



STAFF CONGRESS MEETING
September 10, 1987 1:00 p.m.
University Center Ballroom

AGENDA

- I. Call to order
- II. Approval of July 9th and August ¹³~~16~~th, 1987 meeting minutes.
- III. President's Report
 - 1) Letter of Student Rights & Responsibilities
 - 2) Task Force -- Health Insurance Benefits
 - 3) Distinguished Service Awards Luncheon
- IV. Vice-President's Report
- V. Committee Reports
 - 1) Benefits - Margaret Groeschen
 - 2) Constitution & Bylaws - Sarah Lester
 - 3) Credentials & Elections - Marjorie Scheller
 - 4) Policies - Janet Krebs
 - a) Review Committee
 - 5) Liaison - Lora Cann
 - a) Newsletter
- VI. AdHoc Committees
 - 1) Building Evaluations - Donna Gosney
 - 2) Interfaith - Sarah Lester
 - 3) Picnic Committee - Margaret Groeschen
 - 4) University Lobby Committee - Virginia Stallings
 - 5) Distinguished Service Awards - Don McKenzie
- VII. Old Business
- VIII. New Business
- IX. Adjournment

STAFF CONGRESS

STAFF CONGRESS MINUTES Meeting of September 10, 1987

MEMBERS PRESENT: Jackie Baker, Lora Cann, Sarah Coburn Lester, Peg Goodrich, Donna J. Gosney, Marilyn Gosney, Margaret Groeschen, Pat Harrington, Jeannine Holtz, Diane Hunley, Janet Krebs, Don McKenzie, Darlene Miller, LaVerne Mulligan, Mitch Mullins, Pat Mullins, Rosanne Rawe, Ron Rieger, Sue Roth, Rocke Saccone, Ruth Saccone, Marjorie Scheller, Nancy Trimbur, Jim Wilson. Ex-officio, Mike Hickman.

GUESTS: Marilyn Reis, PP; W. Michael Baker, United Way Coordinator

- I. The September 10th meeting was called to order by President Don McKenzie at 1:10 p.m. A quorum was present.
- II. President McKenzie introduced Mr. Mike Baker, the NKU Coordinator for United Way, formerly United Appeal. Mr. Baker spoke to congress about United Way Week (October 12-16) asking for campaigners. He explained how the campaigners would be trained and asked congress to pass a resolution supporting United Way. Mike informed everyone that Sarah Lester was Staff Congress' representative and if anyone should have any questions or wish to volunteer their help please feel free to contact either Sarah or himself.
- III. Correction for the August 18th meeting minutes are as follows:
 - 1) Date of meeting should be the 13th.
 - 2) Section V, number 3, should read: Policy Committee - no report as they will be meeting with Dr. Scholes when contacted. Number 4: Past Presidents Review Committee - Janet Krebs - They are working on information that will be included with the survey being sent out by the Benefits Committee. Section VI part 2 - last 2 lines. Add "next year". after considered and delete the last sentence.

Correction for the July 9, 1987 meeting minutes are as follows:

- 1) Section V part D #1 - Policies - Janet Krebs - no report. Section V Part F #1- Past Presidents Review Committee - Janet Krebs. The committee is working on a survey that will be going out to all staff to be combined with the Benefits survey.

The minutes for July 9th and August 13 were then approved and seconded.

IV. President's Report:

- 1) Dean Bill Lamb, Dean of Students, has asked Congress to review the current Student Code of Rights and Responsibilities. Don stated that the Executive Council would review it and then turn it over to the Policies Committee to make any suggestions and/or corrections. Dean Lamb has asked that everything be completed and back to him by November 30, 1987.

