

Ball State University Staff Council
MEETING #8
Thursday, April 15, 2010

Present:

Jennifer Lawson, <i>President</i>	Elaine Orr
Maria Bumbalough	Lynn Shipley
Carl Burgess	Lee Anne Shore
Terry Burgess	Loretta Smith
Amanda Collins	Judy Stearns
Cathy Cunningham	Carol Terry
Marilyn Davis	Connie Tyner
Kathleen Harrold	Delana Ulmer
Janet Johns	Marilyn Waldo
Ralph Julius	Ted Workman
David Kaufman	Coralee Young
Joyce Lewis	Angela Zahner
Sarah McKillip	

Alternates Present:

Brenda Ayers	Kate Murray
Marilyn Coleman	Paula Rench
Bartley Hainz	Lori Siefker

Guests Present:

Judy Burke	Jo Ann Gora
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Excused Absences:

Sandy Duncan	Julie Moody
Max Hunt	Angela Pickett

- 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 asked Dr. Jo Ann Gora, president of BSU to address the council.

Dr. Gora thanked Staff Council for inviting her to speak. She commented on how well the staff recognition and awards dinner was handled and the council's role. Gora said she was at the table with the winner of the A. Jane Morton award recipient, Dina Byrnes.

Dr. Gora shared information on what she called “the big picture” and included information on current projects on campus, the current strategic plan, the capital campaign. Other projects discussed included:

- Next strategic plan (2012-2017)
- NCAA Athletics Certification
- North Central Accreditation

- Enterprise Resource Planning (ERP) Implementation
- Geothermal Project

Dr. Gora shared a copy of the midterm progress report of the Strategic Plan 2007-2012. A copy of the report may be viewed by visiting www.bsu.edu/strategicplan3. The report also has rankings and recognitions. View rankings at www.bsu.edu/ranked.

The BOLD Campaign has 57,898 donors and commitments of over \$190 million dollars. The campaign has four main goals in relation to the Strategic Plan:

- Scholarships \$40 million
- Immersive learning \$40 million
- Nationally ranked programs \$40 million
- Vibrant campus \$40 million
- Other \$40 million

Dr. Gora said she had not received any feedback, emails, or questions regarding the university's budget cuts. She asked if members of council had received feedback. Members said that, even though cuts were unfortunate, they were thankful the cuts seemed fair and well thought out. Gora followed by saying on-line applications are up, however on-campus applications are down. The university will look at hosting events on campus as a way of generating additional funds. Events may include weddings, conferences, special events, or housing in the residence halls. She said she does not intend for the campus to get larger. The university does have a physical master plan. However, there are no plans for new buildings at this time.

Dr. Gora again thanked members for inviting her to speak and share the big picture with the council.

- IV. **Roll Call** – C. Terry called the roll of representatives and alternates. Roll call showed 25 representatives present and 4 excused absences.
- V. **Approval of Minutes from March 18, 2010 Meetings** – The minutes were unanimously approved as submitted on a motion by C. Cunningham, seconded by M. Bumbalough.
- VI. **Committee Reports**
- Employee Relations** – M. Bumbalough said there is a possible Step 3 Grievance. She will keep the committee posted.
 - Public Relations** – A. Collins said constituents should still be collecting food for the food drive. Please deliver all contributions to the Biology Department by Monday, April 19.
 - SCAN** – A. Collins said the SCAN newsletter will be available on the website and emailed to all constituents soon. The issue contains information on the A. Jane Morton nominees and may be viewed by visiting <http://www.bsu.edu/staffcouncil/scan/apr2010/>.
 - Elections** – L. Shore said the ballots were mailed. She noted that the council would need to elect new officers for the position of president, vice president, and secretary. Anyone interested in one of the positions should submit their name for consideration.
 - Hospitality** – L. Shipley thanked volunteers who helped usher for the staff awards dinner. She plans to meet with the committee to discuss plans for the July luncheon.

- e. **Research** – C. Cunningham – no report.
- f. **Salary & Employee Benefits** – L. Smith – no report.
- g. **Special Committees**
 - i. **A. Jane Morton Award** – C. Young announced that Dina Byrnes was selected as this year's A. Jane Morton award recipient. Dina had a photo taken with the daughters of Mrs. Morton for the SCAN newsletter. There were 12 nominees, including two from staff council, Marilyn Davis and Kathleen Harrold.
 - ii. **Angels for Life** – M. Waldo reported that 262 units were collected at the last blood drive. The next AFL blood drive will be held May 26-27. She distributed a sign-up sheet for those interested in helping at the registration table. The Angels for Life committee plans to meet later in the month and will be looking for a new chairman. If you are interested, or know someone who may be interested, please contact M. Waldo or J. Lawson.
 - iii. **Public Safety** – J. Lawson noted that M. Waldo and B. Hainz were appointed to the Public Safety Committee and will report on safety issues around campus. Both Hainz and Waldo said it was an interesting experience and said they saw instances of poor lighting, broken pavement, and other issues the committee will address.

VII. Old Business

- A. Follow-up to RFI #16-2009/2010 & #17 2009/2010 – Parking issues

Response: C. Cunningham received the following response from Nancy Wray, Manager, Parking Services. "Gene and I have talked and he has considered your suggestions, however, we have put them on hold because by fall we will be getting back a good number of yellow parking. With the completion of the project here at the Student Center, the new Rec Center and the Glick Glass Center we should recover much of what we lost this year. We will also be getting yellow back out by Carmichael from the geothermal well project. We think we will recover at least a couple hundred spaces."

- B. 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.

- C. 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.

Response: S. McKillip prepared and distributed a copy of the proposal to administration regarding RFI #22-2009/2010 and RFI #31-2009-2010 (copy attached as part of these minutes). After a minor adjustment, C. Young made a motion to accept and forward the resolution to Administration. L. Shipley seconded the motion and it passed unanimously.

- D. Follow-up to RFI#24-2009-2010 – TRIOTA as donation drive alternative.

Update: M. Bumbalough said she expects to have a response at the next meeting.

VIII. Request for Information/Policy Change:

There were no RFI's for review.

IX. New Business

Collins asked about Employee Self Serve (ESS) and paystubs for service employees as it related to use of Bracken Library computers. L. Smith said the Office of Payroll and Employee Benefits offered training and classes for service employees. If employees have problems with the ESS system, she asked that they be directed stop by or contact the PEB office.

L. Smith reminded that the open enrollment period for changes to insurance coverage will be April 19 – May 14, 2010. Information will be mailed to the employees' home address.

X. Announcements

Our next meeting will be held on Thursday, May 20, 2010, in Worthen Arena Lounge. Our speaker will be Josh Bisher from Recreation Services.

XI. Adjournment

With no further business being presented J. Lawson adjourned the meeting at 3:30 p.m.

Respectfully submitted,

Carol Terry
Secretary, 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.”