

**Ball State University Staff Council**  
**Meeting #2**  
**Thursday, October 18, 2007**  
**Location: Student Center Forum Room**

**Present:**

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<i>President</i> , Sylvia Ewert	Kathleen Pickens
Maria Bumbalough	Christy Roe
Cheryl Duffy	Melissa Schafstall
Sandy Duncan	Debra Sheller
Kevin Farrell	Lynn Shipley
Marilyn Folkerth	Lori Siefker
Vickie Hahn	Carol Terry
David Hensley	Connie Tyner
Virginia Jennings	Marilyn Waldo
Jennifer Lawson	Tricia Walter
Zach Mickler	Betty Welch
Elaine Orr	Coralee Young

**Excused Absence:**

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Kimbra Baker	Vicki Tucker
Amy Clevenger	Charles Tuite
Julie Moody	

**Alternates Present:**

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Robert Cope	Margaret Love
Janet Johns	

**Guests Present:**

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Judy Burke	Patty Hollingsworth
Kim Hiatt	Marie Kavanagh

I. **Call to order** – President Sylvia Ewert called the meeting to order at 1:15 p.m.

II. **Welcoming of Guests**

**Guest Speaker** – M. Folkerth introduced Patty Hollingsworth, the Director of Ball State's Working Well Program. Hollingsworth said Working Well is a health enhancement program designed especially for BSU employees. They are trying to help employees improve or maintain a healthy lifestyle and optimize health-care resources. She was pleased with the response for the Start Where You Are walk and said that they handed out 556 pedometers, with 431 logging their steps on-line. Hollingsworth said that 68 people volunteered to be Prevention Ambassadors and provide information to their co-workers. Services offered by Working Well include TOPS (Take Off Pounds Sensibly), nutrition counseling, Weight Watchers, tobacco cessation, employee quick clinic, and employee pharmacy services.

Ball State has contracted with Cardinal Health for the quick clinic. The clinic will treat common illnesses and injuries for employees, retirees, and family members over the age of two years. The clinic will be open from 7 a.m. to 7 p.m. Monday through Friday. The facility will be staffed by certified family nurse practitioners. Flu shots will be available on November 15. If an employee is not covered by BSU's health plan, they may still visit the clinic, however they will be asked to pay for their visit and file with their own insurance provider for reimbursement. Hollingsworth encouraged everyone to help make a healthy impact on their own life.

III. **Roll Call** – Secretary C. Terry called the roll of representatives and alternates. Roll call showed 24 representatives present, 5 excused absences, 0 unexcused absences, and 3 alternates present.

- IV. **President's Remarks** – S. Ewert asked that members who have an interest in attending a November 7 Staff Council Round Table at Indiana State University let her know so she can coordinate the travel schedule.

The Staff Council Heart Walk team raised over \$2,000! Ewert thanked members for their efforts in the walk for the American Heart Association.

- V. **Approval of Minutes from September 20, 2007 meeting** – A motion was made by C. Duffy to approve the minutes and M. Folkerth seconded. The vote was unanimous.

VI. **Committee Reports:**

- A. **Employee Relations** – K. Pickens said the grievance committee will meet today to learn of the next possible steps in a grievance procedure.
- B. **Public Relations** – M. Waldo said the committee will have a food drive during the holiday season. More information will follow
- i. **SCAN** – K. Pickens said the first issue of SCAN was mailed and constituents should have received the copy. She asked members to submit items to be included for the next issue.
- C. **Elections** – D. Hensley reported on a couple of changes. There are two new alternates, Jennifer Crist in Bracken Library and Joyce Lewis from Public Safety. The Teacher's College still has an opening.
- D. **Hospitality** – L. Shipley reported the committee will meet to discuss the holiday party.
- E. **Research** – Z. Mickler – no report.
- F. **Salary and Employee Benefits** – J. Lawson said the committee met in September.
- G. **Special Committees** –
- i. **A. Jane Morton Award** – M. Folkerth said the committee met to discuss the process and set deadlines. Nomination forms will be mailed January 16, 2008 and will be due by February 14. The selection will take place on March 3 and the dinner will be April 14, 2008.
- ii. **Employee Activities Committee** – The EAC will host a craft show on October 27 from 8 am to 2 pm at the Delaware County Fairgrounds.
- iii. **Angels for Life** – K. Hiatt announced the dates of the next blood drive as October 31 and November 1. AFL along with University Program Board will host the Rocky Horror Picture Show that evening in Pruis with free popcorn and cokes.
- iv. **Grievance Ad-Hoc Committee** – C. Young – no report.

VII. **Old Business** –

- A. **RFI #27-2005/2006 and #11-2006/2007, Proposal to Gene Burton about Weekend Parking** – S. Ewert said there was nothing new to report.

