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# STAFF CONGRESS

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Northern Kentucky University ■ Highland Heights, Kentucky 41099

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## STAFF CONGRESS MEETING

### AGENDA

November 13, 2003

1:00PM UC Ballroom

Guests - 10-minute presentation

- I. Call to Order
- II. Approval of October 9, 2003, minutes
- III. Staff Regent's Report—Beverly Beck
- IV. Liaisons Reports—Martha Malloy and Ken Ramey
- V. SGA Liaison—
- VI. Standing Committee Reports:
  - A. Benefits—Co-Chairs: Jennifer Mason & Maureen Woods
  - B. Constitution & Bylaws—Chair: Pat Radank
  - C. Credentials & Elections—Co-Chairs: Rosanne Rawe & Glenn Strausbaugh
  - D. Policies—Co-Chairs: Marilyn Siry & Don Vasko
  - E. Salary/Budget—Chair: Leland Bennett
  - F. Liaison—Chair: Shannon Hatfield
- IX. Ad-Hoc Committees:
  - A. Health Utilization—Mary Berkemeyer
  - B. Transportation—Kathy Perkins
  - C. Food Service Advisory—Cheryl Edelen
  - D. Human Resources Advisory—Royleen Seibert
  - E. Mentoring Program Committee—Ron Vasko
  - F. Scholarship Committee—Don Vasko, Peggy DeJaco, Kathy Perkins
- X. Old Business
- XI. New Business
- XII. Announcements
  - **IMPORTANT:** Staff Congress Special Meeting with the President to be held on November 19<sup>th</sup> in AST 111, 8:30-9:30 AM.
- XIII. Closed Session
- XIV. Adjournment

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## STAFF CONGRESS MINUTES November 13, 2003 UNIVERSITY CENTER BALLROOM

**Members Present:** Denny Allen, Leland Bennett, Mary Berkemeyer, Gina Bray, Jeff Chesnut, Jeff Cox, Sherry Cucchiara, Peggy DeJaco, Goldie Easton, Cheryl Edelen, Mark Edgley, Paul Frazier, Gail Goedel, Shannon Hatfield, Lakricia Kelly, Rachel LeJeune, Jennifer Mason, Becky Miller-Thomas, Jeanne Papania, Kathy Perkins, Pat Radank, Rosanne Rawe, Diana Schneider, Royleen Seibert, Marilyn Siry, Glenn Strausbaugh, Don Vasko, Ron Vasko, Maureen Woods, Carole Ziegler

**Members Absent:** Linda Albert, Danielle Greene, Doug Hardebeck, Jada Marcum, Jim McCulley

**V.P. for Administration & Finance:** Ken Ramey; **Liaison:** Martha Malloy; **Staff Regent:** Bev Beck; **Secretary:** Rita Thomas

**Call to Order:** The meeting was called to order at 1:02 PM.

**Minutes:** The following corrections were made to the minutes of the October 9, 2003 meeting: Maureen Woods was absent, Royleen Seibert was absent, Marilyn Siry was present. Motion to accept the minutes with corrections was made by Leland Bennett, seconded by Gina Bray. Motion carried.

### **Staff Regent Report: Bev Beck**

1. Carole Beere, Associate Provost for Outreach & Graduate Studies, gave a presentation regarding programs they sponsor with grants, subsidies, etc.
2. Financial Report Presentation by Students – to protect quality of education which includes smaller class size, quality professors, equipment, etc. majority of students are willing to accept a tuition increase.
3. President Votruba has asked all department heads to cut their budgets gearing for a 3%, 5% and/or 7% budget reduction.
4. Renovated Nunn Drive entrance looks great.
5. Two students gave presentations that showcased research work done at the undergraduate level. In most higher learning institutions this type of in-depth research is done at the graduate level.

### **Vice President for Administration & Finance: Ken Ramey**

- Stressed importance of members attending the meeting with President Votruba & vice President Gerald Hunter on October 19 regarding financial report.

### **Liaison: Martha Malloy**

- NKU was approached by TANK to determine interest in selling their passes & coupons on campus. NKU would not make any profit just provide the service to employees and students.

