

STAFF CONGRESS

Regular Meeting - July 1, 1982

AGENDA

- I. Call to Order
- II. Minutes of Previous Meeting
- III. President's Report
 - Correspondence from Dr. A. D. Albright
 - University Standing Committees
 - Blue Cross/Blue Shield/Major Medical Plan
 - Distinguished Service Awards Committee
 - Volunteer Programs for Staff
 - Ten Year Plan
- IV. Vice President's Report
- V. Secretary/Treasurer's Report
- VI. Special Committee Reports
- VII. Old Business
- VIII. New Business
- IX. Adjournment

STAFF CONGRESS MINUTES
July 1, 1982

The regular meeting of the Staff Congress was held on Thursday, July 1, 1982. Role was taken and a quorum was present.

MEMBERS PRESENT: Terry Andrews, Tom Barlow, Bob Barnes, Dan Bayes, Gail Cato, Cindy Dunaway, Gary Eith, John Fries, Shirley Gallicchio, Dorinda Giles, Jerry Groeschen, Carol Guthier, Barb Herald, Mary Kelm, Bonnie King, Bill Lamb, Joyce Maegly, Mike Martin, Steve Priestle, Ken Ramey, Linda Sanders, Nancy Utz, Gregg Schulte (ex-officio).

MEMBERS ABSENT: Mike Baker, Pat Coleman, Don Gammon, Dan Hoskins, Patti Jeffries, Nancy Perry, Pamm Taylor, Dolores Thelen.

The minutes of the June 4, 1982, meeting were approved. The minutes of the June 23, 1982, meeting will be reviewed at the next regular meeting.

President's Report

Dorinda Giles said the Staff Congress had received a written response from President Albright regarding our request to have a representative at the Board of Regents meetings. Dorinda said he has approved the request, and has complimented the work of Staff Congress. Dorinda then read the excerpt from his letter dealing with this.

A letter has been sent to the President nominating several people to various standing committees of the University. There are three committees that have a Staff Congress Representative as part of their make-up. In addition, there are four more committees that we have requested representation on. We have not received a reply as of yet.

A letter was sent to Gregg Schulte of Personnel Services concerning the Blue Cross/Blue Shield/Major Medical Plan. This letter covered the recommendations that were approved at the special meeting of Staff Congress on June 23.

Several Staff Congress members attended a meeting with Dr. Scholes, who wanted to inform us that the administration is working on a ten year plan. Once the plan is firmed up, he will come to our meeting and present it to us.

Father Schmidt met with Dorinda. He is on a committee that is working on volunteerism to replace help that was lost because of cut backs in federal funds. He wants to address this issue with the faculty and staff later this year, and just wanted Staff Congress to communicate this to the staff.

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Gregg Schulte sent Staff Congress a letter regarding Staff Awards Day. Personnel would like Staff Congress's input on this. Dorinda asked Gregg to clarify what he wanted of Staff Congress. Gregg said the tentative date of the third annual Staff Awards Day is September 23, 1982. It has been felt that since Staff Congress reaches out to all segments of staff, this would be a good place to handle the selection process of the Distinguished Service Award recipients. Gregg said he feels it would be viewed by staff as a better way of doing it. Gregg recommended that the part of the program that has to do with the whole process of selecting the Distinguished Service Award recipients be taken over by Staff Congress.

Terry Andrews said even though this is a long and involved process, we should be doing something on it.

Mary Kelm asked what the selection process has been in the past. Gregg answered that the process has been announced by Personnel Services. The selection committee was appointed by the President. The nominations were received in Personnel, then given to the committee to review. The committee made their recommendations to the President.

Tom Barlow asked Gregg if he perceived Staff Congress and Personnel's role as assisting the administration, or was Staff Congress to take this over completely.

Gail Cato asked if the selection committee could be made up of Staff Congress members, but the rest of the processing be handled by Personnel.

Linda Sanders said she was more concerned with the procedures and criteria for the selection rather than our doing the selecting.

Nancy Utz said she wishes to be seen as a representative rather than a judge, and wants to ensure that everyone in her constituency is given a fair chance.

Mary Kelm said this is our opportunity to represent the staff of the University and recommends that Staff Congress take over this responsibility.

Terry Andrews said that this is a way to include more staff and we should be able to appoint other people who are not Staff Congress members.

Gary Eith said this has some semblance of a peer review which staff might find more pleasing. It was pointed out that it has always been a peer review, but by presidential appointment. Criticism before was directed to Personnel or the Office of the President, but if Staff Congress handles the process, there should be no criticism.

Gregg Schulte said it is his opinion that what is needed is for Staff Congress to handle the whole thing; to review all the criteria, to determine the nomination process, to handle the committee appointment, however decided upon, such that it becomes known that this is a part of Staff Congress and Personnel's role is only to incorporate it as part of the Staff Awards Day.

