Ball State University Staff Council
Minutes #7
Thursday, February 18, 2016
SC 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, Michelle Jones, Mandy Lowe, Heather Melton, Kathie Nix, Tonya Price, Jill Schneider, Cheryl Veatch, Kathy Weaver, Peggy Weis, Coralee Young, Angie Zahner

Substitutes: Kathryn Loving for Peggy Dixon and Rhonda Small for Tonya Johnston

Unexcused Absence: Melissa Nagle, Leilani Pearce, Todd Sciscoe

Excused Absence: Peggy Dixon, Hank Gerhart, Tonya Johnston, Sarah Newell, Angela Pickett

Guests: Gracie Reiff, Kate Stoss, Marie Williams

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

II. Speaker – None.

III. Roll Call – Angie Zahner called the roll of representatives and substitutes. Roll call showed 22 representatives present, 3 unexcused absence, 5 excused absences, 2 substitutions and 3 guests. A quorum was constituted for the meeting.

IV. Approval of Minutes - A motion was made and seconded (K. Nix/S. Dixon to approve the Minutes of January 21, 2016. The motion carried.

V. Committee Reports
a. Employee Relations – Adam Dungan. No report
b. Public Relations – Michelle Jones. Michelle shared that she is waiting on Sitecore to come back on line so she can edit the website. Send any suggestions of content to her for inclusion once the site is back up and running.
c. Elections – Chris Caldwell. Chris shared that Lori Siefker has been replaced on the council with Peggy Dixon as Lori’s position was moved out of the Student Center down to Bracken Library. Monday, February 22nd, Chris will be sending information to constituents who will have an opening within their area for next term. Please review, confirm and make any revisions to the list and respond to Chris as soon as possible.
d. Hospitality – Cathy Cunningham. Cathy reminded everyone that the Staff appreciation dinner will be held on April 14th.
e. Research – Christine Edgeman. No report.
g. **Angels for Life** – Tonya Johnston. Tonya was absent from the meeting, however Cheryl Veatch attended on her behalf. Cheryl reported that 70 donors were registered for January 20th with 50 units collected and 20 deferrals. 97 donors were registered for January 21st with 83 units collected. This drive had an increase of 15 units over this time last year, impacting potentially 381 lives.

h. **Special Committees**
   i. **Public Safety** – Hank Gerhart. As Hank was absent from the meeting, there was no report.
   ii. **A. Jane Morton** – Peggy Weis. Peggy stated that nominations have been received with a total of 11 to be considered. The winner will be announced at the Staff dinner on April 14th.

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:** Melanie Turner, University Undersecretary, advised on 2/2/16 this proposal has been sent to faculty senate as well as the professional personnel salary and benefits committees. Once these committees have approved, it will be sent to the full senate for approval.

b. **RFI #17 2014-2015** – Recently the salary levels of Ball State University Faculty have been discussed very openly in the Ball State Daily news. The study said Ball State placed 14th out of 35 Indiana colleges and universities for average amount paid to full professors as well as 11th for the average salary of associate professors and 13th for assistant professors. A plan has already been put in place to correct this problem according to Terry King. This was published in the BSU Daily News on 9/10/14. 4 Ball State strategies to close the salary gap: "First, we increased the general salary pool for faculty by 3.5% in 2012-13 and 3% last year and this year. We have made these increases a priority, funding them largely through reallocations of existing budget lines and finding efficiencies across the campus." "Second, we have made increases for full and associate professor pay increments that faculty receive when they are promoted to those ranks. These raises are on top of the increases to the general salary pool I just mentioned. We are in the second of a three-year plan to raise associate professor salary increments from $2,500 to $4,000. Full professor increments will rise from $3,700 to $6,000." "Third, for the past 3 years, a higher percentage of discretionary merit pay has been allocated to the faculty, totaling $150,000 in the 2014-15 academic year alone." "Fourth, and finally, the university has budgeted for the second consecutive year additional funds for strategic mid-year salary increases for targeted tenured and tenure track faculty. Like last year, the process for determining these additional increases to the base will take place this fall semester and they will be effective October 1. This will be a two-pronged increase, including an across the board increase for associate and full professors and additional strategic increases for approximately 100 of the University's most meritorious and productive faculty." Quotes provided by Provost and Vice President for Academic Affairs, Terry King. Many of the Departments on Ball State University campus use The Chronicle of Higher Education to create and base the salaries of new faculty. When is the University going to look at the salary base for Staff (Staff Classification System and Salary Ranges)? If the Faculty are placed 14th out of 35 then it is highly likely that it is that way for staff as well. The staff ranking may be even lower. If the salary classification were updated to meet just the median salary of what The Chronicle of Higher Education has suggested then there would be an increase in moral and consequently an increase in production and job retention. I have attached copies of the reports I have referenced to this memo. It is time the administration takes a good long looks at the staff at BSU. They would find the staff are a valuable part of the University environment and the foundation required for the administration, faculty, and professional staff to perform their duties. Most of the staff jobs require additional education after high school with many requiring an Associate’s Degree or a Bachelor’s Degree. It is also time for the staff contribution to this university to be acknowledged by giving the staff (a much lower paid portion of the University) the same percentage raise that the faculty receive. Low morale is
another item talked about on campus often but it isn't recognized that staff morale is negatively impacted by the perception of being less valued than other categories on campus because our yearly raises are a smaller percentage than faculty are awarded. Often the raises staff are given are eaten up by the higher insurance premiums we're asked to pay every year and the parking passes we are required to buy to park on campus. One cannot survive without the other. Please look at comparable pay increases (the faculty vs the staff) at review time as well as bringing the pride back of working at BSU. Ball State University is the largest employer in Muncie but we are quickly becoming the most overworked and under paid employees in Muncie IN especially when compared to our equivalent counterparts at other Universities.


