Dear Colleague:

Welcome to Ball State University. I am delighted you have joined our Ball State University team. You bring experience, knowledge and skills that are critical to the enhancement of your department’s capabilities and fulfillment of the university’s mission.

This BSU Employee Guide is designed to serve as an introduction to the university and to provide you with numerous resources to help you make a smooth transition into your new role.

Your supervisor and the University Human Resource Services team is here to support your transition from day one, therefore, please know that you can call on us to assist you.

I look forward to seeing you grow professionally and succeed while enhancing the lives of the internal and external clients entrusted to your care.

Sincerely,

Kate Stoss, CCP, PHR
Director of Human Resource Services
University Human Resource Services
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President Geoffrey S. Mearns

Geoffrey S. Mearns is the 17th president of Ball State University. He has extensive experience in higher education and will lead the university as it enters its next 100 years.

On May 15, 2017, he officially joined a welcoming community of students, faculty, staff, alumni, supporters, and friends; a campus whose degrees provide great value to students, families, and Indiana citizens; and a university whose graduates are real-world ready.
The President’s Cabinet

The cabinet serves as the senior management team for the president.

Kay Bales
Vice President for Student Affairs and Enrollment Services
and Dean of Students
AD 238
765-285-5344

Marilyn Buck
Acting Provost and Acting Executive Vice President for Academic Affairs
AD 106
765-285-1333

Sali Falling
Vice President and General Counsel
AD 335
765-285-5162

Bernard Hannon
Vice President for Business Affairs and Treasurer
AD 103
765-285-1033

Loren Malm
Acting Vice President for Information Technology
BL 101V
765-285-2001

Cheri O’Neill
President and CEO of Ball State University Foundation
AL 230
765-285-8312

Mark Sandy
Director of Athletics
HP 260
765-285-5131

Kathy Wolf
Vice President for Marketing and Communications
WQ 304
765-285-1560
Colleges and Deans

Ball State’s eight academic colleges offer more than 190 undergraduate majors and more than 140 master’s, doctoral, certificate, and specialist degrees.

**Academic Colleges**

Dean Phil Repp  
*College of Architecture*

Dean Jennifer Bott  
*College of Business*

Dean Roger Lavery  
*College of Communications, Information and Media*

Dean Robert Kvam  
*College of Fine Arts*

Adam Beach, Interim Dean  
*Graduate School*

Dean Mitchell Whaley  
*College of Health*

Dean Maureen McCarthy  
*College of Sciences and Humanities*

Roy Weaver, Interim Dean  
*Teachers College*

Dean John Emert  
*Honors College*

Dean Matthew Shaw  
*University Library*
About Ball State

The Ball State University tradition of innovation and entrepreneurship is rooted in the late 19th century, when Muncie business leaders envisioned a local college to help boost the city’s development. Among the visionaries were Frank C. Ball and his brothers, young New York industrialists who moved to Muncie looking to expand their glass container business. A small, private teacher training school opened 1899.

After the community’s efforts to sustain the college failed, the Ball brothers purchased the land and buildings of the defunct institution and donated them to the State of Indiana. This gift became the Indiana State Normal School Eastern Division, which opened in 1918 to meet Indiana’s need for more and better teachers.

In recognition of the Ball family’s generosity, the Indiana General Assembly changed the school’s name to Ball Teachers College in 1922 and then Ball State Teachers College in 1929. The winged statue Beneficence stands on the campus as a tribute to the family. This and other landmarks from Ball State’s early years are featured in our historical walking tour of the Old Quadrangle.

Situated in a residential area about one mile northwest of the business center of Muncie, Indiana, the 731-acre campus reflects a harmony of past and present. Tudor Gothic is the prevailing architectural style of the older, ivy-clad buildings shaded by native trees. More recently constructed buildings are in contemporary, functional design. The statue Beneficence was erected as a civic memorial to the Ball family and has become a symbol of the generosity of all who have contributed to the development of Ball State. Campus includes 106 academic, administrative, auxiliary, and residential buildings.

VISION: We seek to become recognized for providing bright and curious students a holistic learning experience that occurs both in and out of the classroom; for being relentlessly focused on learning outcomes; for embracing and solving today’s greatest educational challenges; and for bringing fresh and pragmatic thinking to the problems facing communities, businesses, and governments in Indiana and beyond.

MISSION: As a public research university, we focus on students and high-quality, relevant educational outcomes. Disciplinary knowledge is integrated with application. We do this in a manner that fundamentally changes students, researchers, and our external partners, who look to the university for guidance. We transform information into knowledge, knowledge into judgment, and judgment into action that addresses complex problems.

VALUES: We are committed to the traditional values of the academy: freedom of inquiry, imparting knowledge, and advancing the frontiers of knowledge, all for the purpose of bettering society and individuals. As a creatively pragmatic institution, we seek to articulate our distinctive place in an increasingly diverse and interconnected world while holding these values dear.
University Organizations and Administration

The University Board of Trustees serves and controls Ball State. The nine members of the Ball State Board of Trustees are appointed by the governor of Indiana two Ball State and include, two alumni, one full-time student, and six members appointed at large. Appointments are for four-year terms. The board's primary duties are to:

- manage, control, and operate Ball State
- borrow money, issue bonds, and let contracts
- prescribe conditions for admission
- grant degrees and issue diplomas or certificates
- set fees, charges, fines, and penalties
- define the duties of and provide compensation for faculty and staff of the university
- receive and administer all donations, bequests, grants, funds, and property that are given or provided to the university
- possess all the powers in order to effectively operate the affairs of Ball State

The President is responsible for the general administration of the university and on a regular basis meets with other Vice Presidents: the Provost and Vice President for Academic Affairs, the Vice President for Business Affairs and Treasurer, the Vice President for Student Affairs and Dean of Students, the President and CEO of Ball State University Foundation, the Vice President for Information Technology, the Vice President for Strategic Communications, the Vice President for Governmental Relations, Vice President and General Counsel, and Senior Advisor to the President/Chief of Staff.

University Senate serves as the agency for formation of educational policy at Ball State and as a forum to determine official opinion of the university’s academic-related groups.

Staff Council is an elected group of employees that renders advice, makes recommendations, and provides assistance to university officers in the formation or change of university policies affecting regular full-time Staff Employees and non-bargaining unit Service Employees who have successfully completed a probationary period.

Bargaining Unit Service Employees are represented by the American Federation of State, County, and Municipal Employees, AFSCME Local #293.

The Employee Safety Committee, composed of three management and two bargaining unit employees, is coordinated by Employee Relations to facilitate discussions concerning safe working conditions and to develop programs as needed. Suggestions for consideration by the committee are welcome in Employee Relations, 765-285-1823.
New Employee Onboarding
As you embark on your exciting new career at the university, you undoubtedly have numerous questions such as, "When do I get paid?" or "Whom do I call to change my name and/or address?" We understand that the first days, weeks, and months of employment are filled with excitement, a wealth of information, and many questions. As you embark on your exciting new career at the university, we want to assure you that we’re here to help and support you as needed to help you succeed in your new role.

Please visit our New Employee Onboarding web page for more information.

Employee Information

Employee FAQs

Where can I find information on multiple services and information to help me do my job?
Services for Faculty and Staff - Your gateway to campus services and resources.

When do I get paid?
Non-exempt staff and service employees are paid every two weeks on a bi-weekly pay schedule, usually on a Friday. Exempt staff are paid on the last working day of the month.

Where is University Human Resource Services?
University Human Resource Services is located on the 3rd floor of the Administration Building, Room 350; phone number is 765-285-1834.

Where is Payroll and Employee Benefits?
Payroll and Employee Benefits (PEB) is located on the ground floor of the Administration Building, Room 29; phone number is 765-285-8461.
For more information, see Payroll and Employee Benefits FAQs.

When can I use vacation?
Vacation leave must be approved by your supervisor.

How do I know how much sick and vacation time I have?
Sick and vacation balances are available on Kronos and Self-Service Banner (SSB).

How many holidays do I have?
Ball State University provides nine paid holidays per calendar year.

How do I change a beneficiary?
Contact Payroll and Employee Benefits at 765-285-8461.
A form is available on the Payroll Forms page.

Where do I call to change my address or phone number?
To change any of these, go to Self-Service Banner (SSB).
Where do I go to change my name?
Present a new social security card with the new name to Payroll and Employee Benefits, AD 29.

