

Ball State University Staff Council
Meeting #10
Thursday, June 16, 2011, 1:15 p.m.
Arena Lounge, John E. Worthen Arena

Members Present:

Brenda Ayers, Maria Bumbalough, Amanda Collins, Kay Collins, Cathy Cunningham, Marilyn Davis, Bradley Johnston, David Kaufman, Sarah Kreps, Sarah McKillip, Julie Moody, Kate Murray, Elaine Orr, Angela Pickett, Andrea Sadler, Lee Anne Shore, Loretta Smith, Jo Turner, Melanie Turner, Angela Zahner

Substitutes Present: Carl Burgess, Bartley Hainz

Excused Absences: Shannon Bell, Jon Buchanan, Terry Burgess, Judy Stearns, Marilyn Waldo

Guests: Judy Burke, Bob Myers

- I. **Call to Order** – President Loretta Smith called the meeting to order at 1:15 p.m.
- II. Vice President, Kate Murray, introduced Bob Myers, Director of Emens Auditorium and Pruis Hall

Bob presented the following information on Emens Auditorium:

- First ever capital campaign for the University
- \$3M was the original cost of the auditorium. It would easily be tripled if constructed today.
- Constructed mainly for the performing arts: Music, theatre, and dance.
- Reviewed the Mission Statement for Emens Auditorium
- How they decide if a performance was a success:
 - Captivation - if the event went quickly and “flew by,”
 - Intellectual stimulation – cognitive traction
 - Emotional resonance – conduit for emotions, beliefs and values (being moved by a performance)
 - Aesthetic growth – Is this a new experience to an art form?
 - Social Bonding – did the performance connect with an individual and other audience members?
- Different events are presented for different reasons: cultural relevance, ideas to challenge, select crowd with sense of belonging and similarity
- The Events, Programming and Scheduling Committee, comprised of faculty, staff, students, and community involvement, meet approximately six times a year to help him decide the schedule for the coming year
- He attends regional and national booking conferences to preview events
- There are over 100 events a year at Emens, 250-300 days
- Typical day of show:
 - Trucks show up and start unloading around 8a.m.; it takes approximately ten hours to set up.
 - Averaging \$11-12,000 for the day to hire temporary laborers
 - Logistics, catering, transportation to and from airport are all part of that day
- Shows last year were more pianists, this year the focus is on the guitar
- Reviewed the five shows in the Artists Series. Part of the dedicated fee paid by full-time students goes towards the arts; students attend the Artists Series free of charge

III. **Roll Call** – M. Turner called the roll of representatives and alternates. Roll called showed 20 representatives present, five excused absences, and four unexcused absences.

IV. Approval of Minutes of May 19, 2011

A motion was made and seconded (J.Turner/Cunningham) to approve the minutes.

The motion carried.

V. Committee Reports

a. **Employee Relations** – Maria Bumbalough. No report.

b. **Public Relations** – Amanda Collins reported the Staff Council collected 151 purses for the Purse Drive. She thanked the members for collecting and donating for the Back-to-School Teachers Store. She reminded members who will not be returning next fall to let their replacements know about the School Supply drive that will take place this fall.

c. **Elections** – Lee Anne Shore reported she is still trying to finish elections in some areas. She has not received any nominations for officers for the July elections. The floor was opened for nominations. A motion was made and seconded (A.Collins/Bumbalough) to nominate the same officers as last year: Loretta Smith, President; Kate Murray, Vice President; Melanie Turner, Secretary. Please contact Lee Anne if you are interested in serving as an officer or would like to nominate someone before the July meeting.

A member asked who will be eligible to vote at the July elections. Lee Anne confirmed the new members would be voting at these elections. It is important that the new member attends as there must be a quorum to conduct elections.

d. **Hospitality** – Jo Turner, a representative to the Hospital Committee reported that the Atrium Studio has been reserved for the Staff Council Elections Meeting on Thursday, July 21, 2011. It is reserved for Noon – 2:00 p.m. The Staff Council meeting will begin at 1:15 p.m. Everyone should be prepared to purchase their meals at the Atrium or bring their own lunch that day.

e. **Research** – No report.

f. **Salary and Employee Benefits** – David Kaufman. No report.

g. **Special Committees**

1. **A. Jane Morton Award** – No report.

