

STAFF CONGRESS

Regular Meeting - September 2, 1983

AGENDA

- I. Call to Order
- II. Minutes of August 5, 1983 Meeting
- III. President's Report
- IV. Secretary/Treasurer's Report
- V. Committee Reports
- VI. Old Business
- VII. New Business
- VIII. Adjournment

STAFF CONGRESS MINUTES  
September, 1983

The regular meeting of Staff Congress was called to order. At that time a quorum was not present.

MEMBERS PRESENT: Dan Alford, Bob Barnes, Dan Bayes, Pat Coleman, Cindy Dunaway, Don Gammon, Dorinda Giles, Barb Herald, Diane Hunley, Mary Kelm, Russ Kerdolff, Mike Martin, Linda Sanders, Jay Stevens, Pamm Taylor, Nancy Utz.

MEMBERS ABSENT: John Fries, Jerry Groeschen, Jim Hartig, Bill Lamb, Joyce Maegly, Nancy Perry, Norleen Pomerantz, Steve Priestle, Ken Ramey, John Teegarden, Dolores Thelen, Carolyn Scheben.

VISITORS: Parliamentarian: Gary Eith. Dale Adams, Connie Ball, Linda Banks, Carol Guthier, Paul McEntyre.  
The minutes of the previous meeting were approved.

PRESIDENT'S REPORT

Linda Sanders announced that Jay Stevens had accepted the appointment to fill the professional vacancy. Linda then announced Tom Barlow's resignation due to his termination of employment. She recommended Kathy Dawn as the replacement in the representative-at-large vacancy Tom's resignation created. Don Gammon made a motion to accept, Dan Alford seconded. The motion passed unanimously.

At this point in the meeting some more representatives arrived and a quorum was now present. Mary Kelm made a motion that all business conducted prior to the presence of a quorum be accepted by the quorum. Dan Alford seconded the motion and it was passed unanimously.

Linda Sanders continued with the President's report. Linda mentioned that Dr. Boothe had named two task forces: one for "marketing" NKU, headed by Mr. Bob Knauf, the other for "fund raising", headed by Dr. Ralph Tesseneer.

Linda stated that Women's Week had been set for March 5-9, 1984. It has been requested that a representative from Staff be named to the committee. Linda asked for recommendations for a representative.

Linda then announced that Terry Andrew's resignation had left a vacancy on the Parking Appeals Committee. She named Dan Bayes as the replacement to that position.

Linda announced that the next regular chairs meeting would be held September 9th. She then announced that Dr. Boothe has asked to extend his regular meetings with the executive council to include the committee chairs. The next meeting with Dr. Boothe will be September 23rd.

Linda announced that Gary Eith had been named to chair this year's United Appeal campaign. Linda Sanders is the Staff representative on the committee. Linda said that Gary would give a presentation about United Appeal later in the meeting. Linda then read a resolution showing Staff Congress' support of the United Appeal campaign. Dorinda Giles moved to accept the resolution and Mike Martin seconded.

PRESIDENT'S REPORT (Con't)

At this time Gary Eith gave his presentation after which the motion passed unanimously.

VICE PRESIDENT'S REPORT

No report.

SECRETARY/TREASURER'S REPORT

No report.

COMMITTEE REPORTS

Constitution and By-Laws Committee: No report.

Grievance Committee: No report.

Finance Committee: No report.

Liaison Committee: Don Gammon reported that a newsletter had gone out in August. He reported that he had spoken with Dave Phillips about the new weekly publication the "Campus Digest". Although the "Digest" will not replace the Staff Congress newsletter completely it may cut down the need for a monthly newsletter.

Don then announced that he had attended the Faculty Senate meeting. The highlights of the meeting was that Faculty Senate feels a need to determine their governance role in the new administration. Don suggested that Staff Congress may want to determine our role as well.

