

STAFF CONGRESS MEETING

December 11, 1986

1 P.M. UC BALLROOM

(Luncheon at 12:30 P.M.)

AGENDA

- I.** Call to Order
- II.** Approval of November 13, 1986 minutes of meeting
- III.** Executive Committee Report
 - 1) Welcome to newly elected 1987-88 representatives
 - 2) Picnic Survey - Darlene Miller
- IV.** Committee Reports
 - 1) Policy
 - 2) Benefits
 - 3) Finance
 - 4) Credentials and Elections
 - 5) Constitution and Bylaws - Voting Item (See attached)
- V.** Old Business
 - 1) All Committee chairs will present a brief description of their responsibilities and activities the past year.
- VI.** New Business
- VII.** Adjournment

STAFF CONGRESS

STAFF CONGRESS MINUTES

December 11, 1986

Members Present: Dale Adams, Jackie Baker, Carla Behymer, Sarah Coburn, Sonda Cummins, Don Gammon, Shirley Garrett, Jack Geiger, Joe Gimpel, Donna Gosney, Margaret Groeschel, Diane Hunley, Russ Kerdolff, Janet Krebs, Michael Martin, Don McKenzie, Darlene Miller, Mitch Mullins, Laverne Mulligan, Ronald Rieger, Ruth Saccone, Marjorie Scheller, Sharon Taylor, James Wilson

Members Absent: Lisa Boehne, Margaret Burlew, Kathy Lyon, Shirley Raleigh, Durant Mathis, Russell Smith, Nancy Utz.

Guests: Nancy Pierce, ex-officio. Peg Goodrich, office secretary, Lora Cann, Pat Mullins, Pat Harrington, Jeannine Holtz, Rocke Saccone, Jack Strauss, Nancy Trimbur, Rosanne Rawe, Gene Scholes, Dr. Leon Boothe.

I. Call to Order

President Janet Krebs called the December meeting of Staff Congress to order at 1:05 p.m. This was a combined meeting with the newly elected members of Congress for 1987. A quorum was present.

II. Guests

Dr. Leon Boothe - Dr. Boothe commented on the role Staff Congress has played as we look back over the past year. He wished all of the membership a Merry Christmas and Happy New Year and invited all to the open house on December 22. He also remarked on the pleasant working relationship he has enjoyed with the presidents of Staff Congress. Dr. Boothe then presented Janet with a token of our appreciation for her service to the organization.

Dr. Gene Scholes - Dr. Scholes commented on his relationship with our officers over the past year and the good results that have resulted. He also wished the membership a happy holiday season. We have made a great deal of progress for staff at the University this past year. Dr. Scholes thanked Nancy Pierce for her service as the interim personnel director. He then announced the appointment of Garrison Hickman as our new personnel director.

III. Minutes

The minutes of the November 13, 1986, meeting were approved as read. A motion was made by Ron Rieger, seconded by Joe Gimpel, to accept the minutes as read. The motion passed unanimously.

IV. Executive Committee Reports

President Krebs welcomed all the new members to Staff Congress and explained the purpose of the joint meeting.

Darlene Miller reported on the survey involving the Faculty/Staff picnic. A memo was distributed showing the statistical breakdown. These results reflect only the staff response. The faculty results will be tabulated later and the combined results will be released. The response to the picnic in general is a very positive one.

V. Committee Reports

A. Policies and Procedures - Diane Hunley

No report

B. Benefits - Sonda Cummins

No report

C. Finance - Margaret Groeschen

No report

D. Credentials & Elections - Marjorie Scheller

The election was once again a success. Marjorie thanked all the people who were willing to run for election and congratulated those who were elected. She also thanked the committee for their help and support, as well as Peg Goodrich for her assistance. A committee will be contacting people to run for Staff Congress office in January. The slate of officers will be mailed to members prior to the January meeting. 484 ballots were mailed and 158 were returned.

E. Constitution and By-Laws - Don McKenzie

Don thanked the members of his committee for their service. The proposal that was distributed at the October meeting was voted on by the members.

1. Voting by mail - wording of Article I, Section 3 of the Constitution and By-Laws changed to read "Voting will be done by mail or by establishing polling places or by a combination of both at the discretion of the Credentials and Elections Committee."

The proposal passed by a vote of 22 yes, 0 no.

