



STAFF

CONGRESS

Thursday, October 11, 1984
1:00 p.m. AC 722

AGENDA

- I. Call to Order
- II. Approval of September 11, 1984 minutes
- III. President's Report
 - a. Holiday Work and Holiday Pay Memo (attached)
 - b. Training and Development Program, Personnel (attached)
 - c. Congress Secretary Office Move - Update
 - d. Notes from Executive Committee Meeting with President (Sept. 26)
 - Effects of Enrollment Decline
 - Staff Congress Input and Perspectives on Annual Salary Increase
 - Staff Awards Day
 - Homecoming Activities
 - Town Meeting of the Pritchard Committee
November 15, 7:30 p.m. UC Ballroom
 - Greater Cincinnati Bi-Centennial Committee
 - Staff Survey
 - e. Grievance Review Pool for 1984-85 (attached)
 - f. Other
- IV. Vice-President's Report
- V. Secretary/Treasurer Report
- VI. Committee Reports
 - a. Benefits Committee (attachment)
 - b. Credentials and Elections Committee
 - c. Liaison Committee (attachment)
 - d. Faculty/Staff Picnic Update
 - e. Other
- VII. Unfinished Business
- VIII. New Business
- IX. Guest Speaker
 - a. Nancy Pierce, Director of Financial & Operational Auditing
- X. Adjournment



STAFF

CONGRESS

STAFF CONGRESS MINUTES

October 11, 1984

Members Present: Dale Adams, Dan Alford, Sandi Cunningham, Kathy Dawn, David Dorgan, Cindy Dunaway, Don Gammon, Jerry Groeschel, Jean Henegar, Barb Herald, Diane Hunley, Russ Kerdolff, LaVerne Mulligan, Pat Mullins, Norleen Pomerantz, Linda Sanders, Gregg Schulte, Jay Stevens, Dolores Thelen.

Members Absent: Mike Baker, Danny Bayes, Arlis Blackburn, Donna Bridewell, Mark Dryden, Gary Eith, Carol Guthrie, Pat Harrington, Bonnie Lowe, Joyce Maegly, Debbie Taylor and Linda Thierbach.

Guests Present: Nancy Pierce, Margaret S. Groeschel, Bill Reed, Nancy Utz, Peg Goodrich.

- I. President Dan Alford called the meeting to order. In the absence of Gary Eith, Parliamentarian, the president appointed Dolores Thelen to serve as Parliamentarian.
- II. Minutes of the previous meeting were approved.
- III. President's Report - Dan Alford
 1. Items attached to the Agenda were brought up for discussion.
 - a. Holiday Work and Holiday Pay - presented as informational item.
 - b. Training and Development Program - The president requested the Staff Congress active roll in attending and take advantage of these development programs offered to the staff at no charge.
 - c. Congress Secretary Office Move - The office is in the midst of moving to HPE359 when the agreement is formalized through the Space Committee. The move is expected to be complete the first week of November. The secretary, Peg Goodrich, will retain the office phone number 6400. This office will be Staff Congress only, Faculty Senate will have HPE358. Conference rooms will be available for committee meetings and Staff Congress meetings. Office equipment is needed, particularly a typewriter, which will be taken up for consideration at the next Executive Committee meeting. Dolores Thelen, member of the Budget Committee, was asked to take this to the committee Chair, Arlis Blackburn.
 - d. Notes from Executive Committee Meeting with President Boothe-
 - Effects of Enrollment Decline - He is currently reviewing the decline within the next month will have a report on what effect it has on the University as well as the University Budget.
 - Staff Congress Input and Perspectives on Annual Salary Increase - The president asked that we do respond next year on our thoughts regarding salary increases in a very formal way.
 - Staff Awards Day - President Boothe expressed his congratulations to Congress as a whole his appreciation for the work done on the recommendations and special compliments to the the committee chaired by Kathy Dawn for their hard work. He was very much pleased with the way it was carried out this year.

- Homecoming Activities - The president said he would like to see as much participation as possible by the Faculty and Staff during Homecoming Week this year.
- Town Meeting of the Pritchard Committee, November 15, 1984, 7:30 p.m. UC Ballroom - It is important that there be a representation of faculty, staff and students. It is a statewide event which will be held simultaneously throughout the Commonwealth. The issue will be concerning education and will be covered by local cable TV as well as KET.
- Staff Survey - If possible, Staff Congress requested if a formal response or tally could be given to the congress from the survey sent out in September.
- Greater Cincinnati Bi-Centennial Committee - President Boothe has asked for Congress representatives to volunteer to serve on this committee. He asked if anyone is interested in working on any aspects or has particular interests and want to be on this committee he would like input from you. It is presently still in the early stages.

- e. Grievance Review Pool for 1984-85 - presented as informational item.

The memo attached to the agenda listed the 35-member grievance review committee recently appointed. Three members of Congress were appointed. Namely: Linda Thierbach in Academic Affairs, David Dorgan in Administrative Affairs, and Jean Henegar in Institutional Support.

