

STAFF CONGRESS

Northern Kentucky University Highland Heights, Kentucky 41076

MEMORANDUM:

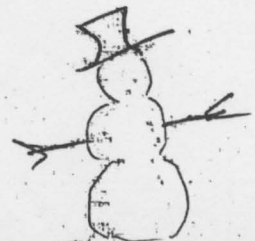
TO: Staff Congress Members
FR: Peg Goodrich, Office Secretary
DA: December 5, 1990
RE: A Christmas Treat!!

You are invited to come to UC 108 prior to the December meeting as at noon refreshments and snacks will be served in appreciation of your serving on Staff Congress. Please plan to attend. If you are unable to accept our invitation please notify Peg at X6400.

STAFF CONGRESS AGENDA
Thursday, December 13, 1990
1 p.m.

UNIVERSITY CENTER 108

- I. Call to Order
- II. Approval of November 3, 1990 Minutes
- III. President's Report - Sue Roth
- IV. Vice-President's Report - Sandi Cunningham
- V. Standing Committee Reports
 - Benefits: Elaine Shafer
 - Constitution & Bylaws: Donna Gosney
 - Credentials & Election: Glenn Strausbaugh
 - Liaison: Shirley Scharf
 - Policies: Shirley Garrett
- VI. University Wide Committee Reports
 - Emergency Evacuation: Virginia Stallings
 - Food Service Advisory: Ron Rieger
 - Health Utilization: Jeff Morehead
 - Library Automation: Peggy Vater
 - Parking & Traffic Control: Donna Gosney
 - Public Safety Director Search Committee: Tom Skinner
 - Wellness Program: Sandi Cunningham
 - Women's Center: Judy Birkenhauer
- VII. Old Business
- VIII. New Business
- IX. Announcements
- X. Adjournment



STAFF CONGRESS

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STAFF CONGRESS MINUTES DECEMBER 13, 1990 UNIVERSITY CENTER 108

Members Present: Judy Birkenhauer, Judy Brueggen, Sandi Cunningham, Deedra Derrick, Ruth Enzweiler, Shirley Gallicchio, Shirley Garrett, Peg Goodrich, Donna Gosney, George Hadesty, Terry Hamm, Marilyn Henderson, Edith Hill, Howard Hoffman, Jeannine Holtz, Janet Krebs, Barb Martin, Lola Moore, Nancy Parsley, Ron Rieger, Sue Roth, Shirley Scharf, Elaine Shafer, Annette Simpson, Tom Skinner, Virginia Stallings, Glenn Strausbaugh, Cheryl Torline, Peggy Vater, Gayle Vaughn, Charlene Wray, Linda Wright.

Liaison: Margo Ferrante.

Guest: Carla Chance.

Members Absent: Gary Easton, Chuck Harmon, Jeff Morehead.

I. Call to Order: Meeting was called to order at 1:04 p.m. with a quorum present.

II. Change November minutes to show that Constitution & Bylaws Committee will meet in January to discuss changes in executive committee positions. List Jeannine Holtz as being present at November meeting. Minutes approved as corrected.

III. President's Report: Sue Roth. The annual budget process will proceed as scheduled. The staff salary process will be slowed due to reclassification procedures. Janet Krebs and Ron Rieger have agreed to serve on the classification review committee.

Sue has a copy of the 1991-92 Annual Budget Process instructions manual available for review.

Any concerns regarding the 1992-94 capital budget process should be forwarded to Dennis Taulbee by January 1.

The November emergency evacuation drill was successful, but not without its problems in many buildings. A major concern is the lack of inside alarms differentiating between types of emergencies.

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Dr. and Mrs. Boothe are hosting a staff Christmas open house December 20, 2:00-3:30 p.m. in their home.

A search committee for the affirmative action coordinator position is being formed. Charlene Wray and Glenn Strausbaugh have agreed to serve.

IV. Vice-President's Report: Sandi Cunningham. No report.

V. STANDING COMMITTEES

Benefits: Elaine Shafer. No report.

Constitution & Bylaws: Donna Gosney. No report.

Credentials & Elections: Glenn Strausbaugh. No report.

Liaison: Shirley Scharf. No report.

Policies: Shirley Garrett. Committee recommended that the vacation/annual leave policy (including the phase-in period), and the terminal vacation/annual leave policy be approved. Motions approved unanimously.

VI. UNIVERSITY-WIDE COMMITTEES

Emergency Evacuation: Virginia Stallings. Committee submitted comments about the November drill to administration.

Food Service Advisory: Ron Rieger. No report.

Health Utilization: Jeff Morehead. No report.

Library Automation: Peggy Vater. Currently working on bar coding of books.

Parking & Traffic Control: Donna Gosney. No report.

Public Safety Director Search Committee: Tom Skinner. Over seventy resumes have been received. Committee is narrowing down to top four for January interviewing.

Wellness Program: Sandi Cunningham. No report.

Women's Center: Judy Birkenhauer. No report.

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VII. Old Business: The vice president for administration search committee has developed job description and criteria. The position will be advertised nationwide, with a preference deadline of February 15. July 1 is the projected date to have the new vice president in place.

VIII. New Business: A question was raised regarding the necessity of having a women's center committee, as the Women's Center is its own department. Sue will do some checking.

IX. Announcements: Several buildings will have no phone service during Christmas break. The Board of Regents will meet Friday, December 14.

X. Adjournment: There being no further business, motion to adjourn was made and seconded at 1:34 p.m.

Next Staff Congress Meeting: January 10, 1991, U.C. 108, 1:00 p.m. PLEASE NOTE: There will not be a committee chairs meeting in January.

Respectfully submitted,

Linda P. Wright

Linda P. Wright
Secretary/Treasurer