Ball State University Staff Council Meeting #8 Thursday, May 17, 2012 Student Center, Room 301-302

Members Present:

Brenda Ayers, Shannon Bell, Susan Calvin, Amanda Collins, Kay Collins, Cathy Cunningham, Marilyn Davis, John DeVoss, Kimberlee Fogle, Bartley Hainz, David Kaufman, Lisa Kaufman, Teresa Kennedy, Sarah Kreps, Sarah McKillip, Kate Murray, Angela Pickett, Teresa Rector, Andrea Sadler, Loretta Smith, Josephine Turner, Melanie Turner, Angela Zahner

Excused Absences: Rhonda Clark, Kathleen Harrold, Dorothy Marvell, Shawna Sewell

Substitutes Present: Hank Gerhart

Unexcused Absences: Janet Johnson, Bradley Johnston

Guests Present: Angela Boyle, Judy Burke, Jerry Winans

I. & II. Call to Order-Welcome Guests. Vice President Kate Murray called the meeting to order at 1:20 p.m. and welcomed guests to the meeting.

III. Kate Murray introduced today's speaker, <u>Jerry Winans</u>, <u>Associate Director of Learning & Development</u>.

Jerry presented the following regarding the Learning & Development Program at Ball State:

- There were 121 total sessions, 201 session hours, and 1274 seats filled for those sessions last year;
- There are three ways to learn about the Learning & Development programs: 1) Communications Center, 2) e-mails sent from the Learning & Development office, and 3) the session guide mailed annually. This is also available by downloading a pdf file as well as searchable from the Ball State home page. In the table of contents from the pdf file, one can link and register for that particular session:
- "On demand" programs are now available by video module;
- At the end of each year, the office conducts an annual Learning Needs Assessment Survey to allow individuals to create and offer ideas for next year's programs. There are three different types of programs presented: 1) Headache (problem in the workplace-50%), 2) Prevention (vitamins for prevention-40%), and 3) Fun (m&m sessions-10%);
- The office of Learning & Development conducts the new employee orientations beginning with the full-day orientation (Phase I), the department orientation (Phase 2), and a three hour follow-up within six months. This includes the BSU history, Cardinal culture, as well as other big and small things to know about Ball State;
- The office also conducts the Roll Out the Red online modules, quizzes, and the in-person, two-hour session;
- Building Better Communities offered 23 Learning & Development sessions in 2011-12, with five sessions certified for Continuing Education Units (CEU) for librarians;
- A new session guide will be available in August.

A question was asked by a Staff Council member as to whether there are learning programs for software. Jerry indicated they do not offer these types of programs because there are other areas with more expertise in this field. He suggested Lynda.com as an excellent resource and it is free.

IV. **Roll Call** – M. Turner called the roll of representatives and alternates. Roll called showed 23 representatives present, four excused absences, and two unexcused absences.

V. Approval of Minutes from April 19, 2012

A motion was made and seconded (Zahner/A.Collins) to approve the minutes as written.

The motion carried.

VI. Committee Reports

- a. **Employee Relations** B. Hainz no report.
- b. **Public Relations** A. Collins. Amanda reported the collection period for the Purse Drive will be extended to June 1. Contact Amanda is you need assistance in getting the purses to her at the library.
- c. **Elections** T. Kennedy. Teresa reported the ballots were received in her office on May 7. They have been tallied, and calls are being made to let those know who have been elected or are an alternate. There have been a few tiebreakers for alternate. There have been several who have turned down the nomination to the Council. Nominations of officers will be accepted at the next meeting of the council, with election of officers at the July meeting.
- d. **Hospitality** A. Zahner. Angie reported the last meeting of 2011-12 will be July 19 at the Arts/Journalism Studio Lounge. Lunch is from 12-1pm, and the meeting will begin at 1:15. Officer elections will take place at this meeting.
- e. Research No report.
- f. Salary and Employee Benefits D. Kaufman no report.
- g. **Angels for Life** C. Cunningham. Cathy reported a Communications Center e-mail has been sent regarding the May Angels for Life Blood Drive. The sign-up sheet for the registration table at the May 23-24 blood drive is being passed around at today's meeting. Kristine Pierce from the Indiana Regional Blood Center has sent an urgent e-mail regarding critical needs for certain types of blood.
- h. Special Committees
 - 1. A. Jane Morton Award No report.
 - 2. Public Safety No report.

VII. 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.

No report. The Parking Committee will not meet during the summer.

B. Follow-Up to RFI #4 2011/2012 I have been talking to the people that work with our health insurance at BSU about the exclusion attached to our policy to cover weight loss surgery. I have found out that it would be a denied claim even if it were deemed medically necessary to sustain life. I would like to have the exclusion removed or changed to read when deemed medically necessary by physician. I understand from a phone conversation with Susan Girton that not many employees have inquired about this. During our conversation, I had asked about how to find out if other employees may want to see this exclusion changed or lifted. I was told that very few people had asked about it. I posted an inquiry on what I thought was Ball State Communicator. I have had many (41 as of this hour) replies stating to please investigate this option. I have had two responses against it. I would like to have staff council please present this to the correct individuals in order for a change or options to be made of our insurance coverage.

Response: David Kaufman sent an e-mail to Marie Williams, Associate Vice President for Human

Resources and Administrative Services asking administration to look at bariatric surgery as a surgery to cure diabetes. No more information is available at this time.

