



# STAFF CONGRESS

Thursday, March 8, 1984  
1:00 pm UC-108

## AGENDA

- I. Call to Order
- II. Minutes of February 9, 1984 meeting
- III. President's Report
- IV. Vice President's Report
- V. Secretary/Treasurer's Report
- VI. Committee Reports
  - A. Finance
  - B. Liaison
  - C. Other
- VII. Unfinished Business
  - A. Staff Congress Response to Women's Center Proposal (Draft)
  - B. Annual Fund Drive Update
- VIII. New Business
  - A. NKU Picnic - Summer 1984
- IX. Adjournment

# STAFF

# CONGRESS

## STAFF CONGRESS MINUTES

March 8, 1984

MEMBERS PRESENT: Dan Alford, Mike Baker, Dan Bayes, Donna Bridewell, Sandi Cunningham, Kathy Dawn, Dave Dorgan, Cindy Dunaway, Gary Eith, Don Gammon, Jerry Groeschen, Carol Guthier, Pat Harrington, Jean Henegar, Barb Herald, Diane Hunley, Russ Kerdolff, Bonnie Lowe, Pat Mullins, Norleen Pomerantz, Linda Sanders, Jay Stevens, Dolores Thelen, Linda Thierbach, Gregg Schulte.

ALTERNATES: Marian Kuehneman for H. Dale Adams  
Karen Meyer for LaVerne Mulligan

ABSENT: Arlis Blackburn, Jim Hartig, Joyce Maegly, John Teegarden

GUEST: Andrā R. Ward, Student Government

President Dan Alford called the meeting to order.

Minutes of the February 9, 1984 meeting were amended to include Diane Hunley as being present. Motion made by Mike Baker to accept the minutes as amended. Seconded by Dave Dorgan. Motion passed.

### President's Report - Dan Alford

- A. A memo was read from Bill Lamb (dated March 2, 1984) concerning the HPE Center and the Child Care Center. This was in response to the request of the Executive Committee when it met with Dr. Scholes.

Questions regarding the HPE Center were answered during Steve Meier's presence at the last Staff Congress meeting.

1. Faculty and staff to be charged same membership fee.
2. Kroger employees to have same opportunity to become members.
3. Family membership defined.
4. Child Care Center fee structure beginning Fall, 1984:  
non-students who are staff will pay \$1.75/hr., \$6.00/half day, \$12.00/full day, \$45.00/week.

### B. Grievance Committee Status

The Executive Committee came to a consensus based upon previous historical reaction of the Grievance Committee, based upon the people who have served on this committee, and based upon the perceived needs of such a committee, to propose eliminating the Grievance Committee and charging the Personnel Policies Committee with handling grievance questions. When needed an ad hoc committee (within Personnel Policies Committee) could be formed to address grievance concerns. It would be the responsibility of the Chair of the Personnel Policies Committee to appoint such an ad hoc committee. Cindy Dunaway moved that an ad hoc committee

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be appointed to study the charge of the Grievance Committee, seconded by Barb Herald. Motion passed.

## Vice President's Report - Linda Sanders

1. Vice chairs of all committees have been selected.
2. Concerns regarding HPE policies (handout).
  - \* Page 10 - definition of family
  - \* Page 8 & 9 - staff charge to include spouse or dependent
  - \* Page 11 - fees

Retirement benefits for faculty and staff have been formally approved. Personnel Services will send list of staff retirees to Linda Thierbach so they can be notified.

\* Page 4 - hours of operation: under consideration to change these hours, since staff are at work at same time. Feedback is extremely important during first year of operation. Let Steve Meier know of your concerns.

Linda Sanders would like to let Steve Meier know of our concern about possible benefits for handicapped children. Carol Guthrie volunteered to get this information to Steve for us.

## Secretary/Treasurer's Report - Linda Thierbach

The new By-Laws need to be re-numbered at bottom of page - change "4" to "3", and "3" to "4". Put March 8, 1984 as date of revision at top.

## Finance Committee Report

Arlis Blackburn could not make the meeting, therefore, Dolores Thelen answered any questions concerning the proposed budget. This is a draft which will be sent to Dr. Scholes. Don Gammon moved to accept the proposed 1984-85 Staff Congress budget. Seconded by Linda Sanders. Motion passed.

