

Ball State University Staff Council
Meeting #4
Thursday, December 20, 2007
Location: Art and Journalism Building (AJ Studio)

Present:

<i>President</i> , Sylvia Ewert	Melissa Schafstall
Maria Bumbalough	Debra Sheller
Sandy Duncan	Lynn Shipley
Kevin Farrell	Carol Terry
Vickie Hahn	Vicki Tucker
David Hensley	Eric Warner
Virginia Jennings	Connie Tyner
Zach Mickler	Marilyn Waldo
Julie Moody	Tricia Walter
Elaine Orr	Betty Welch
Kathleen Pickens	Coralee Young
Christy Roe	

Excused Absence:

Kimbra Baker	Jennifer Lawson
Amy Clevenger	Lori Siefker
Marilyn Folkert	

Unexcused Absence:

Cheryl Duffy

Alternates Present:

Debbie Bear	Joyce Lewis
Robert Cope	Joey Naramore

Guests Present:

Judy Burke	Brian Peters
Alan Hargrave	

- I. **Call to order** – President Sylvia Ewert called the meeting to order at 1:15 p.m.
- II. **Welcoming of Guests**
- III. **Guest Speaker** – C. Terry introduced Alan Hargrave, the Associate Vice President for Student Affairs and Director of Housing and Residence Life. Hargrave has worked in housing over 20 years at Ball State. He shared a PowerPoint presentation of the new residence center, Park Hall. The Hall, which was dedicated on August 22, 2007, features 506 student beds with semi-private bathrooms clustered around double rooms. The \$32 million building is 183,190 square feet, with 72,900 square feet of residential space with two two-story social lounges to help provide a common ground for residents to meet and mingle and helps build a community both vertically and horizontally. The building was designed to help students make new friends, adjust to their academic environment, and help them better succeed at Ball State. Park Hall is a tribute to Don Park and his family's 87-year affiliation with Ball State, marked by the enrollment of five generations of Park children. Don Park is the Vice President Emeritus for University Advancement.

Hargrave also shared his thoughts about the new North Hall which will have 600 student beds and shared that Lafollette will be razed.

- IV. Roll Call** – Secretary C. Terry called the roll of representatives and alternates. Roll call showed 23 representatives present, 5 excused absences, 1 unexcused absence, and 4 alternates present.
- V. President’s Remarks** – S. Ewert shared that Marilyn Folkerth’s surgery went smoothly. A get well card was circulated for Council member to send well wishes to Marilyn. Ewert said she appointed Coralee Young to the PERC committee and thanked others for their interest.
- VI. Approval of Minutes from November 15, 2007 meeting** – A motion was made by K. Pickens to approve the minutes and L. Shipley seconded. The vote was unanimous.
- VII. Committee Reports:**

- A. Employee Relations** – K. Pickens said the committee had nothing to report. She distributed a list of the current grievance advisors.
- B. Public Relations** – M. Waldo said the food drive was very successful and the Salvation Army was pleased with the contributions.
- i. **SCAN** – K. Pickens said she was working on the next issue of SCAN.
- C. Elections** – D. Hensley said Virginia Jennings would soon retire from BSU and he has asked Joyce Lewis (the alternate) to fill Virginia’s term on the Council. Lewis agreed to complete the term.
- D. Hospitality** – L. Shipley said 11 people came early for the Christmas party. She thanked committee members for their help.
- E. Research** – Z. Mickler – no report.
- F. Salary and Employee Benefits** – J. Lawson – no report.
- G. Special Committees** –
- i. **A. Jane Morton Award** – S. Ewert reported that the committee will have the information/forms e-mailed to ALLBSU on January 16. The deadline for submission of the nomination materials will be February 14.
- ii. **Employee Activities Committee** – No report.
- iii. **Angels for Life** – S. Ewert said the next blood drive will be January 8, 9 & 10 – a three day event this time. The University Program Board and Alpha Phi Omega, have offered to work with us again for the January drive. They have more direct communication with students to help bring them out. There will be new coupons from Qdoba, plus some of the regulars such as Texas Roadhouse, Coffee Junkiez, and Pita Pit. If anyone has a favorite business and would be willing to talk to them about participating, Kim would be very appreciative. IBC is giving out backpacks. Kim will be sending out an email to schedule volunteers.
- iv. **Grievance Ad-Hoc Committee** – C. Young said the committee is working on “frequently asked questions” for the documents and will include them on the website when complete. The committee will finalize the documents and hopes to have a motion to move forward to administration at the February meeting.

VIII. Old Business –

A. Staff Council Proposals to Administration

- i. **Monetary Stipend for Meritorious Service Award Winners** – S. Ewert said, in a response from Tom Morrison, the Council has two options. One option is to leave the award as is with the recipient receiving an engraved clock. The second option is for the recipient to receive a check in the net amount of \$100 and a framed certificate.

Action: After discussion by the Council, C. Young made a motion to leave the award as is with the recipient to receive an engraved clock. L. Shipley seconded the motion. The vote was unanimous.

- ii. **Campus Street Signs** – T. Walter said she should have an update for Council at the next meeting.

IX. Request for Information/Policy Change

26-2007/2008 Is there a reason that Ball State does not match employee contributions to a retirement fund? Many large companies do so. There have been very large amounts awarded to higher-level employees lately, which would suggest there are funds available for lower-level employees as well. This would be a huge benefit to lower-level employees and might do much to raise morale among staff.

Action: Judy Burke provided a response at the meeting. Marie Kavanagh provided the following response via email.

