Ball State University Staff Council
Minutes #4
Thursday, November 19, 2015
Student Center Room 301-2

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, Jill Schneider, Cheryl Veatch, Kathy Weaver, Peggy Weis, Angie Zahner

Substitutes: Cheryl Simpkins for Melissa Nagle

Unexcused Absence: Leilani Pearce, Todd Sciscoe

Excused Absence: Melissa Nagle and Lori Siefker

Guests: Bernie Hannon, Marie Williams, Gracie Reiff, Kate Stoss, Karen Adkins

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 – Hank Gerhart introduced Rhonda Murr, Director of Health Enhancement Programs. Prior to Rhonda speaking, Marie Williams introduced Kate Stoss, new Director of Human Resources. Kate stated she is thankful to be a part of Ball State and has received a very nice welcome to the University.

Rhonda Murr thanked the Council for inviting her to speak today. Rhonda explained the Working Well and Incentive program for 2016. She stated the university has won many awards for the Wellness program and has received a 5-star rating which is the highest rating available. Rhonda shared that the university desires to have a work-life balance. Employees who are comfortable, healthy, and happy tend to miss less work. The Wellness program offers many programs to BSU employees (outlined in the attached color brochure). The BeWell & LiveWell Incentive is also described in the attached handout. Other services offered as part of the Wellness Program are the Quick Clinic, Nurse Line and Condition Care (also explained in the attachments).

Michelle Jones asked Rhonda if those who qualified for incentives last year have a certain timeframe within which to use the vouchers. Rhonda explained that the vouchers are good for one year from the date in which they were received.

Hank Gerhart asked if spouses were eligible again this year for the Be Well incentive as they have been in the past. Rhonda stated that they are in fact still eligible which would mean both a $50 incentive for the employee and a $50 incentive for the spouse in the employees’ December pay voucher. Rhonda also clarified that those who obtained physicals in October may not be paid their incentive until January (rather than December) as Anthem has a month or two lag in reporting this information in our system. She emphasized when seeing your physician for your annual physical that you mention it should be coded as a wellness physical as you receive incentives through your employer.

The Council thanked Rhonda for her time and presentation at the meeting.
Hank then introduced Marie Williams and Bernie Hannon who would be responding to RFI’s #15 and 17 respectively.

Marie reminded everyone that RFI #15 2012/13 was responded to on 10/15/15 as follows: A new policy allowing for the use of 10 sick days rather than 5 for the purpose of caring for a family member has been formulated and will work its way through university governance committees. The RFI has been tabled to allow time for the vetting and approval process. As of today, the policy statement is being finalized for presentation to the various governance committees.

Bernie Hannon, Vice President for Business Affairs discussed RFI#17 2014-2015 which reads as follows:

Recently the salary levels of Ball State University Faculty have been discussed very openly in the Ball State Daily news. The study said Ball State placed 14th out of 35 Indiana colleges and universities for average amount paid to full professors as well as 11th for the average salary of associate professors and 13th for assistant professors. A plan has already been put in place to correct this problem according to Terry King. This was published in the BSU Daily News on 9/10/14. 4 Ball State strategies to close the salary gap: "First, we increased the general salary pool for faculty by 3.5% in 2012-13 and 3% last year and this year. We have made these increases a priority, funding them largely through reallocations of existing budget lines and finding efficiencies across the campus." "Second, we have made increases for full and associate professor pay increments that faculty receive when they are promoted to those ranks. These raises are on top of the increases to the general salary pool I just mentioned. We are in the second of a three-year plan to raise associate professor salary increments from $2,500 to $4,000. Full professor increments will rise from $3,700 to $6,000." "Third, for the past 3 years, a higher percentage of discretionary merit pay has been allocated to the faculty, totaling $150,000 in the 2014-15 academic year alone." "Fourth, and finally, the university has budgeted for the second consecutive year additional funds for strategic mid-year salary increases for targeted tenured and tenure track faculty. Like last year, the process for determining these additional increases to the base will take place this fall semester and they will be effective October 1. This will be a two-pronged increase, including an across the board increase for associate and full professors and additional strategic increases for approximately 100 of the University's most meritorious and productive faculty." Quotes provided by Provost and Vice President for Academic Affairs, Terry King Many of the Departments on Ball State University campus use The Chronicle of Higher Education to create and base the salaries of new faculty. When is the University going to look at the salary base for Staff (Staff Classification System and Salary Ranges)? If the Faculty are placed 14th out of 35 then it is highly likely that it is that way for staff as well. The staff ranking may be even lower. If the salary classification were updated to meet just the median salary of what The Chronicle of Higher Education has suggested then there would be an increase in moral and consequently an increase in production and job retention. I have attached copies of the reports I have referenced to this memo. It is time the administration takes a good long looks at the staff at BSU. They would find the staff are a valuable part of the University environment and the foundation required for the administration, faculty, and professional staff to perform their duties. Most of the staff jobs require additional education after high school with many requiring an Associate's Degree or a Bachelor's Degree. It is also time for the staff contribution to this university to be acknowledged by giving the staff (a much lower paid portion of the University) the same percentage raise that the faculty receive. Low morale is another item talked about on campus often but it isn't recognized that staff morale is negatively impacted by the perception of being less valued than other categories on campus because our yearly raises are a smaller percentage than faculty are awarded. Often the raises staff are given are eaten up by the higher insurance premiums we’re asked to pay every year and the parking passes we are required
to buy to park on campus. One cannot survive without the other. Please look at comparable pay increases (the faculty vs the staff) at review time as well as bringing the pride back of working at BSU. Ball State University is the largest employer in Muncie but we are quickly becoming the most overworked and under paid employees in Muncie IN especially when compared to our equivalent counterparts at other Universities.