B. **Staff Council Proposals to Administration**

- i. **Adult Fee Remission Proposal** – J. Lawson forwarded the request to Tom Morrison and received the following response, "*I have reviewed the recent request from the Salary and Employee Benefits Committee of the University Staff Council regarding an Adult Fee Remission Program. While I appreciate the research and effort required to submit this proposal on behalf of many deserving employees requesting such expansion of University educational benefits, the proposal remains a costly expansion without a means to offset the affiliated expenses. Thus, the University cannot recommend an expansion of its fee remission programs during these lean budget times.*

*I have little doubt an adult fee remission program would be popular and utilized, as expressed in your proposal. Offering a Ball State University education at a reduced rate for an adult population would be attractive. However, these programs do not come without significant cost per student. The approximate cost of a Ball State University education for each full time student is approximately \$14,000 per year. Unlike the attached justification, Ball State does not have the luxury of saying which student's education costs money and which do not. Each enrolled*

*student creates this expense, regardless of how their fees are paid. In fact, Ball State does simply waive fees. Fee remissions are a form of financial aid paid by the institution. Of the \$14,000 expense per student, approximately one half is paid by the State of Indiana, and one half by student fees. Your proposal would essentially waive one half of the fee portion or \$3,500. As well, the State of Indiana considers Ball State a “stable” campus. Thus, its budget appropriation is based on a fixed number of students. Ball State does not receive more funding if it enrolls more students than the fixed amount. Therefore, if enrollment were to increase by the amount included for the proposed remission, Ball State would only receive \$3,500 of the \$14,000 expense and create a \$10,500 shortfall.*

*While we would all love expanded benefits to meet our own personal needs, this type of expansion would create a significant financial burden. In order to meet budgetary obligations, Ball State has chosen to limit benefits to only dependent children as defined by the federal government. This is certainly true for our health care plans. For these significant budgetary reasons, Ball State University cannot expand its fee remission programs beyond dependent children of employees. Thus, the attached proposal cannot be recommended.*

*Thank you again for your research and proposal and please contact me with further questions.”*

- ii. **Monetary Stipend for Meritorious Service Award Winners** – S. Ewert sent a letter and proposal to Dr. Morrison and will report when he responds.
- iii. **Reconvening of Parking Task Force** – S. Ewert said she and C. Terry have composed a letter to Dr. Kay Bales and will send it by the end of the week.

#### **VIII. “Request for Information/Policy Change”**

**11-2007/2008** I propose that each classroom (or at least somewhere on each floor of the buildings) would have a “panic” button (or phone) of sort that would allow staff members/students to alert either someone at campus police (or at the very least the Dean’s office) that there was an emergency. I also propose that every faculty member (at least the professors and administrative coordinators) be REQUIRED to be trained in First Aid as part of their employee orientation. The reason I am suggesting this be required and not optional is due to the fact that we have many faculty members, especially those from foreign countries, who do not know much if anything about what to do in case of a medical emergency, yet they are “in charge” of many students in any given week. The Emergency Response Guidelines are helpful, but there is nothing in the booklet that specifically deals with situations such as seizure. It has recently come to my attention that there are so many students who are diabetic or who suffer from epilepsy who do not wear medical alert bands. Granted we are not certified to give full medical treatment (and should not), but there are a few things that people should or could know that would make the situation less frightening for both the professor and the students – and could help the victim. For example, last week a foreign professor had a student in one of his classes who suffered a seizure. The professor had little idea of what was going on with the student, and had to leave the student and the class in order to find help. Had he thought, he could have sent another student instead – but he’d never encountered a situation such as this. Therefore, he did not realize he probably should not have left the student/class alone. He also did not know he should try to move the person to the floor – move the tables/chairs away from the student – to try to turn the student on his side or to try to put something in between his teeth so he wouldn’t bite his tongue. Luckily this occurred during a time of day when there were other staff/faculty members on staff. I can only imagine that this professor would have been even more panicked had help not been so rapidly available.

**Action:** Council members felt the university offers adequate first aid training for those who wish to become involved and has a Crisis Management plan in place. Most people carry cell phones and many offices and classrooms have phones to call for help. After discussion, Council members unanimously decided that they do not wish to pursue the issue.

**12-2007/2008** I would like to see beverage machines located in each building that would offer juices instead of only those that offer soft drinks. Not only is juice healthier than the caffeinated drinks, but sometimes there are actually times when juice would have been very helpful in medical situations. There have been two diabetic related incidents in the past few months where we could have purchased some for the person in need had there been any available. Granted people with this medical condition should have such things with them, but if the person is suffering a seizure, he/she is unable to inform us of that.

