

2012-2013
BSU Staff Council Agenda

Meeting #3

Thursday, November 15, 2012 1:15 p.m.
Student Center Room 301-2 (SC 301-2)

- I. Call to Order
- II. Welcome Guests
- III. Speaker – Robert Fey, Assistant Chief of Police will speak on safety in the event of a shooting. He will present a video and have time for a Q and A session.
- IV. Roll Call
- V. Approval of Minutes from the October 18th Meeting
- VI. Committee Reports
 - a. Employee Relations – Shawna Sewell
 - b. Public Relations – Allison Rodebeck
 - c. Elections – Hank Gerhart
 - d. Hospitality – Angie Zahner
 - e. Research – David Kaufman
 - f. Salary & Employee Benefits – Teresa Kennedy
 - g. Angels For Life – Lisa Kaufman
 - h. Special Committee
 - i. Public Safety Committee
 - ii. A. Jane Morton
 - iii. Equal Opportunity Affirmative Action Complaint Appeal Board
- VII. Old Business
 - a. Follow-Up to RFI #35 2009/2010 and RFI #6 2011/2012 – Weekend parking situation for library employees with restricted pass for Emens garage and parking spaces being utilized during conferences and orientation on campus have been combined. After discussion in June these RFIs have been referred to a task force to work out a resolution with Parking Services.
Response: The weekend parking situation (RFI#35 2009/2010) has been forwarded to the Senate Agenda Committee for further review and discussion at their meeting on November 19.
 - b. Follow-Up to RFI #4 2011/2012 I have been talking to the people that work with our health insurance at BSU about the exclusion attached to our policy to cover weight loss surgery. I have found out that it would be a denied claim even if it were deemed medically necessary to sustain life. I would like to have the exclusion removed or changed to read when deemed medically necessary by physician. I understand from a phone conversation with Susan Girton that not many employees have inquired about this. During our conversation, I had asked about how to find out if other employees may want to see this exclusion changed or lifted. I was told that very few people had asked about it. I posted an inquiry on what I thought was Ball State Communicator. I have had many (41 as of this hour) replies stating to please investigate this option. I have had two responses against it. I would like to have staff council please present this to the correct individuals in order for a change or options to be made of our insurance coverage.
Discussion on RFI #4 2011/2012 will resume post survey set to take place in January.
- VIII. New Business

- a. RFI #1 2012/2013 I wanted to contact someone on the staff council regarding a situation that may affect other staff employees here at BSU. I have noticed that my hourly rate of pay is carried out to six decimal places on the Banner pay stud screen. On the Direct Deposit Advice my hourly rate is two places as it should be; however, the difference is that my pay is calculated with the six digit hourly rate and not the two digit rate. I contacted a Human Resource representative regarding my concern. She checked into this situation and contacted her supervisor. She later informed me in a meeting that there is a problem/glitch with the Banner system concerning rounding numbers and that the problem will be corrected. She could not give me a definite time as to when this correction will occur. I do not know whether or not other staff employees have noticed that their hourly rate is carried out to six places or not, but if so, the rate will reduce the annual salary of the employee. The amount is not large, possibly less than a dollar, but it may vary from employee to employee; nevertheless, I want my salary to be fully paid to me! Moreover, the rate of pay should be in two decimal places and not six if I understand correctly.

Assigned to Salary and Employee Benefits Committee

- b. RFI #3 2012/2013 I am in the "Exempt" pay status. When I was "non-exempt" I was able to take vacation time or sick time in 1,2,3,4,5,6,7 or 8 hour increments in one day. When I was moved from non-exempt to exempt, I can now only take sick time or vacation time in 4 hour time periods. It doesn't make sense to me why I have to take 4 hours sick time for a doctor appointment that only takes 1 hour or why I need to take 4 hours to meet a person to repair something in my house that may only take 2 hours. With the Kronos time system, it seems to me to be relatively simple to track 1 hour as well as 4 hours' time off. It sure works simply and easily for the non-exempt status employees and would be nice for the exempt status people to be able to enjoy the flexibility that the non-exempt have.

Assigned to Salary and Employee Benefits Committee

- c. RFI #4 2012/2013 Would like our insurance to add fertility insurance, like so many other companies have added in the past decade. I read that many states has made this a mandatory coverage. Like myself I unable to have a child with out help. I can't even have some tests ran to see what is the problem because I have no insurance to cover this. Each test is about 1000.00. For me thats a months pay. This is very unfair that I will not be able to have a child because of lack of insurance.

- d. RFI #5 2012/2013 I have a general question about our prescription drug insurance. Since Medco has been taken over by Scripts, why can't we forego the mail order nonsense and buy them at CVS or Krogers or some of the other pharmacies that are also ran by Scripts?

Response from Marie Williams, Associate Vice President for Human Resources and Administrator Services on RFI #4 and #5:

Thank you Teresa for the email. My team and I will review the RFI's and forward our responses to you ASAP.

- e. RFI #6 2012/2013 Is there a time limit on how long your write-ups stay in your personnel file with HR? Is there an option to request those files be removed? What would those options be?

Assigned to Research Committee

- f. RFI #7 2012/2013 I would like to know what the policy is for working from home.

Andrea Sadler had direct contact with the submitter of this RFI. This request is resolved.

- g. RFI #8 2012/2013 I would like to know if Staff Council can find out why the School of Extended Education is only offering 10 week classes and why they cannot offer at least 16 week classes (just like main campus). Is it because they don't want the instructors to have to rewrite their syllabus. Classes used to be offered up to 9 months or 10 weeks, which was almost too long. But I don't understand why they can't be 16 weeks? As an employee taking online classes, this 10-week only program is so accelerated that it makes it very very difficult for anyone who is working to be able to get the amount of work done that is required in order to finish in 10 weeks. A lot of us who take online classes have family, a job, and other commitments. How does the School of Extended Education think that these are convenient for anyone's schedule. And, if we have to now finish classes in 10 weeks, why are we limited to only 6 credit hours per semester.

Response from Nancy Prater, Director of Marketing and Communications, Extended Education:

There are two key reasons why the nine-month Independent Learning Program (ILP) courses were dropped. First, federal financial aid regulations prevent students who receive federal funds (such as Pell Grants) with taking courses that span more than one semester. Students in the nine-month classes faced losing their aid, and we obviously did not want to see this happen. Second, even before learning about the federal financial aid regulations, we were planning to drop the nine-month option. The drop-out and failure rate for the nine-month option were much greater than for any other type of online course. It seems that having more time for a class was, perhaps counter-intuitively, not the best option for students. We had hoped to offer 20-week courses, but this does not appear to be an option under current federal regulations.

With all this said, we are wanting to bring back more of the flexibility of the ILP courses to our students and are investigating a second option, such as a 16-week course like you suggest. We had hoped for a more elegant transition away from the nine-month courses, but we needed to act quickly so as not to endanger anyone's aid. We certainly appreciate your concern and have heard similar feedback from other working-age students in our courses. We will let all of you know as soon as the new course options are approved and available.

- h. University Smoking Policy

IX. Announcements

- a. Buy One Get One:
Montana Skies – 11/27/12 (Pruis)
Leahy Christmas – 12/11/12
Rastrelli Cello Quartet – 1/22/13 (Sursa)
Susan Werner – 1/31/13 (Pruis)

X. Adjournment