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

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

Bernie discussed the Staff Compensation Presentation. Bernie’s function for the University as CFO is to work on the financial well-being of the University. Bernie oversees the University General Fund which consists of revenue and expenses. BSU is a very financially responsible University and has been for quite some time in comparison to peer institutions. Of our expenses, $.65 of every $1.00 goes for people expenses such as salaries, etc. 66.8% of the total university budget goes to salaries, which is more money than our peer institutions see. Bottom line is BSU puts more money into their people than many of our peers. Compensation competes with other parts of the budget. Compensation consists of salaries, benefits, etc. Need a robust financial aid program for students. All these things compete against the budget. Who doesn’t want a raise, better benefits, etc., but we have to find the balance.

Where does our money come from? We are a public institution where most of our money comes from appropriations from the state, student fees and tuition. The State of Indiana has been cutting our budget pretty consistently since 2009. 2009 was our high point for state appropriations. Money is designated for certain usages and can only be used for those particular line items. Since 2009 we have lost $92 million in state appropriations. The recession in 2008-09 hurt appropriations with unemployment, etc. The state just
Marie referenced the CUPA-HR survey data mentioned in RFI #17. CUPA HR is a Human Resources survey group of which Marie serves on the Board. This group surveys salary data trends, compensation, etc. for higher education. Marie discussed the review process at BSU. Staff salaries are reviewed every year for market competitiveness. CUPA data is used to analyze how we compare to similar institutions. Although we’ve been hearing a lot lately about faculty salaries, HR is also looking into staff and service salaries. Surveys are currently being conducted to see how we compare to our peer institutions. CUPA HR surveys are due in January. During the last analysis we conducted, 379 non-exempt positions were surveyed. Not every position on the CUPA survey is a match to the same position here. Gracie Reiff and Kate Stoss will be matching our positions with the descriptions the CUPA HR survey has so we make sure we are comparing apples to apples. Sometimes our position titles are different than their categories so this all must be reviewed to make sure the essence of the title encompasses our positions for comparison. When the 379 non-exempt positions were surveyed, we primarily looked at 24 position categories. Some of the positions surveyed were administrative, some were executive assistants, customer service assistants, library assistants, HR coordinators, health and safety positions. After reviewing and classifying positions, overall BSU was 3.5% above the CUPA median salary for these 24 position categories. When looking at the 24 categories BSU was overall doing well. 16 out of 24 position categories we are actually above the CUPA median salary, with 8 of the position categories not quite at the average so there is work to be done. We will look again next year at these categories to see if we have closed the gap or if there is still work to be done. These position categories were compared to Butler, Indiana University, Purdue, University of Evansville, University of Indianapolis, Notre Dame and the University of Southern Indiana. Data shows that 8 out of 11 years, increases for staff, faculty and professional have seen the same amount of increase. During 2009-10 there were no increases due to the recession and state appropriation cuts. However, while many of our peer institutions were cutting positions and/or laying off employees, Ball State did not lay off employees. BSU has a commitment to it’s employees to increase salaries when they can. In a national median survey, BSU in 2014-15 shows a 2.75% higher compensation to the CUPA information. Ball State values their staff. University Human Resources performs audits for increased responsibilities, etc. Several positions participating in recent audits have been upgraded. Human Resources are currently undergoing a reorganization of its operations. Staff compensation and classification reviews will begin in 2016-2017. These reviews will take approximately 12-18 months to complete. HR will...
continue to monitor benchmarks and appreciate the patience of employees while information is being reviewed.

