

STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

AGENDA

Staff Congress Meeting
Thursday, January 12, 1989

1:00 p.m. AC 722

NOTE: Changed from UC Ballroom

- I. Call to Order
- II. Approval of November 10, 1988 minutes and the minutes of the special meeting held on December 22, 1988. (Enclosed)
(December 8th meeting will be sent later or distributed at the meeting)
- III. President's Report - Diane Hunley
- IV. Vice President's Report - Janet Krebs
- V. Committee Reports
 - Benefits - Sue Roth
 - Constitution & Bylaws - Ron Rieger
 - Credentials & Elections - Peg Goodrich
 - Policies - Cathy Dewberry
 - Liaison - Rosanne Rawe
- VI. Ad Hoc Committees
 - Food Service Advisory Committee - Ron Rieger, Peg Goodrich
 - Parking and Traffic Control Committee - Chrissie Groh
 - Women's Center - Virginia Stallings
 - Salary Administration Consultant - Janet Krebs
 - Past Presidents Review Committee - Janet Krebs
 - Emergency Evacuation - Donna Gosney
 - Flexible Benefits - Mary Wilson
 - Smoking Policy - Rosanne Rawe
 - HIV Policy - Sue Roth
- VII. Old Business
- VIII. New Business
- X.. Adjournment

STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

STAFF CONGRESS MINUTES
JANUARY 12, 1989
ADMINISTRATIVE CENTER 722

Members Present: Cathy Dewberry, Shirley Garrett, Peg Goodrich, Donna Gosney, Marilyn Gosney, Chrissie Groh, Marilyn Henderson, Edith Hill, Diane Hunley, Jeannine Holtz, Janet Krebs, Margaret Lester, Pat Markus, Lola Moore, LaVerne Mulligan, Rosanne Rawe, Ron Rieger, Sue Roth, Rocke Saccone, Elaine Shafer, Virginia Stallings, Nancy Trimbur; **Ex officio:** Mike Hickman, Don McKenzie

Members Absent: Gary Easton, Joe Gimpel, Pat Harrington, Chuck Harmon, Barbara Martin, Donna Messer, Ruth Saccone, Marjorie Scheller, Phil Webb, Jim Wilson, Mary Wilson

President Hunley called the meeting to order 1:05 p.m. A quorum was present.

I. **Election** of a new secretary/treasurer. Due to professional and personal responsibilities, LaVerne Mulligan has respectively submitted her resignation as an officer; she will continue as a representative. LaVerne was thanked for her contributions to Staff Congress. Meeting was then turned over to Parliamentarian, Ron Rieger. Tellers were appointed and nominations from the floor received. Donna Gosney was nominated and accepted. There being no further nominations from the floor, nominations were closed; elected by acclamation.

II. **Minutes** of November 10 and December 22 (Special Meeting) were approved as distributed. Minutes of December 8 remain for completion and will be distributed with minutes of January 12.

III. **President's Report: Diane Hunley**

FYI Correspondence Received:

1. Office of Institutional Research reassigned to report to the Provost (Boothe: 12-16-88).
2. Northern has received reaffirmation and accreditation from SACS (Jorns: 12-14-88).
3. Recommendation of 7% salary increase pool will be effected 7/1/89 rather than one-time bonus payment as recommended by Staff Congress (Scholes: 1-3-89).
4. Authorization of 7% salary increase pool for the 1989-90 fiscal year (Boothe: 1-11-89).
5. Faculty Senate meeting of 12/19/88 gave unanimous approval to support the 7% salary increase pool for 1989-90 (Martin to Boothe: 12-11-88).
6. Credit Union has employed new manager, John Vastine, effective 1-3-89; Lois Brill is manager of customer service. The Credit Union is located at 421 Johns Hill Road (newsletter info/Taulbee: 1-9-89).

IV. Executive Council with Dr. Scholes (1/9/89)

1. Salary increase process for 1989-90 is still under review for consideration as to how this will be implemented. It is the understanding of the Executive Council that the pay policy will be followed. Process will be monitored by Personnel Services with scrutiny of discretionary funds.
2. Recommendation of phasing in parking fee increases was favored by Dr. Scholes. His final recommendations are to go to Dr. Boothe today. Further report will be made by chair under committee reports.