2. The position/title of secretary/treasurer will remain in effect and that officer will be given the responsibility of preparing the budget.

The proposal passed by a vote of 22 yes, 0 no.

V. Committee Reports.....

- E. 3. The Finance Committee will be eliminated from the by-laws and the duties of that committee, specifically preparing the budget, will be given to the secretary/treasurer.

The motion passed by a vote of 22 yes, 0 no.

4. Minutes - Wording in Article 3, Section 6-B will be changed from "no later than five working days" to "preferably five working days."

The proposal passed by a vote of 22 yes, 0 no.

President Krebs then asked that each committee chair give some information about their respective committees for the benefit of the new members. Darlene distributed a bulletin describing the committees and allowing for the membership to fill out a form and let their committee preferences be known. These forms can be returned to this year's officers or brought to the January meeting.

VI. Old Business

Dale Adams received a letter from Dr. Scholes regarding the sick leave bank. The Personnel office is looking at the possibility of securing short-term disability insurance to cover these needs. He will report back to Staff Congress at a later date. Diane Hunley brought to the attention of Staff Congress the case of Wanda Ambrose who will be off work for some time and would appreciate any remembrances. Any items can be sent to Personnel and they will forward them.

The nominating committee was appointed and will include: Marjorie Scheller, Janet Krebs, Ron Rieger, Jackie Baker, Peg Goodrich, Joe Gimpel, Ruth Saccone. Those serving on the committee may run for office.

VII. Special Guest - Donna Herndon of Murray State University, Staff Congress President

Donna spoke to the members about Murray's Staff Congress and a proposal for a statewide organization of Staff Congress members. There are only three organizations of this type in the state. Dr. Boothe commented on Ms. Herndon's efforts. He thought the idea of a statewide organization was a good one. Dr. Boothe also mentioned the upcoming budget cuts and his efforts in that area. He stressed the importance of unity and combined action on the part of faculty and staff to support higher education.

VIII. New Business

Janet has just received from Nancy Pierce the salary guidelines for next year. The executive council will be meeting with Nancy and Dr. Scholes to discuss this. There may be a special meeting called to discuss this issue. Diane suggested that the Policy committee be included in this discussion at some point. Copies will be distributed to all current representatives (if cleared with Dr. Scholes) and comments are to be directed to the Policy Committee.

VIII. New Business.....

Janet related a memo from Nancy regarding the engagement of a pay consultant to look at salaries for faculty and staff. This will have to go out for bid. A committee will be set up consisting of Nancy, a member from Faculty Senate, and a member from Staff Congress. Janet has offered to serve on this committee. Donna Gosney made a motion that Janet be our representative on this committee. The motion was seconded by Ron Rieger, and passed unanimously.

Margaret Groeschen related the latest news from the quality circles group. There will be training sessions set up for the steering committee and those involved. Anyone interested can contact Mitch by Monday.

The January meeting, ^{of Staff Congress} was scheduled for the 8th. It was proposed that the meeting be changed to the 15th. Ruth Saccone made a motion to this effect, Ron Rieger seconded. The motion passed unanimously.

Janet thanked Nancy Pierce for all her assistance with Staff Congress this year. She has certainly done a terrific job. We appreciate her very much.

IX. Adjournment

Jack Geiger moved that we adjourn. Joe Gimpel seconded. The motion passed unanimously. The meeting was adjourned at 2:45 p.m.

STAFF CONGRESS

December 11, 1986

To: Staff Congress Membership

From: Darlene Miller *dm*
Secretary/Treasurer, 1986

Re: Faculty/Staff Picnic Survey - Staff Results

I have tabulated the results of the picnic survey that I received from NKU staff members. Please note when considering these figures that every respondent did not answer every question and that some people chose more than one answer. All comments are reprinted in their original form.

1. Did you attend this year's picnic at Marydale? yes or no

48 people responded to the survey. 28 yes or 58%
20 no or 42%

a. If no, why not?

