

Ball State University Staff Council
Meeting #8
Thursday, April 20, 2006
Location: Student Center Forum Room

Present: Kimbra Baker, Marilyn Folkerth, Sharon Martin, Cheryl Duffy, Kevin Farrell, Kim Hiatt, Chris Wallen, Darlene Wiggins, Linda Ritchie, Naomi McLaren, Robert Cope, Pat Henman, Debra Sheller, Ellie Palmer, Coralee Young, Zach Mickler, Michelle Dipego, David Hensley, Angel Silvers, Betty Welch, Sylvia Ewert

Excused Absence: Marcus Jackman, Dorothy Marvell, Betsy Williams, Charles Tuite, Donna Perry, Mary Ann Hurt

Absent: none

Alternates Present: Debra Bear, Tricia Walter, Amy Clevenger, Jennifer Lawson, Kelli Burke, Julie Moody, Lynn Shipley, Sonja Rees, Victoria Tucker, Charlie Scofield

Guests Present: Sali Falling, Gloria Courtright

- I. **Call to Order** –President Angel Silvers called the meeting to order at 1:15.
- II. **Roll Call** – An attendance sheet was passed around for representatives, alternates, and guests to sign.
- III. **Welcome of Guests** – Guests were welcomed by the President.

IV. Guest Speaker – Sali Falling, University Compliance
Sali Falling has been Director of University Compliance for the last 18 years. She introduced Gloria Courtright, Associate Director of Compliance. Sali discussed her office's role in handling concerns. She can advise employees what to do—what her office will and will not get involved in, if a situation is something you have to handle yourself, and the best way to get through the system. She passed around copies of the university's Equal Opportunity and Affirmative Action Policy. Ball State's policy is the same as the State or Federal law, except BSU's policy includes protection from discrimination based on sexual orientation.

Most of the time, issues brought to her attention are complex, and have combined over time. There is often one event that shifts it all. For example, in complaints of sexual harassment, people put up with mild behavior for a long time, but one incident can touch it off. It is much easier for the Compliance Office to investigate recent events. When early events happen, deal with it right away. You have an obligation to let someone know what they are doing is unwelcome. Be clear at work; don't worry about hurting feelings. This approach works best with co-workers. It is a different problem if this is a supervisor, and the Compliance Office should be contacted in those cases.

Religion in the workplace is another issue the Compliance Office becomes involved with. BSU is public institution, and overt displays (for example, asking a co-worker to pray with you) are not appropriate. Pressure is often subtle. Supervisors need to stay on top of situations and not wait to intervene.

On the subject of bullying, what do we expect when we come to work? We expect to be compensated, treated fairly, and treated with civility. Sometimes bullying can be taken care of with conflict resolution skills. If bullying happens in a co-worker conflict, it should be handled through the chain of supervision. Supervisors sometimes don't respond the way you think they

should. Bad management is not unlawful, and the Compliance Office is least able to help in this situation. The more widespread the bad behavior, the more it becomes a management issue and has to be dealt with in chain of supervision. How to deal with a bad manager? Be clear in your communications, and ask them to be clear with you. Pick your battles. Maintain your professionalism at all times—you control how you act. Keep your perspective

Q and A:

“If someone has a problem, does it remain confidential?”

The office must act on things illegal. The university has a Counseling center available—tell a counselor if you decide to keep things confidential, or talk hypothetically.

“If you are aware of bullying that doesn’t involve you, what can you do?”

Talk to the person being bullied. Find out what they’ve done; listen. Be clear. Take it to the next level of supervisor.

“If you observe something happen as a third party, and the recipient hasn’t complained, what is your obligation if you are not a supervisor?”

That’s a judgment call—be a friend. If you see something really wrong, call the compliance office.

“Should there be a separate policy for bullying? If there is no policy on bullying, there are crossover issues.”

The university already has an anti-harassment policy.

“What happens if a problem comes in, and doesn’t fall into one of the protected categories?”

The issue is referred to the vice president of that area for resolution.

“If someone goes to EEOC instead of the compliance office, how do you work with it?”

A person might have legal problems if you don’t use the employee complaint system first. The EEOC contacts the compliance office when a complaint is made, and the compliance office provides information. Then, the EEOC decides if the matter goes to court.

V. Approval of Minutes – Motion to approve as corrected made by K. Hiatt, seconded by S. Ewert; motion carried.

VI. Committee Reports:

A. Employee Relations – N. McLaren—no report

B. Public Relations – K. Hiatt reports that the most recent issue of SCAN was sent out a week ago; working on the next issue

C. Elections – S. Ewert—Elections are underway. Ballots were mailed last week, and 59% of ballots have been completed. Constituents are encouraged to vote, but write-in votes are not allowed. Deadline is April 28.

D. Hospitality – K. Baker—no report

E. Research – E. Palmer—Per student state appropriations: The figure changes every year, based on a 4-year rolling average. There is an enrollment adjustment process which all state schools are divided into stable institutions and growing institutions. Stable institutions don’t want enrollment to change. Stable institutions can’t request additional funding. BSU is considered a growing institution. We can request additional funding, but might not get it.

Committee is researching proposals sent to senior staff in previous years. The Library has Staff Council minutes only since 1991.