## Liaison Committee Report - Don Gammon

Report should be changed (2nd from last paragraph) to read "Gregg Schulte" not Jean Henegar.

Don presented each member of Staff Congress with a name placard prepared by Kathy Dawn. Don stressed the need for continued staff news items.

Dan Alford congratulated the committee on the last Newsletter, which was excellent in writing and content.

## Other

Linda Sanders presented the names of those serving on the 1983-84 A.D. Albright Scholarship Selection Committee. Each year the Committee is charged with recommending to Congress any changes in the process, and enhancing next year's system. To date there are no applications for the scholarship. Deadline is April 15th.



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At this point, President Alford introduced a guest Andrā Ward, Student Government representative.

Unfinished Business

- A. Report by Cindy Dunaway to Staff Congress re: Women's Center Committee. She reports this sub-committee of Faculty Senate Budget Committee. (see memo dated 3/8/84).

Staff Congress response to Women's Center Proposal (draft)

Correction of draft to read after 1 C #2 "the concept of a non-traditional Students' Center might perhaps be more appropriate." i.e. #3 "Counseling for the overall University community rather than a specific group."

Dan Alford was charged with drafting this response consolidating all ideas that were suggested in the February meeting of Staff Congress.

Linda Thierbach moved to accept the draft response as written. Linda Sanders seconded. After discussion in which Barb Herald proposed that Staff Congress approve the concept of a Women's Center. Mike Baker moved to close debate. Debate was closed. Motion did not pass.

Barb Herald moved to endorse the concept of a Women's Center, with the exception of the budget. Seconded by Kathy Dawn. Mike Baker amended this to read: "nor does this endorsement mean that this Center should be given priority over other Centers with similar service populations." Vote was by a show of hands. Motion passed.

B. Annual Fund Drive

Mike Baker reported initial returns are good. \$250.00 donation with/membership to HPE Center shows favorable response. The forms do need to be revised for next year. There was good staff attendance at the kick-off breakfast. Bob McClelland asked Mike to pass along to Jay Stevens his thanks for the excellent job of support in the Newsletter. Final report at next meeting.

Russ Kerdolff moved to dispense with new business and adjourn. Seconded by Diane Hunley. Meeting adjourned.

LT/vld



# Northern Kentucky University

Highland Heights, Kentucky 41076

## MEMORANDUM

February 28, 1984

DRAFT

To: Dr. Gene Scholes

Fr: Arlis Blackburn, Chairperson  
Staff Congress Finance Committee

Re: Proposed Budget, 1984-85

Please note below the budget proposed for Staff Congress for fiscal year, 1984-85.

<u>Expenditure</u>	<u>Proposed Allocation</u>	<u>Current Allocation</u>	<u>Dollar Increase</u>
GENERAL BUDGET			
Printing (12 mos. @ \$60 each)	\$ 720		
Office Supplies (12 mos. @ \$10 each)	120		
Miscellaneous			
Telephone-long distance	10		
Awards	40		
Other	<u>10</u>		
TOTAL	<u>\$ 900</u>	<u>\$ 750</u>	\$ 150

## SPECIAL PAYROLL

V. Dunaway (568 hrs. yearly\* @ \$4.74 p.h.)

<u>\$2,692.32</u>	<u>\$2,464.80</u>	\$ 227.52
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\*10 hours per week for 52 weeks, plus 4 hours per month on the day of the Staff Congress meeting to assist in recording and transcribing minutes, etc.

cc: Dan Alford  
Dennis Taulbee

MEMORANDUM

TO: Dan Alford  
President, Staff Congress

FR: Don Gammon  
Chairperson, Liaison Committee

DA: February 28, 1984

RE: Activity Report

The Liaison Committee met 2/15/84 at 2:00 pm. Present were: Kathy Dawn, Jim Hartig, Jean Henegar, Jay Stevens and Don Gammon.

Jean Henegar had obtained some statistical information from Lisa Boehne, Editor of "Campus Digest" and some lists which Lisa uses to contact people throughout the University for items of interest.

We had established a tentative schedule for Staff Newsletter to be issued by the 1st of each month.

Jean Henegar agreed to serve as contact person for information to be posted on campus bulletin boards. (University Center, Maintenance Bldg, Nunn Hall, Power Plant and University College).

*Gregg Schulte*  
~~Jean Henegar~~ and Lisa Boehne will be invited to attend future Liaison Committee Meetings.

