

Ball State University Staff Council
Meeting #1
Thursday, September 20, 2012
Student Center (SC), Room 301-2

Members Present: Carl Burgess, Kimberlee Fogle, Tonya Johnston, David Kaufman, Lisa Kaufman, Teresa Kennedy, Sarah McKillip, Kate Murray, Allison Rodebeck, Andrea Sadler, Shawna Sewell, Rhonda Small, Josephine Turner, Melanie Turner, Peggy Weis, Deena White, Angela Zahner

Alternates Present: Elijah Dotson, Heather Melton, Doc Hunter

Excused Absences: Mindy Beard, Susan Calvin, Rhonda Clark, Bartley Hainz, Kathleen Harrold, Teresa Rector

Unexcused Absences: John DeVoss, Brian Flowers, Hank Gerhart, Jeanette Hoover, Max Hunt, Dorothy Marvell, Angela Pickett

Guests Present: Judy Burke

I. & II. **Call to Order-Welcome Guests.** President Kate Murray called the meeting to order at 1:15 p.m. and welcomed guests to the meeting.

Vice President Andrea Sadler introduced today's speaker, Bob Koester, Director, Center for Energy Research/Education/Service (CERES).

Bob explained the role of CERES and its efforts toward sustainability on campus. Many initiatives have taken place since the commitment of the administration's move towards leaving a smaller carbon footprint, with the major project being the geothermal units. The north end of campus is complete and the south end is in progress with no use of the existing coal furnaces after March, 2014. There are many other interesting and interactive sections on the Ball State website: www.bsu.edu/sustainability.

III. **Roll Call** – M. Turner called the roll of representatives and alternates. Roll called showed 17 representatives present, three alternates present, six excused absences, and seven unexcused absences.

IV. **Approval of Minutes from June 21 and July 18, 2012**

A motion was made and seconded (Zahner/L.Kaufman) to approve the minutes of 6/21/12.

The motion carried.

A motion was made and seconded (White/Kennedy) to approve the minutes of July 18, 2012.

The motion carried.

V. **Committee Reports**

- a. **Employee Relations** – S. Sewell – no report.
- b. **Public Relations** – A. Rodebeck. Allison reminded everyone that the school supplies drive ends this week. Please contact her should you need assistance in transporting the supplies to the Biology Dept.
- c. **Elections** – H. Gerhart. No report.
- d. **Hospitality** – A. Zahner. No report.

- e. **Research** – David Kaufman - No report.
- f. **Salary and Employee Benefits** – T. Kennedy – no report.
- g. **Angels for Life** – L. Kaufman. Lisa reported that 1000 units of blood is our goal for the year. Last week we collected 336 units total in one drive. That's accepted units and minus the deferred units. The next drive will be November 13-14. The Angels for Life Blood Drive has been added to the Working Well incentives for points. We also have a new logo for use during the drive and advertising prior to the drive.
- h. **Special Committee**
 - 1. **Public Safety** - No report.
 - 2. **A. Jane Morton** - No report.

VI. Unfinished Business

- A. Follow-Up to RFI #35-2009/2010 – Weekend parking situation for library employees with restricted pass for Emens garage. After discussion in June, referred back to Research Committee for creation of a small task force to try to work out a resolution with Parking Services.

Follow-up: The Staff Council is still intending to contact Parking Services with our concerns. As requested earlier, please send concerns and/or pictures to either Kate or Melanie, who are compiling the list of concerns from the staff council and other members of the campus community.

- 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.

Response from Marie Williams, Associate Vice President for Human Resources and Administrative Services:

Unfortunately, due to the complexity of this issue and scheduling time constraints, I will not be able to have a detailed response formulated for you on/before the Staff Council meeting scheduled on April 19th, 2012. However, I can share with you that our team has started the process of researching this option, including dialogue with our healthcare provider, to assess the feasibility (benefits and cost to the University and Employees) to add this type of procedure to our health care plans in the future. This assessment will also include, but not limited to, benchmark analysis regarding health coverage options provided by other institutions of higher education, as well as a campus-wide benefits survey which will be administered in the fall semester. The survey will provide an opportunity for all employees to have valuable input regarding the University's benefit offerings. The results of the survey would then be utilized to help guide the future healthcare decision-making activities of the University, including any suggestions regarding new benefit offerings or services and/or changes to existing benefits.