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

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

Peggy Weis asked if everyone had an opportunity to review the attachments to the Agenda for this RFI as to how staff increases are calculated. A motion was made and seconded (S. Dixon/C. Cunningham) to resolve the RFI. A discussion ensued with Bob Cope asking a hypothetical question concerning a hypothetical 3% staff increase. Bob asked what happened to staff members with a 3.5 or higher evaluation score being told they receive a 3% increase, but not actually seeing a 3% increase. He asked hypothetically how it's possible to actually receive the 3% increase as that is not explained in the handouts attached to the Agenda. Peggy pointed out there are questions on how we get from point A to point B with the 3% allocation announced. The Salary Plan Guidelines for Nonexempt Staff Personnel are the first thing taken into consideration. Vice Presidents/Deans take 15% for their use off the top of funds allocated, with 70% for merit and 30% across-the-board increase allotments. Peggy emphasized that the total increase a staff member sees is not 3%. Bob questioned why the announcement is made for a 3% increase if that's not what employees are actually receiving. Peggy stated that 3% is “budgeted” for increases, not the guaranteed increase to each employee.

Marie Williams stated that on June 5, 2015, a proposal was presented to the Board of Trustees recommending a % for staff personnel raises which was 2% according to the salary document. A 2%
increase doesn’t mean employees will see a 2% increase in their pay. Bob asked again why then it is announced that we are getting a 2% increase when in fact we are not. Marie stated that 2% total is allocated for salary increases, not guaranteeing anyone a specific amount. She referred everyone to the Salary Plan Guidelines handout, specifically the Funding Allocation portion. Marie stated the university announces a budgeted amount upon the approval of the Board of Trustees. This becomes a salary pool for each Vice President to allocate within their specific area. Of the 2% allocation, .6% is the amount allocated for across-the-board increases. 1.4% is retained for merit increases. Salary worksheets are sent to all areas showing the amount available to be allocated from the pool. Staff receiving a 2.8 to 3.4 evaluation rating are eligible for across-the-board increases. Those staff receiving a 3.5 or higher rating are also eligible for merit increases. The salary plan guidelines stipulate those staff receiving a 3.5 or higher rating should receive a merit increase, however, it is not mandatory.

Tammy Edwards then asked about the Deans’ Discretionary funds and how they are distributed. Marie stated that as an example for a 2% increase, .6% goes to across-the-board, 1.4% is for merit. A dean or Vice President has the discretion to hold .3% for salary adjustments, although the funds do not have to be utilized in this manner. Deans’ discretionary funds are at the prerogative of the dean. Concern was shown that some colleges may not be utilizing discretionary funds. Marie stated this would be looked into as every area is encouraged to use merit money and discretionary funds for salary increases. Tammy asked Marie what happens to money taken off the top and not given to employees. Marie stated this money would remain in that specific areas’ pool and again stated it is at the discretion of the dean whether or not to distribute those funds, although highly encouraged. Marie stated she can provide information to deans to encourage them to use their fund allotment. Tammy asked if everyone in the Staff Council understands what increase they actually receive. Cathy Cunningham stated her area provides a letter to employees telling them of their increase in addition to the letter received from Human Resources. However, this letter does not stipulate how much is received from across-the-board or merit. Marie emphasized that no one on campus receives a letter breaking down salary increases.

Peggy stated a transparency with departments is needed so everyone understands their increases. This can be handled through Business Affairs or Human Resources for those matters not a part of the general guidelines, nor a part of this particular RFI. Specific questions should be a separate discussion with supervisors and/or Human Resources. Peggy asked Marie about the CUPA survey which is used and how comparisons are made to specific positions on campus. Marie asked that Gracie Reiff address this question. Gracie stated that CUPA looks at job details, not job titles. They utilize a best-practice match with years of experience, education, etc. to match against our positions on campus. CUPA doesn’t show all positions. BSU does their best to match job details with the CUPA information. Our salary grade 9-11 administrative support positions match very closely with CUPA positions. All major universities participate in the CUPA survey. We compare our data with the Midwest data. Anyone with specific questions as to positions within the CUPA survey may direct them to Gracie.

Peggy asked if the CUPA survey materials are available for review. Gracie stated she is happy to sit down and show survey data per a request. Let her know what we want to see and she will work on it.

A previous motion was made and seconded (S. Dixon/C. Cunningham) to resolve 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 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 2/3/16 as follows:
   After the January meeting, HR determined more research is needed and they are working on that.

VII. **New Business.**

VIII. **Announcements**

Next meeting will be Thursday, March 17, 2016 in SC 301-2 at 1:15 p.m

a) Angels for Life blood drive dates:

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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.
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 1:55 p.m. (R. Burkett/A. Dungan).

Respectfully submitted,

Angie Zahner, Secretary

Attachments