Ball State University Staff Council Meeting #1 Thursday, September 16, 2010 Student Center, Room 301-2

Members Present:

Brenda Ayers, Maria Bumbalough, Jon Buchanan, Terry Burgess, Kay Collins, Amanda Collins, Marilyn Davis, Kathleen Harrold, Bradley Johnston, David Kaufman, Sarah Kreps, Sarah McKillip, Julie Moody, Kate Murray, Angela Pickett, Scott Stafford, Loretta Smith, Judy Stearns, Melanie Turner, Marilyn Waldo, Ted Workman, Angela Zahner

Alternates Present: Bartley Hainz, Teresa Kennedy, Julie Willoughby

Guests Present: Judy Burke, Kim Hiatt, Kristine King

Excused Absences: Cathy Cunningham, Delana Ulmer

- I. **Call to Order** President Loretta Smith called the meeting to order at 1:20 p.m. and welcomed the guests in attendance.
- II. The presentation by the guest speaker was moved toward the end of the agenda to work on technical problems in the meeting room.
- III. **Roll Call** M. Turner called the roll of representatives and alternates. Roll called showed 22 representatives present, two excused absence, and five unexcused absences.
- IV. Approval of Minutes from June 17 and July 15, 2010 meetings

A motion was made and seconded (M. Bumbalough/T. Workman) to approve the minutes from June 17.

The motion carried.

A motion was made and seconded (M. Bumbalough/J. Moody) to approve the minutes from July 15.

The motion carried.

V. Committee Reports

- a. **Employee Relations** M. Bumbalough no report.
- b. **Public Relations** A. Collins reported that the Back to School Drive is completed. The Food Drive will be in December.
- c. **Elections** L. Shore no report.
- d. **Hospitality** J. Stearns no report.
- e. **Research** C. Cunningham no report.

- f. Salary and Employee Benefits D. Kaufman no report.
- g. Special Committees
 - 1. **A. Jane Morton Award** K. Murray reported that a replacement is needed on the committee for the School of Music as the member is at the end of their term. She will contact the current representative for recommendations for replacement.
 - 2. **Angels for Life** M. Waldo reported Kristine King from the Indiana Regional Blood Center will be the speaker at today's meeting.
 - 3. **Public Safety** M. Waldo reported that the committee has met and will be conducting an evening tour to view sidewalks and lighting. She requested concerns for safety on campus be forwarded to the chairperson of the Public Safety Committee, Rick DiGiallonardo.

VI. Unfinished Business

A. Follow-Up to RFI #21-2009/2010 – Dependent fee remission for full-time temporary staff personnel.

Response: It was reported that the past president, Jennifer Lawson, forwarded the information concerning this RFI to Vice President Howard's office last year. J. Burke reported there has been discussion information will more than likely come forward in the next few weeks.

B. Follow-up to RFI #22-2009/2010 & RFI #31-2009/2010 – Non-exempt staff's limit of 40 hours per fiscal year for medical appointments vs. no limit for exempt and professional staff.

Pending response from administration on resolution forwarded after April 15 meeting.

C. 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.*

Tabled until next meeting.

D. Follow-Up to RFI #36-2009/2010 - Differences between recognition dinners for staff personnel and service personnel. Referred to Hospitality Committee to work with UHRS in the fall to explore options for a menu/service style change for the staff recognition dinner.

Response: J. Stearns reported that the Hospitality Committee will meet with the committee that plans the staff recognition dinner.

E. Follow-Up to RFI #37-2009/2010 – Outside tables near Administration Building or in Quad area for lunches. *Referred to Research and awaiting a response from Facilities*.

Tabled until next meeting.

VII. Request for Information/Policy Change:

1-2010/2011: 1-2010/2011: Recently my mother-in-law died while I was on previously scheduled vacation leave. My husband, who is employed at the university in the professional staff status, was also on previously scheduled vacation leave. In looking over the handbooks for both of us, we discovered a discrepancy in funeral leave between faculty/professional staff when compared to exempt and non-exempt staff. Here are the discrepancies: 1. There is no mention in the faculty/professional staff handbook that if they are already on paid leave when the death of a family member occurs they are not entitled to funeral leave. That statement appears in both the exempt and non-exempt staff handbooks. So my husband was able to change some of his vacation days to funeral leave, and I was not entitled to do that. 2. Faculty and professional staff are also entitled to bereavement days off if they are not able to travel to the funeral. There is no mention of bereavement days off in the exempt and non-exempt staff handbooks. I question why there are differences in how staff are treated when it comes to funeral and bereavement leave. This has the appearance of making the death of a faculty/professional employee's family member more highly valued than the death of an exempt or non-exempt family member. I have cut and pasted excerpts below from all of the handbooks. Even students are allowed 3 days of bereavement off from classes without penalty in the event of a death in the family.