2. **Angels for Life** (AFL) – The May 25-26 blood drive yielded a low turnout of donors. There were several factors that could have played a role in the low turnout: the construction along McKinley making it harder to get to the site, it was summer school where there are fewer students on campus than during the fall or spring semesters, and possibly because there are too many blood drives on campus. Our blood drives are spaced out for every 58 days, the designated time in which a donor can donate blood.

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.

(Please note: This RFI will remain on the agenda until fall for review by University Senate Committee.)

- b. 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 Marie Kavanagh, Director of Payroll and Employee Benefits:

Since I am not involved in the fees that students get charged my response to this information request will be limited to the Quick Care Clinic and Benefits. I am forwarding your question to someone in the student area who might be able to add another perspective on this issue.

The Quick Clinic is intended to handle common ailments associated with colds, the flu, rashes, etc. inoculations for the flu and pneumonia are also available as well as blood draws for folks with diabetes. The Quick Clinic is staffed only by Nurse Practitioners so the care that can be provided is limited.

The Student Health Center is fully staffed with physicians, nurse practitioners, medical assistants and RN's. In addition to the staff, the Student Health Center has diagnostic equipment and is able to provide more extensive care when treating an individual's illness or injury than the Quick Clinic can provide. There is also a Women's Health Center and Physical Therapist associated with the Student Health Center.

Although I am not sure the full complement of services the \$160.00 Student Health Center fee is intended to cover, but it seems like a small amount of money for the convenience it provides the student and their parents.

Logistically, the University systems are not integrated at all which makes identifying those students also covered under the BSU health plan almost impossible. I would also speculate that waiving of fees is problematic in the Student system. The new ERP system will create a more integrated systems but it will be several years before all areas are functioning so well in the new system that we will be able to start sharing information like this that is not an imperative to operating the University.

Response from Kay Bales, Vice President for Student Affairs and Dean of Students:

The fee remission dependent benefit policy is outlined on the Payroll and Benefits website and states:

“The contingent portion of the general fee will be waived for qualified dependents. They will be required to pay the dedicated fee, special course fees, audit fees and all other special fees. Check with the Bursar's Office for a current fee schedule.”

The Health Center fee is considered a special fee and therefore must be paid.

Discussion: The Staff Council member discussed the responses with the staff member who submitted the RFI. They are satisfied with the responses.

This issue is resolved.

VII. Request for Information/Policy Change:

- a. RFI #27 - I have a request/question. Can you find out why or how to change the vacation/sick policy to be able to use the time in ½ hour increments. If we could use the time in ½ hour increments, we would be able to be in the office more being productive. Thank you

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

Currently for nonexempt staff personnel, sick leave and vacation are earned and used in one hour increments while for exempt staff and professional personnel vacation and sick leave are used in half-day increments. Rules for earning and deducting vacation and sick leave in one hour increments are programmed in the Human Resource Information System and in Kronos.

I understand that considerable reprogramming would need to take place in both the HRIS and Kronos to accommodate this employee request in addition to changes in board items. As the university currently is devoting many resources to the new Banner implementation for HR/Payroll, it wouldn't be a productive use of these resources to reprogram the current Human Resources Information System now or to make changes to Kronos. Perhaps this request could be reconsidered at a time when resources were available to possibly make changes in university systems.

Discussion: At the suggestion of Judy Burke (above), this issue could be explored at a later date, when the new Enterprise Resource Planning and Banner systems are operational.

This issue is resolved.

VIII. New Business

There was no new business.

IX. Announcements

There were no announcements.

X. Adjournment

A motion was made and seconded (Collins/Bumbalough) to adjourn. The meeting adjourned at 2:10pm.

Respectfully submitted,

Melanie Turner
Secretary, Staff Council