

STAFF CONGRESS

Regular Meeting - July 1, 1983

AGENDA

- I. Call to Order
- II. Minutes of June 3, 1983 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
July 1, 1983

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

MEMBERS PRESENT: Tom Barlow, Pat Coleman, Dorinda Giles, Jerry Groeschel, Barb Herald, Diane Hunley, Mary Kelm, Russ Kerdolff, Nancy Perry, Norleen Pomerantz, Steve Priestle, Ken Ramey, Linda Sanders, Dolores Thelen, Nancy Utz, Carolyn Scheben, Gregg Schulte (ex officio).

MEMBERS ABSENT: Dan Alford, Terry Andrews, Bob Barnes, Dan Bayes, Cindy Dunaway, John Fries, Don Gammon, Jim Hartig, Bill Lamb, Joyce Maegly, Mike Martin, Pamm Taylor, John Teegarden.

The minutes of the May 6, 1983 meeting were approved. The minutes of the June 3, 1983 meeting were approved with one correction . . . that Edith Armstrong has been selected to replace Becky Yenser on the Personnel Policy & Benefits committee, not a standing committee.

PRESIDENT'S REPORT

Linda Sanders announced that Bill Lamb's father had past away and that Dottie Gammon was taking contributions for the American Cancer Society in Bill's father's name. She suggested that anyone wishing to make a donation, give to the Secretary/Treasurer by the next Tuesday.

Linda then announced that Patti Jeffries has resigned and that a replacement would be named.

Linda stated that Mary Kelm would chair the Staff Awards committee and that Barb Herald was coordinating this committee for the Personnel department.

Linda then announced that Pamm Taylor would be chairing the Staff Picnic committee.

Linda then brought up the question of staff representation on university standing committees. She stated that there are three committees with staff representation and that there were four more committees recommended for staff representation.

Dorinda Giles stated that she was currently on a committee for the HPE building and that she would relay results of meetings for that committee to Staff Congress.

Gregg Schulte stated that in the past Bob Knauf spoke enthusiastically about an employee picnic and that he may be of help in supporting a staff picnic.

Linda then expressed congratulations to Barb Herald on being the new president of AWA on campus. Linda also stated that she had spoken with Sandy Easton concerning the task force on the status of women. Linda stated that this group was academic oriented and that Sandy Easton suggested that the focus on this task force may be too narrow. She said that there may be Staff Congress input in the future.

Linda then mentioned the recent Student Affairs workshop and that Terry Andrews, Pat Coleman, and herself spoke concerning Staff Congress.

PRESIDENT'S REPORT (Con't)

Linda then read a quote from the Faculty Senate minutes stating their concerns to the new administration: "in summary, we want to be treated as professionals, not as a high school council." Linda then added that faculty seems to share some of the same feelings as staff.

Linda then read a note of thanks from Mrs. Albright. Tom Barlow suggested putting this note in the next newsletter.

Linda reminded that staff members could register for fall classes through July 8th. She also announced that staff tuition waivers have not been approved for use through the consortium.

VICE-PRESIDENT'S REPORT

No report.

SECRETARY/TREASURER'S REPORT

No report.

COMMITTEE REPORTS

Scholarship Selection Committee: Norleen Pomerantz announced that there were four applicants and that the next scheduled meeting would be postponed.

Personnel Policy and Benefits Committee: Pat Coleman announced a change in vacation policy in that there will be a limit of vacation days not to exceed the amount one can accrue in eighteen months.

Gregg Schulte stated that this is reverting back to the policy prior to 1979 and that by setting a maximum an attempt is made to force employees to take vacation.

Dorinda Giles stated that she thought the employees would be loosing.

Gregg Schulte stated that it was a bad situation if an employee could not take a vacation within eighteen months. He stated that the problem was that the employee may accrue a large number of vacation days and expect either to take a long vacation or to be paid for it in some way.

Linda Sanders asked if a notice would be given when an employee has accrued eighteen months of vacation days. Gregg Schulte replied that each department has records of vacation times.

Dorinda Giles questioned what may happen if an employee would not be able to take a vacation at such a time when they may be approaching eighteen months accrual.

Carolyn Scheben replied that the employee could take one vacation day to drop below the maximum.

COMMITTEE REPORTS (Con't)

Personnel Policy and Benefits Committee: Norleen Pomerantz stated that the supervisor should play a part in reminding employees of their vacation status.

Gregg Schulte agreed that each department should be aware of the vacation status.

