
STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

STAFF CONGRESS MEETING

Thursday, February 11, 1993

1 p.m.

University Center 108

- I. Call to Order
- II. Approval of January 14, 1993 minutes
- III. President's Report - Linda Wright
- IV. President-Elect's Report - Chuck Pettit
- V. Standing Committee Reports
 - Benefits - Cheryl Torline
 - Constitution & Bylaws - Elaine Shafer
 - Credentials & Election - Ruth Enzweiler
 - Liaison - Gayle Vaughn
 - Policies - Allen Bloomhuff
 - Salary & Budget - Sue Roth
- VI. AdHoc Committee Reports
 - Enrollment Planning: Sue Roth
 - Food Service Advisory: Sandy Flora
 - Health Utilization: Cheryl Torline
 - Naming Committee: Janet Krebs
 - Parking & Traffic Control: Gail Jewell
 - Smoking Policy: Ruth Enzweiler/Claire Newman
 - Titling: Chuck Pettit
- VII. Old Business
- VIII. New Business
- IX. Announcements
- X. Closed Session
- XI. Adjournment

STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

STAFF CONGRESS MINUTES
February 11, 1993
UNIVERSITY CENTER ROOM 108

Members Present: Judy Birkenhauer, Allen Bloomhuff, Judy Brueggen, Steve Derrick, Ruth Enzweiler, Sandy Flora, Jack Geiger, Donna Gosney, Chuck Harmon, Gail Jewell, Janet Krebs, Pat Morris, Claire Newman, Chuck Pettit, Shirley Raleigh, Sue Roth, Diana Schneider, Elaine Shafer, Annette Simpson, Jay Stevens, Angie Tolle, Peggy Vater, Gayle Vaughn, Carolyn Walsh, Gail Wight, Linda Wright.

Liaison: Margo Ferrante.

Members Absent: Sandy Arn, Marilyn Henderson, Cheryl Lippert, Carol Maegly, Joyce Moore, LaVerne Mulligan, Shirley Scharf, Cheryl Torline.

Guests: Vanessa Johnson, Karen Ogburn, Nathan Smith, Ron Rieger, Shirley Gallicchio, Bonnie King, Audrey Riffe, Janet Neltner, Edith Hill, Irene Boling, Carla Chance.

- I. Call to order - The meeting was called to order at 1:05 p.m. with a quorum present.
- II. Minutes of the January 14, 1993 meeting were approved.
- III. President's Report - Linda Wright announced that Shirley Raleigh will serve on the Lincoln Award Selection committee. Staff Congress Executive Committee will meet with night shift personnel on Friday February 19 at 4:30 p.m. The Dean of Students office is revising the Code of Student Rights and Responsibilities; Ruth Enzweiler has agreed to review the document for Staff Congress.
- IV. President Elect's Report - Chuck Pettit reported that the Board of Regents met the previous week; he has minutes of that meeting available.
- V. Standing Committee Reports.
 - Benefits - Cheryl Torline. No report.
 - Constitution and Bylaws - Elaine Shafer. Draft copies of a constitutional change extending the term of Staff Congress president were distributed, and Elaine requested that responses be made to her by next Thursday.
 - Credentials and Elections - Ruth Enzweiler. Committee is still investigating the use of electronically scanned sheets for Staff Congress election balloting.

Liaison - Gayle Vaughn. No report.

Policies - Allen Bloomhuff. The Temporary Disability Leave Policy has been submitted to Dennis Taulbee.

Salary and Budget - Sue Roth. The committee is scheduled to meet with the Budget Office February 16 to discuss budget updates. Committee met with Margo Ferrante and raised questions on: Administrative salary review; institutions used as benchmarks in salary studies; why maximum salaries not used in administrative review, but used in staff.

VI. Ad Hoc Committee Reports.

Enrollment Planning - Sue Roth. The committee is developing a final draft of enrollment planning document.

Food Service Advisory - Sandy Flora. No report.

Health Utilization - Cheryl Torline. No report.

Naming of Facilities and Endowments - Janet Krebs. No report.

Parking and Traffic Control - Gail Jewell. No report.

Smoking Policy Committee - Claire Newman and Ruth Enzweiler. The smoking policy will be implemented in three phases beginning February 22. There was a discussion of the plan. An open forum is to be scheduled.

