

Staff Congress Meeting
July 10, 1986

1 P.M. Landrum 110

- I. Call to Order
- II. Minutes of June 12, 1986 Meeting
- III. Executive Committee Report
Appointments
- IV. Committee Reports
Policy
Benefits
Finance
Credentials and Elections
Constitution and Bylaws
Liaison

Picnic
SACS
- V. Employee Involvement Groups-Mitch Mullins
- VI. Old Business
- VII. New Business
- VIII. Adjournment

Note: Please note room change.



STAFF CONGRESS MINUTES

July 10, 1986

Members Present: Jackie Baker, Carla Behymer, Margaret Burlew, Cindy Cook, Shirley Garrett, Jack Geiger, Donna Gosney, Margaret Groeschen, Diane Hunley, Janet Krebs, Kathy Lyon, Darlene Miller, Greg Muench, Mitch Mullins, Pat Mullins, Ronald Rieger, Russell Smith, Marjorie Scheller, Sharon Taylor, Nancy Utz, James Wilson.

Members Absent: Lisa Boehne, Sarah Coburn, David Cover, Sonda Cummins, Kathy Dawn, Paul Ellis, Don Gammon, Joe Gimpel, Russ Kerdolff, Michael Martin, Don McKenzie, Shirley Raleigh, Ruth Saccone.

Guests: Nancy Pierce, ex-officio, Peg Goodrich (absent)

I. Call to Order

President Janet Krebs called the July meeting of Staff Congress to order at 1:10 p.m. A quorum was present.

II. Minutes

The minutes of the June 12, 1986, meeting were approved as read. A motion was made by Ron Rieger, seconded by Jack Geiger, to accept the minutes as read. The motion passed unanimously.

III. Executive Committee Reports

A. President's Report - Janet Krebs

Durant Mathis is interested in filling the vacancy as a representative from Physical Plant. Janet made a motion that Durant be seated as a representative. The motion was seconded by Diane Hunley. The motion passed unanimously.

We now have another vacancy in the at-large category. If anyone knows someone who would like to serve on Congress, please let Janet know.

Dr. Boothe is recommending that faculty and staff be allowed to use their tuition waiver privileges to take summer courses through the Consortium. This policy will be in effect through the 1987 summer session.

Dr. Boothe also addressed the issue of Martin Luther King Day in a memo to Janet. To quote, "Beginning January, 1987, Northern Kentucky University will observe the established federal holiday in honor of Dr. King, and all classes will be cancelled and offices closed." The second semester will be extended one day to conclude on Monday rather than Friday. The Tuesday following will be a study day with final exams to begin on the following Wednesday.

A committee is being formed consisting of the past presidents of Staff Congress. This committee is being charged with the task of reviewing and evaluating the role of Staff Congress at the University. Members of the committee are Linda Sanders, Dorinda Giles, Kathy Dawn, Dan Alford, and Janet. They will be looking at all aspects of Congress including membership, impact on the University community, communication, and decision-making.

The Distinguished Service Awards committee is in the process of being established. The committee will be made up of past recipients. Members at present include, Nancy Perry, Bonnie Lowe, Marjorie Scheller, Shirley Gallicchio, and Vicki May. (Added since the meeting were: Carla Chance, Delores Thelen, and Gary Eith.)

Janet remarked on the "Notes on Accreditation," memo which was passed out during the meeting. Carol Futhey presented this outline at the Administrative Affairs Staff meeting.

IV. Committee Reports

A. Policies and Procedures - Diane Hunley

Copies of the recommendation from the Policy Committee regarding the pay policy were distributed. (see attached) The Executive Council will draft a cover letter to send with the recommendation to Dr. Boothe. A discussion ensued regarding clarification of the four main points. Diane noted that the recommendation was presented at the Administrative Affairs staff meeting and the reaction was one of support. The motion was approved by a vote of 20 for, 0 against.

B. Benefits - Jackie Baker

The Committee is working on the sick leave proposal.

C. Finance - Margaret Groeschen

No report.

D. Credentials and Elections - Marjorie Scheller

No report.

E. Constitution & By-Laws - Pat Mullins

The revisions to the By-Laws proposed at the June meeting were voted on. These revisions were as follows: Article I, Section 3, j: All eligible voters should have a maximum of thirteen votes. These will be: three from their major employment area, two from their employee category and eight at-large.

