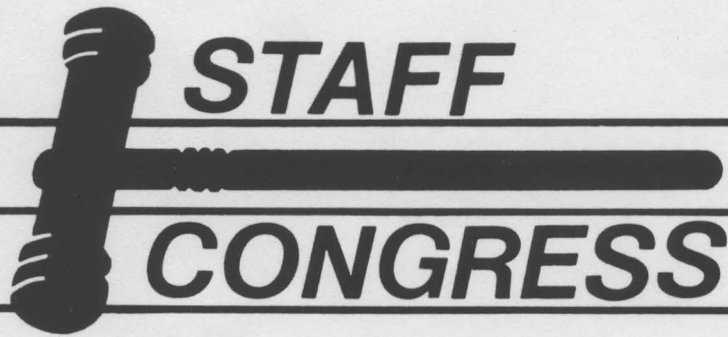


STAFF CONGRESS

Staff Congress Meeting
November 13, 1986

1 P.M. Landrum 110

- I. Call to Order
- II. Minutes of October 9, 1986 Meeting
- III. Guest - Dr. Scholes
Pay Policy
- IV. Chester Arthur
Budget Process
- V. Executive Committee Report
- VI. Committee Reports
 - Policy
 - Benefits
 - Finance
 - Credentials and Elections
 - Update on Election
 - Constitution and Bylaws
 - Proposed Bylaws changes
 - Liaison
- VII. Old Business
- VIII. New Business
- IX. Adjournment



STAFF CONGRESS

STAFF CONGRESS MINUTES

November 13, 1986

Members Present: Dale Adams, Lisa Boehne, Margaret Burlew, Sarah Coburn, Sond Cummins, Shirley Garrett, Jack Geiger, Joe Gimpel, Donna Gosney, Margaret Groeschen, Diane Hunley, Janet Krebs, Darlene Miller, Greg Muench, LaVerne Mulligan, Ron Rieger, Ruth Saccone, Durant Mathis, Russell Smith, Nancy Utz, James Wilson.

Members Absent: Jackie Baker, Carla Behymer, Don Gammon, Russ Kerdolff, Kathy Lyon, Michael Martin, Don McKenzie, Mitch Mullins, Shirley Raleigh, Marjorie Scheller, Sharon Taylor.

Guests: Barbara Herald, Chester Arthur, Gene Scholes, Peg Goodrich, office secretary

I. Call to Order

President Janet Krebs called the November meeting of Staff Congress to order at 1:12 p.m. A quorum was present.

II. Minutes

The minutes of the October 9, 1986, meeting were approved as read. A motion was made by Ron Rieger, seconded by Dale Adams, to accept the minutes as read. The motion passed unanimously.

III. Guests

Dr. Gene Scholes, Vice President for Administration, attended the Staff Congress meeting to discuss any issues involving the final draft of the pay policy for next year. The Staff Congress Policy Committee had drafted a memo to Dr. Scholes expressing some concerns and reservations about the policy. The administration revised the policy to reflect these concerns. (see attached memo) Items 1, 2, and 3, of this memo have been agreed to by the administration. Item #4 involving the discretionary increase with regard to employment date will receive additional discussion with the President's staff and department heads. Item #5 was also agreed with in terms of its importance. Training sessions on employee evaluations are being planned by the Personnel Office. The salary increase guidelines (separate from the pay policy) are in the process of being developed. This relates to what percentages will be set aside for general increases, longevity, and discretionary. A monitoring system for evaluations will be set up in Personnel. Evaluations are to begin in December for all employees hired before June 30, 1986.

II. Guests.....

Our proposal regarding the early retirement program has gone to Dr. Boothe. He has referred the issue to Dr. Scholes and Nancy Pierce for further study. A committee will be appointed including members of the Administrative Affairs staff who would have expertise in this area, to look at the proposal.

The emergency sick leave policy is still being studied. Dr. Scholes will report back to our officers regarding its status.

