Ball State University Staff Council Meeting #03 Thursday, November 16, 2006 Location: Student Center – Forum Room

Present: President Sylvia Ewert, Amy Clevenger, Cheryl Duffy, Sandy Duncan, Kevin Farrell, Marilyn Folkerth, Pat Henman, David Hensley, Virginia Jennings, Jennifer Lawson, Naomi McLaren, Zach Mickler, Donna Perry, Kathleen Pickens, Christy Roe, Debra Sheller, Lynn Shipley, Lori Siefker, Carol Terry, Vicki Tucker, Charles Tuite, Connie Tyner, Patricia Walter, and Coralee Young

Excused Absence: Kimbra Baker, Dorothy Marvell, Ellie Palmer, and Betty Welch

Absent: Mary Ann Hurt

Alternates Present: Debbra Bear, Janet Johns, Margaret Love, and Melanie Turner

Guests Present: Cheryl Bradman, Judy Burke, Kim Hiatt, and Tom Taylor

- 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. Tom Taylor, Vice President for Enrollment, Marketing, and Communications. Dr. Taylor discussed the three key areas for which he is responsible; 1) advancing the institutional image and reputation, 2) extending the visibility of the university, and 3) achieving enrollment goals. Taylor said he is trying to differentiate the university from other institutions. The new brand positioning statement is "Education Redefined". This new tag line is in the commercials being aired and can be viewed on the BSU website. The University is in the process of selecting a new content management software system and they are using the Michael Stoner Marketing Group to help with the project. Taylor said the university is not looking to grow the freshman class but is interested in attracting a more diverse and higher caliber student.
- **IV. Roll Call --** Secretary Carol Terry called the roll of representatives/alternates. Roll call showed 24 representatives present, 4 excused absences, 1 unexcused absence, and 3 alternates present.
- V. President's Remarks In reference to RFI #10 from last month, S. Ewert reported that the Office of Accounting worked on getting BSU Travel Forms in one location online. There is a new folder under FormFinder for Travel Forms. Included there are the travel forms from the Accounting Office as well as the Vehicle Request Form from Facilities Planning & Management. S. Ewert thanked the Accounting Office for making this happen.
- VI. Approval of Minutes from October 19, 2006 meeting— Ewert asked that the minutes (under IX. Request for Information/Policy Change 11-2006/2007 Action: second sentence) be changed to read "Ewert will forward to Gene Burton, this...". S. Duncan made a motion to accept the minutes of the October 19, 2006 meeting, with one minor correction, seconded by V. Tucker. The vote was unanimously approved.
- VII. Committee Reports:
 - A. Employee Relations N. McLaren No report.
 - B. Public Relations L. Shipley is working on SCAN. The committee will meet soon.
 - C. Elections D. Hensley no report.
 - **D.** Hospitality C. Roe reported the Christmas party will be December 21 at noon in the Forum Room. The meeting will follow at 1:15 p.m.
 - **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 the committee will send nomination forms and e-forms by January 18, 2007. The nominations will be due on February 15 with the selection on March 1.
- ii. Employee Activities Committee D. Watters No Report.
- iii. Angels for Life K. Hiatt said the next scheduled Blood Drive will be December 13 and 14, 2006.
- iv. Grievance Ad-Hoc Committee -No report.

VIII. Old Business -

- A. RFI #27-2005/2006 and #11-2006/2007, Proposal to Gene Burton about Weekend Parking for Library Employees S. Ewert said she forwarded the proposals to G. Burton but has not received a report from him.
- **B.** Crisis Management Recommendations from April, 2005 J. Lawson said an inquiry was made to Kevin Kenyon. Work is in the process within each college since situations would be handled differently in each case scenario.
- C. 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** S. Ewert said the Board of Trustees will review the Amendment at their February 2007 meeting.
- D. RFI # 5, Employees Working Off the Clock J. Lawson said she has spoken with Judy Burke in University Human Resources who responded as follows, "As I have mentioned on numerous occasions, the university takes this issue very seriously and has information about overtime included in the Nonexempt Staff Handbook which is given to each supervisor of staff personnel. In addition, I spoke to new administrators in early November in a presentation and covered this topic in-depth. Moreover, there is now a training module hosted by Gracie Reiff on the Training and Development website that discusses the Fair Labor Standards Act. This Act deals with issues involved in overtime. And lastly, the university does not support retaliation against employees who bring forward these types of issues concerning their managers. When all is said and done, however, I cannot move forward to solve the problems unless the employees being affected come forward and tell me. This is the message that I believe needs to get out there."
- **E. RFI #6 Job Shadowing** Z. Mickler said the Research Committee will continue to determine the liability of the university. They will work with D. Hensley on a waiver or release of liability and submit a motion to the Council.
- F. RFI #7, Employee Absences Due to Medical Care of Family J. Lawson and the Salary and Employee Benefits said the committee worked on this request. There are other leaves available to employees besides Family Medical Leave (FML), including emergency leave and mutual leave. FML and/or the University has a policy in place to help hold a position (not necessarily the pay). Lawson said Diane Drake, the university's FML representative said she would be willing to come and speak to Staff Council for a Q&A session.