"Ball State is actually contributing much more towards employee's retirement than most large employers do through the employer matches. A comparison of these benefits might help staff understand my statement better:

- Large publicly held or privately owned companies will offer 401K plans as an employee retirement plan with the employer matching the employee contribution to a certain percentage or amount. Depending on the employers plan, if an employee doesn't participate in the 401K savings plans then the employer would not contribute any dollars for the employee. Some employers, but not as many as in the past, still have Pension Plans in which employer-only contributions are made annually. The percentage of the contribution also varies by employer and plan but it is usually a small percentage.*
- Many 401K plans allow employees to borrow against their retirement funds and also be able to withdraw funds permanently in case of an emergency. While these benefits are nice, they can deplete an employee's retirement fund and any related earnings are lost.*
- Ball State University does not offer a 401K because they are designed for non-governmental, non-educational employers. Universities and other not-for-profit organizations offer 403B plans which function very much like 401K's. Employers can contribute to these accounts but BSU does not because we contribute to other Pension Funds for all eligible employees. For Fiscal Year 2008, the University will contribute from 9.3% of Staff and Service employees total earnings to the Public Employees Retirement Fund (PERF). Since employees cannot take loans or withdraw any of the contributions before termination or retirement, the employee accounts are never in jeopardy of being depleted and unavailable at retirement.*
- Employees can elect to save for their own retirement through the 403B plan but BSU does not contribute separately to those accounts.*

Anyone who has retired from Ball State can testify as to the wonderful Pension Plan we provide and how grateful they are to have it. It is secured, offers a great benefit and costs the employee nothing."

27-2007/2008 Why do the job postings listed on the web include listings that were closed back in August & September & October? There are 23 positions listed yet there are only 5 that are actually open. If the position is closed, then please remove it.

Action: J. Burke said the list is intended to help others (outside the university community) in knowing the status of a position. Even though a position is closed, candidates may still be called for an interview. The University Human Resource Services office leaves the postings on the website for 2-3 weeks after a position has been filled.

28-2007/2008 I supervise a full time, regular non-exempt employee that works 3rd shift. Handling holiday pay is always problematic. I recently called Payroll & Employee Benefits to ask for help. The answer didn't make a lot of sense to me so I requested a written procedure for how 3rd shift employees are to be handled. The response I received was that all information is contained in the Employee Handbook. I went to the online version of the non-exempt handbook; copied the portion containing information on 3rd shift employment into an e-mail and sent it to Payroll asking that the section which answered my question be excerpted out and sent back to me. That was never completed. I then contacted Marie Kavanagh with the same

request and I got the same response which is nothing. I find this completely unacceptable...I'm certain there are very few people on campus this affects but it affects at least one employee (two if you count me, the supervisor) and that is not an excuse to ignore a request. All I'm asking for is a written policy stating when a 3rd shift employee's day starts and ends (i.e., is 3rd shift an extension of the previous day meaning if a 3rd shift employee works at midnight on Monday, is that counted as Sunday as far as Payroll is concerned?). Also this should state when an employee's holiday should be taken. If the above statement is true (which is what I've been told) then a 3rd shift employee would have to work on New Year's Day at midnight since that would be the extension of the 31st. They would then have their holiday at midnight on the 2nd since that would be the extension of the 1st which is considered the holiday for everyone else at the university. This would put the employee at work right when "the ball drops", which I find unfair. I find all this incredibly confusing and it has all come about since the introduction of Kronos. With paper scan sheets, I worked my 3rd shift person around the holiday the way I wanted (right or wrong the work was completed) and apparently, payroll took care of the sheet appropriately. A simple addition to the handbook on this issue would simplify things greatly and an immediate addendum via e-mail would be even better!

Action: Judy Burke responded at the Council meeting. Marie Kavanagh provided the following response via email,

"There are two pieces to consider when trying to understand how the policy and the Kronos system work together. Per the handbook for non-exempt staff employees: "If the work shift overlaps two calendar days, the calendar day on which the majority of the shift falls will be designated the official holiday for pay purposes.". In the Kronos system we have over 25 different groups of employees, each of which has a separate definition of how this group of employees is to be paid. Part of these definitions is what day is defined as the holiday. The important element in setting these pay rules for the holiday is consistency. For 3^d shift employees (non-exempt staff) the time an employee starts their shift is designated as the holiday. This sounds contradictory but it really is not. Here's an example for New Year's

<i>Day and time shift starts</i>	<i>Holiday designation</i>	<i>Pay</i>	<i>University Holiday</i>	<i>Day majority hours are worked</i>
<i>12/31 at 11:30 p.m.</i>	<i>Shifts starting on December 31</i>	<i>8 hours holiday and actual hours worked at holiday pay</i>	<i>January 1</i>	<i>January 1</i>
<i>1/1 at 11:30 p.m.</i>	<i>Shifts starting on January 1</i>	<i>8 hours worked</i>	<i>January 1</i>	<i>January 2</i>

Hopefully this example illustrates how the employee is being paid consistent with the policy; it is strictly a difference in terminology not in actual pay that gets people confused. Perhaps much of the confusion comes not from knowing what day the holiday is defined as occurring in relation to these overlapping shifts.

While paper time sheets are easier to understand they are prone to error for the very reason you described e.g. the pay was calculated individually so every employee could be paid differently even though they worked the same schedule."

- X. **New Business** – no new business was presented before the Council.
- XI. **Announcements** –
 - A. Guest Speaker – the speaker for the January 17, 2008 meeting will be Judy Elton from the Center for Vital Aging.
- XII. **Adjournment** – With no further business being presented to the Council, the meeting adjourned at 2:00 p.m.

Respectfully submitted,
Carol Terry