Benefits & Policies Committee: Pat Coleman stated that Section "H" in the Personnel Policies and Benefits handbook had been reviewed and several changes had been made to bring the section up-to-date with current policies. Section "H" deals with such matters as Life Insurance, Workmen's Compensation, Payroll Deductions, etc. Pat highlighted the changes.

Ad Hoc Committee - Benefits Package - Dan Alford stated that the committee had met several times. He recognized Paul McEntyre and Gwen Sanders as members of the committee that are not Staff Congress representatives, and thanked them for their hard work. Dan stated that the charge to the committee was to review the Staff benefit package in total. Since the package is so involved, the committee solicited from Staff members the major concerns they wanted reviewed. The items the committee has decided to address at this time are: Tuition Waiver, Cafeteria Style Benefits, and the Vacation and Sick Leave Policy.

Dan said that the committee looked at the Tuition Waiver first. Dan said that Nancy Utz had gathered statistical information on tuition waivers for the Spring 1983 semester. In that semester 456 credit hours were covered by tuition waivers. Approximately 114 employees took advantage of the waiver policy. Of those, 72% either completed the course successfully, audited, or dropped within the 100% refund period. The actual cost of tuition waivers to the University in Fiscal



Ad Hoc Committee (Con't)

Year 1982-83 was \$35,991.00. Budgeted for FY 82-83 was \$40,000.00.

Dan said that comparing Northern's tuition waiver with other institutions, our policy seems one of the most liberal in the state. Dan stated that in their survey of staff members the committee found that the most interest is that the tuition waiver policy be extended to include family members.

Dan then presented the following ideas for discussion: (1) The committee suggests that any extension cover spouse and dependant children only. The total used not to exceed the set total for the employee. (2) Due to the increased cost to the university by an extension to family members, the committee suggested the possibility of the extension being based on the employees length of service at the university. (3) Finally, to make the employee more responsible for the cost of classes taken, the committee suggested the possibility of a tuition reimbursement plan, with the employee being reimbursed for classes successfully completed with a letter grade of "C" or higher.

Another item of concern to staff members is the extension of the waiver to cover non-credit classes. The committee suggested that a dollar amount be assigned to the waiver, and each semester the employee could determine whether they want to use the waiver for credit on non-credit courses. There would not be a combination of the two because it would be an administrative nightmare to monitor.

At this time Dan Alford asked if there was any discussion on these ideas. After a very lengthy discussion Dan said that the committee had wanted to present these ideas to see how Staff Congress and staff members felt. Dan said that the committee would take the ideas and concerns from today's discussion and further refine them to present again at another date.

Credentials and Election Committee: Russ Kerdolff presented the election timetable for the upcoming Staff Congress election. Dorinda Giles moved that the timetable be approved. Mary Kelm seconded. The motion passed unanimously.

Ad Hoc Committee on Staff Picnic: Pamm Taylor announced that final plans had been made for the Staff Picnic to be held at the Airport on September 25, 1983. Pamm said the flyers would be sent to all employees with details.

OLD BUSINESS

None.

NEW BUSINESS

Linda Sanders opened the floor for nominations for the vacated Vice President's position. Diane Hunley nominated Dan Alford, Barb Herald seconded. After no other nominations were made, Bob Barnes moved that the nominations cease. Don Gammon seconded the motion. Linda Sanders called for a motion that Dan Alford be named Vice President by acclamation. Dorinda Giles so moved, Pat Coleman seconded. The motion passed unanimously.

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NEW BUSINESS (Con't)

Linda Sanders recognized the non-representative staff members in attendance and thanked them for their interest.

The meeting was adjourned at 11:35 a.m.

NEXT REGULAR STAFF CONGRESS MEETING, FRIDAY, OCTOBER 7, 1983, U.C. 108, 10:00 a.m.

# CONSTITUTION & BY-LAWS COMMITTEE

## Report to Staff Congress

September 19, 1983

A committee meeting was held on Tuesday, August 30, 1983. A joint meeting was held with the Elections and Credentials Committee September 12, 1983. The following revisions to the By-laws are recommended:

1) Article I - Section 2 - Representation

- a) All staff employees who are eligible to vote and who have one or more years of continuous permanent service with Northern Kentucky University, as of the date of elections, are eligible to run for election to the Staff Congress.

