

STAFF CONGRESS

Regular Meeting - January 22, 1982

AGENDA

- I. Call to Order
- II. Minutes of Previous Meeting
- III. President's Report
- IV. Vice-President's Report
- V. Treasurer's Report
- VI. Special Committee Report - Ad Hoc Constitutional Committee
- VII. Unfinished Business
- VIII. New Business
- IX. Adjournment

STAFF CONGRESS MINUTES
January 22, 1982

A regular meeting of the Staff Congress was held on Friday, January 22, 1982. This meeting was called to order at 10:10 a.m. Role was taken and a quorum was present.

MEMBERS PRESENT: Terry Andrews, Mike Baker, Tom Barlow, Bob Barnes, Gail Cato, Pat Coleman, Cindy Dunaway, Gary Eith, Shirley Gallicchio, Don Gammon, Dorinda Giles, Jerry Groeschel, Carol Guthrie, Barb Herald, Dan Hoskins, Mary Kelm, Bonnie King, Bill Lamb, Joyce Maegly, Steve Priestle, Nancy Perry, Linda Sanders, Pamm Taylor, Dolores Thelen, and Nancy Utz.

MEMBERS ABSENT: Dan Bayes, Patti Jeffries, Greg Muench, Ken Ramey, and Bob Riffe.

Secretary's Report

The minutes of the meeting of January 8, 1982 were approved with the following changes or amendments.

1. Gail Cato wished it to be made clear that the effective date for the Delta Dental Plan is January 1, 1982 for full-time, permanent employees of Northern Kentucky University. The effective date for the Family Plan will be March 1, 1982, provided the required enrollment of 75% is reached.
2. It was erroneously reported that Mike Baker made the suggestion of using conference calls for the entire Staff Congress. Mike's suggestion was based on the discussion that had been held on the possibility of four members traveling to different locations, and he said that these four members could possibly set up a conference call. Patti Jeffries should be credited with the idea of a conference call for the entire Congress.

President's Report

Dorinda Giles announced the appointment of the Benefits Review Ad Hoc Committee to review and make recommendations on all matters pertaining to support staff benefits as submitted to the Staff Congress. This committee will remain active until the standing committee for Personnel Policies and Benefits is appointed. The following are to serve on this committee: Dolores Thelen as Chairperson, Mike Baker, Pat Coleman, Greg Muench and Linda Sanders. The first business before this committee is the review of the proposed administrative leave policy. Gary Eith moved to approve these appointments, Bill Lamb seconded the move, and it was unanimously approved.

Dorinda then announced the appointment of the Staff Evaluations Review Ad Hoc Committee to study formal staff evaluations until the standing committee for Personnel Policies and Benefits has been established. Dorinda asked that Ken Ramey act as Chairperson, and that the following members serve: Shirley Gallicchio, Jerry Groeschel, Dan Hoskins and Mary Kelm. Gail Cato said that Mitch Mullins of Personnel Services is working on a staff evaluation proposal and this committee should contact

him. Dorinda agreed, saying that she had pointed out in her memo to this committee that the Personnel Services Office and Dr. Scholes' office would be of assistance. The Chair entertained a motion to approve the appointments and Mike Baker so moved. Don Gammon seconded the motion and it was unanimously approved.

Dorinda said that she will be meeting with Debra Pearce, President of the Faculty Senate, for an informal, unofficial discussion of the exigency plan for faculty. If anyone has comments or ideas on this, contact Dorinda.

Vice-President's Report

Tom Barlow reported on the meeting that the Executive Council had with Dr. Albright and Dr. Scholes on January 21, 1982. In the meeting, Tom expressed a desire to have members of the Congress travel to various universities and colleges within the state to obtain information that would be beneficial to the formation and operation of the Staff Congress, as well as staff benefits and concerns in general. Tom said that Dr. Albright is interested and open to travel, but wishes us to identify our needs and submit requests for travel apart from the operating budget. Mike Baker asked if Tom meant that members of the Benefits Review Ad Hoc Committee would travel, as well as members of the Ad Hoc Constitutional Committee and the Executive Council, and Tom replied yes.

Nancy Utz asked if it would kill two birds to have one group travel to other institutions within Kentucky to review their constitutions and benefits. Tom answered that it would, but he did not want to limit travel to just within the state.

Dorinda Giles said that it was brought up in the meeting that as more universities and colleges within the state form their own type of Staff Congress, an annual state-wide conference or convention could possibly be set up for educational purposes.

