

STAFF CONGRESS

Regular Meeting - November 5, 1982

AGENDA

- I. Call to Order
- II. Minutes of October 1, 1982, Regular Meeting  
Minutes of October 22, 1982, Special Meeting
- III. President's Report
  - Selection of Staff Representative to Consultation Committee to the Board of Regents in the Search for a President.
  - Board of Regents Meeting of 10/7/82.
  - University Planning Council Meetings.
- IV. Vice-President's Report
- V. Secretary/Treasurer's Report
- VI. Committee Reports
- VII. Old Business
- VIII. New Business
  - Election of New Officers
- IX. Adjournment

STAFF CONGRESS  
November 5, 1982

The regular meeting of Staff Congress was called to order. The role was taken and a quorum was present.

PRESENT: Dan Alford, Terry Andrews, Tom Barlow, Bob Barnes, Dan Bayes, Gail Cato, Pat Coleman, Cindy Dunaway, John Fries, Don Gammon, Dorinda Giles, Jerry Groeschen, Carol Guthier, James Hartig, Dan Hoskins, Diane Hunley, Mary Kelm, Russ Kerdolff, Bill Lamb, Joyce Maegly, Norleen Pomerantz, Steve Priestle, Ken Ramey, Linda Sanders, Pamm Taylor, John Teegarden, Dolores Thelen, Gregg Schulte (ex officio).

ABSENT: Mike Baker, Shirley Gallicchio, Barbara Herald, Patti Jeffries, Bonnie King, Mike Martin, Rebecca Morrison, Nancy Perry, Nancy Utz.

Dorinda Giles welcomed the new members to Staff Congress and congratulated them and those members who were re-elected on winning. Dorinda also said that according to the by-laws, all members in attendance whose term of office had expired November 01, 1982, were not eligible to vote on any issues in this meeting.

The minutes of the October 1, 1982, regular meeting and the October 22, 1982, special meeting were approved.

President's Report

Dorinda Giles said it was unofficially announced at the last meeting that the Executive Committee had selected a representative to serve on the Presidential Selection Committee. There had been some hesitancy in making this announcement since the selection had not been officially accepted. The Executive Committee has since received notification that the nomination was accepted, so it is official that Don Gammon is the staff representative. Dorinda then explained the process by which Don was chosen:

Dr. N. Edd Miller, Secretary of the Selection Committee, sent a letter requesting that the Executive Committee select a staff representative. The Executive Committee had a meeting and asked Don Gammon to attend since he, being the Chair of the Liason Committee, had the list of all eligible staff. This list was reviewed and narrowed down to ten names. Dorinda contacted each of these ten people for two reasons, the first to see if they were interested, and the second to see why they would be interested and how they would represent staff. Dorinda wrote down their responses and brought them back to the next meeting for review. At this point, since both Tom Barlow and Don Gammon had expressed their desire to be considered, they withdrew from the selection process. A list of items was then drawn up for ranking each person individually without comparison to the others on the list, and a numerical value was assigned for each item. This was done as objectively as possible. At the last meeting, the scores were totaled and this resulted in Don's selection.

Dorinda reported on the Board of Regents meeting of October 7, 1982, which was very brief. It was after this meeting that Dr. Albright announced his planned retirement, effective February 28, 1983.

Dorinda also reported that there have been two meetings of the University Planning Council that as the President of Staff Congress she has attended. The role is long-term planning for the University, starting with the actual mission. Others on the Council are Tom Cate, John DeMarcus, Cindy Dickens, Walter Dunlevy, Lyle Gray, Bob Knauf, Edd Miller, Mary Penrod, Ken Ramey, Clarence Tabor, Dennis Taulbee, Ralph Tesseneer, and Gene Scholes. At their last meeting, work started on establishing values that can be incorporated into the mission. Dorinda said that she thinks that it is good that staff will have input into the direction the University will take in the next ten years.

As a result of the special meeting, Dorinda said that a letter has been sent to Gregg Schulte concerning the recommendations of the Personnel Policies and Benefits Committee that were approved by Staff Congress.

#### Vice-President's Report

Nothing to report.

#### Secretary/Treasurer's Report

Russ Kerdolff's name was misspelled in the new listing of Staff Congress members. His first name is correctly spelled Russ.

The balance reported at the October 1, 1982, meeting was \$423.75. Expenditures since then totaled \$97.10, leaving a new balance of \$326.65.