IV. Vice President's Report - Linda Sanders

In checking into several personnel policies that are traditionally intended for Administrative Regulations and not intended for staff and faculty, and in talking with Dr. Scholes, we were informed the reclassification policy is going before the Board, only one known at this time. We felt it was important they should be staff inspected at that stage and Carla Chance provided a copy of the regulations to be brought before the Board for Staff Congress to review and discuss.

V. Secretary/Treasurer Report - Linda Thierbach

Due to absence, no report

VI. Committee Reports

Benefits Committee: A. Dale Adams, Chair

- a. Tuition Waiver attachment and recommended policy were discussed. The chairman stated Dan Alford, Diane Hundley, Paul McEntyre and Nancy Utz did an extremely good job updating the material they had presented a year ago. They polled other Universities and formulated a recommendation attached to the report. Pat Mullins moved we approve the recommendation, seconded by Dave Dorgan. During the discussion it was stated it was no longer a waiver of tuition but a reimbursement policy when a C or better grade average is received at the end of the semester.

After deletion of the "Note:" in Recommendation (3) all members voted. Motion passed 10 to 6.

Credentials & Elections Committee - Russ Kerdolff, Chair

The Chair reported that it was the last day for nominations and several vacancies still exist as well as several unopposed candidates. Russ asked for the representatives to assist in filling the open spots by contacting staff employees. President Dan Alford asked if several members running at-large could transfer to their Employment Area or Category. Russ stated it could be done if they were contacted by phone and gave their permission.

STAFF CONGRESS MINUTES
October 11, 1984

Russ said he would attempt to fill the spots following the meeting and prior to the 4:30 p.m. deadline.

Liaison Committee - Don Gammon, Chair

Don reported a letter of recommendation of the appointment of Kathryn Skidmore, Administrative Secretary of Political Science, had been sent to the president. She had been contacted and graciously accepted to serve. Barb Herald made a motion to approve, seconded by Jean Henegar. Motion was approved, all members voted aye.

Don also mentioned the committee discussed and referred to the Benefits Committee the fact that several staff members whose sick leave has expired. Dale Adams is looking into this.

Faculty/Staff Picnic Update - Sarah Coburn, Chair

Sandi Cunningham gave the report for the Chair, Sarah Coburn. She stated she felt it was a good turnout despite the rainy weather, although only about 70% of the reservations received attended. They had received 464 reservations and approximately 300 were there. Physical Plant was well represented as well as appreciated due to the large bon fire they arranged and kept supplied. Sandi did say they were disappointed with Staff Congress representation.

Dan Alford asked to make a point concerning the realization of exceeding the budget as the reservations increased. He contacted Dr. Scholes and Dr. Lyle Gray and they agreed to cover the budget if we went over. Their support should be well noted as they initially contributed through their Foundation.

Sandi stated letters of thanks were sent out to all contributors of door prizes. She recommends the committee should be appointed earlier next year and they had also received recommendations that the picnic should be held earlier.

President Alford stated the committee deserved praise and credit for the work they put in on this event. A round of applause in appreciation followed.

Benefits Committee: Dale Adams, Chair

Dale presented a recommendation to the Congress concerning Personnel Policies regarding all personnel guidelines being followed. In talking to constituents Dale stated they felt Personnel was not involved in all decisions concerning reassignments. Personnel Department is doing a good job but some decisions are taken out of their department, every position should be posted and advertised. Barb Herald made a motion the recommendation be approved, second by Dave Dorgan. The recommendation will be presented to President Boothe at the next meeting our president attends during the Staff Congress Executive Meeting. After the discussion all members voted aye.

The motion reads:

We recommend and move that the Personnel Department be actively involved and fully participating, without exception and prior to final decisions being made, in all staff personnel activities regarding Position Openings, Job Description Development, Restructuring of Personnel Duties, Position Reorganizations, Reassignments, Reclassifications, Transfers and Promotions.

Distinguished Service Awards Committee: Kathy Dawn, Chair

Kathy distributed clarification of the nomination and selection process to the

representatives present. A copy of the official form used for Staff Awards was also given to them. Kathy Dawn moved that we adopt the official form, second by Pat Mullins. Motion carried, all members voted aye.

VII. Unfinished Business:

A comment from Don Gammon concerning the Campus Digest publishing the holiday schedule ahead of time for the remaining of the year. He felt whoever was responsible deserved credit for advance notice so the staff could plan their holidays.

VIII. New Business:

Cindy Dunaway made comments regarding the Physical Plant serving on Staff Congress but are not seen at the meetings. She mentioned the time of the meeting may have the answer. Cindy Dunaway made a motion the Executive Committee meet with their personnel concerning involvement. Second by Jean Henegar.

Dan Alford introduced the guest speaker, Nancy Pierce, a graduate of Virginia Tech, recently employed at NKU. She spoke on auditing.

IX. Meeting adjourned at 2:30 p.m. Motion for adjournment, Don Gammon, seconded by Jerry Groeschen.

MEMORANDUM

TO: All Department Heads

DATE: October 3, 1984

RE: Holiday Work and Holiday Pay

There has been a great deal of conversation which has persisted since last year regarding the eligibility of staff employees for holiday pay and the working of these employees on holidays. Much of the discussion has centered around paying and working new employees, that is, those hired only shortly before a particular holiday.

