
STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

AGENDA

Staff Congress Meeting
Thursday, November 11, 1988

1:00 p.m. AC 722
(Note: Changed from Ballroom)

- I. Call to Order
- II. Approval of October 13, 1988 minutes
- III. Special Guest - Dr. David Jorns
- IV. President's Report - Diane Hunley
Special Sub-committee Recommendations
- V. Vice President's Report - Janet Krebs
Regents Meeting
- VI. Committee Reports
 - Benefits - Sue Roth
 - Constitution & Bylaws - Ron Rieger
 - Credentials & Elections - Peg Goodrich
 - Policies - Cathy Dewberry
 - Liaison - Rosanne Rawe
- VII. Ad Hoc Committees
 - Food Service Advisory Committee
 - Parking and Traffic Control Committee
 - Women's Center
 - Salary Administration Consultant
 - Past Presidents Review Committee
 - Emergency Evacuation
 - Flexible Benefits
 - Affirmative Action Coordinator
 - Smoking Policy
- VIII. Old Business
- IX. New Business
- X. Adjournment

STAFF CONGRESS

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MINUTES

NOVEMBER 10, 1988

MEMBERS PRESENT: Cathy Dewberry, Gary Easton, Joe Gimpel, Peg Goodrich, Donna Gosney, Marilyn Gosney, Chrissie Groh, Pat Harrington, Edith Hill, Diane Hunley, Jeannine Holtz, Janet Krebs, Margaret Lester, Barbara Martin, Donna Messer, Lola Moore, LaVerne Mulligan, Rosanne Rawe, Ron Rieger, Sue Roth, Rocke Saccone, Ruth Saccone, Marjorie Scheller, Elaine Shafer, Virginia Stallings, and Mary Wilson.

MEMBERS ABSENT: Shirley Garrett, Chuck Harmon, Marilyn Henderson, Pat Markus, Nancy Trimbur, Phil Webb, and Jim Wilson.

GUESTS: Dr. David Jorns, Dr. Gene Scholes, Ms. Nancy Martin, Mrs. Tamara C. Curry, Mr. Garrison M. Hickman, Ms. Linda Parks, and Ms. Susan Bell.

I. The November meeting of Northern Kentucky University's Staff Congress was called to order at 1:05 p.m. by President Diane V. Hunley. A quorum was present.

II. President Hunley asked for approval of the October 13, 1988 minutes. The following changes were made before approval.

1. Add to COMMITTEE REPORTS, Liaison: Rosanne Rawe
At present the committee is waiting for approval of the "Sound Off" questionnaire.
2. Change under COMMITTEE REPORTS, Policies: Cathy Dewberry
change "night differential" to read "supplemental pay compensation policy".
3. Change under COMMITTEE REPORTS, Constitution & By-Laws
The person who gave the committee's report is Ruth Saccone.
4. Change under AD-HOC COMMITTEES, Emergency Evacuation: Donna Gosney. The report should read "the committee had not met because Donna felt no reason in calling the committee together until Mr. Connor submitted an evacuation plan to the university.
5. Change under PRESIDENTS'S REPORT, page 2, paragraph 6, at the end of the first line insert "Dr.".
6. Change under MEMBERS PRESENT, Elaine Shafer's first name has an "I" in it.

President Hunley apologized for the mistakes found in the minutes. She explained that between recording problems and LaVerne being ill, the minutes were not completed until just before the meeting. She went on to state that as of date, Congress will begin keeping the tapes of the actual minutes, about 3 months, if ever needed for referral.

III. **GUEST SPEAKER:** President Hunley introduced Dr. David Jorns, Provost and Vice President of Academic Affairs, as the guest speaker this month.

Dr. Jorns spoke to everyone about the University's strategic plan, which is still in draft plan at present. He asked Congress if they felt, after reading the

plan, there should be any changes to please send the information to his office. He went on to state that on December 8, 1988 there will be an open discussion meeting of the plan. Dr. Jorns went on to say he felt good about the institution, good people who work here and he knows they are all people who take pride in their duties, because these people were the ones who have stuck by the university even when times were hard.

