

STAFF CONGRESS

Regular Meeting - February 5, 1982

AGENDA

- I. Call to Order
- II. Minutes of Previous Meeting
- III. President's Report
- IV. Vice-President's Report
- V. Treasurer's Report
- VI. Special Reports from Ad Hoc Committees
- VII. Unfinished Business
- VIII. New Business
- IX. Adjournment

STAFF CONGRESS MINUTES
February 5, 1982

A regular meeting of the Staff Congress was held on Friday, February 5, 1982. This meeting was called to order at 10:10 a.m. Role was taken and a quorum was present.

MEMBERS PRESENT: Terry Andrews, Mike Baker, Bob Barnes, Dan Bayes, Gail Cato, Pat Coleman, Cindy Dunaway, Gary Eith, Shirley Gallicchio, Don Gammon, Dorinda Giles, Jerry Groeschen, Carol Guthier, Barb Herald, Dan Hoskins, Patti Jeffries, Mary Kelm, Bonnie King, Bill Lamb, Joyce Maegly, Nancy Perry, Steve Priestle, Ken Ramey, Linda Sanders, Pamm Taylor, Dolores Thelen, and Nancy Utz.

MEMBERS ABSENT: Tom Barlow, Greg Muench, and Bob Riffe.

Secretary's Report

Terry Andrews questioned the wording of the first sentence of the Vice-President's Report in the meeting minutes of January 22, 1982. No corrections or amendments were made and the minutes were accepted.

President's Report

Nothing to report at this time.

Vice President's Report

Absent

Treasurer's Report

Carol Guthier reported that the Personnel Requisition for the paid secretarial position has been submitted to the Personnel Services Office. The request has received the approval of Dr. Albright and will be posted.

Special Reports

Ad Hoc Constitution and By-Laws Committee - Bill Lamb reported that the committee met during the week of February 1 and discussed at great length several ideas or proposals for gaining ratification of the Constitution. It was decided to send a cover letter with a copy of the Constitution to each staff employee. To do this, department labels will be requested from Computer Services and will be affixed to the cover letter, which will then be hand carried to the employment areas. As an example, Greg Muench and Carol Guthier will receive copies for all Physical Plant staff employees. It will be their responsibility to see that each employee receives their copy. For areas that are spread out such as Academic Affairs, then the committee will help Mary Kelm and Pat Coleman with the distribution. This will theoretically make sure that all staff are personally contacted. Bill then went over the cover letter, saying that as it is prepared it is very simple. Staff personnel sign their name, which is required for validity, and vote yes or no to indicate their approval or disapproval.

Bob Barnes reported on the cost for copying the Constitution. At \$.02 per copy, six copies per pack, the total for each pack will be \$.12. There will be a total of 500 packs run, so the total printing cost will be \$67.50. This figure includes copying, collating, and stapling. The Constitution and cover letter will be taken to the Copy Center immediately and should be returned by Wednesday, February 10. The committee will then prepare the copies for distribution, which is scheduled for Friday, February 12. The deadline for returning the completed form is Friday, February 19.

Dorinda Giles asked if the committee would do the tabulating of the votes. Bill Lamb said they would.

Dan Bayes asked why February 19 was picked as the deadline. Bill Lamb said that this would give the staff one week for review and for voting after the Constitution had been passed out.

Terry Andrews also said that the committee did not want to give the staff too much time for review as they might forget to return the ballots on time. Also, the committee had been told that Dr. Albright would like to have it by March 1 in order to take it to the Board of Regents meeting in early March.

The Chair entertained a motion to proceed with ratification by distributing copies of the Constitution to each staff member as proposed by Bill Lamb. Bill Lamb so moved, Gail Cato seconded, and the motion was approved.

Staff Evaluation Review Ad Hoc Committee - Ken Ramey reported that he met with Gregg Schulte and Dr. Scholes to see what was involved, and found that there is a strong desire to have this work completed as quickly as possible. Gregg has already done quite a lot of work on this, and Ken said that the committee felt that the draft that Gregg submitted was much better than anything we have ever had. Ken referred to the material he had passed out and said that there are three areas the committee felt should be open to discussion. These are:

1. Reviews or evaluations should be held semi-annually rather than annually, especially when merit increases are involved. This would prevent a person from receiving an undeserved merit increase for making an impressive show at the end of the term.
2. The committee asked Gregg Schulte what the policy is for appealing an evaluation. Gregg said the standing rule now is that if there is a problem, the employee goes to his next highest supervisor.
3. The committee felt that it would be a good idea for employees to be able to evaluate their supervisor at the same time the supervisor evaluates the employee.

Bob Barnes asked when evaluations were to be done. Ken said initially as listed in the proposal, and thereafter on the anniversary date of employment.

Nancy Utz asked if any discussion had been held on how evaluations could be used for merit increases. She said that before the total points received counted toward getting a raise. Ken said that this proposal does not give points.

Gregg Schulte brought up that annual increases are being considered now. He said there are several ways to award discretionary increases, but evaluations are needed whether discretionary increases are available or not. When they are available, they will be based on documented performance.