This note is sent just as a reminder that there have been no changes in the relevant holiday policies which, in summary form, are these:

1. All permanent staff members are eligible to receive pay for holidays falling anytime during their active employment, even while they are on initial probation, and even if a holiday falls immediately after they have begun employment.

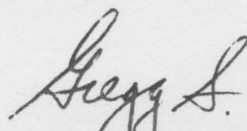
2. If the employees do not work on the holiday, they receive just the one day's pay. If they do work on the holiday, and if they are hourly-paid, they also receive a second day's pay or an alternate day off in the future.

3. Temporary employees are not entitled to pay for holidays which are not worked.


4. There is no distinction between legal and special holidays for pay purposes.

There is currently no university policy which stipulates which employees--new or veteran--are required to work on holidays in those departments for which holiday work is necessary. Departments instituting an internal working policy to address this matter must insure compliance with anti-discrimination laws, fairness to all concerned, and consistency in application of their policy. Anyone needing assistance in this regard is welcome to give me a call.

If you have any questions about any of our holiday pay provisions, please do not hesitate to call me.


R. Gregg Schulte

October 4, 1984

Dear ~~Gregg~~, 

At this time, we have two people from Physical Plant who are on temporary disability leave with no income. These people are Mike Martin and Debbie Taylor.

Mike called and said the gas and electric company are going to turn off his utilities. His doctor seems to think it will be quite a while before Mike will be able to return to work. (Mike has a Workers' Comp pending.) I have collected about \$100 for Debbie Taylor over the last two days. I asked one person from each floor to go around and collect money for Debbie, because she has no income at the present.

Rather than collect money for these types of unfortunate employees, why can't our healthier employees donate a sick day or a vacation day to an employee who has none?

Boone County Schools are doing this for their employees.

Barb

Dale Adams, Benefits Committee will review this

MEMORANDUM

TO: All Department Heads
DATE: September 28, 1984
RE: October Training & Development Program

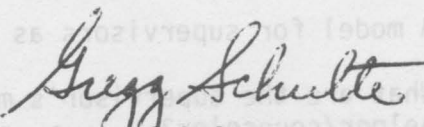
I am pleased to announce that, while the 10-part supervisory training and development program scheduled to begin next week has been temporarily postponed, several of the program sessions will be offered individually this Fall and during the Spring. The first of these is entitled "The Supervisor As a Helper" and is scheduled for Friday, October 19, in room 722 of the Administrative Center. Details of the program are on the attached sheet.

Dr. Dale Adams, Assistant Vice President for Student Affairs at the University of Louisville, will lead and instruct the program which focuses on the role of the supervisor as counselor to employees with problems ranging from personal to professional. Examined will be types of problems encountered by supervisors as well as types of behaviors suitable to address these problems. The program is designed to be practical rather than theoretical.

The program is open to employees officially classified as "Administrative" or "Managerial/Supervisory" and to all employees classified as "Professional" who currently have some supervisory and counseling responsibilities for other staff employees. Enrollment will be limited to 30 persons.

Would you once again circulate this announcement to the appropriate members of your department, encouraging them to make early, committed reservations. Reservations are considered to be firm when they are made and are due by October 15.

Thank you very much.


R. Gregg Schulte

cs

Attachment

TRAINING AND DEVELOPMENT PROGRAM

TITLE: "The Supervisor as a Helper"

PROGRAM LEADER: Dr. Dale T. Adams
Assistant Vice President for Student Affairs
University of Louisville

LOCATION: Administrative Center, Room 722

DATE: October 19, 1984

TIME: 8:45 a.m. - 12:00 noon. Coffee & donuts at 8:30 a.m.

FOR WHOM: Staff employees officially classified as "Administrative" or "Managerial/Supervisory" in the university records as well as those classified as "Professional" who have some current responsibility for supervising and counseling other staff employees.

FORMAT: Film, lecture, class discussion, self-assessment. Participants will want to dress comfortably and bring paper and pens/pencils for notes.

COST: The program costs are paid by Personnel Services; there is no charge to participants.

RESERVATIONS: Due no later than October 15, 1984. Please call Carolyn Scheben (5662) or Gregg Schulte (6383) in Personnel Services. Reservations are considered firm when made. ENROLLMENT IS LIMITED TO 30 PERSONS.

PROGRAM OUTLINE:

- Extent and types of problems encountered by the supervisor.
- Supervisory do's and don'ts in helping relationships.
- Film - "Counseling the Employee."
- Listening to employees with problems.
- Barriers to helping.
- Determining the type of helper you are.
- A model for supervisors as helpers to employees.
- What are the supervisor's most important considerations as a helper/counselor?



Northern Kentucky University
Highland Heights, Kentucky 41076

October 12, 1984

TO: Bob Barnes
Don Gammon
Patti Jeffries
Keith Stewart

FROM: Mary Paula Schuh *Mary Paula*

RE: Space Committee Decisions

The following moves and changes have been approved by the Space Committee. Appropriate work orders and telephone requests will be initiated by the departments. Please let me know if further detail is required.

