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# STAFF CONGRESS

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Northern Kentucky University Highland Heights, Kentucky 41076

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STAFF CONGRESS AGENDA  
Thursday, November 9, 1989  
Adm. Ctr. 722 1:00 p.m.

- I. Call to Order
- II. Guest: Peter Hollister  
Organizational Changes Within University Relations  
Guest: Wiley Piazza  
Wellness Program Presentation
- III. Approval of October Minutes
- IV. President's Report
  - 1. Correspondence
  - 2. Constituency
  - 3. DSA-Regential Honor\*\*
  - 4. Free Speech Area\*
- V. Vice President's Report  
Board of Regents Meeting
- VI. Standing Committee Reports
  - Benefits: Elaine Shafer\*
  - Constitution & Bylaws: Ron Rieger\*\*
  - Liaison: Rosanne Rawe
  - Policies: Shirley Garrett
- VII. University-Wide Committee Reports
  - Emergency Evacuation: Virginia Stallings
  - Food Service Advisory: Ron Rieger/Peg Goodrich
  - Health Utilization Review: Sue Roth
  - Library Automation: Rosanne Rawe
  - Parking & Traffic Control: Chrissie Groh
  - Salary Consultant: Janet Krebs
  - Wellness Program: Sue Roth
  - Women's Center: Virginia Stallings
- VIII. Ad-hoc Committees:
  - Scholarship: Elaine Shafer
  - Staff Enrichment: Glenn Strausbaugh\*\*
- IX. Old Business
  - Short-term Benefits: Karen Ogburn
- X. New Business
- XI. Announcements
- XII. Adjournment

\* Attachment w/Agenda

\*\* Attachment distributed at meeting

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# STAFF CONGRESS

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Northern Kentucky University Highland Heights, Kentucky 41076

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STAFF CONGRESS MINUTES  
NOVEMBER 9, 1989  
ADMINISTRATIVE CENTER 722

Members Present: Lillian Conrad, Sandi Cunningham, Gary Easton, Shirley Gallicchio, Shirley Garrett, Peg Goodrich, Donna Gosney, Chrissie Groh, George Hadesty, Edith Hill, Howard Hoffman, Margaret Lester, Barb Martin, Lola Moore, Jeff Morehead, Rosanne Rawe, Ron Rieger, Sue Roth, Marjorie Scheller, Elaine Shafer, Gladys Smith, Glenn Strausbaugh, Peggy Vater, Linda Wright.

Ex officio: Diane Hunley, Karen Ogburn.

Guests: Peter Hollister, Bonnie King, Jerry McLafferty, Wiley Piazza.

Members Absent: Linda Fisher, Chuck Harmon, Marilyn Henderson, Jeannine Holtz, Donna Messer, Tom Skinner, Virginia Stallings, Barb Thomes.

I. Call to Order: Meeting was called to order at 1:09 p.m. with a quorum present.

II. Guest Presentations

Peter Hollister - Explained the organizational restructuring of University Relations.

Wiley Piazza - Spoke about new wellness program (maintaining on-going projects, walk-in services, monthly topical sessions, information distribution, etc.). Asked that staff support the program by participating and sharing comments/suggestions.

III. Minutes of October 12 approved as received.

IV. President's Report: Donna Gosney  
Correspondence to constituency is acceptable; however, a member of the executive committee should review before it goes out.

Staff Congress has been asked for a representative to serve on the Director of Personnel Services search committee; any member willing to serve, please contact Donna Gosney.

Anyone who does not have a printout of his/her constituency should contact Peg Goodrich.

Regential Service Award explanation presented; discussion followed. As a recommendation to the committee, a show of hands to indicate preference in award distribution as follows:

1) Distribution of \$500 awards in 6 categories: 9

Managerial/Supervisory.....# of employees	35
Professional/Research Assistants.....	145
Technical/Scientific.....	23
Office Clerical.....	179
Service Maintenance.....	102
Skilled Crafts.....	37

2) Distribution of \$1000 awards in 3 categories: 11

Managerial/Supervisory	# of employees	180
Professional/Research Assistants		
-----		
Technical/Scientific	# of employees	202
Office Clerical		
-----		
Service Maintenance	# of employees	139
Skilled Crafts		
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3) Abstentions: 3

The committee will meet to recommend a final proposal to Dr. Scholes. If it is deemed necessary, a special meeting will be called to review the final recommendations. The committee will be expanded to include a representative from each of the six categories to establish criteria for the awards. The Regential Service Awards will replace the Distinguished Service Awards should the proposal be approved.