Prior commitments - 9 - 45%
Bad timing - 2 - 10%
Not interested - 3 - 15%
Other - 6 - 30%

2. What activities did you enjoy:

| | | | |
|------------------------|------|--------------------|-----|
| Most: Children's games | - 2 | Least: Softball | - 1 |
| Softball game | - 14 | Alcohol brought in | - 1 |
| Pantyhose Tryon | - 3 | Games | - 2 |
| Food | - 4 | Pantyhose Tryon | - 1 |
| Games | - 3 | | |
| Prizes | - 1 | | |
| Socializing | - 2 | | |

3. Did you like the menu? 30 yes or 100%
0 no

Suggestions: some food still frozen after cooked; sounded good; tastes like ARA food, not great; don't change, good selection & plenty of it; add beer.

Future Picnics

1. Do you prefer the Marydale location for future picnics?

35 yes or 85%
6 no or 15%

a. If no, where would you like to see the picnic held?

| | |
|-----------------------------------|-----|
| NKU | - 2 |
| Old Coney | - 3 |
| Rotate counties | - 1 |
| Children's Home on Orphanage Road | - 1 |
| A. J. Jolly Park | - 1 |
| Kincaid Lake | - 1 |
| Zoo or King's Island | - 1 |

2. If we return to Marydale, would you like to see the pool made available?

23 yes or 64%
13 no or 36%

3. Do you feel the picnic needs?

| | | | |
|---------------------------------|-----|---------------------------------|-----|
| More adult organized activities | - 7 | Less adult organized activities | - 5 |
| More activities for children | - 4 | Less activities for children | - 2 |

Suggestions: no games after dinner; euchre tournament; well done, more things for teens; continue the mix of original and pickup activities; good balance; let people do what they like; volleyball; everything fine, had a great time; attended in 85 and games were fine; gear more for 13-15 age group; keep up good work; pony/horse rides.

4. In the future, would you like to see the picnic held:

Beginning of Fall Semester - 25 or 68%
After Spring Semester Finals - 12 or 32%

| | | | | | | |
|------------------|------|-----|-------|-----------|------|-------|
| Month preferred: | May | - 9 | - 18% | August | - 16 | - 32% |
| | June | - 7 | 14% | September | - 17 | 34% |
| | July | - 1 | 2% | | | |

Day preferred: Saturday - 17 or 44% Sunday - 22 or 56%

General Comments: I've attended all previous picnics and enjoyed them--They are great! The people who aren't able to attend miss out. Having not been to a picnic yet, it is hard to comment. The picnic comes at a time when I'm swamped by work, a little angry at NKU and I just don't feel like socializing on a day when I could be with my family (The children are at an age where they wouldn't come). The picnic is probably a good idea; these feelings are probably just my own and not shared widely. When I went to the picnic in the past, I felt that the people who were in charge of organizing it did an excellent job! I may also note that I very much enjoyed myself, and that my daughter had a really good time, and enjoyed the games! It would be nice to see it continue!!

Comments continued

From comments to me, I think this year's picnic was probably the best one yet. Someone said every year gets better.

I think most people would prefer to entertain themselves. If it's in the summer faculty may not be in the area and vacations.

Read the recommendations from the previous year and incorporate them.

Picnic is a fine idea and should be annual event. I believe a more central location should be looked at.

The organizers of the picnic did a nice job! I don't know what the organizers can do to affect attendance, but as I suggested, it would be nice to see more employees attend. People can go swimming anytime. The reason for a picnic is to give people some time to spend with one another.

The picnic was very enjoyable.

I would be willing to pay for my tickets if picnic held at Old Coney. I've been to a few other company picnics there. Thought they were really nice, worth the few bucks I had to pay.

I have attended all four of the S/F picnics and have been pleased with the growth and development (and institutional commitment) of the outing. I think it is a firmly established tradition at NKU, and gets better every year. Planning and work produced an excellent picnic this year. The committee is to be commended for its work!

I had a great time.

I believe Staff Congress does a good job.

I had an enjoyable time.

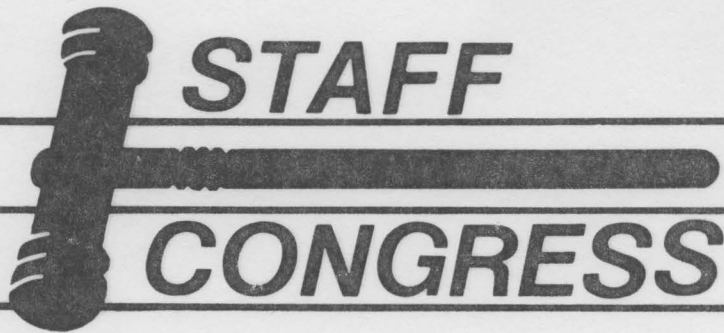
Need frisbee golf open.

