

STAFF CONGRESS

Northern Kentucky University ■ Highland Heights, Kentucky 41099

STAFF CONGRESS MEETING

Thursday, November 13, 1997

AC 722 - 1 pm

NOTE MEETING PLACE!!!

AGENDA

- I. Call to Order
- II. Approval of October 16, 1997 minutes
- III. President's Report - Cheryl Torline
- IV. President Elect's Report - Claire Newman
- V. Regent's Report - Martha Malloy
- VI. Standing Committee Reports
 - A. Benefits - Chuck Pettit
 - B. Constitution & Bylaws - Janice Rachford
 - C. Credentials & Election - Diana Schneider
 - D. Liaison - Rosanne Rawe
 - E. Policies - Carolyn Walsh
 - F. Salary & Budget - Audrey Riffe
- VII. Subcommittee Reports
 - A. Food Service Advisory - Chuck Harmon/J. B. Losey
 - B. Health Utilization - Peg Adams/Chuck Pettit
 - C. Naming Committee - Shirley Welitzkin
 - D. Transportation - Linda Parks/Mary Chestnut
 - E. ~~Transition Committee - Chuck Pettit~~ *Delete per CP*
- VIII. Old Business
- IX. New Business
- X. Announcements
- XI. Closed Session
- XII. Adjournment

STAFF CONGRESS

Northern Kentucky University ■ Highland Heights, Kentucky 41099

STAFF CONGRESS MINUTES

Thursday, November 13, 1997

AC 722

Members Present: Peg Adams, Debbie Billiter, Judy Birkenhauer, Gina Bray, Judy Brueggen, Shew Mei Chen, Mary Chestnut, Ruth Enzweiler, Gail Goedel, Janice Hankla, Chuck Harmon, Marilyn Henderson, Marci Johnson, Pat Lindsay, J.B. Losey, Claire Newman, Linda K. Parks, Chuck Pettit, Duane Pontius, Rosanne Rawe, Ron Rieger, Audrey Riffe, Diana Schneider, Charlene Schweitzer, Marilyn Siry, Dan Snow, Allen Thomas, Jr., Cheryl Torline, Peggy Vater, Cheryl Weber, Shirley Welitzkin.

Members Absent: Clark Kyle, Janice Rachford, Nancy Trimbur, Carolyn Walsh.

V.P. Admin: absent **Liaison:** Margo Ferrante **Staff Regent:** Martha Malloy **Office Secretary:** Peg Goodrich

Guest: President Votruba

- I. **Call To Order** - Meeting called to order at 1:05.
- II. **Minutes** - The minutes were corrected that Carla Chance was not at the meeting and Margo Ferrante gave an announcement on her behalf. The minutes were approved after the correction.
- III. **President's Report:**
President Votruba will be here at 1:30 to talk about Spring Break Proposal.
- IV. **President Elect's Report** - There was no Executive Meeting with Carla Chance.
- V. **Staff Regent's Report :**
Martha Malloy thanked everyone who expressed their concerns to her on the Football Issue. There will be no NKU football at this time.
The Installation Ceremonies of the President will happen next week. The plans are going well and most events are filled to capacity. The expense for the installation is covered by private donations, any additional balance will be put into the President's Priority Fund. The first group of tickets have gone out, the rest should be arriving soon. The Student Event, "Watch Northern Soar", will happen on Tuesday, please encourage your students to attend. A drawing for in-state tuition for next semester will be held, but student must be present to win.
- VI. **Standing Committees:**
 - A. Benefits - Chuck will be having a meeting soon.
 - B. Constitution & Bylaws - No meeting was held this month.
 - C. Credentials & Elections - Elections not till spring.
 - D. Liaison - No report.
 - E. Policies - Committee is meeting every two weeks and working hard. Have sent memos to Margo.
 - F. Salary & Budget - A letter was sent to President Votruba, Carla Chance and Elzie Barker acknowledging Staff Congress's concerns on Salary Increases be a fixed cost line item, when raising salaries to reach at least 90% of market that everyone be raised all at the same time and, address the longevity issue. These were the same issues that had been sent to Jack Morland.

VII. **Subcommittee Reports:**

- A. Food Service Advisory - Nothing to report.
- B. Health Utilization - Please turn in insurance papers by Friday.
- C. Naming Committee - No report.
- D. Transportation Committee - No report.
- E. Transition Committee - Dropped.

