

STAFF CONGRESS

Regular Meeting - January 7, 1983

AGENDA

- I. Call to Order
- II. Minutes of the December 3, 1982 Meeting
- III. President's Report
- IV. Vice-President's Report
- V. Secretary/Treasurer's Report
- VI. Committee Reports
- VII. Old Business
- VIII. New Business
- IX. Adjournment

STAFF CONGRESS  
January 7, 1983

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

MEMBERS PRESENT: Terry Andrews, Tom Barlow, Bob Barnes, Dan Bayes, Pat Coleman, Cindy Dunaway, John Fries, Don Gammon, Jim Hartig, Barb Herald, Diane Hunley, Russ Kerdolff, Bill Lamb, Joyce Maegly, Mike Martin, Norleen Pomerantz, Steve Priestle, Ken Ramey, Linda Sanders, Pamm Taylor, Nancy Utz. Gregg Schulte (ex officio).

MEMBERS ABSENT: Dan Alford, Dorinda Giles, Jerry Groeschen, Patti Jeffries, Mary Kelm, Nancy Perry, John Teegarden, Dolores Thelen, Becky Yenser.

The minutes of the December 3, 1982 regular meeting were approved.

President's Report

Linda Sanders announced that at the last Board of Regents meeting there were a couple of items discussed which directly affected staff members. One item was changes in the Personnel Policies and Procedures manual concerning promotions, transfers, and terminations. Linda noted that these changes were being reviewed by the Personnel Policies and Benefits committee. Linda also announced that the employee grievance procedure was approved by the Board of Regents. She said that the key item was that the grievance hearing committee consist of staff members appointed from a pool of staff members with training on how to conduct the session. She added that Staff Congress had requested that this pool be made up of employees recommended by Staff Congress.

Gregg Schulte said that he did not believe this was the case. Linda Sanders said that she would check into it.

Linda then brought up the financial contingency plan which had been discussed at the Board of Regents meeting. She pointed out that faculty salaries were protected during any emergency but staff salaries are not. Linda said she would check on this and get back with Staff Congress concerning it.

Linda then announced that there now exists an employee information brochure and asked if every staff member would receive this brochure.

Barb Herald explained that these brochures were given to all new employees during orientation.

Linda mentioned that the teaching effectiveness task force was taking nominations for the, "Outstanding Professor Award", stating that information concerning this award was available.

Vice-President's Report

Terry Andrews announced that Russ Kerdolff has agreed to chair the Credentials and Elections committee.

### Secretary/Treasurer's Report

Steve Priestle reported that the Staff Congress budget as of the end of November was \$308.85.

### Old Business

Linda Sanders commented that the policy concerning employee participation in professional activities was addressed at the Board of Regents meeting. She added that there was a change in the policy exempting any participation in university standing committees and that any Ad Hoc committee or task force would also be covered by this policy. Linda stated that this policy did not affect faculty. She expressed gratitude to Tom Cate (President of Faculty Senate) and Jeffrey Williams (Faculty Regent) for raising questions brought up at a previous Staff Congress meeting, concerning changes in the policy that work on a committee be done in consideration of ones regular duties with no interference, rather than to state that committee work be done outside of working hours. She added that Dr. Albright explained why the policy was worded as it was and that the policy was passed by the Board of Regents unopposed.

Tom Barlow asked what Dr. Albright had said. Linda Sanders explained that Dr. Albright didn't want so much time spent on committee work that one's regular job suffers. Linda added that the disagreement was concerned with the lack of confidence that one would be capable of dividing their time. She then asked for questions.

Gregg Schulte asked about policies which had been previously discussed, such as the dental plan.

Linda Sanders explained that committees and chairpersons were now selected and that committee reports could be expected by the next meeting. She added that the Executive committee had met with committee chairpersons and that most committees did have items on their agendas.

Linda announced that the Personnel Policies and Benefits committee had been discussing alternatives to increasing the deductible on the Blue Cross/Major Medical. She said that the suggestion for single plan employees to pay part of their Blue Cross/Blue Shield was not well received.

### New Business

Linda Sanders wanted to insure that all employees see the revisions to the grievance procedure. She asked that all Staff Congress members check with their constituents to see that they know of these revisions and added that anyone not having copies of these revisions contact Steve Priestle.

