
STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

AGENDA
Staff Congress Meeting
Thursday, March 16, 1989

1:00 p.m. UC Ballroom

- I. Call to Order
- II. Approval of February 9, 1989 minutes.
- III. President's Report - Diane Hunley
- IV. Vice President's Report - Janet Krebs
- V. Committee Reports

- Benefits - Sue Roth
- Constitution & Bylaws - Ron Rieger
- Credentials & Elections - Peg Goodrich
- Policies - Cathy Dewberry
- Liaison - Rosanne Rawe

Other Committee Reports

University Wide Committees:

- Food Service Advisory Committee - Ron Rieger, Peg Goodrich
- Parking and Traffic Control Committee - Chrissie Groh
- Women's Center - Virginia Stallings
- Salary Administration Consultant - Janet Krebs
- Past Presidents Review Committee - Janet Krebs

Ad-Hoc Committees:

- Emergency Evacuation - Donna Gosney
- Flexible Benefits
- Smoking Policy - Rosanne Rawe
- Recommendation - Voting Item
- HIV Policy - Sue Roth

- VIII. Old Business
- IX. New Business
- X.. Adjournment

STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

STAFF CONGRESS MINUTES
MARCH 16, 1989
UNIVERSITY CENTER BALLROOM

Members Present: Cathy Dewberry, Shirley Garrett, Peg Goodrich, Donna Gosney, Marilyn Gosney, Chrissie Groh, Chuck Harmon, Marilyn Henderson, Edith Hill, Diane Hunley, Jeannine Holtz, Janet Krebs, Margaret Lester, Pat Markus, Barbara Martin, Donna Messer, Lola Moore, LaVerne Mulligan, Rosanne Rawe, Sue Roth, Marjorie Scheller, Elaine Shafer, Virginia Stallings.

Members Absent: Gary Easton, Joe Gimpel, Pat Harrington, Ron Rieger, Rocke Saccone, Ruth Saccone, Nancy Trimbur, Jim Wilson.

I. **Call to Order:** President Hunley called the meeting to order at 1:10 p.m. with a quorum present.

II. **Minutes** of February 9 approved with heading date on pages 3 and 4 being corrected to read February 9, 1989.

III. **President's Report:**

Correspondence:

1. ***Outstanding Professor Award:** Nominations due March 7.
2. ***1989 Annual Fund Drive:** Co-chairs: Diane Hunley and Nancy Martin; this year's goal is to increase participation of staff and faculty; everyone is encouraged to participate.
3. ***Staff Congress Budget:** Dr. Boothe's memo indicates operating funds for Staff Congress are now included in the Vice President for Administration's budget.

Committee Appointments:

1. ***Campus Library Automation Committee:** Perry Bratcher's memo requests two SC representatives to serve; this committee will review various hardware and software packages available for library automation. Rosanne Rawe, Steely Library and Debbie Chalk, Office Automation have consented to serve. This is a University committee; one meeting has been held.

2. **Search, Vice President for University Relations**

Development: Mike Hickman requested a Staff Congress rep to serve on this committee; Ron Rieger volunteered. He has since resigned due to other commitments; Diane is seeking a volunteer.

3. Staff Congress Scholarship & A. D. Albright Scholarship Committee: Elaine Shafer consented to serve as Chair; Jackie Marshall will serve as Financial Aid representative; Sue Roth, and Dale Adams round off the committee. Cathy Dewberry, having served as Financial Aid rep for a number of years on this committee, will help as needed.

Executive Council with Dr. Scholes (3/13/89).

1. Joint meeting of Staff Congress Executive and Benefit Committees along with representatives of Faculty Senate Executive and Benefit Committees met with administration to hear presentation concerning the status of the University's health insurance plan as requested on March 2.

2. Salary Consultant: Dr. Scholes met with Ray Fortunato over spring break; again, concerns were expressed to Dr. Scholes. Feedback indicates mostly positive feelings and good attendance reported at both the Staff Congress and general staff meetings. It is understood that anything recommended by the consultant will not affect this year's salary process.

3. *Dental Insurance: Sue Roth reported that our dental insurance will remain intact. There was an increase of 39% in the University's premium with the new rate being \$9.84 per employee, per month effective April 1.

IV. Vice President's Report: Janet Krebs
No report.

V. Committee Reports

1. Benefits: Sue Roth
Part-time employee accrual of vacation time recommendation is being prepared and should be ready prior to next meeting; short-term disability: no further change at present; and work is underway concerning the Wellness Committee. There is approximately \$30,000 available for Wellness programs, and the committee is working to make use of these funds prior to June 30 (fiscal year end).

