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# ***STAFF CONGRESS***

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Northern Kentucky University ■ Highland Heights, Kentucky 41099

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## **STAFF CONGRESS MEETING**

### **AGENDA**

**October 10, 2002**

**UC Ballroom 1:00 PM**

- I. Call to Order
- II. Approval of September 4, 2002, minutes
- III. Gary Pratt-Phone Switch
- IV. Dean Kent Kelso-Renovating the Health Center
- V. Staff Regent's Report—Chuck Pettit
- VI. Liaisons Reports—Martha Malloy and W. Michael Baker
- VII. Standing Committee Reports:
  - A. Benefits—La Verne Mulligan
  - B. Constitution & Bylaws—Chair-Suzanne Ritchie
  - C. Credentials & Elections—Chair-Diana Schneider
  - D. Policies—Chair—Marilyn Siry
  - E. Salary/Budget—Chair-John Bailey
  - F. Liaison—Chair-Donna Grey
- VI. Ad-Hoc Committees:
  - A. Health Utilization—Linda Parks
  - B. Transportation—Kim Yelton
  - C. Food Service Advisory
  - D. Human Resources Advisory
  - E. Public Relations Advisory
- VII. Old Business
- VIII. New Business
- IX. Announcements
- X. Closed Session
- XI. Adjournment

# STAFF CONGRESS

Northern Kentucky University ■ Highland Heights, Kentucky 41099

## STAFF CONGRESS MINUTES

October 10, 2002

University Center Ballroom

**Members Present:** Linda Albert, John Bailey, Bev Beck, Leland Bennett, Mary Berkemeyer, Debbie Billiter, Jeff Chesnut, Jeff Cox, Sherry Cucchiara, Goldie Easton, Cheryl Edelen, Lois Fox, Gail Goedel, Danielle Green, LaVerne Mulligan, Jeanne Papania, Linda Parks, Rosanne Rawe, Suzanne Ritchie, Diana Schneider, Royleen Seibert, Marilyn Siry, Denise Taylor, Don Vasko, Michelle Wray.

**Members Absent:** Missy Barker, Jay Brock, Peggy DeJaco, Donna Grey, Rachel LeJeune, Kathy Perkins, Ron Vasko, Maureen Woods, Kim Yelton.

**V.P. Administration & Finance:** Mike Baker; **Liaison:** Martha Malloy; **Staff Regent:** Chuck Pettit – Absent; **Secretary:** Rita Thomas

**Call to Order:** President Jeff Chesnut called the meeting to order at 1:07 p.m.

**Minutes:** Motion to accept the September 4, 2002 minutes as written, made by Leland Bennett, seconded by Diana Schneider. Motion carried.

### Guests:

Kent Kelso, Dean of Students informed our group that there is a planned renovation of the Albright Health Center Fitness area. Student Government Association has made this their number one priority of the current year. This is a project planned with funding estimated under \$400,000.00, which will be funded from the accumulated student union student fee. Dean Kelso is asking for Staff Congress to support this effort since the Faculty/Staff Fitness room will be renovated and combined into one larger room for faculty/staff/students. He asked us to take this topic back to our constituents and gather feedback and propose a similar resolution of support.

Gary Pratt, Associate Provost for Information Technology, along with 2 representatives from URS, Glenn Bloom and Scott Thompson discussed a new telephone system. Our current system is over 13 years old and capacity issues are becoming critical. NKU has hired URS Engineering firm to assist with the contract process. The target date for installation is June 2003. After taking many questions from members, Mr. Pratt asked our group to take this issue back to our constituents to get feedback on how staff feel about our current features and additional features and issues we may have. Please call Gary Pratt at X5544 or e-mail him at [Pratt@nku.edu](mailto:Pratt@nku.edu).

Gary Pratt also discussed the SEVIS (Student and Exchange Visitor Information System) and CWID (Campus Wide Identification) programs being instituted on campus. The SEVIS program is an Internet-based software application being developed by the INS that will provide tracking and monitoring of non-immigrant students and exchange visitors and their dependents. This must be completely implemented by January 30, 2003.

