# Ball State University Staff Council MEETING #10 Thursday, June 17, 2010

F	r	es	e	n	t ·

Lynn Shipley
Lee Anne Shore
Loretta Smith
Judy Stearns
Connie Tyner
Marilyn Waldo
Ted Workman
Coralee Young
Angela Zahner
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#### Alternates Present:

Rhonda Clark Bartley Hainz Bradley Johnston Kate Murray

#### **Guests Present:**

Judy Burke
Christopher Caldwell
Andrea Sadler

Patty Hollingsworth Denise Perkins

## **Excused Absences:**

Terry Burgess	Elaine Orr
Marilyn Davis	Carol Terry
Delana Ulmer	Joyce Lewis

- I. **Call to Order** President J. 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 Patty Hollingsworth, Director, Health Enhancement Program.
  - P. Hollingsworth discussed the new Health Risk Appraisal program that will be implemented July 1, 2010. There will be two levels. Level one for those who have not participated in the program before. Level two for those who have participated in the program.
  - P. Hollingsworth explained how the level two program will work. Participants will need to accumulate 50 points to receive their \$50 gift card. There are several ways to accumulate points. There will be more information about the program after the July 1 Roll-Out date.

- P. Hollingsworth showed a commercial made by Ball State students for the new program.
- IV. **Roll Call** A. Collins called the roll of representatives and alternates. Roll call showed 21 representatives present and 6 excused absences.
- V. **Approval of Minutes from May 20, 2010 Meeting** The minutes were unanimously approved with corrections on a motion by L. Shipley, seconded by C. Cunningham.

## VI. Committee Reports

- a. **Employee Relations** M. Bumbalough said a Step 3 Grievance had been heard. The grievance was denied.
- b. **Public Relations** A. Collins gave the dates for the School Supply Drive. The Drive will be held August 23-September 3. She will send out flyers closer to time.
  - i. SCAN No Report.
- c. **Elections** L. Shore reported that the elections were completed. She handed out officer's biographies of those running for office. She announced that the election of officers will be next meeting.
- d. **Hospitality** L. Shipley announced the July lunch will be held at the Student Center is room S.C. 303 at 12:00 p.m. You can bring your own lunch or purchase lunch at the Tally. The meeting will follow at 1:15 p.m. This meeting will be the election of officers.
- e. **Research** C. Cunningham no report.
- f. Salary & Employee Benefits L. Smith no report.
- g. Special Committees
  - i. A. Jane Morton Award No Report
  - ii. Angels for Life No Report
  - iii. **Public Safety** No Report

### VII. Old Business

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

*Update: J. Lawson said she is awaiting a response from Dr. Howard regarding the proposed dependent fee remission resolution.* 

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

*Update: J. Lawson said she is still awaiting a response.* 

c. Follow-Up to RFI #35-2009/2010 – Weekend parking situation for library employees with restricted pass for Emens garage. *Referred to Research Committee for follow-up with Parking Services*.

*Update: C. Cunningham reported:* I researched this question and found that in the minutes of the April 20, 2006:

<u>27-2005/2006</u> Those of us that work on Saturdays or Sundays have trouble finding a parking space in the parking garage (Emens structure). Some Saturdays I do not leave at all because I will never get a parking space back. The students park in the garage and events at Emens take up spaces as well. Is there anything that can be done? Perhaps keeping some spaces reserved every day including weekends?

Enforcement is suspended 5pm Friday through 7pm Sunday. If situation was changed for employees, then it would have to be enforced, but there is not enough manpower on weekends.

A written proposal should be sent to Gene Burton. C. Wallen moved to forward RFI 27 to the traffic and safety committee; M. Dipego seconded. Discussion: Should the proposal be worded more formally? Find out how many people are affected, and then create proposal. Motion carried.

This was the beginning of the proposal from Staff Council – April 20, 2006. The proposal was finally answered and Staff Council decided not to pursue the issue further (see below):

A. RFI #27-2005/2006 and #11-2006/2007, Proposal to Gene Burton about Weekend Parking – S. Ewert said she received an email from N. Wray in Parking Services that read, "One of the major issues on the weekends is enforcement. If we posted areas for employees on the weekends they would have to be enforced and would mean increasing the manpower to enforce on the weekends. That would also mean that weekend enforcement would affect the entire campus community. We would want to be fair to everyone all across the board and for our office alone the impact for enforcement and management of facilities would increase significantly. I don't know where the Traffic and Safety committee is on this issue, but these are some of the things that I know would have to be taken into consideration."