Bob Cope questioned the percentage of increase that staff actually receive. His question was “do we actually get the percentage announced or is part of it reserved for other uses?” He explained that he does not actually see a “3%” increase and doesn’t feel we receive what is stated as a raise. His understanding of the process is that 1% is reserved for Business Affairs use; 1% reserved for units and department usage; and 1% actually goes to the employee but we are told we are receiving the entire 3%.

Bernie responded that the increase pool is 3%, not a 3% increase to individual employees. The increase goes to the pool and money is taken at the discretion of the President, Vice Presidents, etc. based on merit. Gracie Reiff stated that staff salary has a staff salary pool and that is where staff salary increases come from. Gracie suggested speaking with direct supervisors to inquire of evaluation which directly impacts a merit increase. Bob stated that he had received no merit increase although his evaluation ratings have been high. Gracie and Marie both suggested Bob speak with his supervisor for a review and that they would be happy to discuss the issue with him further one-on-one.

Tamara Edwards stated that she understands what Bob is saying. It is also her understanding that of a 3% increase as an example, 1% is automatically taken, some to deans discretion, etc. Employees get whatever is left.

Bernie stated that he and his budget director will look into this matter and explain how the money is allocated. Bernie reiterated that staff dollars are set aside for only staff purposes. Marie and Bernie stated they will do a follow-up at a future meeting as to how salary increases are distributed.

Cathy Cunningham inquired if contractors are included in staff pools.

Bernie responded that contractors are not a part of the staff pool. S&E funds are used for this purpose.

With no further questions, Hank thanked Bernie and Marie for speaking at our meeting. RFI #17 will be tabled until Bernie and his Budget Director can speak further on this issue at a future meeting.

III. **Roll Call** – Angie Zahner called the roll of representatives and substitutes. Roll call showed 26 representatives present, 1 substitute, 2 unexcused absences, 2 excused absences and 5 guests. A quorum was constituted for the meeting.

IV. **Approval of Minutes** - A motion was made and seconded (J. Schneider/C. Edgeman) to approve the Minutes of October 15, 2015, after a clarification was made on page 7. **The motion carried.**

V. **Committee Reports**
   a. **Employee Relations** – Adam Dungan. No report
   b. **Public Relations** – Michelle Jones. No report
   c. **Elections** – Chris Caldwell. Chris announced that Todd Sciscoe was replacing Ben Strunck on the Council.
   d. **Hospitality** – Cathy Cunningham. Cathy reminded everyone that the December meeting would take place in NQ 160 which will be our holiday luncheon. Pizza will be available at a cost of $3.00 per member. Please bring your own drink or water will be available. Cathy also discussed the Adopt-a-Family through the Salvation Army that we have helped with the past few years. The Salvation Army has contacted us about helping a family with 8 children. Cathy is currently working on assigning a family member to council members for gift purchasing. Council members will be grouped and will receive
information about the family member they are assigned. This information will contain sizes, hobby interests, etc. to aid in purchasing gifts for that family member. Cash is also accepted if you prefer over purchasing a gift. The Hospitality Committee will then purchase gifts and/or food for the family with whatever cash is collected.

e. **Research** – Christine Edgeman. No report.

f. **Salary and Employee Benefits** – Ranae Burkett. No report.

g. **Angels for Life** – Tonya Johnston. Tonya reminded everyone that the Angels for Life blood drive is currently taking place and she will have numbers available at our next meeting. Hank asked Tonya about council members working the blood drive table, which Tonya said several slots had remained unfilled. Hank reminded everyone that it is our responsibility to staff the table during blood drives and to help as much as possible during the drives.

h. **Special Committees**

   i. **Public Safety** – Hank Gerhart. Hank stated the committee had met two weeks ago to pick officers. No safety issues were presented to the committee during that meeting.


