

STAFF CONGRESS MEETING

May 9, 1985

AGENDA

- I. Call to Order
- II. Minutes of April 11, 1985 Meeting
- III. Guest Speaker - Gregg Schulte  
Update on Reclassifications
- IV. President's Report.
  - A) Meeting with Dr. Boothe
  - B) Committee Chair Replacements
  - C) Bulletin Boards
  - D) Update of Board Meeting
  - E) Retired Employees Info: regarding admission to athletic events and theatre productions.
- V. Vice President's Report
- VI. Secretary/Treasurer's Report
- VII. Standing Committee Reports
- VIII. Ad Hoc Committee Reports
- IX. Other
- X. Adjournment

# STAFF CONGRESS

## STAFF CONGRESS MINUTES

May 9, 1985

MEMBERS PRESENT: A. Dale Adams, Donna Bridewell, Cindy Cook, Kathy Dawn, Don Gammon, Donna Gosney, Diane V. Hunley, Janet Krebs, Linda Matthews, Don McKenzie, Karen McNeil, Steve Meier, Pat Coleman Mullins, Bill Reed, Dolores Thelen, Linda Thierbach, Rebecca Timerding, Nancy Utz. Parliamentarian, Pamm Taylor; Personnel Services, Gregg Schulte.

MEMBERS ABSENT: Sarah Coburn, Sandi Cunningham, Mark Dryden, Jack Geiger, Jean Henegar, Bonnie Lowe, LaVerne Mulligan, Jay Stevens, Sharon K. Taylor, John Wade, Margaret S. Weber, Phyllis Weeland.

GUESTS: Janice Sankot, Steely Library; Barb Herald, Personnel Services; Patty Edgley, Continuing Legal Education; Peg Goodrich, office secretary.

- I. President Kathy Dawn called the meeting to order, a quorum was present.
- II. The minutes of the April 11, 1985 meeting were not prepared and will be presented at the June meeting.
- III. Guest Speaker - Gregg Schulte

Gregg had been asked to briefly update Congress on current activity on reclassifications. He explained that reclassification reviews by Personnel Services continue throughout the year and they have recommended some series reclassifications.

Although a new administrative policy on reclassifications was approved by the Board of Regents in October 1984, the policies and procedures for the Redbook have not been worked out at this time. Until new procedures are approved, reclassifications must continue to be processed by the old procedures.

Gregg was asked why the new procedures haven't been approved. He explained that two points of difference between the policy draft and Staff Congress' recommendation. Kathy Dawn said that the reclassification policy is mentioned whenever the Executive Council meets with Dr. Scholes and at this time we are waiting for Central Staff's response to our recommendation.

After further discussion about reclassifications Kathy said that the Executive Council will request an update on the policy at their next meeting with Dr. Scholes.

#### IV. President's Report - Kathy Dawn

##### A) Meeting with Dr. Boothe:

The chairs committee met with Dr. Boothe and they discussed the following issues:

- 1) Dr. Boothe said that the Early Childhood Center is on firm ground. He

said that the reduced hours will serve 97% of the current participants.

- 2) An outdoor deck is being constructed at the Health Center. The small outdoor pool on John's Hill Road will be closed.
- 3) The road improvements on Nunn Drive are scheduled to begin in July.
- 4) The tuition waiver policy was discussed. Dr. Boothe stated that the tuition waiver as a "fringe benefit" could not be extended to family members per state law. The idea of establishing "scholarship" funds for family members was discussed, along with other ideas.

The Executive Council has verbally informed Dr. Boothe and Dr. Scholes of Congress' feelings about the tuition waiver policy. A formal response written by the Benefits Committee will be forwarded to them after discussion at this meeting.

- 5) Dr. Boothe asked for Congress' help when "the time is right" to contact the state legislators concerning funding for higher education in Kentucky.

Don Gammon recommended that Congress distribute a standard letter for employees to sign and mail to their legislators. It was also suggested that we invite some of the legislators to campus to address faculty and staff. Kathy indicated that when Dr. Boothe notifies us that it is the right time, Congress will be very active in lobbying the legislature.

Dr. Boothe said that in his discussions with legislators salaries are always a top priority.

