

STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

AGENDA

Staff Congress Meeting
Thursday, April 13, 1989

1:00 p.m. AC 722

- I. Call to Order
- II. Approval of March 16, 1989 minutes.
- III. President's Report - Diane Hunley
- IV. Vice President's Report - Janet Krebs
- V. Committee Reports

- Benefits - Sue Roth
- Constitution & Bylaws - Ron Rieger
- Credentials & Elections - Peg Goodrich
- Policies - Cathy Dewberry
- Liaison - Rosanne Rawe

Other Committee Reports

University Wide Committees:

- Food Service Advisory Committee - Ron Rieger, Peg Goodrich
- Parking and Traffic Control Committee - Chrissie Groh
- Women's Center - Virginia Stallings
- Salary Administration Consultant - Janet Krebs
- Past Presidents Review Committee - Janet Krebs
- Library Automation - Rosanne Rawe/Debbie Chalk
- Search Committee for VP of University Relations) to be
- Emergency Evacuation) appt'd

Ad-Hoc Committees:

- Flexible Benefits
- Smoking Policy - Rosanne Rawe
- Scholarship Committee - Elaine Shafer

VIII. Old Business

IX. New Business

X.. Adjournment

STAFF CONGRESS

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STAFF CONGRESS MINUTES

APRIL 13, 1989

AC 722

Members Present: Peg Goodrich, Donna Gosney, Chrissie Groh, Edith Hill, Diane Hunley, Jeannine Holtz, Janet Krebs, Barbara Martin, Donna Messer, Rosanne Rawe, Ron Rieger, Elaine Shafer, Virginia Stallings, Jim Wilson.

Members Absent: Cathy Dewberry, Gary Easton, Shirley Garrett, Joe Gimpel, Marilyn Gosney, Chuck Harmon, Marilyn Henderson, Margaret Lester, Pat Markus, Lola Moore, LaVerne Mulligan, Sue Roth, Rocke Saccone, Marjorie Scheller, Nancy Trimbur.

I. Call to Order: President Hunley called the meeting to order at 1:10 p.m. without a quorum.

II. Minutes of March 16 approved.

III. President's Report: Diane Hunley

1. **Synopsis of Committee Work:** Year-end committee reports, including Ad hoc and University-wide committees requested by President Hunley from committee chairs summarizing 1988-89 completed work and work in progress. This information serves a dual purpose: 1) highlights the accomplishments of Staff Congress (shows actual involvement and interaction with the whole University), and 2) helps implement a smooth transition and continuity for incoming officers and committee chairs in July. The reports are to be published in the newsletter.

IV. Vice President's Report: Janet Krebs

Executive Council with Dr. Scholes (4/10/89).

1. **Policies:** There are three policy issues that Dr. Scholes would like to see completed (individual and series reclassification; supplemental compensation; and contract temporary employment); these are now being prepared for Dr. Boothe. Copies will be sent to Diane for review prior to final approval.

2. **Salary notification letters:** will be prepared following budget approval at the May 10 Board of Regents meeting.

3. **Wellness Program:** Mike Hickman and Sue Roth scheduled to give this report to Staff Congress. Since both, Mike and Sue, were absent today, Janet reported a part-time person is to be employed to direct the programs (using one-third of the \$30,000 for salary). Specifics of the committee's work to be reported at the May meeting.

NORTHERN LITES: Diane commented this newly formed club. There are no fees, however, donations of one dollar are accepted to help cover expenses. Weigh-ins start at 4:30 in the student nurse's office; meeting begins at 4:45 p.m. Nancy Pierce is the elected Northern Lite's President, and those attending assure us the group holds great promise as a weight maintenance activity.

V. Committee Reports:

1. Benefits: Elaine Shafer for Sue Roth

No meeting scheduled at this time. Committee recommendation concerning part-time employee benefits will be held until May meeting for explanation and questions. There being no quorum at the meeting today, vote would not be possible.

2. Constitutions & Bylaws: Ron Rieger

No report.

3. Credentials & Elections: Peg Goodrich

Nominations close April 21; she has received 14 nominations, 8 more are needed. We need to encourage nominations and consider another term ourselves. Employees must have one year of employment to be eligible for nomination.

Diane reported notification letters have been sent removing 2 representatives for non-attendance at 3 regularly scheduled meetings; this was done in accordance with the Bylaws.