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:** Please see Marie Williams’ response as part of her presentation above.

b. **RFI #17 2014-2015** –

   **Response:** Please see both Marie Williams and Bernie Hannon’s responses above.

   **Tabled for future meeting.**

c. **RFI #1 2015-2016** - Why does Staff Council only represent Full Time Staff? With the increase of part time staff that is being hired in all departments it would only make sense to represent them as well. These folks support the University but lack a group to represent them within the University.

   **Response:** Christine Edgeman read the HR response as follows:

   The Staff Council constitution indicates that regular full-time staff personnel and service personnel affiliated with staff personnel are the two groups of employees at the university who are part of Staff Council. In order for this to be modified, further discussion with the university would be necessary. A discussion ensued as to how many part-time employees would be affected. Currently 29 part-time employees would be represented. It was discussed that part-time employees deserve a voice as well as full-time employees.

   A motion was made and seconded (C. Edgeman/K. Nix) to include part-time employees in Staff Council representation, but not add them to a seat on the Council. Before this can be effective, however, the Staff Council Constitution must be revised and follow the approval process.
d. **RFI #3 2015-2016** - In regard to a previous RFI regarding the Student Affairs dress code, I would like to provide more information in hopes of a more specific response. The department was told that it was Dr. Bales' policy (not the department head) for Student Affairs that no capris or jeans were ever to be worn. We never saw a written policy and despite the supposed policy, employees who were seemingly favorites were permitted to wear articles of clothing that did not adhere to the dress code. In addition, in an effort to boost an already low morale in the department, we decided to participate in the homecoming activities. However, when the director was asked about employees purchasing the homecoming t-shirts that are sold each year, the response was incredibly dismissive and unsupportive. We were also told that we would be "in trouble" if Dr. Bales came to the department and witnessed us wearing t-shirts. When a department wishes to show their support by participating in homecoming activities along with being willing to buy the University approved t-shirts, we were both shocked and confused by the response. Obviously, there is some confusion with what is permitted and what is not in terms of the dress code and precisely who is determining the dress code. Could Dr. Bales please issue a statement regarding what is and is not permitted in regard to the dress code for Student Affairs if it is indeed coming from her, and not the department head? Specifically, if leggings, ankle pants, and short, SHORT skirts and dresses are permitted, can we please be permitted to wear capris? Are jeans permitted on a pre-determined "casual Friday" or is denim completely out of the question? Are we permitted to wear Ball State homecoming t-shirts? PLEASE clarify the dress code in writing so that we can all be on the same page.

**Response: 10/28/15:** The following response was received from Dr. Bales:

*The following is the Student Affairs statement on a dress code that was adopted in November 2010 by the division's directors.*

**Student Affairs Dress Code**

*Professional attire is expected to be worn by professional, support staff and graduate assistants. No jeans, capris or flip-flops. Dress sandals with a strap are acceptable.*

*Directors, at their discretion, may have a stricter policy.*

*Staff are encouraged to discuss any questions regarding the dress code in their area with their immediate supervisor.*

A motion was made and seconded (C. Edgeman/T. Edwards) to accept the response and resolve this RFI.

**The motion carried.**
e. **RFI #4 2015-2016** - Recently the department that I work for (Dining) instituted a policy change in which staff are required to take a one hour lunch break. While this hour long lunch break has been practice throughout the university our department has not followed this policy until it begins this school year. My concern with this policy is that on weekends there is only one supervisor in the building for most of the day. Since this is an unpaid break, and we are allowed to leave the work area, I don't see how it is fair that the weekend staff are required to stay in the work area while we are on our break. Upper management and chefs do not work weekends so they have the luxury of being able to do what they want on their breaks. I would like clarification on how management would propose we take our breaks on weekends. I might add that in the past when the breaks were 30 minutes, we still had to stay in the work area for our breaks. This doesn't seem fair for those who work weekends to be required to essentially work on their unpaid break.

Please add this to the previous comment I made about the hour break policy: When this policy was announced my supervisor just told me that we are supposed to stay in the office and the dining room during my break. When I questioned her she said that was just how it was going to be. That is why I wrote the first comment.

**Response:** 10/14/15 from Gracie Reiff, HR:

The one hour lunch break policy was instituted in accordance with the Handbook for Exempt Staff Personnel which states that during the academic year exempt employees will be provided with an unpaid 65 minute lunch period.