Kathy Dawn was selected as Vice Chairperson.

The following report provides the number of inches and percentage devoted to faculty, staff or the University as a whole in each Campus Digest (under the editorship of Lisa Boehne). Fine arts events are included under "General" while items concerning fine arts department faculty are included under "Faculty."

The total number of inches for each issue will vary according to the size of the digest (four or eight pages), the amount and sizes of headlines and the size of the calendar.

Sept. 15	inches	percentage	Oct. 27	inches	percentage
Faculty	35.5	32	Faculty	11	23
Staff	25.5	23	Staff	7.5	16
General	48	44	General	29	61
Sept. 22			Nov. 3		
Faculty	18	36	Faculty	41	40
Staff	7	14	Staff	26.5	25
General	24.5	49	General	37	35
Sept. 29			Nov. 10		
Faculty	15.5	32	Faculty	10	22
Staff	15	31	Staff		
General	17	35	General	36	78
Oct. 7			Nov. 17		
Faculty	55	55	Faculty	16.5	37
Staff	8	8	Staff	12	28
General	37	37	General	15.5	35
Oct. 13			Nov. 30		
Faculty	21.5	46	Faculty	34.5	30
Staff	7.5	16	Staff	5	1
General	17.5	38	General	76.5	68
Oct. 20					
Faculty	8.5	18			
Staff	12	26			
General	26	55			



STAFF CONGRESS A.D. ALBRIGHT SCHOLARSHIP SELECTION COMMITTEE

1983-1984 Congress, 1984-1985 Academic Year Award

Membership

Sandi Cunningham, Chair, Office of the Registrar Graduation Counselor  
Donna Bridewell, Staff Congress, Physical Plant  
Cathy Dewberry, Financial Aid Office  
Don Gammon, Staff Congress, S.C. Liaison Committee Chair  
Angie Pohlgeers, Student

Barb Herald, Staff Congress, Personnel Services, Alternate Member

Responsibilities

1. Verification of eligibility of staff member (parent)
2. Verification and review of applications
3. Selection of award recipient
4. Reporting to Congress
5. Public relations
6. Follow-up as necessary for recipient
7. Recommending any changes in process to Congress, and enhancing next year's system
  - a. establish yearly timetable
  - b. design award-specific application
  - c. other

D R A F T

TO: Billie Brandon

FROM: Dan Alford, President  
Staff Congress

DATE: March 9, 1984

RE: Womens' Center Proposal

*not approved*

Please excuse our delay in responding to the Womens' Center Proposal. We appreciated your presentation, explaining the proposal, at our January Staff Congress meeting. The issue of Staff Congress support of the proposal was an agenda item for our February meeting. There was intense discussion of the proposal at that meeting and at subsequent executive committee meetings throughout February.

The major concerns that were expressed by Congress members regarding the proposal include:

- 1) supporting a proposal that contains specific budget implications and recommendations.

Is it to be assumed that the proposal suggests 100% university funding of a Womens' Center? Can general support by Congress, of such a proposal, be given without supporting the proposed budget?

- 2) supporting a Womens' Center Proposal with budget implications without the ability to prioritize this and other proposals that might have a significant impact on staff and the university budget. *I.E.*

The concept of a Non-Traditional Students' Center might perhaps be more appropriate.

- 3) supporting a proposal that is so specific in name and perhaps in nature that might possibly preclude more appropriate proposals. *i.e. The concept of a Non-Traditional Students' Center might perhaps be more appropriate. Counseling for the overall University community rather than as specific group*

We appreciate the opportunity to express these concerns and hope that they will be helpful in your continued efforts to better serve the women students, faculty and staff at Northern.

DA:vld

*Congress Members -  
FYI  
Jan*

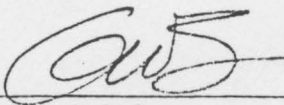
MEMORANDUM

TO: Ms. Cindy Dickens

DATE: January 31, 1984

Thank you for the copy of the Health Center hours and operating policies. I have discussed these policies and procedures with the Executive Committee of Staff Congress, and I thought you would be interested in at least a couple of their observations. First of all, the Executive Committee is appreciative of the policies and procedures that have been developed and with very few exceptions find them to be most suitable for this new endeavor for the University. A couple of questions or concerns however: (1) The fee charged to staff seems to be high in relation to the fee charged to faculty in the perception of the Executive Committee of Staff Congress because faculty will have much more opportunity to utilize the Health Center than will full-time staff; (2) Do all Kroger employees have unlimited access to the Health Center; and (3) Do we need to define "family" memberships to include only immediate family (i.e.) spouse and children, father, mother, brothers, sisters---where do we stop?

