Ball State University Staff Council
Minutes #11
Thursday, June 18, 2015
Charles W. Brown Planetarium

Members Present:
Susan Bourne, Ranae Burkett, Chris Caldwell, Bob Cope, Cathy Cunningham, Tamara Edwards, Matt Gaither, Hank Gerhart, Tonya Johnston, Michelle Jones, Mandy Lowe, Sarah Newell, Tonya Price, Kristin Ramsey, Tammy Rhoades, Jill Schneider, Cheryl Veatch, Angela Zahner

Substitutes: Deanna Zimmer for Kathie Nix

Excused Absence: Margo Allen, Karla Carmichael, Christine Edgeman, Kathie Nix, Lori Siefker, Kathy Weaver, Peggy Weis

Unexcused Absence: Brian Bailey, Jill Belser, Adam Dungan, Melissa Nagle, Leilani Pearce

Guests: Judy Burke

I. Call to Order – The meeting was called to order at 1:15 p.m. by Hank Gerhart, President of the 2014-15 Staff Council.

II. Speaker - Hank introduced Dayna Thompson, Assistant Director of the Charles W. Brown Planetarium who gave a wonderful presentation of the new facility. Dayna stated that approximately 4,000 school-aged children have visited the facility with an approximate total of 15,000 overall attendees to the Planetarium. Dayna gave an overview of the many capabilities of the facility. The BSU facility is one of the only facilities remaining to offer free admission to all exhibits. Most other facilities charge an admission to view Planetarium exhibits. This is a wonderful facility and feature for our campus and community.

Dayna stated there are six more weekends of summer events before fall starts. Please visit their website for additional information as to upcoming events:

Cathy Cunningham asked about the status of the old Observatory. Dayna stated a small upgrade is taking place, but it is not available for viewing by the public at this time. Dayna also stated that the old planetarium is being reviewed for later use.

III. Roll Call – Angie Zahner called the roll of representatives and substitutes. Roll call showed 18 representatives present, 1 substitute, 7 excused, 5 unexcused and 1 guest. A quorum was constituted for the meeting.

IV. Approval of Minutes - A motion was made and seconded (S. Bourne/T. Johnston) to approve the Minutes of May 21, 2015.

The motion carried.

V. Committee Reports
a. Employee Relations – Peggy Weis. No report
b. Public Relations – Leilani Pearce. No report
c. Elections – Chris Caldwell. Chris reminded everyone that officer elections will take place at the July meeting. Nominations can be sent to Chris or made at the meeting.
d. **Hospitality** – Mandy Lowe. No report.
e. **Research** – Christine Edgeman. No report.
f. **Salary and Employee Benefits** – Karla Carmichael. No report.
g. **Angels for Life** – Tonya Johnston. Tonya reported the following on our May 20th and 21st blood drive: May 20th we had 9 deferrals with 24 units collected. On May 21st we had 2 deferrals with 19 units collected. Numbers are down a little bit from this time last year. Tonya reminded everyone of the Blood Mobile which will be on campus July 1st.
h. **Special Committees**
   i. **Public Safety** – No report. Hank mentioned that he has not seen the sign placement at Studebaker, but has been told it has been completed.
   ii. **A. Jane Morton** – Peggy Weis. No report. Hank did discuss that at the last Executive Council meeting, the Council voted to disqualify anyone that has won the award previously. If someone is nominated that has previously won, their nomination will be denied and reported to the nominee. Language pertaining to this change has been added to the A. Jane Morton information.

VI. **Old Business.**

a. **RFI #15 2012/13** - Many Employees would like to see the policy changed where we can only use "5" of our sick days per yr. for taking care of family members. Since there is no surrounding this issue, it is clearly an HR policy that could be changed. Many employees have multiple children, aging parents, & spouses, etc. and if an employee has accrued several hundred hours of sick leave, why can't we use say "10" days a year. We don't want to use unpaid FML.

