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, Leilani Pearce, Angela Pickett, Tonya Price, Jill Schneider, Cheryl Veatch, Peggy Weis, Angie Zahner

Substitutes: None

Unexcused Absence: Todd Sciscoe

Excused Absence: Melissa Nagle, Lori Siefker, Kathy Weaver

Guests: Gracie Reiff and Coralee Young

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 – Al Williams, Assistant Chief of Police.

Hank introduced our speaker, Al Williams. Asst. Chief Williams came to Ball State in March of 2015. He had previously worked at the City of Muncie Police Department for the past 25 years. He stated his work environment here at Ball State has been positive since coming in March.

Al stated that since Chief Duckham arrived two years ago from New York, many programs have been added at Ball State. The Community Policing aspect involves students and campus activities. He shared that the department attended over 130 community police events this past year and try to attend as many as possible. The department is invited to parties, etc. on campus where the officers can interact with students, faculty and the community. During last year the “Lunch with a Cop” program met approximately 100 times and hopes to double that number this year. Students are able to talk with an officer about anything they wish to discuss during the luncheon. Officers also participate in “Trivia Night” with RA’s in dorms. Officers have been assigned to dorms and campus buildings to patrol and monitor. Last year, campus police officers conducted over 7000 security checks by checking doors, windows, etc. across campus. Officers do foot patrol as well as vehicle patrols around campus allowing them to engage with students, faculty, etc. The department started a pilot program for off-campus neighborhoods. Over 500 visits were conducted offering tips on safety/burglary matters. Al discussed the “Active Shooter Training”, held this past Spring, which they are piggy-backing with the City of Muncie, IU-Ball Memorial Hospital, Burris, local EMS, etc. in conducting life scenario training. The training is made to be as realistic as possible so all aspects of such an event can be learned from. The department plans to attend outside training in other parts of the state as well. Al mentioned that the BSU Safety Committee does great work across campus. The Tally/University Avenue cross-walk has been improved as well as the R-11 area being monitored more closely for wrong-way drivers. The Star Press acknowledged on January 13, 2016 that a four-way stop at the intersection of Neely Avenue and Arena Drive/Architecture Drive was being proposed to the City Council. Also, the campus speed limit is being
proposed to be reduced from 30mph to 20mph. (see attached Star Press article) Al suggested any safety concerns around campus be shared with the BSU Safety Committee for review on a case by case basis. He also suggested any questions be directed to law enforcement officers or through a Staff Council RFI.

Sarah Dixon asked if any kid safety programs were being offered. Al stated that he was not currently aware of any such programs but thought it was a good suggestion. He did mention the Citizens Police Academy for adults.

Peggy Weis asked if individual departments can ask for a presentation on active shooting/safety concerns. Al stated you can contact the department for training to be proactive on possible situations. An active shooter situation is a worst-case scenario but knowing what to do in that type of situation is very helpful. He mentioned viewing a video through the campus police department webpage. He commented that students follow the lead of professors, etc. in actual situations, so it is quite helpful to review the video.

III. Roll Call – Angie Zahner called the roll of representatives and substitutes. Roll call showed 25 representatives present, 1 unexcused absence, 3 excused absences and 2 guests. A quorum was constituted for the meeting.

IV. Approval of Minutes - A motion was made and seconded (R. Burkett/C. Cunningham) to approve the Minutes of December 17, 2015.

The motion carried.

V. Committee Reports
a. Employee Relations – Adam Dungan. No report
b. Public Relations – Michelle Jones. Michelle shared that she is currently working on updating the Staff Council webpage. She is creating a Frequently Asked Questions page and a landing page for RFI’s. She hopes to have the webpage updated by the end of the semester.
c. Elections – Chris Caldwell. Chris shared that Kristen Ramsey has been replaced on the council with Coralee Young as she is no longer in her same position. Coralee will serve the remainder of Kristen’s term this year. Chris will also be receiving a report within the next month from HR to update lists for the upcoming election of members which he will distribute once updated.
d. Hospitality – Cathy Cunningham. Cathy thanked everyone for the money and packages that were turned in for our adopted family for the Holidays. $884 was collected which allowed the Hospitality Committee to equalize gifts for the family. Each child received 9 gifts. Once gifts were equalized, $200 was used to purchase an Aldi gift card and $150 was used to purchase a restaurant gift card for the family. Cathy thanked her committee for their work in making this a successful project for Staff Council.
e. Research – Christine Edgeman. No report.
g. Angels for Life – Tonya Johnston. Tonya stated that our blood drive took place yesterday and today, January 20th and 21st respectively. Tonya reported that 71 donors were registered for January 20th with 51 units collected and 20 deferrals. She will have numbers for January 21st at our next meeting. Tonya thanked everyone for donating blood, working the registration table, etc. in helping to make our drives a success.
h. Special Committees
   i. Public Safety – Hank Gerhart. Hank stated that Sarah Newell will be filling in for him while on medical leave at an upcoming Public Safety Committee meeting.
   ii. A. Jane Morton – Peggy Weis. Peggy stated that nomination packets have been distributed. All nomination materials are due to Peggy by February 17th at 3:00 p.m.
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.

