Members Present:
Margo Allen, Susan Bourne, Ranae Burkett, Chris Caldwell, Bob Cope, Cathy Cunningham, Sarah Dixon, Adam Dungan, Christine Edgeman, Tammy Edwards, Matt Gaither, Hank Gerhart, Tonya Johnston, Michelle Jones, Mandy Lowe, Heather Melton, Sarah Newell, Kathie Nix, Angela Pickett, Tonya Price, Kristin Ramsey, Cheryl Veatch, Kathy Weaver, Peggy Weis, Angie Zahner

Substitutes: Meghan Hinkle for Jill Schneider

Unexcused Absence: Todd Sciscoe

Excused Absence: Melissa Nagle, Leilani Pearce, Jill Schneider and Lori Siefker

Guests: Kate Stoss

I. Call to Order – The meeting was called to order at 1:15 p.m. by Hank Gerhart, President of the 2015-16 Staff Council.

II. Speaker – There was no speaker for the December meeting.

III. Roll Call – Angie Zahner called the roll of representatives and substitutes. Roll call showed 25 representatives present, 1 substitute, 1 unexcused absence, 4 excused absences and 1 guest. A quorum was constituted for the meeting.

IV. Approval of Minutes - A motion was made and seconded (R. Burkett/S. Dixon) to approve the Minutes of November 19, 2015. The motion carried.

V. Committee Reports
   a. Employee Relations – Adam Dungan. No report
   b. Public Relations – Michelle Jones. No report
   c. Elections – Chris Caldwell. No report
   d. Hospitality – Cathy Cunningham. Cathy thanked everyone for the money and packages that have been turned in for our adopted family for the Holidays. The committee will be meeting on December 18th to wrap gifts and equalize the gifts for each family member with the cash collected. At that time, Cathy will contact the family to set up a delivery time for the gifts.
   e. Research – Christine Edgeman. No report.
   g. Angels for Life – Tonya Johnston. Tonya stated that at our blood drive on November 18th, 57 donors registered, 38 units were collected with 19 referrals. On November 19th, 66 donors registered, 56
units were collected with 10 deferrals. This drive alone has the ability to potentially save 282 lives. Our numbers are up 7 units compared to the same time last year.

h. Special Committees

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: Marie Williams reported on 12/01/15 that the policy statement will go to the governance committees in January 2016.

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. BSU Daily News http://www.ballstatedaily.com/article/2014/09/professor-salaries BSU Staff Classification System and Salary Ranges 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 survey's 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: After a presentation by Bernard Hannon and Marie Williams on November 19th, this RFI is tabled and will be followed up during our January meeting per Marie Williams.
Tabled for future meeting.

Updated Response: Hank Gerhart reported that on 12/16/15 Marie Williams responded that there will be a follow-up at the January meeting

c. RFI #10 2015-2016 -
I'm submitting this on behalf of a co-worker. She wanted it submitted anonymously. She is requesting to have step-siblings added to the approved bereavement leave list. She lost her step-sister earlier this year and discovered that step-siblings are one of the few relatives that are not covered at all (a step-mother-in-law at least gets one day funeral leave). She had to use 2 vacation days and one day of lost pay to attend the funeral. She had grown up with step-sister her entire life and considered her like a biological sibling. She is requesting that step-siblings get a least one day but preferably 3 days just like a step-parent or step-child does under the current policy.
Response: Kate Stoss responded on 11/18/15 as follows:
We appreciate your suggestions about how we can enhance the bereavement leave policy. Human Resources will research practices at other universities and provide the results of our research during the spring semester of 2016. While HR is able to provide information about best practices, there is an approval process for changes to our current policies; especially those with a potential financial impact.

This RFI is tabled until Spring 2016.

d. RFI #12 2015-2016 -
Now that gay marriage is legally permitted in Indiana, is Ball State going to change the benefit ruling for benefits for same sex couples. In that, if they want benefits they need to be married now since they have the legal option to do so. Otherwise, it isn’t fair that a partner of a heterosexual couple who live together does not get benefits if they aren’t married. I saw that IU has recently changed its benefits policy requiring ALL gay/lesbian couples to be married in order to receive benefits.

Response: Kate Stoss responded on 12/4/15 as follows: While Indiana University is discontinuing its domestic partner benefits program, it will be slowly phased out over 2016 and end effective January 1, 2017. Human Resources is reviewing how other universities are handling same sex/domestic partner benefits and gathering input from a number of constituencies across campus prior to making any decisions about our program at Ball State.