V. Vice President's Report: Janet Krebs
No report.

VI. Committee Reports:

1. Benefits: Sue Roth

Short term disability in holding pattern. Inquiry has been sent to a Louisville based company from Northern's purchasing director (NKU census data enclosed) seeking information on what type of plans are available, what coverage is offered, and rates. This inquiry did not seek bids. Information material was given to Sue for review by the committee.

2. Constitution & Bylaws: Ron Rieger

Smoking policy, three-day written notice for called meetings, power of attorney to Executive Council, employment representation are items for committee review and discussion. Recommendations will be made and presented to Staff Congress for discussion.

Credentials & Elections: Peg Goodrich

Dates have been set and the committee will meet at the appropriate time to set the process in motion.

4. Policies: Cathy Dewberry

Supplemental compensation recommendations were reviewed. A final draft was submitted 11/23/88 from Mike Hickman to Dr. Scholes with Staff Congress recommendations considered. Further action has not been taken, this item does not appear in materials for presentation at the January Board of Regents meeting. Note made that Staff Congress did not receive copy of the final draft. Diane requested a final draft copy; this would seem fitting as Staff Congress had responded as requested.

Night differential policy has not been pursued by the committee as this policy has already been approved by Dr. Boothe. A response from the committee is requested by President Hunley concerning the policy adoption without opportunity for input from Staff Congress.

5. Liaison: Rosanne Rawe

Scheduled meeting 1/21/89. Priority will be newsletter handling of questions in SOUND OFF. Short term disability question will not be used at the suggestion of the vice president for administration. Question for next issue is to find out if the University community feels they have benefited from receiving the minutes of Staff Congress meetings; what is done with the minutes when they reach each department (posted, routed, etc.). Individual departments in the College of Business will each receive minutes; this had not been done previously. From the response, it will be known whether or not this effort is worthwhile concerning expense and effort.

VII. Announcements

1. Wanda Ambrose, deceased January 3, 1989. Memorial note from Wanda's family in next issue of the newsletter.
2. Mary Wilson's husband has suffered a severe stroke and is listed in serious condition.

VIII. Ad hoc Committees

1. Food Service Advisory: Ron Rieger/Peg Goodrich

Questions: Are many letters of concern received? What does this advisory committee do? How are the survey cards handled? Concerns are passed to Ken Ramey for response on individual basis. Committee meets to address issues/concerns of food service. Comments or suggestions are to be sent to Ron or Peg.

Ad hoc committee chairs were requested to send a brief description of their respective committee's function for inclusion in the newsletter. This will help identify the work of each committee to the University community.

2. Parking & Traffic Control: Chrissie Groh

Committee recommended phasing in of increased fees over two year period. Future increases will cover biennium period which allows University community to plan for increased expenditures individually. All figures are divisible by 12. Committee's recommendation is affixed to permanent records. Staff Congress appreciates the opportunity for input to administration on this vital issue.

3. **Women's Center: Virginia Stallings**
Virginia was welcomed back following recent surgery. The committee has had one brief meeting and nothing further is scheduled at this time.
4. **Salary Administration Consultant: Janet Krebs**
Discussion. All committees will meet to prepare written concerns to be forwarded to the Executive Council prior to the consultant's visit. Available dates from the consultant were discussed; motion made and seconded that the visit be scheduled for February 22-23-24. Motion carried. Senate will be asked for preferred dates. Pay consultant committee charge will be copied and sent to all Congress representatives because of time lapse since initial inception. Publicity of scheduled meetings during consultant's visit will be made available and it is hoped that as many as possible will attend meetings and voice concerns. Individuals may also send written concerns to Diane Hunley, Personnel Services.
5. **Past President's Review: Janet Krebs**
Committee meets again this Friday; their recommendations are expected in the near future.
6. **Emergency Evacuation: Donna Gosney**
A University Committee has been established, chaired by Dale Adams. The American Red Cross Disaster Services Services is working with this committee. This Red Cross unit works with non-profit organizations to develop such plans and help with special training. Since NKU is a non-profit institution, there is no charge for their services. Next meeting is scheduled January 31, 10:00 a.m. in BEP 216; Donna will attend.
7. **Flexible Benefits: Mary Wilson**
No report.
8. **Smoking Policy: Rosanne Rawe**
Committee will meet on the 27th of January.
9. **HIV Policy: Sue Roth**
Committee has approved the revised draft HIV policy. Upon the committee's recommendation, motion was made and seconded that Staff Congress approve the HIV policy as revised. Motion carried. Appropriate written recommendation and copy of HIV policy revision draft will be submitted to Staff Congress for review and affixed to permanent records.