In an unrelated issue regarding child care, the Executive Committee raised a question about non-students who are staff and the rates that they would be charged to utilize the Child Care Center. Thank you for your kind attention to these matters, and please feel free to communicate directly with the members of the Executive Committee of Staff Congress.

  
\_\_\_\_\_  
Gene W. Scholes

GWS/csc

cc: ✓ Mr. Dan Alford	Mr. Russ Kerdolff
Mr. Dale Adams	Ms. Joyce Maegly
Ms. Arlis Blackburn	Ms. Norleen Pomerantz
Mr. Don Gammon	Ms. Linda Sanders
	Ms. Linda Thierbach



TO: Staff Congress  
FROM: Cindy Dunaway  
DATE: March 8, 1984  
RE: Women's Center Committee

On Friday, February 10, 1984, I attended a committee meeting concerning the proposed Women's Center. The committee had been organized as a subcommittee of the Faculty Senate's Budget Committee. The Faculty Senate had endorsed the proposal for a Women's Center, and the purpose of this committee was to suggest funding means for the Center. (I'd like to note here that at the beginning of the meeting I stated that I was there as a Staff Congress Representative, in the hope of having some of our questions answered, and not as a member of the committee.)

A draft of the results of the meeting are attached. It should be noted that the Faculty Senate's resolution to endorse the proposal for the Women's Center stated that they believed a Women's Center should be given priority over any other "adult" center. However, according to Senate members present, there had been no discussion of the proposed \$50,000 budget. The question of funding did not arise until The Northerner published an article on the subject.

Even though the purpose of this committee was to suggest a funding source for the already endorsed Women's Center, the feelings of the committee members were that funds would be more effectively utilized for a "non-traditional student center" that would serve the needs of a larger proportion of students.

A subcommittee of the Budget Committee met on Friday, Feb. 10. The subcommittee was composed of Lois Sutherland, chair; Gerry Rouse, budget committee members; Norleen Pomeranz; Cindy Dunaway, Staff Congress and Ellen Baker, a non-traditional student.

Discussion centered around the estimated cost of \$50,000 for the Women's Center which was given in an article in The Northerner.

The consensus of the committee is that it is not the place of the senate to dictate the source of funds.

However, the committee feels that, given funding for a few years, a Center, through grants, could become self-sufficient.

With this in mind, the committee recommends that Dr. Lyle Gray and Ms. Cindy Dicken incorporate the cost of funding a Women's Center in their current budgets with priority as charged by the faculty senate.

## INTRODUCTION

The A. D. Albright Health Center at Northern Kentucky University is a \$2.1 million facility that takes the total aspects of health, its teaching and its practice, into consideration in its construction. Specialized classrooms and laboratories for nursing and such allied health fields as radiological technology and physical education are housed under one roof along with offices for ROTC,

Campus Recreation, and Intercollegiate Athletics.

### **A. D. ALBRIGHT HEALTH CENTER**

The recreational facilities included in the Health Center are six handball, racquetball courts; three basketball courts which are convertible to volleyball, badminton, and tennis courts; weight room; running track; swimming pool; gymnasium room; golf/archery room; sauna; men's and women's locker rooms; and an equipment issue room. These areas of the Health Center are intended for use by students, faculty, staff, and alumni when academic classes and Campus Recreation programs are not scheduled.

The administration and general operation of the Health Center is the responsibility of the Campus Recreation Department. If this brochure does not answer questions you may have concerning our operation, please do not hesitate to stop by our office, located on the first floor of the Health Center, or to phone

525-5187.



## INTRODUCTION

The A. D. Albright Health Center at Northern Kentucky University is a \$9.3 million facility that takes the total aspects of health, its teaching and its practice, into consideration in its construction. Specialized classrooms and laboratories for nursing and such allied health fields as radiological technology and physical education are housed under one roof along with offices for ROTC, Campus Recreation, and Intercollegiate Athletics.