1. The graphics operation of Printing Services will move to AC 108.
2. Processing and sorting operations of Mail Services will be relocated to AC 104. The northern half of AC 105 will be used as a bulk mailing center.
3. The Copy Center will be relocated from AC 104 to the southern portion of AC 105.
4. The legal assistant will be assigned to AC 728. The room currently utilized for this purpose, AC 838, will revert to a conference room.
5. Faculty Senate and Staff Congress will vacate AC 717. Faculty Senate has been assigned to HPE 358 while Staff Congress will be using HPE 359.

slh

cc: Dan Alford ✓
Dan Drake
Ron Ellis
George Goedel
C. M. Tabor

MINUTES
SPACE COMMITTEE MEETING
September 26, 1984

*Copies to
CMD*

Present: Cindy Dickens
Lyle Gray ✓
Gene W. Scholes
Mary Paula Schuh

1. Approval was given to the utilization plan presented by Gene Scholes for the first floor of the Administrative Center. This plan entails the allocation of room 108 for the graphics operation of Printing Services. Room 104 will be used for processing and sorting operations of Mail Services. The northern half of room 105 will be used as a bulk mailing center. The Copy Center would be relocated from room 104 to the southern portion of room 105.
2. Approval was given to the allocation of two vacant offices on the third floor of the Health Center for Faculty Senate and Staff Congress. Room 358 will be used by Faculty Senate while Staff Congress will use room 359. Several conference rooms are available on the floor and can be scheduled as needed.
3. A Faculty Senate resolution regarding the addition of a faculty member to the Space Committee was discussed at length.
4. Request by the university's Legal Counsel for a permanent office for the legal assistant was presented. Room 728 of the Administrative Center was allocated for this purpose. Room 838 will revert to a conference room.
5. The lack of adequate space for operation of most offices on the eighth floor of the Administrative Center was discussed. The advantages of the centralized location of central administrators was contrasted with benefits of a decentralized approach.

6. A tour of all university property on Johns Hill Road was conducted the morning of the meeting. The proposal by Interfraternity Council to use house 421 was considered. It was agreed that utilization of the house for this purpose would be inappropriate at this time.

OUTSTANDING ITEMS

1. The Dean of Arts and Sciences is developing a plan for the allocation of space currently vacant in the Natural Science Center as well as space in the Fine Arts Center to be vacated by Communications.
2. Mary Paula Schuh was asked to work with Physical Plant in the development of an estimate for the renovation of Houses 415, 419, and 421, Johns Hill Road, as guest houses.

Respectfully submitted,

Mary Paula

Mary Paula Schuh
Campus Planning Coordinator

cc: Leon E. Boothe
C. M. Tabor

The following report is the result of a year-long review by Staff Congress of the tuition waiver benefit for Northern Kentucky University employees.

In the summer of 1983, a Staff Benefits Review Committee (SBRC) was established through Staff Congress. Membership included: Dan Alford (Director of Media Services, Chair); Paul McEntyre (R.T., Radiologic Technology); Diane Hunley (Employee Benefits Coordinator, Personnel Services); Gwen Sanders (Senior Records Clerk, Registrar Office); and Nancy Utz (Grants and Contracts Fiscal Officer, Accounting).

The charge of the SBRC was to review the existing employee benefits program and make recommendations to Congress regarding additions, deletions, or changes to the program. The SBRC first decided to review the existing policy regarding tuition waiver for employees. The decision to review this policy was based on a common concern expressed by employees that the policy could perhaps be expanded to include spouses and/or dependent children. In weighing this concern, the SBRC considered a number of points including:

1. The tuition waiver benefit at Northern Kentucky University is perceived by employees as being one of the more valuable components of their benefits package, yet for a variety of reasons it is utilized by a relatively small percentage of employees.
2. Education is the product of Northern Kentucky University. Therefore education, through the

form of a tuition waiver benefit, is the one benefit that should be administered most liberally to employees who are actively contributing to the quality of that product.

3. A liberal tuition waiver benefit is recognized by numerous employers in business, industry, and education as an extremely effective bargaining tool in recruiting and retaining highly qualified employees.

4. The tuition waiver benefit is a University budgeted item and is budgeted based on historical expenditures and projected usage.

5. Tuition waiver benefits at public universities throughout the Commonwealth vary significantly.

In reviewing each point, the committee gathered data that either supported or discouraged revision to the existing tuition waiver policy. Such data included: comparison of Northern's tuition waiver policy to the policies at other universities in the Commonwealth, costs incurred by Northern in providing the tuition waiver benefit, and academic success and failure rates of Northern employees. Analysis of this data led to the development of a number of recommendations for policy changes regarding the tuition waiver benefit at Northern (attached).

Recommended Policy Changes
For
Tuition Waiver Benefits
at
Northern Kentucky University

Recommendation (1)

Extend tuition waiver benefits to the spouse and/or dependent children of Northern Kentucky University employees. In no case, however, will the tuition waiver for employee, spouse, and dependent children combined exceed the maximum benefit provided to the employee per semester.

