

# STAFF CONGRESS

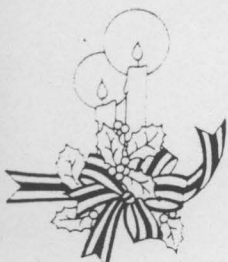
STAFF CONGRESS MEETING  
December 10, 1987

University Center Ballroom  
1 p.m.\* (see note below)

- I. Call to Order
- II. Approval of November 12, 1987 minutes
- III. President's Report
  - 1) K.H.E.S.S.A. Report
  - 2) Resignation
  - 3) Search Committee, Asst. Vice President for Business Affairs
- IV. Vice-President's Report
- V. Committee Reports
  - 1) Benefits - Margaret Groeschel
  - 2) Constitution & Bylaws - Donna Gosney
  - 3) Credentials & Elections - Marjorie Scheller
  - 4) Policies - Janet Krebs
    - (a) University Smoking Policy - voting item
  - 5) Liaison - Lora Cann
    - (a) Newsletter
- VI. Ad Hoc Committees
  - 1) University Lobby Committee - Virginia Stallings
  - 2) Food Service Advisory Committee - Peg Goodrich  
Ron Rieger
  - 3) Salary Administration Policy - Janet Krebs
  - 4) Past-Present President Review Committee - Janet Krebs
  - 5) Emergency/Evacuation Committee - Donna Gosney
  - 6) Health Insurance and Flexible Benefits - Diane V. Hunley
- VII. Old Business
- VIII. New Business
- IX. Adjournment

NOTE:

In appreciation of you serving on Staff Congress snacks and refreshments will be available prior to the meeting. This will be considered a "Christmas Treat" for the representatives attending the meeting. Please arrive between 12 and 12:30 so the meeting can be called to order promptly at 1 p.m.



# STAFF CONGRESS

## STAFF CONGRESS MINUTES Meeting of December 10, 1987

**MEMBERS PRESENT:** Jackie Baker, Lora Cann, Peg Goodrich, Donna J. Gosney, Marilyn Gosney, Margaret Groeschen, Pat Harrington, Mary Huening, Diane V. Hunley, Jeannine Holtz, Russ Kerdolff, Janet Krebs, Bonnie Mullikin, Don McKenzie, LaVerne Mulligan, Rocke Saccone, Marilyn Reis, Rosanne Rawe, Ron Rieger, Marjorie Scheller, Virginia Stallings, Nancy Trimbur, Jim Wilson, Mary Wilson, Phillip C. Webb.

**EX-OFFICIO:** Mike Hickman **GUEST:** John Connor, Public Safety

**MEMBERS ABSENT:** Shirley Garrett, Joe Gimpel, Pat C. Mullins, Sue Roth, Ruth Saccone, Jack Straus

### I. Call to Order

The December 10, 1987 meeting was called to order at 1:05 p.m. by President Don McKenzie.

### II. Approval of the November 12, 1987 minutes.

President McKenzie called for approval of the November 12, 1987 minutes. there were no additions or deletions, therefore Ron Rieger moved that the minutes be approved. Russ Kerdolff seconded the motion.

President McKenzie started off with the agenda had an addition of a guest speaker, John Connor, from Public Safety, who was here to speak to everyone about the Emergency Evacuation Policy. Don stated he was going to waive the usual progression of the meeting and let Mr. Connor speak to everyone first and then continue with the agenda.

Mr. Connor opened his talk by telling everyone present that he was very much in favor of all university personnel knowing emergency and disaster procedures. Mr. Connor stated most of the buildings on University property are fireproof with the exception of their contents. He went on to say that he has the full support of Administration and that he intends to have Emergency Evacuation Plan finalized by March 1988.

Mr. Connor stated that the fire drills needed to be looked at carefully. Many problems arise because of false alarms. He stated the University does not have to have "school type" fire drills because it is viewed more or less as a business, therefore laws and regulations governing high schools or grade schools do not cover universities.

Mr. Connor further stated that it is very hard to have fire drills on university campuses because faculty do not like having their classes interrupted.

When asked about alarms ringing on the floor below a fire and the two above a fire, he stated that state law requires that it be done this way in high rises (i.e. Administrative Center). If everyone were to use the fire escapes all at once more people would be hurt than with a slower coordinated evacuation.

Mr. Connor ended by saying it was everyone's duty to educate new office members of evacuation routes, that it was a big job and in order for any emergency evacuation procedure to work it needs the support of everyone.

When asked as to who was responsible for the handicapped he replied that until now there were no funds to educate the handicapped and that everyone around a handicapped person should help then in an emergency situation.

