

**STAFF CONGRESS MEETING**  
**Note!! AC 722 Note!!**  
**Thursday, September 10, 1998**  
**1 p.m.**

**AGENDA**

- I. Call to Order
- II. Approval of August 13, 1998 minutes
- III. President's Report - Claire Newman
- IV. President Elect's Report - Audrey Riffe
- V. Committee Reports
  - A. Benefits - Royleen Seibert
  - B. Constitution & Bylaws - Glenn Strausbaugh
  - C. Credentials & Elections -Diana Schneider
  - D. Liaison - Debbie Billiter/Gena Grigson
  - E. Policies - Carolyn Walsh
  - F. Salary & Budget - Ron Rieger
- VIII. Subcommittees
  - A. Food Service Advisory - Chuck Harmon/J.B. Losey
  - B. Health Utilization - Peg Adams
  - C. Naming Committee - Barry Cole
  - D. Transportation - Linda Parks
- IX. Old Business
- X. New Business
- XI. Announcements
- XII. Closed Session
- XIII. Adjournment

# STAFF CONGRESS

Northern Kentucky University ■ Highland Heights, Kentucky 41099

## STAFF CONGRESS MINUTES

September 10, 1998

Lucas Administrative Center 722

**Members Present:** Peg Adams, Beverly Beck, Judy Birkenhauer, Gina Bray, Judy Brueggen, Barry Cole, Peggy DeJaco, Gail Goedel, Gena Grigson, Janice Hankla, Chuck Harmon, Jackie Haubner, Clark Kyle, Pat Lindsay, J. B. Losey, Shannon Mundy, Claire Newman, Linda Parks, Janice Rachford, Audrey Riffe, Diana Schneider, Charlene Schweitzer, Elaine Shafer, Royleen Seibert, Dan Snow, Glenn Strausbaugh, Allen Thomas, Jr., Peggy Vater, Carolyn Walsh

**Members Absent:** Debbie Billiter, Ruth Enzweiler, Robert Neely, Rosanne Rawe, Marilyn Siry

**V.P. Admin:** Carla Chance      **Liaison:** Margo Ferrante      **Staff Regent:** Absent      **Office**

**Secretary:** Peg Goodrich      **Guests:** LaVerne Mulligan, Gayle Vaughn

I. **Call to Order** – The meeting was called to order at 1:04 p.m.

II. **Minutes** – The minutes of the August meeting were approved.

III. **President's Report:**

The following items will be addressed by Staff Congress during this fiscal year:

- A. Continue to pursue tuition waivers for family members.
- B. Involvement of Staff Congress members on the "Visions" committees.
- C. A rationale statement on market issues. Guideline may be supplied within a week or so. Should be in place by October 1, at least for Phase I--Grades 10, 11, 13, 14 and a scattering of jobs in higher grades (200+ positions); retroactive to July 1, 1998. \$354,000 has been allocated for this phase, and \$350,000 for Phase II.
- D. Retirement information. Since it is very difficult to get information or assistance regarding retirement from Frankfort, perhaps providing an ombudsman to assist staff members nearing or thinking about retirement.
- E. Continue to review the Red Book—putting it on line, which would be more readily available to all employees.
- F. Supervisory training. Participating in the evaluation training will be a part of each supervisor's performance evaluation. This training should begin in November or December.
- G. Merit and evaluations be given strong guidelines. Beth Warren will be back on campus on September 29 to advise on form and how to enhance the process.

IV. **President Elect's Report:**

- A. More on retirement—Personnel will provide a worksheet to assist in determining retirement income, or information on purchasing years of service.
- B. Promotion from within—Department has to request promotion from within.
- C. Sick leave bank is in place, forms are available to donate days.

V. **Standing Committee Reports:**

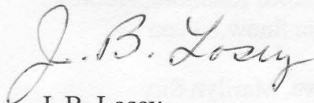
- A. Benefits – No report
- B. Constitution & Bylaws – No report
- C. Credentials & Elections – No report
- D. Liaison – Thanks to the Committee for putting the newsletter on line.
- E. Policies – Meeting on a regular basis; Section C; putting Red Book on line.
- F. Salary & Budget – The President appointed Shannon Mundy as Co-Chair.

VI. **Subcommittees:**

- A. Food Service Advisory – No report
- B. Health Utilization – Good array of respondents to request for proposals. Respondents are not being revealed yet, so they will not know who their competitors are. Contract will be awarded around October 1.
- C. Naming Committee – No report

- D. Transportation – Ground breaking for the parking garage will be in February 1999 with opening planned for fall 1999.
- VII. **Old Business** – Reminder about the "Walk to Cure Diabetes" on September 26. Twenty-four members are on Claire's team. Toyota is matching each dollar.
- VIII. **New Business** – Not too late to nominate for Distinguished Service Awards.
- IX. **Announcements** – United Way Campaign kickoff at 2 p.m. today.
- X. **Closed Session**- Staff Congress did not go into closed session.
- XI. **Adjournment** – The meeting was adjourned at 1:35 p.m.

Respectfully submitted,



J. B. Losey  
Secretary