

**REVISED** MINUTES OF THE SEVENTH MEETING OF THE 2011-12 UNIVERSITY SENATE

Thursday, March 22, 2012

Members Present: 51

Members Absent: 14

1. The meeting was called to order by the Chairperson of the University Senate, Eric Kelly, at 4:00 p.m.

Roll Call was taken by initialing the roster located at the entrance to LB 125.

Members Present: S. Aegisdottir, E. Agnew, R. Bellaver, O. Benkato, R. Bremigan, B. Brey, S. Byrum, B. Canada, J. Chapman, G. Crawley, J. Forbey, M. Gerhard, J. Gora, J. Green, C. Griewank, D. Grosnick, M. Guntsche, K. Hall, M. Hanley, A. Harden, M. Harvey, T. Hendricks, M. Holtzman, J. Huff, J. Jemiolo, E. Kelly, T. King, J. Kluth, K. Kreamelmeyer, D. LeBlanc, J. Ledbetter, M. Maggiotto, T. Mahfouz, M. McGrew, C. Munchel, S. Pattison, D. Pearson, L. Pellerin, T. Richardson, D. Shawger, G. Slater, G. Stamp, M. Steib, K. Subler, K. Thurman, B. Wagner, A. Wieseke, L. Wiley, B. Wills

Substitutes: Joshua Gruver for J. Popovicova, Sushil Sharma for J. Zhao, Anthony Edmonds for S. Zhuk

Members Absent: S. Amato, E. Bowers, C. Corbin, J. Ellery, A. Gary, M. Hamil, B. Hannon, T. Hardin, D. Middleton, S. Parkinson, S. Rice-Snow, C. Seni, W. Sharp, K. Stanton

2. A motion was made and seconded (Shawger/Pearson) to approve the minutes of February 16, 2012.

The motion carried.

3. Items I. B. (Program Information, Enclosure #1), under Announcements was reviewed.

4. There was a moment of silence in recognition of the death of Joan E. Schrieber.

5. Item I. D. (Strategic Plan Presentation). Provost and Vice President for Academic Affairs, Terry King, and Chair of the senate and member of the Strategic Plan Task Force, Eric Kelly, gave a brief update on the progress of the Strategic Plan, 2012-17. The new Strategic Plan is:

<http://cms.bsu.edu/About/StrategicPlan2017.aspx>.

6. Gene Burton, Director of Public Safety, was present at today's meeting to discuss the concerns of some members of the senate regarding texting and walking. He reported that it is not a crime to text while walking, but the department focuses on changing the behavior. There have been health educators on campus who have conducted seminars on distractions while driving, and included is texting and walking). Texting while walking, as well as ipod devices in the ear are all safety concerns. Individuals need to take an active role in their own safety.

Discussion turned to the smoking policy. Public Safety is one of several groups given primary enforcement responsibilities. He believes resident hall employees enforce most of this policy, but it is difficult to enforce as people are in transit and it is difficult for the policy department to catch up to them. For visitors on campus, it offers an opportunity to educate them make them aware of the smoking policy and direct them to the designated areas in which they can smoke. Of course, there will always be the stubborn and independent-thinking individuals who will not take the policy seriously.

A question was raised regarding skateboarding on campus and if it was legal. He informed the senate that skateboarding is a violation of campus policy. It is the same ordinance as the city of Muncie. The shorter-designed skateboards do a significant amount of damage on campus because of riding the handrails and concrete banisters. There are, however, many who now use the longer skateboards as a mode of transportation from one point of campus to another. It is difficult to enforce because of the longer skateboards being used for transportation and nothing else.

A member of the senate had a question regarding bicycle rules and regulations on campus. This continues to be an issue. He gives credit to the Student Government Association who has assisted with registration of bicycles and the rules of riding. This will be a continuing issue as there is a significant increase of bicycles on campus; they anticipate an increase every year. Education is key. If a bicyclist is on the road, they must follow all rules of the road; however, nothing says a bicyclist has to ride on the roadway.

## 7. Committee Reports

### A. Governance and Elections Committee – Richard Bellaver, Chairperson

Richard reported the committee met on February 2 and reviewed: 1) the membership of the Professional Education Committee (PEC) which was forwarded to the PEC for review and discussion, 2) merging the technology committees (Instructional Media Support and Information Technology) into one technology committee, and 3) discussed nominations to the slate of officers for the executive committee of the university senate. The committee will be looking at adding term limits for committees and councils to the handbook. Finally, the student code indicates the Governance and Elections Committee appoints members to the University Review Board, a non-senate committee. They are in need of faculty and professional personnel to form a pool of individuals to attend 2-3 meetings per year. If anyone is interested in participating, please contact the Senate Office.

### B. Faculty Council – John Ledbetter, Chairperson

John reported the council met and approved the student code, which is on today's agenda. The council meets next week (3/29/12), and still need a nomination for vice chair. A senate member inquired regarding the salary compression issue and why it has not been addressed. Amy Harden, chair of the salary and benefits committee, indicated the committee has begun reviewing it. The review of salary documents has taken precedence at all meetings.