Where do I call with questions on parking?
Contact Parking Services at 765-285-1208.

Where is Recreation Services located?
Recreation Services is located at Student Recreation and Wellness Center (SRWC), room 201A (enter from the south for easiest access).

How do I get my BSU ID Card?
For Faculty and Professional personnel, the ID number is available from the employee's hiring department. For Staff and Service, personnel the ID number is available from your Human Resources Representative. BSU ID cards are available in the Office of the Registrar. Be prepared to have your picture taken.

Where do I get my computer sign-on and e-mail address?
Contact the Technology Helpdesk at 765-285-1517 and select "1" for technical assistance to speak to a representative about obtaining a username and password.

Must I submit an original transcript with my initial credential packet?
No, you do not have to do so. However, if you are the selected candidate for the position, you must submit an original transcript before a job offer can be made.

Exempt Staff Employees Paid Sick Leave and Vacation Accrual Rates

(Full-time means assigned to a position having a normal work week of 40 hours.)

Group 1: Regular full-time Staff Personnel assigned on a fiscal year or other 12-month basis

Group 2: Regular full-time Staff Personnel assigned for at least nine months but less than twelve months on a fiscal year basis

Group 3: Regular full-time Staff Personnel assigned on an academic year basis (exempt only)

Group 4: Regular part-time Staff personnel assigned to positions expected to continue on a regular weekly schedule and for a specific assignment and assigned regularly to the same duties within the department (Sick leave is earned after the completion of two years of continuous employment.)

Group 5: Temporary full-time Staff Personnel assigned at least six months on a fiscal year or other twelve-month basis to positions that are expected to continue beyond the six month assignment

Twelve days of paid sick leave are provided each fiscal year for those assigned on an academic year of fiscal year basis. Eligible exempt Staff personnel are provided with sick leave as of the effective date of employment; however, they are not available for use until after completion of the probationary period of three calendar months of continuous employment. Sick leave may be used in full-day (8 hour) or half day (four hour) increments.
For the fiscal year in which employment begins, sick leave days are calculated as follows:

- If employed on a fiscal year basis, 1 day for each month in the fiscal year beginning with the effective date of employment. If employed for less than full time, the number of hours per sick day is reduced proportionately.

- If employed on an academic year basis, 12 days are provided when employment begins during Fall Semester; 6 days are provided when employment begins during Spring Semester. When employment begins after Spring Semester, 12 days are provided effective Fall Semester of the next academic year.

For subsequent years, 12 days are made available at the start of the employment year (fiscal or academic). In the event employment terminates within the year, actual sick leave days earned are prorated on the basis of days employed.

**Exempt Staff Personnel and Paid Vacation Accrual Rates:**
(Full-time means assigned to a position having a normal work week of 40 hours. Must be assigned on a fiscal year basis to earn vacation.)

Group 1: Regular full-time Staff Personnel assigned on a fiscal year or other twelve-month basis.

Group 2: Regular full time Staff Personnel assigned for at least nine months but less than twelve months on a fiscal year basis.

Group 4: Regular part-time Staff Personnel assigned to positions expected to continue on a regular weekly schedule and for a specific assignment and assigned regularly to the same duties within the department. (Vacation is earned after the completion of two years of continuous employment.)

Group 5: Temporary full-time Staff Personnel assigned at least six months on a fiscal year or other twelve-month basis to positions that are expected to continue beyond the six-month assignment.

Eligible exempt Staff Personnel begin earning vacation days with the effective date of employment; however, vacation is not available for use until the completion of the probationary period of three calendar months of continuous employment. The vacation days may be used in full day (8 hour) or half day (4 hour) increments.

The number of vacation days earned depends upon salary grade, number of days in pay status (work or entitled to pay for time off) within a month, and length of service. Vacation days for exempt Staff Personnel are calculated at the following rates if in pay status at least 15 days during the month.

- Salary Grades 1 through 12
  
  One and one-half days per month beginning with the effective date of employment
  
  Two days per month beginning with the fifth Anniversary Date of employment

- Salary Grades 13 and above

  Two days per month beginning with the effective date of employment
If in pay status at least 10 but less than 15 days during a month, vacation days are calculated at one-half the foregoing rates; if in pay status less than 10 days in a month, no vacation is earned. If employed for less than full time, the number of vacation days is reduced proportionately.

All vacation days earned during a fiscal year must be used during the 14-month period commencing with July 1 of the fiscal year. Any vacation not taken in the allotted time period is lost; no cash equivalent will be paid.

In case of resignation, vacation is not earned following the last actual day worked. If a person resigns from the university prior to the end of the fiscal year, the person will be paid for unused vacation to which the person is entitled; however, if the number of vacation days taken exceeds the number to which entitled, the final paycheck will be reduced accordingly.

**Nonexempt Staff Personnel and Paid Sick Leave and Vacation Accrual Rates**

**Nonexempt Staff Personnel and Paid Sick Leave Accrual Rates:**
(Full time means assigned to a position having a normal work week of 40 hours.)

Group 1: Regular full-time Staff Personnel assigned on a fiscal year or other twelve-month basis

Group 2: Regular full-time Staff Personnel assigned for at least nine months but less than twelve months on a fiscal year basis

Group 4: Regular part-time Staff Personnel assigned to positions expected to continue on a regular weekly schedule and for a specific assignment and assigned regularly to the same duties within the department. (Sick leave is earned after the completion of two years of continuous service.)

Group 5: Temporary full-time Staff Personnel assigned at least six months on a fiscal year or other twelve-month basis to positions that are expected to continue beyond the six-month assignment.

Eligible nonexempt Staff Personnel begin earning sick leave hours with the effective date of employment; however, they are not available for use until the beginning of the payroll period following completion of the probationary period of three calendar months of continuous employment. Sick leave hours may be used in one hour increments. The number of sick leave hours to which a person is entitled depends upon salary grade, number of hours in pay status, excluding overtime hours, and length of service.

Sick leave hours for nonexempt Staff Personnel are earned at the following rates:

- **Salary grades 1 through 10**
  
  .0230769 of an hour for each hour in pay status, excluding overtime hours, beginning with the effective date of employment

  .0461538 of an hour for each hour in pay status, excluding overtime hours, beginning with the third year of employment
• Salary grades 11 and above

.0461538 of an hour for each hour in pay status, excluding overtime hours, beginning with the effective date of employment

Nonexempt Staff Personnel and Paid Vacation Accrual Rates:
(Full time means assigned to a position having a normal work week of 40 hours.)

Group 1: Regular full-time Staff Personnel assigned on a fiscal year or other twelve month basis

Group 2: Regular full-time Staff Personnel assigned for at least nine months but less than twelve months on a fiscal year basis

Group 4: Regular part-time Staff Personnel assigned to positions expected to continue on a regular weekly schedule and for a specific assignment and assigned regularly to the same duties within the department. (Vacation is earned after the completion of two years of continuous employment.)

Group 5: Temporary full-time Staff Personnel assigned at least six months on a fiscal year or other twelve-month basis to positions that are expected to continue beyond the six-month assignment.

Eligible nonexempt Staff Personnel begin earning vacation hours with the effective date of employment; however, vacation is not available for use until the first payroll period following completion of the probationary period of three calendar months of continuous employment. Vacation hours may be used in one hour increments. The number of vacation hours to which a person is entitled depends upon salary grade, number of hours in pay status, excluding overtime hours, and length of service.

Vacation hours for nonexempt Staff Personnel are earned at the following rates:

• Salary grades 1 through 10

.0461538 of an hour for each hour in pay status, excluding overtime hours, beginning with the effective date of employment

.0692307 of an hour for each hour in a pay status, excluding overtime hours, beginning with the third year of employment

.0923076 of an hour for each hour in a pay status, excluding overtime hours, beginning with the eleventh year of employment

• Salary grades 11 through 12

.0692307 of an hour for each hour in a pay status, excluding overtime hours, beginning with the effective date of employment

.0923076 of an hour for each hour in a pay status, excluding overtime hours, beginning with the sixth year of employment

• Salary grades 13 and above
.0923076 of an hour for each hour in a pay status, excluding overtime hours, beginning with the effective date of employment.