Titling - Chuck Pettit. The titling committee has circulated copies of a list of proposed titles. Staff members should review the proposal and channel responses through their department head, or can submit a letter directly to the Titling Committee. Margo Ferrante identified the objectives of the titling project: 1. To provide a hierarchy of titles; 2. To provide a descriptive title; 3. To provide positive feelings for employees; 4. To provide career paths; and 5. To consolidate job titles where appropriate. A lengthy discussion on titling ensued.

VII. Old Business - No old business.

VIII New Business - Jack Geiger recommended that we again observe Veterans day, but on the 11th hour of the 11th day of the 11th month of the year, which he was informed is the traditional time for the observance.

IX. Announcements - None.

not

X. Closed Session - SC did/go into closed session.

XI. Adjournment - There being no further business, the meeting adjourned at 2:49 p.m.

Next Staff Congress meeting - March 11.

Respectfully submitted;

Jay L. Stevens, Secretary

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Northern Kentucky University Highland Heights, Kentucky 41076

ROUGH DRAFT

MEMORANDUM

February 10, 1993

TO: Linda Wright, Staff Congress President

FR: Constitution and By-Laws Committee

RE: Changing President's Term of Office

A petition (attached) has been submitted to our committee to change the length of term of the President. Therefore, the following proposals are made to the Constitution and By-Laws and are open for discussion:

Constitution

Article IV Section 4

Representatives shall be elected for a term of two years with the following exception: when the President elects to serve an additional year (with congress approval) and when a person serving the second year of term is elected as President-Elect, the term will be extended for at least one year (an additional year possible with President electing additional year).

By-Laws

Article I Section 4 - Term of Office

Each Staff Congress Representative should serve a two-year term with the following exception: when the President elects to serve an additional year (with congress approval) and when a person serving the second year of term is elected as President-Elect, the term will be extended for one year. Terms of office begin on July 1 of each year.

Article III Section 1 - Officers

The Staff Congress shall annually elect a President-Elect and Secretary/Treasurer. The President-Elect will be elected for a two year term, serving the first year as President-Elect, the second year as President. The following condition would constitute an exception: after the President's first term, he/she has the option to continue as President for a second year with the approval of Congress. If the President chooses to continue and Staff Congress approves, the President-Elect has the option to continue his/her term for a second year. These officers shall comprise the Executive Council.

Article III

Section 3 - Nominating Committee

(a) The Nominating Committee will be comprised of the current President of Staff Congress, the Chair of the Credentials and Elections Committee, and the President-Elect. The President-Elect will serve as Chair of this committee.

(b) (1) After the results of the general Staff Congress elections in May are posted, the Nominating Committee will prepare a slate of nominees for each office (President-Elect and Secretary/Treasurer). Exception - See Article III, Section 1. This slate of nominees will be presented at the June meeting.

Section 6 - Duties of the President-Elect

(b) To automatically become President when the presiding President's term of office expires. With exception as stated in Article III, Section 1.



**NORTHERN
KENTUCKY
UNIVERSITY**

Office of Conference Management
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M E M O R A N D U M

TO: Elaine Shafer, Records Specialist
Chair, Constitution and Bylaws Committee

FROM: Chuck Pettit, Conference Coordinator *CP*
President-Elect, Staff Congress
Linda Wright, Textbook Buyer *LW*
President, Staff Congress

RE Staff Congress, Presidents Term

DATE: December 14, 1992

Ms. Shafer, I would like for the Constitution and Bylaws Committee to look into the possibility of changing the term of the President of Staff Congress to a two year term. Thus also making the president-elect term a two year term.

We would like the policy to read something to the effect, that after the presidents first term, that the person has the option to continue on for the second year with the approval of congress. If the person carries on for the second year, the president-elect will also continue his/her term for a second year. If in the event the congress does not want the president to continue for a second term, the congress must vote that person out after the first term and the president-elect becomes president.

I am aware that some people oppose this concept. However, if we are to build congress as a strong function of the University, we need people who are willing to give of themselves for more than a year at a time.

I would hope that we could have some information by our January meeting. If everything goes well, then we could get it on the agenda for the Board of Regents for February.

If you have any questions, feel free to call me at anytime.