- c) Employment Areas  
General Administration - 36  
Academic Affairs - 177  
Student Affairs - 81  
Administrative Affairs - 180  
Physical Plant - 127

3) Article I - Section 5 - Vacancies

- x a) Vacancies occur when an elected Staff Congress Representative terminates employment at Northern Kentucky University.
- y b) Vacancies occur when an elected Staff Congress Representative submits a written resignation to the Staff Congress Executive Council.
- x c) A vacancy occurs when an elected Staff Congress Representative fails to attend three consecutive meetings.
- ✓d) Replacements when a vacancy occurs will be chosen by recommendation by the Staff Congress Executive Council with approval by the Staff Congress and will serve until the next Staff Congress general election.
- e) Staff Congress members who no longer represent the original area to which they were elected, due to changes in employment area or employment category, will serve until the next Staff Congress general election.

As Approved by Staff Congress, March, 1983:

Article I - Section 5 - Vacancies

- ✓ a) Vacancies occur when an elected Staff Congress Representative terminates employment at Northern Kentucky University.
- ✓ b) Vacancies occur when an elected Staff Congress Representative submits a written resignation to the Staff Congress Executive Council.
- ✓ c) A vacancy occurs when an elected Staff Congress Representative fails to attend three consecutive meetings.
- ~~A~~ d) University reorganizations will not result in vacancies.
- e) Replacements when a vacancy occurs should be chosen by recommendation by the Staff Congress Executive Council with approval by the Staff Congress.
- f) Representatives who are transferred out of their constituencies will serve until the next Staff Congress general election.

