# Ball State University Staff Council Meeting #6 Thursday, March 17, 2011, 1:15 p.m. Student Center, Room 301-2

#### Members Present:

Brenda Ayers, Shannon Bell, Jon Buchanan, Maria Bumbalough, Amanda Collins, Kay Collins, Cathy Cunningham, Marilyn Davis, Bradley Johnston, David Kaufman, Sarah Kreps, Sarah McKillip, Kate Murray, Angela Pickett, Andrea Sadler, Lee Anne Shore, Loretta Smith, Judy Stearns, Jo Turner, Melanie Turner, Marilyn Waldo, Angela Zahner

Excused Absences: Terry Burgess, Kathleen Harrold, Julie Moody, Delana Ulmer

Guests: Judy Burke, Gene Burton, Jennifer Criss, Sandy Duncan

- I. Call to Order President Loretta Smith called the meeting to order at 1:15 p.m.
- II. Vice President, Kate Murray, introduced Gene Burton, Director of Public Safety

Mr. Burton provided the following information regarding the work of the Office of Public Safety:

• There are two departments at Ball State: University Police Department (Public Safety) and Parking Services

#### Public Safety:

- Primary responsibility of the Office of Public safety used to be campus security and night watchman to lock buildings and see they didn't catch fire). These responsibilities evolved quickly after 1) World War II and the boom in the auto industry when people were starting to own and drive cars, 2) civil unrest in the late 60's and early 70's, and 3) the school/campus shootings at Columbine, Virginia Tech, Northern Illinois University. This moved the responsibilities to more first response and crisis mitigation, in addition to traditional law enforcement roles. Community policing gives the opportunity to educate the public. The department must provide appropriate response to workplace violence and be involved in the educational process.
- The department became accredited, voluntarily. There were over 400 standards that had to be met, as well as staying current with best practices and services provided to the campus. The department has been accredited three years and will attend meetings in the very near future to continue the accreditation for another three years.
- Outreach programs are a new component to the department. There are many with student focus, but several can be applied to faculty and staff. The department has a dedicated officer to crime prevention who coordinates all outreach efforts. There is a personal safety demo and lecture (for women and rape protection). Programs on traditional protection (safety of belongings, identity theft, and a presentation on workplace violence) are offered. They also offer a security survey to academic departments or personal residences by doing a physical security check of the area including windows, locks, sight-lines, hiding places for an intruder, and lighting strategies.
- The department has 31 sworn officers working three shifts, 24/7. They handle approximately 14,000 calls for service a year.

# Parking Services:

- Current program has been in place for approximately sixteen years.
- Program is based on zone parking with different zones for faculty/staff/students.
- Approximately 3000 parking spaces on campus with 20,000 visitors daily.
- Pricing structure is based on the needs of the parking clientele and are in the middle with fees, compared to other universities in the state.
- Parking is an auxiliary unit does not receive general funds. Permit sales and citations cover the cost of running the department.
- They have a Monday-Friday parking system. Permits are not needed in most lots on weekends. Question:

What is the jurisdiction for the University Police Department?

University police jurisdiction is any university-owned or controlled property throughout the campus. They also have jurisdiction in Delaware County.

Question: How many campuses are accredited?

There are two universities accredited in the State of Indiana. We were the first and Purdue was second. IU is looking at the accreditation process. It is a commitment, but important to do.

Question: If someone was hit by a bicycle, would you recommend they file a police report?

A police report may not be made, but it is suggested to at least report it to the police department. Bicycles are considered a vehicle in the State of Indiana and follow the same rules and regulations as a motor vehicle. They are partnering with the Student Government Association to educate all students in this area as some states as well as foreign countries do not follow these same guidelines.

Question: Who is responsible for meters on the weekend and other lots?

On city streets, the meters are maintained by the city of Muncie. Parking Services takes care of the meters in the lots. Parking Services employees do not work from Friday at 7pm until Sunday at 3pm. Traffic around the residence halls is priority. Handicapped, Special 97 or director's parking spaces have 24/7 priority. No weekend passes are necessary; however, guests do receive passes if they are going to be on campus after 3pm on Sunday.

