Ball State University Staff Council Meeting #5 Thursday, January 21, 2010

| Present: | |
|------------------------------|-------------------------------|
| | Julia Maady |
| Jennifer Lawson, President | Julie Moody Elaine Orr |
| Maria Bumbalough | |
| Terry Burgess Amanda Collins | Angela Pickett |
| | Lynn Shipley Loretta Smith |
| Cathy Cunningham | |
| Marilyn Davis | Judy Stearns |
| Sandy Duncan | Connie Tyner |
| Kim Hiatt | Marilyn Waldo |
| Janet Johns | Ted Workman |
| David Kaufman | Coralee Young |
| Sarah McKillip | Angela Zahner |
| Alternates Present: | |
| Brenda Ayers | Kate Murray |
| Bart Hainz | Paula Rench |
| | |
| Teresa Kennedy | Bob Cope |
| Guests Present: | |
| Judy Burke | |
| Excused Absences: | |
| Carl Burgess | Carol Terry |
| Kathleen Harrold | Delana Ulmer |
| Lee Anne Shore | |
| Unexcused Absences: | |

- **I.** Call to Order President Lawson called the meeting to order at 1:15 p.m.
- **II. Welcoming of Guests** J. Lawson welcomed all guests to the meeting
- III. Guest Speaker C. Young introduced Arthur Hafner, Dean of University Libraries. Hafner discussed his vision for the library, which was to turn the library into a place or destination. He wanted the library to be seen as somewhere students wanted to go to spend time rather than a book receptacle. In creating a new atmosphere in the library, the number of computers and software available to customers was increased, perception of the staff improved, new furniture and study area space became more inviting, meeting rooms for students and staff use were created, and shelves were stocked with more current items (i.e., DVDs, CDs, books, etc.)

Joyce Lewis

Hafner stated that 63 percent of the staff use the library. He listed services that are available to staff enjoy:

• Popular book collection

Ralph Julius

- Audio books
- Items can be renewed online
- Constant link to electronic databases
- Recent movies, television shows or series in VHS or DVD format
- CD:
- Meeting rooms
- Equipment such as video cameras can be checked out

He encouraged staff to take advantage of the services provided by the library. He also asked that staff share any ideas that they may have for improvements.

IV. Committee Reports

- A. Employee Relations M. Bumbalough no report.
- B. Public Relations A. Collins reported that the Holiday Food Drive was very successful. She shared a thank-you letter from the Salvation Army that stated that 1488 cans of food, 3 toys, and \$174 in cash were collected. She will share the thank-you letter with all staff through the Communications Center.
 - SCAN A. Collins reported that SCAN should be sent out at the first part of next week. She requested that articles for the next issue be sent to her by February 15. She expects that issue to be distributed the following week. J. Burke suggested including new staff members. This information can be found on the Human Resources website. D. Kaufman suggested adding a trivia section to help fill space. Other suggestions included creating a "Red Refresh" corner with information from our Roll Out the Red training.
- C. Elections L. Shore no report.
- D. Hospitality L. Shipley reminded staff that the Employee Recognition Dinner would be April 8. She stated that the members of the Hospitality Committee are expected to usher, and she asked council members to consider ushering at the event. She will ask for commitments at the next staff council meeting.
- E. Research C. Cunningham no report.
- F. Salary & Employee Benefits L. Smith no report.
- G. Special Committees
 - A. Jane Morton Award C. Young stated that nominations for the award have begun. She has received several inquiries and is hopeful that the committee will receive a lot of nominations. She distributed information to the council to post in their areas.
 - Angels for Life K. Hiatt reported that 188 units had been collected on January 20.
 There was a slow turnout on January 21 which was probably due to the icy weather conditions.

V. Old Business

Follow-Up to RFI #34-2008/2009 – Admissions criteria for staff personnel: *Returned to Salary & Employee Benefits committee for further research regarding employee admission to Ball State.*

S. McKillip reported that Math 125 is a basic course. Chris Munchel, Director of Admissions, explained that, although Math 125 is a basic course, a student must have already completed Geometry, Algebra I and Algebra II to take this class. These remedial classes should have been completed in high school, or are available at Ivy Tech. Staff members can audit classes without applying to Ball State. They should complete a Class Audit Request Form. However, they cannot audit a class and then try to test out of it for admission. *This RFI has been fulfilled*.

Follow-Up to RFI #16-2009/2010 – Parking issues: *Returned to Research/Ad hoc Committee to work on proposal.*

S. McKillip reported that an ad hoc committee comprised of herself, K. Hiatt, C. Cunningham, and M. Davis developed a proposal to forward to Parking Services for a few changes in the parking policy.

Proposed changes to Ball State University Parking Services policies, submitted by Staff Council:

- 1) A person in possession of a BSU parking registration permit (i.e. a Yellow, general faculty staff registration or a Red, restricted registration) may be permitted up to three garage fee refunds during the fiscal year if:
- Red or Yellow lots are at full capacity, and parking in the garage for a \$5 fee is the only available option for that particular day and time.
- The staff person currently holds a valid registration, and is able to show identification and a parking garage receipt to Parking Services personnel within a 48 hr. time period.
- 2) Yellow/Green lot reciprocity will be increased, so that a staff or student in possession of a Yellow or Green registration may be permitted to park in either type of lot. The proposed change will help alleviate some overflow when Red/Restricted permit holders must park in Yellow lots due to lack of parking spaces. Alternatively, Purple stadium lots could serve as an overflow for Yellow or Green Permit holders.
- **The proposed changes would be effective during the current campus parking situation. As campus construction ceases and parking spaces are recovered, the policies would be reevaluated at that time.
- C. Cunningham moved that the parking proposal be presented to Parking Services. A. Collins seconded the motion. Discussion followed. Council felt there needed to be some changes to the verbiage to make the proposal clearer. Rather than using the word "reciprocity" in item #2, the wording should be changed to indicate that in a shared lot, Yellow and Green permits could park in either type of lot.
- C. Young moved to amend the wording and then present the proposal to Parking Services. S. Duncan seconded the motion. The motion passed with 1 nay vote.