Article II: Delete: The Director of Personnel Services has voting privileges in the election of Staff Congress Representatives.

The amendments to the By-Laws were approved with 19 for, 1 abstention.

F. Liasion - Nancy Utz

There will be a meeting on Monday. Plans for a newsletter are in process.

V. Ad Hoc Committees

Faculty/Staff Picnic - Margaret Groeschen

Everything is proceeding on schedule. We are looking for players for the faculty vs. staff softball game.

SACS - No

VI. Employment Involvement Groups (Quality Circles) - Mitch Mullins

Two groups on campus have been identified to work with this project. They are Roads/Grounds in the Physical Plant and Accounting. A training manual has been developed. A steering committee is also being initiated to aid with implementation. Cindy Cook is representing Staff Congress on this committee. It is hoped that the program can expand into other areas.

All major divisions of the University will be represented on the committee.

VII. Old Business

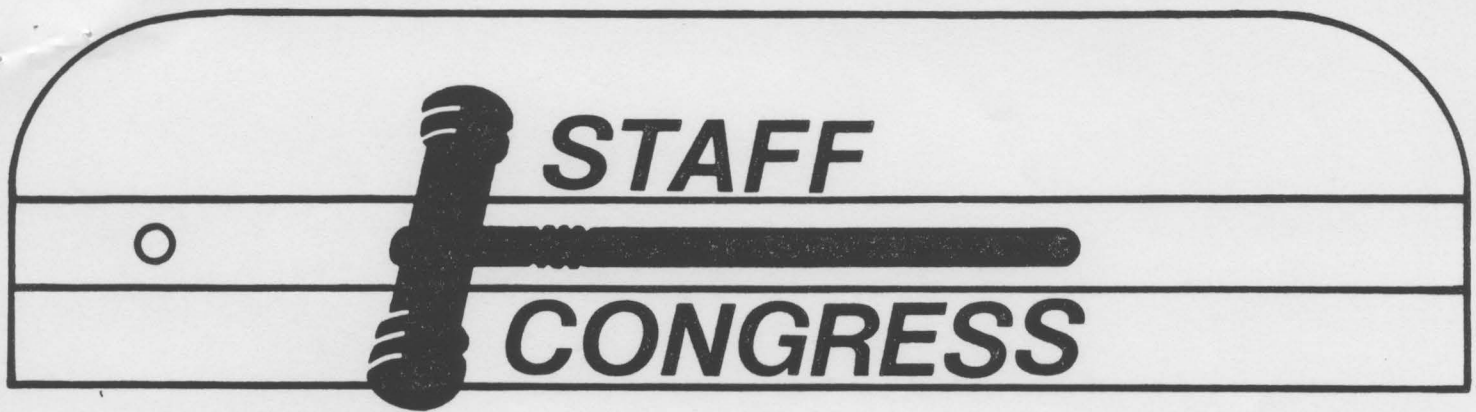
Distinguished Service Awards Committee - It was pointed out that there were no men represented on the committee. This we plan to rectify before the first meeting. The rationale for having only past award winners serve is that these people are no longer eligible for the award. You can not serve on the committee if you are nominated for an award.

VIII. New Business

The chairs meeting will be Tuesday, July 15, at 10:30 a.m.

The Personnel Director search has been narrowed to 10-12 names.

IX. Jackie Baker made a motion that the meeting be adjourned. Donna Gosney seconded. The motion passed unanimously. The meeting was adjourned at 2:20 p.m.



July 10, 1986

To: Staff Congress Membership
From: Pay Policy Committee
Subject: Recommendation Regarding Staff Pay Policy

The Pay Policy Committee has been having a difficult time recommending a pay policy for staff. The Committee feels strongly that before a pay policy can be developed, there are other issues that need to be addressed. These include, but are not limited to:

1. Uneasiness with the current performance evaluation method.
2. The criteria by which discretionary/merit is awarded.
3. Employees in all categories should be treated equally when being evaluated and awarded salary increases.
4. Job descriptions need to be developed that reflect what the position should be, not what the employee has made of the position.

