

Ball State University Staff Council
Meeting #8
Thursday, May 19, 2011, 1:15 p.m.
Student Center, Room 301-2

Members Present:

Brenda Ayers, Shannon Bell, Maria Bumbalough, Terry Burgess, Amanda Collins, Kay Collins, Marilyn Davis, Bradley Johnston, David Kaufman, Kate Murray, Elaine Orr, Andrea Sadler, Lee Anne Shore, Loretta Smith, Judy Stearns, Jo Turner, Melanie Turner, Marilyn Waldo, Angela Zahner

Substitutes Present: Hank Gerhart, Bartley Hainz, Glen Shick

Excused Absences: Jon Buchanan, Cathy Cunningham, Kathleen Harrold, Sarah McKillip, Julie Moody, Angela Pickett

Guests: Leticia Alexander, Judy Burke, Susan Calvin, Doc Hunter, Terry King, Tom Taylor

- I. **Call to Order** – President Loretta Smith called the meeting to order at 1:15 p.m.
- II. Vice President, Kate Murray, introduced Vice Presidents Terry King and Tom Taylor
Vice Presidents King and Taylor led a discussion and exercise to contribute to the revision of the Strategic Plan, 2012-17. The staff council divided into four groups, rotated around four easels and provided input in answering the following questions: 1) Over the last five year period of the Strategic Plan, what has gone well? 2) Over the last five years, what could have gone better? 3) What have we learned about the University in the last five years that we did not know before? 4) If you could choose one area of focus that will have the greatest impact on the University, what would it be? (Attachment #1)
- III. **Roll Call** – M. Turner called the roll of representatives and alternates. Roll called showed 19 representatives present, six excused absences, and four unexcused absences.
- IV. Approval of Minutes of April 21, 2011
A motion was made and seconded (Hainz/Zahner) to approve the minutes with the following revision:
- Add the Alumni Center to the list of locations to donate purses for the Back-to-School Store fundraiser.
The motion carried.
- V. Committee Reports
 - a. **Employee Relations** – Maria Bumbalough. No report.
 - b. **Public Relations** – Amanda Collins reported the Purse Drive ended today. She will provide a report at the next meeting of the Staff Council.
 - c. **Elections** – Lee Anne Shore reported there have been several elections, but several have not been completed. The remaining elections will be completed prior to the June meeting. Nominations for officers will be accepted at the June meeting.
 - d. **Hospitality** – No report.
 - e. **Research** – No report.
 - f. **Salary and Employee Benefits** – David Kaufman reported that the PERF statement has been revised. The contributions from Ball State for this quarter were deposited into employee accounts within two

weeks. This is a great improvement.

g. **Special Committees**

1. **A. Jane Morton Award** – No report.
2. **Angels for Life** (AFL) – Marilyn Waldo reported the next blood drive will be May 25-26. Because of the end of spring session, there will be no clubs available to assist with recruiting as well as the registration table. She sent around a sign-up sheet for members to assist with the registration table.
3. **Public Safety** – No report.

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.

This RFI will remain under Old Business until this fall for discussion with the Parking Subcommittee under the University Senate governance system.

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 results were attached to today's meeting agenda for staff council review.

VII. **Request for Information/Policy Change:**

a. RFI # 24 – 2010/2011 - Staff personnel are required to take excess vacation time by mid-June while professional staff are required to use their excess time by August. Many staff have K-12 grade children who are out for the summer in early June limiting the ability to use this excess time for the benefit of the family. Also, a benefit for the University would be that vacations would be aligned with the summer session ... the period where there are fewer students (our customers) on campus to service. As always, each unit has always been responsible for maintaining adequate staffing through scheduling of personnel and this would continue. I request that we have the same benefit as the professional staff.

Response from Judy Burke, Director of University Human Resource Services:

Per p. 23 of the Handbook for Nonexempt Staff Personnel (revised 2010), it reads:

“The vacation year will start on the beginning date of the pay period for which the first check will be issued in July (date adjusted annually to coincide with the biweekly pay period) and end on the last day of the last pay period paid in June of the following year. All vacation accrued in a vacation year must be used before the end of the following vacation year except balances of less than one will be carried forward to the next vacation year.”

Here is an example:

Vacation hours earned during the two weeks of June 13 (start of new fiscal year) through June 26, 2010, (posted on check stubs early July 2010) and through the rest of the weeks of the summer of 2010 don't have to be used until before June 23, 2012. In other words, nonexempt staff personnel employees in this example have almost two years to use vacation: summer of 2010 and summer of 2011.

Professional personnel only have 14 months in which to use earned vacation.

b. RFI #25 – 2010/2011 – I had my doctor fax in a new Rx to Medco for my allergies since the other medicine I was on was no longer available by Rx. I thought I would save money by doing this. What I found is that Medco automatically processes this as an order, charges whatever card you have on file and mails it out...good idea, right? Not if the medicine is over \$100 and you had no idea what they were going to charge you in the first place! Can BSU do anything to change this practice? I would rather be given the option to go online and order it rather than it being filled for me regardless.

Response from Marie Kavanagh, Director of Payroll and Employee Benefits:

I certainly understand how confusing the use of prescription and health care services is to everyone, we hear this from employees regularly and experience it ourselves too. To navigate the billing and payment processes successfully requires a lot of effort, education, and patience but unfortunately I believe this is the way the healthcare system functions now no matter what provider is handling the service.

