

STAFF CONGRESS

Regular Meeting - May 7, 1982

AGENDA

- I. Call to Order
- II. Minutes of Previous Meeting
- III. President's Report
- IV. Secretary/Treasurer's Report
- V. Old Business
- VI. New Business
- VII. Adjournment

STAFF CONGRESS MINUTES
MAY 7, 1982

The regular meeting of the Staff Congress was held on Friday, May 7, 1982. Role was taken and a quorum was present.

MEMBERS PRESENT: Terry Andrews, Bob Barnes, Dan Bayes, Gail Cato, Pat Coleman, Cindy Dunaway, Gary Eith, Shirley Gallicchio, Don Gammon, Dorinda Giles, Jerry Groeschen, Carol Guthier, Barb Herald, Dan Hoskins, Patti Jeffries, Mary Kelm, Bonnie King, Bill Lamb, Joyce Maegly, Nancy Perry, Steve Priestle, Ken Ramey, Linda Sanders, Pamm Taylor, Mike Martin, John Fries.

MEMBERS ABSENT: Mike Baker, Tom Barlow, Dolores Thelen, Nancy Utz.

The minutes of the meeting of April 2, 1982 were approved.

President's Report

Dorinda Giles welcomed John Fries, the new Staff Congress member representing Physical Plant, and introduced him to the Staff Congress.

Also introduced at the meeting was Ruth Schout, the secretary for Staff Congress, who came to observe the proceedings.

Dorinda Giles asked if any of the committees that had been set up at the last meeting had any business to report. Don Gammon, chairperson of the Liason Committee, gave the following report:

The Liason Committee met and reviewed a list of the present standing committees of the University that Tom Barlow had given them. Don and the committee made a list of committees they would recommend having representation on or at, and also those committees they felt, at least at this time, should not have representation.

Those committees to have representation are: Student Government, Faculty Senate, Affirmative Action, University Center Board, Human Investigation and Study, Space Committee, Athletic Council, Parking and Traffic Control, and Parking Appeals.

Those committees not requiring representation are: Academic Standing Committee, Animal Care, Arts and Sciences Grade Appeal, Calendar, Commencement, Environmental Impact, Experimental Studies, Housing Application, International Students, and Student Publications.

The Liason Committee realizes that there are some Staff Congress members who already serve on committees of the first group. If these members would like to report on the activities of these committees, that would entirely be acceptable to the Liason Committee.

The Liason Committee further recommended that the Staff Congress write a letter to the committees, informing them that we would like to have representation and request the committee's calendar.

Gary Eith asked if consideration had been given to the type of appointment to be made, and said that in some cases approval is not given by the committee, but by the President. Don Gammon said that a letter could be sent to the President if the committees were not the decision makers.

Dorinda Giles said that there will be different roles for different committees. For instance, the role of Staff Congress at the Faculty Senate meetings would be to attend and observe, but not to actively participate. Don Gammon agreed with this.

Dorinda Giles then asked Gregg Schulte about one committee that had not been mentioned, the Personnel Policies Committee that had been in existence to deal with the Red Book. She asked if this committee was being replaced by the Staff Congress' Personnel Policy and Benefits Committee. Gregg said it was his recommendation that the original committee be disbanded, and that its role be assumed by the Personnel Policy and Benefits Committee of Staff Congress. If necessary, Gregg will make this recommendation to the President.

Don Gammon said the Liason Committee also wanted to serve as a communication means for staff. His committee proposes taking on the publication of a monthly newsletter. The newsletter would basically condense the minutes of each Staff Congress meeting, and would list the Staff Congress members, committee members, etc. The Liason Committee would also take on the posting of the newsletter in the 35 - 50 bulletin boards located in various places on campus. The committee felt the cost of printing and mailing would be prohibitive as far as sending the newsletter to every staff person.

A lot of effort will be put into publicizing where the postings will be. Notices will be put in the Northerner, the new Northern Kentucky Times, and the weekly memorandum which is put out by University Relations.

Linda Sanders asked if there could be a conflict when a Staff Congress member is serving on a committee as a representative of a certain office or purpose as opposed to representing Staff Congress. Cindy Dunaway responded, saying the committee had discussed this at length. Their decision was that they would discuss it with each member to see what their personal feelings would be about the situation.

Mary Kelm made a motion to accept Don Gammon's and the Liason Committee's recommendations. Gail Cato seconded the motion.

Ken Ramey questioned whether Don's recommendation appointed representatives as observers or participants. Terry Andrews said the list of committees included their make-up, and clearly states it that if a Staff Congress member is to be an actual part of the committee. The recommendation is based on the list.

Bob Barnes questioned how the committees will be contacted. Bill Lamb suggested sending a memorandum to the President listing the committees we desire membership on, and a list of names for each committee. The President could make a

choice and appoint that person to the committee.