Discussion regarding the relocation of the free speech area took place. Votes on the four alternatives listed on the agenda attachment were as follows:

option a =	2 votes
option b =	0 votes
option c =	13 votes
option d =	5 votes
abstentions =	2



V. Vice President's Report: Sue Roth. Sue briefly reviewed the synopsis of the November Board of Regents meeting distributed previously.

#### VI. STANDING COMMITTEES

Benefits: Elaine Shafer.

The recommendation to have Personnel Services look into financial planning services for staff was approved.

Constitution & Bylaws: Ron Rieger.

Discussion took place regarding membership employment areas contained in Article I, sections 2c and 2e of the bylaws. A recommendation from the committee will be brought to the December meeting.

Liaison: Rosanne Rawe. No report.

Policies: Shirley Garrett.

Committee's recommendations have been incorporated into the grievance procedure with exception of determining final decision when personnel director and review committee differ.

#### VII. UNIVERSITY-WIDE COMMITTEES

Emergency Evacuation: Virginia Stallings

The committee reported some problems in dealing with Administration, but progress is now expected.

Food Service Advisory: Ron Rieger/Peg Goodrich

A committee meeting will be held before the December Staff Congress meeting.

Health Utilization Review: Sue Roth

Prudential's proposal is on Dr. Scholes' desk. Rates will go up. Informational meetings are scheduled for this month to explain the changes.

Library Automation: Rosanne Rawe

Two site visits have been scheduled.

Parking and Traffic Control: Chrissie Groh. No report.

Staff Congress Minutes

November 9, 1989

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Salary Consultant: Janet Krebs.

The policy committee has begun working on the Fortunato report. Janet will represent staff on the University's committee. Suggestions/concerns should be expressed to her.

Wellness Program: Sue Roth.

Subject previously covered by Wiley Piazza.

Women's Center: Virginia Stallings. No report.

VIII. AD-HOC COMMITTEES

Scholarship: Elaine Shafer. No report.

Staff Enrichment: Glenn Strausbaugh

The committee's recommendation for 10% staff discount on textbooks was discussed and approved.

IX. Old Business: Bidding for short-term disability benefits will begin in January.

X. New Business: None.

XI. Announcements: None.

XII. Adjournment: There being no further business, motion to adjourn was made and seconded at 3:05 p.m.

PLEASE NOTE: December 14 Staff Congress meeting changed to U.C. Ballroom. Refreshments 12:00 noon; meeting 1:00 p.m.

Respectfully submitted,

Linda P. Wright  
Secretary/Treasurer



Salmon P. Chase  
College of Law

• Northern Kentucky University

• Highland Heights, KY 41076

MEMO TO: Donna  
FROM : Roberta *[Signature]*  
DATE : November 17, 1989  
RE : Regential Service Award

Donna, here are some random thoughts the committee had:

During the course of the meeting, I had to call Karen Ogburn to make some clarifications. She indicated, and our committee unanimously agreed, that the employees listed in the "professional" category would not be eligible for this award. Those employees include the president, vice president, provost, director of personnel services, etc.

We thought perhaps if we had a definition of the employment categories and in which department they were likely to be in i.e. skilled crafts would be in Maintenance department? We discussed job descriptions for each category but felt that would be almost impossible as there would be too many different ones in each category.

We re-examined the criteria currently listed on the nomination forms for the Distinguished Service Award and thought that with some refinement, most of it would apply for the Regential Service Award. (Please note we have dropped the "Distinguished" from the name of the award-too heavy!)

Hopefully the committee to establish the criteria could be in place so it could meet once in December, recess until January and come up with some established criteria at the second meeting. I will do my best to poll other universities in the region to see if they have such an award and what criteria is used.

(Plea: Dear God, is there another chairman out there somewhere!!)





