
STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

STAFF CONGRESS AGENDA
Thursday, August 3, 1989
AC 722 1:00 p.m.

I. Committees to meet 1:00 - 1:15 to select co-chairs;
review dates/schedules for committee meetings.

II. Call to Order: 1:15 p.m.

III. Approval of July 13, 1989

IV. President's Report - Donna Gosney

V. Vice President's Report - Sue Roth

VI. Standing Committee Reports

Benefits: Elaine Shafer
Recommendation for consideration.
Constitution & Bylaws: Ron Rieger
Credentials & Elections: Peg Goodrich
Liaison: Rosanne Rawe
Policies:

VII. University-Wide Committee Reports

Food Service Advisory:
Parking & Traffic Control:
Women's Center:
Salary Administration Consultant:
Past Presidents' Review:
Library Automation:
Emergency Evacuation:
Wellness Program:
Health Insurance:

VIII. Ad-hoc Committees:

Flexible Benefits:
Scholarship:
Staff Enrichment:

IX. Old Business

X. New Business

XI. Adjournment

STAFF CONGRESS

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STAFF CONGRESS MINUTES
AUGUST 3, 1989
ADMINISTRATIVE CENTER 722

Members Present: Lillian Conrad, Sandi Cunningham, Shirley Gallichio, Shirley Garrett, Peg Goodrich, Donna Gosney, Chrissie Groh, Chuck Harmon, Marilyn Henderson, Edith Hill, Howard Hoffman, Barbara Martin, Lola Moore, Donna Messer, Marjorie Scheller, Elaine Shafer, Gladys Smith, Glenn Strausbaugh, Peggy Vater, Tom Skinner.

Ex officio: Karen Ogburn.

Members Absent: Gary Easton, Joe Gimpel, George Hadesty, Margaret Lester, Pat Markus, Jeff Morehead, Barbara Thomes, Linda Wright.

I. **Committee members met**, as scheduled, to complete selection of chairs/co-chairs and to review dates/schedules necessary for scheduling committee meetings.

II. **Call to Order:** Meeting was called to order at 1:15 p.m. with a quorum present.

III. **Minutes of July 13** approved as received.

IV. **Executive Committee: Donna Gosney**

At the July 31 meeting with Dr. Scholes, Staff Congress was asked for feedback concerning the July 25 orientation workshop. He also indicated that workshops/seminars of this nature could be held again with Staff Congress choosing the focus. To obtain feedback, a request for comments memo will be sent (signature optional); the comments will be compiled and forwarded to Dr. Scholes.

The Executive Committee will be meeting with Dr. Scholes the Monday prior to the regular Staff Congress monthly meeting. Should an item need Dr. Scholes' attention, members are to contact Donna, Sue or Lillian to add the discussion item. The Executive Committee will meet with Dr. Scholes following Staff Congress meetings as deemed necessary.

V. **Vice President's Report: Sue Roth**

Sue highlighted information concerning the July 26 Board of Regents' actions. The Executive Committee was introduced by Dr. Boothe to the Board of Regents; report* filed with the August minutes. The Board of Regents meet again November 1; Sue will be reporting on these meetings throughout the year.

VI. STANDING COMMITTEES

Benefits: Elaine Shafer

Co-chair: Marjorie Scheller. Short-term disability benefit recommendation includes employees pay for coverage at 60% of salary to secure an affordable rate, a 30 day waiting period, and plan not be dependent on group size. Additional information shared by Karen Ogburn. Recommendation* approved and will be forwarded to Dr. Scholes.

Constitution & Bylaws: Ron Rieger

Co-chair: Tom Skinner. Committee to meet August 9.

Credentials & Elections: Peg Goodrich

Co-chair: Glenn Strausbaugh. Report due in February.

Liaison: Rosanne Rawe

Co-chair: George Hadesty. Committee meets Monday mornings following Staff Congress monthly meeting. Newsletter will be reviewed by President prior to printing. Congress is advised that mail being sent to Donna (University College campus) will be delivered same day if walked to the mailroom prior to 10:00 a.m. Monthly newsletter mailed as soon as possible following Staff Congress meeting.

Policy: Shirley Garrett

Co-chair: Chrissie Groh. Policy committee submitted the following recommendations for approval:

1) Flow chart should route drafts to each governance unit prior to the second review by President's staff allowing any additions/corrections before draft becomes final.