**Action:** Z. Mickler said an issue regarding the contents of a vending machine was addressed earlier in the year and referenced the February 22, 2007 minutes. Departments are encouraged to call Mark Keever, the purchasing coordinator, who will forward the request to the vending company. The vending company will then be in touch with the building representatives.

**13-2007/2008** A co-worker of mine pays to park in R6. She went to lunch and had to circle the parking garage four times in order to find a place to park when she came back from lunch. She said that she had heard that the students that live in Park Hall have been given a pass to park in R6 until they fix the parking lot for those students. Is this true? This seems unfair – since employees pay a lot of money in order to park in the structure – and can't go to lunch because they won't be able to find a place to park when they get back. If this is true – what suggestions can you give them? Where can they park?

**Action:** M. Folkerth contacted Nancy Wray in Parking Services and she offered the following response, *"First of all, all employees are given first priority to buy into a red lot anywhere on campus before any students. Students were allowed to choose R1, R6, and R7 and only got into those lots after employees had [the] opportunity. However, employees did not fill up any of the red lots with the exception of R11 (Ad Drive). When that happens, we open up any space we have available to students that want to buy them. And yes, there are students in the residence halls parking in R6 this year, and they are paying the same fee as any employee parking in there. If for some reason there are no red spaces available in R6, those patrons may park in a metered area on the top floor without paying the meter. They must be displaying their R6 permit. We are continuing to monitor that garage very closely to try to determine who is there, when, and why so that we can make any adjustments in usage in the future."*

**14-2007/2008** Why doesn't BSU offer a vision plan for employees? Vision insurance is a relatively inexpensive benefit to offer employees but a very valuable benefit.

**Action:** J. Lawson said a similar RFI was addressed by Marie Kavanagh last month. The response was, *"M. Kavanagh, Director of Payroll and Employee Benefits offered the following response, "All employers offer different types of benefits to their employees and with new employees coming to the University, it is wonderful to have suggestions such as these brought forth for discussion. Since coming to the University last year, my staff and I have been exploring the possibility of adding some voluntary benefit programs, like additional Life Insurance for the employee and their family and Vision Insurance, to our current benefit package. As anyone would expect, this is not done easily or overnight. The Board of Trustees has to approve adding these benefits and to do so they need to understand several things:*

- 1). What is the level of employee interest in these benefits?*
- 2). What is the cost to the University and the employee?*
- 3). Do these benefits support other initiatives in the University like Wellness?*
- 4) Who is administrating the benefit and what impact does adding this benefit have on the operations of the Benefits area?*
- 5) What procedures are in place to ensure the risk level to the employee and University is protected?*

*We would like to be able to offer additional voluntary benefits to employees at the next Open Enrollment period in the Spring of 2008 but much has to be done before that is possible. We will be surveying employees this fall to determine the level of interest. Obviously a high level of employee support is the first step to reaching our goal, so encourage all your fellow employees to participate in the survey when it comes out."*

**15-2007/2008** I would like to know why the parking fees can't be pro-rated according to the pay scale. It is not fair for those faculty that get paid so much more than support staff to pay the same parking fees nor is it fair for those support staff at a pay scale 7 to pay the same as those at a pay scale of 11 or 12. Can something be done about this?

**Action:** M. Folkerth reported that a similar request was addressed and answered by Nancy Wray last year on RFI #48-2006/2007 and recorded in the May 17, 2007 minutes as follows, "Regardless of salary, everyone used the same resources the same way, and the fees are used for the upkeep and maintenance of those resources."

**16-2007/2008** Why are only undergraduate credit hours available for fee remission? Other campuses offer credit hours (regardless of what class you'd like or degree you wish to pursue). I feel many of our talented employees are leaving to pursue employment where they can afford to study.

**Action:** Z. Mickler reported the "Handbook for Nonexempt Staff Personnel" explains (on page 34 of the following linked document <http://www.bsu.edu/hrs/media/pdf/finnx06.pdf>):

**6.3.1 Educational Assistance Program** -- An employee who meets normal admission requirements of the university and who is in a probationary period, or a non-probationary employee who wishes to take graduate classes, or a non-probationary employee who wishes to take a Leave for Study, may enroll for up to 6 credit hours per semester or 3 credit hours per intersession or summer session and have undergraduate and graduate fees, exclusive of special fees, equal to the greater of: (a) 50% of total fees or (b) for on-campus instruction, the contingent portion of general fees and graduate course fees waived. An employee on an approved Leave for Study may enroll for up to 17 credit hours per semester or 11 credit hours per intersession or summer session under this program. This Program is administered through University Human Resource Services (285-1834).

Classes may be audited (no university course credit) without cost to the employee. For a waiver of the audit fee, obtain a waiver card from either the Admissions Office (for undergraduate classes) or the Graduate School (for graduate classes).