   **Response:** Judy Burke stated that Marie Williams is currently working on the proposal that will soon go to the Board.

b. **RFI #17 2014-2015** - Recently the salary levels of Ball State University Faculty have been discussed very openly in the Ball State Daily news. The study said Ball State placed 14th out of 35 Indiana colleges and universities for average amount paid to full professors as well as 11th for the average salary of associate professors and 13th for assistant professors. A plan has already been put in place to correct this problem according to Terry King. This was published in the BSU Daily News on 9/10/14. 4 Ball State strategies to close the salary gap: "First, we increased the general salary pool for faculty by 3.5% in 2012-13 and 3% last year and this year. We have made these increases a priority, funding them largely through reallocations of existing budget lines and finding efficiencies across the campus." "Second, we have made increases for full and associate professor pay increments that faculty receive when they are promoted to those ranks. These raises are on top of the increases to the general salary pool I just mentioned. We are in the second of a three-year plan to raise associate professor salary increments from $2,500 to $4,000. Full professor increments will rise from $3,700 to $6,000." "Third, for the past 3 years, a higher percentage of discretionary merit pay has been allocated to the faculty, totaling $150,000 in the 2014-15 academic year alone." "Fourth, and finally, the university has budgeted for the second consecutive year additional funds for strategic mid-year salary increases for targeted tenured and tenure track faculty. Like last year, the process for determining these additional increases to the base will take place this fall semester and they will be effective October 1. This will be a two-pronged increase, including an across the board increase for associate and full professors and additional strategic increases for approximately 100 of the University's most meritorious and productive faculty." Quotes provided by Provost and Vice President for Academic Affairs, Terry King Many of the Departments on Ball State University campus use The Chronicle of Higher Education to create and base the salaries of new faculty.

   **When is the University going to look at the salary base for Staff (Staff Classification System and Salary Ranges)?** If the Faculty are placed 14th out of 35 then it is highly likely that it is that way for staff as well. The staff ranking may be even lower. If the salary classification were updated to meet just the median salary of what The Chronicle of Higher Education has suggested then there would be an increase in moral and consequently an increase in production and job retention. I have attached copies of the reports I have referenced to this memo. It is time the administration takes a good long looks at the staff at BSU. They would find the staff are a valuable part of the University environment and the foundation required for the administration, faculty, and professional staff to perform their duties. Most of the staff jobs require
additional education after high school with many requiring an Associate's Degree or a Bachelor's Degree. It is also time for the staff contribution to this university to be acknowledged by giving the staff (a much lower paid portion of the University) the same percentage raise that the faculty receive. Low morale is another item talked about on campus often but it isn't recognized that staff morale is negatively impacted by the perception of being less valued than other categories on campus because our yearly raises are a smaller percentage than faculty are awarded. Often the raises staff are given are eaten up by the higher insurance premiums we're asked to pay every year and the parking passes we are required to buy to park on campus. One cannot survive without the other. Please look at comparable pay increases (the faculty vs the staff) at review time as well as bringing the pride back of working at BSU. Ball State University is the largest employer in Muncie but we are quickly becoming the most overworked and under paid employees in Muncie IN especially when compared to our equivalent counterparts at other Universities.


http://cms.bsu.edu/about/administrativeoffices/humanresources/employeeinfo/staffcomp/staffclass

Copies of the Chronicle of Higher Education referenced, THE CHRONICLE OF HIGHER EDUCATION Administration April 21, 2014 New Survey Documents Pay of Hourly Workers on Campuses By Benjamin Mueller Electrician supervisors and firefighters had the highest median salaries among hourly workers on college campuses in 2013-14, and food servers and custodians had the lowest, according to a report being released this week. Conducted by the College and University Professional Association for Human Resources, the survey is the group's first attempt to gather information on nonexempt staff members in higher education, workers who are paid an hourly rate and are eligible for overtime pay. Those employees are a vital but overlooked part of a campus work force, said the association's president, Andy Brantley. "Campus leaders frequently struggle to attract and retain the talent needed for nonexempt positions, the employees who truly make the campus run," Mr. Brantley wrote in an email. "This survey data will provide much-needed information regarding salaries of these positions." The report reflects the salaries of 177,165 nonexempt staff in 118 positions at 807 public and private colleges and universities. The association released median salary data for university administrators, faculty members, and professional staff members earlier this spring. As expected, Mr. Brantley said, the hourly positions on campuses that require training beyond a high-school diploma paid workers best. Those included firefighters, police officers, paralegals, and electrician supervisors, whose median salary of $54,828 was the surveys highest. Positions that are often filled by workers who have not graduated from high school, like food servers and custodians, had lower salaries, Mr. Brantley said. Food servers, who were paid a median salary of $24,213, earned the lowest pay. Mr. Brantley said the survey would give colleges and universities the first reliable salary data on some positions, like research and lab assistants, that exist only on college campuses. "Research assistants and lab assistants are an important part of the teaching and learning for many of our campuses," he wrote. The association's survey showed that those assistants typically earned $35,000 to $40,000 in 2013-14. Additional supporting Documents will be present at the Staff Council Meeting.