All vacation hours earned during a fiscal year must be used on or before the last day of the last period of which pay will be received by June 30 of the following fiscal year. Any vacation not taken in the allotted time period is lost; no cash equivalent will be paid. In very unusual circumstances where an employee has been unable to take all earned vacation because of a special need of the university, the supervisor can request in writing an extension for vacation carryover from the Associate Vice President for Human Resources and Administrative Services.

In case of resignation, vacation is not earned following the last actual day worked. If a person resigns from the university after the beginning of the reporting period following satisfactory completion of the probationary period, the person will be paid for earned and unused vacation.
Staff Classification System and Salary Ranges

The **Staff Classification System** is a job evaluation plan that measures the internal worth of a position to the university. Grades are established by the evaluation plan and the accompanying salary ranges for each grade are shown below. For more information, go to Classification of Staff Positions, an online training module provided by Learning and Development.

**Salary Ranges for Staff Personnel 2017-2018**

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<th>GRADE</th>
<th>MINIMUM</th>
<th>MAXIMUM</th>
<th>NEW HIRE</th>
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<td>41,862</td>
<td>72,257</td>
<td>50,981</td>
</tr>
<tr>
<td>16</td>
<td>45,470</td>
<td>78,563</td>
<td>55,390</td>
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</tbody>
</table>
Employee Handbooks
Faculty and Professional Personnel

Faculty and Professional Handbook (PDF)

Tips for Administrative Coordinators. (formerly The Secretary’s Handbook).

Exempt Staff:
Full Time Regular:
Handbook for Exempt Staff Personnel (PDF)

Full Time Temporary:
Handbook for Temporary Full-Time Exempt Staff Personnel (PDF)

Non-exempt Staff:
Full Time Regular:
Handbook for Nonexempt Staff Personnel (PDF)

Full Time Temporary:
Handbook for Temporary Full-Time Nonexempt Staff Personnel (PDF)

Part Time:
Regular Part-time nonexempt Staff (PDF)

Bargaining Unit:
Handbook for Service Personnel (Bargaining Unit) (PDF)

Affiliated with Staff:
Handbook for Service Personnel (Non-Bargaining) Affiliated with Staff Personnel (PDF)

Part Time Regular:
Handbook for Regular Part-Time Service Personnel (PDF)

Temporary/Casual/Substitute Personnel
Handbook for Temporary Staff, Temporary Service, Casual, and Substitute Personnel (PDF)

Tax Information

Tax-Deferred Annuity Program
The university’s Tax-Deferred Annuity (TDA) Program is a voluntary retirement savings program, which provides eligible employees the opportunity to:

- Use pre-tax dollars for retirement planning.
- Invest pre-tax dollars in options for accumulation of benefits.
• Set aside pre-tax dollars automatically through payroll reduction.

Contact the Office of Payroll and Employee Benefits, 765-285-8461, for information on eligibility and enrollment procedures.

Taxes
The university is required to withhold the following taxes from employees' pay:

Federal Income Tax--calculated on gross pay according to tax tables furnished by the U. S. Government; withheld from each paycheck.

State Income Tax--calculated on gross pay according to tax tables furnished by the state of Indiana; withheld from each paycheck.

County Option Tax--levied by certain Indiana counties. If an employee is a resident of such a county, the Payroll and Employee Benefits Office will withhold this tax.

Social Security (FICA)--calculated as a percentage of gross pay up to a maximum salary as determined by Congress. Any overpayment of the Social Security tax due to employment with two or more employers during the calendar year may be claimed as a refund when filing Federal Income Tax forms.

University Calendars
Keep up with events and important university deadlines

Academic Calendar
Payroll & Employee Benefits Calendar
Holiday Calendar

BSU Communications Center
The Communications Center is the web site to visit to stay informed about news and events on Ball State's campus.

From important announcements to the details you need to know about campus events, the Communications Center delivers. It's the news and information you need and it's all right here — in one convenient location — ready for you.

View the latest postings to the Communications Center on the home page or browse by category. To manage the number of communications you receive, unsubscribe from those mailings through the Communications Center site. If you have questions, see our Frequently Asked Questions page or e-mail them at commcenter@bsu.edu.

Communications Center Campus Bulletin Board
A common area for Ball State students and employees to post and view messages for items they are searching for or want to sell. This category also provides faculty and staff the opportunity to generate positive campus
news and for the campus community to advertise and/or seek carpooling opportunities. The "For Sale/Lease" and similar open publishing categories in the Communications Center are intended for use of a personal nature. It is a violation of university policy to use the system for commercial use, financial gain, or profit. Examples of appropriate use: selling a few tickets, subleasing an apartment, selling a used bike or iPod. Examples of inappropriate use: promoting a ticket scalping business, advertising of an apartment complex or house that you own as a business, selling hard goods for more than they were purchased. EXPIRATION DATE FOR ITEMS: Given the quantity of content published to the "Wanted," "For Sale or Lease," and "Lost & found" categories, all messages created in these categories will expire three weeks after they have been created in the Communications Center.

**Notification of Annual Security Report**

The Higher Education Act, as amended by the Higher Education Opportunity Act, requires Title IV institutions annually to make available a Campus Security Report that discloses campus crime statistics, law enforcement, alcohol and drug policies, and emergency response procedures.

For those institutions that maintain on-campus student housing, an annual Fire Safety Report is also required. This report discloses procedures, statistics, reports and documentation on fire safety in on-campus student housing.

Every October, Ball State University makes available those reports here. The current reports are available above as PDFs or by visiting the links on the right side of this page.

**Employee Education & Awareness**

According to the Drug-Free Schools and Communities Act Amendments of 1989, Ball State University is required to have an alcohol and drug awareness program. Part of this program is to include a biennial review by Ball State University of its program to determine the effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced. The [Guide to Regulations for a Drug-Free Campus](#) is updated and distributed to all employees on an annual basis. It is also available on the web.

**Health Precautions**

Maintaining good health and practicing common-sense hygiene habits are ways to reduce your risk of contracting the flu or spreading it to others. Effective hand washing and proper coughing practices can also help reduce the spread of the flu.

**Worker’s Compensation**

Questions regarding worker’s compensation or on the job injuries should be directed to UHRS, 285-1834.

**Reporting an On-the-Job Injury**

**Accident Report Form:** The accident report form to document all on-the-job injuries, Worker’s Compensation First Report of Employee Injury/Illness, can be printed from [HR Forms](#) on the Ball State web site.

Accident reports should be completed by the injured employee’s supervisor and should be forwarded to the Health Center within twenty-four (24) hours of the accident’s occurrence. The Health Center FAX number is
765-285-1103. Regardless of the nature or severity, all injuries incurred when on the job must be reported to supervision at once, during the same shift on which the injury occurred.

**Medical Treatment**

The Health Center provides and/or directs the medical care for employees inured on the job. The Health Center hours are 8:00 a.m. to 4:30 p.m., Monday, Thursday, and Friday and 9:00 a.m. to 6:30 p.m. on Tuesday and Wednesday. The doors lock and last patients are accepted at 4:30 p.m. and 6:30 p.m. respectively.

Employees injured outside Health Center operating hours who are in need of immediate medical treatment but whose injuries are not so severe as to warrant Emergency Room treatment, should be referred to the US HealthWorks medical clinic on 3911 W. Clara Lane which is open 8:00 a.m. to 8:00 p.m. seven days a week, except major holidays. After Health Center and US HealthWorks hours or due to the severity of the injury, such injured employees should be referred to the IU Health Ball Memorial Hospital Emergency Room which is open twenty-four (24) hours a day every day.

The right to direct the medical treatment of employees injured on the job is retained by the university. Therefore, the decision of when and where to send an employee for medical treatment will be made by the person in charge of the affected employee's shift based on the nature and extent of the injury. If an employee is referred to US HealthWorks or the Emergency room, the person in charge of that shift who made the referral should leave a voice mail message for Employee Relations at 765-285-1036, so that the University may begin to manage the worker's compensation claim and verify worker's compensation coverage when contacted by the medical provider on the next business day.

If an employee is referred outside of the university for emergency treatment, the employee must follow-up at the Health Center the next day the Health Center is open. Although US HealthWorks or the Emergency Room clinics may advise the employee to return there or to his/her personal physician for follow-up treatment, such non-emergency visits are not covered by worker's compensation.

**Departmental Regulations**

Continue to follow specific internal departmental regulations for handling and reporting on the job injuries.
Key University Policies

Please refer to your employee handbook for detailed information about the various university policies. The following are some of the key policies.