#### B) Committee Chair Replacements:

- 1) The Executive Council nominated Janet Krebs as the replacement for chair of the Liaison Committee. There being no other nominations a vote was taken and approved unanimously.
- 2) The Executive Council nominated Bill Reed as the new chair of the Credentials and Elections Committee. There being no additional nominations, a vote was taken and approved unanimously.

#### C) Bulletin Boards:

A request has been sent to Dr. Scholes for bulletin boards for Staff Congress use. One was requested for the West Campus as well as one for the Highland Heights campus.

#### D) Update on Board of Regents Meeting -

- 1) The salary distribution policy for 1985-86 was approved by the board. Kathy read the following footnote to the policy:

"In the event that additional funds become available for salaries from state government, they will be distributed on a fixed-dollar basis across-the-board to all employees whose performance has been satisfactory."

Kathy mentioned that a fixed-dollar distribution was part of Staff Congress's recommendation on salary increases.



May 9, 1985

- 2) Kathy stated that Dr. Leon Boothe was evaluated by the Board of Regents. The Board stated that on the whole his evaluation was very positive and his contract has been extended until July 1, 1988.
- 3) It was announced at the board meeting that Dr. and Mrs. Boothe have been invited by the Taiwan government to visit Taiwan to tour their institutions of higher education. This invitation was extended to only six university presidents in the U.S.A. The Taiwanese government will cover the expenses of the trip. Establishing a foreign exchange program is another purpose of the trip.

E) Retired Employees Information:

Retired employees may now attend athletic events and theater productions at N.K.U. free of charge. Spouses are included in this benefit. I.D. cards have been issued for this purpose. Barb Herald said that she has received a very favorable response from several retirees.

V. Vice President's Report - Nancy Utz

- A) Nancy mentioned the contest being sponsored by the Campus Digest and Personnel Services for "NKU World Record Holders". Nancy expressed that this is a "fun" project for Staff to be involved in and that Congress members should encourage employees to participate.
- B) Nancy reported that the new President of Faculty Senate is Lynn Langmeyer. Congress is attempting to work more closely with Faculty Senate on issues of common concern.
- C) As a point of interest, Nancy announced that Faculty Senate had passed a resolution in support of the Early Childhood Center similar to Staff Congress' resolution.

VI. Secretary/Treasurer's Report - Cindy Cook

Cindy reported that the Board of Regents review and approve all employee terminations quarterly. At the May 8, 1985 Board meeting Dr. Boothe stated that for the terminations submitted for the previous quarter the reasons for termination were as follows:

- 40% - better pay for the same type of job
- 30% - change in career (could include anything from dissatisfaction with job to problems with a supervisor).
- 15% - left the work force completely
- 11% - promotion opportunities
- 4% - involuntary

Cindy said that Dr. Boothe expressed to the Board that 51% of terminations for more pay and better opportunities is an extremely high rate of turnover. He stressed that better salaries are necessary to attract and retain quality employees.

VII. Committee Reports:

Picnic Committee - Patti Edgely (reporting in the absence of the committee chair)

Patti informed Congress that the committee is in the process of researching possible sites for the picnic as well as tentative dates. The committee also met with Dr. Scholes to discuss administration's expectations for the picnic.

Benefits Committee - A. Dale Adams

Dale read the committee's response to the tuition waiver policy draft. There was general approval of the response, therefore Kathy Dawn stated that the response will be forwarded to Dr. Boothe.

Dale presented the committee's recommendation for recognition of non-exempt employees who have not used any sick leave during the year. Lengthly discussion about the recommendation followed, with several versions discussed and voted on. Finally the following recommendation was passed with 12 in favor, 2 opposed and 2 abstentions:

"The Committee recommends that effective September, 1985, non-exempt staff employees who have not used any sick leave from the prior July 1 to June 30, will be recognized at the Staff Awards Day Luncheon. As honored guests at the Staff Awards Luncheon, these employees will receive their luncheon, a certificate and a gift of recognition. The value of the gift should be in line with other gifts given for length of service and distinguished service."

Next, Dale reported that the committee is working on detailed guidelines for the sick leave bank. They plan to submit the guidelines for approval at the next Staff Congress meeting.