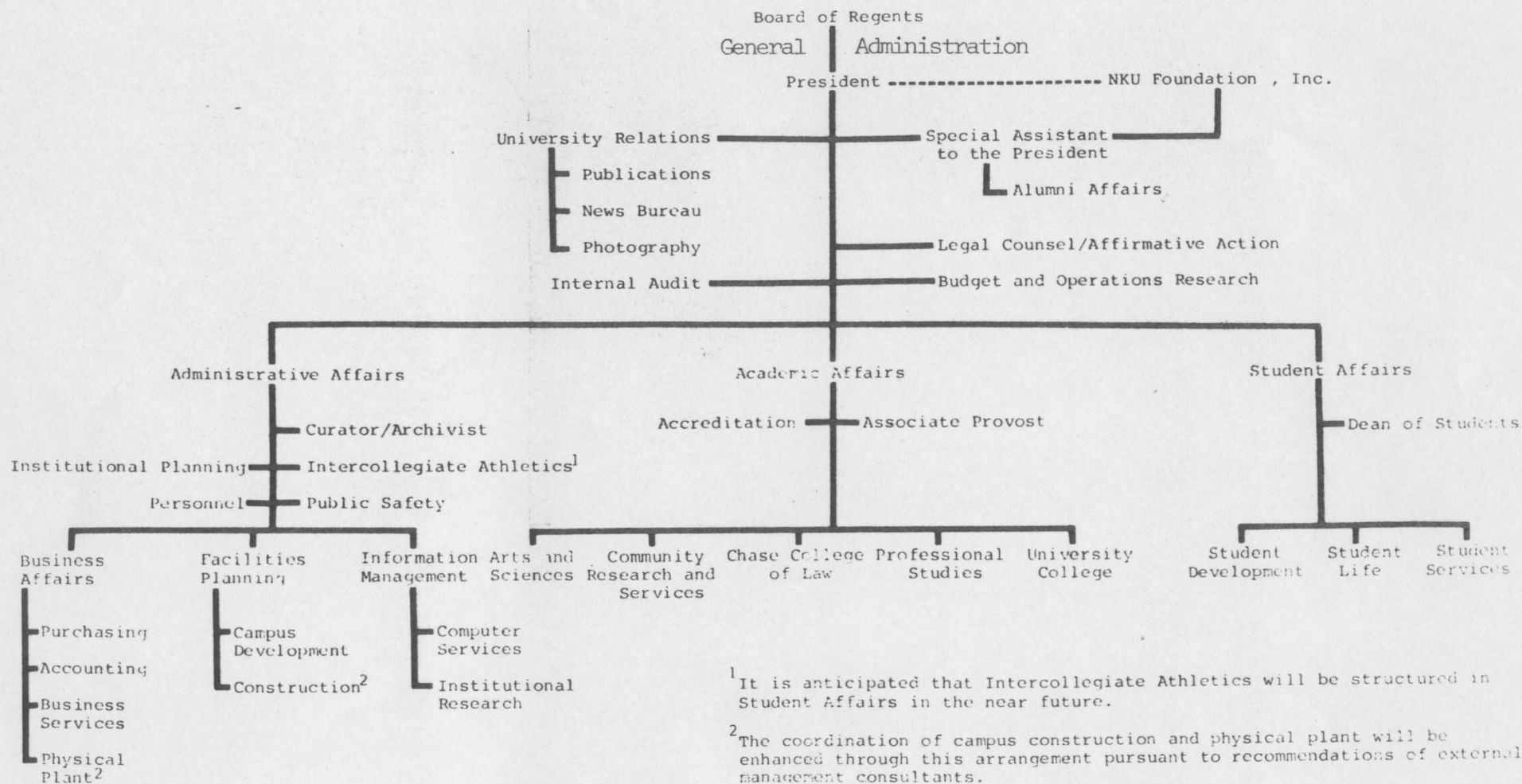


Credentials and Elections Committee

Staff Congress Elections Timetable - 1983

- Sept.-2nd Week      Staff Congress election information, nomination form and sample ballot mailed to all staff personnel with Staff Congress Newsletter.
- Sept. 21              Election reminder sent to all staff personnel. Synopsis of election timetable with pertinent dates, times and places will be included.
- Sept. 26 - Oct. 7    Nominations received by Credentials and Elections committee in Administrative Center, Room 716. Deadline 4:30 p.m., Oct. 7, 1983.
- Each nomination must be in a sealed envelope. Additional nomination forms will be available in Personnel. The nomination must include the nominee's full name and constituency.
- A current list of all nominee's and their constituency of nomination will be posted daily on a main floor bulletin board of the University Center.
- At the close of nominations a sample ballot listing all nominees and their constituency will be sent to each department for posting.
- Oct. 11 - Oct. 20    Absentee Ballots are available and can be requested from Diane Hunley, Records and Benifits - AC 716.
- Oct. 20  
(til 4:30)            Completed Absentee Ballots, in a sealed envelope, must be received by Diane Hunley, AC 716.
- Oct. 21              Staff Congress Elections, University Center Ballroom - 8:30 a.m. to 5:00p.m.  
STAFF IDENTIFICATION REQUIRED
- Oct 24                Staff Congress ballots tabulated 9:30 a.m., Room 602, Administrative Center.
- The tabulation process will be conducted by non-candidates of Staff Congress. Election results will be posted on the main floor of the University Center.





<sup>1</sup> It is anticipated that Intercollegiate Athletics will be structured in Student Affairs in the near future.

<sup>2</sup> The coordination of campus construction and physical plant will be enhanced through this arrangement pursuant to recommendations of external management consultants.

Submit to committee + Linda  
Pat Glenn

DRAFT

8/30/83

The Staff Benefits Review Committee was established as an ad-hoc committee of the Personnel Policies and Benefits Committee of Staff Congress. Membership includes: Dan Alford (Director of Media Services, Chair), Paul McEntyre (Laboratory Assistant, Radiologic Technology Program), Diane Hunley (Employee Benefits Coordinator, Personnel Services), Gwen Sanders (Senior Records Clerk, Registrars Office) and Nancy Utz (Grants and Contracts Fiscal Officer, Accounting).

