

# STAFF CONGRESS MEETING AGENDA

Thursday, July 11, 1996

University Center #108

1 PM

- I. Call to Order
- II. Approval of June 6, 1996 minutes (enclosed)
- III. President's report - Chuck Pettit  
Introduction of Guest: Jack Moreland, Interim President
- IV. Election of Officers - Cheryl Torline, Chair of Nominating Committee
  - A. Presentation of slate of officers (Ballots will be distributed)
  - B. Nominations requested from the floor (write-ins)
  - C. Voting and results
- V. Standing Committee Assignments (See assignment list enclosed)  
Committees meet briefly to select chairs and co-chairs (Look for your committee name plate and gather there)
  - A. Benefits
  - B. Constitution & Bylaws
  - C. Credentials & Election
  - D. Liaison
  - E. Policies
  - F. Salary & Budget
- VI. AdHoc Committee Assignments
  - A. Food Service Advisory - *Chuck Harmon*
  - B. Health Utilization - *Peg Adams + Chuck Pettit*
  - C. Naming Committee - *Shirley W.*
  - D. Transportation - *Wilma*
  - E. Supervisory Training - *Jim*
  - F. Employee Assistance - *Diana*
  - G. Technology Committee - *Janet*
  - H. Transition Team - *Chuck*
- VII. Old Business
- VIII. New Business
- IX. Announcements
- X. Closed Session
- XI. Adjournment

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# STAFF CONGRESS

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Northern Kentucky University ■ Highland Heights, Kentucky 41099

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## STAFF CONGRESS MINUTES

Thursday, July 12, 1996

University Center 108

**Members Present:** Peg Adams, Cheryl Bloomer, Mike Bresser, Lisa Brewer, Shew-Mei Chen, Wilma Daugherty, Chuck Harmon, Gail Jewell, Leva Kidd, Janet Krebs, Pat Lindsay, Rose Morgan, Claire Newman, Debra Orth, Jim Parker, Linda K. Parks, Chuck Pettit, Linda Pettyjohn, Janice Rachford, Diana Schneider, Charlene Schweitzer, Annette Simpson, Dan Snow, Glenn Strausbaugh, Allen Thomas, Jr., Denise Thomas, Cheryl Torline, Nancy Trimbур, Peggy Vater, Carolyn Walsh, Shirley Welitzkin

**Members Absent:** Marilyn Henderson, Audrey Riffe, Joe Ruh, Barb Scheben, Jay Stevens

**V.P. Adm:** Carla Chance **Liaison:** Margo Ferrante **Staff Regent:** Barb Herald **Office Secretary:** Peg Goodrich

**Guests:** Jack Moreland, Gayle Vaughn, Irene Boling, Edith Hill, Leo Calderon

I. **Call to Order** - The meeting was called to order by Chuck Pettit at 1:05pm.

II. **Minutes** - Minutes of the June 6 meeting were approved.

III. **Introduction of President Moreland:**

Jack Moreland spoke to Staff Congress members of his agenda for the upcoming year. Some of the topics were: To provide better service to NKU students; Participate in Partnership with the Community; Profile the good things about NKU; Focus on getting an honest look at what each department does on campus to provide service to students; Work on retention of students; Make NKU user friendly; and Seek salary increases for staff. He has already instituted a one-day floating holiday for staff. A "Running Start Program" held during the summer before high school students enter college, will help prepare the students with low ACT scores. The Governor is committed to higher Education and money should be available in Spring 1997 if the university makes some changes in administration, academics, technology and performance. President Moreland answered questions and Chuck thanked him for coming to speak with us.

IV. **President's Report**

Dr. Boothe sent a letter thanking Staff Congress for the engraved clock and university service. Carla Chance spoke about the 300 parking spaces garage with May 1997 as the projected starting date. A Site Decision Team will make suggestions for the building site. The garage will probably be opened to everyone on a 1st come, 1st served basis.

Chuck asked for any comments on President Moreland's speech. How do we get students more involved while here on campus? Chuck will be a member on the Transition Team.

Governor Patton will be on campus for the Partnership Activity Kick-Off on August 14th at 11am. Everyone is encouraged to come. We need a good representation of NKU.

The Governor will be invited back for the Ceramic Building start in the fall.

V. **Elections:**

Elections of officers were held with the following results:

President Elect: Claire Newman, and Secretary: Diana Schneider

The change over of the meeting took place from the past president Chuck Pettit to the new president, Cheryl Torline.

VI. **Standing Committee Reports:**

Cheryl assigned the chair and co-chairs of the following committees:

- A. Benefits - Chuck Pettit, Chair; Peg Adams, Co-Chair
- B. Constitution and By-laws - Janet Krebs, Chair; Nancy Trimbur, Co-Chair
- C. Credentials & Elections - Diana Schneider, Chair; Pat Lindsay, Co-Chair
- D. Liaison - Jim Parker, Chair; Linda Pettyjohn, Co-Chair
- E. Policies - Mike Bresser, Chair; Carolyn Walsh, Co-Chair
- F. Salary & Policies - Audrey Riffe, Chair; Dan Snow Co-Chair

All committee chairs are asked to submit a list of meeting dates & places to Cheryl within 2 wks.