#### Committee Reports

-Personnel Policies and Benefits Committee - Nothing to report.

-Credentials and Elections Committee - Pamm Taylor referred to her report and pointed out that there were only 196 staff members who voted, which is not even near 50%. Pamm said that the budget expenditures of \$73.45 were less than anticipated. \$35.00 was spent for copying and \$38.45 was spent for Ruth Schout to man the polls. Pamm made it clear that while the \$38.45 does not come from the operating budget, it should be considered to get a true picture of the costs involved.

-Grievance Committee - Nothing to report.

-Finance Committee- No report as the chair was absent.

-Liason Committee - Don Gammon said he hoped everyone got the Staff Congress newsletter, which was held to one page. He said he has received a favorable response to the personal news that was included and thanked Personnel Services for supplying the information.

-Constitution and By-Laws Committee - Nothing to report.



-Ad Hoc Committee for Distinguished Service Award - Carol Guthier read the committee's report to Staff Congress, and asked the members to review the list of criteria attached to the report.

Gary Eith asked if Item 3 of the report should be changed to include the entire non-discriminatory statement of the University, instead of excluding just gender and employment categories.

Diane Hunley asked who determines Item 14 of the criteria, since personnel folders cannot be accessed. Gregg Schulte said that a lot of these won't be known for sure, but given what is known, they should be considered. Bill Lamb said that these criteria are also used by those making the nominations, so the supervisor and the person's peers will know and consider these things prior to making a nomination.

Terry Andrews said that these are not so much rules and regulations as guidelines. Dan Alford suggested changing the word criteria to guidelines.

Don Gammon then moved to adopt the recommendations of the committee. Cindy Dunaway seconded the motion.

Gregg Schulte referred to Item 5 of the report and said that the pen and pencil sets had been selected as something that everyone can use. Plaques may be put away, especially if the person does not have an office to hang it in. Gregg suggested changing the item to say that consideration should be given to some other sort of award. The chair entertained a motion to amend the motion. Ken Ramey so moved to strike Item 5 and Linda Sanders seconded the move. The vote was taken on the motion to amend the motion and it passed unanimously. The vote was then taken on the original motion to accept the recommendations and it also passed unanimously. Dorinda Giles then officially disbanded the Ad-Hoc Committee for Distinguished Service Awards.

#### Old Business

Don Gammon said he would like to make it known that he would personally like to thank the present officers for the splendid job they did during this initial year.

#### New Business

Kim Hennessy and Gregg Schulte passed out copies of a new policy that is being developed by central staff that encourages employees to participate in governance groups, professional groups, and things of this nature. Kim said the policy will be sent to supervisors to let them know that employees are allowed and encouraged to attend meetings of this type. Kim also said the policy will be put in the policy manual.

Dorinda Giles asked if meetings were to be held outside normal working hours. Kim said no, this meant that preparation work should be done outside, and said the policy reads that reasonable time should be granted for attendance of such meetings.

Dorinda then asked if this applies to all employees or just staff. Kim said that faculty have their own policy that governs them.

Dan Alford asked if the preparation work for University committees also has to be done outside normal working hours. Kim answered that it does.

Gregg Schulte said the policy's emphasis is that it is great to be involved, but not at the expense of the person's work.

Dan Alford asked if this would be left up to the supervisor. Kim Hennessy said the last sentence does urge the employee to discuss his/her activities with the supervisor.

Dorinda Giles asked if this policy was a response to a perceived problem. Kim said that it is a response to a couple of things.\* It was developed as a protection since complaints had been made about employees spending too much time on this type of work. The policy is meant to achieve a balance of committee work and University work.

Dan Alford said that this is not clear in the policy since it states that preparation work is to be accomplished outside the employees normal working hours. It does not say that an arrangement with the supervisor could be worked out. Mary Kelm asked if this could be reworded. Bill Lamb suggested changing the sentence to read, "Preparation for such meetings or completion of tasks associated with these University of professional groups/committees is to be accomplished in concert with the employees normal working hours and responsibilities and must not delay or otherwise interfere with the performance of regular work assignments." Kim answered that this was the final draft, but she would take the suggestions back to central staff.

Gary Eith asked if Staff Congress was to take any action on the policy. Kim said no, that central staff had just wanted to share the policy with us and let us know what was behind it.