Discussion: Time ran out at the health benefits presentation by Vice President Howard to ask questions. It was decided the council will go to Associate Vice President Williams to get a timeline on when this issue will be discussed with administration.

This RFI is not resolved.

- C. RFI #6 2011-2012 Many of us park in the lots surrounding the Student Center. Evidently, this week there was a Conference on Campus and all these cars were parked in the lots over there with hang-

tags. By very early morning it was full and extremely difficult to find a parking space for those of us with yellow. I know that Parking Services charges visitors to park in the garage, but I think we all know that the SC garage sits pretty empty and i do not understand why they cannot give hang-tags and let the conference attendees park in the garage. It leaves us as employees out in the cold while we give up our parking to visitors, which somehow doesn't seem quite right. I would like Parking Services to consider allowing conferences or meeting groups to be allowed to park in the garage versus the yellow surface lots that we as employees pay to park in. I understand it's all about the money for them -- but it's all about the money for us too. If we can't find a place to park after we have already paid for a permit, we have to double pay by paying in the garage or at a meter. Question for Parking Services -- is that fair?

Response from Nancy Wray: Lots around the Student Center are yellow permit (General) parking. The purchase of a yellow general parking permit does not guarantee the holder a convenient parking space. It only affords the holder the privilege to parking in any yellow parking area on university owned or controlled property. The free visitor permits issued by Parking Services are good in yellow and green lots. Visitors to campus have the same obligations and restrictions as employees who have yellow permits. Lot surveys conducted by Parking Services have indicated there is sufficient yellow and green parking on the south side of campus to accommodate employees and students as well as special events at the Student Center. While some lots directly adjacent to the building fill, there is open space available in the outer lots. One yellow lot closed due to the Geothermal Well project on the south side of campus has had some impact on yellow parking; however, yellow parking in that area has been moved to the green lot adjacent to it. As you are aware, the restricted lots on campus cost more. Besides convenience, those who purchase restricted permits are also purchasing the guarantee of available parking in the lot they chose. It would be inconsistent with university parking policy to provide free parking for visitors in those lots where employees have purchased a greater expectation to park.

Can you explain why these tags are not issued for the meter/visitor spots in the Garages?

Response from Nancy Wray: Metered parking is for short term and turnover parking only and a revenue source. We cannot give away metered parking anywhere.

Information from Parking Services Webpage

<http://cms.bsu.edu/About/AdministrativeOffices/ParkingServices/VisitingCampus/Garages.aspx>):

Metered Parking

Metered parking is available by the hour or for the whole day in each parking garage. Overnight parking is prohibited in all parking garages.

Payment

You must pay at the beginning of your stay in the parking garage. The pay stations in each parking garage provide step by step instructions for making payment. In order to pay, you will need to know your space number. Space numbers are located on the sign in front of each parking space. Be sure to enter the correct space number, citations issued for entering an incorrect space number will not be cleared.

Garage Rates	
Per Hour	Hours
\$1	1 - 3
\$.50	4 - 6
\$.25	7 & 8
\$5 Maximum Daily Rate	

The pay stations accept the following forms of payment:

- bills - \$1 and \$5 bills only
- change - nickels, dimes, and quarters
- credit cards - Visa, MasterCard, and Discover

Pay stations do not give change. The Office of Parking Services does not issue refunds for money paid in the parking garage or excess time on a meter.

Locations

R6 Emens Structure – Metered parking is located on the top floor of R6 with a pay station located in each of the three stairwells and one at the bottom of the up and down ramp on the top floor.

R7 McKinley Avenue Structure – Metered parking is located on the bottom floor of R7 with a pay station located at each pedestrian exit.