VIII. **Old Business:**

Did anyone have any input on the proposal that Sue Roth brought to last meeting on allowing a Faculty/Staff employee to add one designated exercise partner to their health center membership paid by employee? The only comment was that someone would like to be able to bring several different people in on a guest pass. The proposal would be on a one year trial basis.

Departmental Evaluations need to be done.

Chris Boggs sent a thank you note for the F/S support in the United Way campaign.

Please see Margo if you wish to enroll, cancel or have any questions on the Whole Life Insurance option that was just announced.

The NKU Life Insurance coverage goes away when one retires.

Welcome to Gail Goedel who replaces Janet Krebs & Ron Rieger who replaces Joe Ruh.

IX. **Guest Report:**

President Votruba stated that the university needs to be open for business during Spring Break. His proposal is to add 5 vacation days to employee's 1998 year to replace the break. These can be used as a whole week or as single days. Examples: A week during your child's spring break or the day before or after a holiday. Everyone is expected to take their vacation time.

The President thanked everyone for participating in the Visions, Values & Voices sessions to get a clear perspective of where we go from here. He also is aware of the salary problems and says it will take a while to fix it. Honestly NKU may never meet the outside market, because as we move, it will too. The Christmas Eve Work Policy will be a whole work day in 1998.

X. **New Business:**

Nothing has been done yet on the Reclass Task Force Committee.

XI. **Announcements:**


Peg Adams stated that Student Support Services are sponsoring student families who need assistance for the Christmas Holidays. Anyone wishing to help, please contact her, Anita Adkins or Susan Mospens and find out what the needs are.

Charlene Schweitzer said thank you for cards and congratulations for receiving the Staff Recognition Award.

XII. **Closed session** - Staff Congress did not go into closed session.

XIII. **Adjournment**- The meeting was adjourned at 2:10 p.m.

Respectively submitted,



Diana Schneider

Secretary

MEMORANDUM

TO: President James C. Votruba
President's Cabinet
~~Staff Congress President~~


DATE: November 12, 1997

RE: Spring Break Adjustment

Following discussions in President's Cabinet, it appears that the most viable option for eliminating Spring Break and providing a replacement benefit would be to expand the annual vacation accrual policy, Section F 3.1 of the Personnel Policies and Procedures Manual.

Attached is a draft revised annual leave policy designed to increase the annual vacation schedule to offset the designation of Spring Break as a scheduled work week. Margo Ferrante, Director of Personnel Services, is currently surveying metropolitan universities, Kentucky universities, and area businesses to develop a perspective on the holiday/vacation benefits program available through NKU. In order to manage the financial impact of an expanded vacation program, it may be advisable to maintain the current vacation accrual ceiling. Information regarding the current accounts payable liability and the anticipated liability in an expanded benefits program will be forthcoming.

This plan to expand vacation as an offset to available Spring Break time should greatly enhance an employee's flexibility in meeting personal and family vacation needs. Having University offices in operation during the Spring Break week should enhance the delivery of NKU services to the community. I am particularly encouraged that this adjustment will improve the delivery of services to the many educational and community functions that currently take place on this campus when classes are not in session.



Carla S. Chance

cc: Ms. Margo Ferrante

VACATION/ANNUAL LEAVE

- F 3.1 It is the policy of the University to grant vacation/annual leave with pay to all staff members employed on a regular basis, as defined at B 4, and who have successfully completed the initial probationary period. Vacation/Annual leave provides the opportunity for rest, recreation, and relaxation necessary to the maintenance of effective work performance, and all eligible employees are expected to take their vacation/annual leaves regularly.
- F 3.2 Vacation/Annual leave begins accruing on a **monthly pay period** basis from the initial date of employment, and shall be credited at a rate of one-twelfth of the annual leave allowance on or before the first day of the calendar month following the completion of each calendar month of employment. No vacation/annual leave may be taken prior to successful completion of the initial probationary period.
- F 3.3 Annual vacation/annual leave allowances are as follows:
- A. For Administrative positions, as defined in B 3, the annual allowance is ~~20~~ **25** days.
 - B. For exempt Professional and Managerial classified positions, as defined in B 3, the annual allowance for each of the first nine years is ~~15~~ **20** days.

After completing nine years of service, the annual allowance is ~~20~~**25** days.
 - C. For non-exempt Office, Clerical, Technical, & Scientific and Service & Maintenance, as define in B 3, the annual allowance for the first four years of services is ~~12~~ **17** days.

