
STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

STAFF CONGRESS AGENDA
Thursday, November 8, 1990
1 p.m.

ADMINISTRATIVE CENTER 722

- I. Call to Order
- II. Approval of October 11, 1990 Minutes
- III. President's Report - Sue Roth
- IV. Vice-President's Report - Sandi Cunningham
- V. Standing Committee Reports
 - Benefits: Elaine Shafer
 - Constitution & Bylaws: Donna Gosney
 - Voting Item: Proposed Bylaw changes
 - Credentials & Election: Glenn Strausbaugh
 - Liaison: Shirley Scharf
 - Policies: Shirley Garrett
- VI. University Wide Committee Reports
 - Emergency Evacuation: Virginia Stallings
 - Food Service Advisory: Ron Rieger
 - Health Utilization: Jeff Morehead
 - Library Automation: Peggy Vater
 - Parking & Traffic Control: Donna Gosney
 - Public Safety Director Search Committee: Tom Skinner
 - Wellness Program: Sandi Cunningham
 - Women's Center: Virginia Stallings
- VII. Old Business
- VIII. New Business
- IX. Announcements
- X. Adjournment

STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

STAFF CONGRESS MINUTES NOVEMBER 8, 1990 ADMINISTRATIVE CENTER 722

Members Present: Judy Birkenhauer, Judy Brueggen, Sandi Cunningham, Deedra Derrick, Gary Easton, Ruth Enzweiler, Shirley Gallicchio, Shirley Garrett, Peg Goodrich, Donna Gosney, George Hadesty, Terry Hamm, Chuck Harmon, Marilyn Henderson, Janet Krebs, Barb Martin, Lola Moore, Nancy Parsley, Ron Reiger, Sue Roth, Shirley Scharf, Annette Simpson, Tom Skinner, Virginia Stallings, Glenn Strausbaugh, Cheryl Torline, Peggy Vater, Gayle Vaughn, Linda Wright.

Liaison: Margo Ferrante.

Guest: Carla Chance.

Members Absent: Edith Hill, Howard Hoffman, Jeannine Holtz, Jeff Morehead, Elaine Shafer, Charlene Wray.

I. Call to Order: Meeting was called to order at 1:07 p.m. with a quorum present.

II. Minutes of October 11 approved as received.

III. President's Report: Sue Roth. Executive committee met with Dennis Taulbee on the following:

Work is progressing on the University's 1992-94 capital budget request, as well as the 1992-98 six-year capital plan. Sue has a summary of these processes if anyone is interested.

The annual budget process has been delayed pending results of the reclassification consultant's study.

A report is forthcoming from administration regarding usage of additional revenues from increase in enrollment.

Performance evaluation training sessions have been conducted by Personnel Services. Call them with any questions.

Dr. E. Nichols will be speaking on cultural diversity November 16 in the University Center Ballroom.

Gayle Vaughn has been appointed to replace Lillian Conrad's vacated position on Staff Congress. Judy Birkenhauer has agreed to serve as representative on the Women's Center Committee.

IV. Vice President's Report - Sandi Cunningham. A summary of the last Board of Regent's meeting was given.

V. STANDING COMMITTEES

Benefits: Linda Wright. Committee determined that short-term disability insurance is cost prohibitive for most employees. Will continue to research flexible benefits to tie in with benefit consultant's work in spring 1991.

Constitution & Bylaws: Donna Gosney. Proposed changes were distributed before the meeting. Motion was made and seconded to approve entire proposal. Discussion will occur in January regarding changes in executive committee positions.

Credentials & Elections: Glenn Strausbaugh. No report.

Liaison: Shirley Scharf. Thanked everyone for their assistance on the last newsletter.

Policies: Shirley Garrett. Committee raised a question regarding benefit status of grant and contract employees relative to the proposed vacation accrual policy. Margo Ferrante will research.

VI. UNIVERSITY-WIDE COMMITTEES

Emergency Evacuation: Virginia Stallings. Manual has been completed and distributed. Training will occur in November.

Food Service Advisory: Ron Rieger. No report.

Health Utilization: Sandi Cunningham. Committee met with Prucare. Information regarding rate increase has been distributed to faculty and staff. New forms must be completed by those wishing to continue coverage. Informational sessions have been scheduled.

Library Automation: Peggy Vater. Bar coding project will commence in December.

Parking & Traffic Control: Donna Gosney. No report.

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Public Safety Director Search Committee: Tom Skinner.
Advertisements have been placed. Deadline for assured
consideration November 21. Interviews will be conducted in
January. March 18 is the projected date to have the new director
in place.