Mary Kelm asked why Staff Congress is not being asked to approve a policy that directly affects us as staff. Kim said the central administration said there is a need for this policy and asked that one be developed and shared. Since it deals with the management of the institution it was done in this manner.

Dorinda Giles asked if it will go in the Redbook. Gregg Schulte said he feels that is the intent.

Don Gammon asked if other Universities have such policies. Kim answered that there are a number that do.

Pammy Taylor said that there are some resources that are only available during working hours, such as other people who have the same hours. Kim again said that employees and supervisors should discuss these things.

### Elections

Dorinda Giles thanked all members of Staff Congress for the work they've done, and said she feels the major accomplishment this year has been getting things organized and getting people accustomed to committee work. She said she feels it has been a real learning experience and hopes it continues. The meeting was then turned over to Gary Eith to conduct the elections.

Gary Eith referred to the section of the By-Laws dealing with elections and read the pertinent points. He then appointed Ken Ramey and Bill Lamb to act as tellers. Seconds for nominations are not needed, provided the nominee accepts. Gary originally said that there would be one vote for all three offices after the close of nominations. Nominations from the floor for the position of President were then accepted:

Barbara Herald nominated Linda Sanders - nomination accepted.  
Norleen Pomerantz nominated Dan Alford - nomination accepted.  
Ken Ramey nominated Bob Barnes - nomination declined.  
No further nominations so the chair entertained a motion to close nominations.  
Dolores Thelen moved to close nominations and Mary Kelm seconded the motion. A vote was taken and the motion passed unanimously.

Gary Eith then accepted nominations from the floor for the position of Vice-President:

Don Gammon nominated Terry Andrews - nomination accepted.

At this point the question was raised that if someone was nominated for President and did not get elected, how could they be nominated for Vice-President under the one vote system. Gary agreed that there should be a vote for each position and froze the nominations for Vice-President until after the vote for President was taken.

The tellers counted the votes and returned the results to Gary, who announced that Linda Sanders is the new President of Staff Congress.

Nominations for Vice-President were then unfrozen.

Joyce Maegly nominated Dan Alford - nomination accepted.

No further nominations so Mary Kelm moved to close nominations and Dorinda Giles seconded. The vote was taken and the motion passed unanimously. The tellers counted the votes and returned the results to Gary, who announced that Terry Andrews is the new Vice-President of Staff Congress.

Nominations from the floor for the position of Secretary/Treasures were accepted:

Dan Alford nominated Joyce Maegly - nomination declined.  
Bob Barnes nominated Pat Coleman - nomination declined.  
Cindy Dunaway nominated Pamm Taylor - nomination declined.



Terry Andrews nominated Cindy Dunaway - nomination declined.  
Bill Lamb nominated John Fries - nomination declined.  
Don Gammon nominated Steve Priestle - nomination accepted.  
Barbara Herald nominated Mary Kelm - nomination declined.  
Joyce Maegly nominated Russ Kerdolff - nomination declined.  
John Fries nominated Barbara Herald - nomination declined.

Ken Ramey moved to close nominations and Bill Lamb seconded. The vote was taken and the motion passed unanimously.

The chair entertained a motion to accept the nomination of Steve Priestle to the position of Secretary/Treasurer by acclamation. Ken Ramey so moved and Dorinda Giles seconded. The vote was taken and the motion passed unanimously.

Gary Eith then turned the meeting over to Linda Sanders.

Linda Sanders thanked everyone and said she feels everyone this year made a serious contribution to Staff Congress and the University. She hopes the new members will be as serious and any actions that may be taken or any recommendations that may be made that will gain more consideration for staff should be our major goals.

Bill Lamb moved to adjourn and Don Gammon seconded. The motion passed unanimously.

NEXT MEETING WILL BE HELD ON DECEMBER 3, 1982 AT 10:00 A.M. IN ROOM 108 OF THE UNIVERSITY CENTER.

CREDENTIALS AND ELECTIONS COMMITTEE  
REPORT TO STAFF CONGRESS  
November 5, 1982

STAFF CONGRESS ELECTIONS

September 22, Wednesday

Staff Congress election information, nomination form, and sample ballot was mailed to all staff personnel.

September 27, - October 8

All nominations were received by the Chairman of the Credentials and Elections Committee by 4:30 p.m. on October 8, 1982.

Since nominations were received slowly, the list of nominees was posted on the main floor Bulletin of the University Center as new nominations were received.

