



STAFF CONGRESS MEETING

June 13, 1985

1 p.m. AC722

AGENDA

- I. Call to Order
- II. Approval of Minutes
 - a. April 11, 1985
 - b. May 9, 1985
- III. President's Report
 - a. Resignation and replacement
 - b. Meeting with Dr. Scholes
 - c. Appointment of Records Manager
- IV. Vice-President's Report
- V. Secretary/Treasurer Report
- VI. Standing Committee Reports
- VII. Ad-Hoc Committee Reports
- VIII. Other
- IX. Adjournment

STAFF CONGRESS

STAFF CONGRESS MINUTES

June 13, 1985

MEMBERS PRESENT: A. Dale Adams, Donna Bridewell, Sarah Coburn, Cindy Cook, Sandi Cunningham, Kathy Dawn, Don Gammon, Jack Geiger, Donna Gosney, Jean Heneger, Diane V. Hunley, Janet Krebs, Bonnie Lowe, Linda Matthew, Don McKenzie, Karen McNeil, Laverne Mulligan, Pat Coleman Mullins, Bill Reed, Sharon K. Taylor, Linda Thierbach, Dolores Thelen, Rebecca Timerding, Nancy Utz, John Wade and Phyllis Weeland.

MEMBERS ABSENT: Steve Meier, Jay Stevens, Margaret S. Weber

GUESTS: Josef Gimpel, Pat Diesman, Carolyn Scheben, Lola Moore, Gladys (Brandy) Oder, Pamm Taylor (Parliamentarian), and Gregg Schulte (Personnel Services).

I. Call to Order

President Kathy Dawn called the meeting to order at 1:05 p.m.; a quorum was present.

II. Approval of Minutes

Don McKenzie moved to approve the minutes of the April 11, 1985 and May 9, 1985 meetings. Seconded by Jack Geiger. There being no revisions to the minutes they were approved unanimously.

III. President's Report - Kathy Dawn

A. Resignations and Replacement:

Kathy announced that Mark Dryden has resigned from the University leaving a vacancy in the Physical Plant area. The Executive Council nominated Joe Gimpel as a replacement. (Joe was present and left the room at this time.) There being no other nominations from the floor a vote was taken. Joe was unanimously elected to be the replacement for the Physical Plant representative.

B. Meeting With Dr. Scholes

The Executive Committee met with Dr. Scholes on May 24. The following items were discussed:

1: A recent "I Would Like An Answer" form submitted to Staff Congress asked why a staff member(s) was not routinely included on committees for Dean's positions. This question was posed to Dr. Scholes. He responded that he thought it was a valid question and that he understands staff's concerns with the hiring of new Deans. He said that he would ask Provost Lyle Gray to include a staff member on all search committees in the future.

2. The Executive Council asked Dr. Scholes for an update on the draft of the Reclassification Policy. He stated that nothing had been resolved

at this time. The Executive Council offered to meet with him and the Policies Committee to resolve the remaining points of difference between the policy draft and Congress' recommendation so that the new procedures can be implemented soon.

3. In regards to Congress' request for bulletin boards for both campuses, Dr. Scholes forwarded the request to Mr. Tabor, Associate Vice President for Business Affairs, who will look into the availability of space, etc.

4. The Tuition Waiver Policy Draft is still under review. Dr. Boothe and Dr. Scholes are aware of Congress' concerns about the policy draft.

C. Appointment of Records Manager

Dr. Claypool, Archivist, asked for a Records Manager to be appointed for Congress. To provide continuity, President Dawn appointed Peg Goodrich, the Congress' secretary.

IV. Vice President's Report - Nancy Utz

Nancy related that during Congress' work on a salary increase distribution recommendation and during subsequent meetings with Dr. Scholes, Congress expressed concerns about the adequacy of the current Performance Evaluation System. Congress requested that a university-wide committee be established to review the current system and recommend improvements. Such a committee is being organized.

Gregg Schulte said that faculty member Charles Apple agreed to chair the committee. Dr. Apple has considerable expertise in this area. Gregg also said that several staff members have been asked to serve on the committee and he is awaiting their responses. Gregg said that the initial deadline for the committee is September 30, 1985.

Nancy indicated that the committee will be reviewing such items as the timing of the reviews (i.e.: annual or semi-annual, all on anniversary dates, etc.), mandatory training for supervisors, upper-level review, etc. When the committee is firmly established the information will be published so that individuals can contact committee members with ideas.

V. Secretary/Treasurer's Report - Cindy Cook

Cindy reported that Dr. Boothe called a meeting with the Executive Council and Gregg Schulte on June 11 to discuss recent action relating to the state legislature and higher education.

Dr. Boothe informed the Executive Council that it is very likely that the Governor will call a special session of the General Assembly this summer. Dr. Boothe said that the Council of University Presidents met with her in late May to request that higher education be included on the agenda for the special session; she indicated to them that she would do so. The Presidents then met with the Speaker of the House, the Senate Pro-Tem, and other legislators to gain their support for higher education. Dr. Boothe indicated that the meetings thus far have been positive.

Dr. Boothe said that he will inform Staff Congress of any further action regarding funding for higher education in Kentucky. The Executive Council indicated to Dr. Boothe that if a special session is called, Congress will be very active in organizing staff members to contact legislators to show support for higher education.

Cindy cautioned, however, that if this occurs, Congress will have to be careful about not using University supplies for letters, postage, etc. There is a state law prohibiting the use of state funds for lobbying services.