**Action:** Staff Council will not pursue the issue further (see below B. ii.)

## **B. Staff Council Proposals to Administration**

- i. **Monetary Stipend for Meritorious Service Award Winners** S. Ewert said she has not yet received a response from Dr. Thomas Morrison regarding the letter and proposal sent on October 16, 2007.
- ii. Reconvening of Parking Task Force S. Ewert received a letter from Dr. Alan Hargrave that read, "Your letter to Dr. Bales regarding issues surrounding parking on the BSU campus was forwarded to me. As I'm sure everyone on campus realizes, there are significant challenges to address the limited parking which is available in the core of the campus. The Department of Public Safety and Parking Services are regularly monitoring usage of various lots and will modify regulations as necessary. The Emen's Parking Structure was under-utilized last year and it was determined that a limited number of spaces could be sold to students. The number of passes sold to students has an upper limit which we don't anticipate increasing. There are also ample spaces available in the McKinley Ave. Garage which were not available when the Parking Task Force met and made recommendations. At this time, I don't believe that it would be productive to reconvene the Parking Task Force. If individuals have specific concerns, please

have them address those to Ms. Nancy Wray. From my experience with her, I have found her to be responsive and have a broad view of the many constituent groups who comprise the university community."

Further discussion went on about how many people use the parking structure on the weekends and during Emen's events. A motion was made by S. McKillip and seconded by R. Julius to look into this further.

Motion was unanimously passed. It was decided that a task force would be made with the research committee, library, and dining services personnel.

After the motion was made, there was a discussion of how many spots may be needed in total. Library 8-10, Dining Services 16-20, Theatre and Dance 8-10.

## VIII. Request for Information/Policy Change:

36-2009/2010: I attended the Service Staff Recognition Dinner on May 14 at Worthen Arena. The buffet menu was great, and consisted of green salad, macaroni salad, coleslaw, and fruit salad. Macaroni and cheese, green beans, mashed potatoes and gravy, chopped steak and gravy, fried chicken, and barbeque ribs were offered. Also offered were beverages, cookies and ice cream, and the famous orange rolls and golden rolls. This dinner was all you can eat and was free. I would like to know why this dinner is so different from ours. I have been employed here at Ball State University for 29 years. I have attended some of my recognition dinners, and anyone we invite has to pay for a ticket. We don't even have the large choice of menu items, and I would like to know why this is.

We are all employees at BSU regardless of what department we work in. I feel strongly that it is unfair for such a difference to exist in our recognition dinners, especially since we have to pay and don't get half of what is offered at the Service Staff dinner. Why can't we have it in the Alumni Center or Student Center with a healthy menu buffet, and it be free? Or, if we do have to pay, why can't we have the choice of a buffet? I myself would like to see this change.

Response: C. Cunningham read the following: I researched this question and found that in the minutes of the April 19, 2007 Staff Council meeting this question was posed as 38-2006/2007. The action taken by then President S. Ewert was that a response from Judy Burke in Human Resources indicated that staff dinner could be held in conjunction with the service banquet. K. Pickens made a motion to have the Research Committee develop a question to poll constituents. S. Duncan seconded the motion.

In the May 17, 2007 minutes S. Ewert said the questionnaire will be sent to staff members to respond using Inquisit. K. Hiatt is familiar with the system ad will initiate the poll. Results of the poll will be reported next month.

In the June 21, 2007 minutes approximately 800 staff members were polled for the survey. A total of 387 staff members responded and 131 people made comments such as, they want

separate from service, like the current format, want more casual but separate from service, cost is prohibitive from attending now, like free, concern that the program will be too long if combined, have lunch or an afternoon program, have never attended, yes-combine the events and have a buffet instead of a sit-down dinner.

After some discussion on the issue, K. Pickens made a motion to forward the issue to the Research Committee for more detailed discussion and review. C. Terry seconded and the motion carried. One member, M. Folkerth opposed the motion.

In the September 20, 2007 minutes Z. Mickler, on behalf of the Research Committee, recommended in the form of a motion that Staff Council leave the Staff Recognition Program as it currently stands (being held separate from the Service Staff Dinner). C. Duffy seconded the motion and Council voted unanimously in favor.

There was discussion about the poll and question as to whether or not it was actually sent out, and if it should be sent out again.

- D. Perkins asked if we pay to attend why we cannot choose what meal we have. She asked if there was a survey, she would like the survey to explain the differences in the two dinners.
- J. Burke explained that dining services pays for the service personnel dinner.
- R. Julius clarified that there would be a concern about staffing and size if the Staff dinner changed to a buffet style.

A motion was made by S. McKillip and seconded by S. Duncan to refer to hospitality. It was unanimously approved.

<u>RFI#37-2009/2010:</u> I was wondering if there would be a possibility, or even how to request, to have tables of some sort around the Administration Building for eating lunches outside? Maybe put them on the deck area to the north or in the quad yard scattered about. I know there are benches around, but a table would be nice for eating lunches.