Pending RFI #20-2009/2010 – Is there a plan in place for the crossing on McKinley adjacent to the parking garage? An "island" like on University would be ideal. Besides having to wait for long periods of time (often during very inclement weather), it is sometimes dangerous to attempt to cross the street. Part of the problem is the bus stop on that corner. Cars will pull out to pass the bus and not see pedestrians already in the process of crossing. It is really a very dangerous situation and probably only a matter of time before someone is seriously hurt. (*From 12/17/2009 meeting – response from Vice-President Randy Howard pending.*)

C. Young stated that Dr. Howard will address this issue when he speaks to Staff Council in March.

Follow-Up to RFI #21-2009/2010 – Fee remission for full-time temporary staff personnel: *To Executive Committee for draft of resolution for administration to examine language of policy for possible change.* This item was tabled until the February meeting.

VI. Requests for Information/Policy Change

<u>22-2009/2010</u>: Non-exempt staff are limited to 40 hours per fiscal year for both their own and family appointments unless FMLA. This is not the case for exempt or professional staff. They are only limited to 40 hours for family. They can use as much time as they have earned for personal appointments. I would like to see the policy changed so that non-exempt can use as much of their earned time as they would like for appointments and remove the 40 hour limit.

C. Young asked J. Burke to respond. Burke stated that the Fair Labor Standards Act requires the university to classify all staff. Exempt staff are exempted from provisions of federal law such as working overtime. They do not track their absences hourly rather by half-day increments. If their absence falls under FMLA, they can track their absences hourly. Non-exempt staff are paid by actual hours worked. Any time worked over 40 hours must be compensated either with overtime pay or compensatory time-off. The university policy encourages staff to accumulate sick leave in the event of long-term disability. Burke suggested that staff could request our time-off benefits be changed to PTO (Paid Time Off) as the service staff has. PTO would provide a lump sum of time to be used for any planned absences. It does not differentiate between vacation and sick time. No further action will be taken. This RFI has been completed.

<u>23-2009/2010</u>: I have fallen on the ice twice during the Thanksgiving/Christmas breaks this year. I have noticed both times that there has been NO salt on the sidewalks. I know the students and faculty aren't here – and the staff seem not very important – but it is dangerous to not put salt down. My injuries were just sores, scrapes, and bruises but next time it could be worse. The day after I fell I noticed a little salt on the steps. The steps have places to hold on to normally and I doubt if people would even fall on the steps. Inclines are especially dangerous with no place to hold on. If maintenance could even just put a little salt down for staff members during breaks, it would be very much appreciated.

C. Cunningham sent an email to Kevin Kenyon. His response follows:

"We sometimes do not salt sidewalks or ramps while it is still snowing. The brooms or plows will just come through and remove the salt a short while later and it is mostly wasted. It is best to put the salt down after the snow has stopped and the brooms have been through.

Salt is not very effective below 15 degrees F and we tend to use less when it is very cold for that reason.

This week we will be getting into the freeze/thaw cycle where the sidewalks will be wet during the day from snow melt and then freeze at night. No matter how hard we try to keep everything salted there will be slippery spots. Proper footwear and using caution while walking is always the prudent thing to do during the winter.

Other than those factors, we use the same snow removal and salting methods during the breaks as we do during the semesters. Staff are not ignored.

I do not know where this person fell and that is always helpful information when we get feedback like this so I can follow up with the snow removal crew. Mistakes do sometimes happen."

Staff Council suggested that staff contact facilities directly immediately if they notice a spot that needs attention. This RFI has been completed.

VII. New Business

Budget Ideas from Staff Council

In response to the President's request to submit suggestions for ways the university could cut expenses, A. Zahner compiled all suggestions from our constituents. J. Lawson will prepare a cover letter to accompany the list that will be hand delivered to Randy Howard, Vice President for Business Affairs/Treasurer. The cover letter will stress that although Staff Council is providing a conduit for presenting the information, the council does not endorse any specific suggestion and in fact, strongly feels the need to keep our current benefits intact.

Executive Council discussed their reasoning for sending the document through as written. They feel that the cover letter will explain that staff council does not endorse the list, but we are a gathering source providing a conduit for forwarding the suggestions. It was suggested that the recommendations be placed in order according to the number of times a specific recommendation was suggested.

Collins moved that the document be hand-delivered to Randy Howard once the items have been rearranged and with the cover letter. K. Hiatt seconded the motion. The motion carried with 1 nay vote.

VIII. Announcements

Our next meeting will be held on Thursday, February 18, in Student Center Room 301. Our speakers will be Dan Lutz, Director, and Fawn Gary, Associate Director, Unified Technology Support.

IX. Adjournment

K. Hiatt moved to adjourn the meeting. B. Heinz seconded.

The meeting was adjourned.

Respectfully submitted,

Lynn Shipley