
STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

**STAFF CONGRESS AGENDA
Thursday, April 12, 1990
University Center Ballroom**

- I. Call to Order**
- II. Guest: Dennis Taulbee**
- III. Approval of March minutes**
- IV. President's Report**
- V. Standing Committee Reports**
 - 1. Benefits: Elaine Shafer
 - 2. Credentials & Elections: Peg Goodrich
 - 3. Liaison: George Hadesty
 - 4. Policies: Shirley Garrett
- VI. University-Wide Committees**
 - 1. Fortunato Staff Review: Janet Krebs
 - 2. Library Automation: Peggy Vater
 - 3. Wellness Program: Sue Roth
- VII. Ad-hoc Committees**
 - 1. Scholarship: Sandi Cunningham
 - 2. Search Committees
 - Personnel Director: Virginia Stallings
 - Public Safety: Sue Roth
- VIII. Old Business**
- IX. New Business**
- X. Adjournment**

STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

STAFF CONGRESS MINUTES
APRIL 12, 1990
UNIVERSITY CENTER BALLROOM

Members Present: Margaret Burlew, Sandi Cunningham, Ruth Enzweiler, Shirley Gallicchio, Shirley Garrett, Peg Goodrich, Donna Gosney, George Hadesty, Marilyn Henderson, Edith Hill, Howard Hoffman, Jeannine Holtz, Sandy Jackson, Janet Krebs, Margaret Lester, Lola Moore, Jeff Morehead, Ron Rieger, Sue Roth, Elaine Shafer, Tom Skinner, Glenn Strausbaugh, Peggy Vater. **Ex officio:** Karen Ogburn

Members Absent: Lillian Conrad, Gary Easton, Chuck Harmon, Barbara Martin, Donna Messer, Shirley Scharf, Marjorie Scheller, Gladys Smith, Virginia Stallings, Linda Wright.

Guests: Chester Arthur, Dennis Taulbee, Robert Weber, and Mary Wilson.

Call to Order: Meeting was called to order at 1:12 p.m. with a quorum present.

Budget Presentation: Dennis Taulbee and Chester Arthur shared the preliminary 1990-91 operating budget*. Salary distribution memo*, dated April 9, 1990, was distributed at the meeting. The memo was strictly informational as 1990-91 salary increases were already approved. Staff Congress was unaware that the new increases had been approved as no request to review or share in the process was offered. The floor was opened for discussion and questions; discussion closed at 2:12 p.m.

March minutes were approved as corrected (correction: VTLS, page 2, Section V. Library Automation, second line).

President's Report: Dennis Taulbee has been appointed Acting Vice President for Administrative Affairs; first meeting with Dennis was April 9. Both Sue and Linda were out of town. The material to Dennis included the April agenda; recommendation on financial planning counselor; criteria for the Regents Staff Award; and "Sick Building Syndrome" articles. A review of ongoing items (quarterly report from the Emergency/Evacuation Committee was due in March) and relative conversation concerns of this past year. Generally speaking, it is felt that Staff Congress will have as strong an ally with the new appointee as was had with his predecessor.

STANDING COMMITTEE REPORTS

Benefits: Elaine Shafer

Recommendation that Patrick F. Santullo, C.L.U. will come free of charge for financial planning and investment advising to NKU employees. Recommendation* approved.

Credentials & Elections: Peg Goodrich

Nominations are being received; 10 have been received, need at least 14 more. Nominations due Monday, April 23.

Liaison: George Hadesty

March and April newsletter will be done following this meeting; contributions are appreciated.

Policies: Shirley Garrett

Since the recommendation had not been received in the Staff Congress office, the recommendation to the Fortunato Staff Review Committee concerning evaluations, staff salaries, and reclassification was read. Policy Committee recommendation* is approved and will be forwarded to the Fortunato Review Committee.

UNIVERSITY-WIDE COMMITTEE REPORTS

Fortunato Staff Review: Janet Krebs

The committee is scheduled to meet after May 1, giving time for all constituencies to review and accept or reject the proposed recommendations. Time frames are now involved. The work of this committee directly affects the development of a new system for job classification and re-evaluation of all positions and the one-half percent of base being set aside as a reserve to accommodate this process. That process is anticipated to be finalized by March, 1991, and effective April 1, 1991.

Library Automation: Peggy Vater

Continuing; nothing new to report at this time.

Wellness Program: Sue Roth

Continuing; nothing new to report at this time.

AD HOC COMMITTEE REPORTS

Scholarship: Sandi Cunningham

Applications are due Friday, April 20; committee scheduled to meet the following week.

Search Committees

Director of Personnel Services: Virginia Stallings

Report was read in Virginia's absence indicating the work of the committee in processing 145 applications. One candidate was interviewed on campus April 10, and the three remaining interview dates are April 17-19-26. We are encouraged to attend the interviews as the status of ex officio to Staff Congress is inherent with the position. Open sessions are scheduled in AC 722 at 1:30 p.m.

Director of Public Safety: Sue Roth

Next meeting scheduled April 13. Sue was asked to assume this committee as the time involved is expected to run several months and was more than Donna felt she could commit.

OLD BUSINESS: None

NEW BUSINESS: None

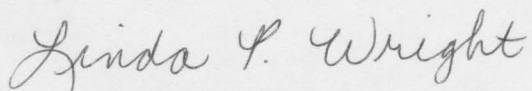
OTHER:

1. The official walk-thru for vendors bidding for the food services contract was April 11. Ron Rieger
2. Health Utilization Review Committee will be meeting the first week of May for the quarterly meeting to review where the University stands on health utilization, insurance, etc. Sue Roth

ADJOURNMENT: Meeting adjourned at 3:00 p.m.