VII. **Adhoc Committee Assignments:**

Chairpersons were assigned for the following committees:

- A. Food Service Advisory - Chuck Harmon
- B. Health Utilization - Peg Adams & Chuck Pettit
- C. Naming Committee - Shirley Weilitzin
- D. Transportation - Wilma Daugherty
- E. Supervisory Training - Jim Parker
- F. Employee Assistance Program - Diana Schneider
- G. Technology Committee - Janet Krebs
- H. Transition Team - Chuck Pettit

VIII. **Old Business:**

Addressed to the Benefits Committee: What is the status on Tuition Waiver for family members?  
Will be addressed at next meeting.

IX. **New Business:**

Orientation is being setup, any suggestions will be welcomed.

October 4th will be Staff Awards Day.

A list of meeting dates has been handed out. Please mark your calendars. A mistake has been found and an update will be sent out later.

The question was brought up about why there is no representation of hourly staff on Presidential Search Team. Carla Chance stated that committee members were not representing any one category or the other and no votes will be taken from the group but will have feedback.

Transition Team does have individual constituent but hourly and salaried are not separated.

Weapons Policy will go into effect October 1, 1996.

Liaison Committee would like to know of any meetings that they should be aware of and attend.

Please notify Jim Parker with information.

X. **Announcements:**

Staff Congress received thank you cards from Megan Derrick and Keith Lindsay for awards.

XI. **Closed Session:** Staff congress went into closed session.

XII. **Adjournment:** The meeting was adjourned at 2:50 pm.

Respectively submitted,



Diana Schneider, Secretary



**NORTHERN  
KENTUCKY  
UNIVERSITY**

Board of Regents

**MEMORANDUM**

**TO:** Chair Robert Zapp  
Regent Robin Crigler  
Mr. Tom Donnelly  
Regent Frank Downing  
Ms. Sandra Easton  
Mr. Bill Erpenbeck  
Dr. Tom Isherwood  
Mr. Jamie Ramsey  
Dr. Michael Washington  
Ms. Linda Wright

**DATE:** July 1, 1996

**RE:** Presidential Search Committee

Thank you for agreeing to accept this important role of service to Northern Kentucky University as a member of the Presidential Search Committee. I understand that Committee Chair Robert Zapp is in the process of developing an agenda and scheduling our first meeting. While I will serve as a member of the Committee, I want to take this opportunity to formally charge the Committee with its responsibilities and suggest an appropriate timeline for conduct of the search and screening process.

It is the role of the Presidential Search Committee to assist the Board of Regents in identifying and screening qualified candidates for the position of president and to submit to the Board an unranked list of no more than five and no fewer than three highly qualified and acceptable persons for the position. Members of the Search Committee are to exercise their duties in consideration of the total University-wide community and are not to act as designated constituency representatives.

The following are the responsibilities of the Search Committee:

1. To develop an advertisement for the position of President which is reflective of the duties, responsibilities, and characteristics central to the conduct of the presidency of Northern Kentucky University.
2. To develop a profile of the characteristics and qualifications necessary to achieve the primary mission objectives of Northern Kentucky University over the next three to five years. These objectives will be formulated by the Board of Regents and may be refined as a result of campus-wide information sessions to be conducted in late August and early September.

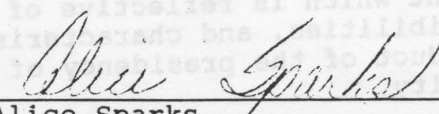


Memorandum to the Presidential Search Committee  
July 1, 1996  
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3. To organize and promote an active search for qualified candidates for the position. This should be a vigorous search process including well placed advertisements, active solicitation of candidates from appropriate sources, and concentrated efforts on attracting a diversified applicant pool.
4. To formulate and publicize a search timeline that contemplates the completion of the search and screen phase by the end of February 1997. It is anticipated that the Board of Regents' selection phase including on-campus interviews will occur during March 1997 with an April 1997 selection announcement and a July 1 appointment date.
5. To review carefully all applicants in accordance with the profile and objectives valued by the University.
6. To provide for a broad and intense campus interview process with the appropriate solicitation of evaluative feedback. However, it is imperative that no campus, constituency, or committee "vote" be taken.

In closing, I want to share with you the most important aspect of the role of the Search Committee. Above all else, we must insure confidentiality of the search process. Only the Chair of the Committee may speak publicly regarding the search. Our confidentiality is essential to assure that the most competent candidates are comfortable participating in our process.

Again, thank you for your willingness to serve and know that I anticipate our first meeting.