Question: Who should be called if there is someone smoking in the garages?

Call the Police Department – they will dispatch the parking services employees or whoever is available.

Mr. Burton offered his assistance if anyone needs a question answered or has a concern. His e-mail address is: <a href="mailto:gburton@bsu.edu">gburton@bsu.edu</a>.

III. **Roll Call** – M. Turner called the roll of representatives and alternates. Roll called showed 22 representatives present, four excused absences, and three unexcused absences.

### IV. Approval of Minutes of February 17, 2011

A motion was made and seconded (A.Collins/J.Turner) to approve the minutes with the following revision:

- Item II. In discussion section, the third line in J. Burke's explanation was requested to be revised to read: "...financial decision because everyone <u>was</u> paid when the university <u>closed</u> and those essential employees are..."

The motion carried.

# V. Committee Reports

- a. **Employee Relations** Maria Bumbalough. No report.
- b. **Public Relations** Amanda Collins reported the Staff Council received a letter and certificate from the Salvation Army for our participation in the Food Drive. Nine hundred items were donated, which was down from last year; however, it is still a good number. Amanda expressed her thanks to everyone

- who donated to the drive.
- c. **Elections** Lee Anne Shore reported that the constituent report will be delivered to the representatives, with revisions. This will be in preparation for the May elections. The Elections Committee will meet again by the end of the month and they will be in contact with all members.
- d. **Hospitality** Judy Stearns reported the Staff Council also received a letter and certificate from the Salvation Army for our Adopt-a-Family project during this past December. The Hospitality Committee is finalizing the survey that will be sent immediately following the Staff Recognition Dinner next month.
- e. **Research** Cathy Cunningham. No report.
- f. Salary and Employee Benefits David Kaufman. No report.
- g. Special Committees
  - 1. <u>A. Jane Morton Award</u> Kate Murray reported that committee has met and will announce the award recipient at the Staff Recognition Dinner next month. The WorkLife Program should have the list of the nominees on their website.
  - 2. <u>Angels for Life</u> (AFL) Marilyn Waldo reported that the next blood drive is March 23-24 and volunteers are needed. The dates for next year have been set for the blood drives. No blood drive will be in conflict with the Staff Council meetings. The sign-up sheet was passed around for members to volunteer to work the registration table.
  - 3. <u>Public Safety</u> Marilyn Waldo reported that the committee will conduct a campus safety drive on March 22. Please contact her at <a href="mwaldo@bsu.edu">mwaldo@bsu.edu</a>, if you have areas on campus that need to be investigated for a safety issue.

#### 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.

Response: Cathy Cunningham, chairperson of the Research Committee, reported the meeting scheduled for February 22 was rescheduled for March 22.

B. 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: Judy Stearns, chairperson of the Hospitality Committee, reported that the survey will be distributed via the Communications Center next month immediately following the Staff Recognition Dinner on April 7.

C. Follow-Up to RFI #16-2010/2011 – Why is it when someone submits a request and Staff Council forwards the information on to the appropriate person or department, nothing really gets changed. The person or department gets defensive by substantiating why they do it the way they do instead of being open to the suggestion of change. Take Marta Stephens response to the staff award selection. She said she "reviews the awards each year as to which ones are popular" …popular with who -- the company selling them tells her that…surely it can't be the employees because the selection is awful.

If Staff Council really wants to be useful they would submit these forms with the notation to the person or department to please consider updating or changing the way things are done – don't just submit your answer in the form of explaining why you do things the way you do them. Ugh. Nothing will ever get improved around here if this is the type of responses we find acceptable.

Response: Loretta Smith, President of the Staff Council, responded that she received an e-mail from a former Staff Council member the day of this meeting and is revising her response to incorporate some of the points made in the letter.