The recreational facilities included in the Health Center are six handball/racquetball courts; three basketball courts which are convertible to volleyball, badminton, and tennis courts; weight room; running track; swimming pool; gymnastics room; golf/archery room; sauna; men's and women's locker rooms; and an equipment issue room. These areas of the Health Center are intended for use by students, faculty, staff, and alumni when academic classes and Campus Recreation programs are not scheduled.

The administration and general operation of the Health Center is the responsibility of the Campus Recreation Department. If this brochure does not answer questions you may have concerning our operation, please do not hesitate to stop by our office, located on the first floor of the Health Center, or to phone 572-5197.

# A. D. ALBRIGHT HEALTH CENTER ADVISORY COMMITTEE

The A. D. Albright Health Center Advisory Committee is composed of students, faculty, staff, and alumni. The purpose of the committee is to review objectives, rules, regulations, and policies. As user trends become more apparent, suggestions and recommendations may be reviewed by this committee.

### STUDENT EMPLOYMENT

The Campus Recreation Department offers responsible full-time students a variety of employment opportunities as activity area supervisors, receptionists, lifeguards, identification checkers, equipment room attendants, weight room attendants, intramural game officials, and intramural scorekeepers. If you are interested in any of these positions, contact the Campus Recreation Department or call 572-5197.



BUILDING HOURS OF OPERATION

1. Operating hours during the fall and spring semester are as follows:

Monday - Thursday	7:00 a.m. - 11:00 p.m.
Friday	7:00 a.m. - 9:00 p.m.
Saturday	10:00 a.m. - 6:00 p.m.
Sunday	1:00 p.m. - 9:00 p.m.

2. Operating hours during intersession and summer sessions are as follows:

Monday - Friday	7:00 a.m. - 9:00 p.m.
Saturday	10:00 a.m. - 6:00 p.m.
Sunday	1:00 p.m. - 5:00 p.m.

3. Operating hours when classes are out-of-session are as follows:

Monday - Friday	8:15 a.m. - 9:00 p.m.
Saturday	10:00 a.m. - 6:00 p.m.
Sunday	1:00 p.m. - 5:00 p.m.

Any changes in the normal building hours of operation will be posted.

# SWIMMING POOL HOURS OF OPERATION

1. Operating hours during the fall and spring semester are as follows:

Monday - Friday

11:00 a.m. - 2:00 p.m.

4:00 p.m. - 8:00 p.m.

Saturday

12:00 p.m. - 5:00 p.m.

Sunday

2:00 p.m. - 8:00 p.m.

2. Operating hours during intersession, summer sessions, and when classes are out-of-session are as follows:

Monday - Friday

11:00 a.m. - 2:00 p.m.

4:00 p.m. - 7:00 p.m.

Saturday

12:00 p.m. - 4:00 p.m.

Sunday

1:00 p.m. - 5:00 p.m.

### BUILDING ENTRANCE POLICIES

1. Entry to and exit from the recreational areas of the Health Center must be made through the main front entrance located on the 1st floor of the Health Center. Other exits should be used only in the case of an emergency.
2. Students must present their current NKU Identification (ID) card along with a photo ID\* to gain admittance.
3. Faculty and staff must present their NKU picture ID along with their Health Center membership card to gain admittance.
4. Spouses of Health Center members must present a picture ID card\* along with their Health Center membership card to gain admittance.
5. Children under the age of 16 must be accompanied by their parent or other adult Health Center members to gain admittance. Children 16 years of age and older will be issued their own membership card when a family membership is purchased.
6. Alumni must present a picture ID card\* along with their Health Center membership card to gain admittance.
7. Guests will be admitted with a guest pass which must be purchased by a student, faculty, staff, alumni, or spouse Health Center member. Guest passes may be purchased at the Campus Recreation office. Health Center members are limited to two guests per visit.



8. Leisure Time Learning students must show a registration receipt and a picture ID card\* to gain admittance for scheduled class meetings only.

\*Such as a driver's license.

## FACILITY USERS

The following individuals will have access to the A. D. Albright Health Center and its recreational facilities under the following circumstances:

### **I. STUDENTS**

- A. Students may use the recreational facilities during the semester for which the student incidental fee has been paid. A student membership begins on the first day of classes and ends on the last day of final examinations (as published in the academic calendar).
- B. Students taking six or more semester hours of credit classes each semester will be permitted to purchase spouse or family memberships for that same semester.
- C. Continuing students who are not enrolled in summer sessions, yet are preregistered for the fall semester, may use the recreational facilities during the interim by paying a specified fee.
- D. Students are eligible for semester locker/towel rental in the student locker rooms. Semester locker rental for students begins the first day of classes and ends the last day of final examinations (as published in the academic calendar).