A motion was made and seconded (S. Dixon/K. Nix) to resolve this RFI.
The motion carried.

e. RFI #13 2015-2016 -
I believe Human Resources should change the evaluation procedure for staff members. I work with many people in my very busy office, yet I am only evaluated by my boss, who I rarely see, and who rarely interacts with me on a daily basis. I believe each and every staff member who works for all of the faculty in a department, or those who work for more than one person should have a well-rounded evaluation. This can be set-up with the same criteria as the regular evaluation with the same scales and be populated with the exact same criteria using Qualtrics software. This would give everyone I serve, as well as, other staff in a similar work environment a chance to get honest and good feedback. This will cut down on vague, and possibly untrue statements said to me regarding what faculty has said regarding my performance. Unless I get solid feedback it is very hard to improve. I also believe it is unfair to both put punctuality and attendance as the same item on the evaluation. You can be punctual, but have poor attendance. Or you can have excellent attendance, but not be quite as punctual. Which one is more important, and how do you decide the ranking when those are two separate items. I also believe that requiring us to put down a percentage of time spent on each job duty is a waste of time, and doesn't reflect the importance of each duty of my job. I spend the majority of my time answering phones in the department and assisting walk-ins. But I believe job duties like scheduling classes, and inputting data into banner for payroll is way more important, but by percentage of time spent, answering the phones would be a larger job duty. The numerical ranking system of the importance of job duties was much better on the evaluations. A department chair is not evaluated by
just the Dean because the dean has little to no clue what the department chair does in the day to day, and can’t do a good job evaluating the department chair. It is left to the faculty and staff who work under the chair to evaluate them. I firmly believe this is a better system, and since we have the technology already available, and use it for deans and chairs, I believe everyone should be evaluated the same way. It will be a big job, but it can be done, and there are already pre-existing evaluation surveys that could be a start to creating the staff surveys. Let’s continue to strive for paperless and take the paper out of the evaluations in favor of Qualtrics. It will make everyone a better employee.

Response: Kate Stoss responded on 11/18/15 as follows: As a part of the HR reorganization, we are evaluating how to best serve the university community by transforming many of our processes. One of the upcoming projects for Human Resources is to evaluate our performance evaluation tools and to go out to bid on a product to automate the performance appraisal process. Because performance management is a key issue, we will be working collaboratively with areas across the University to develop a new program. Constituents will be engaged to provide feedback on the rating structure tool as well as what factors should be evaluated. Once the project is started, it is anticipated that this project may take up to 18 months to complete given its scope and complexity.

A motion was made and seconded (M.Jones/S.Dixon) to resolve this RFI without prejudice so we can return to it at a later time.

The motion carried without prejudice.

f. RFI #14 2015-2016
In regards to RFI#4 presented at the last meeting. I also work in dining and have been working the extra time because of the 1 hour lunch. I have been in a unit that is 2 managers down and I cannot walk away and get 1 hour for lunch. Dining is not a department that can run with just no one in charge for a period of time. The phone is ringing off the hook, you have employees coming and going at all hours of the day, you are always trying to fill shifts because of call off ect.(etc.) and customers/employees always have questions. This is not an area that you can have someone fill in for an hour because you go to lunch. Even if this unit was fully staffed we have 7 managers and that is 7 hours(‘) worth of lunches to cover every day. How do you cover that? Also on the weekends it is just one manager in the morning and one at night. I am lucky if I can go get a tray of food without interruption let alone sit down and eat for 20 minutes uninterrupted. This policy does not work for this department because all it has done is make us work an extra 1/2 hour per day which is an additional 2.5 a week without getting the pay.

Response: Kate Stoss responded on 11/18/15 as follows: During the week days, Dining Services staffs the various locations at a level where Supervisors and Assistant Managers can take their meal breaks off site and away from the dining location if they choose. Supervisors and Assistant Managers have schedules that overlap with the early and mid-day shifts, which permits them to take their breaks before and after the peak meal times. Due to the number of customers that we need to serve, our staff cannot take their meal breaks during the peak meal times. However, when there are fewer customers, staff should be able to stagger their meal break times so that there is adequate supervisory coverage. We realize that there are times when we are short staffed, but this should be an exception and not on-going.
On the weekends, we do not have as many Supervisors and Assistant Managers assigned to work. This is because we rotate the weekend assignments so that Supervisors and Assistant Managers are only scheduled to work two (2) weekends per month. We typically serve fewer customers on the weekends and we believe that we can successfully operate with a reduced number of Supervisors and Assistant Managers. When there are fewer customers, staff should be able to stagger their meal break times. We realize that there are times when we are short staffed, but this should be an exception and not on-going. With fewer customers and time management they should be able to take their meal break. On weekends only, Supervisors and Assistant Managers will not be able to leave the dining location but they can take a break inside or outside as long as they have their radio and they have communicated with staff within the dining location.