IX. "Request for Information/Policy Change"

12-2006/2007 I would like Staff Council to look into full retirement after working 30 years without an age limitation.

Action: S. Ewert stated she had received a response from Marie Kavanagh, Director of Payroll and Employee Benefits.

Response: "Some history on Pension plans is helpful in understanding the reasoning behind provisions in Pension plans. Since inception, pension plans were designed to reward employees who have dedicated a significant part of their lives to a company with providing a guaranteed income after they retire. The original plan designs were instituted when people traditionally worked for one company all their lives and retired at the age of 60. Work patterns and pension plan design have changed over the years and are can vary by industry.

A brief history of Ball State's pension plan is:

- Mandatory retirement age of 66 with at least 10 years of service but this was later modified to allow for retirement at age 60.
- In 1982 mandatory retirement was changed to 70 and later eliminated completely.
- The Early Retirement Program was implemented to allow retirement at the age of 55 with 15 years or more service.
- The plan has since been modified to allow retirement at age 50 with 15 or more years of service.

The BSU Pension Plan, in its design, was not focused on years of service but rather on achieving a certain age. Perhaps being an educational environment, the administrators have always believed that as a person ages, their value to the University, in terms of experience and knowledge increases, so longevity was promoted. Additionally, BSU contributes to PERF, Teachers Retirement Fund and the Alternate Pension Plan but we do not administer the Plans. Retirement with benefits from PERF and TRF are subject to the rules of those organizations not when we allow people to retire.

The modifications to the Pension Benefits at the University have changed in response to current costs, economic conditions, locally and nationally, changes in the Federal laws and Market conditions. To illustrate this: as the Baby Boomers at BSU age and more retire there will be significant challenges to maintain staffing with a reduced workforce. Hypothetically, we might need to incent employees not to retire to meet this challenge.

In summary, the current Plan allows someone to retire at age 50 with 15 years of service. Assuming someone began working at Ball State at 18 years of age, the earliest they could retire with 30 years of service would be 48 years old. An employee in this situation only needs to work 2 additional years to retire with health insurance coverage." – Marie Kavanagh, Director of Payroll of Employee Benefits

Action: The Council does not wish to pursue this issue further.

<u>13-2006/2007</u> Is it true that technical positions held by staff can be rated at level 11 (mostly male)? If this is true, why is it that clerical/administration positions can only be rated a 10 (or less) unless you work for a Dean or VP or unless you have a master's degree?

Response: J. Burke said that if you remove the positions of secretary to dean/vice president, there are a total of 96 positions at salary grade 11. Of which, 59 are held by women (more than half are held by women – not men).

<u>14-2006/2007</u> Why doesn't Ball State work with surrounding area schools and try to coordinate vacation breaks?

Muncie Community schools has a fall break, but it was last week. We have one next week. I'm sure other schools in the area have a couple days off, no matter what they call it. The same goes for the week in the spring. I imagine there are people at Ball State with children/relatives in the local schools.

I really believe this would foster valuable family time - the family could take a small vacation or do something else they have been wanting to do 'as a family'. The mom and kids would be off at the same time so Mom wouldn't have to scramble to find someone to watch the kids while she's at work. I am sure athletic schedules and many other factors would have to be taken into consideration, but it just seems the logical and smart thing to do. I believe that, given the intelligence of planners, we could have a coordinated calendar.

If this could be counted on each year and dates known in plenty of time, I believe it would not only benefit family systems but would also improve the relationship of town & gown!

Thank you for listening.

Response: Z. Mickler looked through some old Senate minutes, and the university has a policy to align its spring break with Muncie community and Delaware county schools.

(from the 2/26/04 minutes) "The Academic Policies Council respectfully recommends that the spring break be unified between the calendars of the BSU, Muncie, community schools, and Delaware county schools in those years where at least six weeks of classes will be possible after the break."

(from the 2/24/05 minutes) "The issue of aligning Spring Break with the area elementary and secondary schools will not take place next year. The Senate motion stated that there must be six weeks after the Spring Break for Ball State to participate. This is not the case on next year's calendar."

There is an agreement, but there has to be six weeks left of class after the break, and that's why it has never been put into action thus far.