President Hunley asked Dr. Jorns his feelings on the roll of staff with the University.

Dr. Jorns stated he has been on staff elsewhere, and his wife has worked in staff positions and sometimes staff can be mistreated. But it is understood that quite simply the University cannot function without staff. He stated he knows a lot of the staff have given up a lot in order to stay with the University, because they believe in the University, because we all believe in the education of the populace. It's true we could not have a university without the faculty, but the University could not function without the staff.

President Hunley thanked Dr. Jorns for coming to the meeting and introducing himself to everyone present.

IV. PRESIDENT'S REPORT Diane V. Hunley

Diane started out by introducing other notable guests present. Mrs. Tamara C. Curry, the University's Affirmative Action Coordinator, Dr. Gene Scholes, Vice President of Administration, and Ms. Nancy Martin, President of Faculty Senate. She also thanked all other guests for coming to the meeting.

Diane referred Congress to the handout they received as they entered the room. She stated that an ad-hoc committee had been formed comprising of the Chairs of the standing committees and the Executive Council. In the interest of time the committee was formed, met, and made a recommendation to Administration on the distribution of the non-recurring funds. It was the committee's recommendation that all staff and faculty receive a one time payment in graduated increments in accordance with longevity breakdowns used in salary distribution. She went on to state the committee felt this would be most beneficial to all concerned.

President Hunley next introduced Dr. Gene Scholes who wanted to give Administration's viewpoint on the non-recurring funds.

Dr. Scholes recognized that everyone on the committee worked very hard on the recommendation that was very well received by administration. He stated that he, Dr. Jorns and Mr. Dennis Taulbee had set the date of Monday November 14, 1988, to meet with Faculty Senate's Budget Committee and Congress' Executive Council on the non-recurring funds. Hopefully decisions would be made in a timely manner.

Dr. Scholes discussed the history of the non-recurring funds and how the money would be allocated if put into the salary base.

President Hunley thanked Dr. Scholes for coming to the meeting and trying to dispel any rumors that may be floating about campus.

President Hunley discussed the information currently available regarding the taxability of tuition waiver.

The SACS Self Study Implementation Plan and the Faculty Study Report, dated November 1, 1988, was also discussed.

President Hunley was asked if discretionary money meant merit money. Diane stated yes it did. This meant that it is conceivable that some people in a department could receive 4% discretionary where others would receive nothing. Mr. Hickman spoke up saying that was correct, but that this year, unlike in the past, Personnel would be monitoring the evaluations, making sure they were all turned in, and if Administration decided on percentages instead of one time payment, salary guidelines would be closely watched. He went on to say that it is very possible reclasses must be done first. He stated he had asked the President's staff to look into taking the reclass money from another place, not salary allocations. He stated that he would like to see everyone receive a solid 7% increase. He went on to say that series reclassification revolved every four years therefore making it a legitimate expense.

President Hunley was asked if Faculty Senate was standing by their recommendation after learning of more monies being available. Diane stated that they were and that the committee was meeting again to discuss the additional funds.

This concluded the President's Report.

VICE-PRESIDENTS'S REPORT Janet Krebs

Janet reported on the Board of Regents Meeting. Highlights of the meeting was the installation of Mr. John Fields as a new Regent, and the retention rate of students who have taken UNIV 101 as to those who have not.

COMMITTEE REPORTS

Benefits: Sue Roth

The committee is still waiting to hear if a poll could be put in the Newsletter on short term disability. To date Dr. Scholes had not gotten back with anyone on the committee. President Hunley stated that Dr. Scholes had stated that the poll should not go out until the committee had enough data. Sue stated that they could not contact the companies, who offer such insurance, because they did not know how many employees would be interested. Diane stated that Dr. Scholes felt it was not the committee's place to contact the companies, but that of Personnel, and that Barbara Herald was getting that information together for the committee. Sue stated she would get in touch with Mrs. Herald.