Mr. Chester Arthur, Assistant Director of Budget and Planning, also attended the November meeting to explain the development of the budget process at Northern. His talk was very informative. There is a possibility of NKU someday going to a two-year budget.

IV. Executive Committee Reports

A. President's Report - Janet Krebs

Janet read a memo from Dr. Boothe regarding his response to our concern about an early retirement program for staff. Dr. Scholes and Nancy Pierce will be looking into these options.

V. Committee Reports

A. Policies and Procedures - Diane Hunley

The final draft of the pay policy was presented for Staff Congress' approval. The policy was approved by a vote of 19 to 0.

The Policy Committee also recommended that Staff Congress approve the University's Anti-Hazing policy as written. The policy was approved with a vote of 17 for, 0 against, 2 abstentions.

B. Benefits - has not met this month

C. Finance Committee - Margaret Groeschen

No report

D. Credentials and Elections - Jack Geiger

The ballots for the November election have been sent and are being returned.

E. Constitution and By-Laws - Donna Gosney

The memo from the committee dated October 27, 1986, regarding voting in Staff Congress elections, the title of treasurer in the position title for Secretary/Treasurer of Staff Congress, the status of the Finance Committee, and posting and delivery of minutes, was discussed. These recommendations will be voted on at the December meeting.

F. Liasion - Nancy Utz

There should be a December newsletter coming out with election results.

VI. Old Business

None

VII. New Business

Ron Rieger inquired as to the status of the Staff Congress Evaluation Committee. He also asked if they were looking into the issue of more cooperation between Congress and the Faculty Senate. Janet reported that the committee has been unable to schedule a meeting at this time.

Kathy Dawn has volunteered to attend a Staff Congress meeting and update the membership regarding the SACS study.

The December meeting will be held on Thursday, December 11, beginning at 12:30 p.m. Since this is our joint Christmas meeting, a light lunch will be served. The meeting will be held in the University Ballroom.

The committee regarding employee involvement groups is working out the details of the program.

VIII. Adjournment

LaVerne Mulligan made a motion that the meeting be adjourned. Durant Mathis seconded and the motion passed unanimously. The meeting was adjourned at 2:30 p.m.

STAFF CONGRESS

November 3, 1986

TO: Dr. Leon Boothe, President
Northern Kentucky University

FR: Members
Executive Council of Staff Congress

RE: Early Retirement Programs

The following resolution was approved by the membership of Staff Congress at the October 9, 1986 meeting.

The membership of Staff Congress and the Executive Officers request that an ad hoc committee, comprised of NKU employees with expertise in this field and Staff Congress representatives, be appointed by the University administration to draft a proposal for an early retirement program that recognizes the specific needs of staff personnel. This proposed policy will then be reviewed by Staff Congress members at large.

Thank you for your attention to these matters.

Janet Krebs, President

Donna Gosney, Vice President

Darlene Miller, Secretary/Treasurer

cc: Dr. Gene Scholes

STAFF CONGRESS

November 3, 1986

TO: Ms. Cynthia Dickens
Vice President for Student Affairs

FR: Janet Krebs, President
Staff Congress

RE: Anti-Hazing Policy

The Policy Committee of Staff Congress met recently and reviewed the Anti-Hazing policy that was recently passed by the Board of Regents. The Policy committee has not recommended any changes and will present the policy as written to the membership at the next regular meeting of Staff Congress on November 13, 1986.

Thank you for asking Staff Congress for input on this policy.