A motion was made and seconded (S.Dixon/T.Edwards) to resolve this RFI. There was one (1) abstention from the vote.

The motion carried.

VI. New Business

a. RFI #15 2015-2016. The purpose of this RFI is parking services. I am including several issues in this RFI. I am a full time staff member here on campus and every year I purchase a red Emens garage parking pass. I work really crazy hours and come in as early as 5am and leave as late as 1am. I do not want to risk walking all over campus to get to my car at such late/early hours. So every year I bite the bullet and pay the $400+ for the garage. I have been working on campus and every year we have access with that pass to park in the Emens garage (red), any yellow lot and any green lot. All of a sudden this year we are not allowed to park in yellow. This is very frustrating because many of us in the dining department have meetings either in the student center or Carmichael which has yellow lots all around them. Now all of a sudden we can’t (can’t) park in those lots. Why? If you have changed this policy why cant (can’t) we purchase two permits per car so we are still following the parking rules? Parking services will still be getting the money and we would be following the rules for parking in the proper zones on campus. I dont mind paying the extra money to purchase an additional permit if this is allowed for staff. Another issue I have with parking services is when you receive a ticket. As soon as you receive a ticket you get a hold placed on your account. This wouldn’t(wouldn’t) bother some people but when that hold is place on the account you start receiving 2-3 emails about it a day. According to the ticket you have 10 days to pay the ticket and then it is considered late. Give us the 10 days to pay it and then put the hold on the account and start hounding us. Some of us on campus only get paid once a month and we need a few days to make it to the office to pay it. One last issue I have is parking on the weekends. I know this has been brought up before but once again nothing has changed. If all of you in this meeting had to deal with the parking on campus on the weekends something would certainly change. I dont (don’t) understand why we cant (can’t) have just the bottom floor of the Emens garage reserved 24/7 for the people that purchase the passes. You already have signs posted for the hall directors which reserves those spaces 24/7. Why cant (can’t) it happen for employees? Now with more students parking on campus and many football games hitting on the weekends it becomes nearly impossible to find parking. We pay a lot of money to park in the red but 1/3 of our time we cant (can’t) because it is full. I am begging please please please for all employees that work in the library, Noyer, Woodworth and Park that have to work on the weekends please make this happen for us.
On December 9, 2015, Christine requested that Nancy Wray respond to the following bullets pulled from the above RFI:

• Can staff purchase two separate permits for one vehicle (ex: 1 red, and 1 yellow) now that the red permits don’t allow for yellow lot parking?
• After a ticket is issued, can the hold wait until the 10th day to be placed on their account?

Response: The following response was received on 12/17/15 from Nancy Wray:

We have very limited parking resources and it is Parking Services responsibility to manage those limited resources for the overall good of the entire campus community. We are only permitted to have one vehicle on campus at a time and issuing multiple permits to an individual is impossible to manage. Parking stickers are re-positional and can be applied to any vehicle belonging to the permit holder.

Secondly, the multiple of notices put out in regard to a parking ticket are in no way meant to be hounding anyone. One notice is generated within 24 to 48 hrs. and because we understand that sometimes a citation will blow off of the vehicle or taken off of the vehicle. The second notice is a reminder before the late fee is added on and the third notice just lets an individual that the citation has gone up with the late fee. We had multiple requests for that to be done as a courtesy, and because we received far more complaints that there was not enough notification, we responded to that request. As soon as fines are paid, holds are released.

Christine also responded to the following questions pulled out of RFI #15 as follows:

• “many of us in the dining department have meetings either in the student center or Carmichael which has yellow lots all around them. Now all of a sudden we cant (can’t) park in those lots. Why? Please refer back to RFI #6 2015/2016 for Nancy Wray’s response.

• I dont (don’t) understand why we cant (can’t)have just the bottom floor of the Emens garage reserved 24/7 for the people that purchase the passes. Please refer back to RFI #18 2014/2015 for Kay Bales response.

A discussion ensued with Meghan Hinkle asking the question about yellow being taken away with no previous notice. Christine Edgeman responded to review RFI #18 for answer on short-term parking. Bob Cope also added that the Lafollette parking situation has been corrected by removing red parking and making it all yellow. Hank Gerhart inquired if the Carmichael situation had also been resolved and Bob stated there was no issue at Carmichael. Meghan Hinkle also inquired as to safety concerns on weekends with no close parking. She asked how this particular issue should be addressed. Christine stated that the safety issue had previously been asked and the response we received by Jim Duckham was he felt there was more police presence on campus, Charlie Charter is available and the Blue Call boxes located on campus can be utilized. Matt Gaither added you should definitely call campus police if you feel threatened or notice suspicious activity, especially at night.
A motion was made and seconded (C.Edgeman/T.Edwards) to accept the response and resolve this RFI. There were three (3) oppositions and one (1) abstention from the vote.

