



Thursday, March 21, 1985

1:00 P.M. AC 722

AGENDA

- I. Call to Order
- II. Minutes of February 14, 1985 Meeting
- III. President's Report
  - 1. Resignation
  - 2. Appointments
  - 3. Salary Distribution
- IV. Guests      Ms. Cynthia Dickens  
                 Ms. Norleen Pomerantz
- V. Vice President's Report
- VI. Secretary/Treasurer's Report
- VII. Committee Reports
- VIII. Other
- IX. Adjournment

# STAFF CONGRESS

STAFF CONGRESS MINUTES  
March 21, 1985

Members Present: A. Dale Adams, Donna Bridewell, Cindy Cook, Kathy Dawn, Mark Dryden, Jack Geiger, Donna Gosney, Jean Henegar, Diane Hunley, Janet Krebs, Bonnie Lowe, Linda Matthews, Karen McNeil, LaVerne Mulligan, Pat Mullins, Jay Stevens, Linda Thierbach, Dolores Thelen, Rebecca Timerding, Nancy Utz, Phyllis Weeland.

Members Absent: Sarah Coburn, Sandi Cunningham, Don Gammon, Steve Meier, Sharon Taylor.

Guests: Nancy Campbell, Steely Library; Don McKenzie, Public Safety; Bill Reed, Bookstore; Cindy Dickens, Student Affairs; Norleen Pomerantz, Student Development; Mary Volmer, Early Childhood Center; Peg Goodrich, Staff Congress; Gregg Schulte, ex officio ; Pamm Taylor, parliamentarian.

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

II. There being no amendments to the minutes of the January 23, 1985, special meeting, Dolores Thelen moved for approval; seconded by Jack Geiger. Approved unanimously.

Kathy asked if there were any changes/additions to the minutes from the February 14, 1985, meeting. There being none, LaVerne Mulligan moved for approval; seconded by Mark Dryden. Approved unanimously.

III. President's Report - Kathy Dawn

## 1. Resignations/Replacements:

Kathy reported that the Executive Council received resignations from Dave Dorgan and Mildred Crane. Both resigned due to time conflicts. Mildred and Dave were representatives from the Managerial/Supervisory category.

The Executive Council submitted the names of Donald McKenzie, Public Safety, and Bill Reed, Bookstore, as possible replacements. (Don and Bill were present at the meeting and left the room for the discussion and vote.) Kathy asked for any additional nominations from the floor. There being none, Nancy Utz moved for approval of Don McKenzie as a replacement

for the Managerial/Supervisory category; seconded by Pat Mullins. It was approved with 21 in favor, 0 opposed and 1 abstention.

The floor was again opened for nominations. There being none, Cindy Cook moved for approval of Bill Reed as a replacement to the Managerial/Supervisory category; seconded by Jack Geiger. 21 approved, 0 opposed, 1 abstention.

## 2. Salary Distribution:

As background, Kathy explained that, in response to Congress' recommendation for the 1985-86 salary increases, Dr. Scholes met with the Executive Council to inform them of the Administration's planned distribution. After the officers heard the plan and voiced several concerns to Dr. Scholes, he met with the adhoc committee to discuss it with them. The committee discussed several concerns with Dr. Scholes and sent a formal response to Dr. Boothe and Dr. Scholes. (Copies of the committee's letter and Dr. Boothe's response to them were attached to the agenda.)

Kathy then summarized the final guidelines for the 1985-86 salary increases as follows:

- a) Increases for the Administrative, Professional and Managerial/Supervisory categories will be based on discretion with a 0% - 5% range
- b) All other categories (Office/Clerical, Service/Maintenance and Skilled Crafts) will receive a 3% across-the-board increase.

Much discussion followed. Following are some of the items discussed:

- 1) Performance must be "satisfactory" to receive the 3% across-the-board increase.
- 2) Monies cannot be transferred between the two increase categories.
- 3) Nancy Utz stated that Dr. Scholes expressed to the officers that the central administrators are highly in favor of discretionary increases for all levels. However, since much concern exists about the adequacy and fairness of the current performance evaluations, they decided on the 3% across-the-board for the "protection" of those categories with the most concern with evaluations.



4) Kathy Dawn said that Dr. Scholes told the committee that Congress' recommendation had made Central Staff very aware of the inadequacy of the current salary structure, especially at those levels earning below the national poverty level. He said that a review of the salary structure has become a high priority for Administration.