cc: Dr. Gene Scholes

MEMORANDUM

TO: Ms. Donna Gosney
Ms. Janet Krebs
Ms. Darlene Miller

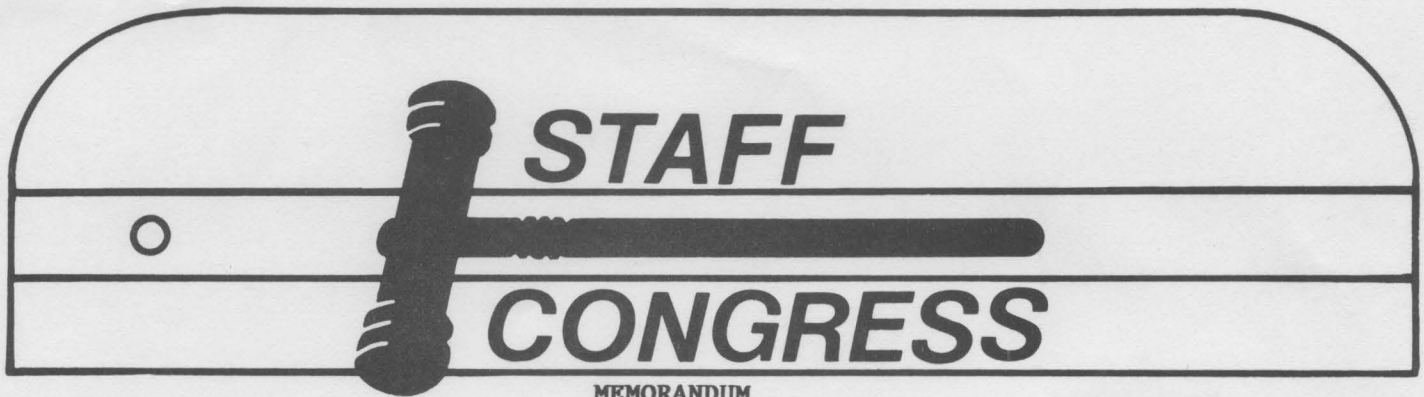
DATE: November 7, 1986

I am in receipt of your memorandum of November 3, 1986, communicating the resolution adopted by Staff Congress with regard to the development of an early retirement program for staff employees. By way of a copy of this memorandum, I am requesting Dr. Gene W. Scholes and Ms. Nancy Pierce to investigate this matter and to advise me regarding the advisability and/or necessity of developing such a program for staff personnel. It occurs to me that with the provisions of the current Kentucky Employee Retirement System, staff employees have the prerogative to retire early anyway. At any rate, I am sure Dr. Scholes and Ms. Pierce will be advising me soon on this important matter and I will in turn be in communication with you as soon as possible. Thank you for communicating this resolution to my attention.

Leon E. Boothe

Leon E. Boothe

cc: Dr. Gene W. Scholes
Ms. Nancy Pierce



MEMORANDUM

TO: All Eligible Staff Employees

FR: Staff Congress

DT: November 10, 1986

RE: 1987 Staff Congress Election

MUENCH, GREGORY
PP-ELECTRIC SHOP
221 ADMIN CENTER
MAIN CAMPUS

The 1987 Staff Congress election will commence November 10, 1986 and close November 25, 1986. Employees will elect representatives in their respective employment areas and categories, as well as representatives from the support staff at large. Your particular employment area and category have been indicated on the attached ballot. Questions about voting eligibility or the election process may be addressed to any member of Staff Congress or by calling Marjorie Scheller, Chair, Credentials and Election Committee, at 5126.

All eligible staff are urged to vote. All voting will be done by mail.
Remember--your vote counts--it is important.

- 1) Mark your choices on the attached ballot and seal it in an envelope;
- 2) Sign the form at the bottom of this page;
- 3) Send the ballot and the form via campus mail to Marjorie Scheller, 824 Administrative Center;
- 4) Votes must be received by 4:30 p.m., November 25, 1986.

This will maintain the confidentiality of your ballot.

----- Cut Here -----

MAIL VOTE CERTIFICATION

I hereby certify that I have used the attached ballot for the 1987 Staff Congress election.

(Signed) _____

Remember, vote for candidates:

- in your employment area,
- in your employment category,
- at large.