Salmon P. Chase  
College of Law

• Northern Kentucky University

• Highland Heights, KY 41076

MEMO TO: Donna Gosney  
FROM : Roberta Brinkley *rb*  
DATE : November 17, 1989  
RE : Regential Service Award

Following action of Staff Congress on November 9, the Distinguished Service Award Committee met on November 16 and herewith makes the following recommendations:

1. A Regential Service Award be established to honor those non-faculty employees of the University who meet the criteria of the award.
2. The criteria of the Regential Service Award be established by a committee consisting of at least one representative of the six employment categories, i.e. Managerial/Supervisory, Professional/Research Assistants, Technical/Scientific, Office Clerical, Service Maintenance, Skilled Crafts. Further, we recommend the president of Staff Congress also sit on this committee. Members of the 1989 DSA Committee were polled and all were willing to serve on this committee. The following employment categories are currently represented on the DSA: one from Managerial/Supervisory; two from Office Clerical; two from Professional. The DSA Committee respectfully suggests that this committee be appointed after consultation between the director of Personnel Services and the Executive Committee of Staff Congress.
3. The Regential Service Award be a cash award in the amount of \$1,000, one such award to each of the three employment categories combined below:  
  
Managerial/Supervisory - Professional/Research Assistants  
  
Technical/Scientific - Office Clerical  
  
Service Maintenance - Skilled Crafts
4. The Regential Service Award be announced and presented at the annual Staff Awards Luncheon traditionally held in the fall of each year.
5. The abolishment of the Distinguished Service Award when the Regential Service Award is established.

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# STAFF CONGRESS

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Northern Kentucky University Highland Heights, Kentucky 41076

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## SYNOPSIS OF THE NOVEMBER 1, 1989 BOARD OF REGENTS MEETING

Submitted by: Sue Roth, Vice President, Staff Congress

1. **Grants and Contracts** - are across the board increasing for the first quarter of the fiscal year 1990.
2. **Campus Planning** -
  - a) the AST building is nearly completed and has been planned to open for classes in Spring 1990.
  - b) Fine Arts expansion is in the design phase.
  - c) Ceramic tile for the AHC pool and Residence Hall is complete.
  - d) Residence Hall expansion is possibly ready for bid by mid-November.
  - e) Regents Hall chiller is being replaced and will now be connected to the main power plant.
3. **Quarterly Financial Report** - is on line with last year at this time.
4. **President's Report and Annual Financial Report** - Combined in a brochure detailing the university's financial status while highlighting faculty achievements and the university's international focus.
5. **Intercollegiate Athletics** - a report was given as a response to several newspaper articles which had been written around the state of Kentucky. N.K.U. will now follow the lead of Kentucky schools and designate a specific amount of tuition special fees for Intercollegiate Athletics.
6. **Biennial Budget Review** - overview given of the process and a request for the continued support of Staff Congress during Higher Education Week. President recommended an increase in the amount requested from the state, for the 1990-92 Operating Budget. Supporting such a request he stated fixed costs rising, a standard state 5% salary increase plus a priority for N.K.U. which is "salary catch-up" for both faculty and staff. Additional costs stated were those incurred by following the SACS recommendation and New Academic Program Development which are both critical to the continued growth of N.K.U.
7. **A-110 Audit** - report done by Rankin, Rankin, and Co., stated the university complied with all federal rules and regulations.
8. **Enrollment** - reported largest increase in metropolitan area plus in the State of Kentucky with an 8.8% overall and 8.4% increase in freshman.
9. President recommended the following adjustments in the 1990-92 Capital Budget request: Hankins Hall Renovation, a new university bus (the old one has traveled over 1 million miles), adjustments in the Residence Hall construction and Ceramic/Sculpture Building.



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MEMORANDUM

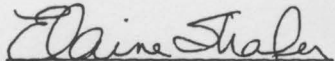
October 12, 1989

TO: Donna Gosney, President  
Staff Congress

FR: Benefits Committee

RE: Financial Planning Service

The Benefits Committee recommends that Personnel Services contact a financial planning service to be made available to both faculty and staff. We recommend that this service (1) be at no cost to the employee or the university and (2) that financial counseling be provided for all income levels.