### **II. FACULTY AND STAFF**

- A. Permanent faculty and staff, whether full- or part-time, may use the recreational facilities by purchasing an annual membership. Faculty and staff may also purchase spouse or family memberships. Faculty and staff memberships begin August 16 and end August 15 of the following year.

- B. Faculty and staff are eligible for yearly locker/towel rental in the faculty/staff locker rooms. Annual locker/towel rental begins August 16 and ends August 15 of the following year.

### III. ALUMNI

- A. Alumni may use the recreational facilities by purchasing an annual membership. All alumni must be active members of the Northern Kentucky University Alumni Association. Alumni may also purchase spouse or family memberships. Annual alumni memberships begin August 16 and end August 15 of the following year.
- B. Alumni may purchase yearly locker/towel rental privileges in the student locker room. Annual locker/towel rental begins August 16 and ends August 15 of the following year.

### IV. SPOUSE

- A. Students taking six or more semester hours of credit classes each semester, faculty and staff, and alumni may purchase spouse memberships to the Health Center. A student spouse membership begins on the first day of classes and ends on the last day of final examinations (as published in the academic calendar). A faculty, staff, or alumni spouse membership begins August 16 and ends August 15 of the following year.
- B. A student spouse is eligible for semester locker/towel rental in the student locker room. A faculty, staff, or alumni spouse is eligible for annual locker/towel rental in the student locker room.



V. FAMILY

*handicapped children?*

A Health Center family membership includes the member's spouse and/or all unmarried children from birth to 23 years of age.

- A. Students taking six or more semester hours of credit classes each semester, faculty and staff, and alumni may purchase family memberships to the Health Center.
- B. Children under the age of 16 must be accompanied in the activity areas by their parent or an adult. Children 16 years of age and older will be issued their own membership card and will have the same use privileges as students, faculty and staff, and alumni with the exception of guest privileges and locker/towel rental.
- C. Children under the age of 16 may not check out equipment.

VI. GUESTS

- A. Health Center members are limited to two guests per visit. Guests will be required to pay a daily admission fee.
- B. Guests must be accompanied at all times by their hosts.
- C. Guests may not check out equipment. Hosts must check out and be responsible for equipment used by guests.

VII. RETIRED FACULTY/STAFF

- A. Retired Northern Kentucky University faculty and staff, including spouses, will be given complimentary Facility Use Cards upon request at the Campus Recreation office.

## FEES

Membership and locker/towel rental fees must be paid in the Bursar's office, located on the second floor of the Administrative Center. Proof of University affiliation must be provided. Receipts must be taken to the Campus Recreation office on the first floor of the A. D. Albright Health Center where membership cards will be distributed. Faculty and staff may choose to pay membership fees through a yearly payroll deduction plan by completing the proper form in the Campus Recreation office. Student individual membership fees are included in the student incidental fee. Daily guest fees and locker/towel rental fees will be collected in the Campus Recreation office.

### MEMBERSHIP FEES

#### STUDENTS

#### FEES

Student	Included in the Incidental Fee
Student plus spouse or one dependent child	\$25 per semester/\$18 summer
Family*	\$35 per semester/\$27 summer
Continuing Student	\$12 summer only

#### FACULTY AND STAFF

Faculty and Staff	\$48 year
Faculty and Staff plus spouse or one dependent child	\$84 year
Family*	\$108 year

ALUMNIFEES

Alumni

\$75 year

Alumni plus spouse or one

\$100 year

dependent child

Family\*

\$125 year

LOCKER/TOWEL RENTAL FEES

Student

\$6 per semester (Fall/Spring) \$4 summer

Faculty and Staff

\$20 year

Alumni

\$15 year

Student Spouse

\$6 per semester (Fall/Spring) \$4 summer

Faculty and Staff or Alumni Spouse

\$15 year

An additional \$5 deposit is required for all locker/towel rentals. The deposit is refundable at the expiration of the locker/towel rental period.

DAILY FEES

Guest

\$5

Locker Rental

\$.25

Towel Rental

\$.25

\* As defined in section V of "Facility Users".