R8 Student Center Structure - Metered Parking is located on the bottom floor of R8 with one pay station located at the pedestrian exit on the north side of the garage.

Kate Murray researched this issue. She is looking for more feedback and suggested we look at other universities – some offer stadium parking with busses taking them to the door of their first location for meetings. After considerable discussion, it was decided that a few members of the council will meet to write a complete explanation to convey to Parking Services regarding our concerns. There are several, and include 1) university vehicles taking up yellow parking spots, and 2) yellow parking spots taken to have a smoking area. It is necessary to be thorough in writing and documenting our concerns and issues before passing on to the Parking Services Office. This may take a few months as pictures and other documentation will be gathered before presenting to Parking Services.

Discussion: This issue is not resolved, but will be combined with RFI #35-2009/2010, in our discussion with Parking Services.

With regard to this issue and #35-2009/2010, perhaps Orientation and Admissions should be contacted regarding our recommendations of parking for parents in the commuter lot at the Alumni Center and busing them to campus with a tour along the way. Parents can also opt to pay for parking in the garages on campus if they do not want to ride the bus.

- D. RFI #8 2011/2012 The fee remission requirement that a child must be claimed on an employee's taxes is discriminatory. Due to divorce decree, my ex claims 1 child and I claim one. This does not make my child any less my child, biologically or in any other way. I have always had both children covered by BSU insurance, pay regular child support, and have been an involved parent since the divorce. A non-biological child (stepchild) of an employee can get fee remission if the employee is remarried with step-children and claims them on their taxes. The policy needs to be changed, so that the only proof of the child qualifying should be a birth certificate.

Response from Marie Williams, Associate Vice President for Human Resources:

The University has reviewed its Fee Remission Policy for Dependents of Employees and is in the process of revising the eligibility requirements for dependents of employees who are divorced or legally separated. The administration will likely propose that the current dependent fee remission eligibility requirement that the dependent must be “claimed by the employee as a dependent on their federal income tax form” be removed. If approved by the Board of Trustees, this eligibility requirement will be replaced with new eligibility criteria that would permit the dependent(s) of an employee, who is divorced or legally separated, to be eligible for tuition remission under the proposed new policy guidelines. We hope to have this issue resolved by the start of the spring semester.

Thank you for your attention. Please contact me should you have any question.

This issue is resolved.

VII. 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 and have received no response.

- B. RFI #2 2012/13 was left off the agenda. It was a request regarding the pay stubs we receive on line. This will be added to the agenda for next month's meeting.

VIII. **Announcements**

- a. Kate is looking for someone to send out the Communications Center announcements. Melanie will supply all the documents for sending out. They should be sent the Monday before each Staff Council meeting. If anyone is interested, please contact her.
- b. Andrea Sadler has been nominated for homecoming court. Please vote for her on September 17th.
- c. Buy One Get One:
 - Draw the Line: Aerosmith Tribute Show – 9/21/2012 (Emens)
 - Mountain Hart – 9/27/2012 (Pruis)
 - Katie Armiger – 10/11/2012 (Pruis)
 - Birdland Big Band – 10/18/2012 (Pruis)
 - Royal Drummers/Dancers of Burundi – 10/24/2012 (Emens)
- d. October 18 is the next meeting of the council
- e. November 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.
- f. Please come prepared with the top 5 things you think staff should know about Ball State, your area or the community...helpful facts and tidbits of information for new and current staff people. A form will be available on which to write your points.

IX. **Adjournment**

Prior to adjourning, Staff Council member Jo Turner commented that the health benefits presentation by Vice President Howard was helpful. She also commented that anyone who has family health insurance, you will have to submit a copy of birth certificates for all dependents on the plan. Ivy Tech saved over \$1M when they required birth certificates.

A motion was made and seconded (White/Sewell) to adjourn. The meeting adjourned at 2:15p.m.

Respectfully submitted,

Melanie Turner
Secretary, Staff Council