Ranae Burkett stated there was no update as of 1/21/16.

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.


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

**Response**: 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

Ranae Burkett stated there was no update as of 1/21/16. Tammy Edwards asked how to move this RFI, as well as others, along for resolution that have been on the agenda for quite some time. Ranae stated that this matter should be going to Governance soon. Hank stated that the RFI must then go to the Board of Trustees for consideration. Tammy mentioned that the process seems to take far too long to move through the system. Hank stated something should be passed soon and has been asking for “target dates” on issues going through the system to better update the Council on RFI's.

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 #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: 1/05/16 from Kate Stoss: Thank you for forwarding your concerns regarding the evaluation and annual increase process. In order to review this matter I would appreciate you providing us with the name of the department where this has occurred. If you would like to meet with me confidentially to discuss this matter, please do not hesitate to contact me directly at 5-1847. Regards, Kate

A motion was made and seconded (S. Dixon/C. Cunningham) to resolve this RFI.

The motion carried.

VII. New Business.

RFI #18 2015-16. Recently a stop sign has been placed by the cow path crosswalk on Petty by the Bell building. I would like to know the reasoning behind this. The foot traffic is not that heavy to justify a stop sign. (One is hidden by trees!) Yet to trying to exit from lot R5 is a nightmare. The car traffic is awful as the cars coming from McKinley are gaining speed and coming around a curve so its hard to see them. There are so many obstacles to watch for, the cars coming from the library and Noyer exit, cars from McKinley, cross traffic coming from the arena and health center, the students walking in all directions and of course the trees in the median. Instead of a stop sign where it is not needed why isn't something done to make this area safer for all. A four way stop sign would be great!
Response: Hank stated that the Safety Committee had discussed this issue. As mentioned in Al Williams’ presentation above and in the attached Star Press article, the Muncie City Council will soon vote to approve a recommendation of a stop sign and reduction of campus speed limit to 20 mph. This matter is now out of the hands of the Safety Committee as it is a city issue.

A motion was made and seconded (T. Edwards/S. Dixon) to resolve this RFI. There was one (1) no vote.

The motion carried.

Bob Cope questioned the need for the reduction of campus speed limit to 20 mph. He feels that lowering the speed limit through campus will not lead to safety for pedestrians. He feels the reduction from 30 mph to 20 mph will actually cause more problems as the students will pay less attention to cars by taking extra chances due to their lower speed.

Peggy Weis believes the reduction in speed is warranted for a "school zone" which Bob stated that Ball State is not an actual "school zone".

Hank added that the situation will be monitored by the City of Muncie and BSU to see if reducing speed helps the situation. Bob reiterated that he didn’t feel slowing down is the answer.

Cathy Cunningham feels that 30 mph is too fast on campus. She stated that students don’t pay close enough attention and they don’t always cross where they are supposed to. She stated everyone driving through campus needs to slow down in order to watch out for pedestrian traffic.

Christine Edgeman asked of the potential for problems with the stop light distance from the new stop sign on Neely Avenue. She questioned whether this would cause a backup of traffic.

Al Williams stated it could happen, especially during special events on campus. However, Campus Police will monitor the area and direct traffic during such events. The area will be watched for disruptions in traffic flow, etc.

Tammy Edwards stated her appreciation for the R-11 drive being monitored more closely for wrong way drivers as it is quite disruptive to encounter a driver going the wrong way.

VIII. Announcements

Next meeting will be Thursday, February 18, 2016 in SC 301-2 at 1:15 p.m. Hank stated that he will be out for at least the next 4 weeks. In his absence, Peggy Weis will receive any questions on his behalf.
a) Angels for Life blood drive dates:  

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. 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.  

c) Bob Cope mentioned that he would prefer no meetings be held in the future in meeting spaces where not enough chairs are present. The December meeting was held in NQ 160. It was noted by Tammy Edwards that chairs were available in the room for those that had responded that they would actually be attending. When more Staff Council members attended than responded, it became necessary to add chairs which were readily available to be added.  

IX. Adjournment  
The meeting adjourned at 1:55 p.m. (T. Edwards/M. Allen).  

Respectfully submitted,  

Angie Zahner, Secretary  

Attachments