Wellness Program: Sandi Cunningham. No report.

Women's Center: Judy Birkenhauer. Volunteers and suggestions
are welcomed for women's week March 4-8. A film on date rape
will soon be shown.

VII. Old Business: The proposed annexation by Highland
Heights is currently at a standstill. Information will be shared
as soon as it is available.

Sue is sending a memo to Personnel Services regarding the
distribution of staff members for the distinguished service
award.

VIII. New Business: None.

IX. Announcements: None.

X. Adjournment: There being no further business, motion to
adjourn was made and seconded at 2:55 p.m.

Next Staff Congress Meeting: December 13, 1990, U.C. 108.
Christmas gathering with light refreshments at noon. Meeting
begins 1:00 p.m.

Respectfully submitted,

Linda P. Wright

Linda P. Wright
Secretary/Treasurer

STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

BYLAWS
NORTHERN KENTUCKY UNIVERSITY
STAFF CONGRESS

Article I - Representatives

Section 1 - Responsibility. Staff Congress Representatives are bound to keep themselves informed and to represent the majority interests of their constituency.

Section 2 - Representation

- a) All staff employees who are eligible to vote and who have one or more years of continuous permanent service with Northern Kentucky University, as of the date of elections, are eligible to run for election to the Staff Congress.
- b) Eligible staff employees may nominate themselves or be nominated (with permission) by another staff employee. Employees may only be nominated in one constituency, and by established dates.
- c) Three Staff Congress Representatives shall be elected from each of the following five employment areas, as defined within the University Organization Chart.

Employment Area

General Administration
Academic Affairs
Student Affairs
Administrative Affairs
Physical Plant

- d) Two Staff Representatives will be elected from each of the following five employment categories, as defined in the Personnel Policy and Procedure Manual.

Category

Professional/Research Assistants
Technical/Scientific
Office Clerical
Service Maintenance
Skilled Crafts

- e) Ten at-large Staff Congress Representatives also will be elected. Additional at-large representatives will be elected if a vacancy exists (at the close of nominations) in any employment area or category. These at-large representatives will be elected for a full term.

- f. The total number of elected Staff Congress Representatives will be a maximum of thirty-five.

Section 3 - Elections Process

- a) Staff Congress elections shall be the responsibility of the Credentials and Elections Committee.
- b) Staff Congress elections should be conducted each year during the month of May.
- c) Staff-wide memos of information should be circulated prior to the month of May each year to explain and announce the election process.
- d) Nominations will be accepted for a period of two full weeks. Nominations must be in by 4:30 p.m. of the final day.
- e) One member of the Credentials and Elections Committee will be responsible for receiving all nominations in his or her office.
 - 1) A sealed envelope or a campus envelope will be required for use in submitting the nominations.
 - 2) The nomination must include the nominee's full name and constituency.
 - 3) A current list of all nominees and their constituency of nomination should be posted daily on a main floor bulletin board of the University Center.
- f) At the close of nominations a sample ballot listing all nominees and their constituency should be sent to each department for posting.
- g) Elections should be conducted two full weeks after the close of nominations.
- h) Voting will be done by mail or by establishing polling places or a combination of both at the discretion of the Credentials and Elections Committee.
- i) Eligible staff members who cannot vote during the designated times should be allowed to vote by absentee ballot. Absentee ballot procedures should be determined and announced by the Credentials and Elections Committee.
- j) All eligible voters should have a maximum of three votes from their employment area and two votes from their employment category. All eligible voters may vote for representatives-at-large.

Section 4 - Term of Office

Each Staff Congress Representative should serve a two-year term. Terms of office begin on July 1 of each year.

Section 5 - Vacancies

- a) Vacancies occur when an elected Staff Congress Representative terminates employment at Northern Kentucky University.
- b) Vacancies occur when an elected Staff Congress Representative submits a written resignation to the Staff Congress Executive Council.
- c) An automatic vacancy occurs when an elected Staff Congress representative fails to attend three consecutively scheduled meetings since effective representation cannot be attained.
- d) Replacements when a vacancy occurs will be chosen by recommendation by the Staff Congress Executive Council with approval by the Staff Congress and will serve until the next Staff Congress general election. Replacements may be chosen from the staff at-large without regard to employment area or category.
- e) Staff Congress members who no longer represent the original area to which they were elected, due to change in employment area or employment category, will serve until the next Staff Congress general election.

Section 6 - Duties

- a) Staff Congress Representatives are expected to attend all meetings and to serve on at least one standing committee.
- b) Staff Congress Representatives are expected to be familiar with the minutes of the previous meeting.