  
Elaine Shafer, Chair

Committee Members:  
Sandy Cunningham  
Gary Easton  
Howard Hoffman  
Diane Hunley  
Margaret Lester  
Sue Roth  
Marjorie Scheller

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# STAFF CONGRESS

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Northern Kentucky University Highland Heights, Kentucky 41076

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TO: Staff Congress Representatives  
FR: Constitution and Bylaws Committee  
DA: November 9, 1989  
RE: Proposed Changes to Bylaws

Article I, Section 2 c)

Eliminate the General Administration employment area (3 representatives)

Article I, Section 2 e)

Increase to eleven at-large Staff Congress Representatives (from eight)

## RATIONALE

During the past several years only one staff person was willing to be **nominated** to serve on Staff Congress representing the General Administration Area. All persons in that employment area were personally contacted. Many felt it was a "conflict of interest".

Records indicate that Staff Congress has had at least one vacancy in this area since September 1986.

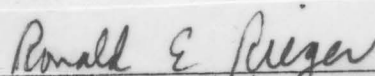
Staff members would still be eligible to run via employment category or "at-large".

We need to have a full complement of thirty-five members for Staff Congress to function effectively.

Article I, Section 3j

All eligible voters.....maximum of sixteen votes.

These will be.....and, eleven at-large.

  
Ron Rieger, Chair

Committee Members:  
Marilyn Henderson  
Donna Messer  
Lillian Conrad  
Lola Moore  
Tom Skinner, Co-Chair

# STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

## BYLAWS

### NORTHERN KENTUCKY UNIVERSITY

### STAFF CONGRESS

#### Article I - Representatives

Section 1 - Responsibility. Staff Congress Representatives are bound to keep themselves informed and to represent the majority interests of their constituency.

#### Section 2 - Representation

- a) All staff employees who are eligible to vote and who have one or more years of continuous permanent service with Northern Kentucky University, as of the date of elections, are eligible to run for election to the Staff Congress.
- b) Eligible staff employees may nominate themselves or be nominated (with permission) by another staff employee. Employees may only be nominated in one constituency, and by established dates.
- c) Three Staff Congress Representatives shall be elected from each of the following five employment areas, as defined within the University Organization Chart.

Employment Area  
General Administration  
Academic Affairs  
Student Affairs  
Administrative Affairs  
Physical Plant

- d) Two Staff Representatives will be elected from each of the following six employment categories, as defined in the Personnel Policy and Procedure Manual.

#### Category

Managerial/Supervisory..... 35  
Professional/Research Assistants.....145  
Technical/Scientific ..... 23  
Office Clerical.....179  
Service Maintenance .....102  
Skilled Crafts..... 37

- e) Eight at-large Staff Congress Representatives will also be elected.
- f) The total number of elected Staff Congress Representatives will be a maximum of thirty-five.



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# STAFF CONGRESS

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Northern Kentucky University Highland Heights, Kentucky 41076

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November 9, 1989

To: Karen Ogburn

From: Policy Committee  
Staff Congress  
Shirley Garrett  
Josef Gimpel  
Chrissie Groh  
Edith Hill  
Shirley Gallichio  
Peggy Vater  
Linda Wright  
Janet Krebs

The Policy Committee met October 24 to review the draft of the Grievance Policy. We want to thank you for the incorporation of our recommendations into this instrument.