Mr. Connor was then asked if the county had any sort of emergency evacuation procedures. He stated that he was currently on the Campbell County Emergency Disaster Committee in which they are in the process of drafting rules for a hazardous waste program, but it did not include the type of procedures Staff Congress was interested in.

Donna Gosney stated that she had received a letter from Dr. Scholes indicating the policy should be finished by July 1988. Mr. Connor said he should have it done by the deadline Staff Congress had set of March 1988.

With no further questions, President McKenzie thanked Mr. Connor for coming to the meeting.

At this time President McKenzie asked if everyone had received a copy of the University Smoking Policy attached to their agenda. He stated that Norleen Pomerantz would like any comments Staff Congress may have about the policy. Don went on to say that other universities have smoking policies and have tried many different ways to enforce it without much avail. Other university comments ranged from "no one pays attention" to "it is not a law enforcement matter". University police feel that they cannot cite people for smoking and that it should be up to the individual office to enforce the policy in their own area. It was also mentioned that perhaps fines could be instituted, but no smoking should not be a condition of employment. Mr. Connor spoke up saying a no-smoking policy was a difficult policy to apply and as far as fines go, who would make the smoker pay?

It was moved that the Policy should be looked into by the Policy Committee..

### **III. President's Report:**

Don started out by saying that it was an eventful trip that he and LaVerne took to Louisville on the 14th of November. They met with representatives from Morehead State University, Murray State University and the University of Louisville. All who do have Staff Congress agreed to see if as a group we could achieve common goals easier than trying to achieve them individually. It was brought out in the meeting that Faculty Senates across the state have an organization called COSFL (Coalition of Senate & Faculty Leadership). This organization has been in existence for 8 to 10 years and was started with representatives from four universities, soliciting membership from all faculty.

Ways to help form staff governance organizations at other universities were discussed. It was decided that a group should be formed from the four universities present. Several suggestions for a name for the group were tossed around with KHESSA (Kentucky Higher Education Staff Support Association) winning out. The group will meet informally until legal issues can be looked at and a governing document be established.



Don went on to say that he was asked to be chair of the group and LaVerne to serve as secretary.

During the meeting suggestions were asked about the rally in February and the involvement of the group with the rally. It was also decided that the group would try and have another meeting sometime in January.

At the close of the meeting it was decided that different people would speak with key people from non-member universities to try and get interested people to attend the next KHESSA meeting. The meeting was adjourned before 5 p.m.

Don stated that because of his chair position with KHESSA he was invited to sign a resolution in support of higher education by the Prichard Committee on Monday, December 14th in Louisville.

Other items of interest from President McKenzie was that he had received a letter of resignation from Darlene Miller, which he read. She served on Staff Congress for Academic Affairs and there is now an opening to be filled.

Don also reported he served on the Search Committee for the Assistant Vice President of Business Affairs and they had received 50 applicants. Mike Baker, of Accounting & Budgetary Control at NKU, was selected.

#### **IV. Vice President's Report**

Diane wanted to wish everyone a Happy Holiday Season.

#### **V. Committee Reports:**

- 1) Benefits - Margaret Groeschen  
The survey is completed and is going to the Executive Council to brief and make any notations.
- 2) Constitution and Bylaws - No report
- 3) Credentials and Elections - No report
- 4) Policies - Janet Krebs  
The committee will meet Monday and look at the No Smoking Policy.
- 5) Liaison - Lora Cann  
Lora wanted to thank everyone for all their help and support in getting the newsletter out each month. She stated that she had sent President McKenzie her letter of resignation because of her retirement from the university. Lora further stated that Rosanne Rawe was willing to take over the newsletter and all news items should be directed to her.

Rosanne stated that a new chair of the committee will be selected during January meeting.

#### **VI. Ad Hoc Committees:**

- 1) Picnic Committee - Margaret Groeschen  
As co-chair of the Picnic Committee she felt some definite ideas needed to be brought up if the picnic was to continue. Some problems were the conflict with the "President's Picnic on the Plaza", should there be swimming, ballgames, etc? Another question was whether it should be held in August or September, versus May or June.

Margaret said that a representative from the Beach Waterpark had been in touch with her as to the possibility of "A Day at the Beach" which could cause the same problem as swimming did at Marydale, dividing the group.

Another suggestion was to have some sort of a social gathering like a dance. Margaret said she would be in contact with Nancy Martin, the president of Faculty Senate, and would get back with Staff Congress.

- 2) University Lobby Committee - Virginia Stallings  
They have not met but she will keep everyone advised.
- 3) Food Service Advisory Committee - Ron Rieger and Peg Goodrich  
Ron stated that the committee will start meeting monthly in January so any comments (good or bad) should be passed on to either Ron or Peg.
- 4) Salary Administration Policy - Janet Krebs  
The committee has met twice with it being hard to decide as to what the consultant should look into since faculty and staff needs being very different once a consultant is chosen.