Linda Sanders asked how divided the committee was. Pat Coleman replied that it was a close vote.

Nancy Utz asked if the problem was that employees wanted to take longer vacations or was it concerned with employees wanting big payments upon quitting the university. Gregg Schulte stated that it was often confusing due to conflict.

Norleen Pomerantz moved to accept the recommendation. Barb Herald seconded. A vote was taken and the motion passed by a vote of 10-4 with one abstention.

Pat Coleman then announced that the Administrative Leave Policy was revised without the recommendations from Staff Congress. She stated that her committee again reviewed the policy and made recommendations which were provided on a handout.

Nancy Utz moved to accept Section II of the recommendation. Jerry Groeschen seconded. A vote was taken and the motion passed unanimously.

Dolores Thelen moved to accept Section III, item A. Mary Kelm seconded. Gregg Schulte said that the university currently has a policy concerning Section III, item D which would conflict with the recommendation of Section III, item D. Linda Sanders replied that item D would be brought up next. A vote was taken and the recommendation (Section III, item A) passed unanimously.

Dolores Thelen moved to drop Section III, item D. Barb Herald seconded. Nancy Utz stated that an employee on an unpaid leave should still accrue benefits since the employee should be benefiting the university by upgrading their skills.

Norleen Pomerantz stated that if an employee's position is filled temporarily then the university is paying benefits twice; once for the individual on unpaid leave and once for the individual temporarily filling the position.

Pat Coleman stated that she saw the situation of paid or unpaid leave the same concerning benefits.

Dorinda Giles said that if the position of an employee on unpaid leave is filled temporarily, then the university still benefits. Linda Sanders asked if time would still count as a year of service for an employee taking a year of unpaid leave. Gregg Schulte replied yes.

Mary Kelm asked if faculty sabbatical would be a proper example of an unpaid leave. Gregg Schulte replied that faculty does not address this issue since they do not accumulate vacation days.

Dolores Thelen stated that usually one taking an unpaid leave would be making money elsewhere.

COMMITTEE REPORTS (Con't)

Personnel Policy and Benefits Committee: Pat Coleman responded that this policy addresses the issue of bringing back some benefit to the university and that the individual should accrue benefits.

Nancy Utz added that the individual still must work at the university for one year after their unpaid leave. Gregg Schulte stated that a problem would exist in that the university would not be capable of keeping record of sick days or vacation while an individual is on leave.

Nancy Utz questioned what would constitute the individual's work schedule while they were on an unpaid leave. Gregg Schulte replied that this was the problem and that typically there are not paid leaves.

Ken Ramey asked if one would get a leave, why would they take an unpaid leave if they could get a paid leave. He then asked if an unpaid leave wouldn't be a personal leave.

Nancy Utz said this wouldn't be the case if they were learning something to bring back and benefit the university.

Gregg Schulte stated that the only paid leaves are usually short-term in nature. Gregg added that if one takes an extended leave, one shouldn't accrue but one is not responsible to produce usage of benefits.

Nancy Utz stated that a person on a paid leave may not always bring as much or more benefit to the university than one on an unpaid leave.

A vote was taken that Section III, item D be dropped and the recommendation passed by a vote of 11-4.

Gregg Schulte stated that a paid leave still accrues vacation and sick leave while one on an unpaid leave does not. He added that payment for a paid leave is the employee's regular pay. If the employee does not return to the university then they are obligated to return the money back to the university.

Ken Ramey suggested that Section III, item E be sent back to the committee for further review. (at this point there was no quorum so a vote could not be taken). Linda Sanders agreed that the committee should review this. Linda then asked for discussion on Section III, item F.

Nancy Utz stated that this was a recommendation of the original Ad Hoc committee.

Constitution and By-Laws: No report.

Credentials and Elections: No report.

Finance: No report.

Grievance: No report.

Liaison: No report.

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OLD BUSINESS

Nancy Utz stated that Tom Barlow should be commended on the photograph of the campus for Dr. Albright.

NEW BUSINESS

Linda Sanders stated that Staff Congress should have a welcome coffee for Dr. Boothe within the next month or so.

Jerry Groeschen moved to adjourn. Mary Kelm seconded. A vote was taken and the motion passed unanimously.

THE NEXT REGULAR MEETING WILL BE FRIDAY, AUGUST 5, 1983, AT 10:00 A.M. IN ROOM 108, UNIVERSITY CENTER.