Ball State University’s Drug and Alcohol Abuse Policy

1. The university does not accept or condone the inappropriate use of a controlled substance by any individual employed by the university. Therefore, the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in university facilities, which is a violation of federal and state law, is prohibited.

2. Compliance with this policy is a condition of employment, and violations may be cause for one or more of the following actions:
   a. Referral to the EAP for evaluation and assessment to determine the appropriate treatment for rehabilitation;
   b. Participation in a drug rehabilitation program;
   c. Suspension from university duty; and/or
   d. Termination of employment.

A PDF of the “Current Guide to Regulations for a Drug-Free Campus” is available on the UHRS Current Employee link.

University Anti-Harassment Policy

Harassment of students or employees at Ball State University on the basis of race, color, national origin, ancestry, religion, creed, gender*, sexual orientation, gender identity/gender expression, age, or physical or mental disability is unacceptable and will not be tolerated. Such conduct is inconsistent with the University’s commitments to excellence and to respect for all individuals. This policy is intended to complement the University’s Equal Opportunity and Affirmative Action Policy.

University Sexual Harassment Policy

Harassment on the basis of sex is a form of illegal sex discrimination. Sexual harassment in employment violates Title VII of Civil Rights Act of 1964, as well as, state law. Student-on-student sexual harassment and sexual harassment directed toward a student by a University employee violates Title IX of the Education Amendments of 1972.

Sexual Misconduct Policy

Sexual misconduct of any kind is inconsistent with the university’s values and incompatible with the safe, healthy environment that the Ball State community expects. All members of this community share responsibility for creating and maintaining an environment which promotes the safety and dignity of each individual. Sexual misconduct in any form (including sexual harassment, sexual assault, rape, etc.) will not be tolerated at Ball State. Federal law views sexual misconduct and sexual assault as forms of sexual harassment prohibited under Title IX. Sexual assault also violates state law as well as university policy.

The University believes that no person should bear the effects of sexual assault alone. The University provides a wide range of services and resources.

Ball State University Tobacco-Free Policy
Ball State University is committed to providing a healthy working and learning environment for the entire campus community. The purpose of this policy is to reduce harm from tobacco use and secondhand smoke, provide an environment that encourages persons to be tobacco-free, reduce health insurance and health care costs, and promote a campus culture of wellness. Therefore, Ball State University establishes the following smoking policy for all facilities, campus areas and vehicles in which university functions or services are carried out or offered. All university students, employees, contractors, and visitors are subject to these regulations.

**Weapons Policy**

Ball State University recognizes the importance of providing a climate which is conducive to the safety of all members of the University community.

**Confidentiality Policy**

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, is federal legislation that guarantees students ages 18 and older access to their educational records and limits release of such information without students' written consent.

**Conflict of Interest Policy**

The Office of Research Integrity administers the Conflict of Interest and Conflict of Commitment Policy for the university. It is the responsibility of each university employee to promptly and prospectively disclose a conflict of interest or a conflict of commitment involving the affairs or activities of that employee. More information is available online at the Research Integrity web page.

**Social Media Policy**  *(PDF)*

Social media are powerful communications tools that have a significant impact on organizational and professional reputations. Because they blur the lines between personal voice and institutional voice, Ball State University has crafted the following policy to help clarify how best to enhance and protect personal and professional reputations when participating in social media.

**Electronic Devices Policy**  *(PDF)*

Electronic devices, including all cellular telephones, data, and email devices are valuable tools to enable staff to fulfill the needs of the university.

**Use of University Technology Policy**

Information technology policies form the foundation of any security infrastructure. They define how information technology will approach security. They define how employees and students need to approach security, and how certain incidents will be handled.
Driving Privileges Policy (PDF)

The safety of Ball State University’s students, faculty, staff, and the public is a central concern to the university. This policy governs the use of BSU’s vehicles by applicable individuals and is designed to support safe and prudent use of BSU owned, leased, or rented vehicles and personally owned, leased, or rented vehicles used on university business.

EEO Affirmative Action
Ball State University is an Equal Opportunity/Affirmative Action employer that is strongly and actively committed to diversity within its community. Women, minorities, individuals with disabilities and protected veterans are strongly encouraged to apply. All qualified applicants will receive equal consideration for employment without regard to race, color, religion, sex, national origin, age, disability, protected veteran status or any other legally protected status.

Parental Leave
Effective as of July 1, 2017, this policy applies to births or adoptions that occur on July 1, 2017 or after that date. This policy eliminates the former Pregnancy, Maternity, and Child Care Leave policies.
Family-Friendly Benefits

Please follow the links for detailed information about each option. For specific details on leaves, please see pages 18-19 for links to employee handbooks.

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Protected Family Leave</td>
<td></td>
</tr>
<tr>
<td>Family Medical Leave (FML)</td>
<td>The FML Act of 1993 requires covered employers to provide up to twelve weeks during a leave year of unpaid, job-protected leave to &quot;eligible&quot; employees for specified family and medical reasons. Ball State University is a covered employer. The university defines the &quot;leave year&quot; as a rolling twelve-month period measured backward from the date an employee uses any Family and Medical Leave (FML). A new &quot;leave year&quot; is calculated each time FML is used.</td>
</tr>
<tr>
<td>Parental Leave</td>
<td>Effective as of July 1, 2017, this policy applies to births or adoptions that occur on July 1, 2017 or after that date. This policy eliminates the former Pregnancy, Maternity, and Child Care Leave policies.</td>
</tr>
<tr>
<td>Adoption/Foster Care</td>
<td>Adoption/Foster Care Placement of a Child was also modified for eligible employee groups. Full-time benefits-eligible Faculty, Professional and Staff employees may now use up to fifteen accrued sick leave days per leave year for the adoption or foster care placement of a child. Part-time benefits-eligible Contract Faculty, Professional, and regular part-time Non-Exempt Staff employees (who have worked two consecutive years or more) may use up to 7.5 days (or 60 hours) of accrued sick leave per leave year. The leave year is defined as the twelve month period immediately following the adoption or foster care placement of an employee’s child.</td>
</tr>
<tr>
<td>Emergency Leave</td>
<td>A leave of absence without pay of up to six months may be granted to full-time employees when a member of the employee's immediate family or household suffers from a serious health condition. Runs concurrently with FML.</td>
</tr>
</tbody>
</table>
Mutual Leave

A leave of absence without pay of up to six months may be granted when a leave is mutually convenient for the employee and the university provided a replacement is not required. Benefit plans may be continued during Mutual Leave.

Personal Leave

A leave of absence without pay of up to three months may be granted under special circumstances; benefits are not continued under Personal Leave.

Sick Leave to Care for a Family Member

For Full-time Benefits-Eligible Faculty, Professional and Staff Employees: Employees may use an additional sixty (60) days/four hundred and eighty (480) hours of earned sick leave balances in a fiscal year for the care of a family member with a serious health condition, as defined in the Family and Medical Leave Act. The employee shall be required to submit a formal application, with supporting documentation, to use additional leave beyond the ten (10) days/eighty (80) hours currently allowed for routine care.

Worker’s Compensation

Medical attention given to employees for on-the-job injuries.

Funeral Leave

Funeral Leave may be taken in the event of the death of an employee’s: husband, wife, father, mother, son, daughter, grandfather, grandmother, grandchild, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, stepfather, stepmother, stepson, and stepdaughter. Funeral leave is also extended to qualified same sex domestic partners if they meet certain requirements as defined in the Board Report dated July 18, 2003. The period of paid leave is determined by the distance of funeral services from Muncie, Indiana.

Jury Duty

Employees summoned to report for jury duty or to serve as a witness in court during regularly scheduled working hours will be provided time off with pay.

Holidays

New Year’s Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day/day after, Christmas Day, president’s floating holiday.
Military Service Benefits Leave
A leave of absence without pay of up to ten working days will be granted to the (as defined) biological parent(s), etc., of a person ordered to active duty in the US armed forces or National Guard. The employee may continue the employee's health care benefit with the university continuing to pay 75% of the premium contribution. An employee may be eligible for child care assistance from the Indiana Military Family Relief Fund.

Paid Short-term Military Leave
A leave of absence will be granted to an employee who is called to a tour of training duty. An eligible employee is entitled to a Military Leave of absence with pay not to exceed fifteen calendar days in any one calendar year.