5) Becky Timerding said that her constituents were concerned that Administration had not considered Staff Congress' recommendation seriously. Cindy Cook responded by explaining that after the meetings with Dr. Scholes, a change was made in the guidelines for increases. At the request of Staff Congress, the adjustments to all base salaries will be 2% instead of the planned 3%. This will prevent new employees from being hired after July 1, 1985, at a starting salary equivalent to the salary of a current employee. This shows that Administration did consider Congress' recommendations seriously.

6) In their formal response, the committee requested that a general meeting or meetings be held to explain the salary increase guidelines to all staff employees. This was requested to give all staff members an equal opportunity to hear the guidelines, to avoid misunderstanding of the guidelines, and to provide all staff members a chance to ask questions and provide feedback to Central Staff.

7) Kathy Dawn concluded the discussion by commending the ad hoc committee for their excellent work.

### 3. Appointments:

a) Kathy announced the appointment of an ad hoc committee for this year's Distinguished Service Awards. The committee members are: Dolores Thelen, Chair; Gary Eith; Carla Chance; Marjorie Scheller; Sharon Taylor; Steve Meier; Allen Thomas; Rich Feist; Phyllis Weeland; and Barb Herald, ex officio.

b) An ad hoc committee was appointed to organize this year's Annual Faculty/Staff Picnic. The members are: Sarah Coburn, Chair; Debbie Chism, staff; Marianne Williams, staff; Vickie Dunaway, staff; Bill Worley, faculty; Phyllis Schiff, faculty; Joyce Lavery, staff; Pamm Cupp, staff; Nancy Campbell, faculty.

c) LaVerne Mulligan was appointed Chair of the Finance Committee after Dave Dorgan's resignation from Congress.

d) The Women's Center Advisory Committee requested a representative from Staff Congress. The Executive Council appointed Fran Zaniello, who is not an elected Staff Congress representative, but who will report to Congress periodically.

e) Gail Cato, Personnel Services, requested Staff Congress' input on next year's training and development program. Kathy asked for volunteers for a committee. The following representatives volunteered: Janet Krebs, Jean Henegar, Don McKenzie. Kathy thanked the volunteers and said that the Executive Council would ask other, non-Congress staff members to serve on the committee also.

IV. Kathy introduced the guests: Cindy Dickens, Executive Assistant for Student Affairs and Norleen Pomerantz, Director of Student Development. Norleen introduced Mary Volmer, Early Childhood Center. They had agreed to update Staff Congress on the Early Childhood Center.

Mary began by explaining that the Center does provide an educational program for the children. Areas in the program include language arts, science and social sciences. The current total enrollment is 49 children, of which only 4 are children of staff or faculty.

Norleen announced that a budget has been approved for the Center for the next fiscal year. In accordance with that budget, the Center's hours will be reduced to 7:45 a.m.-12:45 p.m. weekdays during the Fall and Spring semesters. The Center will not be open during the Summer sessions.

Cindy Dickens explained that the Center's priority will be to develop a strong educational morning program. If the Center can develop a financially successful morning program over the next few years, then extended hours may be considered.

Cindy and Norleen conducted an informative discussion concerning the Early Childhood Center.

V. Vice-President's Report - Nancy Utz

Nancy asked everyone to turn in their time-logs to her by Tuesday, March 26. She will be compiling the data this month.

VI. Secretary/Treasurer's Report - Cindy Cook

Cindy reminded the committee Chairs of their next meeting on March 26 at 11:30 a.m.

VII. Committee Reports:

1. Benefits Committee - A. Dale Adams

Dale announced that the committee has arranged for a Blue Cross/Blue Shield representative to be on campus to talk about our health insurance benefits. There will be two general meetings on April 12, 1985 (11:30 a.m. - 12:30 p.m. and 4:00 p.m. - 5:00 p.m.) for the representative to explain our benefits and answer general questions. In addition, he will be available from 12:30 p.m. - 3:30 p.m. to address any individual, specific problems. Dale suggested that anyone with a specific problem bring all related paperwork with them. He asked Congress Representatives to spread the word about these meetings.

VIII. Other:

John Wade commented that the Redbook (Personnel Policies and Procedures Manual) in his department was not up-to-date, specifically concerning some personnel category classifications. The Executive Council responded that they would have the appropriate committee work with Personnel Services to see that all departments have updated Redbooks.