### LOCKER/TOWEL RENTAL POLICIES

1. All semester or yearly locker/towel rental participants will be assigned a locker, lock, and towel by the Campus Recreation office. All lockers must be cleared by the locker/towel rental expiration date. A lock and towel must be returned to the Campus Recreation office before the \$5.00 deposit will be returned.
2. Persons may supply their own locks provided they are not left on the locker overnight. Personal locks left on the locker overnight will be removed and locker contents taken to the University lost and found, located in the Student Activities office, third floor of the University Center.

## EQUIPMENT CHECK-OUT POLICIES

1. All equipment will be issued at the Equipment Issue Room located at the front entrance of the Health Center.
2. Students, faculty, staff, alumni, and their spouses are permitted to check out equipment. A picture ID must be left as collateral for any equipment checked out.
3. Persons are responsible for equipment they check out. The responsible person must pay for lost, stolen, or damaged equipment.
4. Payment for lost, stolen, damaged, or unreturned equipment must be made at the Campus Recreation office. The picture ID will be returned upon payment for the equipment.
5. Equipment that will be checked out overnight must be approved by a member of the Campus Recreation Staff.
6. Guests may not check out equipment; hosts must check out and be responsible for equipment used by guests.
7. These items are available to be checked out at the equipment issue room:

Basketball

Football

Volleyball

Football Flags

Softball

Croquet Set

Softball Bases

Badminton Racquet

Softball Bats

Badminton Shuttlecock

Racquetball Racquet

Tug-of-War Rope

Soccer Ball

Frisbee

Golf Clubs

## HANDBALL/RACQUETBALL COURT RESERVATIONS

The Health Center is equipped with six handball/racquetball courts which are available for use through advance reservations or drop-in use. Reservations may be made by calling 572-5197 from 1 p.m. to 4 p.m., Monday thru Friday, or by coming to the Campus Recreation office in person. Court reservations may be made one day in advance, with reservations taken on Friday for the weekend and the following Monday.

### RESERVATION POLICIES AND PROCEDURES

1. Must be a member of the Health Center to reserve a court. Proof of eligibility will be required to secure all court reservations.
2. All persons shall be restricted to one reservation per day.
3. All courts are restricted to one hour of play.
4. Forfeit time is 10 minutes after the scheduled reservation time.
5. Reservations may be cancelled with no penalty by calling the Campus Recreation office up to one hour before the scheduled use time. If prior cancellation notice is not received, the person reserving the court will lose reservation privileges for one week. A record of two "no-shows" will result in the loss of reservation privileges for the remainder of the semester.
6. Court reservations will be scheduled on the hour.



## CAMPUS GROUP USAGE

Any recognized University group (residence halls, clubs, fraternities, sororities, etc.) may request to use the Health Center by submitting a written request at least two weeks in advance of the desired date to the Campus Recreation office. The Campus Recreation staff will review each request to determine the feasibility of the usage.

## FACILITY USE POLICIES

### GENERAL USE POLICIES

1. Eating, drinking, and smoking is not permitted in the recreational areas of the Health Center.
2. Use of the facilities is considered a privilege. Individuals not cooperating with established policies or Campus Recreation staff may be asked to leave and have their privileges revoked.
3. No outdoor sports may be played in the Health Center. This includes baseball, softball, football, and soccer.
4. Guests must be accompanied by their hosts at all times.
5. Children under the age of 16 must be supervised by their parent or an adult at all times.

### RUNNING TRACK POLICIES

1. Any style athletic shoe (except cleats, spikes, and turf shoes) is acceptable for use on the running track.
2. Lane assignments for various speeds on the track are as follows:  
Inside Lane: Running  
Middle Lane: Jogging  
Outside Lane: Walking
3. No one will be allowed to stand in or block any lanes of the track.

### GYMNASIUM USE POLICIES

1. A light-soled, non-marking athletic shoe is acceptable for use on the gymnasium floor. Black-soled shoes and street shoes are not permitted to be worn on the gym floor.

2. DUNKING OF BASKETBALLS OR HANGING on basketball rims is not permitted.

#### GYMNASTICS ROOM POLICIES

1. Gymnastics slippers or socks are required to be worn on the gymnastics room floor.
2. Gym clothes are required when using the gymnastic equipment.
3. Use of the gymnastic equipment is restricted to academic classes or when an approved instructor is present.