Weekend supervisory duties are rotated between Food Service Supervisors and Assistant Managers so that any one individual would have just four days of weekend work during any one month. These individuals may take their lunch break anywhere in the building or in immediate area outside the building as long as they are close enough to be in radio contact with their area. University Dining also provides a complimentary meal for the employee during their meal period which is in part to recognize the fact that weekend supervisors have to remain close to their work areas during their lunch periods.

Karen Adkins, Director of Dining Services, emphasized this issue concerns two weekends a month. Employees are not asked to stay in the office. Group leaders can be designated to cover during breaks. So long as the supervisor is within radio contact, they can leave the immediate area. Radios are available for a good distance.

A motion was made and seconded (R. Burkett/B. Cope) to resolve this RFI.

The motion carried.
f. **RFI #6 2015-2016** - I pay to park in a restricted parking lot, which costs a lot of money. I got the 2015-2016 sticker and information last week, as did a lot of people in my department. Someone in my department who also pays to park in the same restricted lot noticed when she was looking through her information (red slip of paper) that we can no longer park in a yellow lot, only our restricted lot and green lots. My red slip of paper says I can park in yellow lots, so which paper is correct? If it is indeed true that we can no longer park in yellow lots, this is simply ridiculous!!! I pay $344 per year to park and I can only park in my red lot or a green lot? If my lot is full I should be able to park in a yellow lot! I pay a lot more than people who pay for yellow lot parking, but they only pay $65 per year and get more parking lot options than I do because they can park in any yellow lot! I'm sure Parking Services will give the same old tired excuses that they give us every year to justify ripping us off for more than the year before, but this is even more frustrating than usual. If people who pay for red lots can't park in yellow lots anymore, then this needs to be changed!

**Response:** Christine Edgeman received a response from Nancy Wray to our follow-up questions as follows:

- “We have been observing an increasing number of red pass holders that will regularly park in the yellow parking lots all day, every day, in effect taking 2 parking spaces.
  - **How many individual red pass holders park in yellow lots all day?**
    Because of the way the previous regulation was written, we did not keep an actual count of complaints all year because there was nothing that we could do about them. However, we did realize that there were some concerns and that we had fielded some complaints in regard to this regulation. By changing the regulation and asking the red permit holders to be sensitive and considerate to the yellow we can respond to both parties.
  - **How are red pass holders taking “2 spaces” if they're not even guaranteed one space in their red lot?**
    Red pass holders take up two spaces because under no circumstances can a yellow permit holder use the red space while the red permit holder is parked in a yellow space. Therefore the red space is underutilized and there is one less yellow space available for the yellow permit holder.

If and when we get a call that a red lot is full, we immediately send an enforcement officer to that location to ticket violators as well as assess if indeed the location is full. I cannot recall when there has never been a space in a specific red lot, but we have found violators and cited them appropriately.

Once again, our mission is to manage the parking resources as well as we can so that everyone who needs to park on campus may do so. We take into consideration the overall good of the entire community and that may take precedence over the individual need.
If you have a red parking permit and need to go to a meeting across campus and park in a yellow parking lot for a short period of time,

- Who decides how long that amount of time should be?

When deciding the amount of time, how long is a meeting, how long is a training session? We believe that the red permit holder, in good conscience, will know what a short period of time is.

If you have a need where you have changed locations or the red permit you purchased isn’t the best location for you, please contact us and we try our best to get you where you need to be.

- You will most likely not be cited on those occasions.

- Please clarify “most likely not be cited”.

We are not going out and cite folks just because a red permit is observed in a yellow lot. That is not our intent at all. We are just asking red permit holders to be sensitive and considerate to their fellow colleagues who have yellow permits. If we receive a complaint, we will first make observation on the complaint, and if it is a valid complaint we will first notify the red permit holder of the complaint and ask that they contact us to see if we can help with their parking need.

- How is all this quantified? Answered above in the first question

- How long does a red permit holder have to ‘borrow’ a yellow lot space before they're cited... 15 minutes, 45 minutes? Answered above in the third bullet.

- And how frequently can a red pass holder park for ‘short periods’ of time in a yellow lot? Answered above

- If a citation is issued, what is the procedure for requesting it be cancelled?

Give us a phone call and we will work with you to get the situation resolved the best way we can.

- However, those who are parking in yellow parking lot all day every day because it may be a shorter walk to the office or just because they can, will more than likely be contacted by our office asking that you be considerate their fellow colleagues with a yellow pass by not taking up two spaces daily.”

