O Not Offered by the carrier

Darlene

N.K.U. - July 1 - Contract

May - Openings

Due Date

	<u>Contracts</u>		<u>Rates</u>		<u>Payroll Deduction (Family)</u>	<u>New Rates</u>
	Single	Family	Single	Family		
BC/BS	225	114	\$ 89.33	\$192.35	\$113.02	
HMO	19	12	73.25	183.14	110.00	
Peak	24	12	69.41	196.45	130.00	
Choice	256	74	89.65	203.75	124.00	
H/A	13	13				
MaxiCare	17	23	66.68	173.66	107.00	
H.M.P. (Cint:)	3		73.25	183.14	110.00	

BC/BS Rates:

Single <sup>87</sup>	Family	Single <sup>86</sup>	Family	Single <sup>85</sup>	Family	Single <sup>84</sup>	Family	Single <sup>83</sup>	Family	Single <sup>82</sup>	Family
\$ 89.00	\$192.00	\$ 89.00	\$192.00	\$ 81.00	\$175.00	\$ 68.00	\$147.00	\$ 63.00	\$137.00		

103.50  
11.25

4 May 1987

TO: Staff Congress

FR: Constitution and Bylaws Committee

RE: Bylaw Changes

It is the feeling of the Constitution and Bylaws committee that the following recommendations for changes be accepted:

1. Article IV - Meetings.

section 4 - Length of Regular Meetings.

Staff Congress meetings shall not exceed two hours in length.  
The time shall be kept by the Vice-President.

2. Article VI - Standing Committees.

section 2 - Appointments.

- a) The Executive Council of Staff Congress shall annually appoint representatives to the Standing Committees.
- b) When vacancies occur on a Standing Committee, the Executive Council shall appoint a representative to serve the remainder of that year.
- d) Standing Committees shall be composed of a minimum of five members, including a chairperson and vice-chairperson. One member should have served on that committee the previous year.

section 4 - Chairpersons of Standing Committees.

- a) Following the Executive Council appointments, each committee shall elect, by a majority vote, a chairperson and vice-chairperson.
- b) Duties of the Standing Committee Chairperson shall be: SAME AS ARE CURRENTLY LISTED
- c) Duties of the Vice-chairperson shall be to assume the duties of the chairperson in his/her absence.

Respectfully submitted,

Pat Coleman Mullins  
Pat Mullins

Russ Kerdolff  
Russ Kerdolff

Sarah Coburn  
Sarah Coburn

Bonnie C. Mullikin  
Bonnie Mullikin





Northern Kentucky University  
Highland Heights, Kentucky 41076

The Faculty/Staff Picnic Committee met on March 17, 1987 at 12:00 in the Chase Law Library Rare Book Room. Those present included Carla Behymer, Tom Cate, Sarah Coburn, Margaret Groeschen, Vernon Hicks, Beth Minnick, LaVerne Mulligan, Rosanne Rawe and Marilyn Reis.

The tentative date of August 22, 1987 and the location of Marydale for the picnic were accepted by the committee. The contract is currently being reviewed the the University's Legal Counsel. The cost of the grounds will be \$450.00 for 300 or less people (289 people attended last year) and use of the pool will be \$225.00. There will be an additional charge of \$200.00 for more than 300 people. A major difference from last year's contract is that alcohol is not permitted to be brought onto the picnic grounds.

Beer could be served at a cost of \$60.00/half barrel or \$30.00/quarter barrel. (As a reference, the half barrel would yield 180 - 12 ounce servings at a cost of approximately 33 cents each.) To charge for the servings would require NKU personnel to serve and collect the money as Marydale will not assume responsibility for collecting this money. The committee believed the University should not supply the beer free of charge. The committee also did not want responsibility for staffing such a booth. The availability of beer at the picnic is questionable.

It was agreed the pool would be reserved from 1:00 - 5:00 in anticipation of relatively hot weather due to the date of the picnic.

The tractor pulled surrey ride available from 2:00 - 4:00 which would seat up to 30 people at one time was discussed. Although the cost is only \$25.00, it was decided to forego this extra so there would not be too much going on at one time.

Food Committee will consist of Sarah Coburn, Carla Behymer, LaVerne Mulligan.

Games Committee will consist of Vernon Hicks, Rosanne Rawe, Marilyn Reis, Beth Minnick and Margaret Groeschen.

Prize Committee will consist of Margaret Groeschen, LaVerne Mulligan and Beth Minnick.