I think the best way to respond to your request for information is to briefly explain how the benefits work for mail order and retail.

Mail- order

For long-term prescriptions, use the Medco Pharmacy to avoid paying more for prescription medications taken on a long-term basis (such as those used to treat high cholesterol or high blood pressure). These are referred to as maintenance drugs. A new prescription (even if a maintenance drug) can be filled three times through a retail pharmacy (within the Medco network). You'll pay the retail coinsurance the first 3 times that you use a participating retail pharmacy for up to a 30-day supply. Beginning with the fourth purchase, you'll pay a higher cost if you continue to pay your long-term medications at a participating retail pharmacy. To avoid paying more, you should begin using the Medco Pharmacy, your mail-order pharmacy, at the fourth refill and pay the mail-order coinsurance for up to a 90-day supply.

In addition, your Ball State University benefit includes the My Rx Choices prescription savings program, which is designed to help you save money on medications that you or your covered family members take on an ongoing basis.

Your doctor knows which medications are right for you but may not know how much they cost. My Rx Choices provides you with available lower-cost options so that you and your doctor can make the most informed decisions based on health and cost. No prescription is ever changed without your doctor's approval. Simply visit www.medco.com/choices to learn about this program. You'll need to take a moment to register before using this service.

Retail Pharmacy

Prescriptions for drugs that are only going to be taken for a short time or needed only occasionally, such as for seasonal allergies, can be filled at the retail pharmacy and do not have to be filled by mail order. The drawback to using the retail pharmacy for these medications is that the cost of the prescriptions filled at retail is not counted towards your Out of Pocket Maximum.

In the future, when your doctor prescribes these medications that you need on an occasional basis or if it is a new prescription, do not have these prescriptions faxed/sent to MEDCO, instead get the paper prescription from your physician and take it to your local pharmacy (in the MEDCO network) to have it filled. Prescriptions filled at a retail pharmacy are generally more expensive than mail order but at least you can determine the cost before it is filled.

I hope this helps with your understanding of how the prescription benefit works relative to when retail drug purchases are appropriate and when you should use mail-order for maintenance and non-

maintenance drugs. All this information and much more is available on the Payroll and Benefits website www.bsu.edu/payroll.

c. RFI #26 – 2010/2011 - As a Ball State employee and a parent of an incoming freshman in fall 2011, I have been reviewing the current tuition and fees schedule. Approximately \$160 per year is charged to students for the use of health center services. Ball State offers both the quick clinic for employees and their family members plus the health center for students. In this particular case, my freshman has access to both the quick clinic and the health center.

My request is for the Staff Council to address/readdress with the senior administration to review this issue and consider deduct the health center fee from tuition bills of those students whose parents are current employees of the university and who utilize the quick clinic versus the health center.

Response from Cathy Cunningham, chairperson of the Research Committee:

This RFI was sent to Marie Kavanagh, who responded from the benefits perspective. This RFI was forwarded to Vice President for Student Affairs, Kay Bales, for a response.

Discussion ensued regarding the use of the health center for students who are not enrolled in classes.

Response from Judy Burke, Director of University Human Resource Services:

If a student was enrolled full time for spring and paid the health fee, not enrolled for summer but working at BSU, and enrolled for fall could be seen free for up to 2 weeks at the Health Center beyond the end of the spring term. If this person goes to the HC the third week or beyond of summer before fall, that person would be charged \$40 for the visit.

VIII. New Business

There was no new business.

IX. Announcements

There were no announcements.

X. Adjournment

The meeting adjourned at 2:40 p.m.

Respectfully submitted,

Melanie Turner
Secretary, Staff Council

Strategic Planning Task Force, 2012-17
Stakeholders Discussion

1. Over the last five year period (current Strategic Plan) what has gone well?
 - Involvement (3)
 - “Roll Out the Red” (7)
 - More/Better Educated Freshmen (4)
 - Campus Beautification (10)
 - Football Field Makeover (1)
 - Increased Computerization (3)
 - Retention Rate (4)
 - Construction Improvements (3)
 - Wellness Initiative (5)

2. Over the last five years, what could have gone better?
 - Communication (15)
 - Economy in general (8)
 - Encourage more employees to become students (6)
 - Bounce Campaign (1)
 - More opportunities for employees who have advanced their education (4)
 - Review and Update of “Roll Out the Red” (9)

3. What have we learned about the University in the last five years that we did not know before?
 - We are known as a university of excellence (2)
 - We are recognized as a research institution (4)
 - We are respected as a university state-wide
 - We are Unique (Immersive, experiential learning)
 - Human Performance Lab is recognized in other countries (1)
 - We have defined/unified our goals (1)
 - The University is capable of change – moving in a positive direction (1)

4. If you could choose one area of focus that will have the greatest impact on the University, what would it be?
 - Personnel appreciation (6)
 - ICHE representation (3)
 - IT – Internet (1)
 - Online/distance education (8)
 - Innovative faculty retention (1)
 - Common application (1)
 - Course availability (6)
 - Parking improvements (2)
 - More resources to improve student’s academic success (2)
 - State funding (7)

() = number of members in agreement with statement