- Is there a written procedure staff can refer to regarding this new implementation?

- www.bsu.edu/parking; click on Rules and Regulations; click on downloadable copy of the rules and regulations. Page 4 Restricted Permits.

- RESTRICTED PERMIT - Any employee or student (excluding freshmen living in the residence halls) may purchase this permit. It authorizes parking in an assigned red restricted lot. The assigned lot number is indicated on the permit. Restricted surface lots are reserved from 7:00 AM to 7:00 PM Monday through Friday; all parking garages are reserved from 3:30 AM to 7:00 PM Monday through Friday. In addition, anyone who purchases this permit may park in yellow faculty/staff or green commuter lots.
and students who purchase this permit may park in green commuter lots. THERE IS NO OVERNIGHT PARKING IN ANY GREEN COMMUTER LOT OR PARKING GARAGE BETWEEN 3:30AM AND 7:00AM. VEHICLES PARKING OVERNIGHT MAY BE TOWED AT THE OWNER’S/OPERATOR’S EXPENSE.

- Students or employees cannot register a vehicle owned by another student or employee or owned by the family member of another student or employee.

A motion was made and seconded (C. Edgeman/B. Cope) to accept Nancy Wray’s response without prejudice so we can return to this RFI if needed in the future.

The motion carried without prejudice.

VII. New Business

a. RFI #8 2015-2016. With the construction of a designated smoking area in the R-2 parking lot, announced campus-wide in an email from Kay Bales, Vice President for Student Affairs, on August 14, 2015 at 10:17 AM, Ball State University broke a promise that it made to its staff and students to be a model of tobacco-free wellness. Located in three former parking spots in the R-2 Red Lot, the chain-link fence enclosure dominates a busy pedestrian crosswalk which is the principle ingress and egress to the lot, for dozens of people who park there and also for large numbers of pedestrians who walk the sidewalk (the “cowpath”) that conveniently links the central part of the campus to the more northern areas. Everyone who comes and goes from the Quad to the R-2 lot and further via this popular walkway must now pass through a cloud of cigarette smoke and lingering odors, as well as through disruptive noise and irresponsible behavior, dodging “standing” vehicles, and across the litter of spilled food, wrappers, and cigarette stubs. The health implications are obvious. Since the area’s construction around four weeks ago, use of the area has grown from an occasional one or two people to a fairly consistent crowd of ten or more persons. I have observed up to 23 persons smoking inside the fence at one time, including students with guitars and other musical instruments. The number grows exponentially each day, as word of it travels, and it will be filled beyond capacity as the word of it continues. Condoning smoking through the provision of a smoking area shouts a clear message that Ball State does not value its policy-abiding employees and allows a small group of congregants along a narrow roadway to determine policy change which adversely affects the majority. Rather than subjecting us to the morbid health detriments of tobacco smoke, a campaign to inform those who caused the initial public safety concerns and who were not acting as good neighbors (http://www.ballstatedaily.com/article/2015/08/smoking-section) about their alternatives should have been developed and enforced “for instance, smoking cessation and pedestrian safety education, warnings, and escalated consequences such as ticketing for loitering, littering or public nuisance, and consequences to their education such as withholding class registration, diplomas or other privileges. These efforts could have addressed the root of the problem and encouraged
positive behavior changes. The existence of the Ball State smoking area constitutes devaluation of the Red Lot privileges. The enclosure was built immediately following the distribution of parking stickers for the 2015-16 year. Permits were purchased last spring with the full expectation that the premium priced lot would have the same privileges as last year, and of any other red lot car â?” to park in a smoke free, relatively safe and nicely maintained parking lot. Instead, the cars parked there fill with toxic smoke odors during the day and the irresponsible behaviors of individuals who could not behave appropriately off campus have been invited into this lot. It is no longer worth the $344 for the privilege of parking in this location when, for the same price or less, there is cleaner and safer parking available. I also do not agree with the special policy to allow smoking at BSU football tailgating, and I choose not to be a spectator at BSU football because of it. However, I cannot afford to elect to not work. Ball State made a commitment to improving health, but when the hard decisions were presented the commitment was abandoned. Their action put staff and students in harm(’s way. This is a poor example of leadership and the decision should be revisited. Here are some of the questions that need to be addressed: 1. First, because the smoking enclosure violates one of our best campus policies, is any way that it can be removed? If it cannot be fully removed, is there any way to investigate having it replaced somewhere distant from premium priced parking and a major point of pedestrian traffic? 2. Ball State University should no longer be entitled to designate itself as a tobacco-free campus so long as the enclosure exists, and should not use the phrase â?”tobacco freeâ?”(tobacco-free) in any advertising or promotions. All door decals stating that the university is tobacco-free should be removed. 3. If this area remains in place, Parking Services should reduce the price of R-2 permits immediately. Requests for reassignment to different locations should be expedited for R-2 permit holders to other parking areas of the permit holdersâ?”s choice. If it happens that the alternate parking choice is in a less expensive area, then the difference should be refunded. It is unfair to ask R-2 permit holders to accommodate this adverse activity and it is also unfair to ask them to pay for the maintenance and other costs associated with it. Thank you for hearing my concerns.

