

AGENDA

September 12, 1985

- I. Call to Order
- II. Approval of Minutes of August 8, 1985
- III. President's Report
 - 1. Appointments
 - 2. Other
- IV. Vice-President's Report
- V. Secretary/Treasurer's Report
- VI. Ad Hoc Committees Reports
- VII. Standing Committees Reports
- VIII. Other
- IX. Adjournment



STAFF CONGRESS

STAFF CONGRESS MINUTES

September 12, 1985

MEMBERS PRESENT: Donna Bridewell, Sarah Coburn, Cindy Cook, Sandi Cunningham, Kathy Dawn, Josef Gimpel, Don Gammon, Donna Gosney, Jean Henegar, Diane V. Hunley, Janet Krebs, Karen McNeil, Steve Meier, LaVerne Mulligan, Pat Coleman Mullins, Bill Reed, Jay Stevens, Sharon K. Taylor, Dolores Thelen, Rebecca Timerding, Nancy Utz, Phyllis Weeland.

OTHERS PRESENT: Pamm Taylor, Parliamentarian; Gregg Schulte, ex-officio, Personnel Services; and Peg Goodrich, office secretary.

MEMBERS ABSENT: A. Dale Adams, Roberta Brinkley, Jack Geiger, Bonnie Lowe, Linda Matthews, Donald McKenzie, Greg Muench.

I. Call to Order

President Kathy Dawn called the meeting to order at 1:05 p.m.; a quorum was present.

II. Approval of Minutes

The minutes of the August 8, 1985 meeting were not prepared due to the malfunction of the tape recorder. The August minutes will be presented for approval at the October meeting.

III. President's Report - Kathy Dawn

1. Appointments

Kathy announced that the Executive Council had appointed the following people to represent Staff Congress on University-wide committees:

- a) Sharon Taylor has agreed to serve on a committee to organize the use of the Faculty/Staff Dining Room.
 - b) Janet Krebs has agreed to replace Linda Thierbach on the committee studying Tax Deferred Annuities.
 - c) Don Gammon will be serving on a committee to evaluate and select a Health Maintenance Organization.
 - d) The Executive Council recommended the following people to serve on a committee to develop guidelines for the use of the Staff Enrichment Fund: Greg Muench, Pat Mullins and Don McKenzie.
2. Kathy reported that the officers and chairs had met with Dr. Boothe. They discussed with him Congress' current activities. Dr. Boothe updated them on the Council on Higher Education's Strategic Plan and discussed enrollment and retention of students.

IV. Vice-President's Report - Nancy Utz

Nancy reported that John Wade, representative from the Skilled Crafts category, has resigned from Congress due to his resignation from the University. Since the officers had just received his resignation there had not been time to find a replacement. Nancy asked that if anyone had a suggestions for a replacement that they contact one of the officers.

V. Secretary/Treasurer's Report - Cindy Cook

Cindy reported that the Executive Council had attended the Council on Higher Education public hearing held at Chase on August 16. She explained that a panel from the CHE conducted the hearing to receive feedback concerning their draft of a Statagic Plan for Higher Education in Kentucky. The two main issues contained in this draft directly affecting NKU were the abolishment of one of Kentucky's three law schools and the policy of Kentucky schools no longer participating in reciprocity for graduate tuition.

Cindy stated that Chairman of the Board, Ken Lucas, and President Dr. Boothe addressed the panel. They were followed by numerous prominent people from the community including senators, representatives, the Kentucky Supreme Court Chief Justice, President of the Northern Kentucky Chamber of Commerce, etc. They all spoke in support of Northern, Chase and their impact on the community. In addition, Cindy said that the officers felt that it was very significant that in his address to the panel Dr. Boothe pointed out that throughout the Strategic Plan excellence for "faculty" was addressed, but "support staff" was not specifically included. Dr. Boothe stated that, although he believed on the term "faculty"; he felt that the terminology should specifically include "support staff" for clarity. He also mentioned that many of the staff employees at Northern are paid below the national poverty level and that improved salaries for all employees must be a high priority.