p. 17 of Exempt handbook If an employee is on a paid or unpaid leave at the time of the death of a family member (as defined within the funeral leave policy), funeral leave is not available to that employee. Note that there is no mention of bereavement time off if the exempt employee is not able to attend the funeral, p.19 of Non-Exempt Handbook If an employee is on a paid or unpaid leave at the time of the death of a family member (as defined within the funeral leave policy), funeral leave is not available to that employee. Note that there is no mention of bereavement time off if the non-exempt employee is not able to attend the funeral. from page 235 of www.bsu.edu/academicaffairs/media/pdf/handbook.pdf RE: STUDENTS: 1.6.9 Right to Funeral and Bereavement Leave2 a. Students will be excused from class for funeral leave in the event of the death of a member of the student's immediate family or household, including: father, mother, husband, wife, son, daughter, grandfather, grandmother, grandchild, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, stepfather, stepmother, stepson and stepdaughter. The number of excused absences allowed is determined by the distance of funeral services from Muncie, Indiana, as follows: Three work days - Within 150 mile radius of Muncie Four work days - Between 150-300 mile radius of Muncie Five work days - Beyond 300 mile radius of Muncie Seven work days - Outside of North America If the student is unable to attend the funeral services, the student will be allowed three work days for bereavement. b. In the event of the death of a. Note that even students are allowed bereavement time off if not able to attend the funeral. Faculty and Professional Staff, Handbook, p. 151-152 5. Funeral and Bereavement Leave 5.1 Funeral Leave may be taken in the event of the death of a member of a faculty or professional personnel employee's immediate family or household: husband, wife, father, mother, son, daughter, grandfather, grandmother, grandchild, brother, sister, father-in-law, mother-in-law, daughter-in-law, son-in-law, stepfather, stepmother, stepson, and stepdaughter. Funeral leave is also extended to qualified same sex domestic partners if they meet certain requirements as defined in the Board Report dated July 18, 2003 (see Section VI, Appendix, page 259-260 for requirements). The period of paid leave is determined by the distance of funeral services from Muncie, Indiana, as follows: 5.11 Three work days - within 150 mile radius of Muncie; 5.12 Four work days - between 150-300 mile radius of Muncie; 5.13 Five work days - beyond 300 mile radius of Muncie; 5.14 Seven work days - outside of North America. 152 If a faculty or professional personnel employee is unable to attend funeral services as outlined above, that employee will be allowed three paid days for bereavement. Funeral Leave may be taken in the event of the death of a faculty or professional personnel employee's other relatives: stepmother-in-law, stepfather-in-law, brother-in-law, sister-in-law, uncle, aunt, nephew, and niece. Paid leave is limited to one work day. For more information you may check the Faculty and Professional Personnel Handbook at www.bsu.edu/academicaffairs/media/pdf/handbook.pdf.

Note that there are two major differences in funeral leave policy between faculty and professional staff when compared to exempt and non-exempt staff: 1. Faculty and professional staff get 3 days off for bereavement if not able to attend the funeral. There is no mention of this benefit in the exempt and non-exempt handbook. 2. If an exempt or non-exempt employee is already on paid leave when the death of a family member occurs, the exempt or non-exempt employee is not entitled to funeral leave. There is no such statement in the faculty and professional staff handbook.

Response: Judy Burke, Director of University Human Resources Services, responded to the request for information. Vacation is not leave under the funeral leave policy. Any questions concerning this policy should be directed to the Human Resources representative within their unit. She explained that every person, whether they attend the funeral or not, receives three days. The handbook states that additional days are given if you travel to the funeral. If you did not go to the funeral, you get just the three days. These three days do not have to be consecutive. She suggested the employee contact the office of Payroll and Employee Benefits to have funeral leave substituted for the vacation time. Vacation time will then be restored.

A staff council member posed a scenario: The employee is on vacation, but in Hawaii. Would the employee have to use vacation days to get back to Muncie? J. Burke responded that the individual would use one day of the three funeral days to travel back to Muncie, leaving them two funeral days, or the employee can use vacation for the travel day and have three funeral days remaining. Vice President of Staff Council, K. Murray, will also contact the individual who wrote the RFI to gather further information.

2-2010/2011: I have heard a recent rumor that employees will have to pay a fee of \$270 per year to use the exercise facility when it opens on August 18th. In the past, only fee required was to exercise in an "employees only" area. If the University is promoting wellness I would not think that charging a fee to exercise is contributing to that concept. I realize that the students pay a dedicated/student fee in with their tuition, but that also covers sporting events and other events.

3-2010/2011: As a staff member in Robert Bell, I thought it appropriate to allow my staff council member to know of my feelings regarding the \$90/ per semester fee for staff and faculty to use the new Student Recreation Wellness Facility. I find its sends a message to many staff members from the university that their health is of no concern. With the rising costs of health care I find that message to be very dangerous. Why work on campus if we are not allowed to take advantage of its opportunities? I would willingly sign a petitions started by staff council I have spoken to many others who feel similarly. With fee remission changes and now fitness scale backs, I am concerned about my importance to the university.

4-2010/2011: I think the University should be ashamed of themselves for stripping away the right of employees to use the new Student Recreation and Wellness Center. Yes, we all note that it is titled "Student" in the name, but as we all know, the Ball Gym is very small and does not have near the number of equipment that the new Center carries. Recently, they attempted to rectify that situation with Faculty/spouse hours only at the Ball Gym, but that is clearly not enough. I visited the gym on my lunch hour the other day and it was ridiculously packed like sardines in a can.