Article II - Director of Personnel Services

The Director of Personnel Services, by virtue of position, is the administrative liaison of Staff Congress.

Article III - Officers

Section 1 - Officers

The Staff Congress shall annually elect three officers from its own membership to serve for one year or until their respective successors have been elected and seated. These officers are the President, Vice-President, and Secretary/Treasurer of the Staff Congress. These officers shall also comprise the Executive Council.

Section 2 - Eligibility for Office - Who May Vote

All elected members of the Staff Congress are eligible to the offices stated in Section 1 of this Article. Only elected members of the Staff Congress may nominate or cast ballots in the election of any officer of the Staff Congress.

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 ex-officio member of the Executive Council. The ex-officio member of the Executive Council 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, Vice-President, and Secretary/Treasurer). This slate of nominees will be presented at the June meeting.
 - 2) All candidates will be expected to give a brief introduction of themselves at the June meeting.
- c)
 - 1) The Nominating Committee will send a slate of candidates for office to all Staff Congress Representatives prior to the July meeting.
 - 2) Nominations from the floor will be accepted at the July meeting with the nominee presenting a brief introduction at the time of nomination.

Section 4 - Elections of Officers

- a) Elections to the offices stated in Section 1 of this Article shall be conducted at the July meeting of the Staff Congress.
- b) The Parliamentarian of the Staff Congress shall be the presiding officer for that portion of the meeting devoted to such elections. The Parliamentarian shall appoint two members of the Staff Congress to serve as tellers in the counting of the votes cast in these elections. Any teller nominated for any office shall be ineligible to serve as a teller in the counting of the votes for the office to which he/she has been nominated, in which case the Parliamentarian shall appoint a temporary teller to serve.
- c) An election to fill a vacancy in the office of either Vice-President or Secretary/Treasurer of the Staff Congress shall be conducted at the next regular meeting after such vacancy occurs and such election shall be conducted as prescribed in Subsection b of Section 3 of this Article.

- d) Eligible staff members who cannot vote because of scheduled vacation during the election of officers should be allowed to vote by absentee ballot. Absentee ballot procedures should be determined and announced by the Credentials and Elections Committee.

Section 5 - Duties of the President.

The duties and functions of the President of Staff Congress shall be:

- a) To preside at all meetings of the Staff Congress.
- b) To determine, in consultation with the Secretary/Treasurer of the Staff Congress, the agenda for all meetings of the Staff Congress.
- c) To issue calls for both regular and special meetings of the Staff Congress through the Secretary/Treasurer and in accordance with Sections 3 and 5 of Article IV of these Bylaws.
- d) To receive all matters directed to the Staff Congress and to refer these to Staff Congress or to one of its committees, as appropriate.
- e) To represent the Staff Congress in the University community and in the community at large.
- f) To appoint all ad hoc committees of the Staff Congress as set forth in Article VII of the Bylaws and to appoint representatives to University wide committees.
- g) To enforce the Constitution and Bylaws of the Staff Congress.
- h) To exercise other duties and functions of a presiding officer as may be additionally specified by the Staff Congress.
- i) To serve as an ex-officio member of the Staff Congress Executive Council the year following his/her term of office.

Section 6 - Duties of the Vice-President

The duties of the Vice-President of the Staff Congress shall be:

- a) To preside at meetings of the Staff Congress in the absence of the President.
- b) To become President of the Staff Congress in the event a vacancy occurs in the office of President of the Staff Congress and to notify members of the Staff Congress that he/she has become President.
- c) To represent the Staff Congress when appointed to do so either by the President of the Staff Congress or by the Staff Congress.
- d) To perform other duties as may be deemed necessary by the President of the Staff Congress.

Section 7 - Duties of the Secretary/Treasurer

The duties and functions of the Secretary/Treasurer of the Staff Congress shall be:

- a) To keep accurate minutes of regular and special meetings of the Staff Congress.
- b) To distribute copies of the minutes of regular meetings to the membership of the Staff Congress preferably five working days prior to the next regular meeting of the Staff Congress.
- c) To distribute copies of the minutes of special meetings to the membership of the Staff Congress no later than three weeks following the special meeting of the Staff Congress.
- d) To keep a roll of the membership of the Staff Congress and an accurate record of each Representative's attendance at meetings of the Staff Congress.
- e) To assist the President in determining the agenda for meetings of the Staff Congress as set forth in Section 4 of Article IV of these Bylaws.
- f) To issue notices for all meetings of the Staff Congress as set forth in Section 3 of Article IV of these Bylaws.
- g) To preside at meetings of the Staff Congress in the absence of both the President and Vice-President and to appoint a Secretary Pro-tem to record the minutes of such meetings.
- h) To recommend to the Staff Congress, when necessary, a budget itemizing funds needed to sustain the operation of the Staff Congress.
- i) To perform other duties as may be deemed necessary by the President of the Staff Congress.