* faculty was meant to be all inclusive (corrected at October 9, 1985 meeting)
At his meeting with the officers and chairs, Dr. Boothe informed them that the Chairmen of the Boards and the Presidents from all of the state universities had met with the CHE later in the month to further discuss the plan. From that meeting Dr. Boothe expressed confidence that Chase Law School would remain open and that Northern would continue to participate in the reciprocity agreement. He further stated that all the Universities agreed that "staff" should be specifically addressed in the draft and that salaries must be a top priority in the next years' budgets. Dr. Boothe indicated that he felt the CHE were favorable to these suggestions.

Cindy explained that once the CHE finalizes their draft of the Stragetic Plan it will be submitted to the Governor for approval.

VI. Ad-Hoc Committee Reports

1. Annual Faculty/Staff Picnic Committee - Sarah Coburn

Sarah reported that approximately 370 faculty, staff and family members attended the picnic. Sarah said that the committee was glad that more faculty members attended this year than any other year since one of the goals of the picnic is to help draw the University community together. Although all expenses are not in yet, the committee believes that the total expenses will be under budget. Sarah suggested that a site and date for next year's picnic be chosen soon, since many places are reserved far in advance and since it is important to find a date when no other University activities

are taking place.

President Dawn commended the committee for their hard work and Congress thanked them with a round of applause.

2. Distinguished Service Awards Committee - Dolores Thelen

Dolores reported that the committee had received between 25 - 30 nominations for Distinguished Service Awards. The awards will be presented at the Staff Awards Luncheon on September 26.

3. Salary Distribution Committee - LaVerne Mulligan

LaVerne stated that because of the legislature lifting the 3% ceiling on salaries, the committee had reconvened to formulate a recommendation concerning a one-time, fixed-dollar bonus to staff. The committee will submit the recommendation to Staff Congress for approval at the next meeting.

VII. Standing Committee Reports

1. Benefits Committee - Don Gammon, vice-chair.

The committee submitted the previously distributed draft of a policy to establish an Emergency Sick Leave Bank for Congress' approval.

Diane Hunley asked why the policy only allows for the bank to cover a three month period when Northern's disability insurance does not begin for six months. The committee responded that it was the consensus that the Bank would benefit more people if a limit was placed on the number of allowable requests for days. It is not the intentions for the Bank to be an employee's sole support during an extended sick leave.

A vote was taken and the policy draft was approved unanimously. The Executive Council thanked the committee and Gregg Schulte for their efforts in drafting the policy.

2. Grievance Committee - Pat Coleman Mullins

Pat presented the recommendation (attached to the agenda) to abolish the standing Grievance Committee. Discussion followed concerning various alternatives to the Grievance Committee. Pat concluded that the committee and the chairs had discussed several ideas, but due to the rotation of Congress representatives it would be virtually impossible for a committee to be trained to provide counseling/consultation type services.

In accordance with the By-Laws the recommendation will be voted on at the October Congress meeting.

3. Constitution and By-Laws Committee - Donna Gosney

Donna presented and explained the proposed changes to the Constitution (attached to the agenda). Gregg Schulte suggested that the Article I phrase "as defined by the Office of Personnel Services" be changed to read "as defined in the Personnel Policy and Procedure Manual". The committee amended their recommendation to read as suggested.

In addition, an amendment to Article IV, Section 2, was recommended changing the number of representatives comprising Congress from thirty to thirty-five.

After a brief discussion a vote was taken and the amendments were approved with 19 in favor; none opposed; and 4 abstentions.

In accordance with the Constitution, the amendments will be mailed with a ballot to all staff members for approval. If approved by two-thirds of the responding staff, it will be sent to the Board of Regents for their approval.

Donna then presented and explained the proposed changes to the By-Laws. Per the current By-Laws, these changes will be voted on at the October meeting.

4. Policies Committee - Sandi Cunningham

The committee is currently reviewing a new draft from Personnel on position definitions. The committee will have a recommendation on the draft at the next meeting.

5. Credentials and Elections Committee - Bill Reed

Bill presented a tentative timetable of the election. He explained that the results of the votes for amendments to the Constitution and to the By-Laws will effect the election, therefore a definite timetable cannot be established at this time. However, the committee submitted the date of Monday, November 25, for approval as election day. A vote was taken and the date was approved unanimously.