4. Policies: Cathy Dewberry

In Cathy's absence, Diane reported that Cathy had attended a meeting with Mike Hickman and Karen Ogburn concerning the compensation policy. Diane has not received a report of that committee meeting todate.

5. Liaison: Rosanne Rawe

Meeting is scheduled for April 17, 10:00 a.m./Steely 102. Discussion centering on brochure to be published (tri-fold, SC logo/type of logo to be decided, information to include office information, staff congress purpose, committees and their responsibilities, etc. Virginia Stallings expects to be able to help with the project shortly. Dr. Scholes seemed to favor printing the brochure. It is anticipated that the brochure can be completed by June 30; otherwise, it might be a duplication of effort for next year's Congress.

VI. University-wide Committees

1. Food Service Advisory: Peg Goodrich

Good news: 1) calorie counts are being posted daily and are to be framed for display, and 2) diet bread is now under consideration. News of both items was well received.

2. Parking & Traffic Control: Chrissie Groh

Attended 2 meetings: 1) Student Government's proposal of a ticket amnesty day not approved; this proposal may be reconsidered; 2) Placement of visitor's pass on rearview mirror rather than windshield under discussion; 3) Lot B reserved parking extended until 7:00 p.m.; and 4) trying to allot more handicap parking spaces (Lot N). They will be discussing parking for the AS&T Building and revamping the circle driveway (BEP-adjacent to the child care center) at their next meeting (end of April).

3. Women's Center: Virginia Stallings

Women's Week events were thought to be the best ever and Virginia thanked everyone for their participation. Needs are being reviewed and addressed with the addition of Ann Richards to the ACT Center, and Tamara Curry now full-time as Affirmative Action Coordinator. Additional educational programming planned and work now in progress on a five-year plan for the Women's Center identifying goals and objectives.

4. Salary Administrative Consultant: Janet Krebs

Dr. Scholes feels confident there will be a preliminary report by early summer and certainly a final report in time to impact next year's salary process. Staff Congress is to receive monthly reports on the consultant's progress from Mike Hickman. Recommendations concerning Staff Congress and Faculty Senate are expected in the consultant's report.

5. Past President's Review: Janet Krebs

Breakfast meeting is scheduled April 19 for discussion of the committee's draft which Dr. Scholes has now reviewed.

6. Library Automation: Rosanne Rawe

One demonstration has been held; second demo was cancelled. Request for proposals have been sent out and on return of the requests, the next meeting will be scheduled.

7. VP of University Relations Search Committee:

Volunteer requested from members.

8. Emergency/Evacuation Representative:

Virginia Stallings graciously accepted this appointment.

VII. Ad hoc Committees

1. **Flexible Benefits:** No report
2. **Smoking Policy:** Rosanne Rawe
Committee discharged.
3. **Scholarship Committee:** Elaine Shafer
Deadline for the two scholarships is April 21; meeting scheduled for April 25 and during that week, they hope to interview applicants. Reception for the recipients will be held at the June meeting scheduled in the Ballroom.

VIII. Old Business: None

IX. New Business

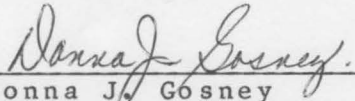
1. **Faculty/Staff Picnic:** Questions have been asked of representatives concerning the "picnic." Diane reviewed that participation and cost did not make the outing a priority, along with the lack of planning participation by employees. Also, a family day at NKU using the Health Center for activities had been discussed, but this idea was tossed because the Health Center could not be accessed for a whole day. Last year, the breakfast replaced the "Picnic on the Plaza" prior to fall classes; the event was not well received. It is felt that such events for staff will no longer be offered.
2. **Administrative Evaluations:** Does Staff Congress have any evaluation tools available? Diane explained that the Executive Council is asked to evaluate Dr. Scholes as the liaison to administration for Staff Congress.
3. **Announcements:** Staff Congress wishes to express their congratulations and condolences to our University families; due to the many announcements during this past month, the list will be published in the Staff Congress newsletter.

X. Adjournment

There being no further business, motion to adjourn was made and seconded at 2:25 p.m. Motion carried.

The next Staff Congress meeting is May 11, 108 University Center, 1:00 p.m.

Respectfully submitted,


Donna J. Gosney
Secretary/Treasurer