The Committee feels that many of our concerns could be resolved if a job evaluation system could be developed prior to a pay policy being instituted. Performance could then be based on the criteria established for each position, and merit would be awarded for work accomplished over and above the position requirements.

The Pay Policy Committee has reviewed the report of the Faculty Senate Salary Subcommittee regarding a long-term salary distribution policy, and agree with their comment that "A salary distribution policy is but one of many issues involved in a salary administration policy." The Staff Congress Pay Policy Committee therefore joins Faculty Senate in their recommendation that the Administration select and employ an expert in the field of salary administration to assist the University in designing, developing, and implementing a salary administration policy for Northern Kentucky University. Development of the salary administration policy would include establishment of a job evaluation system or revised position classification structure, and refinement of the staff performance evaluation procedure and instrument.

The Pay Policy Committee or other group as appointed by Staff Congress will continue to work with the University Administration toward implementation of a staff salary increase general policy.



STAFF

CONGRESS

July 15, 1986

To: Dr. Leon Boothe
President

From: Executive Council
Staff Congress

Re: Recommendation Regarding Staff Salary Increase General Policy

The attached recommendation of the Pay Policy Committee was presented and approved by Staff Congress at the July 10, 1986, meeting. The Committee feels that the task of developing a salary administration policy should be made a top priority. With this in mind, we fully endorse Faculty Senate's recommendation that the Administration select and employ an expert in the field of salary administration to assist the University in designing, developing, and implementing a salary administration policy for both faculty and staff of Northern Kentucky University. In the interim, the Pay Policy Committee will contact other colleges/universities to ascertain what pay policy and job evaluation systems are currently in use at their institutions. It is hoped that by doing this, we may gather information that will be helpful to us in the establishment of our own pay policy and job evaluation system.

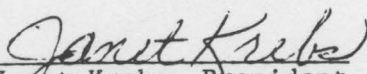
Janet Krebs and Diane Hunley attended the Administrative Affairs staff meeting on Friday, July 11, to express the Committee's concerns. Dr. Scholes and his staff were very supportive of the recommendation and they offered several positive comments and suggestions. We, of Staff Congress, appreciate this support, but feel it is imperative that this effort has the support of all major University divisions in order to achieve success.

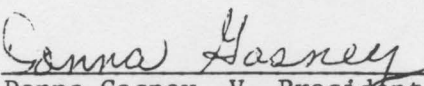
The Committee feels strongly that if the identified areas are resolved, improved morale and increased productivity will result.

It is hoped that a salary administration policy can be completed and approved by the Board of Regents to take effect July 1, 1987. If that is not possible, the Pay Policy Committee will recommend, by February 1, 1987, a salary distribution policy for fiscal year 1987-88.

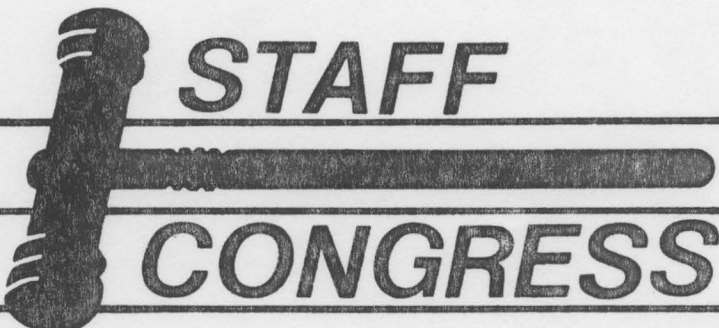
attachment

cc: Dr. Gene Scholes


Janet Krebs, President


Donna Gosney, V. President


Darlene Miller, Secretary/Treasurer



STAFF CONGRESS

July 21, 1986

To: Carla Chance
Gary Eith
Shirley Gallicchio
Bonnie Lowe
Vicki May
Nancy Perry
Marjorie Scheller
Delores Thelen

From: Executive Council
Staff Congress

Re: Distinguished Service Awards, 1986

Thank you for agreeing to serve on the Distinguished Service Awards Committee for 1986. We feel this is one of the most beneficial and rewarding committee assignments on campus. Although we do not envy your position of choosing the honorees, we know you will do so with the utmost consideration. Once again, thank you for your service to our University.

Carla Chance will serve as chairperson of the committee and will be contacting you concerning the first meeting.

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