
STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

STAFF CONGRESS AGENDA
Thursday, October 10, 1991
Meeting at 1 p.m.
University Center 108

- I. Call to Order
- II. Approval of September 12, 1991 Minutes
- III. President's Report - Virginia Stallings
Executive Committee Report
- IV. Vice-President's Report - Linda Wright
- V. Standing Committee Reports
 - Benefits: Mary Wilson
 - Constitution & Bylaws: Judy Brueggen
 - Credentials & Election: Tom Skinner
 - Liaison: Shirley Scharf
 - Policies: LaVerne Mulligan
- VI. AdHoc Committee Reports
 - Food Service Advisory: Ron Rieger
 - Health Utilization: Mary Wilson
 - Parking & Traffic Control: Gail Jewell
 - Salary/Budget Committee: Tom Skinner
- VII. Old Business
- VIII. New Business
- IX. Announcements
- X. Adjournment

VS/pg

STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

STAFF CONGRESS MINUTES

OCTOBER 10, 1991

UNIVERSITY CENTER 108

Members Present: Judy Brueggen, Deedra Derrick, Ruth Enzweiler, Sandy Flora, Shirley Garrett, Jack Geiger, Peg Goodrich, Donna Gosney, Chuck Harmon, Gail Jewell, Cheryl Lippert, Carol Maegly, Joyce Moore, Laverne Mulligan, Claire, Newman, Shirley Raleigh, Ron Rieger, Sue Roth, Shirley Scharf, Elaine Shafer, Tom Skinner, Virginia Stallings, Cheryl Torline, Peggy Vater, Gayle Vaughn, Mary L. Wilson, Charlene Wray, Linda Wright.

Liaison: Margo Ferrente

Guest: Don Kelm (Faculty Senate)

Members Absent: Judy Birkenhauer, Bob Byles, Steve Derrick, George Hadesty, Marilyn Henderson, Barb Martin, Annette Simpson.

- I. Call to order: Meeting was called to order at 1:00 p.m. with a quorum present.
- II. Minutes of September 12 - All corrections have been noted and changed. All other minutes approved as received.
- III. President's Report. Virginia Stallings. The thirty minute period for free discussion has been changed to follow instead of preceeding the Staff Congress meeting. All guests have been invited to arrive at the meetings at 1:00. Staff Congress agreed that this would be preferable.

Virginia Stallings, Linda Wright, Jack Geiger and Gayle Vaughn met with the Night Shift Crew on September 27. Discussion was held about forming a voting block so they can have a voice on Staff Congress. Night Shift Crew would be willing to be more involved in Staff Congress, but due to the meeting time and their work schedule, a Thursday afternoon meeting is impossible. Monday morning meetings would enable them to attend. Virginia felt that an executive committee meeting with the night shift should occur at least twice a year. They discussed parking; night shift crew felt that they should not have to pay for parking in empty lots, they are required to park in a particular lot. Cleaning of classrooms is difficult due to the increase of student enrollment. Eating, smoking and drinking in class-rooms needs to be addressed. If a staff employee calls in sick, the remaining workers have to cover that person's responsibilities. Forming a pool of employees for emergency use was discussed. Margo Ferrente stated she would look into the possibility.

Another concern was a rumor that Spring Break would be canceled for staff employees. Discussion with Dennis Taulbee earlier this week proved that this was not true because it is in the calendar. We have asked for the calendar for the next year to help eliminate those concerns.

Problem with the evaluation system, if a physical plant employee is out sick for 12 days per year their evaluation is determined to be unsatisfactory, not matter what the reason, such as surgery, pregnancy, etc. We have been notified that this is all being revamped. University-wide evaluation system is being looked at. Night shift workers did receive a nickel increase for night shift differential, but on the other hand they do not receive the same pay for holidays as their work pay, this also is being changed. They will receive their hourly salary for holidays.

There is no food service for the night shift crew, maybe vending machines with sandwiches would be helpful.

Virginia Stallings and Sandy Flora attended several meetings of the University Wide Planning committee, and they are progressing toward a new five year strategic plan.

Discussion of applying for a new position on campus, staff have applied for positions and not had a reply from Personnel or the department in which they had applied for the posted position. Margo commented on the procedure. The Personnel Department does screen applicants for qualifications, Personnel also tells the department who has applied, and that the applicants have been screened. If the department wishes, they can request all applications, whether over-qualified or if they don't meet the minimum requirements for the position. This procedure is being reviewed. On one hand everyone on campus should have the opportunity for an interview, but on the other hand it could be a waste of the employee's time, employer's time, and give false hope to an individual. Virginia has asked if there are concerns, questions or suggestions to please pass them on to Laverne Mulligan's committee as her committee deals with policy.

Staff awards program was held. Some deserving people received the Regents Distinguished Service Award. The recipients were Barbara Herald and Jeannine Holtz. Only two awards were presented this year. When the award was created it was not designed to give all three awards each year. If there are no nominations in a particular employment area or if no candidates meet the criteria as being outstanding, an award will not be issued.

- IV. President Elect's Report. Linda Wright. There is going to be a program sponsored by Personnel Services Office "Supervising Personnel Effectively" on October 15. Personnel will be implementing programs for university wide employees.