Constitution and By-Laws Committee - Linda Thierbach

Linda submitted the proposed changes to Congress' Constitution (distributed with the agenda). She briefly explained the reasons for the changes.

Discussion concerning the proposed changes followed. Per the current by-laws, these changes will not be voted on until the next meeting.

Training and Development Committee - Janet Krebs

Janet related that the committee had compiled a list of topics for training and development seminars. She said that the committee felt that the list included topics of interest for various groups of staff.

The list has been submitted to Gregg Schulte for his consideration in scheduling next year's seminars.

VIII. There being no other business, Nancy Utz moved for adjournment, seconded by Linda Thierbach.



Northern Kentucky University  
Highland Heights, Kentucky 41076

MEMORANDUM

TO: Gregg Schulte  
FROM: Rose Stauss *R. Stauss*  
RE: Retirees of Northern Kentucky University  
DATE: April 12, 1985

Please inform employees who retire from Northern Kentucky University that they are welcome to attend all Theatre Productions in the Fall and Spring semesters free of charge.

Reservations must be made a week prior to the selected show. Spouses of retirees are included in this service.

cc: Dr. Gene Scholes  
Staff Congress

MEMORANDUM

TO: Gregg Schulte  
FROM: Mike Beitzel  
Jane Meier  
RE: Retirees of Northern Kentucky University  
DATE: April 10, 1985

Please inform employees who retire from NKU that they may attend all home athletic events free of charge. These retired individuals may use the I.D. issued to them at retirement as identification for this service. Spouses of retirees are included in this service.

cc: Dr. Gene Scholes



## EMERGENCY SICK LEAVE BANK

### Eligibility

All permanent staff employees may elect to donate accumulated sick and/or vacation leave to an Emergency Sick Leave Bank (the "Bank"). Permanent full-time staff employees with a minimum of two years of continuous service at the University are eligible to apply for the use of the days available in the Bank.

The Emergency Sick Leave Bank may be utilized only by those eligible staff members who have exhausted their own accumulated leave due to long-term major illnesses, accidents, and/or hospitalizations. An eligible employee may be entitled to up to 22 days of leave per request with a maximum of three approved requests, based upon availability of leave in the Bank.

### Procedures

The donating employee shall submit to the Director of Personnel Services a written and signed authorization form designating the number of sick/vacation days he/she wishes to donate to the Bank.

The ESLB Committee will be named by the Executive Council of Staff Congress and will be comprised of no less than eight members, including the Chairperson of the Benefits Committee. The Director of Personnel Services will serve on the committee as an ex officio member. A minimum of two committee members must be elected representatives of Staff Congress.

Requests for leave time from the Bank are to be made by the employee. The employee is also responsible for notifying his/her supervisor that a request for Emergency Sick Leave has been made to the Office of Personnel Services.

Decisions of the Committee will be forwarded to the employee and his/her supervisor or department head within 10 working days of the date of the receipt of the request.

### Funding

A pool of monies will have to be established for temporary replacement of personnel. Anticipated number of hours used is 500 at 60% replacement cost. The average hourly wage is \$6.00.

*define longterm  
supervisors approval  
Certification  
# of elected representative*

# Credentials & Elections Committee

## RESOLUTION

In an effort to increase the working effectiveness of Staff Congress the necessary changes to the constitution and by-laws should be effected in order to implement the following proposals:

- 1) Employees classified in the Administrative employment category shall be ineligible to serve as elected representatives;
- 2) In addition to the Director of Personnel Services, one other administrator shall serve the Congress in an ex officio capacity for a fixed term, appointed by President Boothe from a list submitted by the Congress;
- 3) The number of representatives elected from each of the five employment areas shall be increased from two to three;
- 4) The number of representatives elected at large shall be increased from six to eight;
- 5) These changes shall take effect at the next Congress election.