Extended Sick Leave
Taken in the event an employee continues to be off work due to a serious health condition but has either exhausted or is ineligible for FML.

Extended Personal Sick Leave of Absence for Service Personnel (EPSLA)
The Extended Personal Sick Leave is intended to provide time off with or without pay for extended periods of at least five (5) consecutive days or more when it is necessary for an employee to be off work due to his/her own serious health condition and FML is not applicable or has been exhausted.

Income Protection Bank
Each service employee has an Income Protection Bank (IPB) where he/she may elect once a year to deposit up to 40 hours of his/her accrued Paid Time Off (PTO) by requesting in writing that such transfer be made. The purpose of the IPB is to help protect an employee from loss of income when he/she suffers from a serious illness or injury, and in a more limited way, to provide some additional paid absence hours to tend to some non-serious health conditions.

Other

Special Pays
This is a benefit offered to faculty, professional, staff. If an employee has to take time off and has exhausted all accrued sick and vacation time, special pays is offered to pay the employee’s share of medical/dental premiums for up to six months or until the employee returns to work; whichever comes first.

Flex Spending Account (FSA)
A flex spending account is an elective account where you can contribute pre-tax dollars in order to pay for medical, dental, prescription, and vision expenses for you and your dependents as defined by the IRS. This is a use-it-or-lose-it account.

Medical Plan
BSU offers three medical Plans: Low Deductible Health Insurance, High Deductible Wellness Health Insurance, and
**HSA Qualified Health Insurance.** All of the plans cover preventive services at 100%. All of the plans are offered based on who is being covered; employee, employee plus child/children, and a family plan. The premium for the medical plan include prescription coverage. All employees are offered the $900 per year tobacco-free discount if all members enrolled in the medical plan are tobacco free.

**Dental Plan**
BSU offers one dental plan. There are two networks of dentists that include PPO and Premier. Coverage is based on if the dentists is in one of these two networks. If you are seen by a dentist in a PPO network, basic services are covered at 85%, whereas if you are seen by a dentist in the Premier network basic services are covered at 80%. This dental plan has a coverage level of $1,500 per person per calendar year.

**Health Savings Account (HSA)**
An account that employees who are enrolled in the HSA Health plan can open to contribute pre-tax dollars to help pay for medical, dental, prescription, and vision expenses for yourself and any dependent as defined by the IRS. This is an account that the university will also contribute to, where you have to match at least 25% of what the university contributes each year.

**Prescription Coverage**
Express Scripts—BSU online pharmacy to fill all prescriptions. All employees must use express scripts to fill and maintain medications to avoid penalties.

**Retirement Benefits**
Eligible employees meeting certain criteria may carry their health and life insurance benefits into retirement.

**Phased Retirement**
The Ball State University Phased Retirement Program is designed to provide an opportunity for eligible full-time faculty members to make an orderly transition to retirement through reduced service over a maximum of a three-year period.

**Voluntary Benefits**
BSU offers voluntary benefits which include; VSP vision coverage (only available to enroll during open enrollment periods), The Hartford Voluntary supplemental life insurance, The Hartford Voluntary short-term disability coverage (offered to faculty, professional, and staff), Allstate critical illness, and Allstate accident insurance.
Mandatory Benefits

Life insurance, accidental death, and dismemberment (AD&D), long-term disability, and short-term disability (offered only to service employees). These are benefits that are offered by BSU and are subsidized 75% by the university.

Lactation Rooms

To the extent reasonably possible, a breast-feeding mother shall be provided a private location, other than a toilet stall, where she can express her breast milk in privacy during any meal period. A refrigerator or other cold storage space for keeping milk that has been expressed will be made available, or any employee may provide her own portable cold storage device.

Flextime

The university permits departments to adjust work schedules depending on the nature of the positions.

For more information on the above benefits, please visit the Payroll and Employee Benefits site.

QuickClinic

Provides medical care for common illnesses and minor injuries. Available only to employees and their dependents who have primary Ball State health insurance.

Working Well

Provides exceptional health and fitness resources including nutritional consultations, health coaching, and incentives programs to employees.

Resource and Referral Services

Child Care Options

Information is available online.

Relocation Services

Online links provide information about Muncie schools, employment for spouses/significant others, housing rentals/real estate brokers, utilities and other community services, moving companies, the arts, recreation programs.

Employee Assistance Program

Referral to counseling services. On-campus, first hour free. Off-campus no negotiated fees available.
Parent/Family Education Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spouse/Dependent Tuition Remission</td>
<td>Eligible students are entitled to: Main campus study and blended study schedules, off-campus and independent study. The benefit applies only to undergraduate courses for credit. Students must comply with university admission and retention requirements and be registered for credit classes.</td>
</tr>
<tr>
<td>Fee Remission for Persons Age Sixty and Over</td>
<td>Employees, their spouses, and other persons sixty years of age and older who are not otherwise eligible for university fee remission programs are eligible for reduction of the course fees.</td>
</tr>
<tr>
<td>Employee Undergraduate Tuition Remission Program</td>
<td>The eligible employee is entitled to a remission of 100% of basic tuition, student services fee, health services fee, recreation fee, and the transportation fee.</td>
</tr>
<tr>
<td>Employee Graduate Educational Assistance Program</td>
<td>The eligible employee is entitled to a remission of 100% of basic tuition, health services fee, recreation fee, transportation fee, and graduate credit fee, and 50% of basic tuition for students with no main campus courses.</td>
</tr>
</tbody>
</table>

Financial Assistance With Child Care Costs

<table>
<thead>
<tr>
<th>Program</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dependent Flex Spending Account</td>
<td>Employees may contribute up to $5,000 pre-tax per family each plan year to the Flex Spending Account plan for dependent care expenses necessary for the employee and spouse (if married) to be gainfully employed or attend school.</td>
</tr>
</tbody>
</table>

Child Care Resources and Children's Summer Programs

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardinal Kids Camp</td>
<td>On-campus summer camp for ages 5 -13 years.</td>
</tr>
<tr>
<td>Child Study Center</td>
<td>On-campus facilities offering part-time pre-school and enrichment programs for infants through pre-school age. Program is administered by the Department of Family and Consumer Sciences.</td>
</tr>
<tr>
<td>Summer Programs</td>
<td>The university offers a wide range of children programs; for example, Indiana Academy Programs, Sports Camps, Emens Programs, Family Swim, etc.</td>
</tr>
</tbody>
</table>
Learning & Development

Each academic year the Learning and Development office schedules 80+ free learning sessions for Ball State University employees. For more information and to view a schedule of this year’s workshops visit the Learning and Development link above.

Q. Who may attend Learning and Development (L&D) sessions?
A. L&D sessions focus on subjects of interest to professional and staff employees; however, all BSU employees and students, including graduate students, are welcome to register and attend.

Q. How many L&D sessions may I attend during a year?
A. The Office of Learning and Development has no restrictions on the number of sessions an individual may attend.

Q. What is the cost to an employee to attend L&D sessions?
A. BSU employees and students may attend L&D sessions free of charge.

Q. Who are the presenters for L&D sessions?
A. The majority of L&D sessions are presented by professional training consultants. A number of sessions are also presented by Ball State University staff members and faculty.

Q. How do I register for L&D sessions?
A. Online registration is encouraged. You can also register by e-mailing Jerry Winans. Another method is to call the Office of Learning and Development at 765-285-1819.

Q. How do I cancel my registration for a session?
A. This can also be done online. You can also cancel by e-mailing Jerry Winans. Or, you may phone the Office of Learning and Development at 765-285-1819. Please cancel as early as possible. If a session has insufficient registrations, L&D will cancel the session and notify registered employees.

Q. How do I obtain a listing of all sessions I attended during a calendar year?
A. This can also be done online. Click on "Registration History" for a list of sessions you registered to attend or "Comprehensive Training Registry" to view and print a personalized list of sessions you actually attended.

Q. What are CEUs? I understand that some of the Learning and Development sessions award them.
A. CEUs are Continuing Education Units. CEUs are approved and awarded by the School of Extended Education. Each year the Director of Learning and Development nominates selected training courses for this recognition based on the subject matter, presenters, etc. One CEU represents ten contact hours. For example, 1.5 CEUs represent 15 hours.
**Professional Enhancement Program (PEP)**

The PEP certificate program, which began in 1995, requires 12 semester hours of Ball State University coursework offered by the Department of Information Systems and Operations Management in the Miller College of Business. The PEP allows employees to upgrade and master information processing skills that enhance current job performance and open the door for future employment opportunities.