Response from Marie Williams (5/11/15): Due to the complexity of the items raised, Bernard Hannon, Vice President for Business Affairs & Treasurer and Marie Williams, Associate Vice President for Business Affairs would like to arrange a time to meet with Staff Council in the fall to begin a conversation about the items raised in RFI #17, and to also present examples of the staff salary benchmark analysis that the University performs on an annual basis. The date of this meeting is tentatively scheduled for the Staff Council October meeting.

RFI #21 2014-2015 - Is a staff member allowed to work two jobs at Ball State? One position is full-time and the other is a part-time position (which will be filled next week). A staff member who recently began the full-time position from the part-time position has been working 60 hours a week (including weekends). Is this person being paid time and a half? I just want to know if this is legal. Why do FMLA absences count against you on your evaluations?

Response from Judy Burke (5/29/15): An employee can hold only one full-time position at any one time. A part-time position could not be held at the same time as a full-time position. If the person submitting this RFI would submit some additional information to her/his Human Resources
Representative, HR would be glad to investigate this situation and ensure that university pay policies are being followed and adhered to by the department. (5-1834).

FMLA absences are not and should not be counted against a person in his/her performance evaluation. An employee with a question regarding this issue should contact his/her Human Resources Representative. (5-1834)

A motion was carried to resolve this RFI (B. Cope/ T. Johnston).

RFI #23 2014-2015 – Has the university ever looked into changing the pay schedule for exempt staff, professional, and faculty? With payroll technology and its advances in the last few years it would seem that issuing pay checks to all employees bi-weekly would be appreciated by exempt employees and would be an additional selling point to landing future employees to the university.

Response: Judy Burke is currently looking into this RFI.

RFI #24 2014-2015 – Is it possible to change the policy where staff have to use all of their vacation by the end of June? Could it be changed to the end of August like professional staff can use their time? Many staff members like to use their vacation in the summer when it’s nice outside. By limiting us to the end of June, it makes it hard for us to get our time in. Especially when professional staff are saving some of their time for the summer as well and in small offices with only a couple of people, having a professional staff member off during the summer stops the staff member from being able to take time off. Thank you for your consideration.

Response: Marie Williams is currently looking into this RFI.

VII. New Business.

RFI #25 2014-2015 - We are not clear on what the dress code is. We work under Student Affairs and find it completely unfair that there seems to be two different dress codes. We are being told that we can’t wear capri pants, but it is nowhere in the handbook. The majority of Lucinda Hall wears capri pants and we even see jeans. Skirts are allowed which show a lot more skin that a pair of capri pants. We would like to have a clarification as to whether this is actual policy or not.

Response: After searching the Handbooks for Exempt and Non-Exempt Staff Personnel, it appears the dress code is at the discretion of the department head.

3.1.2 Dress Code

An employee must wear clothing suitable to the work expected to be performed in a given work environment. Clothing should be neat, clean, tasteful, and not constitute a safety hazard. Interpretation of this code is at the discretion of the department head.

Bob Cope discussed that not all departments have put in writing what their dress code is and some departments merely work off of what other departments are doing. Dining has a code regarding office/service and uniformed attire. He mentioned that it would be helpful if departments established a written dress code to let all employees know the standard. Bob feels the University as a whole does not have an interest in the dress code – however, departments should enforce a written policy.

A motion was carried to resolve this RFI (T. Edwards/B. Cope).
VIII. Announcements

a. Cathy Cunningham presented Judy Burke with a plant from Staff Council, thanking her for her many years of service to the Council. Judy has been a constant resource to the Council and we will miss her guidance.

b. Next meeting will be Thursday, July 16, 2015 in the Student Center Music Lounge. This meeting will be a lunch and meet and greet for the new members. Please arrive at the Music Lounge in the Student Center at 12:30 pm and bring your lunch or purchase your lunch in the Talley. The meeting will begin promptly at 1:15 p.m. for election of officers.

IX. Adjournment

The meeting adjourned at 2:01 p.m. (T. Edwards/B. Cope).

Respectfully submitted,

Angie Zahner, Secretary