The motion carried.

b. **RFI #16 2015-2016.** How is it possible that I received a PERFECT evaluation, and yet part of my 2% raise (.3%) was divided up among three other staff members in the department. Two of whom I am aware did not receive as high an evaluation as I did? One who has consistent complaints to the Director for rude and unacceptable behavior, and the other two I have repeatedly covered for or had to clean up after when errors are made. I thought the whole point of changing the evaluation process was to reward those who perform at a higher level than those who do not. Instead, I have been punished for doing a good job, being a team player by cleaning up messes made by others who do not seem to care, and behaving professionally whereas the others have all been rewarded for doing the minimum, making errors, and being rude to staff. The .3% is not the point, because the amount that was taken from me is irrelevant overall. However, it's the principle of it, and I would like to know if this is justifiable and allowed. How is the evaluation process fair if the numbers on the evaluation have little to no bearing on one's raise and personal feelings are permitted to dictate the raise rather than the evaluation itself?

Response: Ranae Burkett stated this RFI has been submitted to Marie Williams and Kate Stoss for a response. RFI #17 2014-2015 may also contribute to the response next Spring.

Tabled for future meeting.

c. **RFI #17 2015-2016.** There are now emergency call buttons in classrooms, which is a great improvement. However, there are no such buttons in departmental offices. We do have phones, but in the event of an emergency such as a shooter, reaching the phone or being able to speak with someone on the phone might not be possible. Will emergency call buttons be placed in departmental offices (and other offices) across campus at any point? It seems that would be prudent.

Response: Jim Duckham, Chief of Police, Ball State University responded on 12/15/15 as follows:

I have spoken to Jim Lowe and I am providing this response to RFI#17:

We understand with recent incidences of violence the concern.

At this time though we have no plans to install emergency call buttons in every office on campus.

Most if not all telephones within offices have the capability to program in a telephone number such as 285-1111.

Most if not all telephones within offices have a built-in hands free speaker.

If a quick call to Public Safety would be required, the occupant can press the pre-programmed button and speak hands free with Public Safety.

A discussion ensued with Sarah Dixon stating their office was told there is a potential to install more on campus at a later time. Mandy Lowe mentioned that the Graduate School currently has a "panic" button installed which directly contacts the BSU Police Department when activated. She suggested departments look into this. Angela Pickett stated that departments absorb the cost of installing panic buttons through their own funds. Kathie Nix stated a "panic" button is being installed at the reception area of the Alumni Center at the
expense of the Foundation. Sarah Newell inquired of Hank if such a button existed in the Library. Hank stated the Circulation area has a panic button installed. Peggy Weis suggested anyone having a concern to speak with Public Safety or Jim Lowe about each particular situation. Public Safety may not be aware of everyone’s particular safety concerns until they are contacted. After a review of the area, Public Safety will make a recommendation as to their thoughts on how it can best be handled.

A motion was made and seconded (S.Dixon/A.Pickett) to resolve this RFI. There was one (1) abstention.

**The motion carried.**

VIII. Announcements

a. Next meeting will be Thursday, January 21, 2016 in SC 301-2 at 1:15 p.m.

b. **Buy One Get One Free (BOGO) Ball State Faculty, Staff and Alumni:**

Buy one regular adult ticket and get one free to all Emens Presents at Pruis Hall Series Events. Present a valid BSU ID at the Emens box office to claim.

**Emens Presents at Pruis Hall Series**

Emens Auditorium programs a series of talented musical artists at Pruis Hall in a series called “Emens Presents at Pruis.” The following events are featured in this series for the 2015-2016 season.

Tickets are available at the Emens box office, all Ticketmaster outlets, and charge-by-phone at 800-745-3000 or online at [www.ticketmaster.com](http://www.ticketmaster.com). Click each show title below for more information on the event including ticket prices. If you have any questions, please call the Emens box office at 765-285-1539.

- **Frank Vignola and Vinny Raniolo** - January 21 | 7:30 p.m.
- **Eric Bibb String Band** - February 9 | 7:30 p.m.
- **Altan** - March 1 | 7:30 p.m.
- **18South** – March 31 | 7:30 p.m.
- **Carrie Newcomer** – April 12 | 7:30 p.m.
- **The Waifs** – April 28 | 7:30 p.m.

*For a full list of Emens Auditorium upcoming events, visit our website at [www.bsu.edu/emens](http://www.bsu.edu/emens).*

IX. Adjournment

The meeting adjourned at 1:50 p.m. (C. Cunningham/R. Burkett).

Respectfully submitted,

Angie Zahner, Secretary

Attachments