After completing four years of service, the annual allowance for each of the next five years of services is ~~15~~ **22** days.

After completing nine years of service, the annual allowance is ~~20~~ **25** days.
- F 3.4 If a staff member transfers from one department to another, the amount of vacation/annual leave accumulated as of the date of the transfer will remain with the employee and will be carried over into the new department.

VACATION/ANNUAL LEAVE

- F 3.5 If a staff member is promoted, demoted, reclassified, or otherwise moved from a position in one employment category, to a position in a different employment category for purposes of calculating years of service the initial date of employment with the University will be used. The staff member's accrued unused vacation/annual leave will be transferred and will not be recalculated on the new vacation/annual leave allowance. From the date of transfer forward that rate will be on the new vacation/annual leave allowance schedule.
- F 3.6 Except as provided at C 7, if a staff member is voluntarily or involuntarily terminated and later re-employed, the last date of re-employment will be used for purposes of calculating years of service.
- F 3.7 Vacation/Annual leave will continue to accrue each **month pay period** until the maximum number of vacation days has been reached...
- ~~20~~ **25** days annual accrual - ~~20~~ **25** days maximum
22 days annual accrual - **22** days maximum
~~15~~ **20** days annual accrual - ~~15~~ **20** days maximum
~~12~~ **17** days annual accrual - ~~12~~ **17** days maximum
Part-time annual accrual - ~~40 hours maximum~~ **based on FTE of full-time equivalent**
- No further accrual will be made until the staff member takes vacation/annual leave and his number of days of vacation/annual leave is less than the maximum allowance.
- F 3.8 If a staff member employed on a full-time temporary status basis is changed to regular status, the period of temporary employment may be considered for purposes of calculating months or years of service. For this consideration to be granted the temporary employment must have substantially involved work related to that which is performed in the permanent position. Requests for approval of temporary employment meeting these requirements must be submitted by the appropriate department head with approval of the Major Department Head to the Director of Personnel Services who shall review the request. The decision reached by Personnel Services is final.
- F 3.9 Payment in lieu of unused vacation/annual leave is not authorized, except as provided at F 4.
- F 3.10 Should a recognized University holiday occur during an authorized vacation/annual leave period, the holiday will not be charged as a day of vacation/annual leave time, except that no holiday will be recognized during terminal vacation/annual leave.

VACATION/ANNUAL LEAVE

- F 3.11 All authorized leaves of absence will be considered as time worked for purposes of computing years of service. Vacation/Annual leave will continue to accrue during leaves with pay, but will not accrue during leaves without pay.
- F 3.12 Regular status full-time and part-time employees who are scheduled to work less than twelve (12) months or 37.5 hours per week, but at least 1040 hours a year; (i.e. summers scheduled off or part-time) accrue vacation/annual leave ~~on the part-time accrual basis of 3 hours and 20 minutes for each calendar month worked.~~ **based on the FTE of the position.**
- F 3.13 Vacation/Annual leaves are to be scheduled at time that are most convenient to the staff member's department, although the staff member's preferences will also be given due consideration. Vacation/Annual leave schedules in each department will be arranged to provide adequate staffing to meet the work loads of the department. A department head may, in the best interest of the University, specify periods during which staff members may not take Vacation/Annual leaves. All vacation/annual leave requests must be approved in advance by the staff member's department head who is responsible for insuring that the employee is eligible for the amount of vacation/annual leave requested. The staff member will not be paid for vacation/annual leaves that have not been approved by the department head, or which exceed the amount of vacation/annual leave accrued according to the official records maintained by Personnel Services, or which are in violation of any University policies or procedures including those provided in this section.
- F 3.14 The Director of Personnel Services is responsible for any interpretations of these vacation policies and will maintain the official records necessary to provide an accurate and equitable vacation/annual leave system.