The charge of the committee is to review the existing employee benefits program and make recommendations regarding additions, deletions or changes to the program. The review conducted by this committee is not intended to be all encompassing. Rather, it will focus on a review of those benefits that seem to be of most concern to the majority of the staff.

The committee first decided to address the existing policy regarding tuition waiver. The most common concern expressed by staff is for the expansion of the tuition waiver policy to include spouses and dependent children. In weighing this concern, the committee considered the following points:

1. Tuition waiver at Northern Kentucky University is perceived by most employees as being one of the more valuable components of their benefits package, yet for a variety of reasons it is utilized by a relatively small percentage of employees.
2. Education is the *product* of Northern Kentucky University. Therefore education, through the form of tuition waiver, is the one benefit that should be administered most liberally to employees who are actively contributing to the quality of that product.
3. A liberal tuition waiver program is recognized by numerous institutions as an extremely effective bargaining tool in recruiting and retaining highly qualified employees.
4. Tuition waiver is a university budgeted item and is budgeted based on historical expenditures and projected usage.
5. Tuition waiver programs at public colleges and universities throughout the Commonwealth vary significantly in their degrees of complexity.

Reviewing each point the committee gathered data that either supported or discouraged expansion of the existing policy. This data included: comparisons of the existing NKU policy with similar policies at Kentucky institutions and the University of Cincinnati, costs incurred by the university, academic success and failure rates of employees, etc. Analysis of this data led to the development of a number of recommendations for changes to the existing policy.

Tuition Waiver Policy  
Recommended Changes

1. Tuition waiver will be extended to the spouse and/or dependent children of university employees. In no case, however, will the tuition waiver for employee, spouse and dependent children combined exceed the maximum benefit provided to the employee per semester.
2. Tuition waiver benefits will be based on length of employment at the university.

Example:

Length of Employment

0-2 years  
2-4 years  
4 5 or more years

Tuition Waiver Benefit

Employee only  
Employee, <sup>and</sup> spouse, <sup>or dependent</sup>  
Employee, spouse and/or  
dependent children

*audit  
to  
credit*

3. Employees, spouse, or dependent children who utilize the tuition waiver benefit must demonstrate successful completion of coursework through attainment of a letter grade of C or better in order to receive tuition waiver. Note: This requirement will necessitate a tuition reimbursement program rather than the current tuition waiver program.

*dropped*

4. Employees, spouse, or dependent children who desire to enroll for credit over and above the maximum employee allowance per semester will be entitled to pay additional tuition expenses at in-state rates regardless of their residency.

5. Tuition waiver will apply to all credit <sup>either</sup> and non-credit <sup>or</sup> courses offered by the university.

*Non-credit = \$200 per semester*

These recommendations, if integrated into the existing policy, would greatly enhance this employee benefit.

*question - what about using reimbursement for other Universities  
(consortium) - can this be limited just to employee.  
prioritize items*





Northern Kentucky University  
Highland Heights, Kentucky 41076

STAFF PICNIC COMMITTEE REPORT TO STAFF CONGRESS

September 2, 1983

The Staff Picnic will be at the Airport Park on Sunday, September 25 at 2:00 PM. A special invitation will be extended to Work Study Students, ARA Food Services employees and Debbie Walker from the Health Center.

All who plan to participate should bring enough food (vegetables, meat, desserts) for their family. All food will be put on one table for all to partake.

A budget of approximately \$200.00 will be needed for the following items: soft drinks, charcoal, ice, paperware, plastic forks, spoons, and prizes for young children.

No fee will be charged.

Kim Osborne and perhaps Connie Hurst from Computer Services will handle reservations. The number of people and their ages of each party is required. RSVPs should be made by September 16.

Steve Meier will be in charge of organized games for children and adults. Only the children will receive prizes. He will supply volleyball, bats, balls, and bases.



Sunday Sept 25 2:00 p.m.