Recommendation, with questions included, approved.

2) Grievance procedure policy draft has been reviewed at length by this committee. Recommendation, with questions included, approved.

Both recommendations* will be forwarded to Dr. Scholes.

Donna will meet with committees as needed and asked that summations be sent to keep in touch with committee work; monthly chair meetings will allow for reports as well.

VII. UNIVERSITY-WIDE COMMITTEES

Food Service Advisory: Ron Rieger/Peg Goodrich

No report.

Parking & Traffice Control: Chrissie Groh

Additional parking spaces are being added in lots A & B and behind the Albright Health Center. The lighting project for Nunn Hall has been completed.

Women's Center: Virginia Stallings

Envious congratulations to Virginia on her summer travel with the CCSB program; we will enjoy her next report!

Salary Administrative Consultant: Janet Krebs

No report.

Past President's Review:

Committee's status will be taken up with Dr. Scholes to ascertain if this is to be ongoing year-to-year.

Library Automation: Rosanne Rawe

Pre-bid conference representatives have requested an extension of two weeks for bids. Vendor may be chosen by January.

Emergency Evacuation: Virginia Stallings

No report.

Wellness Program: Sue Roth

Budget for 1989-90 intact (approximately \$30,000) for staffing and equipment; a carry-over of \$10,000 to be appropriated for the weight room; no start date as yet. Coordinator's position is being re-evaluated. The next meeting is scheduled for mid-August.

Utilization Review: Sue Roth

Next scheduled meeting: August 16. This committee concerns itself primarily with common problems among insured and strives for better coverage and benefits as it relates to the University's employee health plan. The committee welcomes comments and/or questions.

VIII. AD HOC COMMITTEES

Flexible Benefits: Unappointed

Scholarship: Committee to be appointed in January.

Staff Enrichment: To be appointed

Originally, policy provided for Physical Plant and Public Safety employees (primarily classified service maintenance and others in these departments) to access free textbooks funded through Staff Enrichment with an annual expenditure of \$2,000. Rationale for discontinuance and restructuring based upon equity concerns. Administrative Affairs suggests that a specially funded program related to GED attainment be established, and Dr. Scholes asked that a Staff Congress committee be appointed to study and make recommendations. It was pointed out that NKU no longer administers the GED test, and those wanting access are referred to Tony Osborn, Covington Adult Learning Center.

IX. OLD BUSINESS

Distinguished Service Award: The award committee has been appointed by Staff Congress for a number of years; the award program originated by Personnel Services. Discussion between the Executive Committee and Dr. Scholes concerned returning the entire program, including committee appointment, to Personnel Services. Dr. Scholes asked this be brought to attention to avoid anyone thinking this was being taken away from Staff Congress. Following discussion, Staff Congress recommended this event become the sole responsibility of Personnel Services; Dr. Scholes will be informed of this decision.

Scholarship Plaque: Campus Planning will designate location and placement of this plaque.

X. NEW BUSINESS

New Appointments: Tom Skinner, Accounts Payable, and Jeff Morehead, Computer Services, have been appointed and approved to fill vacancies created by resignations. Tom and Jeff were in attendance for the orientation workshop, and we welcome both as they begin their terms on Staff Congress.

Constitution & Bylaws Committee is again requested to study representation allocations and make recommendations in an attempt to fill membership to the required 35 members. General administration (3 reps) has remained unfilled for a number of years with conflict-of-interest rationale cited.

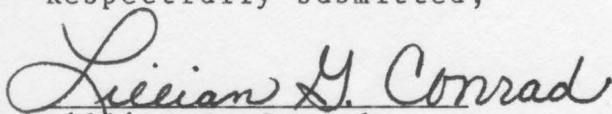
A "big thank you" extended to all from Peg Goodrich for the deluge of envelopes received in her office.

Question raised concerning youngsters with skateboards on campus; we are informed by Karen Ogburn that steps are being taken to eliminate this menace.

XI. Adjournment: There being no further business, motion to adjourn was made and seconded at 2:20 p.m.

Next Staff Congress meeting: September 14, U.C. 108, 1:00 p.m.

Respectfully submitted,


Lillian G. Conrad
Secretary/Treasurer

*Attachment/permanent records