Recommendation (2)

Determine eligibility for tuition waiver benefit on the basis of length of service at the University.

<u>Length of Service</u>	<u>Tuition Waiver Benefit Eligibility</u>
0-4 years	Employee only
5-10 years	Employee Spouse or Dependent child (if employee is single)
11 years +	Employee Spouse Dependent child

Recommendation (3)

Employees, spouse, and dependent children who utilize the tuition waiver benefit must audit or demonstrate successful completion of coursework through the attainment of a letter grade of C or better in order to receive tuition waiver.

Note: This requirement will necessitate a tuition reimbursement program rather than the current tuition waiver program.



Northern Kentucky University
Highland Heights, Kentucky 41076

Survey of State Supported Universities

Tuition Reimbursement Programs

September 1984

EASTERN STATE UNIVERSITY Dale Lawrence (606) 622-1324

1. Employee- 3 hrs. per semester
2. Spouse- No
3. Continuing Education- courses accepted only if they pertain to the career path.

KENTUCKY STATE UNIVERSITY Daphne Jackson (502) 227-6000

1. Employee- 4 hrs. per semester
2. Spouse- No
3. Continuing Education- No

MOREHEAD STATE UNIVERSITY Vince Watts (606) 783-2217

1. Employee- up to 4 hrs per semester
(supposed to be related to their job)
2. Spouse- No
3. Continuing Education- No

MURRAY STATE UNIVERSITY Roby Marine (502) 762-3011

1. Employee- 3 hrs. per semester
2. Spouse- No
3. Continuing Education- No

UNIVERSITY OF KENTUCKY

1. No tuition waiver program

UNIVERSITY OF LOUISVILLE Bill Poore (502) 588-6541

1. Employee- 6 hrs per semester
2. Spouse- No
3. Continuing Education- courses accepted only if they pertain to career path.

WESTERN STATE UNIVERSITY Jim Tomes (502) 745-2071

1. Employee- 6 hrs. per semester(3 hrs. allowed during working hours.) or substitute 3 hrs. of graduate courses.
2. Spouse- 50% reduction i.e. spouse could take 6 hrs. but only have to pay for 3 hr.
3. Continuing Education- courses accepted.
4. Part-time- employees receive prorated credit for tuition waiver

submitted by Paul McEntyre, R.T.- Rad Tech

STATISTICS ON STAFF TUITION WAIVER
1983-84

Courses Taken for Undergrad/Post-Bacc. Credit

Total Credit Hours for Which Tuition Was Waived	967
Successfully Completed (Grade of A, B, C, or Pass)	59.0%
Not Successfully Completed (Grade of D, F, or I)	9.0%
Withdrew During Refund Period (Grade of X)	16.1%
Withdrew After Refund Period (Grade of W)	12.9%
Audited	3.0%
	<u>100.0%</u>

Courses Taken for Graduate Credit (excluding Law)

Total Credit Hours for Which Tuition Was Waived	59
Successfully Completed (Grade of A, B, C, or Pass)	57.6%
Not Successfully Completed (Grade of D, F, or I)	0.0%
Withdrew During Refund Period (Grade of X)	17.0%
Withdrew After Refund Period (Grade of W)	20.3%
Audited	5.1%
	<u>100.0%</u>

Overall Stats (excluding Law)

Total Credit Hours for Which Tuition Was Waived	1026
Successfully Completed	59.0%
Not Successfully Completed	8.5%
Withdrew During Refund Period	16.2%
Withdrew After Refund Period	13.3%
Audited	3.0%
	<u>100.0%</u>

In addition, the tuition waiver was utilized for 46 credit hours of Law School tuition (grades not released). Altogether, 170 different faculty and staff members took advantage of the tuition waiver benefit in 1983-84, at a cost to the University of \$42,920 (\$40,000 budgeted).

Statistics compiled by Nancy Utz, September 1984, from data for Summer 1983, Fall 1983, and Spring 1984.

1984 GENERAL ASSEMBLY
FB 1984-86 FINAL ENACTED BUDGET MEMORANDUM

BRANCH	<u>Executive</u>	Code:		DATE:	<u>April 25, 1984</u>
FUNCTION/CABINET	<u>Higher Education</u>	Code:	<u>G</u>	CHAMBER:	<u>General Assembly</u>
AGENCY	<u>Northern Kentucky University</u>	Code:	<u>50</u>		
APPROPRIATION UNIT	<u>Northern Kentucky University</u>	Code:	<u>50</u>		

	Budget FY 1983-84	Branch Budget	FY 1984-85 General Assembly	Difference	Branch Budget	FY 1985-86 General Assembly	Difference
I. APPROPRIATIONS SUMMARY							
FUND SOURCE							
GENERAL FUND	\$20,221,200	\$21,062,700	\$20,683,400	\$ (379,300)	\$22,221,800	\$21,619,500	\$ (602,300)
RESTRICTED AGENCY FUNDS	13,806,500	14,535,900	14,535,900	-0-	15,357,400	15,357,400	-0-
FEDERAL FUNDS	1,757,500	1,757,500	1,757,500	-0-	1,757,500	1,757,500	-0-
TOTAL EXPENDITURES	\$35,785,200	\$37,356,100	\$36,976,800	\$ (379,300)	\$39,336,700	\$38,734,400	\$ (602,300)