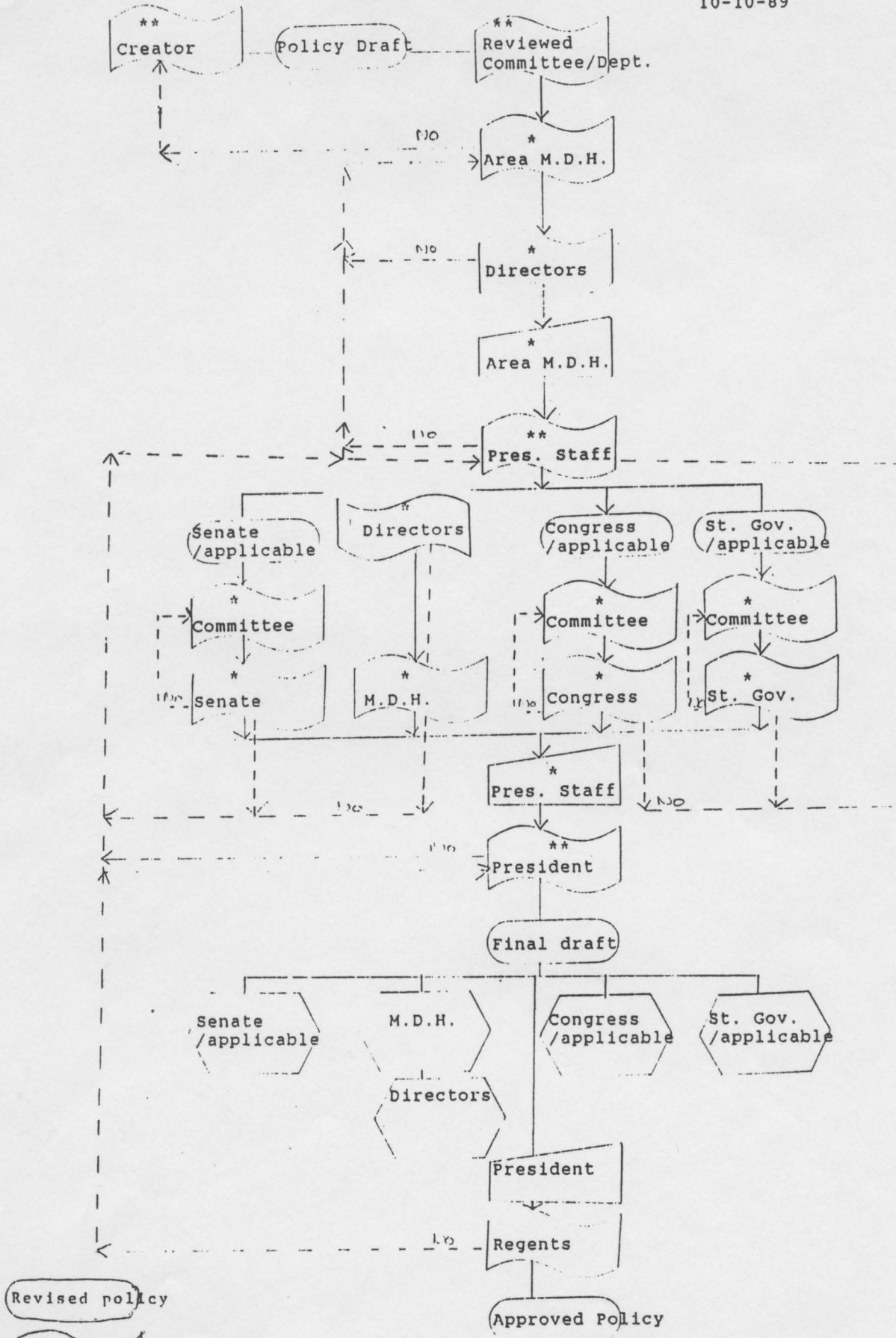
We have only one concern at present, under G3.2 we feel that if the Grievance Review Committee decides a matter is grievable, this decision should overrule the decision of the Personnel Director.

We thank you for the opportunity to review this policy.

cc: Gene Scholes  
Sheila Bell

# POLICY FLOW CHART

10-10-89



Revised policy

Reviews/comments  
approves/forwards

Approved to  
this level

Revised policy  
info purposes

\* 3 week time allowance

\*\* 4 week time allowance

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# STAFF CONGRESS

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Northern Kentucky University Highland Heights, Kentucky 41076

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November 9, 1989

To: Gene Scholes

From: Policy Committee  
Staff Congress

The Policy Committee met November 1 to review the second draft of the Flow Chart. Karen Ogburn met with us to explain the symbols and the steps throughout the chart. She volunteered to give us a written explanation that could be attached to the flow chart.

We will recommend to Staff Congress that we feel the chart will allow us ample review time to reply to policy drafts.

cc: Karen Ogburn  
Donna Gosney



November 3, 1989

To: Ms. Donna Gosney  
President-Staff Congress

From: Karen Ogburn *P*  
Acting Director of Personnel

RE: Policy Committee's Review  
Grievance Policy

THE University appreciates the time and effort put forth by the Policy Committee. Administration has reviewed their latest concern of the October 24, 1989 meeting:

G3.2 where they feel that the Grievance Review Committee should should overrule the decision of the Personnel Director.

