

**Staff Congress Records
RG-045**

ABSTRACT

Northern Kentucky University Staff Congress Records (1980-2009) consist of founding and governance records, including the constitution, bylaws and resolutions; meeting agendas, minutes and supporting materials; committee records, including standing, ad-hoc and university committees; publications; programs and projects documents; university funding records and administrative files.

SUMMARY INFORMATION

Creators: Staff Congress Executive Council members

Span Dates: 1980- 2009

Bulk Dates: 1981 – 2004

Extent: 4 cubic feet (13 boxes), 893 megabytes

Languages: The materials are in English.

Repository Location: Eva G. Farris Special Collections and Schlachter University Archives, W. Frank Steely Library, Northern Kentucky University, Highland Heights, Kentucky.

ACCESS POINTS

Subjects:

Northern Kentucky University-Governance--Staff Congress
Universities and colleges-Employees
State universities and colleges

Names:

Northern Kentucky University
Northern Kentucky University. Staff Congress

Places:

Highland Heights (Ky.)
Campbell County (Ky.)
Kentucky, Northern

RELATED MATERIALS

Related Archival Materials: Recent meeting schedules, agendas, minutes and governance documents are available on the Staff Congress web site <https://inside.nku.edu/staffcongress.html>.

Existence and Location of Copies: Digital copies of Series I, Governance Records, with the exception of the founding materials and resolutions, and Series II, Meeting Records, are located in the Northern Kentucky University Digital Repository at <https://dspace.nku.edu/handle/11216/4>.

ADMINISTRATIVE/BIOGRAPHICAL HISTORY

Staff Congress is the official representative governing body of all Northern Kentucky University staff employees, organized and operating under its own constitution and bylaws.

The purpose of Staff Congress is to “create a stronger bond within the staff, solicit and express the opinions, suggestions, and recommendations of the staff on all matters of concern to the various staff constituencies and to the staff as a whole. The Staff Congress shall continually review all University policies and documents affecting staff affairs and welfare and make recommendations concerning these matters to the Vice President-Administration and Finance and to the Director of Human Resources. Likewise, the Staff Congress shall seek representation in all aspects of Northern Kentucky University governance.”¹

The formation of Staff Congress began in April 1981 when the Board of Regents approved President A. D. Albright’s recommendation “that the administration be authorized to facilitate changes in the existing governance structure of the University to include a Staff Council and a University Council as a result of recommendations made by outside consultants, the Faculty Senate, and Student Government”.²

With a brief outline for the organization, structure, and representatives’ eligibility, the first elections were organized and held on December 1, 1981.³ On March 9, 1982, the Board of Regents officially approved the Staff Congress Constitution and Staff Congress was formally established. Staff Congress remains an active organization.

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Representation

Staff Congress representatives are elected annually and they serve overlapping, staggered, two year terms. All eligible staff employees may vote in the Staff Congress elections. The total number of Staff Congress representatives shall not exceed thirty-five, with four at-large representatives and a proportional number of representatives from each division, not to exceed thirty. Officers include a President, a President-elect and a Secretary/Treasurer. Staff Congress representatives elect the President-elect and Secretary/Treasurer annually. The Staff Congress President appoints a Staff Congress Parliamentarian annually.

Meetings

Staff Congress holds regular monthly meetings. All meetings last no longer than two hours and are open to the public.

Committees

Staff Congress representatives serve on standing, ad-hoc and university committees. All Staff Congress representatives, as established by the Bylaws, are required to serve on at least one standing committee. The Staff Congress Executive Council annually appoints representatives to the standing committees. The President, in consultation with the Executive Council, may appoint representatives to the ad-hoc and university-wide committees. Committee chairs and university committee representatives submit and present monthly reports when merited.

SCOPE AND CONTENT

The records of Staff Congress consist of materials accumulated from its creation by the Board of Regents in 1981 through 2009. This is an open record group and new additions to the collection are expected to occur. These records include founding documents, constitution, bylaws and resolutions; membership lists; meeting schedules, agendas, minutes and supporting materials; committee minutes, reports and correspondence; newsletters; programs and projects documents; areas of concern/open forums documents, surveys, speech transcript, university funding documents and administrative files.

The collection has five series: **Governance Records, Meeting Records, Committee Records, Publications and Other.**

Series I, Governance Records (1981-2003), contains records concerning the establishment and governance of Staff Congress. These materials include establishing correspondence and research, the original and revised versions of the constitution and bylaws, and resolutions.