Subject: SACS Self-Study**Date:** Tue, 18 Nov 1997 15:36:53 -0800**From:** Martha Malloy <malloy@NKU.EDU>**Organization:** Northern Kentucky University

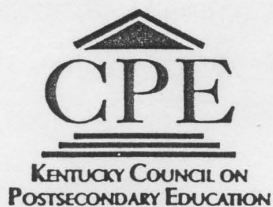
To: walshc@NKU.EDU, schweitzerc@NKU.EDU, weberc@NKU.EDU, torline@NKU.EDU, harmon@NKU.EDU, pettitc@NKU.EDU, newmanc@NKU.EDU, kylec@NKU.EDU, snowd@NKU.EDU, billiterd@NKU.EDU, schneiderdi@NKU.EDU, brayg@NKU.EDU, loseyj@NKU.EDU, krebs@NKU.EDU, hanklaj@NKU.EDU, rachford@NKU.EDU, chesnut@NKU.EDU, ruh@NKU.EDU, 105162.1050@compuserve.com, birkenhauer@NKU.EDU, jbrueggen@NKU.EDU, harper@NKU.EDU, parks@NKU.EDU, johnsonmd@NKU.EDU, crothers@NKU.EDU, sirym@NKU.EDU, chesnut@NKU.EDU, trimbur@NKU.EDU, lindsayp@NKU.EDU, adamp@NKU.EDU, vaterr@NKU.EDU, rrawe@NKU.EDU, enzweilerr@NKU.EDU, chen@NKU.EDU, welitzkins@NKU.EDU, jenningsb@NKU.EDU, thomasal@NKU.EDU, thomasal@NKU.EDU, riffe@NKU.EDU, walshc@NKU.EDU, schweitzerc@NKU.EDU, weberc@NKU.EDU, torline@NKU.EDU, harmon@NKU.EDU, pettitc@NKU.EDU, newmanc@NKU.EDU, kylec@NKU.EDU, snowd@NKU.EDU, billiterd@NKU.EDU, schneiderdi@NKU.EDU, brayg@NKU.EDU, loseyj@NKU.EDU, krebs@NKU.EDU, hanklaj@NKU.EDU, rachford@NKU.EDU, ruh@NKU.EDU, birkenhauer@NKU.EDU, jbrueggen@NKU.EDU, parks@NKU.EDU, johnsonmd@NKU.EDU, sirym@NKU.EDU, chesnut@NKU.EDU, trimbur@NKU.EDU, lindsayp@NKU.EDU, adamp@NKU.EDU, vaterr@NKU.EDU, rrawe@NKU.EDU, enzweilerr@NKU.EDU, chen@NKU.EDU, welitzkins@NKU.EDU, thomasal@NKU.EDU

To all Staff Congress members:

Jim McKenney, Director of the SACS Self-Study, asked me to let you know that a copy of the committee reports are available for your review in the Staff Congress office, AC 105. The committees are seeking feedback on the four focal issues that are addressed in the reports.

Thanks!

Martha



*Copy to
Administrators
for St. Mary*

RECEIVED
NOV 14 1997
PRESIDENT

*Copies
Collected*

MEMORANDUM

TO: University Presidents
Jim Ramsey
Jack Moreland
Ben Carr
Delmus Murrell

FROM: Ken Walker *Ken Walker*
Acting Chief Operating Officer

DATE: November 12, 1997

RE: Faculty and Staff Tuition Waiver Policy

Don
PAVE
LISA
Chris
Diana

Attached please find a copy of the Faculty and Staff Tuition Waiver Policy adopted by the Council on November 3. It is a cleaned-up version (no strikethroughs or underlining) of what was contained in the November 3 Agenda Book. I trust that you will make this information available to your faculty and staff. We have also placed this new, final version on our website. <http://www.cpe.state.ky.us>.

Thank you for your assistance in identifying changes that needed to be made. CPE staff will continue to explore the viability of a common form for all institutions to use.

RECEIVED

2.51: FACULTY AND STAFF TUITION WAIVER PROGRAM POLICY

I. Statement of Purpose

The 1997 First Extraordinary Session of the General Assembly resulted in the creation of a faculty and staff tuition waiver program [KRS 164.020(32)] with the express purpose of promoting employee and faculty development. Specific responsibility was granted to the Council on Postsecondary Education to develop and implement this program. Consistent with stated legislative purpose, this policy sets out the parameters of this program, which is intended to enhance the professional development opportunities of the faculty and staff of the public postsecondary institutions.

II. Statutory Authority

Authority is expressly granted in KRS 164.020(32) which provides the Council on Postsecondary Education shall:

(32) Develop a statewide policy to promote employee and faculty development in all postsecondary institutions through the waiver of tuition for college credit coursework in the public postsecondary education system. Any regular full-time employee of a postsecondary public institution may, with prior administrative approval of the course offering institution, take a maximum of six (6) credit hours per term at any public postsecondary institution. The institution shall waive the tuition up to a maximum of six (6) credit hours per term; . . .