Cindy said that Dr. Boothe also mentioned the upcoming mayoral election in Highland Heights. He indicated that since the University is within the city limits, the city government could have an effect on staff. Items such as road improvement and expansion, payroll taxes, etc. could have a direct effect on staff at NKU. The Executive Council told Dr. Boothe that they would work with Gregg Schulte in formulating some questions regarding the mayoral candidates' positions on those types of items. The questions will be submitted to the candidates by mail.

VI. Standing Committee Reports

1. Constitution and By-Laws Committee - Linda Theirbach

Linda presented the recommendation for changes to the By-Laws that was submitted by the committee at the May meeting. She briefly explained each suggested revision. The recommended revisions were voted on separately with the results as follows:

Revision I - 23 in favor, 0 opposed, 3 abstentions
Revision II - 18 in favor, 6 opposed, 2 abstentions
Revision III - 25 in favor, 0 opposed, 1 abstention

Since these revisions are to the By-Laws only and have been approved by a majority of Congress they are effective immediately.

2. Credentials and Elections Committee - Bill Reed

Bill presented the resolution prepared by the committee concerning Administrative representation on Congress. After considerable discussion each item on the resolution was voted on separately. The results are as follows:

Item 1) 22 in favor, 1 opposed, 3 abstentions
Item 2) 11 in favor, 13 opposed, 2 abstentions
Item 3) 24 in favor, 0 opposed, 2 abstentions
Item 4) 25 in favor, 0 opposed, 1 abstention
Item 5) 26 in favor, 0 opposed, 0 abstentions

The portions of the resolution approved were forwarded to the Constitution and By-Laws Committee to prepare for revisions to the Constitution. Any changes to the Constitution will have to be approved by both Staff Congress and a general staff vote.

3. Benefits Committee - Dale Adams

Dale presented the committee's draft of procedures for an Emergency Sick Leave Bank. Upon Congress' approval of the procedures they will be forwarded to Dr. Boothe with a recommendation that an Emergency Sick Leave Bank be established.

During discussion of the procedures many questions were raised. After a very lengthy discussion, President Kathy Dawn asked the committee to consider the concerns mentioned and present the procedures again at the next meeting. Kathy thanked the committee for their diligent work on this project.

4. Policies Committee - Sandi Cunningham

Sandi reported that the committee was reviewing an 8 page draft of proposed changes to the Personnel Policies and Procedures Manual. The draft was submitted to Congress by Gregg Schulte for review and comment. Sandi explained that the bulk of the changes were definitions of employment categories. One section of the draft included an "employment at will" statement. The employment-at-will issue was discussed at length. However, President Dawn explained that in the June 11 meeting with Dr. Boothe, he asked that Congress suspend any action on this issue until he had further time to study it himself. Kathy asked the committee to review all portions of the draft that did not pertain to employment-at-will so that Congress could respond to Gregg on those items.

5. Liaison Committee - Janet Krebs

Janet reported that the Committee planned to meet on the Monday following the meeting and have a newsletter printed by the following Friday.

President Dawn thanked the Committee for the good work they have done on the newsletter this year.

6. Finance Committee - LaVerne Mulligan

LaVerne reported that a balance of \$209.37 remained in the Staff Congress budget for fiscal year 1984-85. It was mentioned that some of the current ad hoc committees would be using some of these funds before year-end.

VII. Ad Hoc Committee Reports

1. Distinguished Service Awards - Dolores Thelen

Dolores stated that the committee had met and organized a timetable. Publicity has been planned, and an article has already appeared in the Campus Digest. Dolores said that the committee has coordinated with Personnel Services to have the luncheon a week later this year. She explained that the later date will allow time for faculty members returning for the Fall semester to submit nominations for the Distinguished Service Awards.

2. A.D. Albright Scholarship Committee - Sandi Cunningham

Sandi announced that the committee selected Lori Martz and Bonnie Riffe as recipients of the scholarships. Sandi said that the committee had discussed presenting the scholarships at a morning reception open to all staff members. During the discussion it was generally agreed upon that the scholarships should be presented at a reception. President Dawn asked the committee to organize a reception.

VIII. Other Business

1. Don Gammon was asked to give a brief report on the university-wide committee on cafeteria-style benefits. Don said that Gregg Schulte had done an outstanding job of accumulating information on cafeteria-style benefits. It appeared to the committee that any shift to such a plan would be extremely costly to the University. Gregg explained that he would be making a presentation to Central Staff in the near future concerning cafeteria-style benefits, the costs involved, tax repercussions, etc. He indicated that the committee could not do any further work until and unless the Administration could commit full financial support of such a benefits plan. Gregg also stressed that

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implementing such a benefits plan would take at least two years before all details could be worked out.

2. Dale Adams was asked to report on the outcome of the bids for health insurance. Dale said that Blue Cross/Blue Shield was chosen to remain as the insurance provider for the University. He mentioned that the selection committee compared policies, and that BC/BS offered the best policy for the best price. However, the premiums will increase approximately 38% effective with the June payrolls.

Sharon Taylor asked Gregg if the University had looked into any health maintenance organizations (HMO). Gregg stated that by state law the University will probably have to offer an HMO option to employees by July 1, 1986. He is currently serving on a committee to study the HMO issue.

IX. Adjournment

There being no other business, Don Gammon moved for adjournment, seconded by Linda Thierbach.