

STAFF CONGRESS MEETING AGENDA

Thursday, April 11, 1996

University Center #108

1 PM

- I. Call to Order
- II. Approval of March 7, 1996 minutes (previously sent)
- III. President's report - Chuck Pettit
- IV. Vice President's report - Cheryl Torline
- V. Standing Committee Reports
 - A. Benefits - Terri Bridewell
 - B. Constitution & Bylaws - Janet Krebs
 - C. Credentials & Election - Diana Schneider
 - D. Liaison - Jay Stevens
 - E. Policies - Claire Newman
 - F. Salary & Budget - Audrey Riffe
- VI. AdHoc Committee Assignments
 - A. Food Service Advisory - Terri Bridewell, Chuck Harmon, Leva Kidd
 - B. Health Utilization - Cheryl Torline, Peg Adams
 - C. Naming Committee - Shirley Welitzkin
 - D. Transportation - Wilma Daugherty
 - E. Supervisory Training - Jim Parker
 - F. Employee Assistance - Diana Schneider
- VII. Old Business
- VIII. New Business
- IX. Announcements
- X. Closed Session
- XI. Adjournment

STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

STAFF CONGRESS MINUTES

Thursday, April 11, 1996

University Center 108

Members Present: Peg Adams, Cheryl Bloomer, Lisa Brewer, Teri Bridewell, Wilma Daugherty, Marilyn Henderson, Gail Jewell, Marcia Johnson, Leva Kidd, Janet Krebs, Pat Lindsay, Claire Newman, Chuck Pettit, Audrey Riffe, Barb Scheben, Charlene Schweitzer, Elaine Shafer, Annette Simpson, Marilyn Siry, Dan Snow, Jay Stevens, Glenn Strausbaugh, Cheryl Torline, Peggy Vater, Carolyn Walsh.

Members Absent: Mike Bresser, Chuck Harmon, Clark Kyle, Ava Nienaber, Debra Orth, Jim Parker, Diana Schneider, Allen Thomas, Jr., Shirley Welitzkin.

V.P. Adm: absent **Liason:** Margo Ferrante **Staff Regent:** Barb Herald **Office Secretary:** Peg Goodrich

I. **Call to Order** - The meeting was called to order at 1:05 pm.

II. **Minutes** - Minutes of the March 7, 1996 meeting were approved.

III. **President's Report:**

The 1st Annual NKU Faculty/Staff Follies were great. Video tapes of the show are available for \$10 by calling Diana Schneider, x5197.

A letter was sent to Alice Sparks requesting representation of Staff Congress on the Presidential Search Committee. Chuck will submit names for anyone wanting to be on the committee.

Affirmative Action still working on Discrimination Policy.

Margo Ferrante has requested the Personal Days Policy be continued, and to be presented at the next board meeting.

The Policies Committee is suggesting a change in the Red Handbook. Information of the change will be sent to members in the mail to be reviewed. The change will be voted on at next meeting. The Committee also suggested the combination of all handbooks - Faculty, Staff & Student - to be alike in policies and procedures.

IV. **Standing Committees Reports:**

- A. Benefits - Margo Ferrante discussed the rebidding of our Dental Plan for the new year. Bids for single and family will be considered. The Kentucky Health Alliance Senate Bill 343, (making it no longer mandatory to belong to the alliance), will be discussed and the Health Utilization Committee will give a report later.
- B. Constitution & By-laws - Will take a look at Faculty Handbook and compare to Staff.
- C. Credentials & Elections - Some members' terms expire. Peg will send a notification letter to each member.
- D. Liason - No report
- E. Policies - No report
- F. Salary & Budget - No report

V. **Adhoc Committee Assignments:**

- A. Food Service Advisory - Met with Ken and Andy of the new food service on campus. It was a good meeting and they will come to the next meeting of Staff Congress and discuss policy for catering and answer questions.
- B. Health & Utilization - No report.
- C. Naming Committee - No report
- D. Transportation - A complaint was voiced that Parking Lot N is a "Reserved" parking area and everyone else is using it.
- E. Supervisory Training - A committee report with suggested seminars and information was handed out to members to be reviewed.
- F. Employee Assistance Program (EAP) - Margo submitted the proposal to Budget.

VI. **Old Business:**

The Staff Regent, Barb Herald, represents all staff and Staff Congress.

VII. **New Business:**

Applications for Staff Congress Scholarships have been received and are being reviewed. The number of applications are down from the previous year. The committee would like to encourage more persons to apply for next year's scholarships. Saturday, December 14 will be the first Fall Commencement for Summer and Fall "96" graduates only. It will take place in Greaves Hall with 2 tickets for each student being available, since Regents Hall was already booked. There will be two ceremonies. Summer and Fall "96" graduates will not participate at Spring "97" Commencement.

VIII. **Announcements:**

The announcement of the new interm president will be Thursday, April 18.

A staff regent for UK was voted down.

A retirement reception for Rita Toeppen, Nursing, will be Monday, April 15, 2:30 - 4:30 in the UC TV lounge.

IX. **Closed Session** - None

X. **Adjournment** - The meeting was adjourned at 2:15 pm.

Respectively submitted,



Diana Schneider
Secretary

Supervisory Training Committee

Report to Staff Congress

April 11, 1996

Committee Members

Jim Parker-Chair

Janet Krebs

Glenn Strausbaugh

Charlene Schweitzer

*Assisted by Lisa Horney/
Personnel*

The Committee feels strongly that there is a definite need for Supervisory Training at NKU. Given the vast array of professionals and faculty here on campus, the most effective training should come from sources within the University, rather than outside sources. This is important given the University's current economic outlook.

The following list includes training that all supervisors need to know and/or learn to become more effective supervisors. These training seminars need to be embraced and stressed by our top administrators to all of their subordinates. Seminars should be prompt, concise, and as quick as possible to enable busy people to get back to work. Seminars are designed to be very "job specific," because not all supervisors need the same training.

- *What to expect now that you are a supervisor. Handling change.
- *University's organizational chart, chain of command. Who answers to whom?
- *Understanding the University's mission and goals.
- *Safety procedures and information.
- *Customer Relations.
- *Managing the successful team-leadership.
- *Communicating with superiors/subordinates.
- *Conflict management/dealing with problem personnel, staff or students.
- *Hiring the right people.
- *Networking and the Internet-How can I benefit?
- *Motivation without money.
- *Dealing with the paperwork/timecards, reports, memos etc.
- *Delegating responsibility.
- *Evaluating personnel performance.

This list is just a starting point. New seminars will be added. Six seminars will be offered each year, and each seminar will have three different dates and times to allow for conflicting schedules.

There is a wealth of information and help available to managers/supervisors here on campus. We need to try to utilize that information for the benefit of the entire University.