Yes, Randy Howard sends out an e-mail two days before the new facility opened (how convenient of him to wait until the last minute) and informs us that we too should pay fees (\$270 a year) if they are charging students. He states, "it is appropriate that we as employees pay the same rate as they do for use of this incredible facility." Well there is a difference. We are employees who were awarded the benefit of utilizing the campus facilities. What next, charge us to use the Library or charge us tech fees to use the Help Desk. Mr. Howard fails to realize that although we may not be contributing "monies" to these facilities in the past, we do contribute to the university in many, many ways and often give many hours freely of our time over and beyond what we are paid for. But I guess that matters not. However, it may matter the next time faculty, professionals or staff members are asked of their time or efforts. For someone like Mr. Howard who makes \$200,000 – paying these fees are a drop in the bucket to him. But to a struggling young mother, I used to enjoy going to Irving gym and working out. The structure was much more open than Ball Gym. You have to call ahead and reserve some of the equipment and you many not even be able to get it.

BSU was named as one of Indiana's healthiest employers last September; however, now, you want to take away fitness facilities or should I say, just stick us all in the old facility over at the Ball Gym. Oh wait, we still get to use the tennis courts and oh, yeah, Irving gym 2 (whatever that is). We pay the Director of our Health Enhancement Program nearly \$80,000 a year and what exactly does she do for us-bombard us with e-mails on fitness and working out. Yet, now we have to pay to work out...unless we use the really OLD facilities.

I'm outraged that they are charging us as employees and I think Staff Council need to get on this and get it turned around. Please Staff Council-do something that creates a positive impact and take a stand on something. Do you not agree???

Response: The three preceding RFI's 2, 3, and 4, relate to the Student Recreation and Wellness Center and will be submitted to Vice President Howard for feedback.

5-2010/2011: I noticed awhile back that you are the rep. for us on the staff council. I was wondering, and I know this is probably a long shot here, if Parking Services could designate some spaces (possibly one level, or half of one level) to those who work weekends and also pay the \$400 for a Garage Permit? On weekends it is difficult, especially in the Winter, to find a spot for those that have to work weekends and have paid the price for a Garage Permit. As it stands right now, the Garage is open to all on weekends. This is fine with me but it would be nice to have some spots reserved for staff parking. I'm sure this has been brought up to staff council before but thought id run it by you to see if it could be brought up again.

Response: C. Cunningham was not present at today's meeting. The RFI will be tabled until next month.

VIII. New Business

Three RFI's were submitted after the agenda was approved by the executive committee and will be added to the agenda for the next meeting of the council.

IX. Guest Speaker: Kristine King, Field Representative, Indiana Blood Center (IBC)

Kristine prepared a power point presentation pertaining to the IBC, blood donation in general, as well as the Angels for Life blood drive on the Ball State Campus. Highlights of her presentation included:

- a. IBC is a non-profit community service organization, founded in 1952 and employing over 400 associates
- b. 550 units of blood are needed every day for more than 65 Indiana hospitals (including Ball Memorial Hospital)
- c. Besides the central collection site in Indianapolis, there are five other fixed collection sites in Indiana
- d. Donor criteria includes being 17 years of age (16 years with parents' consent), at least 110 pounds, and in good health, as well as a questionnaire with screening of health, drug, travel, and sex histories
- e. One may donate whole blood every 56 days, platelets every two weeks, plasma every 28 days, and double red cells every 112 days
- f. There are no blood substitutes; the demand for blood continues to increase due to an aging population and advances in medical technology and treatments
- g. Only approximately five percent donate blood annually when there is an estimated 37.8 percent of the population eligible to donate
- h. Over 5000 units of blood have been collected at the Angels for Life blood drives
- i. Angels for Life blood drives are offered every 56 days to coincide with donating guidelines
- j. The Angels for Life blood drive is the single largest campus blood drive conducted by the IBC and collects more units of blood at each blood drive than any other campus in the State of Indiana.

Questions from Staff Council members:

- 1. Is this donation tax deductible? Kristine does not believe it is; however, she will research the question and reply to the council when she has an answer.
- 2. Council member is receiving negative feedback from gay and lesbian population on campus regarding denial of donating blood. Kristine responded that the FDA is currently working on another statement that will offer more insight to the gay and lesbian community.

L. Smith thanked Kristine, and Kim Hiatt, past chair of the Angels for Life blood drive, for attending today's meeting.

X. Announcements

- a. M. Bumbalough reported that volunteers are needed on the Employee Relations Committee as grievance advisors. Please contact her if you are interested.
- b. S. McKillip requested that departments be made aware of orientation information so they may assist students and families during the summer orientation sessions.

The next meeting will be held on Thursday, October 21, 2010, in the Student Center, Room 301-2.

XI. Adjournment

L. Smith adjourned the meeting at 2:10 p.m.

Respectfully submitted,

Melanie Turner Secretary, Staff Council