Interaction between faculty and staff helps morale and should be continued.

The door prizes went on too long. I think a board posting would have sufficed, with presentations for the top winners only.

I think you did a nice job.

More faculty should attend. Department chairs should encourage attendance.



STAFF CONGRESS

December 9, 1986

To:

From: Darlene Miller *dm*
Secretary/Treasurer (1986)
Academic Affairs Representative

Re: Staff Congress Representatives, 1987

Congratulations on your recent election to Staff Congress. Your concern for your fellow staff members and the future of our University, as shown by your willingness to serve, is greatly appreciated. I look forward to serving with you during the 1987, term.

Once again, thank you for your concern. Don't forget our joint Christmas meeting on December 11, 1986, (Thursday), at 12:30 p.m. in the University Center Ballroom.

MEMORANDUM
October 27, 1986

TO: Staff Congress

FR: Constitution and By-laws Committee

Dale Adams
✓ Lisa Boehne
Donna Gosney
Don L. McKenzie

As a result of recommendations made to the Constitution and By-laws Committee during the Staff Congress Chairs meeting in October, a meeting of the Constitution and By-laws Committee was held in October to review:

- 1) Voting solely by mail
- 2) Removal of the title of treasurer from the position/title of secretary/treasurer.
- 3) Elimination or merger of the Finance Committee

After much discussion, it is the feeling of the Constitution and By-laws Committee that the following recommendations be in the form of a proposal to Staff Congress for acceptance:

- 1) Voting by mail

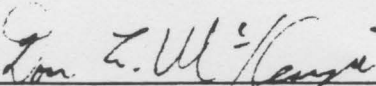
Wording in Article I Section 3 - H will be changed to read
"Voting will be done by mail or by establishing polling places
or by a combination of both at the discretion of the Credentials
and Elections Committee.

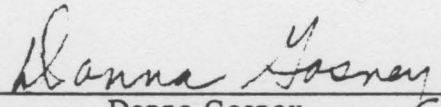
- 2) Title of treasurer - the position/title
of secretary/treasurer will remain in effect and
that officer will be given the responsibility of preparing
the budget.


- 3) Finance Committee - The Finance Committee will be
eliminated from the by-laws and the duties of that committee,
specifically preparing the budget, will be given to the secretary/treasurer.

- 4) Minutes - Wording in Article 3, Section 6-B
will be changed from "no later than five
working days" to "preferably five working days."

Respectfully Submitted


Don L. McKenzie


Donna Gosney



STAFF CONGRESS

December 11, 1986

To: Staff Congress Representatives
1987 Term

From: Darlene Miller *dm*

Re: Staff Congress Committees

The standing committee system represents the true backbone of NKU's Staff Congress. Without these committees, little could be accomplished. Much time and effort is involved in investigating and making recommendations on issues of importance to Northern's staff members, and this work is best accomplished through the committee. I hope you will take some time to peruse the committee descriptions below and think seriously about where your interests lie and also, where your services could best be utilized.

Please bring this memo to the January meeting with your preferences in mind. I am sure next year's officers will make every effort to adhere to your wishes. Keep in mind; however, that every committee is important and vital to the successful operation of Congress. You may serve on more than one committee, if you wish. Thank you for your consideration of this important matter.

1. Policies & Procedures. The main function of this committee is to consider those changes or additions affecting personnel policies at Northern. This work involves recommendations concerning adjustments, improvements, and refinements to policies and procedures listed in the Personnel Handbook. Last year's committee dealt with the University pay policy and anti-hazing proposals.
2. Benefits. This committee concerns itself mainly with personnel benefits programs. Last year's committee worked on such proposals as an early retirement plan for staff and an emergency sick leave bank.
3. Credentials & Elections. The main function of this committee is the conducting of Staff Congress elections. They are also charged with the duty of conducting continuing studies of the structure of the University support staff in order to insure that Congress continues to represent all staff employees fairly.
4. Liaison Committee. This committee shall maintain continuing contact with the Faculty Senate, Student Government, the administration, and other University governing bodies that may be pursuing similar or common goals to facilitate coordination and permit joint effort and cooperation on matters of mutual interest and direction. They are