  
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Alice Sparks

cc: Members, Board of Regents

JUL 3 1 1996

Comments by Virginia Lester  
Monday, June 10, 10:30-11:30 a.m.

Following introductory comments by Chair Sparks, Dr. Lester introduced herself further and described her experience first as an elementary school teacher followed by her experience in the College of Education leading to a deanship at Empire State College in New York in the area of non-traditional Education.

Dr. Lester then became President of Mary Baldwin College in Virginia which was designated as one of the "turn-around campuses" when traditional women's campuses were facing the crisis of the 1970's and 80's. Dr. Lester graduated from Stanford Law School and joined a prestigious law firm in Richmond, Virginia after her retirement from Mary Baldwin.

Dr. Lester's comments follow:

The major role and responsibility of the Board of Regents is the selection of the President. There are alternate strategies on how to conduct a presidential search and while there is room for variation, it is clear what works and what does not.

The position of the college presidency is growing increasingly less attractive. Higher education faces a number of challenges and there are no easy fixes. Having reviewed President Boothe's address to the University in August 1995, it is apparent he is fully aware of the challenges that face NKU and higher education. Higher education exists in a world of change: diversity of constituency, competition for funds, demand for skills needed for tomorrow.

The process consists of the three S's:

Search, Screen, Select

Search: everyone helps--not the responsibility of the Board, the faculty, or the Committee. Everybody should search. Use all sources, networks, nominate and engage people. Active recruiting as the guide.

Screen: Board delegates to Search Committee. The Search Committee may be comprised of only Board members. It is customary to have representatives of the campus on the Search Committee. It is important that the Committee be large enough to do the work, and small enough to meet effectively. If a member cannot be in attendance at all planned meetings and interviews, it is best that person resign. Members must attend all meetings.

Selection: This is the Board's responsibility alone. May not be delegated. The board must take a campus-wide view and support the entire campus. This is not a time for constituent votes and the establishment of camps.

The President needs to share that broad view and be prepared to move the campus forward.

The Board Chair appoints and charges carefully the selected Committee.

The Committee members must exercise statesmanship, display knowledge and commitment to the total University, see the big picture, and be devoted to confidentiality. A good candidate won't risk a career with a bad search process.

It is our job to find good people!

President serves at the pleasure of the Board. He/she is responsible for the good and the bad.

Search Committee members must have knowledge of needs and concerns of the campus. Should be experienced enough to know what is good. Must be willing and able to meet concerns. Must develop skills to read resume's and interview. Search Committee members cannot include anyone who aspires to the job.

The charge given by the Board Chair: should be written and define the tasks that the Committee is asked to do.

The Committee should not exceed its charge.

The charge should contain the timetable and the methods of conducting the search/screen process.

The Board receives the recommended candidates from the Committee in a non-prioritized fashion. All candidates should be qualified to do the job which the Board has defined.

The candidates must be unranked.

The Committee will have the only knowledge of the applicant lists.

A Board member should act as Chair of the Search Committee.

The Charge should contain timetables and target dates and calendars that focus the dedication to the search process.

A good staff person is essential to the search.

Leadership qualities must be determined. This is not a generic job description, the campus needs to identify three to five the most important things to accomplish in the next three to five years.



*McCoy*

REPLACEMENT PAGE  
July 31, 1996 Board Agenda

The Search Committee must look at the applicant track record to know if they can do these three to five things.

What are the concerns: Money, then find someone who can get money.

Retention: then find someone who can bring the campus together to recruit and retain students.

This is a time of courtship: the Search Committee must market NKU to the applicant. The candidate will interview NKU. We must look for a fit between the two.

All communication of the Search Committee goes through the Chair of the Search Committee. No interaction with the press or public, there may be timely communiques that focus on process only!!

There is no need to solicit references, make telephone calls and talk and listen!

A search may need to last five months beyond the placing of the ad.

It is important that the Search Committee read all applications at once and talk and screen together.

Typically, the Board invites three to five to campus for interviews, but be sure to hold alternates for second round of interviews.

No on-campus votes are taken. Feedback should be solicited, but groups should not vote and rank candidates.

Don't delay and miss a good candidate.

Advantage of Search Consultant: keeps you on the straight and narrow, has a network, is trained to interview.

This page replaces the fourth page of the June 10, 1996 Minutes to change the word ads to applications.



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# STAFF CONGRESS

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Northern Kentucky University ■ Highland Heights, Kentucky 41099

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## MEMORANDUM

TO: 1996-1997 Staff Congress Members  
FR: Chuck Pettit, President *CP*  
DA: July 2, 1996  
RE: Meeting on July 11, 1996

As announced at our June meeting, Interim President Jack Moreland will attend the Staff Congress meeting on Thursday, July 11, 1996 in University Center #108. He will address the members at the beginning of the meeting.

Please plan to attend. The meeting will be called to order promptly at 1 PM. If you will be unable to attend please notify Peg Goodrich, X6400.

cc: Jack Moreland