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# **STAFF CONGRESS**

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Northern Kentucky University Highland Heights, Kentucky 41076

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## **STAFF CONGRESS AGENDA**

**Thursday, August 13, 1992**

Meeting at 1:00 p.m.

University Center 108

- I. Call to order
- II. Approval of July 9, 1992 Minutes
- III. President's Report - Linda Wright  
Executive Committee Report
- IV. President-Elect's Report - Chuck Pettit
- V. Standing Committee Reports
  - Benefits: Cheryl Torline
  - Constitution & Bylaws: Elaine Shafer
  - Credentials & Elections: Ruth Enzweiler
  - Liaison: Gayle Vaughn
  - Policies: David Whitley
  - Salary/Budget: Carol Maegly
- VI. AdHoc Committee Reports
  - Enrollment Planning: Sue Roth
  - Food Service Advisory: Sandy Flora
  - Health Utilization: Cheryl Torline
  - Parking & Traffic Control: Gail Jewell
  - Strategic Planning Reconciliation: Linda Wright
  - V.P. for Student Affairs Search: Carol Maegly
- VII. Old Business
- VIII. New Business
- IX. Announcements
- X. Closed Session
- XI. Adjournment

# STAFF CONGRESS

STAFF CONGRESS MINUTES  
August 13, 1992  
UNIVERSITY CENTER ROOM 108

Members Present: Sandy Arn, Judy Birkenhauer, Judy Brueggen, Steve Derrick, Sandy Flora, Jack Geiger, Chuck Harmon, Marilyn Henderson, Cheryl Lippert, Carol Maegly, Laverne Mulligan, Chuck Pettit, Shirley Scharf, Diana Schneider, Elaine Shafer, Annette Simpson, Jay Stevens, Angie Tolle, Cheryl Torline, Peggy Vater, Gayle Vaughn, Carolyn Walsh, David Whitley, Gail Wight, Linda Wright.

Liaison: Margo Ferrante

Members Absent: Allen Bloomhuff, Ruth Enzweiler, Donna Gosney, Gail Jewell, Janet Krebs, Joyce Moore, Pat Morris, Claire Newman, Shirley Raleigh, Sue Roth.

Guests: Peg Goodrich.

I. Call to order - The meeting was called to order at 1:07 p.m. with a quorum present.

II. Minutes of the July 9, 1992 meeting were approved.

III. President's Report - Linda Wright announced the appointment of Sandy Arn to replace Shirley Garrett, who has retired. Gayle Vaughn was appointed Parliamentarian. Janet Krebs was appointed to represent staff on the University Naming Committee.

The Staff Congress Representative Orientation session is tentatively scheduled for September 17 from 8:30 to Noon, followed by a luncheon. Copies of the NKU Organizational Chart were distributed to all SC members. Gaut Ragsdale will give a short presentation on parliamentary procedure at the orientation.

Linda has received suggestions that the University observe Veterans Day. Jack Geiger and Marilyn Henderson volunteered to organize a remembrance.

Linda announced that the Board of Regents will meet on August 13 at 4:00.

The Executive Council met with Dennis Taulbee on August 11. Personnel Services is reviewing administrative level salaries, and a draft copy of that study should be available early in September; a draft copy of the retitling project should be available by September 15; a smoking policy committee is being reformed, should begin its work by September 15 and will be charged to make proposals by December.

Linda welcomed Peg Goodrich back.

IV. President Elect's Report - Chuck Pettit. No report.

V. Standing Committee Reports.

Benefits - Cheryl Torline has sent a questionnaire to Benefits Committee members requesting their suggestions of what the

committee should be looking at in the coming year (e.g., eyeglass benefit, tuition waiver for family, and health benefits).

Constitution and Bylaws - Elaine Shafer reported that the committee met at the end of July, and are currently reviewing the Constitution and the bylaws.

Credentials and Elections - Judy Birkenhauer reported that the committee has not met.

Liaison - Gayle Vaughn reported that the committee met on July 21 and will meet monthly; the committee discussed adding new features to the newsletter (e.g. each month a department will be spotlighted); Gayle assured Linda that the feature would be developed in collaboration with the department being featured, and the perspective is intended to be informative and factual, without subjective observation. Gayle also requested that SC members submit ideas for enhancing the newsletter.

Policies - David Whitley reported that he is reviewing the Redbook.

Laverne Mulligan gave an annual report for the Policies committee. In the past year they looked at: sick bank, internal applications, 90 day personal leave, reclassification, \*smoking policy, \*holiday policy, \*temporary disability leave, and \*statement on human diversity.

\* Issues Acted upon.

Continuing issues are: How reclassification affects different policies already in force; and temporary disability.

Salary and Budget - Carol Maegly reported that they have scheduled a meeting for September 3 with Elzie Barker.

#### VI. Ad Hoc Committee Reports.

Enrollment Planning - No report.

Food Service Advisory - No report.

Health Utilization - No report.

Parking and Traffic Control - No report.

Strategic Planning - Linda Wright requested that comments on the strategic plan be submitted by September 2. A copy will be available in the Staff Congress Office (AC 105).

Vice President/Student Affairs Search - Carol Maegly reported that the search committee has completed its work and submitted the names of three (3) unranked finalists.

VII. Old Business - Sandy Flora questioned how vacation and sick time are accrued for part-time staff. Margo Ferrante suggested that she address the issue with Personnel Services.

VIII New Business - Marilyn Henderson questioned retirement changes, and asked if staff will receive updated documents. Margo Ferrante stated that she is not aware of any changes, but will look into it.



Chuck Pettit stated that Staff Congress representatives need to make an effort to contact staff members and seek their input. To that end, Jay Stevens is to have computer constituent lists run. A discussion then ensued about how we can best communicate with staff members.

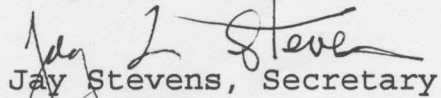
IX. Announcements - Margo Ferrante announced that there will be a new format for the telephone directory. Corrections must be made to Personnel Services by August 27. Also, Staff Awards day will be September 30.

X. Closed Session - SC did not go into closed session.

XI. Adjournment - There being no further business, the meeting adjourned at 2:25 p.m.

Next Staff Congress meeting - September 10.

Respectfully submitted;

  
Jay Stevens, Secretary