F. Salary and Employee Benefits – C. Wallen—Committee met

G. Special Committees:

i. **A. Jane Morton**—Winner to be announced at Staff Recognition Dinner tonight

ii. **Employee Activities Committee – D. Watters**—Tailgate sale May 13 at the fairgrounds.

iii. **Ad Hoc Grievance Committee – C. Wallen**—Committee met and brainstormed to think of questions an employee might ask, and ways to advise.

iv. **Angels for Life – K. Hiatt**

VII. Old Business:

a. **Street Names**—The buck is being passed between Facilities and Police. Executive committee discussed names and will make recommendation.

b. **Payroll Deduction for Sports Camp**—According to Deb Tudor, the number of programs is very large. A new form must be created for every new payroll deduction added, the HR system must be changed, every year a deduction must be set up for each participant, and each department must reconcile their report with a report of the payroll deductions taken each payroll. Due to the limited number of payroll staff, it could be very difficult for the payroll office to process their work in a timely fashion.

VIII. Requests for Information:

23-2005/2006 Are we going to have summer hours?

Yes, starting May 8.

24-2005/2006 An employee has gotten away with breaking rules over a long duration of time. The employee's supervisor is aware of the abuse but yet has granted this person glowing outstanding annual evaluations for numerous annual performance appraisals and has neglected to reprimand this employee. The neglected situation is known by not only co-workers, but other supervisors in the chain of command, making for a poor morale situation in the department.

- **What is the process whether it is an employee or a supervisor approaching Human Resources that this concern/problem is occurring?**
- **Does HR initiate an investigation?**
- **Does HR follow-up within a certain time frame to see if the situation has been resolved or is there inquiry if additional help is needed?**
- **Either way does HR make certain the situation has been resolved and accountability is established?**
- **What happens to the supervisor who has let a problem go on and on as in this situation above?**

Judy Burke: Employees are encouraged to discuss situations with HR. HR has an advisory role.

25-2005/2006 I wish someone would address the issue of parking behind the Bell Communications building and the specific needs of the radio and television staff and students. Because of the nature of what we do in radio and television, we probably, more than any other department on campus, have several staff members who are in and out of the building frequently during any given day and even more so during pledge drives. If we stayed in our office all day every day, short-term parking would not be an issue.

Employees and students understand that they must park in designated lots around campus for normal purposes. However, at times, the people who work in radio and television have to carry heavy, bulky and awkward loads of equipment, food, etc. and make numerous trips into and out of the building while unloading. At times like this, parking in a regular lot is not practical or possible.

Of course, there are abuses of the handful of available space. However, Parking Services personnel seem bent on writing tickets as often as possible and do not care why we sometimes need to park close to the door to unload items. It's not as though one can sit in the car waiting indefinitely for a car to vacate a space when we need to get back to work.

Also, since we do on-air fundraising and we need volunteers to answer phones, often five or six at a time, they need a place to park. We need their help but they usually have to pay to park, may have to park blocks away, and do, on occasion, even get a parking ticket while they are here volunteering their time. Is this the way Ball State welcomes the public to our campus: Ball State gets a lot of mileage out of being the license holder for our public radio and television stations but does not exhibit gracious or polite hospitality to the loyal people who support them.

In a nutshell, we in radio and television have needs specific to our departments. Space close to the building is limited but some kind of consideration needs to be given for accommodating the license holder for our public radio and television stations but does not exhibit gracious or polite hospitality to the loyal people who support them.

Nancy Wray says that Parking Services is aware of these issues and is working on solutions. R-2 parking passes are available for volunteers.

26-2005/2006 I have a concern about the McKinley Parking Garage. The walk way on the second level going to the stairs is not enclosed. When rain/snow occurs, the walkway becomes very slick and hazardous. This morning for instance, there were several icy areas. I feel that this is very important that the appropriate people be notified before an accident occurs.

Mike Planton responded that parking structures are a gray area. Landscape services takes care of un-enclosed areas; building services takes care of enclosed. For this particular area, there is a design issue. They are aware of it, and landscape services should be contacted if there is a problem.

27-2005/2006 Those of us that work on Saturdays or Sundays have trouble finding a parking space in the parking garage (Emens structure). Some Saturdays I do not leave at all because I will never get a parking space back. The students park in the garage and events at Emens take up spaces as well. Is there anything that can be done? Perhaps keeping some spaces reserved every day including weekends?

Enforcement is suspended 5pm Friday through 7pm Sunday. If situation was changed for employees, then it would have to be enforced, but there is not enough manpower on weekends. A written proposal should be sent to Gene Burton. C. Wallen moved to forward RFI 27 to the traffic and safety committee; M. Dipego seconded. Discussion: Should the proposal be worded more formally? Find out how many people are affected, and then create proposal. Motion carried.

28-2005/2006 I think it is great that most of the University's forms have been converted to on-line availability through the form-finder website. Not only does it eliminate the use of so much paper, it has taken most of the forms from 2-3 pages down to just one. However

it would be more advantageous if you could type right on the form as you bring it up, then print and send it respectively for signatures of approval.

Some forms are created by UCS, some by departments. Executive committee will include this topic with questions to President Gora.

IX. New Business:

a. Angels for Life—K. Hiatt proposed adding Angels for Life as special committee. K. Hiatt maintains a database of donors, and volunteers to continue after she is off staff council.

b. Bullying Policy proposal—C. Wallen passed handout with proposal for bullying policy. "I want to make a motion that University Staff Council address to the administration of Ball State University to formulate and institute a Bullying or Anti-Bullying policy." Discussion: Staff Council would like more time to read and consider the motion. The motion was tabled until the next meeting.

X. Announcements:

a. Kevin Kenyon, Crisis Management Team, will be speaking at May 18 meeting.

b. Meeting with President Gora – Executive Committee meeting with President Gora has been moved to May 1.

XI. Adjournment – Motion made by D. Wiggins, seconded by B. Cope, motion carried. The meeting adjourned at 3:15 p.m.