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Series II, Meeting Records (1982-2004), contains agendas, minutes and supporting materials for the Staff Congress meetings. The majority of these records came from the official binders maintained by Staff Congress Presidents and Secretaries/Treasurers that they turned in at the end of their terms. Some agendas and/or minutes are missing, particularly in 2003-2004. In addition, supporting materials are not available for all meetings.

Series III, Committee Records (1981-2006), contains brief descriptions of standing and university committee functions along with the records of the executive, chairs, standing, ad hoc and university committees. These records include agendas, minutes, reports and correspondence.

Series IV, Publications (1982-2002, 2007-2009), contains Staff Congress newsletters and brochures. All staff received the newsletter through campus mail. The newsletter content included Staff Congress meeting actions and brief reports, campus news, and staff work accomplishments and personal life events. The newsletters contain a gap from April 2002-December 2006. The only brochure dates from 2004.

Series V, Other (1981-2003), contains a variety of records. The programs and projects records include Staff Awards Day Luncheon, 1985-1987, and Staff Congress Orientation, 1990-1991, 2002-2003. The areas of concern/open forums, 1997-2002, records were a result of an effort to create a more direct line of communication with the administration on issues of staff concern. This series also includes two surveys. The first, taken in 1988, is a Review of Staff Congress and the records include a copy of the survey and tabulated results. The second, conducted in 2000, is an in-depth Northern Kentucky University Staff Satisfaction survey designed to study the overall quality of staff work life at Northern Kentucky University. This series also includes a speech by the Staff Congress President given during Dr. Leon Boothe's installation as university president in 1983. The university funding records focus primarily on staff position funding and cuts during 1983-1991. The administrative files include constituency lists, 1984; correspondence, 1981-2001; and Staff Congress representatives' letters of resignation, 1984-2002.

SYSTEM OF ARRANGEMENT

The Staff Congress records are arranged in five series: **I. Governance Records, II. Meeting Records, III. Committee Records, IV. Publications and V. Other.** The contents are arranged as follows: Series I is hierarchical; Series II and IV are chronological; Series III is hierarchical by committee type; Series V is alphabetical with the exception of the administrative files.

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CONTAINER LISTING

Description	Date/Date Span	Box
Series I: Governance Records		
Founding	1981-1982	1334
Constitutions, bylaws, resolutions	1982-2003	1334
Constitution and bylaws-duplicate digital copies	1982-2003	https://dspace.nku.edu/handle/11216/1748
Series II: Meeting Records		
Schedules and members	1981-2003	1334
Agendas, minutes, materials	1981-1984	1335
Agendas, minutes, materials	1984-1986	1336
Agendas, minutes, materials	1986-1989	1337
Agendas, minutes, materials	1990-1994	1338
Agendas, minutes, materials	1995-2001	1339
Agendas, minutes, materials	2001-2004	1340
All Series II records-duplicate digital copies	1981-2004	https://dspace.nku.edu/handle/11216/2731
Series III: Committee Records		
Functions, Executive, Chairs, Standing Committees (B-L)	1981-2006	1341
Standing-Personnel, Policies and Benefits; Personnel Policies	1981-1994	1342

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Ad Hoc, University Committees (A-O)	1982-2003	1343
University Committees (S-W)	1983-1997	1344
Series IV: Publications		
Newsletters	1982-2002, 2007-2009	1345
Brochures	2004	1345
Series V: Other		
Programs and projects, areas of concern/open forums, surveys, speech, university funding, administrative files	1981-2003	1346

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Preferred Citation: [Box #, Folder #], RG-045 Staff Congress Records, Schlachter University Archives, W. Frank Steely Library, Northern Kentucky University

ACQUISITION AND APPRAISAL

Immediate Source of Acquisition: Transfer from Staff Congress Office, 2016 (NKU2016-014)

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NOTES

Processing Information: Processed by Vicki Cooper, 2017.

Endnotes

1. Northern Kentucky University Staff Congress Constitution, May 2005, 1, accessed February 6, 2020,

https://inside.nku.edu/content/dam/staffcongress/docs/STAFF_CONGRESS_CONSTITUTION_Amended_May_2005.pdf.

2. Northern Kentucky University Board of Regents Minutes, April 29, 1981, 7,

<https://dspace.nku.edu/handle/11216/3168>.

3. Box 1334, RG-045 Staff Congress Records, Schlachter University Archives, W. Frank Steely Library, Northern Kentucky University.