IX. There being no other business, Cindy Cook moved for adjournment, seconded by Jack Geiger, approved unanimously.



# STAFF CONGRESS

## MEMORANDUM

March 5, 1985

TO: Dr. Leon Boothe  
Dr. Gene Scholes  
Mr. R. Gregg Schulte

FROM: Staff Congress Executive Council  
Staff Congress Ad-Hoc Committee on Salary Increases

RE: Provisions for 1985-86 Staff Salary Increases

Regarding the issue of distribution of the 3% salary increase for next fiscal year, Staff Congress wishes to express appreciation to all of you for soliciting our input and further allowing us the opportunity to express our concerns. Although the mandated 3% cap on increases in personnel costs is disheartening, we as staff members are encouraged by administration's solicitation and respectful consideration of our views.

The provisions for staff salary increases as outlined in the memorandum to Central Staff dated March 1, 1985, do not address a deep concern shared by all of us; that is, the need to raise salaries for those individuals earning less than the national poverty level. The committee recognizes that with only 3% monies to work with, attempts to address this issue at this time would primarily be a show of concern and could not significantly impact annual salaries.

This matter has been expressed by yourselves as a priority, should new dollars become available. We urge a commitment from the administration to place highest priority on upgrade of the salary structure, and to dedicate any additional funds received towards this objective. Also, we would suggest that positions at the lower end of the pay scale be addressed first.

A second concern of the committee is that the provisions as stated make no allowance for longevity. We ask that consideration be given to raising all starting salaries by 2%, rather than 3% as described in point #5 of the memorandum. This would recognize, although minimally, the knowledge attained and service provided by those already on the job. We strongly feel that job experience should be acknowledged as a basis for a difference in pay between two persons occupying identically classified positions.

TO: Dr. Boothe  
Dr. Scholes  
Mr. Schulte  
RE: 1985-86 Staff Salary Increases  
March 5, 1985  
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Lastly, we ask your support in achieving "equal opportunities for communication". As we have expressed, how the message is received is often dependent on the messenger and his medium. Given the mandated 3% ceiling, no method of distribution would find overwhelming approval. However, we feel that the distribution method in its final form could be made more palatable if accompanied by expressions of caring on the part of administration, and by sharing your plans for an upgrade of the salary structure. We feel that a general staff meeting or meetings by major division would offer everyone the chance to hear the 1985-86 salary increase provisions in the same way and to have their objections heard. It would also provide NKU's chief executive officers the opportunity to show they care about how the restriction on increases affects the "little guy". The officers and committee hold the belief that opening the lines of communication, especially in regard to this matter, will make a positive impact on morale at a time when it is most critical.

Again, we thank you for granting us audience on this issue. While disagreement still remains, we feel that you are now cognizant of our concerns and that our recommendations will continue to receive careful consideration. If you have any questions or comments, please contact Kathy Dawn at 6344.

Respectfully submitted:

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President

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Vice President

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Secretary/Treasurer



MEMORANDUM

TO: Staff Congress Executive Council  
Staff Congress Ad-Hoc Committee on Salary Increases

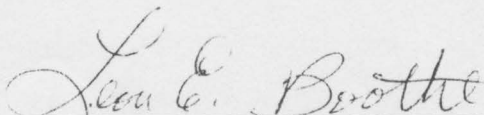
DATE: March 7, 1985

Thank you for your memorandum of March 5 responding to the provisions issued March 1 for 1985-86 staff salary increases. Your input into the salary distribution process has been most helpful. I commend you particularly for your sincere and expressed concern for those employees with wage levels at the lower end of our pay scales. Your observations and concerns are shared by myself and the rest of Central Staff.

After further consideration of your comments, I am now in agreement that a salary increase provision should be made to recognize the service of current and continuing employees in the hourly pay classifications. Accordingly, we will adopt your proposal to raise starting pay rates in our classification system by 2 percent rather than 3 percent as originally decided. As I am sure you are aware, this practice, if prolonged, would worsen our competitive posture in the labor recruitment market. Given the circumstances of this year's externally imposed limits for salary increases, however, I will concur with your recommendation for this year.

Let me also commit to you on the two other issues raised in your memorandum. First, I assure you that upgrading of the salary structure will receive concerted attention. Once again, we share your concern for those pay grades at the lower end of the scale. Second, my intention is to provide the staff workforce with effective communication of the salary increase provisions for this year, as well as some projections for the future. While details of this communication effort are not yet mapped out, we are cognizant of the positive aspects of personal communication.

Thank you once again for your input on this important matter.

  
Leon E. Boothe