### Other Guests:

Burhan Mohamedali, Student Government Representative; Dr. Darlene Hantzis, American Council on Education Fellow

**Staff Regent Report:** Chuck Pettit absent. Mike Baker noted that the Board of Regents met on September 25, 2002. The groundbreaking of the new housing was on the same date. Martha stated that the Sexual Harassment Policy was passed by the Board of Regents and will be posted on the Human Resources website.

### Liaison: Martha Malloy

- Community Care Day, September 14, 2002 – 36 staff attended, including family. Students won the challenge, but not by much. We will win next year!
- Denim Day on October 4, 2002 – raised \$710. Will be done again next year.
- October 17 – Wellness Fair. Mike Baker encouraged everyone to take advantage of the convenient and affordable testing done during the fair.
- United Way/Community Shares extended through October 11. Please return forms and envelopes even if you do not give. We are close to goal.

### V. P. Administration: Mike Baker

Still no approved state budget. Dr. Votruba has begun his VVV sessions. We all NEED to attend at least one, if not more, of these sessions to give our input for the next planning process

### **Standing Committee Reports:**

#### **Benefits:**

LaVerne Mulligan reported that the Benefits Committee hopes to get ideas from the recent Staff Congress Open Forums.

#### **Constitution & Bylaws:**

Suzanne Ritchie reported that the written first draft of the revision to include directors as eligible to run for Staff Congress has been forwarded to the Credentials and Election Committee.

#### **Credentials & Elections:**

Diana Schneider reported they are working on draft presented by Constitution & Bylaws Committee.

### **Ad-Hoc Committees:**

#### **Health Utilization:** Linda Parks:

Renewal health care rates with Anthem and Delta Dental rates have been advertised to staff. Open enrollment is from October 14 – 25, 2002, with changes effective January 1, 2003. IF YOU ARE NOT MAKING CHANGES IN MEDICAL OR DENTAL THERE IS NO NEED TO DO ANYTHING. However, FEBCO flexible spending forms must be completed for each new year.

#### **Transportation:**

No report but Mike Baker was thanked for the handicapped parking added behind the Baptist Student Union. Lot C – first row – is now handicapped parking.

### **Old Business:**

Staff Congress Open Forums –

Open Forums were held October 2, 3, and 4. 87 staff attended over the three-day period. Jeff Chesnut and Linda Parks will be compiling a list of concerns, followed up by specific topics raised and comments made. We will decide which issues will go forward and what action will be taken and which committees will be assigned. This will be made available to all staff. We have received very favorable comments and we will definitely plan a spring forum. Some of the most visited topics included: Christmas Break, Comp Time, Sick Bank, Contract Employees, Flex-time (Alternative Work Schedule), Job Posting practices, Promotion from within, Hiring practices, Mentoring Program.

### **New Business:**

A motion was made to add Burhan Mohamedali, Student Government Representative, to our future agendas. The motion was made by Marilyn Siry and seconded by Michelle Wray. He will be attending our meetings as a liaison between Student Government and Staff Congress and will be asked for any comments at future meetings. Burham discussed the parking forum on campus. Students have a concern of residential parking, the gravel lot not being safe, not properly lighted. Mike Baker said that would be taken care of. He also discussed Lot E, being changed from student parking to faculty/staff parking. Student Government is monitoring this lot hour by hour as to usage. Staff needs to know this lot is available.

### **Announcements:**

Campus Recreation has a trial program they are trying. They have programs beginning at 6am. They need 25 persons to continue this program. Call and sign up! X5196.

Staff Appreciation Day – October 24. Deadline to register for luncheon – Friday, October 11.

### **Closed Session:**

Staff Congress did not go into closed session.

### **Adjournment:**

The meeting was adjourned at 3:00 p.m.

Respectfully submitted by:

Linda Parks for Peggy DeJaco, Secretary

### **Policies:**

Marilyn Siry reported they met as a new group and are discussing different policies.

### **Salary/Budget:**

John Bailey reported he attended the Budget Strategy Group on campus. If there were a budget cut at NKU – the impact would be minimal. Anticipated cuts were included in budget process.

### **Liaison:**

Royleen Seibert – no report.

### **Food Service Advisory Committee –**

No Report.

### **Human Resources Advisory Committee –**

Have not met – no report.

### **Public Relations Advisory Committee –**

No report.