IX. Old Business
None

X. New Business

1. No official 1989 holiday schedule has been received. Traditionally, this is distributed in December. An official holiday schedule will be requested.
2. Question raised if increased insurance rates are known. Discussion. Insurance rates are predicted to increase 30% nationally. An increase is expected in Northern's plan, but figures are not available. Traditionally, February is open enrollment period and concern was raised if dates will be modified to meet employee needs. Employees are assured ample time will be allowed for individual changes once increases are known. Increased rates may be more than the institution has budgeted and final determinations have yet to be discussed. Various options were explained. It is strongly suggested that the University Health Committee be reinstated should investigation of new health plans become an option.

There being no further business, motion for adjournment was made and seconded. Motion carried.

Respectfully submitted,

Donna J. Gosney
Secretary/Treasurer

RE: **Parking Registration Fee Increase Recommendations**

DATE: January 4, 1989

	(Current)		(1989-90)	(1990-92)
Faculty & Staff (full-time)	\$35.00	to	\$42.00	\$48.00
Faculty & Staff (part-time)	15.00	to	20.00	24.00
Students (full & part-time)	15.00	to	20.00	24.00
Reserved Parking	120.00	to	¹⁶⁸ 144.00	¹⁹² 168.00
CED & Summer Students	5.00		(no increase)	

Beginning with the 1992-94 Biennium and every two years thereafter, Parking Registration Fees will be reviewed for the purpose of necessary fee increases to coincide with the Biennium budget cycles.



Northern Kentucky University
Highland Heights, Kentucky 41076
(606) 572-5100

MEMORANDUM

January 11, 1989

TO: Diane Hunley

FR: Leon E. Boothe

A handwritten signature in cursive script, appearing to read 'L. E. Boothe'.

RE: Salary Increase for 1989-90

I have carefully reviewed the Staff Congress recommendation conveyed to me, as well as reviewing other recommendations from administration and Faculty Senate. I am pleased to report to you that I am authorizing a 7% salary increase pool for staff salaries for the 1989-90 fiscal year.

sc

cc: Gene Scholes

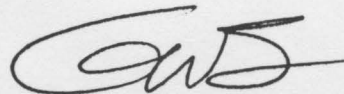
MEMORANDUM

TO: Ms. Diane Hunley 7

DATE: January 3, 1989

I am in receipt of your memorandum of December 22, 1988, indicating Staff Congress' response to the use of supplemental non-recurring reserve funds. Your recommendation reflects a one-time bonus payment from non-recurring funds for all eligible staff and faculty. This matter has been discussed thoroughly by President's Staff and the recommendation of the President's Staff to President Boothe was that there be a 7 percent salary pool available for faculty and staff salary increases commencing July 1, 1989, rather than a smaller percentage available at that time due to any one-time payments which might be made available earlier. Your recommendation has been received and will become a part of the record regarding this entire matter. It is my understanding that you are already aware that a bonus payment has not been endorsed by other governance groups on the campus or the University administration.

Your efforts to develop your recommendation are appreciated. Thank you.



Gene W. Scholes

cc: President Leon E. Boothe
President's Staff



Northern Kentucky University
Highland Heights, Kentucky 41076

RECOMMENDATION

January 12, 1989

The HIV policy review committee recommends to the Staff Congress approval of the NKU Policy on HIV Infection for students and Employees.

After several meetings and a presentation the committee feels satisfied with the research put into the document. It has the ability to be a viable tool in protecting an individual's rights while still insuring the safety of the whole University community.

A handwritten signature in cursive script that reads 'Susan Roth'.

Susan Roth, Chair
Jeanne Holtz
Rocke Saccone
Marjorie Scheller

1/19/89