15-2006/2007 I would like to see a policy change in regards to after hours parking for employees whom are called in at all hours to respond to a problem, hazardous situation or to conduct required training to 3rd shift employees. I was conducting required training to our 3rd shift custodial staff and received a parking ticket. Instead of driving all the distance to Facilities Management offices to pick up my University car, I drove my personal vehicle to the Teachers College, where I parked my own vehicle in a Service spot; I received a ticket at 2:30 AM. There was no one around at this time of day except for the custodians and myself, so I see no reason for this. The university is almost completely "dead" at this time of day. I petitioned the ticket, but I ended up paying \$60 for no justified reason. Something should be done about the requirement of using a University car to prevent a ticket from being placed on your own vehicle when doing a service for the University. I saved the University, and myself a few bucks in gasoline to perform the duty that was expected of me. In the long run the University charged me to come in way after hours, and I lost..... I would have had to drive to the N of McGalliard Avenue, on Tillotson Avenue to get my University car, leave my vehicle, go to the TC building, do the training, go all the way back to the north to change vehicles, and drive back to the south again to go home. This is a waste of time and money...... Those of us who must visit the University on our own time after hours, should be issued a special pass so that we could do our duty to the University and not be penalized by the COPS. I would like for the Committee membership to explore this situation for those of us whom must return to the campus, at times, do our required job and return to the campus in the morning at our regularly designated time.

Action: S. Ewert contacted Nancy Wray of Parking Services. Wray's response: "Service vehicle spaces are enforced 24/7 all around campus in order for service people to have access to the buildings. I don't know what the violation was that would have incurred a \$60 fine because that isn't a fine amount for any violation that we have now unless there were multiple violations involved. If it was appealed the appeal committee evidently felt that the circumstances didn't warrant parking in the Service vehicle spaces no matter what the time of day was. I'm sorry I can't be any more help on this one, but without seeing the actual citations its difficult to explain or look at the appeal to see if the appeal committee had any comments."

16-2006/2007 I would like to see the floating holiday date be changed to be used in October over the fall break or during the fall break of our kid's school fall break. It would be nice to have a paid day off in October over fall break. The weather is better and I feel that it would be good to allow the staff to have some time off in October. We usually need a break by this time also. We already get some time off with holiday pay in December and January. The floating holiday is in a month that is cold to travel. There is a lot of activities going on around Indiana in October and would be nice to get a break in October instead of in December.

Action: S. Ewert took a poll of the Staff Council and asked of interest. Of the constituents present, none wanted to switch the floating holiday.

<u>17-2006/2007</u> Parking garage (or any parking spaces): Can something be done about vehicles that do not park correctly in a parking space? It is becoming so aggravating that people are not parking straight between the two yellow lines of a space which causes other vehicles to not be able to park correctly. There are even times that they pull in so crooked that you can't park in the next space. Tickets should be issued to these offenders!

Action: S. Ewert asked Nancy Wray from Parking Services to comment on this request and her response was, "I have notified Sandy Pyle of this concern so that she could inform her people that there seems to be a problem."

18-2006/2007 The last two times I've applied for a new position on campus, a 3x5 card has been mailed to my current work office addressed to me that says something like, "This is to inform you that your application for a job at Ball State University has been forwarded to the proper department. They will contact you if they wish to interview you after review of the applications." Whoever opens and distributes the mail in our office has access to the information on that card and knows that you have applied for another job on campus. It is unacceptable that UHRS doesn't mark those envelopes as "CONFIDENTIAL." I am writing to request that Human Resources always mark interoffice envelopes that contain job application information as "CONFIDENTIAL."

Action: J. Burke said her office has stopped this practice and the cards are now being sent in a sealed envelope and marked "confidential".

<u>19-2006/2007</u> The attached cards are being sent out through campus mail to employees who have applied for jobs on campus. These should be sent through US mail to respect the employee's privacy. Not everyone opens their own mail, so whoever is opening mail for the department is seeing these cards. Some employees do not like anyone to know they have applied for another position on campus and this pretty much violates their privacy. HR needs to change this procedure <u>immediately</u>. Do they not have their thinking caps on or what!

P.S. Personally, I think the cards are a waste of money, but then they spend a ton of money on other postage items—so spend it sending these to our homes!

Action: J. Burke said her office has stopped this practice and the cards are now being sent in a sealed envelope and marked "confidential".

- **IX.** New Business No new business presented.
- X. Announcements -

The Speaker for the December meeting will be Dr. Ben Hancock, Vice President for University Advancement.

The Holiday lunch will be held Thursday, December 21 at 12:00 p.m. prior to the 1:15 p.m. meeting.

XI. Adjournment – C. Roe made a motion to adjourn the meeting, seconded by L. Shipley. The meeting was adjourned at 2:15 p.m.

Respectfully submitted,

Carol Derry

Carol Terry, Secretary