

Approved January 18, 2007

**Ball State University Staff Council  
Meeting #04  
Thursday, December 21, 2006  
Location: Student Center – Forum Room**

**Present:** President Sylvia Ewert, Kimbra Baker, Amy Clevenger, Sandy Duncan, Kevin Farrell, Marilyn Folkerth, Pat Henman, David Hensley, Mary Ann Hurt, Jennifer Lawson, Zach Mickler, Ellie Palmer, Kathleen Pickens, Christy Roe, Lori Siefker, Carol Terry, Charles Tuite, Connie Tyner, and Coralee Young

**Excused Absence:** Cheryl Duffy, Virginia Jennings, Dorothy Marvell, Naomi McLaren, Donna Perry, Debra Sheller, Lynn Shipley, Vicki Tucker, Tricia Walter, and Betty Welch

**Absent:** No unexcused absences.

**Alternates Present:** Debra Bear, Janet Johns, and Melanie Turner

**Guests Present:** Judy Burke, Ben Hancock

- I. **Call to order**—President Sylvia Ewert called the meeting to order at 1:15 p.m.
- II. **Welcoming of Guests**
- III. **Guest Speaker** – Vice President M. Folkerth welcomed and introduced Dr. Ben Hancock, Vice President for University Advancement. Hancock began working for the university on July 1, 2006. Dr. Hancock's office is the umbrella for International Advancement, University Development, Foundation, Alumni Programs, and Advancement Services. University Advancement is in the fund raising business for the university. Hancock and staff work on building strong relationships with donors. Hancock said the university is working on a strategic plan which will have implications for the offices under his umbrella. The strategic plan will lead to a comprehensive campaign for the university in 2007 or 2008. Hancock reminded staff that personal contributions through December 31, 2006 would be eligible for the Lilly Match. He ended with thanking the Staff Council for their work and dedication to the university.
- IV. **Roll Call** – Secretary C. Terry called the roll of representatives/alternates. Roll call showed 19 representatives present, 10 excused absences, no unexcused absences, and 3 alternates present.
- V. **President's Remarks** – S. Ewert reported that Chris Wallen resigned as Chairman of the Ad-Hoc Committee. Ewert appointed Coralee Young to replace Wallen and the Chairman of the committee. Get Well cards were routed for Chris Wallen and Dorothy Marvell. Ewert said the Staff Council Heart Walk team raised \$2,475 for the 2006 East Central Indiana Heart Walk. Ewert thanked members for their part in the success of the December Food Drive.
- VI. **Approval of Minutes from November 16, 2006 meeting**— A motion was made by J. Lawson to accept the minutes of the November 16, 2006 as presented. The motion was seconded by C. Tuite and was unanimously approved.
- VII. **Committee Reports:**
  - A. **Employee Relations** – N. McLaren – no report.
  - B. **Public Relations** – L. Shipley – no report.
  - C. **Elections** – D. Hensley - no report.
  - D. **Hospitality** – C. Roe thanked her committee for their contributions for the goodie bags prepared as favors for today's lunch/meeting.
  - E. **Research** – Z. Mickler - no report.
  - F. **Salary and Employee Benefits** – J. Lawson - no report.
  - G. **Special Committees** –
    - i. **A. Jane Morton Award** – M. Folkerth said nomination forms will be mailed next month.

- ii. **Employee Activities Committee** – D. Watters – no report.
- iii. **Angels for Life** – Ewert said the blood drive on December 13 and 14, 2006 received 100 donations.
- iv. **Grievance Ad-Hoc Committee** – C. Young said the committee will meet after the New Year.