BRANCH BUDGET RECOMMENDATIONS

The Formula and Formula Use Policy were utilized as recommended by the Council on Higher Education (maintain recurring General Fund base, provide common percentage increase to each institution, and distribute remaining amounts based on each institution's distance from full funding under the formula). Common percentage increases were 2.78% in FY 1984-85 and 4.31% in FY 1985-86. Total formula-based increases were \$713,500 in FY 1984-85 and \$1,866,200 in FY 1985-86. Additionally, amounts for Desegregation Plan activities were provided (FY 1984-85: \$128,000; FY 1985-86: \$134,400).

The Branch Recommendation included tuition revenue increases of \$870,900 in FY 1984-85 and another \$823,300 in FY 1985-86 as a result of higher tuition rates approved by the Council on Higher Education.

1984 GA BUDGET MODIFICATIONS

The General Assembly concurred with the use of the Formula and Formula Use Policy. However, due to the application of the Use policy to a lower level of funding, common percentage increases were 1.3% and 3.55% for FY 1984-85 and FY 1985-86, respectively. Total formula-based increases were \$334,200 for FY 1984-85 and \$1,263,900 for FY 1985-86. Desegregation Plan funding is provided as contained in the Branch Recommendation.

II. EXPENDITURE CLASS						
Personnel	\$22,440,200	\$22,060,900	\$ (379,300)	\$23,962,900	\$23,360,600	\$ (602,300)
Operating	8,892,500	8,892,500	-0-	9,275,100	9,275,100	-0-
Grants/Benefits	1,573,800	1,573,800	-0-	1,543,800	1,543,800	-0-
Debt Service	3,613,200	3,613,200	-0-	3,611,400	3,611,400	-0-
Capital Outlay	836,400	836,400	-0-	943,500	943,500	-0-
Total	\$37,356,100	\$36,976,800	\$ (379,300)	\$39,336,700	\$38,734,400	\$ (602,300)

III. BUDGET INTENT STATEMENTS:

The General Assembly budget directs that funds for the total annual increment allowance for university personnel shall be limited to not more than 2% in FY 1984-85 and not more than 3% in FY 1985-86. The governing board shall determine, consistent with its policies, the distribution of salary funds within the financial resources available under the total annual increment allowance in each fiscal year.

Additionally, language in the Appropriation Act regarding funds for Desegregation Plan activities was modified to provide that such amounts are recurring "in support of the Plan activities" rather than "only for the term" of the plan.

Northern Kentucky University

Highland Heights, Kentucky 41076

approved

October 10, 1984

MEMORANDUM

TO: Staff Congress

FROM: Benefits Committee
A. Dale Adams, Chairman

Northern Kentucky University is a fast growing, ever changing community where Personnel Policies are regularly and frequently being defined and re-defined by the administration as an Affirmative Action, Equal Opportunity Employer. We feel that in all areas of employment the Personnel Department should be actively involved.

To ensure that the University meets and follows the state and Federal Employment guidelines of hiring and is consistent and fair in all areas of employment, the Benefits Committee of Staff Congress would like to recommend that Congress pass the following motion:

We recommend and move that the Personnel Department be actively involved and fully participating, without exception and prior to final decisions being made, in all staff personnel activities regarding Position Openings, Job Description Development, Restructuring of Personnel Duties, Position Reorganizations, Reassignments, Reclassifications, Transfers and Promotions.

STAFF CONGRESS

JAY STEVENS
COMPUTER SERVICES
215 ADMIN CENTER
MAIN CAMPUS

MEMORANDUM

TO: All Staff Personnel
FR: Staff Congress Credentials and Elections Committee
DA: September 25, 1984
RE: 1984 Staff Congress Elections

In this Presidential election year we have been inundated with election information. Attached is more election information - but don't throw it away - because this election can affect the quality of your work life. This year's Staff Congress election will be held on Friday, October 26.

Staff Congress is a representative body of staff established to "create a stronger bond within the staff" and to "solicit and express the opinions, suggestions, and recommendations of the staff on all matters of concern", as stated in the Staff Congress Constitution. In other words, Staff Congress is our avenue to express our ideas and concerns to the administration. The October election gives us the opportunity to choose the people we think will best represent our concerns.

Staff Congress is comprised of thirty members. Two members are elected from each of the five employment areas as defined by the University Organization Chart. Two members are elected from each of the seven employment categories as defined by Personnel Services, and six members are elected at-large. This composition gives all constituencies an equal voice. The employment areas and categories are listed below. If you have any questions about your area or category, contact Diane Hunley in Personnel Services, X 5202.

To provide continuity on Congress, representatives serve two year staggered terms. Thus, each year there will normally be one vacancy in each employment area and category and three at-large vacancies. Due to promotions and resignations, however, some areas and categories have two vacancies this year. The number of vacancies for each constituency is shown below. Also listed under their constituency are the representatives with one year remaining on their current term. They are not eligible for nomination in this year's election.

