
STAFF CONGRESS

Northern Kentucky University ■ Highland Heights, Kentucky 41099

STAFF CONGRESS MEETING

Thursday, February 13, 1997

UC 108 - 1 pm

AGENDA

- I. Call to Order
- II. Approval of January 16, 1997 minutes
- III. President's Report - Cheryl Torline
- IV. President Elect's Report - Claire Newman
- V. Standing Committee Reports
 - A. Benefits - Chuck Pettit
 - B. Constitution & Bylaws - Janet Krebs
 - C. Credentials & Election - Diana Schneider
 - D. Liaison - Jim Parker
 - E. Policies - Carolyn Walsh
 - F. Salary & Budget - Audrey Riffe
- VI. AdHoc Committee Assignments
 - A. Food Service Advisory - Chuck Harmon
 - B. Health Utilization - Peg Adams/Chuck Pettit
 - C. Naming Committee - Shirley Welitzkin
 - D. Transportation - Wilma Daugherty
 - E. Supervisory Training - Jim Parker
- 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, February 13, 1997

UC 108

Members Present: Peg Adams, Wilma Daugherty, Chuck Harmon, Marcia Johnson, Pat Lindsay, Claire Newman, Ava Nienaber, Linda Pettyjohn, Duane Pontius, Janice Rachford, Audrey Riffe, Barb Scheben, Diana Schneider, Charlene Schwietzer, Dan Snow, Jay Stevens, Glenn Strausbaugh, Allen Thomas, Jr, Cheryl Torline, Nancy Trimbур, Carolyn Walsh, Cheryl Weber, Shirley Welitzkin.

Members Absent: Lisa Brewer, Shew Mei Chen, Gail Jewell, Janet Krebs, Rose Morgan, Debra Orth, Jim Parker, Chuck Pettit, Joe Ruh, Denise Thomas, Peggy Vater.

V.P. Admin: Carla Chance **Liaison:** Margo Ferrante **Staff Regent:** Barb Herald **Office Secretary:** Peg Goodrich

- I. **Call to Order** - The meeting was called to order at 1:10pm.
- II. **Minutes** - Minutes of the January 17, 1997 were approved.
- III. **President's Report:**
The Executive Committee met with Beth Warren, president of Workworld's Human Resource Corporation. Ms. Warren has been brought on board by NKU's Personnel Office to help with performance evaluations and pay raises. Some Staff Congress members will be on the evaluation committee.
- IV. **Standing Committee Reports:**
 - A. Benefits - Chuck Pettit got 200 replies about the Tuition Waiver for Spouse & Dependents of NKU employees on the first day. Only one was negative. He will make a report at next meeting.
 - B. Constitution & Bylaws - Nothing to be discussed.
 - C. Credentials & Elections - Please be thinking of some good people to run for Staff Congress in the upcoming elections.
 - D. Liaison - The football survey found the majority of the replies being against football at this time.
 - E. Policies - Nothing new.
 - F. Salary & Budget - Already talked about above.
- V. **Adhoc Committee Assignments:**
 - A. Food Service - If anyone has any concerns please contact the committee.
 - B. Health Utilization - If you have not received your health insurance cards please call Barb Herald.
 - C. Naming Committee - Nothing new to be named.
 - D. Transportation - No report.
 - E. Supervisory Training - Still working out details.
 - F. Technology - No meetings.
 - G. Transition Team - No notice if they will be needed anymore.
- VI. **Old Business:** None.
- VII. **New Business:**
Marcia Johnson is replacing Leva Kidd. Allen Thomas & Claire Newman will be on the Regents Election committee. Debra Orth & Denise Thomas will be on the Staff Congress Scholarship Committee.
- VIII. **Announcements:**
Dr. Mary Jo Buckman will be retiring from Nursing Department.
Carla Chance announced that the Presidential Search Committee has been moving right along. The candidates should be on campus during the week of March 9-15th with open sessions.
Free sample of Surge soft drink was brought in for Staff Congress members.
The 2nd annual F/S Follies will be held on Sunday, April 6th in Greaves Hall, anyone wanting to help out contact Diana Schneider, 572-5197.
- IX. **Closed Session** - No need for a closed session.
- X. **Adjournment** - The meeting adjourned at 1:25pm.

Diana Schneider

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MEMORANDUM

TO: Jack Moreland, President
Board of Regents, NKU

FR: Staff Congress Salary Review Ad-Hoc Committee:

DA: January 28, 1997

RE: Salary Policy Review Task Force

On January 16, 1997, Staff Congress approved the proposal of the recommendations of the Salary Policy Review Task Force. There are some concerns about the priorities set by administration on the implementation of the policy. Staff Congress suggests the following changes be considered:

- 1) Reaching 90% of Market for all staff should be the first consideration on time line, with completion in two years.
 - a) This should be a line item in the fixed budget, instead of based on available funding.
 - b) A commitment should be made that **all** staff should receive partial increases at the same time. To raise only professional staff the first year with no consideration for remaining staff would surely worsen morale.
 - c) Review market every three years.
- 2) The fixed budget should include a specific percentage (i.e. 2%) to help cover salary increases. If salary increase is not part of fixed cost, staff will once again lose ground as it relates to market equity.
- 3) Longevity should fall in place as the least important cost.
 - a) This could be done in the manner currently used for raises.
- 4) Personnel should develop a new Evaluation Form. To spend \$60,000 for outside help is unnecessary. A committee to develop needed forms should include Staff Congress President, a director, a supervisor and any other staff deemed necessary by personnel.

TIME LINE SUGGESTIONS:

January 29, 1997	Board approval of Salary Policy Review document and changes submitted by Staff Congress.
March 1997	Personnel-Staff committee develop evaluation forms.
July 1997	First stage implementation of market increase for all staff.
July 1998	Finalization of market increase for all staff .
July 1998	Beginning of longevity.

As a committee, we ask you to consider our concerns before finalizing the new policy.

cc: Carla Chance
Margo Ferrante