6. Liaison Committee - Janet Krebs

Janet reported that the committee has been meeting on the Mondays following the Congress meetings to format the newsletter. Janet asked that if anyone has suggestions/ideas/news item for the newsletter to contact the committee early in the week.

7. Finance Committee - LaVerne Mulligan

LaVerne reported that Congress' budget for 1985-86 is \$1,300. Year-to-date expenditures are \$221.39.

8. Other

a) President Dawn asked Donna Bridewell to update Congress on the Performance Evaluation Task Force's progress. Donna said that approximately 90 questionnaires had been returned with many good suggestions. The task force will be reviewing the questionnaires and working on their recommendations.

b) Kathy introduced Gail Cato, this year's staff coordinator for the United Appeal Fund Drive. Gail presented a resolution for Staff Congress' support of the United Appeal Fund Raising Campaign and ask that Congress adopt the resolution (attached). After discussion, Dolores Thelen moved for adoption of the resolution, seconded by Donna Gosney. A vote was taken and approved unanimously.

IX. Adjournment - Don Gammon moved for adjournment, seconded by Jack Geiger.

MEMORANDUM

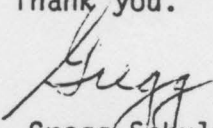
TO: Kathy Dawn, President
Staff Congress

DATE: August 6, 1985

RE: Emergency Sick Leave Bank

Staff Congress has asked me to examine the recently drafted ESLB proposal and to make necessary editorial changes and other modifications needed to have such a proposal finally approved.

Attached is my first draft. Please let me know what Congress' reaction is to this. Thank you.


R. Gregg Schulte

cs

Attachment

cc: Dr. Gene Scholes

--Draft--

**Northern Kentucky University
Emergency Sick Leave Bank**

September 1, 1985

General provisions of the University's Emergency Sick Leave Bank (ESLB) program for staff employees are as follows:

I. Purpose

The purpose of the ESLB program is to provide salary continuation for staff employees who have incurred major long-term illnesses, accidents, disabilities, or hospitalizations, but who have exhausted their own accumulated sick and vacation leave balances.

II. Eligibility

All permanent staff employees are eligible to make donations of leave time to the ESLB. Permanent full-time staff employees with a minimum of two years continuous and current service with the University are eligible to apply for the use of the leave time available in the ESLB.

III. Procedures

A. The department of Personnel Services will administer the ESLB, with responsibility for receiving leave donations, maintaining the ESLB balance, accepting leave use applications, reporting activity periodically, and performing other necessary activities relative to the program.

B. Donations of vacation and/or sick leave to the ESLB may be made at any time, and shall be on a form properly signed by the donor and submitted to Personnel Services. Once made, donations may not be revoked.

C. Application for use of leave time available in the ESLB may be made as soon as the applicant ascertains that his or her own accumulated sick and vacation leave balances will be insufficient to cover the extent of the absence. All applications must be written and properly signed by the applicant who is responsible for notifying his or her supervisor that such application is being made.

D. Applicants must substantiate that they have incurred a major long-term illness, accident, disability, or hospitalization. Statements from personal doctors or attending physicians must accompany each application.

E. An employee may make application as often as once per month; however, the maximum number of applications which will be approved is three (3), and the maximum number of ESLB days for which any one application will be approved is twenty-two (22).

F. Applications are to be submitted to Personnel Services who will forward them to the ESLB Committee within three (3) working days. The Committee will evaluate the application and make a decision either to grant leave time from the ESLB to the applicant, or to deny leave time, or to request additional information from the applicant, the applicant's supervisor, or

Personnel Services as necessary. The decision of the Committee will be transmitted in writing to the applicant and his or her supervisor within ten (10) working days of the date of receipt of the application by the Committee. Applicants have five (5) working days to respond to any requests from the Committee for additional information.

G. The ultimate decision of the Committee as to the granting or denial of leave time to the applicant will be final and not subject to appeal, except that the applicant may request Committee reconsideration based upon additional information not known previously by the Committee. Employees may not file grievances over Committee decisions.

H. The Committee will consider the size of and demand for the ESLB in making its decisions.

I. The Committee will be appointed by the Executive Council of Staff Congress and will be comprised of no less than eight voting members, including the chairperson of the Staff Congress Benefits Committee and the University Nurse. At least two ESLB Committee members must be elected representatives of Staff Congress. The Director of Personnel Services will serve as an ex-officio member of the Committee.