Response: 11/4/15 from Dr. Bales:

As stated in the official communication (provided below) released in August 2015, the equivalent of three parking spaces of the 730 acres on our campus proper were designated to address a public safety concern.

Statement released in August 2015

“Ball State has designated a very small smoking area on the edge of campus adjacent to Petty Road for pedestrians' and motorists' safety. Over the last two years, people have congregated in the narrow Petty roadway and on private property adjacent to campus to smoke. We believe the designated area will address public safety concerns and our responsibility as a good neighbor. We will not designate any additional areas of campus (except for already designated tailgating areas during home football games) and will remain tobacco free.

We continue to be committed to providing a healthy place for people to learn, live, and work. We will continue to provide education and cessation programs, and encourage students and employees to
A motion was made and seconded (C. Edgeman/P. Weis) to accept Dr. Bales’ response without prejudice so we can return to this RFI if needed in the future.

The motion carried without prejudice.

b. RFI #9 2015-2016. A while back the university adopted a "smoke free campus" policy & this past summer (due to complaints from nearby residents) erected a "cage area" in the corner of the R2 lot by the cow path for the people wishing to smoke. First of all, this area is university property and because of that I would not consider us a "smoke free campus" any longer. Secondly, the area within the "cage" and all around the outside of the cage is filthy. There are cigarettes on the ground everywhere, sidewalk chalk drawings, people sitting/laying on blankets, etc. I think the university would be much better off going back to allowing people to smoke but having the areas where smoking is not permitted (ex.: so many feet within an entrance to a building, etc.) posted. There has to be a better way than this. Could this please be discussed to possibly come up with a better solution?

Response: 10/18/15: Response from Jim Lowe regarding maintenance of the area:
   The area was cleaned and we, as is currently the procedure, will continue to clean the area several times per week. The area will be monitored and if we need to increase the frequency of cleaning we will do so.
   11/4/15: See also the response to RFI #8 received from Dr. Bales.

A discussion ensued as to further issues with the smoking area being sent to Jim Lowe or Work Control at 285-5081 directly rather than through an RFI.

A motion was made and seconded (C. Edgeman/A. Pickett) to accept Lowe and Bales responses to this RFI.

The motion carried.

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 at least one day but preferably 3 days just like a step-parent or step-child does under the current policy.

11/11/15: Submitted to Kate Stoss, HR

d. RFI#11 2015-2016
I would like to see Ball State lift the fan (ban) on no firearms. With all the recent shootings on campuses, we need to be able to protect ourselves, and the only way to do that is to be able to carry our firearms. Statistics show that protecting yourself with a firearm is more effective than waiting for the police to get there which, as you have seen, is usually too late. We need to be able to protect ourselves and those around us.

Response: Hank Gerhart stated that after thorough discussion, the Staff Council Executive Committee feels this concern is not within the scope of Staff Council’s responsibility and urges any staff member with a safety concern to contact Public Safety directly at 285-1111.

This motion is resolved.

e. 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.

11/11/15: Submitted to Kate Stoss, HR

f. 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.

11/11/15: Submitted to Kate Stoss, HR

g. 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.

11/11/15: Submitted to Kate Stoss, HR

VIII. Announcements
a. Next meeting will be Thursday, December 17, 2015 in NQ 160. The lunch portion of the meeting will begin at 12:30 with the regular scheduled meeting beginning at 1:15 p.m.

a) 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. 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.

IX. Adjournment

The meeting adjourned at 2:57 p.m. (T. Edwards/M. Jones).

Respectfully submitted,

Angie Zahner, Secretary

Attachments