Tom Cate will coordinate the Faculty/Staff Softball Game. (Darlene Miller will also assist with this.)

Improvements were suggested in the way things were done last year. In particular, more help is needed with the planned games. Volunteers will be solicited for help on the day of the picnic as well as attendance at one planning meeting the week before. Also door prizes should be awarded in a more orderly method. People will be asked to sign up for these instead of relying on numbers assigned upon entrance into the grounds.

Since the Pool will be available, the softball game is tentatively scheduled for 12:00 along with various children's games at the same time. Selected adult games will possibly be held before mealtime to gradually draw people away from the pool.

The meeting adjourned at 1:00.



Northern Kentucky University  
Highland Heights, Kentucky 41076

The Faculty/Staff Picnic Committee met on April 7, 1987 at 12:00 in the Chase Law Library Rare Book Room. Those present included Tom Cate, Sarah Coburn, Margaret Groeschen, Beth Minnick, LaVerne Mulligan, Rosanne Rawe and Marilyn Reis.

Tom began the meeting by showing a prototype of the picnic invitation which was made using a graphics package on a microcomputer. He asked if any corrections and/or information needed to be added. The games sub-committee will decide the day's agenda to be included, before the next committee meeting.

The contract with Marydale is still under negotiation. The University asked for re-wording of a few sections and it has not yet come back from Marydale. Also under negotiation is the possibility of Marydale serving beer without NKU personnel staffing such a booth.

The minutes of last month's meeting were read to verify which persons were serving on each sub-committee. In addition, on the games committee, Nancy Winstel and Jackie Baker are also willing to help.

Final results of last year's picnic survey were mentioned. The majority of the people who responded were in favor of Marydale and they did want use of the pool. Also, there was a favorable response to the menu. Additional suggestions from the survey will be reviewed by the various sub-committees.

Set-up of a public address system will be needed at the picnic. Darlene Miller will be asked if she can take care of the necessary arrangements. Marydale does have a speaker system and it is believed that University Relations may have a system which can be hooked up to this. Sarah Coburn remembered that Rick Meyers handled this at a University function in the past.

Solicitation for prizes was discussed. Although numerous local businesses responded to a letter sent out last year, the list of businesses did not include contact people. The prize committee will try to send out personalized letters with follow-up visits to any businesses which do not respond initially to the letter. The Foundation Office will be contacted to see if they can offer any names and businesses which have supported the University in the past.

The total Picnic Committee will meet again on May 12, 1987 at 12:00 in the Chase Rare Book Room.

The Games sub-committee will meet on April 21, 1987 at 12:00 in the Chase Rare Book Room. The Prize sub-committee will also meet on this date in the same room but at 1:00.

The meeting adjourned at 12:40.

NOTE: Brown bag lunches may be brought into the Rare Book Room as long as the room is left in a clean condition. Also if anyone knows of additional people interested in these meetings, they are welcome to participate.

The Faculty/Staff Picnic Committee met on May 12, 1987 at 12:00 in the Chase Law Library Rare Book Room. Those present included Tom Cate, Jackie Baker, Margaret Groeschen, Beth Minnick, LaVerne Mulligan, Rosanne Rawe and Carla Behymer.

Tom began the meeting by stating that the contract with Marydale is still being reviewed. According to the contract Northern personnel will have to dispense the beer and soft drinks. This means more volunteers will be needed for these tasks. Several people at the meeting stated they would not like to personally be held libel for dispensing beer. Tom will check to see if Marydale could do this and also, if the University is aware of the additional cost of the beer.

The committee approved revisions in the picnic invitation which were suggested by the games and prize sub-committees. The agenda was changed to include a breakdown of ages for the games. Regarding door prizes, it was re-stated on the invitation that these would be for NKU employees only. The consensus was that there will be enough prizes for families members and their children who participate in the games, and by limiting the recipients of door prizes there will be a greater spread of employees receiving prizes.

The games committee mentioned that more participation is needed for planning. Tom will draw up a form requesting volunteers for specific responsibilities. This could then be put into the Campus Digest and then sent to LaVerne Mulligan.

The next total picnic committee will meet in the University Center Room 108 on June 9, 1987 at 12:00 noon. Please feel free to bring lunch from the cafeteria or a brown bag lunch. As always, you're welcome to bring a friend.

NOTE: Please call Tom Cate at X5153 or Margaret Groeschen at X5686 if you are unable to attend. Thank you.