IV. Funding Temporary Replacements

Funding for temporary personnel to replace employees on sick leave using ESLB leave time will be provided centrally through Personnel Services, up to a maximum annual budget allocation provided for this purpose.

RGS
8-6-85

GRIEVANCE COMMITTEE

REPORT TO STAFF CONGRESS

Due to the inability of the Grievance Committee to participate in the University grievance procedure, as well as the unclear position it could place Committee members in by having to quote and interpret University policies and procedures, the members of the Committee recommend that the Grievance Committee be abolished as a Standing Committee of Staff Congress.

Pat Coleman Mullins
Pat Coleman Mullins, Chair

Sarah Coburn
Sarah Coburn

Cindy Cook
Cindy Cook

MARGARET GROESCHEN
MAIN LIBRARY
STEELY LIBRARY
MAIN CAMPUS

MEMORANDUM

September, 1985

To: All Staff Congress Constituency

Fr: Constitution & Bylaws Committee

Re: Constitution Amendments

The following two constitutional amendments are being presented for your consideration and approval.

1. The first change is eliminating the administrative category as one of the seven categories from which Staff Congress representatives are elected.

Purpose: Recommended to Staff Congress from Administration in that the majority of administrators would rather serve in an advisory capacity if needed.

2. The second change entails adding five members to Staff Congress membership.

Purpose: Recommended by Staff Congress because many representatives have been serving on two committees out of necessity to complete committee work. With the additional members, this problem could be eased.

According to the Constitution (Article X - Amendments)

Amendments to the Constitution shall be adopted upon an affirmative vote of two-thirds of the total eligible support staff members voting.

The above constitutional amendments were approved by Staff Congress at the September 12 meeting. A ballot has been prepared for you to complete and return to Peg Goodrich:

Staff Congress Office
AHC 358

All ballots must be returned by October 3, 1985.

PROPOSED CONSTITUTIONAL CHANGES

1. Eliminating the Administrative Category

ARTICLE I - NAME

This organization shall be known as the Northern Kentucky University Staff Congress. The Staff Congress represents all staff employees at Northern Kentucky University. Support staff is defined as employees who are neither a faculty member, academic department chairperson, workstudy student, academic dean, member of Central Staff, or personnel in the administrative employment category as defined in the PERSONNEL POLICY AND PROCEDURE MANUAL.

2. Changing Staff Congress total membership to thirty-five

ARTICLE IV - MEMBERSHIP AND ELIGIBILITY

Section 2. The number of representatives shall be prescribed by the formula determined in the Bylaws of the Staff Congress; the total membership of the Staff Congress shall consist of not more than thirty-five representatives.

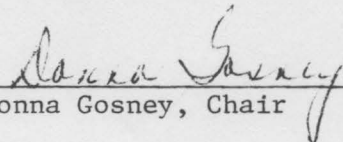
STAFF CONGRESS
CONSTITUTION & BYLAWS COMMITTEE


The Constitution & Bylaws Committee met on Friday, September 6, 1985, for the purpose of preparing an amendment to the Constitution eliminating the Administrative Category as one of the seven categories from which Staff Congree representatives are elected.

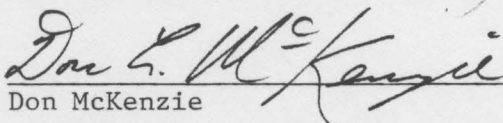
The Constitution amendment affects certain sections of the Bylaws which are included with the changes underscored. These changes were approved by Staff Congress at the August, 1985 meeting.


The Constitution & Bylaws Committee hereby recommends the following Constitution amendment for approval to Staff Congress.


Recommended by:


Donna Gosney, Chair


Roberta Brinkley


Don McKenzie


Steve Meier


Laverne Mulligan

September 12, 1985

C O N S T I T U T I O N
NORTHERN KENTUCKY UNIVERSITY
STAFF CONGRESS

PROPOSED CHANGE: First page - Second paragraph ...to read as follows:

ARTICLE I - NAME

This organization shall be known as the Northern Kentucky University Staff Congress. The Staff Congress represents all staff employees at Northern Kentucky University. Support staff is defined as employees who are neither a faculty member, academic department chairperson, workstudy student, academic dean, member of Central Staff, or personnel in the administrative employment category as defined by the Office of Personnel Services.