Terry Andrews moved to accept Gregg Schulte's recommendation and Gail Cato seconded the motion.

The vote was taken and the motion was unanimously approved. The Executive Council will meet and appoint an ad hoc committee to deal with this concern.

Nancy Utz asked if the Staff Congress should vote on the members of the ad hoc committee. Dorinda said they should be appointed since there is so much involved.

Vice-President's Report

Tom Barlow called on the special committees to see if there was any business to report:

Personnel Policies and Benefits Committee - None

Credentials and Elections Committee - None

Grievance Committee - None

Finance Committee - None

Liason Committee - Don Gammon was absent, so Tom reported that a draft of the newsletter has been written and progress is being made. Cindy Dunaway mentioned that since staff has had no communication from the Congress since February, the first issue of the newsletter will be sent to every staff member to bring them up to date. Constitution and By-Laws Committee - Tom said that for discussion purposes, he would like to bring up the issue of staff outside the Staff Congress serving on and being assigned to committees. If this is approved, it must be added to the By-Laws. He said one suggestion had been that the person receiving the third highest amount of votes from each area could be placed on committees.

Terry Andrews felt this suggestion might be limiting. She suggested going through the newsletters and asking for volunteers who would be interested in certain areas.

Gary Eith moved to have it entered in the By-Laws that members of staff outside of Staff Congress be permitted to serve on Staff Congress committees. Joyce Maegly seconded the motion. The vote was taken and it was unanimously approved.

Secretary/Treasurer's Report

Nothing to report.

Special Committee Reports

Covered under the Vice-President's report.

Old Business

Gregg Schulte reported that the change to the Blue Cross/Blue Shield/Major Medical Plan will be made as approved by Staff Congress and also by Faculty Senate. The change was submitted to Dr. Scholes and to the Budget Office and they concurred with the recommendation. Gregg said Dr. Scholes was very pleased with the input from Staff Congress. The change to the inpatient diagnostic rider will be made as soon as possible. This may impact on July or August pay checks. Notifications will be sent out.

New Business

Gail Cato read a memo to Staff Congress from Bonnie Mazis which asked for Staff Congress's support of shared job employment. Gail said there is no policy concerning shared job time or employment, but staff may feel more secure about approaching their supervisors if they know they have the support of Staff Congress.

Gregg Schulte said the idea is that if Staff Congress endorses the idea, it would make it easier for staff to work something out with their supervisor.

Terry Andrews moved to endorse the concept of job sharing and/or flex time. Linda Sanders seconded the motion. The vote was taken and it passed unanimously.

Bill Lamb moved to turn this same issue over to the Personnel Policies and Benefits Committee for inclusion in some of their previous studies and work. Jerry Groeschen seconded. The vote was taken and this motion also passed unanimously.

Cindy Dunaway said some of her constituents had expressed a concern over the make up of the representation on Staff Congress. Their main concern is over Article I, Section 2, Item D. of the By-Laws. Cindy moved to refer this to the Constitution and By-Laws Committee for further study. Nancy Utz seconded the motion. The vote was taken and the motion was unanimously approved.

Gary Eith moved to adjourn the meeting at 10:55 a.m. Shirley Gallicchio seconded, and the motion was unanimously approved.

NEXT MEETING IS AUGUST 6, 1982 AT 10:00 A.M. IN ROOM 108 OF THE UNIVERSITY CENTER.

BARNES FORMULA

PROPORTIONAL REPRESENTATION

Article I
Section 2
Subsection d.

(ADD) At least one Staff Representative will be elected from each of the following seven employment categories, as defined by the Office of Personnel Services:

Category

Administrative

Managerial/Supervisory

Professional/Research Assistants

Technical/Scientific

Office Clerical

Service Maintenance

Skilled Crafts

(ADD) Representatives shall be appointed among these employment categories, according to their respective numbers, which shall be determined by the Staff Congress prior to the date of elections in each subsequent year. Such an enumeration shall be determined by adding the whole number of employees in each respective category and dividing the sum total by fourteen to obtain the apportionment ratio. The whole number of employees in each category should then be divided by this apportionment ratio to determine representation from each category. Representation should be rounded upwards beginning with the category with the greatest number "left-over" until the maximum of fourteen representatives have been reached.

EXAMPLE

		<u>TOTAL</u>
Administrative	$40 \div 29 = 1 (+11) =$	1
Managerial/Supervisory	$50 \div 29 = 1 (+21) =$	2
Professional/Research Assistants	$40 \div 29 = 1 (+11) =$	1
Technical/Scientific	$10 \div 29 = 1 =$	1
Office Clerical	$125 \div 29 = 4 (+9) =$	4
Service Maintenance	$75 \div 29 = 2 (+17) =$	3
Skilled Crafts	$60 \div 29 = 2 (+ 2) =$	<u>2</u>

14 Representatives

$$400 \div 14 = 29$$