Participants are admitted to the university as non-degree students, although employees currently enrolled as regular students are also eligible. Use of the Ball State University fee remission program is available for eligible Ball State employees for these undergraduate classes. Visit the [PEP website](#) for more information.
Focus on Employees

Angels for Life Blood Drive
As one of the community service projects of the Ball State Staff Council, the Angels for Life Committee has been working with the Indiana Blood Center since 2008 holding blood drives on campus. These blood drives are held two consecutive days in Pruis Hall each September, November, January, March and May.

Annual Staff and Service Employees Recognition and Retirement Award Programs.
Ball State University annually recognizes and honors employees for achievements and dedication to the university for more than 50 years. Each spring, over 1,600 staff and service employees are recognized for years of service beginning at ten years and at each five-year increment thereafter. Retirement, meritorious service, outstanding achievements, and completion of specialized training programs are also recognized. More information is available online.

Annual Faculty and Professional Employees Recognition Luncheon
In the spring of each year the office of the president recognizes full-time faculty and professional employees for years of service at a university luncheon. Recognition begins at year fifteen and continues thereafter at each five-year increment. Full-time faculty and professional retirees are honored at the annual Omega dinner. For more information, call 765-285-5555.

Flower and Memorial Fund
A centralized fund is maintained and is used to purchase flowers in the event of the death of a full-time employee or his/her immediate family (spouse, child or stepchild, mother or stepmother, father or stepfather, or relative living in the same household). In the event of such a death, information should be telephoned to University Human Resource Services, 765-285-1834, to facilitate the sending of flowers or a memorial.

The Sympathy Club
The Sympathy Club was organized in 1974. It is open to all employees of the university. Members may add any of their immediate family members all the way down to grandchildren and nieces and nephews. There is a non-refundable $2.00 membership fee. To date we have paid out over $1,040,000.00 in benefits to the beneficiaries. For more information, please contact Shelia Flanagan at sflanaga@bsu.edu or 765-284-9652.

WorkLife Resources
The delicate balance between life and work is equal to the precise abilities needed to ride a bicycle. You cannot go forward if the back tire is flat. We can all relate to work-related or personal flat tires. We exhaust our energies to compensate for life's irregularities and try twice as hard to steady the ride. The work/life imbalance will continue to grow as careers soar and family structures change. The solution to reaching a balanced life differs from person to person. Regardless of your needs, WorkLife Resources can provide guidance to the answers you seek!
Health and Wellness

The Student Recreation and Wellness Center opened its doors on August 18, 2010 after two years of construction. The 200,000 sq ft center includes a three level fitness room, suspended track, indoor turf field, five court gymnasium, multipurpose rooms, food service area, and gathering areas for patrons to meet and relax with friends. The facility also houses the Outdoor Pursuits Center, an outdoor resource center that features a 36-foot climbing wall and offers clinics, programs, and rental equipment for various outdoor activities.

Working Well—Wellness Initiative

Working Well offers a variety of programs that help faculty and staff get and stay healthy—mentally, physically, and emotionally. You may want to lose weight, eat healthier, quit smoking, or lower your blood pressure. All are possible through our initiative. We meet you where you are and create a supportive environment to help you meet your goals.

Quick Clinic

The Ball State Employee QuickClinic is located in the lower level of the Amelia T. Wood Health Center at 1500 Neely Ave. The QuickClinic is a collaboration between Ball State University and IU Health Ball Memorial Hospital to bring you quality, convenient, and confidential health care. With convenience at its core, QuickClinic provides medical care for common illnesses and minor injuries on weekdays to Ball State employees, spouses, their dependents older than 2, and retirees.

Employee Assistance Program

The EAP provides confidential assistance to the employee who experiences personal problems which may or may not alter work performance or attendance. If ignored, personal problems can jeopardize an employee's health, have a serious impact on lives or families, and have negative effects on the ability to perform a job. Problems may be the result of alcoholism, drug abuse, emotional or marital problems, parent/child relationships, grief, or other concerns. The decision to seek help and accept treatment is the responsibility of the employee. The university recognizes the need to make the services of the EAP accessible to an employee who requests assistance in overcoming personal problems.
The Adult Physical Fitness Program

The Adult Physical Fitness Program (APFP) was started in the late 1960s by Dr. Bud Getchell and has operated continuously since its inception. The mission of the APFP mirrors the educational, research, and service missions of Ball State University.

The Human Performance Laboratory/Adult Physical Fitness Training Center is located in room 135 of the Ball State University Student Recreation and Wellness Center. We have over 3,500 square feet of fitness space dedicated solely to our members. The APFP is designed for adults who can be classified as low or moderate risk for developing cardiovascular disease (according to national guidelines from health and medical organizations); however, the program does provide services for some individuals with chronic diseases. For specific information about eligibility, please contact the program office.

The APFP provides daily exercise supervision and exercise counseling by trained staff. Members undergo comprehensive health screening and physical fitness testing, from which an individualized exercise plan can be implemented to help members achieve their health and wellness goals. Our program offers morning, midday, and evening hours.
Perks

Payroll Direct Deposit

Effective July 1, 2010, all employees are required to authorize electronic direct deposit of their payroll. Direct deposit is a safe and secure way to have your pay deposited directly into your checking and/or saving account(s). Ball State University will electronically transfer your pay into your choice of bank account(s); the money will automatically be deposited into your account(s) on pay day. Direct deposit offers many advantages over checks, including:

- Security – with direct deposit, you don't have to worry about lost, stolen or misplaced checks.
- Reliability – you no longer need to wait for your department to pick up and issue your checks. You can have peace of mind knowing your money will always be in your account on time.
- Flexibility – if you decide, you can allocate your payroll into two separate accounts. If you need to switch accounts or financial institutions, it's easy to change your direct deposit arrangements. You simply need to complete a new Direct Deposit Authorization Form and return it to the BSU Payroll & Employee Benefits (AD 029).

Effective October 1, 2010 direct deposit stubs will no longer be printed by the Payroll & Employee Benefits Office. You can access your direct deposit payroll statement via Employee Self Serve.

Discounts to athletic and other events when applicable.

Discounts at the Ball State Bookstore. The Ball State University Bookstore is located in the Art and Journalism Building on McKinley Avenue and is operated by Barnes and Noble. The Bookstore offers faculty and staff a 10% discount on textbooks and a 20% discount on supply items and trade books. Both VISA and Master Card are accepted. The Bookstore also features a Starbucks Coffee Shop. Call 765-285-8080 for additional information.

Ball State Federal Credit Union Membership. The Ball State Federal Credit Union has locations at 2900 North Oakwood Avenue and a satellite office in the L. A. Pittenger Student Center. It serves university employees and their immediate families. The Credit Union provides a convenient payroll deduction plan for saving and borrowing money. Call 765-741-2728 for specific information.

Cardinal Cash Cardinal Cash acts as a prepaid credit card. It is accepted at various locations for food, books, and services throughout the campus. To start a Cardinal Cash account, an employee must complete an application and return it to the Office of the Bursar and Loan Administration in Room 31 of Lucina Hall. Contact the Bursar’s Office, 765-285-1643, for additional information.

BSU Employee Activities Committee (EAC) Established in 1982, the mission of the Employee Activities Committee (EAC) is to coordinate enjoyable and rewarding activities, programs, and services for Ball State faculty, staff, and their families. EAC is based on the firm belief that an effective program is essential to fostering good relations between and among employees. Below are a few of the programs typically sponsored by EAC:

- Day trips to theatres, shopping malls, or museums
- Longer trips to Vegas and other great cities
- Discounted Pacers or Colts tickets
- Golf outings and bowling nights
- Annual craft show
We are always looking for new members who are enthusiastic and willing to help out or plan sponsored events. Come to a meeting to find out what we are all about.

**Bracken Library Privileges.** The Alexander M. Bracken Library serves as the main campus library with two branch libraries, Architecture and Science-Health Science. Together these libraries comprise on-site access to over 1.4 million volumes and volume equivalents of books, periodicals, microforms, audiovisual materials, maps, manuscripts, music scores, archival records, and other information sources. The libraries’ services are available to employees and their families through the university identification card. In addition, the libraries’ [web site](http://library.baylor.edu) provides local and remote access to holdings through its automated catalog, WebCat, and periodical abstracts and indexes. Contact Main Circulation, 765-285-5143, for additional information.