**6.3.2 Fee Remission Program** -- An employee who meets the normal admission requirements of the university and who has completed his/her probationary period may enroll for up to 6 credit hours per semester or 3 credit hours per intersession or summer session and have 100% of undergraduate fees waived by the university. Contact University Human Resource Services for questions about this Program (285-1834).

**17-2007/2008** I would like to see campus "streets" have signage. It would make it easier for visitors to find their way around. (Example, "Admin Drive," "Emen's Circle," "Woodworth Drive," etc.) I believe suggested street names were submitted a few years back, and someone is just holding back on signing off on the work request to the sign shop.

**Action:** T. Walter reported that the Public Safety Committee did not recall receiving information from Council on this request from 2006. K. Pickens will follow-up on the request and check the minutes of the Public Safety committee meetings.

**18-2007/2008** I would like to know the explanation for the reason of Department Parking Permits now jumping to \$50. When they first came out, they were \$5 with the explanation of it was for the cost of making them...which was reasonable. \$25 was bad enough, there is NO way that they now cost \$50.

**Action:** M. Folkerth said this issue has been raised before and covered under RFI #2-2006/2007 and recorded in the October 18, 2006 minutes as follows, "*The \$25 fee for the department permits actually covers more than just the permit. It is a university resource and there is not only a cost to the actual permit, but there are administrative fees involved in issuing each permit and enforcement that is provided to ensure the proper usage of the permits. They are mostly used for parking at meters without feeding the meter. That is a loss of revenue to the university which is also figured into the cost.*"

**19-2007/2008** Although students have, I believe, always been allowed to purchase red permits for at least SOME lots, I do not believe they have been allowed to purchase them for 24 hour use. (A blue student permit is not the same as a green one.) In addition, it was my understanding that students were only allowed to purchase in the selected red lots (not all of them permitted-I believe, specifically R-11, AFTER faculty/staff had purchased them and IF there were still spots available. R-6 is NOT appropriate for 24 hours student parking when employees who work at the library during evening and weekends cannot find a spot to park in order to come to work.

**Action:** (same as RFI #13-2007/2008 response) M. Folkerth contacted Nancy Wray in Parking Services and she offered the following response, "First of all, all employees are given first priority to buy into a red lot anywhere on campus before any students. Students were allowed to choose R1, R6, and R7 and only got into those lots after employees had [the] opportunity. However, employees did not fill up any of the red lots with the exception of R11 (Ad Drive). When that happens, we open up any space we have available to students that want to buy them. And yes, there are students in the residence halls parking in R6 this year, and they are paying the same fee as any employee parking in there. If for some reason there are no red spaces available in R6, those patrons may park in a metered area on the top floor without paying the meter. They must be displaying their R6 permit. We are continuing to monitor that garage very closely to try to determine who is there, when, and why so that we can make any adjustments in usage in the future."

**20-2007/2008** I would like to see Staff Council add an area to their website that would group/cluster past RFIs by topic. Minutes are already archived online back to 2003, and even with a little bit of research back to say 2000, to have RFIs about the same issue (Sick Leave Bank, \$1000 limit on dental insurance) clumped together would not only be informative to staff, but it would be informative to Staff Council about a topic that keeps getting brought up and maybe something SHOULD be done about it. In addition, it would provide great reference information when new RFIs are submitted.

**Action:** S. Ewert said she felt the request was a great idea and asked for volunteers to help with the website. Staff Council does not have a current Representative that works on their site. A former representative, Naomi McLaren, has been graciously posting our minutes and other information as requested. Ewert will work with Executive Committee on addressing this concern.

**21-2007/2008** We have summer hours because it makes sense. What doesn't make sense is going back to 8:00-5:00 the rest of the year. I much prefer to start work early so I can leave early. If 7:30 to 4:00 works during the summer, it will work year round. I'm sure most would vote for 7:30-4:00 with a one-hour lunch. Let's give it a try.

**Action:** S. Ewert said that staff are required to work a 40 hour work week. We enjoy summer hours. Employees are encouraged to talk to their supervisors about working flex hours. Hours are arranged by individual supervisors but the general hours of the university are 8:00 a.m. – 5:00 p.m. with a 65 minute lunch break, and 7:30 a.m. – 4:00 p.m. with a 35 minute lunch break during the summer hours.

**IX. New Business** – no new business was presented.

**X. Announcements** –

**A.** Guest Speaker – the speaker for the November 15, 2007 meeting will be Andy Gothreau, Assistant Director of Human Resources Training and Development.

**XI. Adjournment** – With no further business being presented to the Council, the meeting adjourned on a motion made by K. Pickens and seconded by L. Siefker at 2:30 p.m.

Respectfully submitted,  
Carol Terry, Secretary