2. Constitution & Bylaws: Ron Rieger
No report.

3. Credentials & Elections: Peg Goodrich
Time schedule forwarded from the committee and this was briefly reviewed. Representatives are urged to actively seek new members to run, to nominate themselves, and to think about running for Staff Congress offices.

4. Policies: Cathy Dewberry
No report.

5. Liaison: Rosanne Rawe
Scholarship information will appear in March newsletter; a brochure to identify Staff Congress reps to new employees is underway; committee is accepting suggestions for sound off portion of newsletter. Suggestions should be written and signed. Sound off questions are submitted to Dr. Scholes prior to release in the newsletter.

Following a 2:00 p.m. departure of four representatives, quorum remained with 19 representatives present (including the President who votes only in case of a tie).

Discussion then centered on how Staff Congress is perceived by staff; Staff Congress as a governance body; value of what Staff Congress has accomplished; newsletter concerns; various methods of how to identify Staff Congress members to staff to solicit input.

Agenda voting item brought to the floor prior to losing quorum.

***Smoking Policy: Rosanne Rawe**
Committee recommendation was to return the University policy without a vote for or against; committee felt a policy revision should reflect a more positive, unbiased attitude to include designated smoking and non-smoking areas. Unanimous vote in favor of committee recommendation.

IV. University-wide Committees

1. Food Service Advisory: Ron Rieger & Peg Goodrich
Peg Goodrich reported that Tom Hackney has replaced Brian as Director for Seilers, and Pam Cupp now serves as a member of this committee.

2. Parking & Traffic Control: Chrissie Groh
Meeting scheduled for Tuesday, March 21.

3. Women's Center: Virginia Stallings
Virginia distributed information materials concerning Women's Week along with an excellent overview of the week's planned activities.

4. Salary Administrative Consultant: Janet Krebs
Covered previously.

5. Past President's Review Committee: Janet Krebs
Final report is expected.

Ad hoc Committees:

1. *Emergency Evacuation: Donna Gosney

Committee requested discharge feeling that the charge of the committee had been met, having brought to attention the need for establishing evacuation procedures. A University committee has been appointed and now working toward setting evacuation procedures in motion. It is recommended that a SC representative be appointed to serve on the University committee. Recommendation accepted; committee discharged.

2. Flexible Benefits: No report

3. HIV Policy: Committee discharged (February).

VI. Old Business

1. Vacancy (Mary Wilson): It was decided it would serve no purpose to appoint anyone as there are only three months remaining in this term.

2. Meetings missed: Discussion concerning letters to reps missing three consecutive meetings ensued; according to the Bylaws, this procedure is set. Peg will forward these names to Diane for follow-up.

VII. New Business

1. Library Hours: Question raised concerning library hours on Saturdays, Sundays, and holidays versus normal five day (37-1/2 hours) for most employees. Following a limited discussion, it was decided to refer this question to the Policy Committee for review.

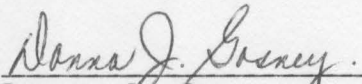
2. Congratulations: Extended to Marilyn Henderson on her expectancy....ETA: October, 1989.

3. Reminder: Staff Congress meetings are not to exceed a two-hour time limit; representatives are requested to schedule two-hours for the regular monthly meeting.

VIII. Adjournment

There being no further business, motion to adjourn was made and seconded at 3:05 p.m. Motion carried.

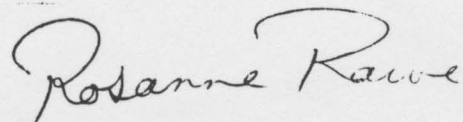
Respectfully submitted,



Donna J. Gosney
Secretary/Treasurer

It is the recommendation of the ad hoc Smoking Policy Committee that Staff Congress return the University Smoking Policy draft to the administration without a vote either for or against the Policy as written.

It is further recommended that the Policy be revised to reflect a more positive, unbiased attitude, e.g., include a list of those areas designated as smoking areas as well as a list of areas designated as non-smoking.

A handwritten signature in cursive script that reads "Rosanne Rawe".

Rosanne Rawe, Chair March 15, 1989 Date
Ad Hoc Smoking Policy Committee

Unresolved questions:

1. Who would be responsible for the enforcement of the policy?
2. Who would determine which areas are designated as smoking or non-smoking?