D. RFI #18 – 2010/2011 - I have a question that requires immediate attention! Why is it that if you are "Professional" status your retirement contributions are deposited into the accounts every month and on the day of payroll, versus if you are "Staff" status your retirement contributions, including personal contributions are deposited only quarterly, and as of today January 18th, they still have not reached the accounts? Why the difference? Every day that retirement contributions are not deposited in a staff's account means a loss of earned interest to the staff member, but then the university earns interest on this money during that time. I find this apprehensible that the university considers this to be fair practice. I understand that the retirement contributions of the professional are deposited in TIAA/CREF and the staff retirement contributions are deposited in PERF, but this does not constitute a reason to delay timely deposits. If it is mandatory that PERF payments are to be deposited only quarterly, then I recommend that they are at least deposited on the last banking day of the quarter rather than at the university's convenience.

Response: David Kaufman, Chairperson of the Salary and Benefits Committee, reported that between this meeting and the meeting last month, he called PERF and spoke with Dorothy Myles, deposit specialist and asked her about the delay of deposits and whether they were being delayed by PERF or by Ball State? She returned David's call on February 18, and explained that Ball State is being late on their payments and he asked if there was anything in writing stating when these deposits are due. He found on the internet, the Indiana Code stating when the deposits are due in the PERF Office: 1/15, 4/15, 7/15, and 10/15 of each year. It is the responsibility of the local official to ensure that the payment will arrive at the PERF office on or before the due date. PERF could fine the university \$100 for each day it is late and if habitually late, the Board shall report the employer to the Auditor of the State of Indiana.

He has requested an update from Payroll and Employee Benefits and has not received a response from Elizabeth Voland, who was requested to research the issue.

This issue is not resolved and will remain on the issues list.

If no response is received from the office of Payroll and Employee Benefits, the next step will be to contact PERF again to inquire who is responsible for informing the Board that the employer is being habitually late on payments to PERF. No notice of violation has been received from PERF for at least three payments to PERF.

E. RFI #19 – 2010/2011 – When notices go out from Payroll pertaining to Kronos – they feel it is important to only send the notice out to Kronos Coordinators and ASSUME we will all get hat necessary information. This has gone on for years. This information should go out to everyone who utilizes KRONOS – not just the coordinators and the I don't know why they feel like it is privileged information. I am referring to notices on special dates or times that our time needs to be entered on our timesheets. I request a change to the effect that these notices go out to all employees in the Payroll system. A lot of other information goes out campus wide.

F. RFI #20 – 2010/2011 – There were several changes to our Paychecks this January with the social security tax and federal income tax. Why didn't Payroll advise us ahead of time of these upcoming changes. They spend time preparing a quarterly newsletter and sending it out, but failed to include pertinent information regarding our paychecks.

Response: David Kaufman, Chairperson of the Salary and Benefits Committee, has not received a response for RFI #19 and #20 above.

# VII. Request for Information/Policy Change (RFI):

There were no new RFI's received prior to this meeting.

#### VIII. New Business

# A. Amendment to the By-laws (first reading)

At their meeting on March 2, 2011, the Staff Council Executive Committee passed a motion to include the Angels for Life Blood Drive as a standing committee of the Staff Council.

### Rationale:

- 1. All staff council members are required to participate on at least one committee. This would allow the opportunity for members to participate in the committee's functions prior to each blood drive.
- 2. The Angels for Life Blood Drive is a worthwhile project and one that deserves our continued support.

Note: There is no discussion for the first reading of the proposed amendment. Discussion and vote will take place at the second reading of the proposed amendment on April 21, 2011.

#### IX. Announcements

**a.** The next meeting will be held on April 21, 2011, at 1:15 p.m. in Room 310 A-B of the Student Center.

### IX. Adjournment

A motion was made and seconded (Kaufman/Cunningham) to adjourn. The meeting adjourned at 2:05 p.m.

Respectfully submitted,

Melanie Turner Secretary, Staff Council