#### WEIGHT ROOM POLICIES

1. Gym clothes are required to be worn by all participants.
2. Full length t-shirt with sleeves is required to be worn by all participants.
3. All participants are required to have a towel to wipe off the perspiration on the weight equipment padding.
4. No keys are permitted in the pockets of participants while using the weight equipment.
5. If a person lacks knowledge in the proper use of the weight equipment, the on-duty building supervisor should be consulted.
6. Do not drop weight stacks.
7. When passing a person using a weight machine, move two machines ahead.
8. Participants are asked to be conscientious about the use of the weight equipment and are encouraged to report any needed maintenance repairs to the Campus Recreation Department.

### HANDBALL/RACQUETBALL COURT POLICIES

1. All racquetball racquets must have protective non-marking guards and safety thongs.
2. Racquetball eyeguards are strongly recommended to reduce the possibility of eye injuries.
3. A light-soled, non-marking athletic shoe is acceptable for use on the courts. Black-soled shoes and street shoes are not permitted to be worn on the floor.
4. No black racquetballs or handballs are permitted on the courts.

### SWIMMING POOL POLICIES

1. A lifeguard must be on duty before swimmers may enter the pool area.
2. No street shoes are permitted to be worn on the pool deck.
3. All swimmers must wear bathing suits. No cut-offs or gym shorts will be permitted to be worn in the pool.
4. No running, pushing, shoving, or "horseplay" is permitted in the pool area.
5. No rafts or inner tubes are permitted in the pool.
6. No hanging on lane markers.
7. One bounce on the diving board per dive; practice bounces are not allowed.
8. No back or inward dives will be allowed off the sides of the pool.
9. No diving in the shallow end of the pool.

### SAUNA POLICIES

1. Persons with poor health should consult a physician before using the sauna.
2. Remove all jewelry before entering the sauna.
3. Cooling time should equal time spent in sauna. Follow with a cool shower.
4. Do not exceed 30 minutes in sauna. Excessive exposure can be harmful to one's health.



## HEALTH AND INJURIES

Participation in activities within the A. D. Ablright Health Center and/or use of these facilities is voluntary. Therefore, Northern Kentucky University shall not be responsible for illness or injury sustained while using these facilities or participating in organized activities within these facilities. Each participant is encouraged to have a physical examination and to carry health/injury insurance.

MEMORANDUM

TO: Billie Brandon

FR: Staff Congress

DA: March 26, 1984

RE: Women's Center Proposal

The following motion was passed on March 8, 1984:

"It was moved to endorse the concept of a Women's Center, with the exception of the budget, nor does this endorsement mean that this Center should be given priority over other Centers with similar service populations."

vld

TO: Staff Congress

FROM: Mike Baker - Co-Chair Faculty/Staff Fund Drive

DATE: April 4, 1984

SUBJECT: Fund Drive Status Report

The Foundation Fund Drive was conducted the week of March 5, 1984. A kickoff breakfast (donuts, fruit cup and coffee) was held on March 5th at 8:30 am. Departmental volunteers were present to pick up the pledge packets. Packets were to be turned in on March 9, 1984 to the Development Office.

The drive was a tremendous success. Our goal of 70% was surpassed. The actual percentage was 72%, with stragglers still being received. This represents more than a 200% increase, as only 32% of the faculty/staff contributed last year. The total number contributing this year was 610, for a dollar amount of \$43,361.00.

An appreciation lunch was held on March 28, 1984 for all departmental volunteers. At that time, all departments achieving or exceeding their 70% participation goal were recognized. 27 units comprised of staff members achieved a 100% participation level. Three other units stood at 90% with seven more at 80% and four at 70%. The size of these units varied significantly. Dr. Boothe, Dr. Tesseneer, and Bob McClelland spoke at the luncheon, praising the volunteers for their efforts, and the entire faculty and staff for their overwhelming support. A special mention of appreciation was made by Bob to the Staff Congress fund drive oversight committee for their suggestion of the NKU pin. The pin proved to produce positive results as it continually reminded everyone of the campaign.

Members of the ad hoc committee were: Cindy Dunaway, Carol Guthier, Steve Meier, Kim Osborne and Nancy Perry.

The staff should be proud of its contribution to the success of this portion of the annual drive.

This report concludes the work of this committee.

vld