STAFF CONGRESS ELECTION BALLOT - 1986

Employment Area

() Academic Affairs (Elect 1)

Margaret Burlew ()
Donna Gosney ()

() Administrative Affairs (Elect 1)

Lorra Cann ()

() General Administration (Elect 1)

Peg Goodrich ()

(X) Physical Plant (Elect 1)

Durant Mathis ()

() Student Affairs (Elect 3)

Marilyn Gosney ()
Mary Huening ()
Sue Roth ()
Ruth Saccone ()

Employment Category

() Managerial Supervisory (Elect 1)

Pat Harrington ()
Ron Young ()

() Office Clerical (Elect 2)

Shirley Garrett ()
Cheryl Lippert ()
Shirley Raleigh ()
Nancy Trimbur ()

() Professional (Elect 1)

Sarah Coburn ()
Sherrie Turner ()

() Service Maintenance (Elect 2)

Rocke Saccone ()
Jack Strauss ()

Skilled Craft (No Vacancies)

() Technical Scientific (Elect 1)

Laverne Mulligan ()
Rosanne Rawe ()

(X) At Large (Elect 6)

Jeannine Holtz ()
Diane Hunley ()
Janet Krebs ()
Kathy Lyon ()
Vicki May ()
Pat Mullins ()
Virginia Stallings ()
Donna Trenkamp ()

New

MEMORANDUM
October 27, 1986

TO: Staff Congress
FR: Constitution and By-laws Committee

Dale Adams
Lisa Boehne
Donna Gosney
Don L. McKenzie

As a result of recommendations made to the Constitution and By-laws Committee during the Staff Congress Chairs meeting in October, a meeting of the Constitution and By-laws Committee was held in October to review:

- 1) Voting solely by mail
- 2) Removal of the title of treasurer from the position/title of secretary/treasurer.
- 3) Elimination or merger of the Finance Committee

After much discussion, it is the feeling of the Constitution and By-laws Committee that the following recommendations be in the form of a proposal to Staff Congress for acceptance:

- 1) Voting by mail

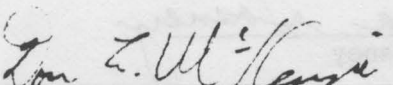
Wording in Article I Section 3 - H will be changed to read
"Voting will be done by mail or by establishing polling places
or by a combination of both at the discretion of the Credentials
and Elections Committee.

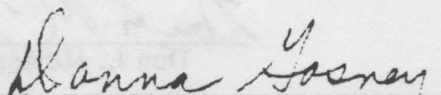
- 2) Title of treasurer - the position/title
of secretary/treasurer will remain in effect and
that officer will be given the responsibility of preparing
the budget.

- 3) Finance Committee - The Finance Committee will be
eliminated from the by-laws and the duties of that committee,
specifically preparing the budget, will be given to the secretary/treasurer.

- 4) Minutes - Wording in Article 3, Section 6-B
will be changed from "no later than five
working days" to "preferably five working days."

Respectfully Submitted


Don L. McKenzie


Donna Gosney

September 25, 1986

TO: Staff Congress

FROM: Constitution and By-Laws Committee
Dale Adams
Lisa Boehne
Donna Gosney
Don L. McKenzie

As charged in the September meeting, our committee met to once again review the process for election of Staff Congress officers. I wish this correspondence to be in the form of a proposal to Staff Congress.

The original statement read:

A Nominating Committee will be established in the by-laws. The committee will be comprised of at least two of the current officers and the Chair of the Credentials and Elections Committee.

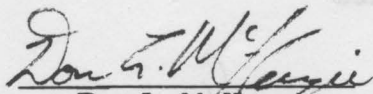
The new statement reads:

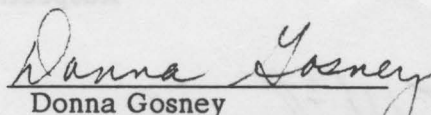
A Nominating Committee will be established in the by-laws. The committee will be comprised of one current officer or their designee and one person from each of the employment areas. The Chair of the Credentials and Elections Committee will ask individuals to serve on this committee.

We have also removed in paragraph four "at least ten days."

The remaining content of this proposal will stay in its current form.

Respectfully Submitted


Don L. McKenzie


Donna Gosney