**Student Government Representative: Trey Orndorff** – Absent, no report.

### **Standing Committee Reports:**

#### **Benefits: Maureen Woods, Co-Chair.**

- Presented proposed following change in Red Book: “Any permanent employee, who has worked at least five years for Northern Kentucky University and is awarded at least three (3) weeks of vacation each year, may convert each any part of up to a maximum of five (5) days of vacation hours to sick hours”. President Chesnut asked the committee to amend/revise the proposed change to read: “permanent” to “regular” & “at least five years of employment” to “has worked at least 4 years & entering their fifth year of employment”.
- President Chesnut also asked the Benefits Committee to re-examine domestic partner benefits since Faculty Senate passed a new proposal addressing this benefit.

**Constitution & Bylaws:** Pat Radank – Chair. Working in conjunction with Credentials & Elections committee on proposed changes to make language more explicit. Distributed proposed changes to membership.

**Credentials & Elections:** Cheryl Edelen – Chair. Working in conjunction with Constitution & Bylaws Committee on proposed changes to make language more explicit. Distributed proposed changes to membership.

**Policies:** Don Vasko. Have met. Distributed a draft of the Equal Opportunity Policy that Cheryl Nunez, Director of Affirmative Action & Multicultural Affairs, sent to committee for review.

**Salary/Budget:** Leland Bennett. Have not met but has coordinated with offices of Vice President Ramey and Vice President Hunter. Reiterated importance of meeting on October 19 with President Votruba.

**Liaison:** Shannon Hatfield. Please return questionnaire as soon as possible. Working on advertising Staff Congress, will serve on Homecoming Committee.

**Ad-Hoc Committees:**

**Health Utilization:** Mary Berkemeyer – no report

**Transportation:** Kathy Perkins

1. Certain Covington Campus concerns have been addressed with Bob Bolce & Henry Keene.
2. Concern regarding steepness of sidewalk slope outside of Administration Building has been addressed.
3. Parking fees are tax-sheltered (pre-tax).
4. Visitor Lot signage was addressed.
5. Questions regarding parking revenue from contracts – fees are put into parking fund.
6. Concerns regarding part-time faculty and free parking permits – tabled until next meeting.
7. Question/concerns regarding Residential Life reserved parking and RA's parking in Residential Life spaces. This was tabled.
8. Towing policy was re-visited. No decisions as of yet.
9. Some departments making/distributing own visitor parking passes. Only NKU courtesy passes are to be utilized.
10. Next meeting will be December 4.
11. Royleen Seibert asked that Special Event Parking signs be put up earlier preferably by 6:00 AM on the day of the special event. President Chesnut explained the policy on reserved parking policy for special events.
12. Complaints of people receiving citations parking in the aisle way of the gravel lots.
13. Mary Berkemeyer has had several complaints regarding the appeals process – especially the “no parking permit” violation being a “non-appealable offense.”
14. Lot S – the gravel parking lot behind Albright Health Center is in desperate need of gravel.
15. Grant County Facility employees do not need NKU permits as we do not own that property.

**Food Service Advisory:** Cheryl Edelen – no report

**Human Resources Advisory:** Royleen Seibert. Question was raised if Staff Congress Scholarship can be awarded to dependents of a deceased staff member. Martha explained that the tuition waiver does cover deceased employee dependents for 5 years.

**Mentoring Program:** Ron Vasko – no report

**Scholarship Committee:** Don Vasko – no report.

**Old Business:** None

**New Business:**

- Ron Vasko to speak to contractors regarding tearing up the landscaping around the fountain. Concerns about school buses unloading & loading around the fountain.

**Announcements:**

Financial report meeting with President Votruba on October 19 at 8:30 AM in AS&T 111.  
Rosanne Rawe – Annual Steely Library Christmas tree lighting on November 14, 2003.  
Diane Schneider – Turkey Trot on November 21, 2003.  
Marilyn Siry – GLVC Volleyball tournament is being held at NKU. Women's basketball team in Terre Haute.  
Sherry Cucchiara – SGA meets every Monday in University Center Room 11 at 3:10 PM. Visitors are welcome.

**Closed Session:**

Staff Congress did not go into closed session.

**Adjournment:**

The meeting was adjourned at 2:15 PM.

Respectfully submitted by:  
Peggy DeJaco, Secretary