Treasurer's Report

As was mentioned previously, the Executive Council met with Dr. Albright and Dr. Scholes on January 21, 1982 to discuss the proposed budget for Staff Congress. Attached to these minutes is a copy of the budget as it was approved. Carol Guthier gave an outline of the monies requested and approved, and Don Gammon asked what the \$250 amount in the general operating budget was allocated for. It was explained that it would be used for general office supplies as needed, but that the majority would be used for copying fees for printing the constitution and by-laws for all support staff members.

Dolores Thelen asked what type of secretarial services have been requested. Consideration has been given to having a permanent, full-time employee perform this work and be paid in addition to their regular salary. Consideration has also been given to employing a part-time person to be paid for the number of hours worked. The Executive Council is to meet with Gregg Schulte to work out all the details. A personnel requisition will be initiated to post and fill this position as quickly as possible.

Special Report

Dorinda Giles called on Bill Lamb, the Chairperson of the Ad Hoc Constitutional Committee, to give a report on their progress. Bill said that the committee had been working very hard, and passed out copies of the constitution and by-laws they have proposed. Bill said that he would entertain brief questions or comments concerning these, but that in-depth discussion would take place at the special meeting on January 29.

Bill said that the committee had reached this point by using the documents that the original forming committee had worked up. He said that a few points had been changed and several points were expanded. They also studied the documents of Morehead, the University of Louisville, Indiana University, and our own Faculty Senate and Student Government. The aim of the Ad Hoc Constitutional Committee was to present a basic document to the Staff Congress for approval, which they feel they have done. When the standing committee for the Constitution and By-Laws is appointed, this committee will be responsible for working on the documents as is felt necessary.

Bill briefly went over the proposed constitution, highlighting the important points of all the articles. He then explained how the constitution is to be approved according to their proposal. Pat Coleman asked if only the constitution is to be approved by the entire support staff body. Bill said that this is right since the by-laws are approved by the Staff Congress.

Dolores Thelen wanted to know if the proposed constitution should be shared with personnel outside of the Congress. Bill said yes, the more input the better.

Dorinda Giles said she had told Dr. Albright and Dr. Scholes how quickly this committee had moved and that they had done a tremendous job. Dr. Albright and Dr. Scholes both agreed with this. Dorinda also said that she would give a copy of the constitution and by-laws to Dr. Albright, who expressed a desire to have these ready to go to the Board of Regents meeting at the end of February.

Gregg Schulte said that at this time it would be appropriate for the floor to move that Bill and the committee be commended. Dolores Thelen moved that Bill and the committee be lauded for a tremendous job. Mary Kelm seconded the motion and it was unanimously approved. Bill and the committee then stood up to receive applause from the Staff Congress.

Bill Lamb added that he or any of the committee members would be available to answer questions concerning the constitution or by-laws.

Dorinda Giles announced the meeting that will be held on Friday, January 29, 1982 at 10:00 a.m. in Room 108 of the University Center for the sole purpose of discussing the constitution and by-laws.

Unfinished business - none.

New business - none.

Gary Eith moved to adjourn the meeting at 10:40 a.m. Bill Lamb seconded the motion and it was unanimously approved.

Northern Kentucky University

Highland Heights, Kentucky 41076

TO: Ken Ramey, Chairperson
Shirley Gallicchio
Jerry Groeschel
Dan Hoskins
Mary Kelm ✓

FROM: Dorinda Giles

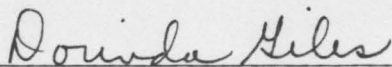
DATE: January 22, 1982

RE: Staff Evaluation Review Ad Hoc Committee

The Staff Evaluation Review Ad Hoc Committee has as its sole purpose the study of formal staff evaluations. When the standing committee for Personnel Policies and Benefits is established, it will assume this task.

Please review historical and current methods used by the University for evaluation of the support staff. The Personnel Services Office and Dr. Scholes' office can be of assistance in this. Based on your findings, be prepared to make recommendations for an equitable method of employee evaluations.

This is a matter of concern for all support staff. On behalf of the Staff Congress, we look forward to your recommendations.



Dorinda Giles, President
Staff Congress

clg

STAFF CONGRESS BUDGET

Fiscal Year 81 - 82

Nonrecurring

Start-Up Office Supplies \$ 300.00

Recurring

General Operating Budget 250.00

Payroll - Secretarial Services 875.00

TOTAL: \$1,425.00