Staff Congress Minutes
Meeting of September 10, 1987

- 2) President McKenzie received a memo from Dr. Gene Scholes asking Congress to select members to be on a task force to review Health Insurance Benefits. Don met with Nancy Martin, Faculty Senate President, and John Sebree, Student Government President. All were in agreement that all groups involved should work together as there is strength in numbers. Don has agreed to write a memo signed by he and Nancy Martin to Gene Scholes with the names of the Faculty Senate and Staff Congress representatives. Faculty representatives are Bill Wagner, chair of the Benefits Committee for Faculty Senate, Margaret Myers, Paul Cooper, Stephen Gosser and Lynn Jones. Don stated that he would like to be involved as well as Diane Hunley and Margaret Groeschen, chair of Staff Congress Benefits Committee. He asked if anyone would like to be on the Task Force. Margaret Groeschen answered saying Sue Roth had asked to serve on this committee. Mike Hickman gave a brief overview of what the task force would be charged to do. It was stated that in approximately two weeks there would be company representatives for the committee to talk with about all types of benefits from child care through cafeteria benefits. Diane Hunley mentioned that perhaps Jim Wilson, Physical Plant Rep, would like to be on the task force. Jim replied he would get back with Don as he felt best to clear it with his supervisor before committing himself. Jim stated that if he were unable to be on the committee he may be able to get someone else to represent the Physical Plant interest.
- 3) The President's final report for the day was about the Distinguished Service Awards. He mentioned all nominations had to be in by Friday, September 11th, by 4:30 p.m. to Shirley Gallicchio. The luncheon is Monday, September 28th, the cost \$5.50 per person. The luncheon will be held in the University Ballroom. The deadline for advance payment reservations was not known. Diane Hunley stated this will be in the newsletter coming out next week.
- 4) Don stated that congratulations were in order for Staff Congress representative, Sonda Cummins. She has accepted the position as secretary to the President due to Imogene Addison retirement.
- 5) President McKenzie has received a letter from Ken Ramey asking for two persons on Staff Congress to serve on the Food Services Advisory Committee. This committee would be charged with an ongoing evaluation of the new food services company, Seiler Corporation. The committee will receive any suggestions, complaints and/or comments anyone may have. Don reported that Ron Rieger had agreed to serve on the committee and one other person from Staff Congress was needed. Peg Goodrich volunteered since she deals frequently with the caterer for various functions for both Staff Congress and Faculty Senate, as well as the Association for Women Administrators. The committee will comprise of Faculty, Student and Staff representatives and will meet monthly.

IV. Vice-President's Report - Diane Hunley

Diane Hunley read the Resolution Relating to the 1987 United Way Campaign at NKU. The resolution was unanimously approved. The vice-president had no other business.

V. Committee Reports

- 1) Benefits - Margaret Groeschen
the committee is still working on the survey that will be going out shortly.

2) Constitution & Bylaws - Sarah Lester

Sarah moved that we accept Article III, Section 3 - Nominating Committee, with one small change in b-3 to read as follows: After nominations are closed, all candidates will be expected to give a brief introduction of themselves at the June meeting. The motion was accepted and passed unanimously.

Sarah stated the committee has also been charged with coming up with some guidelines or directions for committees, so in the future there will be some guidelines for minutes, agendas so when new people come in to a committee there is a collection of what has gone on in the past with the committee. She asked for any suggestions or comments to be given to any member of the Constitution and Bylaws Committee.

3) Credentials & Elections - Marjorie Scheller

No report

4) Policies - Janet Krebs

The committee is still waiting for Gene Scholes to bet back with them about the present reclassification process.

5) Past President Advisory Committee-- Janet Krebs

No report

6) Liaison - Lora Cann

It was brought to Lora's attention that the word "termination" let people reading the Newsletter to think people leaving the University had been fired. She said she looked up the word termination finding it simply meant the end. Lora said we would have to wait for the next newsletter to see what word would now be used to categorize people leaving the University's employ. Another suggestion that was brought forth to Lora was that they felt there should be a limit to the price that something could be sold for in the Classified Section of the newsletter. Lora spoke with the other committee members as well as the committee chairs about setting some kind of limits. No one had a problem with the way things are being done now so there will be no change, watch for the next newsletter!

VI. Ad Hoc Committees

1) Emergency Evacuation Committee - Donna Gosney

Donna stated that the committee has two more members, Dale Adams and Jeff Murray of Student Special Services. The Committee has met twice in the past month on September 3rd and September 8th. The committee felt they could not address every problem but would try to get the more serious ones addressed and corrected by March 1988. Donna went on to state that this committee is not the ones to set up policy and procedure for Emergency Evacuations.

After Donna read through the background information Ron Rieger brought it to the attention of the congress that the word agents used in the first sentence might be the wrong word because as "agents of the university" we personally can be held for liable for any injuries or deaths resulting from poor evacuation procedures.

After some discussion the wording of the recommendation was changed to read as follows:

"It is strongly recommended that Emergency/Evacuation Procedures be established by the proper authorities and a committee appointed to include an outside specialist, representatives from Staff Congress, Faculty Senate, Student Government, Disabled Student Representative and a member of the Department of Public Safety. The Emergency/Evacuation

procedures are to be published and posted and put in motion by March 1988, with practice drills no less than twice yearly."