Barb Herald suggest putting the information in the Staff Congress Newsletter. Don Gammon agreed.

Nancy Utz asked if Staff Congress members would receive a computer list of their constituents. Don Gammon said that he had spoken with Dorinda Giles of this matter and that Dorinda had explained that most changes were not up-dated.

New Business

Pamm Taylor said that during the last elections employees seemed to know who their representative were and that most changes should have been made. Linda Sanders said that the list should be out soon.

Linda Sanders announced that she had received, from the Personnel office, some revised sections for the Personnel Policies and Procedures manual. One was to define full-time and part-time, and to establish new appointments called "intermittent" and "extended term". She then asked Gregg Schulte to explain "intermittent" and "extended term".

Gregg Schulte explained that "intermittent employees" were those who did not work the full year, such as those who work "seasonally". He said there may be permanent employees who work only during certain times of the year and that it now would not be necessary to re-employ an individual. Gregg then explained "extended term" filled the gap between a temporary and permanent employee since temporary was meant to mean not more than one year. He added that under certain circumstances, this allowed an extended term employee to receive benefits.

Linda Sanders voiced her approval of these changes and said she wanted to route these revisions through the Personnel Policies and Benefits committee.

Gregg Schulte pointed out that an effort had been made to distinguish between the position and the individual employee such that the position may be permanent and employee permanent or temporary, and that it was possible to have a permanent employee in a temporary position. He said that there are clear distinctions.

Barb Herald announced that there would be a blood drive on January 28, 1983 in the University Center Ballroom.

Barb Herald asked whom to approach concerning instating the family dental plan. She said she had been approached by a number of employees concerning this. Linda Sanders said that the family plan had failed since 75% of the employees did not sign for this plan. Barb Herald said she knew this, but that another attempt should be made to have 75% participation. Linda Sanders asked if the newsletter would be of help. Don Gammon said he thought that this was a function of the Personnel office. Gregg Schulte said that the Personnel office did the work last year but thought that there may be better response if there was help from Staff Congress and Faculty Senate. He added that it may be quicker in finding out who is or is not interested. Linda Sanders suggested publishing in the Newsletter that we can join the family plan if 75% of the employees were interested and that anyone interested should reply to Barb Herald. Barb Herald said that this would be best. Pat Coleman asked if information such as the cost would be available. Don Gammon said that Barb Herald was on his committee and that this information would appear in the Newsletter.

Nancy Utz brought up the possibility of starting a faculty/staff news magazine, due to the response of tidbit information appearing in the last newsletter. She said that she had spoken with Dorinda Giles while Dorinda was Staff Congress President and that Dorinda had spoken with Tom Cate of Faculty Senate. Ken Ramey suggested that this would have to be budgeted for the next fiscal year since

#### New Business

there was not enough funds for the remainder of this year. Nancy Utz replied that it would be necessary to request these funds before July 1, 1983. Terry Andrews asked if this was something that would need approval through the channels after the proper information was obtained. Linda Sanders explained that the funds would need approval. Nancy Utz said that the magazine would probably need to be limited to a quarterly project. Linda Sanders suggested that the Finance and Liaison committees look at this possibility. Barb Herald stated that there were already at least fifty five publications on campus currently done through Printing Services. Tom Barlow said that some of these publications could possibly be incorporated together.

#### Committee Reports

-Liaison Committee - Don Gammon announced that the committee had met and that the Staff Congress newsletter was in progress. Don also added that he was prepared to give an update on the Presidential Search Committee, unfortunately, this information had already appeared in The Kentucky Post. He said that there were 32 applicants and that the Search Committee hoped to narrow the margin down to 10-12 candidates on January 18. Don added that the 10 or 12 candidates would be interviewed off campus. After then it was hoped that there would only be 3-6 candidates remaining whom would be subject to a university-wide interview in which staff, faculty, and students could participate. Terry Andrews suggested that Staff Congress members attend this interview.

-Constitution & By-Laws Committee - Diane Hunley stated that there would be a full report from the Constitution and By-Laws committee at the February meeting.

-Credentials & Elections Committee - Russ Kerdolff announced that comments concerning proportional representation would be welcomed.

Ken Ramey moved to adjourn. Don Gammon seconded the motion. A vote was taken and the motion passed unanimously.

NEXT MEETING: February 4, 1983, at 10:00 a.m. in Room 108, U.C.