Completed absentee ballots were received in sealed envelopes in the office of the Credentials and Elections Committee Chairman. There was a total of 5 absentee ballots submitted.

October 22, Friday

The Staff Congress elections were held in the University Center lobby booth starting at 8:30 a.m. The elections were extended to 5:30 p.m. due to a last minute schedule change in the Physical Plant Department.

There were a total of 907 votes cast representing 196 staff members.

October 25, Monday

The tabulation process was conducted at 9:30 a.m. in Room 201, University Center by Gary Eith, Carol Guthier, and Pamm Taylor, Chairman of the Credentials and Elections Committee.

The election results were posted on the main floor Bulletin of the University Center as well as the cafeteria, the grille, and next to the elevators in the University Center.

BUDGET EXPENDITURES

Printing

(memo to staff personnel, sample ballot and nomination form)	\$25.00
(election ballots)	<u>10.00</u>
	\$35.00

\*Staff Congress Secretary to man polls  
(8 3/4 hours at \$4.55 per hour)

38.45
<u>\$73.45</u>

\*These hours were part of the normal 10 hour workweek for the Staff Congress Secretary.



## REPORT TO STAFF CONGRESS

11/5/82

### Ad Hoc Committee for Distinguished Service Awards

The Ad Hoc Committee for Distinguished Service Awards would like to make the following recommendations to the Staff Congress concerning the procedures for next year's Distinguished Service Awards:

1. A total of five Staff Congress members be appointed to serve on the ad hoc committee; one of these to serve as the chairperson.
2. This committee should be appointed at least by the July regular meeting of Staff Congress and should begin their work immediately. The committee should have their final decisions made at least one month before the actual awards day to allow time for the awards and the brochures to be made up.
3. The criteria listed on the attached should be used for reviewing the nominations; gender and the employment categories should not be considered.
4. There should be no minimum number of staff employees to receive a Distinguished Service Award, but there should be a maximum of six.
5. The actual awards should be changed to special plaques instead of the pen and pencil sets to avoid duplications when employees reach their 10 year goal. It is suggested that the committee meet with someone from University Relations to develop this plaque.
6. It is recommended that the appropriate standing committee of Staff Congress, or a specially appointed ad hoc committee, investigate the possibility of developing a program to honor a special employee(s) of the month. Criteria would have to be discussed, as well as the type of award to be presented, the funds available for awards, the means of publicizing the event, etc.
7. The committee members this year felt strongly that Dr. A. D. Albright was deserving of a special award for his distinguished service to the University community. We are therefore pleased to recommend that the 1982/83 Staff Congress present Dr. Albright with such an award at the time of his retirement.

DISTINGUISHED SERVICE ~~CRITERIA~~ *Guidelines*

Developed by SC's Ad Hoc Committee of 1982

1. Length of service at the University; should have at least two years service.
2. Beneficial contribution to the growth, image, or efficient operation of the University.
3. Community service.
4. Recognition for service to professional organizations.
5. Contributed time and effort to act as a good PR person for the University community.
6. Dedication to job (see #2).
7. Ability to get along with people from all areas of the University.
8. High quality workmanship.
9. Publication of articles pertaining to job.
10. Recognition from co-workers.
11. Takes things in stride and does not complain.
12. Cooperative, courteous, friendly; demonstrates concern and helpfulness to other employees.
13. Good attendance.
14. No disciplinary actions.
15. Reports observations of items that need attention, such as a community problem.
16. Makes suggestions for improving work procedures and methods.
17. Makes campus life easier and nicer for students and guests.
18. Shows a continued willingness to go beyond "the call of duty" in the execution of his/her position. (This person will have exhibited an enthusiasm in his/her work with University personnel and the general public.)
19. Enables the University to benefit from some groups outside the University because of the contact made by that individual. (Special funding from a corporation, foundation, civic group, etc.)
20. A particular incident of bravery, where either a life or property was saved.

## POLICY STATEMENT

Northern Kentucky University encourages its employees to participate in employee governance groups, professional associations corresponding with one's University responsibilities and to serve on University committees. Employees serving in these capacities will be granted reasonable time to attend meetings as long as such attendance does not detrimentally affect the operations of the University. Preparation for such meetings or completion of tasks associated with these University or professional groups/committees is to be accomplished outside the employees normal working hours and must not delay or otherwise interfere with the performance of regular work assignments. Each employee involved in a University or professional group/committee is urged to discuss these activities with his/her supervisor.