BALLOT

On the proposed change as shown above (presented to Staff Congress on this date of the 12th of September, 1985), eliminating the administrative category from which Staff Congress representatives are elected, my ballot is cast as follows:

YES _____

NO _____

BY-LAWS
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) ~~Two~~ Staff Congress Representatives shall be elected from each of the following five employment areas, as defined within the University Organization Chart.

Change: Three

Employment Areas

General Administration
Academic Affairs
Student Affairs
Administrative Affairs
Physical Plant

(15)

- d) Two Staff Representatives will be elected from each of the following ~~seven~~ employment Categories, as defined by the Office of Personnel Services:

Change: six

Category

~~Administrative~~ (-2)
Managerial/Supervisory
Professional/Research Assistants
Technical/Scientific
Office Clerical
Service Maintenance
Skilled Crafts

(12)

Change: Eight

- e) ~~Six~~ at-large Staff Congress Representatives will also be elected. (8)
- f) The total number of elected Staff Congress Representatives will be a maximum of ~~thirty~~ thirty-five.

Change: thirty-five.

(Total: 35)

PROPOSED ELECTION TIMETABLE - 1985

- Oct. 7 -Send nomination forms and election information to
all personnel
- Oct. 25 -Nominations closed
- Oct. 29 -Send sample ballot to all departments
- Nov. 11 -Send absentee ballots, nominee information, and
election info to all personnel
- Nov. 21 -Absentee balloting closed
- Nov. 25 -Election day *approved*
- Nov. 26 -Ballots tabulated

STAFF CONGRESS NOMINATION

I hereby nominate _____
as a candidate for the office of Staff Congress Representative for the
following employment area, category, or at large (circle one):

<u>Employment Area</u>	<u>Employment Category</u>	<u>At Large</u>
Academic Affairs	Managerial/Supervisory	
Administrative Affairs	Office/Clerical	
General Administration	Professional	
Physical Plant	Service/Maintenance	
Student Affairs	Skilled Crafts	
	Technical/Scientific	

(Signature)

(Date)

To Be Completed By Nominee

I hereby affirm that I fully understand the duties and responsibilities
of a Staff Congress Representative and, if elected, will fulfill them
to the best of my ability for the full term of my office. I also confirm
that I have been employed continuously at NKU for at least one year as
of the date of election.

(Signature of nominee)

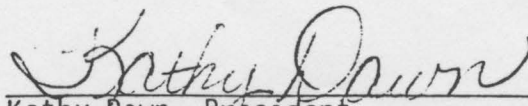
(Date)

A
R E S O L U T I O N
R E L A T I N G T O T H E
1 9 8 5 U N I T E D A P P E A L C A M P A I G N
N O R T H E R N K E N T U C K Y U N I V E R S I T Y

- WHEREAS: Northern Kentucky University will once again mount the annual United Appeal Campaign with the Northern Kentucky sector of United Appeal;
- AND WHEREAS: United Appeal responds to community needs and concerns with over 100 supported agencies in Northern Kentucky and Hamilton, Clermont and Brown Counties in Ohio;
- AND WHEREAS: Many volunteers work on behalf of the United Way and actually decide funding priorities, enabling United Appeal to be very efficient, with less than 6¢ of each dollar raised expended on campaign expenses and year-round administration;
- AND WHEREAS: United Appeal funded agencies provide disaster relief, emergency food, shelter and clothing, services to: senior citizens, families, the mentally and physically impaired and disabled, victims of crime, disease, poverty and accident, day care for children and elderly, protection from abuse, counseling, family life education, and much more (over 500,000 people benefit);

B E I T T H E R E F O R E R E S O L V E D

That The Staff Congress of Northern Kentucky University urges the staff and community of the University to consider giving their Fair Share to United Appeal and to **MAKE IT BETTER** by giving and volunteering to help in the 1985 United Appeal Fund Raising Campaign.


Kathy Dawn, President