Additional requirements for employees of the Kentucky Community and Technical System are stated in KRS 164.5807:

(6) A regular full-time employee may, with prior administrative approval, take one (1) course per semester or combination of summer sessions on the University of Kentucky's campus or at a community college during the employee's normal working hours. The University of Kentucky shall defray the registration fee up to a maximum of six (6) credit hours per semester or combination of summer sessions.

III. Policy

Section A. Definitions

1. "Course-offering institution" means the institution where an employee has enrolled to take a college credit course under the provisions of this policy.
2. "Employing institution" means the institution where an employee seeking a benefit under this policy works on a full-time basis.
3. "Institution" means a state-supported postsecondary institution as described in KRS 164.001(10).
4. "Regular full-time employee" or "employee" means an employee so classified by an employing institution within the human resources system of that institution. NOTE: *Until July 1, 1998, participation by the technical branch of the Kentucky Community and Technical College System (KCTCS) is limited to employees of the postsecondary technical institutions and the postsecondary faculty of the area centers. On July 1, 1998, all KCTCS employees will become eligible.*
5. "Summer term" or "summer session" means the period in the academic calendar between the spring and the fall semester.

Section B: General Requirements

1. The program is to be titled the Faculty and Staff Tuition Waiver Program.
2. The Faculty and Staff Tuition Waiver Program applies to the waiver of tuition and does not include mandatory student fees; course and other fees, textbooks or other charges assessed by a course-offering institution.
3. The Council on Postsecondary Education requires that all tuition waived under this program:
 - a. be recorded consistent with residency requirements;
 - b. be recorded in the financial accounting system of the course-offering institution consistent with financial reporting guidelines of the Council; and
 - c. be separately identified in the course-offering institution's student database consistent with Council guidelines.
4. The Faculty and Staff Tuition Waiver Program applies to all courses offered for college credit not specifically excluded by this policy.

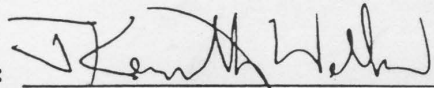
5. A course-offering institution may, through a written policy, exclude non-credit continuing or community education courses, courses offered through overseas programs, correspondence courses, and audited courses.
6. Participation in the Faculty and Staff Tuition Waiver Program may generate additional taxable income under the provisions of the federal tax code for graduate, professional and doctoral level programs.
 - a. The course-offering institution shall provide a report to the chief personnel officer of each employing institution on all employees participating in the Faculty and Staff Tuition Waiver Program. The report shall designate the course number and whether the course is undergraduate, graduate, doctoral or professional.
 - b. The employing institution is responsible for withholding proper taxes and for reporting taxable income regardless of where the course is taken.
 - c. Any tax liability incurred through participation in this program is the responsibility of the employee.
7. This policy confers a financial benefit to regular, full-time employees and is not intended to guarantee access or preferential treatment to any academic course or program.
8. An employee eligible to participate in this program may take courses during normal working hours with written permission of the employing institution.
9. An institution is not required to offer a course during an academic term unless there are a sufficient number of tuition-paying students taking the course. An institution may restrict enrollment in a course if space is not available.
10. An institution may offer additional benefits to its own employees or to employees of other postsecondary institutions that exceed the benefits of this policy.
11. Credit hours earned under the state policy are not assignable; however, an employing institution that wishes to allow its employees to assign credit hours to third parties may do so, either by having the employee sign a waiver of the state policy in favor of the institutional policy or by the institution granting credit hours in excess of those provided by the state.

Section C: Eligibility Criteria

1. An employee, to be eligible for participation in the Faculty and Staff Tuition Waiver Program, must be classified by the employing institution as a regular full-time employee. Certification of employment shall be provided by the employing institution for each academic term in which the employee seeks to participate in the program.

2. If employment is terminated prior to the first day of classes, an approved tuition waiver will be cancelled.
3. An employee is not eligible to receive a tuition waiver under this program in excess of six credit hours per academic term from an institution or combination of institutions.
4. Employees must meet the course-offering institution's:
 - a. general admission requirements; and
 - b. any specific program requirements.
 - c. A course-offering institution may require that a student achieve a minimum grade level, not to exceed a 2.0 on a 4.0 grade scale, in order to continue to be eligible to participate in the Faculty and Staff Tuition Waiver Program in subsequent academic terms.

Certification:



J. Kenneth Walker, Acting Chief
Operating Officer

Previous Actions:

Original Approval: August 8, 1997

Amended: 11/3/97