Next meeting scheduled May 10, UC 108, 1:00 p.m.

Respectfully submitted,



Linda P. Wright
Secretary/Treasurer



Salmon P. Chase
College of Law

• Northern Kentucky University •

Highland Heights, KY 41076

MEMORANDUM

April 3, 1990

TO: Donna Gosney, President
Staff Congress

FR: Benefits Committee
Sandi Cunningham
Gary Easton
Howard Hoffman
Margaret Lester
Sue Roth
Marjorie Scheller
Elaine Shafer

RE: Financial Planning Counselor

Our committee met on April 2 and it is the recommendation of this committee that the Personnel Office contact Patrick F. Santullo, C.L.U., to come to Northern Kentucky University, free of charge, to give employees advise on financial planning and investments.

Respectfully submitted

Elaine Shafer
Elaine Shafer, Chair

April 12, 1990

To: Janet Krebs
Fortunato Staff Review Committee

From: Policy Committee
Staff Congress

The following recommendations from Staff Congress Policy Committee to your committee were voted on today by Staff Congress. Please consider these concerns when making your recommendation to the University.

Evaluations

1. Three levels of performance standards should be used instead of five. Unsatisfactory, Satisfactory, Excellent.

It is the recommendation of the committee that we continue to use the 5 levels that we have now. This will give the person doing the evaluation, a little more leeway, making the process easier and more fair to the person being evaluated.

Staff Salaries

6. Steps and/or midpoints and maximum pay rates should be established for all positions. However, if anyone is currently at the maximum they should still receive an increase (grandfathered).

It is the recommendation of the committee that any person reaching the maximum could also receive merit. It was explained to us that the maximum would hardly ever be reached.

Reclassification

5. Continue to have a Reclassification/Reorganization Review Committee consisting of President's staff and Personnel Services which will evaluate if positions should be reviewed. This committee does not make reclassification decisions, only if the position should be reevaluated.

Karen Ogburn told us that this pertains to individual, department and positions.

We thank you for the opportunity to review these recommendations.

APRIL 9, 1990

MEMORANDUM

TO: PRESIDENT'S STAFF

FROM: KAREN OGBURN
Acting Director of Personnel

RE: 1990-91 STAFF SALARY INCREASES

The 1990-91 salary increase has been set at nine (9%) for University Staff. However, in order to give sufficient time for the development of a new system for job classification and re-evaluation of all positions, one-half (.5%) percent will be set aside as a reserve to accommodate this process. It is anticipated that this can be finalized by March 1991 and effective the first of April 1991,

The 1990-91 fiscal year salary increase process is ready to commence with an overall salary pool for the institution of eight and a half (8.5%) percent for staff. Salary increases will again be distributed among three components; general, longevity, and discretionary.

The general increase of four and a half (4.5%) percent will be awarded as a percentage of the base salary. Every individual whose performance is satisfactory will be granted the general increase.

Longevity increases are based on a flat dollar amount determined by employee category, EXEMPT (professional and managerial) or NON-EXEMPT (office, clerical, service and maintenance), for all regular (permanent) employees, full or part-time, based on length of service. The pools are calculated using one (1%) percent of total salary base of exempt employees and three (3%) percent of total salary base of non-exempt employees. The distribution schedule is as follows:

		Exempt Full/Part-time	Non-Exempt Full/Part-time		
10 years +	as of 7-1-90	\$325	\$150	\$650	\$300
5 - 10 yrs	as of 7-1-90	\$250	\$125	\$550	\$250
2 - 5 yrs	as of 7-1-90	\$200	\$100	\$400	\$200
10 mo-2 yrs	as of 7-1-90	\$150	\$ 75	\$325	\$150
< 10 months	as of 7-1-90	-0-	-0-	-0-	-0-
"D" rating		-0-	-0-	-0-	-0-

Discretionary increases for non-exempt employees will be based on a determination of satisfactory job performance. The pool for discretionary increases is calculated using one (1%) percent of the salary base for non-exempt employees. Each satisfactory non-exempt employee will receive a flat dollar amount as follows:

Satisfactory performance	\$160 full-time	\$ 75 part-time
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Discretionary increases for exempt employees will be based on a determination of performance, divided into two categories: "A" top performers with written justification and "B" satisfactory job performers. The pool for discretionary increases is calculated using three (3%) percent of the total salary base for exempt employees. Each exempt employee so rated would receive a flat dollar amount as follows:

"A" Top performers	\$ 925 full-time	\$450 part-time
"B" Satisfactory performers	\$ 675 full-time	\$300 part-time

Increases for administrators will be totally discretionary or performance based. Proposed increases greater than ten (10%) percent will require written justification. A listing of your respective administrators is attached so that you may begin the salary process immediately.

Grants and temporary positions will be processed at the same time as regular budgeted positions are processed, but under separate cover.

In my March 28 memo, I had requested that you proceed with your rating process for the exempt staff and that you also identify any staff, both exempt and non-exempt, that are "unsatisfactory". **PLEASE FORWARD THAT INFORMATION TO ME NO LATER THAN 4 PM FRIDAY APRIL 13, 1990.**

The timeframe on this year's salary process is extremely limited, and we will all be under a tight deadline. The calendar for the salary process is as follows:

Tue. noon, April 17, 1990	Salary Sheets issued to Depts.
Mon. 4 PM, April 23, 1990	Salary Sheets to Major Dept Head
Wed. 4 PM, April 25, 1990	Salary Sheets to Personnel
Fri. noon, April 27, 1990	Salary Analysis to President

The effective date of the salary increase for both bi-weekly and monthly payroll staff is July 1, 1990.

Should there be questions, please contact me at X6383.