It was then moved that we accept the recommendation with the new wording and seconded. Donna stated that she will prepare the letter with the reworded recommendation and send it to President McKenzie.

- 2) Interfaith - Sarah Lester
No report

- 3) Picnic Committee - Margaret Groeschel
Margaret stated that there were reservations for 425 people this year of which approximately 350 came to the picnic. Of that number approximately 100 were faculty and staff. The picnic did go over the budget this year and as last year the left over food went to the Welcome House in Covington. The picnic was successful as far as the door prizes went as there were 70 prizes to be given out.

Margaret stated that there is concern that in order to get faculty involved in the picnic it should be held in the spring of the year. If this comes to pass the committee should start meeting in January of that year. The spring of 1988 would be skipped and the next picnic would possibly be spring of 1989 because of the fiscal year budgets. By holding it in the spring we would have the savings of the pool since it would be too cool.

Dr. Scholes spoke with Don McKenzie about the feasibility of separating Faculty and Staff letting each have their own gathering. Don spoke to Nancy Martin, President of Faculty Senate, and both agreed that everyone should strive to keep the Faculty and Staff together if at all possible. Dr. Scholes said he would honor that decision. Don stated that both he and Nancy are going to work hard at promoting the picnic so there will be a larger turnout in the coming year.

Diane Hunley said she questioned the cost of the picnic with so little participation from faculty and staff. Was the cost really justified? Donna Gosney mentioned that the "Story Teller" was a very good idea. Don commended the Picnic Committee on the excellent job they did this year.

- 4) University Lobby Committee - Virginia Stallings (absent)
Don stated that he didn't believe the committee had done anything as yet but after talking to Mr. Bell of the Advocates of Higher Education, that things would follow a similar vein as it did a few years ago with the rally in Frankfort, bumper stickers, and such.
- 5) Distinguished Service Awards - (Covered previously)

VII. Old Business

After sending the florist bill to purchasing for flowers for Russell Burris the purchasing department notified him that it is against policy to use University funds to purchase floral arrangements. Since we get our funds from the University we could not take the \$28.25 out of our Staff Congress budget. Purchasing stated we could contact Foundation to cover the bill or take up a collection of some type. It was generally decided that we would take up a collection after the meeting.

VIII. New Business

Durant Mathis, a member of Staff Congress, was hurt last week on campus. He fell approximately 5½ feet hurting his head and neck, recuperating at home.

The meeting was adjourned at 2:20 p.m.

MEMORANDUM

September 10, 1987

To: Staff Congress

Fr: Emergency/Evacuation Committee

Re: EMERGENCY/EVACUATION PROCEDURE RECOMMENDATION

BACKGROUND

Faculty, staff and administrators, as agents of the University, are negligent in preparing for safe evacuation of their charges. Emergency/evacuation procedures must be instituted immediately to protect all involved.

Serious concerns have been expressed by employees noting the following:

1. Alarms are ignored.
2. The total building is not evacuated:
 - a) floors not hearing alarm do not evacuate;
 - b) persons entering building with alarm sounding;
 - c) elevators operating with alarm sounding;
 - d) classes being kept in session with alarm sounding.
3. Emergency routes not posted throughout entire buildings.
4. What is a safe distance away from building once outside, when is it safe to re-enter the building; who takes charge?
5. What procedure will be followed to ensure that all handicapped individuals are safe?
6. What are the procedures to follow in the event of "acts of environmental disaster" or "manmade" disaster?

RECOMMENDATION

IT IS STRONGLY RECOMMENDED THAT EMERGENCY/EVACUATION PROCEDURES BE ESTABLISHED BY THE PROPER AUTHORITIES AND THAT THESE PROCEDURES BE PUBLISHED AND POSTED. A COMMITTEE SHOULD BE APPOINTED TO INCLUDE AN OUTSIDE SAFETY SPECIALIST, REPRESENTATIVES FROM STAFF CONGRESS, FACULTY SENATE, STUDENT GOVERNMENT, DISABLED STUDENT REPRESENTATIVE, AND A MEMBER OF THE DEPARTMENT OF PUBLIC SAFETY. THE EVACUATION PROCEDURES ARE TO BE PUT-IN-MOTION BY MARCH, 1988, WITH PRACTICE DRILLS NO LESS THAN TWICE YEARLY.

Emergency/Evacuation Committee

Dale Adams
Jeff Murray
Janet Krebs
Marilyn Gosney
Marjorie Scheller
Donna Gosney, Chair