Dorinda Giles asked when the input from Staff Congress on this issue was required. Gregg said that he had been working on this since July of 1981 and that we needed to move as soon as possible. Dorinda asked if the meeting of March 5 would be soon enough. Bill Lamb said that the Staff Congress has only been asked to review the document and make recommendations. We should not hold up Gregg. Gregg Schulte said if it was felt necessary, maybe someone from the Congress could approach the administration to let them know more time was needed. Dorinda said that we could probably take the committee's word that this is a good draft and go with it for this year, with review to be made during the coming year.

Dan Bayes made a motion to accept the committee's recommendation on this and reserve the right to further discuss and make recommendations at a later date. Terry Andrews seconded the motion.

Jerry Groeschen asked if Gregg Schulte could give a brief breakdown of the document. Gregg said that announcements will be made in the near future concerning the evaluations. Meetings will be scheduled with the supervisors to discuss procedures. The scheduled dates for performing the evaluations will probably be changed from March 26 to March 29 through April 9. Gregg said that the policy allows the University flexibility. Each department will be able to use it for their type of operation. It is a performance measurement that allows for characteristics that are important for that employee's job.

Nancy Utz asked what the distribution of the form will be. Gregg said that the employee, the supervisor, and the Personnel Services Office will all receive a copy.

Mary Kelm asked if the supervisor will fill out the form completely or if the employee will have a chance to go over it first. Gregg said that it is the supervisor's evaluation of the employee, so the supervisor should go over it first and then sit down and discuss it with the employee.

The vote was then taken, and the motion was approved.

Bill Lamb asked what the Executive Council had set as the procedure for motions such as the above. Dorinda Giles said that as President of Staff Congress she will write a memo to Dr. Albright recommending the acceptance of the proposed draft, with the stipulation that Staff Congress will further review and make recommendations during the coming year.

Ken Ramey said that he would still like to discuss at the next meeting the points he and the committee brought up. Dorinda Giles agreed to this and said the committee will stay in existence for the time being.

Benefits Review Ad Hoc Committee - Dolores Thelen said the committee is working on the Administrative Leave Policy they have been asked to review. The committee is not prepared to make a complete report at this meeting, but will bring the Congress up to date on the committee's progress.

Dolores said the leave policy as presented to the committee is limited to administrators only. The committee wonders if it should review a policy that covers so few represented by Congress members; however, the thought was expressed that the policy was given to Staff Congress for its reaction. Dolores also said that the policy as written seems to be quite liberal. The committee feels there should be clearer definitions and specifics written into the policy. Considerable discussion was held about the possibility of recommending the policy be expanded to include more supervisory personnel. The committee is also studying other university staff leave policies and is looking at the faculty sabbatical leave policy to make comparisons. Dolores said their committee hopes to have a final report for the next Staff Congress meeting.

Nancy Utz asked Dolores if we would get a copy of the policy at the next meeting and Dolores said yes.

Don Gammon wanted to know if this committee was working on anything else at this time and Dolores answered that they are not.

Dorinda Giles then asked for unfinished business - none.

New business - Gail Cato said that Affirmative Action has written a new hiring policy and Kim Hennessy would like to address the Staff Congress at their first meeting in March. Dorinda said this would be fine.

Patti Jeffries made a motion to establish a monthly meeting date and suggested the first Friday of each month. Nancy Utz seconded the motion.

Dan Bayes asked if we should wait until the Constitution has been ratified to see if we will need to meet sooner before we vote on this motion. Bill Lamb asked if the Executive Council had not already set dates. Dorinda said they had, but the council had not anticipated that work on the Constitution would move so quickly.

The vote was taken and the motion passed.

The Chair entertained a motion to adjourn. Gail Cato so moved and Mary Kelm seconded. Motion was approved unanimously at 10:50 a.m.

SEE ATTACHED REVISED SCHEDULE FOR MEETING DATES

MEMORANDUM

TO: All Support Staff of Northern Kentucky University

FROM: Dorinda Giles, Staff Congress President *DG*

DATE: February 2, 1982

The first regular meeting of the Staff Congress was held on December 14, 1981, and since then the primary order of business has been one of organization. We are pleased to report the following actions.

1. The following officers were elected for a one year term:

Dorinda Giles, President
Tom Barlow, Vice-President
Carol Guthier, Secretary/Treasurer

The following position was appointed for a one year term:

Gary Eith, Parliamentarian

2. Three ad hoc committees were formed:

Bill Lamb was appointed Chairperson of the Ad Hoc Constitution and By-laws Committee, which was charged with the formulation of the Staff Congress Constitution and By-laws.

The Benefits Review Ad Hoc Committee, chaired by Dolores Thelen, is reviewing all matters concerning support staff benefits. The item currently being reviewed is a proposed administrative leave policy.

The Staff Evaluation Review Ad Hoc Committee, chaired by Ken Ramey, is studying methods for evaluation of the support staff.

3. The Staff Congress Constitution was approved by the representatives at the January 29, 1982 meeting. Since the Constitution must be ratified by a majority vote of the support staff, you will shortly be receiving ballots and instructions on the voting procedure.
4. Communication of the activities of Staff Congress is of prime importance. The minutes of each meeting are available by contacting your representative. Attached is a list of the elected representatives for your convenience.

On behalf of the entire Staff Congress, we look forward to representing you, the support staff, in all University matters.

clg

Attachment