Administration feels that while the input of the Grievance Review Committee has much bearing on the grievance, in the final analysis one person must make the decision, and the Director of Personnel should be the ultimate judge. However, the Committee's recommendation will be considered.

CC: Dr. Gene Scholes

cc: Shirley Garrett, Chair  
Policies Committee

While this is dated November 3, I received this heading into the Staff Congress Executive Committee meeting with Dr. Scholes on November 7 at 3:00 p.m.

I am forwarding this to you on November 9, Staff Congress' November meeting. This was discussed during the meeting with Linda Wright stating the concerns of the committee related to the final decision when the Review Committee and the Personnel Director "look horns."

If I understood Dr. Scholes' remarks correctly, he indicated his feeling would be that it would be unwise for a director not to agree to a grievance (as long as it was a matter other than nongrievable issues understood) when the committee determined it to be grievable.

I have a feeling that will be the final decision. However, please review this with your committee (I think Linda can clarify better) and if you feel another go-round necessary, then respond accordingly.

Thanks/dg *dg*

# STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

## MEMORANDUM

November 20, 1989

To: Dr. Gene Scholes  
Sue Roth  
Linda Wright

Fr: Donna Gosney *DG*

Re: Enclosed

This recommendation w/chair's memorandum of note is being forwarded for your review, after which I would like to know any concerns you may have.

Should I not hear from you by Tuesday, November 28, this recommendation will be prepared for presentation at our December 14 meeting.

At this time, I am reviewing past award recipients to fill the committee as requested by the chair to establish criteria (areas of technical/scientific, skilled crafts and service maintenance). You will note, the chair would like to convene a December meeting and follow through in January.

Keep in mind, this issue remains a recommendation to the Regents and final approval will hinge on their decision.

Your response is awaited; thanks much.

Enclosures (2)

*CONFIDENTIAL  
MATERIAL*



Northern Kentucky University  
Highland Heights, Kentucky 41076

MEMO TO: Dr. Gene Scholes

FROM : Donna Gosney  
Robert Brinkley

DATE : September 20, 1989

RE : Establishment of a Presidential Service Award

At a joint meeting of the 1989 Distinguished Service Award Committee and the Executive Committee of Staff Congress held September 20, 1989, the following recommendations were tendered:

1. A "Presidential Service Award" be established to honor those non-faculty employees of the University who meet the criteria of the award.
2. The criteria of the award be set by the "Presidential Service Award Committee." This Committee will be appointed by the president of the University, or his/her designee, and shall be comprised of members of the staff and representatives of the administration of the University.
3. The Presidential Service Award be a cash award in the amount of \$1,000.00.
4. The Presidential Service Award be announced and presented at the annual presidential address traditionally given to the entire faculty-staff prior to the beginning of classes in the fall semester.
5. The Presidential Service Award shall in no way diminish the prestige and honor brought to those staff members who receive the Distinguished Service Award. The Distinguished Service Award continue to be awarded based upon the current format.

Respectfully submitted,

A handwritten signature in cursive script, reading 'Donna J. Gosney'.

Donna Gosney, President  
Staff Congress

A handwritten signature in cursive script, reading 'Roberta Brinkley'.

Roberta Brinkley, Chair  
1989 Distinguished Service Award Committee



Regential Staff Awards  
October 9, 1989

President Boothe convened the Executive Committee of the Board to discuss the Regential Awards proposal for faculty and staff. Those in attendance were: President Leon E. Boothe, Chairman Herb Booth, Vice Chairman William Verst, Secretary/Treasurer Elmer Haas, Mr. Ken Lucas, Dr. David Jorns and Ms. Carla Chance representing Dr. Gene Scholes.

Regential Professorship: This faculty award proposal was discussed and several recommendations were made to Dr. Jorns for further revision.