V. Standing Committee Reports

Benefits: Mary Wilson - Help curb health insurance by having a 're-use' program for such things as wheel chairs, crutches, etc. that could be borrowed. The campus nurse was contacted and she does have a few items that can be borrowed, due to limited storage space it hasn't been set up that people can bring items from home.

Constitution & Bylaws: Judy Brueggen - Proposal of change in the Bylaws to permit Executive Committee to add a standing committee was discussed and voted to be accepted.

Credentials & Election: Tom Skinner - No report.

Liaison: Shirley Scharf - Attended Faculty Senate meeting - the only item to report was the possibility of adding new course times and larger classes at Northern. The Faculty Senate felt that large classes would take away from Northern as far as the individual instruction that is stressed by NKU.

Policies: Laverne Mulligan - Report given by Shirley Garrett due to Laverne having to leave. Laverne is planning a meeting with Margo on the feasibility of a sick bank. She will call a committee meeting.

VI. University Wide Committee Reports

Food Service Advisory: Ron Reiger - no report. Picked up Food Service digest, in the corner it stated "Attention students our first food committee meeting this year will be held October 10th at 2:00. He wasn't invited, but he is not a student. Virginia stated that the meeting has been changed. Dennis assumed that since the committee has not had a meeting that the committee has been disbanded. Ron will continue and Cheryl Torline agrees to also serve on the committee. Virginia will submit names to Dennis, a new meeting is scheduled for sometime next week.

Health Utilization: Mary Wilson - As stated in past minutes the one time shot did not happen. They came with a bid higher than the university could accept. Sent back for a better bid, and will be meeting on October 16th.

Parking & Traffic Control: Gail Jewell - Committee met on September 30. They are planning an additional 16 handicap parking spaces. Fines for violating handicap parking spaces will increase to \$50.00 and other violations will increase to \$20.00. When someone gives up their reserved space no more reserved spaces will be issued. Five spaces by Central Receiving will be taken because delivery trucks have problems turning around without damage to the vehicles parked there. The construction on campus has taken several parking spaces. Car pooling could be one solution to the parking problem. The process to update and condense the parking regulations is in the works.

Salary/Budget: Tom Skinner - Wording for the establishment of the new Salary/Budget Committee was discussed and voted to accept wording. Will vote on Salary and Budget Committee at November 14th meeting. Tom and Carol met with Dennis Taulbee on September 30th. They talked in general about what Staff Congress' ideas are. Tom shared the letter that we received. Dennis stressed his feeling on communication with the committee. He applauds our efforts on wanting to learn more about the budget. The committee will meet directly with the Budget Director. Dennis has agreed to meet on a monthly basis with Tom and co-chair or another member of the committee.

VII. Old Business - Shirley Scharf - picnic survey, some were good and others not so good. 68 yes for picnic 6 no and 1 maybe. 43 approved of Friday; 21 disapproved Friday and 1 stated

maybe. Friday picnic was the concern about leaving to pick children up and coming back. Food was brought up, who is paying for the food, maybe everyone could bring a covered dish. If money is to be used for the picnic it was suggested that the money be used for additional benefits or longevity increases. The concerns will be discussed with the committee.

- VIII. New Business - Mary Wilson has received 3 concerns. (1) Why does physical plant have to punch a time-clock? It was pointed out that two other areas also use time clocks. (2) Pay for over-time; the third concern is losing vacation time. If they schedule vacation and then can't take it, they will lose that time. Margo explained that all vacation time over the maximum will be rolled into sick time (one time basis) for time over the limit if not used by end of June '92.

Environmental issues on campus were discussed and awareness made as to the problems.

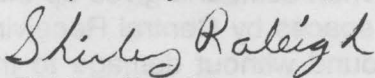
Cheryl Torline - Consensual Relations committee met twice and will meet again on October 30. Students are starting a petition saying that we can't have a policy against it. We are working on a statement to address some of the problems that can arise.

- IX. Announcements: St. Elizabeth sending portable mammogram October 17. It is a free mammogram if you have a referral from your primary care physician. Margo has sign up sheet. Margo said various training sessions are being planned, and will be in the Digest. She also announced that new badges are being made and as soon as all title changes are completed they will be available.

- X. Adjournment: There being no further business, motion to adjourn was made and seconded at 2:55 p.m.

Next Staff Congress meeting: November 14, 1991, Administrative Center 722, 1:00 p.m.

Respectfully submitted,



Shirley Raleigh
Secretary

STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

TO: Virginia Stallings
President-Staff Congress

FROM: Tom Skinner ^{TS}
Carol Maegly ^{CM}
Co-Chairpersons-Ad Hoc Salary/Budget Committee

DATE: October 3, 1991

SUBJECT: Description of Committee

General purpose/description of the Ad-Hoc committee and the creation of a Salary/Budget Committee (S/B):

The basic objective shall be to study the University budget structure in order to gain a greater understanding of the process.

The S/B committee shall review and report to Staff Congress (SC) the University's biennial budget proposal, the completed budget and the priorities set to allocate operating funds.

The S/B committee shall review and report to SC budget decisions which affect staff positions and salary, benefits and other issues of a budgetary nature. S/B shall pursue the notion of adequate compensation for reasonable service.

The S/B committee shall maintain clear lines of communication between the Administration and themselves to effectively represent those issues/concerns of S/C.