C. Cunningham reported that she is awaiting a reply from Kevin Kenyon.

<u>RFI#38-2009/2010:</u> With the establishment of the new health savings accounts (HAS) can we transfer funds from our IPB (income protection bank) accounts to our HAS to cover our deductable? Also can this be done on a yearly basis?

L. Smith read the following response from Marie Kavanagh: Response to RFI – Staff Council 38-209/2010

Provided by: Marie Kavanagh, Director, Payroll & Employee Benefits

With the establishment of the new health savings accounts (HSA) can we transfer funds from our IPB accounts to our HSA to cover our deductible? Also can this be done on a yearly basis?

No, you cannot transfer funds from your IPB account to an HSA account. There are several reasons why this is not possible:

- 1. First and foremost, Health Savings Accounts are heavily regulated by the Internal Revenue Service (IRS), and are thus subject to a multitude of rules. Among these are strict guidelines for making contributions to fund the accounts. Currently contributions must either be made through a rollover from a qualified IRA or they must be in cash.
- 2. A Health Savings Account is a personal account set up through a financial institution separate from the University. The account is in no way connected with the University.
- 3. IPB banks only have a value when they are used to pay an employee for time off for illness or injury. The hours in an IPB account cannot be paid out as a lump sum of cash (as would be required to make a contribution to an HSA).
- 4. The only way the value of an IPB bank could be used to make a contribution to an HSA is if the dollars paid were deducted from your paycheck and deposited into your established HSA account.
- 5. Contributions to an HSA Account can be made through payroll deduction if the account is set up with Mellon (pre-tax). Contributions can also be made if set up as a direct deposit to the account at another bank (post-tax), direct payment to the account, or by rolling over an IRA into the HSA account.

## IX. New Business

None

#### X. Announcements

- a. J. Lawson thanked the council for a successful year. She thanked the Executive Committee. She said it was a good experience.
- b. Our next meeting will be held on Thursday, July 15, 2010, in S.C. 303. We will have our election of officers.

# XI. Adjournment

With no further business being presented J. Lawson adjourned the meeting at 2:25 p.m.

Respectfully submitted,

Amanda Collins Public Relations Chair, Staff Council

#### STAFF COUNCIL

# **Proposal to Administration**

Non-Exempt Personnel Use of Paid Sick Leave Hours with Respect to Medical and Dental Appointments

April 20, 2010

The Ball State University Staff Council, composed of representatives from all areas of campus, met on March 18, 2010 and re-reviewed a Request for Information/Policy Change (RFI #22-2009/2010). Initially discussed January 21, 2010, the RFI requests that paid sick leave policies for non-exempt staff personnel be equivalent to exempt staff personnel policies, with regard to medical and dental appointment restrictions.

The policy change requested would revise the following statement from page 21 of the Handbook for Non-Exempt Staff Personnel (rev. 2008). Currently it reads:

#### 4.1.7 Paid Sick Leave

"The total paid sick leave hours used for medical or dental appointments or for the care of a family member shall not exceed 40 hours in any fiscal year."

We request that the statement be modified to read as follows:

## 4.1.7 Paid Sick Leave

"The total paid sick leave hours used for the care of a family member shall not exceed 40 hours in any fiscal year."

By eliminating the current restriction on medical and dental appointments for non-exempt staff personnel, these employees would be given the same opportunity as exempt staff to balance their earned sick leave as they see appropriate. Like exempt personnel, non-exempt staff would be responsible for tracking sick time at their discretion, while still keeping in mind the need to accrue sick time for future use.

Finally, lifting this restriction simply removes an unnecessary complication and minimizes needless paperwork. It lends itself well to promoting a sense of trust and self-responsibility for non-exempt personnel throughout the University.

Based on the above information, and by unanimous vote of the Staff Council, we respectfully request that University Administration and the Board of Trustees review and consider the proposed elimination of current medical and dental appointment restrictions for non-exempt staff personnel.

# Follow up to RFI #22 2009/2010

(Regarding Non-Exempt Staff Limit of 40 hours per Fiscal Year on Medical Appointments)

# **Exempt versus Non-Exempt Staff Handbook Comparisons**

From page 21 of the Handbook for Non-Exempt Staff Personnel (rev. 2008).

## 4.1.7 Paid Sick Leave

"The total paid sick leave hours used for medical or dental appointments or for the care of a family member shall not exceed 40 hours in any fiscal year."

For comparison, page 18 of the Handbook for Exempt Staff Personnel (rev. 2008) reads as follows:

## 4.1.6 Paid Sick Leave

"The total paid sick leave used for the care of a family member shall not exceed 5 days in any fiscal year."