Dorinda Giles said she will meet with Don Gammon on this.

The vote was then taken and the motion was unanimously approved.

Vice President's Report

Vice President Tom Barlow was unable to attend so there was no report.

Secretary/Treasurer's Report

No business to report.

Old Business

No old business to report.

New Business

Dorinda Giles said that there has been a lot of uncertainty as to how Staff Congress members should deal with questions and complaints they have received from their constituents. Dorinda suggested that each item of business be brought up before the entire Staff Congress, who in turn will vote on how to deal with the item. If the vote shows that it should be dealt with, the Chair will make recommendations as to whether it should be handled immediately or referred to the appropriate committee for further study, with a report to be made at a later date.

1. Terry Andrews asked about the policy for staff taking classes during working hours. Gregg Schulte said that at one time there was a lot of abuse, so this practice was totally stopped. However, the top administration recognized the need for exceptions, so the policy was reinstated with the condition that it must be approved by the appropriate major department head. Also, there are some personnel who elect to take day classes and pay for these, and in these situations Personnel Services is completely unaware. Terry Andrews said she felt that the policy was potentially unfair because the major department head may always refuse to approve requests from certain areas.

Gary Eith moved to refer this to the appropriate committee, the Personnel Policies and Benefits Committee. Bill Lamb seconded the motion. There was no further discussion so the vote was taken. The motion was unanimously approved.

2. Joyce Maegly asked about tuition waivers for Continuing Education classes. Gregg Schulte said the University does not grant tuition waivers for Continuing Education or for Consortium classes. Dorinda Giles asked for comments. Gary Eith moved that tuition waivers be referred to the Personnel Policies and Benefits Committee for study. Don Gammon seconded the motion, and after a short discussion the vote was taken. The motion was unanimously approved.

Bill Lamb asked how these motions would then be handled. Dorinda Giles said a list would be made for each committee and would be given to Tom Barlow to coordinate. Bill Lamb suggested that the Executive Council add their comments and possibly set deadlines for reports to be made.

3. John Fries asked for a study of the Personnel Evaluation process. Dorinda Giles told John that Staff Congress had reviewed and approved the process for this year but had reserved the right to review it for the next year and make recommendations. In view of the time frame for the start of evaluations in late January or early February of 1983, Joyce Maegly moved to refer this item to the Personnel Policies and Benefits Committee. Gary Eith seconded the motion. The vote was taken and the motion was unanimously approved.

Dorinda Giles brought up that it was becoming apparent that a lot of work was being assigned to the Personnel Policies and Benefits Committee. Linda Sanders said her committee was aware of this and were willing to accept it. Dorinda asked Linda to meet with her group and decide if additional members were needed to assist them, and to report back on this at the next meeting.

4. Bill Lamb said his office has the responsibility for taking a close look this summer at the need for campus day care service. Mary Kelm moved to have a member from the Liason Committee attend any meetings held on this subject and report back. Gail Cato seconded the motion. The vote was taken and the motion was unanimously approved.

5. Dorinda Giles read the new policy that Gregg Schulte and Personnel Services drafted concerning exit interviews for terminating employees. Gregg Schulte said the policy would assist the formal termination clearance procedure, and thanked Barbara Herald for her work on it.

Don Gammon moved to accept the policy as written for incorporation into the Red Book. Linda Sanders seconded the motion and the vote was taken. The motion was unanimously approved.

6. Dorinda Giles said she had received a letter from Gregg Schulte concerning tax shelter opportunities for staff. This is a new benefit that will require further study. Linda Sanders moved to submit the letter to the Personnel Policies and Benefits Committee for their review, and Ken Ramey seconded. The vote was taken and the motion was unanimously approved.

7. Carol Guthier brought up the following points to be addressed: A) Overtime during the week when a holiday occurs. Holidays are not considered hours worked. B) Is it possible to have Spring Break put into the Red Book as part of a legal holiday? To make it a policy? C) Why are faculty members entitled to two sick days per month when staff are entitled to only one? D) Permanent part-time employees who have been here, for instance, as long as five years only getting one week of vacation.

Gail Cato moved to refer these four points to the Grievance Committee. Cindy Dunaway seconded the motion. The vote was taken and the motion was unanimously approved.

8. Bonnie King asked why Lot B is blocked off for visitors instead of Lot A? Don Garmon moved to refer this to the Grievance Committee and Bob Barnes seconded the motion. The vote was taken and passed unanimously.

Bob Barnes moved to adjourn the meeting at 11:10 a.m. Gail Cato seconded this, and the motion was unanimously approved.

NEXT MEETING IS JUNE 4, 1982 AT 10:00 A.M. IN ROOM 108 OF THE UNIVERSITY CENTER.