Mike Hickman stated that he was getting a list of consultants together for the committee to choose from.

- 5) Past Presidents Review Committee - Janet Krebs  
The committee had received a letter of support from President Boothe regarding the survey they had sent out to Central Staff, and we should be receiving it shortly after coming back in January.
- 6) Emergency Evacuation Committee - Donna Gosney  
Donna stated that the committee had met with Dr. Scholes. He stated he was quite impressed with the work the committee had already done and that a University Wide Committee should be formed. Donna said that Dale Adams volunteered to represent the handicapped.
- 7) Health Insurance and Flexible Benefits - Diane Hunley  
The committee had met with the Prudential Insurance Co. Prudential gave a very good presentation as to the types of flexible benefits as well as health and life insurance they could offer the university.

Margaret Groeschen stated that at present the committee had been meeting every Wednesday working on the cost and comparison analysis of all the groups.

#### **VII. Old Business - None**

#### **VIII. New Business**

Peg Goodrich asked if members were satisfied with the logo now being used for the Staff Congress letterheads. If they had any suggestions for improvement or change to contact her as new letterhead stationery will be ordered in the near future.

#### **IX. Adjournment**

There was no further business, therefore the meeting was adjourned at 2:45 p.m.

JOHN CONNOR

EMERGENCY EVAC.

PUBLIC SAFETY DOESN'T HAVE ~~A~~ ENOUGH PEOPLE TO POST + SUPPORT  
A EVAC PLAN

(PROBLEMS!) QUICK TURNOVER OF PERSONNEL

TRYING TO HAND OUT INFO ON EXITS.

HAVE TO WORK ON EVAC PROGRAM.

NO REQUIREMENT FOR FIRE DRILL.

CURRENT PLAN HAS PEOPLE IN ADMIN TO GO  
UP OR DOWN 1 FLR OF FIRE. ~~BECAUSE~~ BECAUSE OF MATERIAL)

PUBLIC SAFETY SUPPORT ANY PLAN.

(HANDICAP IN+OUT) BEING WORK ON (ADMIN BUILDING)

(COMMITTED TO MARCH 88 BY STAFF CONGRESS)

~~SMOKING~~ (SMOKING ON CAMPUS)

NEED TO DISCUSS!

SMOKING A PERSONNEL PROBLEM.

SUG: FINE FOR SMOKING IN NONSMOKING (MS)

GIVE MONEY TO FOUNDATION (BOO)

1 SMOKER 3 NONSMOKER MAJORITY RULES





Northern Kentucky University  
Highland Heights, Kentucky 41076  
(606) 572-5100

## UNIVERSITY SMOKING POLICY

### Background and Purpose

Medical evidence clearly shows that smoking is harmful to the health of smokers. Smoke from cigarettes, cigars and pipes is also an irritant to many nonsmokers and can adversely affect individuals with allergic, heart and lung conditions. Therefore, the right of a nonsmoker to protect his or her health and comfort must prevail over another individual's right to smoke.

Northern Kentucky University is dedicated to providing a healthy, comfortable and productive work and educational environment for all faculty, staff, students and visitors. This goal can be achieved only through the cooperation of all members of our university community in protecting nonsmokers and helping those who do smoke to adjust to the University's smoking policy and restrictions.

Effective January 1, 1988, smoking is prohibited throughout all university buildings and facilities except in those areas specifically designated and posted by signs as "Smoking Permitted" areas.

Smoking is not permitted in the following areas:

- Areas in which a fire or safety hazard exists and areas without adequate ventilation;
- Classrooms, conference and seminar rooms;
- Auditoriums and theaters;
- Research and teaching labs;
- Elevators and stairwells;
- Computer facilities;
- Libraries and Art Museums;
- Indoor athletic facilities and gymnasiums,
- Bookstore, Mailroom, Printing & Copy Services
- Health and medical treatment facilities;
- Storage and mechanical rooms
- Restrooms

### Compliance

The success of this policy depends upon the thoughtfulness, consideration and cooperation of both smokers and nonsmokers. In the event of a conflict, individuals are encouraged to work out a compromise among themselves. If this proves unsuccessful, the situation should be brought to the attention of management officials and ultimately to the Vice President for Administrative Affairs for a final decision.

## Assistance for Smokers

Northern Kentucky University provides information on smoking cessation programs to smokers who want to quit.

Policy draft prepared by:

Debbie Walker, Student Health Nurse  
John Connor, Director of Public Safety

DATE: August 27, 1987

Revised October 10, 1987

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