Section 8 - Appointment and Duties of the Parliamentarian. Within one week following the election of officers, the President of the Staff Congress shall appoint one member of the Staff Congress or a staff member at-large to serve as Parliamentarian of the Staff Congress. The duties of the Parliamentarian shall be:

- a) To assist the President in maintaining order and decorum at meetings of the Staff Congress.
- b) To interpret and apply Robert's Rules of Order (latest revision) when so requested by either the President of Staff Congress or by motion duly adopted by the Staff Congress.

Article VIII - University-Wide Committees

Section 1 - Appointment. The President of the Staff Congress, in consultation with the Executive Council, may appoint Representatives to University-wide committees as necessary. Appointments made shall be temporary pending confirmation by the Staff Congress. The President of the Staff Congress shall report appointments so made at the next regular meeting of the Staff Congress. A majority vote of those present shall be required to confirm each appointee.

Section 2 - Term. Representatives appointed to University-wide committees shall serve for the term specified by the committee or for that portion of the committee term concurrent with their term of office in the Staff Congress. If no term is specified by the committee, the Representative shall serve concurrent with his/her term of office.

Section 3 - Reports. Appointees to University-wide committees shall report to the Staff Congress the proceedings of University-wide committee meetings at the meeting of the Staff Congress following said University-wide committee meeting.

Article IX - Amendments to the Bylaws

Section 1 - Petition. Any proposal to amend these Bylaws shall be submitted by a written petition signed by two Representatives of Staff Congress at any regular Staff Congress meeting.

Section 2 - Process. These Bylaws may be amended by a majority vote of those members present and voting at a meeting of the Staff Congress at which a quorum is present, provided that at a previous meeting the proposal to amend has been presented and discussed.

Revised November 1990.

STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

November 8, 1990

To: Staff Congress
Fr: Constitution & Bylaws Committee
Re: Proposed Bylaw Changes

Article I - Section 2

d) Change six to five and eliminate the Managerial/Supervisory category; category eliminated.

New reading: Two Staff Representatives will be elected from each of the following five employment categories, as defined in the Personnel Policy and Procedures Manual.

e) Change to hold membership at 35.

New reading: Ten at-large Staff Congress Representatives also be elected. Additional at-large representatives will be elected if a vacancy exists (at the close of nominations) in any employment area or category. These at-large representatives will be elected for a full term.

Article I - Section 5

c) Change to 1) remove excess verbiage; 2) save time appointing new representatives; 3) remove any doubt in the absence of a resignation letter.

New reading: An automatic vacancy occurs when an elected Staff Congress Representative fails to attend three consecutively scheduled meetings since effective representation cannot be attained.

Article II - Director of Personnel Services

ex officio vs liaison as discussed October 11, 1990

Reading now: The Director of Personnel is an ex officio non-voting member of Staff Congress.

New reading: The Director of Personnel Services, by virtue of position, is the administrative liaison of Staff Congress.

Article III - Section 3

c) 2) Change to allow candidates nominated from the floor an opportunity for introduction prior to the election.

New reading: Nominations from the floor will be accepted at the July meeting with the nominee presenting a brief introduction at the time of nomination.

Article III - Section 4

d) Change to allow representatives on vacation an opportunity to vote by absentee ballot during the election of officers.

New amendment: Eligible staff members who cannot vote because of scheduled vacation during the election of officers should be allowed to vote by absentee ballot. Absentee ballot procedures should be determined and announced by the Credentials and Elections Committee.

Committee: Judy Birkenhauer, Judy Brueggen, Ruth Enzweiler, Donna Gosney, Howard Hoffman, Lola Moore, and Jeff Morehead.

STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

MEMORANDUM

TO: Staff Congress Representatives

FR: Peg Goodrich, Secretary
Staff Congress Office *Bea*

DA: November 19, 1990

RE: Updated pages for the Bylaws

You will find enclosed the replacement pages of the updated bylaws as changed during the November 1990 Staff Congress meeting. The necessary changes have been made on the enclosed and they should replace the pages in the bylaws you now have that were last revised in December 1989.

If there is a question or problem please contact my office, X6400.