**Technology Store in Bracken Library with discounts on software and Apple hardware packages.**

The Technology Store is a university-owned and operated service conveniently located in the heart of campus within Bracken Library. Ball State students and employees may view, test, purchase and order the latest products from a variety of companies, often with education discount prices. Be sure to check out our [Facebook](http://www.facebook.com) page and follow us on [Twitter](http://www.twitter.com) for information, tips and promotions.

What you need to bring:

- Valid student or employee BSU ID card
- We accept Discover, MasterCard, Visa, checks, money orders and Cardinal Cash
- We do not accept cash payments

**Ball State University Alumni Association Annual Picnic on the Green**

The Muncie community as well as other alumni and their families join [Muncie Symphony Orchestra](http://www.munciesymphony.org) enthusiasts for dinner, fun, and music at the University Quad in front of the Museum of Arts Terrace.

The Ball State University Alumni Association hosts a Private Picnic on the Green for Ball State alumni, their families, and friends of the university.
Ball State’s Cultural Experiences

David Owsley Museum of Art

Step into the David Owsley Museum of Art at Ball State University and see the world. Our rich collection from the past 5,000 years offers visitors a dynamic experience with the visual arts from ancient cultures through the 20th century. Experience four new galleries that will take you on a cultural journey to six continents as a result of our recent expansion. Plan a visit a class, family, or yourself, or schedule a group visit online.

The Atrium Gallery for the School of Art is located in the Art and Journalism Building. It promotes the appreciation of visual art by displaying selected works by students, regional/national artists, and representatives of the broader arts community. Call 765-285-5916 for additional information.

Department of Theatre and Dance

Whether you’re a prospective student or planning to see one of our productions, the Department of Theatre and Dance welcomes you to the Ball State University campus. We hope the information and links here will help you plan your visit.

The Edward S. Strother Theatre is a 100-seat studio theatre also managed by the Department of Theatre and Dance. A wide range of drama is produced in the studio theatre, including new plays, experimental productions, and student-directed dramas. Call 765-285-8749 for information on current schedules.

John R. Emens College-Community Auditorium

Some stories are a joy to share. The creation of the Emens College-Community Auditorium is one of those. It is really not my story but more accurately tells the saga of a need, a visionary, and a supportive community. In many ways this place is the shining example of what can be achieved when the people of Ball State University and Muncie join forces for positive change.

It started with a dynamic leader, President John R. Emens, who had the foresight to recognize that this growing campus as well as our city would benefit if a performance venue could be conceived and developed. This concert hall would be a home to the Muncie Symphony Orchestra. This state of the art performance venue would host national and international artists, Broadway productions, dance companies, and major speakers and serve as a convocation center for many university functions.

The Sursa Performance Hall with a seating capacity of 600 and located in the Music Instruction Building also hosts many events. Tickets for individual performances and season tickets are available through the Auditorium Box Office, 765-285-1539.

Pruis Hall, another auditorium-type structure which seats 800 persons, is a multi-performance facility used for
lectures, small concerts, recitals, and film presentations. Call 765-285-5524 for additional information.

**Shafer Tower** The crowning glory of the north end of Ball State's campus, Shafer Tower rises 150 feet in the air from the middle of McKinley Avenue. The carillon tower houses 48 custom-made bells covering four octaves, making it an instrument capable of playing most historic and contemporary carillon music.

**Charles W. Brown Planetarium**

Visit the Charles W. Brown Planetarium at Ball State University and experience the night sky as you have never seen it before. The planetarium is an immersive theater where state-of-the-art technology transforms the 52-foot dome into a simulation of the night sky as seen from Earth and from space. For example, the audience can “fly” through Saturn’s rings, land on Mars, or travel to distant stars and galaxies. By combining real images from spacecraft and telescopes with advanced computer graphics, the possibilities become almost endless. The planetarium uses a GOTO CHRONOS II Hybrid projector with a RSA Cosmos digital system to display visualizations based on real scientific data. Programs are open to the public, school groups, and Ball State University students.

**Indiana Public Radio (IPR)**

It all began in 1923, when two students at Indiana State Normal School, Eastern Division (i.e. Ball State’s earliest incarnation) built a “radiophone” in an attic of the Administration Building. A loud speaker in Assembly Hall allowed students to hear radio broadcasts from New York, Chicago, and Dallas.

In 1951, WBST began commercial broadcasting.

Ball State received its first FM transmitter in 1960. The 10-watt FM station was on the air for six hours a day, often silent on weekends and during quarter breaks and holidays. In 1961, a 162-foot, 10-watt tower was erected a short distance east of the WBST studios.

1966: David Letterman was part of a “9-man news team” announcing election returns. (He was later fired for his irreverent treatment of classical music.)

1978: In December, WBST switched to a 3,000-watt transmitter located on a new tower on Nebo Road. In September, before the station implemented the new transmitter, the new tower was struck by lightning – an inauspicious beginning.

1980: On September 12, after more than 50 years of experimentation and twenty years of broadcasting, WBST became a member of National Public Radio with substantially increased support from Ball State University and from the Corporation for Public Broadcasting.

1997 was a most significant year for the station as its expansion plans came to fruition. WBSB 89.5FM (Anderson) went on the air in February. WBSW 90.1FM (Marion) was next, taking to the airwaves in August of
the same year. The expansion into a five-station network was then completed in December with the addition first of WBSJ 91.7FM (Portland), and then WBSH 91.1FM (Hagerstown-New Castle), which was added on December 31. On the next day, January 1, 1998, WBST could legitimately go on the air with its new identity as a network: Indiana Public Radio.

WIPB provides quality PBS programming, Award-winning local programming, and offers education outreach campaigns that give a variety of education opportunities derived from PBS programming.

**Christy Woods**

Christy Woods is an outdoor teaching laboratory for Ball State students, as well as the community. Located on the southwest corner of our campus, Christy Woods is a 17-acre property filled with mature deciduous forest, tallgrass prairie, and other plant communities. The property is one of six managed by the Field Station and Environmental Education Center.

The university's two main greenhouse are a part of Christy Woods: Teaching and Research Greenhouse and the Orchid Greenhouse. A third small greenhouse is used for propagation of native species. Within the woods, there are bulletin boards and an open wood shelter, which serves as a nature interpretation center. There is also an indoor classroom available for nature education.

The **Donald E. Miller Wildlife Preserve** is located approximately two miles southwest of the campus and is a habitat for many forms of plant and animal life, especially aquatic.

**Ginn Woods** is a 161-acre nature preserve located approximately 15 miles north of the campus.

**Hults Environmental Learning Center** is a nature preserve located near Albany. It was formerly operated by the Department of Natural Resources and includes a natural wetland area and a prairie restoration.

The **Cooper Property** is a wooded area located off Bethel Road, just west of campus. It features a second-generation growth forest.

For information concerning the use of the above areas, contact the Biology Department, 765-285-8820, or the Field Station and Environmental Education Center, 765-285-2641.

**West Campus** is a picnic and play area located south of Christy Woods. It has picnic tables and a shelter house and is available to employees and their immediate families.

**Stadium Picnic** is a picnic and play area located at the Football Stadium. It has picnic tables and a shelter house and is available to employees and their immediate families. Contact Sports Facilities, 765-285-1151, for additional information on the West Campus and Stadium Picnic areas.
**Rinker Center for International Programs** Learn more about the world and yourself through the Rinker Center for International Programs—Ball State’s resource for international study and activities. With the support and engagement of faculty, students, and the local community, we at the Rinker Center are at the heart of Ball State’s commitment to international teaching and learning.
Ball State’s Recreational and Social Facilities

There are 16 different activity spaces managed by The Office of Recreation Services for its members. Each facility has different hours of operation and guidelines to follow which can be found at www.bsu.edu/recreation.

The Student Recreation and Wellness Facility has a tri-level fitness center including over 100 pieces of cardiovascular machines, a three lane 1/8 of a mile walking/jogging track, and a spacious strength training room, an indoor turf field, five basketball courts, climbing wall, and three multi-purpose rooms. Various types of recreational equipment, including lockers, may be rented from the Outdoor Pursuits Rental Center. The locker rooms have approximately 900 lockers each for men and women. There is a per-semester fee to use these facilities. Call 765-285-3712 for additional information.