**VIII. Old Business –**

- A. RFI #27-2005/2006 and #11-2006/2007, Proposal to Gene Burton about Weekend Parking for Library Employees** – Waiting on response from G. Burton.
- B. 05-06 Staff Council Proposals to Administration**
  - i. **Adult Fee Remission Proposal** – The Salary and Employee Benefits Committee is continuing their research on this issue.
  - ii. **Amendment to Constitution** – The Board of Trustees will review the Amendment at their February 2007 meeting.
- C. RFI #6 Job Shadowing** – Z. Mickler presented, in the form of a motion, “The Ball State Staff Council requests the university allow high school students to be able to participate in a job shadowing program with university employees. An issue has arisen whereby a director has denied the request of a subordinate to have area high school students spend time with that employee learning a trade, and it is the belief of the Council that a job shadowing program is of great benefit to the university and the area community. The Council also requests that managers be made aware of the proper procedures to undertake when a student contacts an employee to participate in job shadowing. As the university needs to protect itself from any liability, the Council has included with this request a liability waiver that the students would need to sign prior to participating in the job shadowing.” L. Siefker seconded the motion and the vote was unanimous passed. *See attached waiver of liability (Appendix A).*

**IX. “Request for Information/Policy Change”**

**20-2006/2007** I remember last year there was drive to recruit staff members to the Adult Physical Fitness Program. There was a discount if a certain number of people joined. I was interested to see if there was any plan to run this program again. Thanks!!

***Response:*** *J. Lawson contacted the Adult Physical Fitness Program and said a small discount is offered when 2-10 people join at the same time. Information can be found on their website at <http://www.bsu.edu/cast/APFP/> and Lawson has pamphlets for those who do not have access to the internet. The initial membership fee is \$285 and the annual renewal is \$195. BSU employees may use payroll deduction for the membership fees.*

**21-2006/2007** I would like to begin by saying that I am very thankful for the discount Ball State has gotten for employees using Cingular. I recently switched to this provider and was disappointed to find that I could not get reception in my office (which I could do with Verizon). I asked one of the salesmen at the Cingular stores about this and he said that they have been negotiating the placement of a Cingular tower on campus for over 1.5 years. He said they were originally supposed to be granted space on top of the CAP building, but were then told there wasn't enough space. Is it at all possible to get this negotiation sped up? I often take cell calls for job related purposes, and I am now unable to get any signal unless I am standing in the right spot outside my building. Can anything be done to get a Cingular tower on campus?

***Response:*** *S. Ewert received the following response from Amy Berg of Telephone Services: “Verizon Wireless and Sprint/Nextel have cellular antennas on the perimeter of the campus (not on university property). The university is encouraging Cingular to do the same (on the perimeter of campus - not on campus). This should provide adequate coverage for the campus.”*

**22-2006/2007** I know we have a campus wide smoking ban within 30 feet of all buildings but this is not being enforced in the building I work in. (Carmichael Hall) I have seen people smoking right outside of the building even when the weather is nice, and it is usually the same people. For ALL of us, can we please follow the rules!

**Response:** A copy of the Smoking Policy can be found on the university's website by going to <http://www.bsu.edu/sa/article/0,1375,207457-14207-34961,00.html>. The policy states that "enforcement of this smoking policy will be the responsibility of those persons who head individual units, departments, buildings, student housing units, and other public facilities and venues. Existing disciplinary procedures created to address rule infractions and violations shall be applicable should a person be found smoking in violation of this policy. Under Indiana Code 16-41-37-4, a person who smokes in a University building, vehicle, or area where smoking is prohibited commits a Class B infraction, which is punishable by a fine of up to \$1,000 plus costs."

**23-2006/2007** Does the university have any statistical data showing a comparison of staff wages between the genders? It seems that a male hired in at the same level as a female makes higher wages. For example; is a "10" level typically female role (usually office) with the same level of education paid lower than a "10" level typically male filled position? I've been curious about this for quite some time.

**Response:** J. Burke said the starting wage for a Salary Grade 10 is \$13.63 per hour – regardless of the person being male or female. There is no difference in the starting wage. Further questions regarding the salary scale may be directed to J. Burke.

- IX. **New Business** – No new business presented.
- X. **Announcements** – The speaker for the January meeting will be Dr. Jo Ann Gora, President of the University.
- XI. **Adjournment** – S. Ewert called for a motion for adjournment and was so moved by C. Terry. The meeting adjourned at 1:50 p.m.

Respectfully submitted,



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Carol Terry, Secretary