Constitution & By-Laws: Ron Rieger No Report

Credentials & Elections: Peg Goodrich

The committee will be meeting in December.

Policies: Cathy Dewberry

The committee had sent a response to the draft of the Supplemental Compensation Policy to the Executive Council to be forwarded on to Dr. Scholes. The two policies, one from Provost Jorns and one from Personnel were scrutinized, notations made as to likes and dislikes and sent on. Diane stated that Dr. Scholes had received the committee's comments and has passed them on to Administration.

Liaison: Roseanne Rawe

The committee is waiting to see if the Newsletter is acceptable with Administration.

AD-HOC COMMITTEES

Food Service Advisory: Ron Rieger/Peg Goodrich

Peg stated that she had received 1 pro and 1 con for the Chili Parlor.

Parking & Traffic Control: Crissie Groh-No Report

Women's Center: Virginia Stallings

The committee met this week, planning programs and defining the Center's role with the University. Women's Week will be March 20-24, 1989. Virginia asked if anyone knew of any speakers who would be good for this week to contact Katherine Meyer of the Women's Center or Kamila Mazanec who is President of NKU Women's Association. Virginia mentioned that for those who did not know of the newly

formed women's association, that it was the combination of A.W.A. and Assoc. for Faculty Women. She went on to say male or female, brothers or sisters, anyone may join who is interested in the advancement of women.

Salary Administration Consultant: Janet Krebs

The committee had met and selected a candidate awaiting conformation of a contract. President Hunley asked as to the range of costs for the consultants. Janet stated the range was from \$17,350 without expenses to \$140,000. The committee decided upon a company who fell about middle range which included expenses.

Past President's Review Committee: Janet Krebs

Janet stated that the Chair of the committee had resigned and that she would try and get the committee together.

Emergency Evacuation: Donna Gosney

Donna stated that at the Board of Regents Meeting it was noted that there is a draft of a Campus Safety Policy, to which she had received a copy from someone other than Mr. Connor. Donna felt that the draft did not address the committees concerns on evacuations or other such emergencies. The draft is general information, not procedures as the committee had worked so hard and put together in a short time in order to meet the deadline of last March. She felt that if the deadline could not have been met by all then the committee should have been told. She went on to say that the committee's procedure policy was a viable one, only to receive no action from Administration.

Diane stated that she would make sure all the members of the committee had a copy of the drafted policy to review.

Flexible Benefits:

Diane Hunley had asked for volunteers at the October meeting, to which the following agreed to serve on the committee. Mary Wilson, Chair, Donna Gosney, Elaine Shafer, Edith Hill, and Dale Adams. Diane stated she would pass on all the background paperwork to Mary.

OLD BUSINESS

Two new ad-hoc committees needed to be formalized.

1. Smoking Policy Committee: Roseanne Rawe, chair, with Mary Huening, Janet Krebs, Lola Moore, Joe Gimpel, Virginia Stallings, Marilyn Henderson and LaVerne Mulligan. Members are both smoking and non-smoking.

2. AIDS/HIV Policy Committee: Sue Roth, chair, with Barbara Martin, Marjorie Scheller, Phil Webb, Rocke Saccone, and Jeannine Holtz as the committee. There charge is to review the policy drafts and make any suggestions deemed necessary.

NEW BUSINESS

Mary Wilson asked if anyone had thought about the next day being a legal holiday and payday? The problem being all the banks would be closed for Veterans Day. Mr. Hickman addressed the question. He stated that the checks were ready, if anyone wanted them all they had to do was stop by Personnel upon leaving the meeting and one could pick up their check. Once back in each respective office, notify the person in charge to send someone to pick up the rest of the checks.

The meeting was adjourned at 3:15p.m.