Staff Award: The five-point recommendation prepared by Staff Congress and dated September 20, 1989, was presented to the Board. Suggested revisions follow on a point-by-point comparison:

1. Preference was stated for the title "Regential" service award since this was the source of the recognition.
2. An overview of proposed criteria needs to be established so that the Executive Committee may react. Recommendations could be made by a screening committee but selection should be made by the Board.
3. The \$1,000 stipend seemed acceptable but concern was expressed that multiple awards should be given and that these awards should recognize outstanding service perhaps by job category, i.e., service/maintenance; office clerical; and technical, supervisory/managerial, professional, administrative.
4. No particular reaction regarding timing of award; probably some preference that it be presented by the Board.
5. Some concerns expressed that three to six Distinguished Service Awards per year plus another four or five Regential Awards could be overkill. We could dilute all processes.

A revised recommendation should be forwarded to President Boothe as soon as possible, perhaps we can discuss at the October 12, 1989, Staff Congress meeting.

2830I



Salmon P. Chase • Northern Kentucky University • Highland Heights, KY 41076  
College of Law

MEMO TO: Donna Gosney  
FROM : Roberta Brinkley *rb*  
DATE : October 16, 1989  
RE : Establishment of Regential Distinguished Service Award

A meeting of the 1989 Distinguished Service Award Committee was convened on Friday, October 13 to consider the response from the Executive Committee of the Board of Regents to a recommendation tendered by the Executive Committee of Staff Congress and the Distinguished Service Award Committee on September 20. Listed below are the revised recommendations of the 1989 DSA Committee as requested in the October 9, 1989 statement from the Executive Committee of the Board of Regents:

1. A "Regential Distinguished Service Award" be established to honor those non-faculty employees of the University who meet the criteria of the award.
2. The criteria of the Regential DSA be established by a committee consisting of at least one representative of the six employment categories, i.e. service/maintenance, office/clerical, technical, supervisory/managerial, professional, administrative. Members of the 1989 DSA Committee were polled and all were willing to serve on a committee to establish the criteria for the Regential DSA. The 1989 DSA Committee is comprised of one member from the Supervisory/Managerial category, two members from the Office/Clerical category, and two members from the Professional category.
3. The Regential DSA be a cash award in the amount of \$1,000; one such award to each of the six employment categories noted above.
4. The Regential DSA be announced and presented at the annual presidential address traditionally given to the entire faculty-staff prior to the beginning of classes in the fall. Awarded at this time would not overshadow any awards given to employees at the annual staff luncheon in September. (It was noted that attendance at the 1989 staff awards luncheon almost filled the UC Ballroom to capacity.)
5. The 1989 DSA Committee recommends the abolishment of the Distinguished Service Award as soon as the Regential DSA is established.

I am sending this to you in the hopes that it may be included on the agenda of the next staff congress meeting. Please do not hesitate to contact me if I can provide additional information.



Northern Kentucky University  
Highland Heights, Kentucky 41076

Memorandum

November 9, 1989

TO: Donna Gosney, President  
Staff Congress

FR: Ad Hoc Staff Enrichment Policy Committee

RE: Staff Enrichment Policy

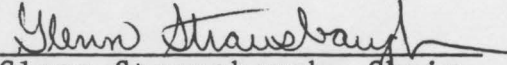
It is the recommendation of the committee that all N.K.U. employees eligible for tuition waivers will also be eligible for a ten per cent (10%) discount on text books purchased through the University Bookstore. It is recommended that this discount be funded through the Staff Enrichment policy of the University Foundation.

Based on the following projections, a 10% textbook discount is feasible. During the '89 Summer semester, approximately 149 undergraduate and graduate credit hours were taken by employees. During the Fall '89 semester, approximately 518 credit hours are being taken. The projection for Spring '90 is that 500 credit hours will be taken by employees. Therefore, a total of 1,167 credit hours are taken in an academic year. Approximately 304 employees take these classes which average 3.83 credit hours.

The average cost of text books for a three hour class is \$45.00. Taking 1,167 credit hours and dividing by three, we get an average of 389 employees taking a three hour class. A total average cost for textbooks for 389 employees is \$17,505. Therefore, a 10% discount is a good benefit as well as an incentive to take classes at NKU and purchase the books from our bookstore.

While many details for managing this program need to be worked out, Mr. Ramey has indicated that the Bookstore is willing to assist in the implementation of this recommendation.

Ad Hoc Committee:

  
Glenn Strausbaugh, Chair

Committee Members:

Chuck Harmon

George Hadesty

Marilyn Henderson