CONSTITUENCIES	NUMBER OF VACANCIES	CONTINUING REPRESENTATIVES*
<u>EMPLOYMENT AREAS:</u>		
Academic Affairs	1	Linda Theirbach
Administrative Affairs	1	Dolores Thelen
General Administration	1	Jean Henegar
Physical Plant	2	N/A
Student Affairs	1	A. Dale Adams
<u>EMPLOYMENT CATEGORIES:</u>		
Administrative	1	W. Michael Baker
Managerial/Supervisory	1	David Dorgan
Office/Clerical	2	N/A
Professional	1	Jay Stevens
Service/Maintenance	1	Donna Bridewell
Skilled Crafts	2	N/A
Technical/Scientific	1	Laverne Mulligan
<u>AT-LARGE:</u>	3	Sandi Cunningham Kathy Dawn Bonnie Lowe

* Not eligible for nomination.

Forms for nominating candidates for this year's election are enclosed. If you are interested in getting involved in Staff Congress don't hesitate to nominate yourself. It is not necessary to have someone else nominate you.

In response to the suggestions we received from our election survey we will be publishing information on all of the candidates, so please be sure the nominee completes the Candidate Summary portion of the form. Additional nomination forms can be obtained from Peg Goodrich, 717 AC, X 6400.

Please read the enclosed election timetable for further details and important dates. If you have any questions about the election procedures contact Russ Kerdolff, X 6502, or Peg Goodrich, X 6400.

STAFF CONGRESS ELECTIONS TIMETABLE - 1984

September 26 Staff Congress election information and nomination forms mailed to all staff personnel.

September 27- Nominations accepted by Credentials and Elections Committee
October 11 in Room 717 AC. DEADLINE 4:30 pm, October 11, 1984.

Each nomination must be in a sealed envelope. An official Staff Congress nomination form must be used. The nomination must include the nominee's full name and constituency and completed Candidate Summary.

A current list of all nominees and their constituency of nomination will be posted daily on the Staff Congress bulletin board in the lobby of the University Center.

October 16-24 A brief summary of information about each candidate will be mailed to all staff personnel along with an Absentee Ballot.

Anyone who will not be able, or find it inconvenient to, vote at a poll on election day may vote by Absentee Ballot.

October 24 Completed Absentee Ballots, in a sealed envelope, must be
(4:30 pm) received by Diane Hunley in 716 AC. DEADLINE IS 4:30 pm.

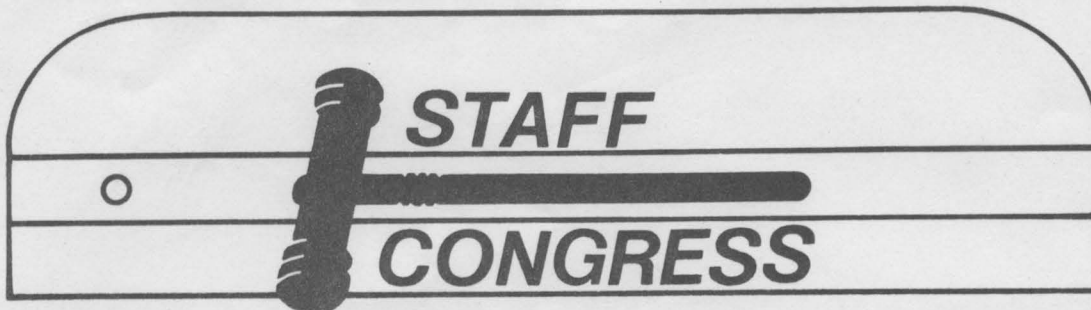
October 26 STAFF CONGRESS ELECTIONS!!!!

University Center - Information Center	8:00 am to 5:30 pm
Maintenance Building - Break Room	8:45 am to 9:30 am
Nunn Hall - Loading Dock	10:45 am to 12:30 pm 4:30 pm to 5:15 pm
University College - Hankin Hall Rm 112	10:00 am to 12:00 pm
(Gary Eith's office)	2:00 pm to 4:00 pm

STAFF IDENTIFICATION REQUIRED

October 29 Staff Congress ballots tabulated 9:30 am, Room 602 AC

The tabulation process will be conducted by non-candidates of Staff Congress. Election results will be posted on the main floor of the University Center.



STAFF CONGRESS NOMINATION

I nominate _____ as a candidate
(print name)
for the office of Staff Congress Representative.

(Signature) Date

I certify that I, _____, candidate for
(print name)
the office of Staff Congress Representative from the _____
(Employment category,
employment area, or at large) have been employed at Northern Kentucky
University for one full year of continuous employment as of the date of
election, October 26, 1984.

I also declare my full intention of completing the entire term of the
office I am seeking.

I affirm that I fully understand the duties and responsibilities of a
Staff Congress Representative, and pledge to fulfill them to the best of my
abilities.

(Signature) Date

CANDIDATE SUMMARY

Name _____ Current Department _____

Current Job Title _____ No. of years service at NKU _____

Chronologically list any other positions at NKU and number of years service
in each position:

Job Title(s): _____ No. of Years Held: _____

List any NKU committees/activities in which you are currently involved.