### C. University Council – Barbara Wills, Chairperson

Barb reported the council did not meet in March. The executive committee does not have a complete slate, but will continue to work on it. Their next meeting is April 5.

### D. Campus Council – Kevin Thurman, Chairperson

Kevin reported the council met last Thursday and discussed Charlie's Charter, approved student code revisions, and the revisions on the teaching evaluation policy. The final meeting of the semester is April 12.

## 6. Report by Chairperson of Senate – Eric Kelly (University Senate Agenda 2/16/12, Enclosure #2)

The chairperson offered to forego the review of the GANTT chart so there would be enough time for the remainder of the agenda.

## 7. Questions Directed to the President

The President received the following question from the members of the senate:

1. TIAA-CREF deposits into accounts are usually made at the end of the pay period; however, it has taken a week to two weeks to show in accounts. The President is not familiar with the situation, but will ask Vice President Howard to research the issue and get back to the senate. (Vice President Howard's response is Attachment #1 to these minutes.)

The President reported on the following:

- The dedication of the first half of the geothermal project was Tuesday, March 20. The Bracken Environmental Lecture Fund provided several speakers. In the evening, Brad Lautenbach was on campus for the Letterman Lecture Series.
- The speaker for spring commencement is Sutton Foster, two time Tony Award winner and mentor to Department of Theatre and Dance.
- For fall, 2012 enrollment, applications are up 19%, admissions up 4.3%, honors-eligible students up 14.2%. This is a good pool of freshmen and she hopes the class will be strong, both in quality and quantity.
- She will be meeting with deans and department chairs early this summer. The work for the legislative biennial budget submission in January takes place during the summer. There will be campus visits by legislators during the summer.
- The Board of Trustees meets March 23, 2012. They are receiving information on the new Strategic Plan, at an April Trustee retreat, prior to their vote in summer or fall. As the provost mentioned, the document is not going to be dramatically different; we are continuing with many of the points of the current plan, but paying more attention to our economic impact within the state. This is important to our funding profile. We also want to be certain we're working to improve morale on campus.

#### 8. Question and Answer Period

There were no questions.

#### 9. New Business

##### A. Constitutional Amendment – Second Reading (Senate Agenda, 3/22/12, Enclosure #3)

The motion to approve the revisions and responsibilities of the Salary and Benefits Committee, carried.

##### B. Student Code Revisions (Senate Agenda, 3/22/12, Enclosure #4)

Michael Gillilan, Director of Student Rights and Community Standards, was present at today's meeting to answer questions. The revisions were made for clarity, transparency, effectiveness of the code, and flexibility, especially to timeliness. Other revisions were mandated by federal guidelines.

It was suggested the document be reviewed carefully as there are a number of grammatical errors in the document.

A motion was made and seconded (Shawger/LeBlanc) to endorse the student code.

The motion carried.

##### B. Constitutional Amendment – First Reading (Senate Agenda, 3/22/12, Enclosure #5)

Although this was discussed at the Senate Agenda Committee, and has been reviewed by the Governance and Elections Committee, it has not been reviewed by either council whose committees are under their purview (Faculty and University).

A motion was made and seconded (Crawley/Gora) to forward to both councils for review.

The motion carried.

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The meeting adjourned at 5:00p.m.

April 19, 2012

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Eric Kelly, Chairperson

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Amy Harden, Secretary

/mt

**From:** Howard, Randy  
**Sent:** Friday, March 23, 2012 5:31 PM  
**To:** Kelly, Eric Damian  
**Subject:** Question from Senate

*Eric,*

***President Gora asked me about a question she received in Senate about delays in TIAA-CREF payments. I responded to her and she asked me to send you the answer also. Let me know if you have any questions.***

***Thanks – Randy***

I am aware of a delay in the University's contributions to the APP and other voluntary deferred compensation plans (i.e., our 403(b) and 457(b) plans) for the month of January (so the contribution that would be made in early February). I am not aware of additional delays. A little background information is provided below:

We had a one-time delay for the first professional pay period under the new ERP system. And even then, it was a delay from what folks have come to expect, but well within the legal (Department of Labor) guidelines for making the transfers to vendors for plans like ours. By law, we have 15 business days from the end of a pay-period to make voluntary employee contributions to the vendors (like TIAA-CREF) and even longer for employer contributions.

We normally get them out within 1 to 3 business days, and then it may take a day or two (more if a weekend is involved) for the vendors to post it to the individual accounts. However, the automated system didn't work with the new financial system and so we had to do a manual transaction for every employee and multiple vendors. I think we got them out by the end of the second week (so well within the limit), my folks almost put out a communication but each day we thought we were almost there and we had provided some general communications about possible glitches with the new payroll system. We did get a handful of calls asking why they were late, and most everyone was very understanding.

We are still posting manually, but I understand we are getting close to a new automatic transfer system and we did get the February ones out within the normal 1 to 3 days (which actually is amazing as the individual responsible for it left on emergency medical leave). There was a weekend involved, so many vendors didn't post the contributions until Monday morning (the 5<sup>th</sup> of March).

Randall B Howard  
*Vice President for Business Affairs and Treasurer*  
*Ball State University*

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