This RFI is not resolved.

VIII. Request for Information/Policy Change

A. RFI #6 2011-2012 Many of us park in the lots surrounding the Student Center. Evidently, this week there was a Conference on Campus and all these cars were parked in the lots over there with hangtags. By very early morning it was full and extremely difficult to find a parking space for those of us with yellow. I know that Parking Services charges visitors to park in the garage, but I think we all know that the SC garage sits pretty empty and i do not understand why they cannot give hangtags and let the conference attendees park in the garage. It leaves us as employees out in the cold while we give up our parking to visitors, which somehow doesn't seem quite right. I would like Parking Services to consider allowing conferences or meeting groups to be allowed to park in the garage versus the yellow surface lots that we as employees pay to park in. I understand it's all about the money for them -- but it's all about the money for us too. If we can't find a place to park after we have already paid for a permit, we have to double pay by paying in the garage or at a meter. Question for Parking Services -- is that fair?

<u>Response from Nancy Wray</u>: Lots around the Student Center are yellow permit (General) parking. The purchase of a yellow general parking permit does not guarantee the holder a convenient parking space. It only affords the holder the privilege to parking in any yellow parking area on university owned or controlled property.

The free visitor permits issued by Parking Services are good in yellow and green lots. Visitors to campus have the same obligations and restrictions as employees who have yellow permits. Lot surveys conducted by Parking Services have indicated there is sufficient yellow and green parking on the south side of campus to accommodate employees and students as well as special events at the Student Center. While some lots directly adjacent to the building fill, there is open space available in the outer lots. One yellow lot closed due to the Geothermal Well project on the south side of campus has had some impact on yellow parking; however, yellow parking in that area has been moved to the green lot adjacent to it. As you are aware, the restricted lots on campus cost more. Besides convenience, those who purchase restricted permits are also purchasing the guarantee of available parking in the lot they chose. It would be inconsistent with university parking policy to provide free parking for visitors in those lots where employees have purchased a greater expectation to park.

Can you explain why these tags are not issued for the meter/visitor spots in the Garages?

<u>Response from Nancy Wray</u>: Metered parking is for short term and turnover parking only and a revenue source. We cannot give away metered parking anywhere.

Information from Parking Services Webpage (http://cms.bsu.edu/About/AdministrativeOffices/ParkingServices/VisitingCampus/Garages.aspx):

Parking Garages

Metered parking is available by the hour or for the whole day in each parking garage. Overnight parking is prohibited in all parking garages.

Payment

You must pay at the beginning of your stay in the parking garage. The pay stations in each parking garage provide step by step instructions for making payment. In order to pay, you will need to know your space number. Space numbers are located on the sign in front of each parking

Garage Rates	
Per Hour	Hours
\$1	1 - 3
\$.50	4 - 6
\$.25	7 & 8
\$5 Maximum Daily Rate	

space. Be sure to enter the correct space number, citations issued for entering an incorrect space number will not be cleared.

The pay stations accept the following forms of payment:

- bills \$1 and \$5 bills only
- change nickels, dimes, and quarters
- credit cards Visa, MasterCard, and Discover

Pay stations do not give change. The Office of Parking Services does not issue refunds for money paid in the parking garage or excess time on a meter.

Locations

R6 Emens Structure – Metered parking is located on the top floor of R6 with a pay station located in each of the three stairwells and one at the bottom of the up and down ramp on the top floor.

R7 McKinley Avenue Structure – Metered parking is located on the bottom floor of R7 with a pay station located at each pedestrian exit.

R8 Student Center Structure - Metered Parking is located on the bottom floor of R8 with one pay station located at the pedestrian exit on the north side of the garage.

Kate Murray researched this issue. She is looking for more feedback and suggested we look at other universities – some offer stadium parking with busses taking them to the door of their first location for meetings.

After considerable discussion, it was decided that a few members of the council will meet to write a complete explanation to convey to Parking Services regarding our concerns. There are several, and include 1) university vehicles taking up yellow parking spots, and 2) yellow parking spots taken to have a smoking area. It is necessary to be thorough in writing and documenting our concerns and issues before passing on to the Parking Services Office. This may take a few months as pictures and other documentation will be gathered before presenting to Parking Services.

B. RFI #8 2011/2012 The fee remission requirement that a child must be claimed on an employee's taxes is discriminatory. Due to divorce decree, my ex claims 1 child and I claim one. This does not make my child any less my child, biologically or in any other way. I have always had both children covered by BSU insurance, pay regular child support, and have been an involved parent since the divorce. A non-biological child (stepchild) of an employee can get fee remission if the employee is remarried with step-children and claims them on their taxes. The policy needs to be changed, so that the only proof of the child qualifying should be a birth certificate.

<u>Response</u>: David Kaufman sent an e-mail for response from Marie Kavanagh. There has been no response.

IX. New Business

There was no new business.

X. Announcements

- a. The next meeting will be June 21st, in Worthen Arena Lounge. Bob Myers, Director of John R. Emens College-Community Auditorium and Pruis Hall, Emens Auditorium will be the speaker.
- b. The deadline for open enrollment for health insurance is Friday, May 25. Several information sessions are available next week in Cardinal Hall of the Student Center.

XI. Adjournment

A motion was made and seconded (J.Turner/Murray) to adjourn. The meeting adjourned at 2:10p.m.

Respectfully submitted,

Melanie Turner Secretary, Staff Council