List any outside organizations, interests or hobbies you wish to include in
your Candidate Summary.

The Credentials and Elections Committee reserves the right to edit this
Candidate Summary for publication.

DISTINGUISHED SERVICE AWARDS COMMITTEE

The 1984 Committee felt that there were some areas of the nomination and selection process which needed further clarification. Therefore, the following were agreed upon by the Committee.

1. Our primary function is to act solely as a review and selection committee.
2. The Committee members will not nominate anyone.
3. The members of the Committee will not be eligible for nomination.
4. All nominations must be justified by the nominator to be considered.
5. All nominations are to be kept confidential. Those nomination forms for employees not chosen will be discarded. Nominations for those employees chosen will be added to their Personnel file.
6. The selection process will remain strictly as a peer review, with final approval given by the President of the University.
7. The Chair's functions will include: a) distribution of publicity to the University community through the various media channels, b) receiving and guarding all nomination forms prior to selection, c) returning appropriate nomination forms to Personnel for the employee's records, d) writing the letter of recommendation for the President's approval of selected recipients, e) drafting any final report to Congress deemed necessary, f) organizing the Awards file for the year, adding any relevant documents to it and returning it to the Congress President.
8. The Committee's functions will include: a) careful and considered examination of all nominations, b) selection by group discussion and vote, c) joint consultation with Personnel to draw up a relevant profile of each recipient, d) making any changes or recommendations for further consistency in the process.
9. That Personnel continue the practice of strict confidentiality by not printing the names of the recipients in the Awards program and that the julep cup chosen and presented this year become the distinctive present given for this Award.
10. That the attached nomination form be the official form used for Staff Awards.

Kathy Dawn, Chair
Marjorie Scheller
Linda Thierbach
Carla Chance
John Fries
Pat Coleman Mullins
Mildred Crane
Royleen Siebert
Barb Herald (Representative from Personnel)

Northern Kentucky University
Staff Employees
Distinguished Service Award
-- Nomination Form --

Northern Kentucky University wishes to honor those staff employees who have made exemplary contributions to the growth, image, or efficient operations of the University.

Nominations for Distinguished Service Awards will be judged on the basis of criteria which demonstrate such exemplary contributions. These may include, but are not necessarily limited to, the following: enthusiasm; leadership; loyalty to the University; cooperation, courtesy, and fairness with fellow employees; outstanding job performance and willingness to go beyond the "call of duty"; initiative, creativity; a record of good attendance; recognition from co-workers or others in the same field of work; acts of bravery or heroism; efforts toward good public relations for the University; community service or service with a professional organization which directly and favorably reflects upon or benefits the University; publication of books or articles pertaining to the employee's job; suggestions for improvement of specific work procedures, general operations, or the quality of University worklife; such other activities or characteristics which enhance the University or foster its basic missions.

INSTRUCTIONS

1. All non-faculty employees are eligible for nomination.
2. Only nominations made by University students or employees will be accepted; eligible employees may nominate themselves.
3. Nominations are to be submitted in an envelope marked "confidential" to (Chair Name).
4. All nominations must be justified by the nominator to be considered.
5. A separate nomination form must be used for each nominee.
6. Nominations received after September 15, 19__ will not be considered.

NOMINATION

I hereby nominate _____, who works in the Department
of _____, for a 19__ Northern Kentucky

University Distinguished Service Award. In my opinion, this employee is deserving of
an award because:

Signature of Nominator:
Department:
Telephone Number:
Today's Date:

Northern Kentucky University wishes to honor those staff employees who have made exemplary contributions to the growth, image, or efficient operations of the University.

Nominations for Distinguished Service Awards will be judged on the basis of criteria which demonstrate such exemplary contributions. These may include, but are not necessarily limited to, the following: enthusiasm; leadership; loyalty to the University; cooperation, courtesy, and fairness with fellow employees; outstanding job performance and willingness to go beyond the "call of duty"; initiative, creativity; a record of good attendance; recognition from co-workers or others in the same field of work; acts of bravery or heroism; efforts toward good public relations for the University; community service or service with a professional organization which directly and favorably reflects upon or benefits the University; publication of books or articles pertaining to the employee's job; suggestions for improvement of specific work procedures, general operations, or the quality of University worklife; such other activities or characteristics which enhance the University or foster its basic missions.

INSTRUCTIONS

1. All non-faculty employees are eligible for nomination.
2. Only nominations made by University students or employees will be accepted; eligible employees may nominate themselves.
3. Nominations are to be submitted in an envelope marked "confidential" to (their name).
4. All nominations must be justified by the nominator to be considered.
5. A separate nomination form must be used for each nominee.
6. Nominations received after September 15, 19__ will not be considered.

NOMINATION

I hereby nominate _____ who works in the Department _____ of _____ for a 19__ Northern Kentucky University Distinguished Service Award.

(PLEASE ATTACH ADDITIONAL SHEET IF NECESSARY)

Signature of Nominator: _____
Department: _____
Telephone Number: _____
Today's Date: _____