approved

disapproved

approved

approved

approved

Increase from 30 to 35

Funding

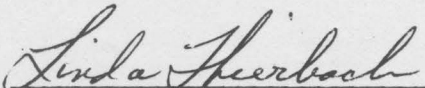


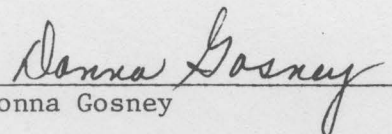
STAFF CONGRESS  
CONSTITUTION & BYLAWS COMMITTEE

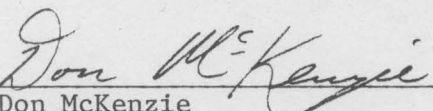
*to be noted  
in at  
June meeting.*

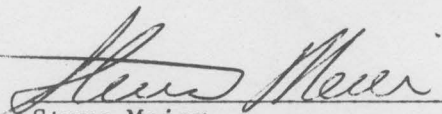
The Constitution and Bylaws Committee met on Tuesdays, April 9 and April 23, 1985. The Committee recommends the following revisions to the Bylaws of Staff Congress.

Recommended by:

  
Linda Thierbach, Chair

  
Donna Gosney

  
Don McKenzie

  
Steve Meier

REVISION I

TO MOVE ELECTIONS TO NOVEMBER WITH TERM BEGINNING  
IN JANUARY OF EACH YEAR.

EXPLANATION

It was agreed that this change would allow more participation by staff and facilitate Staff Congress business as the beginning of the fall semester is extremely busy for everyone.

It is recommended that the December meeting be a joint meeting of outgoing and newly elected Staff Congress representatives. Binders would be exchanged, standing committee reports would be given, and a questionnaire conducted as to which committee each representative would like to serve.

Affected sections of the Bylaws follow with the changes underlined.

Article I, Section 3 - Election Process

- b) Staff Congress elections should be conducted each year during the month of November.
- c) Staff-wide memos of information should be circulated prior to the month of November each year to explain and announce the election process.

Article I, Section 4 - Term of Office

Each Staff Congress Representative should serve a two-year term. Terms of office are staggered so that half are elected each year. Terms of office begin on January 1 of each year.

Article III, Section 3 - Election of Officers

- a) Elections to the offices stated in Section 1 of this Article shall be conducted at the January meeting of the Staff Congress.

Article III, Section 7 - Appointment and Duties of the Parliamentarian

- c) To serve as presiding officer of the Staff Congress only for that portion of the January meeting of the Staff Congress of each year during which officers of the Staff Congress are to be elected in accordance with Section 3 of this Article.

Article VI, Section 2 - Appointment

- a) Each year at the January meeting, or when a vacancy occurs, the Executive Council, described in Section 3 of this Article, shall report to the Staff Congress existing vacancies in standing committee memberships and shall submit to the Staff Congress the name of a Representative or an eligible staff member.

REVISION II      TO ADD ONE WORD TO THE READING OF VACANCIES FOR DEFINITIVE CLARIFICATION.

EXPLANATION      It was agreed that in order to avoid an unnecessary vacancy, the word scheduled should be inserted into the reading of this section.

Affected section of the Bylaws follows with the change underlined.

Article I, Section 5 - Vacancies

- c) A vacancy occurs when an elected Staff Congress Representative fails to attend three consecutive scheduled meetings.

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REVISION III      TO RECOMMEND THAT STANDING COMMITTEES RETAIN ONE MEMBER ON EACH COMMITTEE FROM THE PREVIOUS YEAR.

EXPLANATION      It was agreed that this recommendation would insure continuity and "historical" perspective of each committee's work.

Affected section of the Bylaws follows with the change underlined.

Article VI, Section 2 - Appointment

- d) Standing committees shall be composed of a minimum of five members including a chairperson, three quarters of which must be elected Representatives. One member shall have served on the committee in the previous year.





Northern Kentucky University  
Highland Heights, Kentucky 41076

TO: Staff Congress

FR: A. Dale Adams *[Signature]*  
Benefits Committee

DA: May 9, 1985

RE: Recognition of Attendance

The committee recommends that effective September 1985, non-exempt staff employees who have not used any sick leave from July 1, 1984 to June 30, 1985 will be recognized at the Staff Awards Day Luncheon for 1985. As honored guests at the Staff Awards Luncheon, these employees will receive a ~~gift certificate to be used at the University Bookstore or a Savings Bond of comparable worth.~~

*their luncheon, a certificate and a gift of recognition that are presented for <sup>length</sup> service and distinguished service.*

*approved  
5/9/85*