Ball Gymnasium was renovated in 1999. It includes a fitness room, 1 1/2 mile suspended track, 3 basketball/volleyball courts, 2 multipurpose rooms, men’s and women’s locker rooms, and a 25-yard, 6-lane swimming pool. Call 765-285-9160 for additional information.

The Field Sports Building is a multi-use, rubber-floored area that includes a 5-lane, 1/8-mile track for jogging, walking, or in-line skating and can accommodate various other activities such as basketball (3 courts) and soccer.

The Lewellen Aquatic Center includes a 25-yard, 6-lane swimming pool, a diving well, and men’s and women’s locker rooms. Call 765-285-5756 for additional information.

Many outdoor fields and venues exist on-campus to accommodate activities such as tennis, softball, soccer, flag football, and running. Tennis courts are available at 2 locations: The Cardinal Creek Tennis Center (12 courts) and Lucina (4 courts).

A schedule of recreation times can be obtained online at the Recreation Services website.

To use the recreational facilities, employees must present a valid form of identification. For full-time employees, this consists of their university ID. Spouses and dependents of full-time employees are also eligible to use the recreational facilities. Call the Recreation Services Office, 765-285-1753, for additional information.

Worthen Arena is an 11,500-seat venue used for a wide variety of events, including men’s and women’s basketball and volleyball, commencement, concerts, speakers, and college fairs. The Arena also features a 1/6-mile concourse available for walking. Tickets for Arena events can be purchased through the Athletic Ticket Office, located under Gate One.

Season tickets for all athletic events are available at special employee rates. Information regarding ticket sales may be obtained from the Athletic Ticket Office, 765-285-1474.
L. A. Pittenger Student Center

The L. A. Pittenger Student Center is a focal point for many recreational, cultural, social, and educational services and programs. The purpose of the Student Center is to create an environment, which encourages out-of-classroom experiences, and provides a gathering place for the campus. It is a multi-use facility, utilized by students, faculty, and staff. Student Center facilities include:

Campus Information Center: The Campus Information Center is located on the first level of the Student Center. It serves as the clearinghouse for university information. Call 765-285-5000 for additional information.

Hotel: The Student Center Hotel is located on the third floor of the Student Center. It has 24 guestrooms and a spacious hospitality suite. Call 765-285-1555 for information or reservations.

Conference Rooms: The Student Center Conference Center has 20 meeting rooms, breakout rooms, and complete AV equipment service. Call 765-285-1850 for information or room reservations.

Student Center Food Court: The Food Court offers several varieties of dining options and a spacious seating area. It is located on the first floor. Call 765-285-2331 for additional information.

Post Office: Complete postal services are available on the first floor. Call 765-285-8428 for additional information.

Automated Teller Machines (ATMs): There is one cash dispensing machine available on the first floor. The machine is not a full-service ATM. Visa and Mastercard are accepted.


Cardinal Lanes: Offers bowling, billiards, table tennis, foosball, air hockey and other amusement games located on the lower level. Special arrangements may be made for group activities including youth birthday parties. Call 765-285-1943 for additional information.

University Catering: Catering is available upon request. This office is located on the second floor. Call 765-285-3500 for additional information.

BSU Dining Service

Ball State University Dining provides quality dining at reasonable prices. There are several convenient dining locations throughout campus that offer a variety of services and food options.

Noyer Centre dining facility has three distinct areas: the Food Mall, the Marketplace, and the Retreat. The Food Mall features all-day dining. The Marketplace features grab-n-go convenience with a Market Deli, quick-fix grocery items, and snacks. The Retreat is an a la carte restaurant for faculty and staff at lunch an all-you-care-to-eat buffet for everyone at dinner featuring home-style meals and healthy options.
Woodworth Commons features a food emporium offering grab-n-go convenience with snacks and grocery items. Woodworth has food concepts featuring all day dining.

Elliott Dining offers a buffet of all-you-care-to-eat dining, featuring home-style, salads, sandwiches and fruit.

Student Center Food Court is located in the heart of the Student Center. It offers a variety of food court dining selections.

Micro-Café is located in the Studebaker West Complex. This minimart has carryout microwaveable meals, deli sandwiches, salads, drinks, etc.

Tom John Food Shop located in Kinghorn Hall features a create-your-own breakfast, lunch or dinner sandwiches, and a marketplace featuring grab n go convenience, quick fix grocery items and snacks.

Quizno’s located in the Student Recreation and Wellness Center features toasted sub sandwiches, soup, and grab n go convenience items.

The Atrium is a food court located in the Art and Journalism Building. It boasts five food concepts selected to provide a wide variety of freshly prepared menu selections.

Jamba Juice is located in the Art and Journalism Building featuring refreshing smoothies made with real fruit.

Bookmark Cafe is located in the southwest corner of the main floor of Bracken Library. The Bookmark Café features locally roasted Hubbard & Cravens coffees, artisanal teas, fresh fruit, cereals, yogurt, and other brain-fueling selections.
The Muncie Community

The City of Muncie  Muncie, Indiana, is a community of more than 70,000 people located in east central Indiana. In recent years, Muncie has consistently been named among the most affordable college towns in the United States in Coldwell Banker’s College Home Listing Report.

Following landmark studies of Muncie through a number of decades, Muncie is known as Middletown U.S.A. and houses the Center for Middletown Studies. And, thanks to work by Ball State researchers and federal dollars, Muncie is also making a name for itself as the Digital Middletown.

While Muncie offers a respite from the daily commutes of large metro areas, residents enjoy a short driving distance and have easy access to several large metropolitan cities.

1 hr. 8 min. to Indianapolis, IN, the state's capital.
1 hr. 31 min to Dayton, OH
2 hrs. 5 min to Cincinnati, OH
2 hrs. 17 min to Columbus, OH
2 hrs. 43 min to Louisville, KY
3 hrs. 36 min to Chicago, IL
4 hrs. 41 min to St. Louis, MO

Cornerstone Center for the Arts 281-9503, 520 East Main Street. This arts center provides opportunities for creative expression, educational programs, and events in a historic setting.

The Cardinal Greenway is a 20-mile biking, running, walking, in-line skating paved trail that was built over abandoned railroad tracks. It is the longest Rails-to-Trails project in Indiana. The Greenway stretches from the southeastern tip of Prairie Creek Reservoir north to the town of Gaston. Call 765-287-0399 for additional information.

Minnetrista Cultural Center and Oakhurst Gardens comprise a 35-acre complex surrounding the White River. The center offers a variety of exhibits that feature the history of East Central Indiana and regional art. The complex is located at 1200 N. Minnetrista Parkway, near the Delaware County fairgrounds. Call 765-282-4848 for additional information.

The National Model Aviation Museum is dedicated to collecting and preserving significant pieces of aeromodeling history in order to inspire a broad and passionate understanding of the historic, scientific, technical, and artistic legacy of model aviation, creating learning opportunities that stimulate the imagination, and encourage visitors to become actively involved in the world of aeromodeling. Call 800-435-9262 for additional information.

The Muncie Symphony Orchestra seeks to provide its audience with rewarding musical experiences and to promote social exchange among attendees of the musical events. As an organization that celebrates the cultural vibrancy of East Central Indiana, the MSO uses music as a way to engage, educate, entertain and enrich through traditional classical and pops concerts, children’s concert, chamber events, and community engagement programs. Call 285-5531 for additional information.
**Muncie Civic Theatre** keeps live theatre thriving by providing diverse theatrical opportunities for the artistic development and growth of our actors, directors, audiences and all who visit the historic facility. Call 288-7529 ext. 2 for additional information.

**Muncie Public Libraries**  Muncie Public Library has a wide-range of media available for the Muncie community. From best-sellers and trade thrillers to Dickens and Tolstoy, there’s a story here for everyone. Apply for a library card, find out the current New York Times best-sellers, or search their catalog for something new.

**Prairie Creek Reservoir** is a 1,252-acre man-made lake surrounded by 3,000 acres of rolling hills. The lake is stocked with a variety of fish. Boat docks are available, and a beach provides a popular summer swimming spot. Call 747-4845 for additional information.

**Anderson’s Mounds State Park** is located at 4306 Mounds Road, off Highway 32, in Anderson. It contains mounds built by prehistoric Adena and Hopewell natives. Call 765-642-6627 for additional information.