

Ball State University Staff Council
Meeting #5
Thursday, January 20, 2011, 1:15 p.m.
Student Center, Room 301-2

Members Present:

Brenda Ayers, Shannon Bell, Maria Bumbalough, Amanda Collins, Kay Collins, Cathy Cunningham, Bradley Johnston, David Kaufman, Sarah Kreps, Sarah McKillip, Julie Moody, Kate Murray, Elaine Orr, Lee Anne Shore, Loretta Smith, Judy Stearns, Jo Turner, Melanie Turner, Angela Zahner

Alternates Present: Robert Guillaud, Bartley Hainz, Julie Kratzner

Excused Absences: Jon Buchanan, Marilyn Davis, Andrea Sadler, Marilyn Waldo

Guests: Victoria Parry, R.D., Working Well Program

- I. **Call to Order** – President Loretta Smith called the meeting to order at 1:15 p.m.
- II. Vice President, Kate Murray, introduced Victoria Parry, R.D., Nutrition Consultant for the Working Well Program.

Victoria distributed a packet of materials to the members of the council. She encouraged members to take this information back to their respective departments and share with other employees. She described the incentive program implemented to encourage better health. After an accumulation of 50 points, employees are eligible for a \$50 gift card. It is only for the first 50 points earned during a fiscal year, but starts over at the beginning of each fiscal year. She also distributed a Quick Pick sheet that is also available on the working well website. The items in red are an automatic 50 points. The items in black do not equal 50 points by themselves; one must accumulate to 50 points on these items. Victoria also announced that nutritional counseling is available and you receive ten points per visit. This is a free service to the Ball State community. Pedometers are available, while supplies last, by stopping by the health center.

A council member questioned if a fee was involved for any of the Quick Pick selections. Victoria confirmed that some do require a payment (such as Weight Watchers at Work). It is listed on the sheet is a fee is required.

- III. **Roll Call** – M. Turner called the roll of representatives and alternates. Roll called showed 20 representatives present, four excused absences, and five unexcused absences.
- IV. **Approval of Minutes of December 16, 2010**

A motion was made and seconded (Moody/Kaufman) to approve the minutes.

The motion carried.

- V. **Committee Reports**
 - a. **Employee Relations** – M. Bumbalough. Maria reported that an employee grievance proceeded to step one in December; however, it did not proceed to step two as the employee decided not to pursue the grievance any further.
 - b. **Public Relations** – Amanda Collins. Amanda reported that the Salvation Army was very thankful to receive our food donation. There are no final figures on how much was collected for the drive, but she

should have figures next month. She thanked the members for their efforts in collecting the food and delivering it to the Biology office before Christmas.

- c. **Elections** – L. Shore - no report.
- d. **Hospitality** – Judy Stearns. Judy reported she spoke with the mother of the family we adopted for the holiday. Everything fit her children and she expressed her appreciation.
- e. **Research** – C. Cunningham - no report.
- f. **Salary and Employee Benefits** – D. Kaufman – no report.
- g. **Special Committees**
 - 1. **A. Jane Morton Award** – Kate Murray. Kate reported an e-mail was sent as well as packets sent to every department concerning this award. They will wait for packets to be returned prior to holding another meeting. Please direct any questions concerning this award to Kate.
 - 2. **Angels for Life** (AFL) – Marilyn Waldo is at the blood drive today working the registration table. We are in need of volunteers to take a one hour shift at the registration table during this two-day event. Constituents are more than welcome to help. Members were encouraged to contact them to solicit their assistance during the blood drives which occur every 58 days.
 - 3. **Public Safety** – Marilyn Waldo – 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.*

Response: Cathy Cunningham, chairperson of the Research Committee, reported their work has been completed and data has been collected. The committee will be meeting to discuss the results of their work on this issue.

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 a survey has been drafted, approved by the Executive Committee, and is ready to send out immediately following the Employee Recognition Dinner. The results from the survey will be evaluated and reported to the council.

VII. Request for Information/Policy Change:

A. *RFI #12-2010/2011- When is our outdated job audit System going to be changed? Everything needs updated in time and BSU has been using this same system forever.*

David Kaufman read the following response from Judy Burke:

Discussions are taking place now about reviewing the classification system in the near future but no final decision has been made at this time.

B. *RFI #13-2010/2011- Why do professionals receive extra pay when they are asked to do the work of someone who is out on sick leave or vacated the position, but staff is just told to do the job of someone else without extra pay. Can staff Council work on some type of policy requiring staff to be compensated for doing someone else's job in their absence.*

David Kaufman read the following response from Judy Burke:

For Staff Personnel, if someone is assuming significant extra duties for longer than a month and the extra duties are expected to continue beyond that month, then there is a temporary pay increase policy available to staff in Human Resources. The supervisor needs to contact his/her HR Representative. And if the extra work is taking time beyond 40 hours, then it is possible the nonexempt employee is receiving compensatory time and a professional would not.

As to Professionals, Human Resources has no responsibility for temporary increases for Professional Personnel. However, the temp amount received for a Professional is probably based on the level of responsibility of the duty, budget dollars available, the time required along with other duties to be performed, as well as other relevant factors. There is no limit to the number of hours per week a Professional employee can work, including nights and weekends and holidays. Professional employees at the university do not earn overtime.

C. *RFI #14-2010/2011- Why do we have to wait until the very last day of January to get our W-2's mailed to us. My husband's company sends out their W-2's the first week of January. What can BSU Payroll do to change this so we can get them earlier in the month? Last year I didn't get mine until February 3rd.*

David Kaufman has not received a response from Payroll and Employee Benefits (PEB). Marie Kavanagh, Director of PEB, will respond at a later date.

VIII. **Announcements**

- a. The January meeting will be held at 1:15 p.m. in Room 301-2 of the Student Center on Thursday, January 20, 2011.

IX. **Adjournment**

A motion was made and seconded (Murray/Kaufman) to adjourn. The meeting adjourned at 1:35 p.m.

Respectfully submitted,

Melanie Turner
Secretary, Staff Council