

**Ball State University Staff Council  
Meeting #10  
Thursday, June 21, 2007  
Location: Arena Lounge**

**Present:**

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President Sylvia Ewert	Christy Roe
Kimbra Baker	Debra Sheller
Marilyn Folkerth	Lynn Shipley
David Hensley	Carol Terry
Jennifer Lawson	Vicki Tucker
Naomi McLaren	Charles Tuite
Zach Mickler	Connie Tyner
Ellie Palmer	Tricia Walter
Kathleen Pickens	Coralee Young

**Excused Absence:**

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Amy Clevenger	Virginia Jennings
Cheryl Duffy	Dorothy Marvell
Sandy Duncan	Donna Perry
Kevin Farrell	Lori Siefker
Pat Henman	Betty Welch
Mary Ann Hurt	

**Absent:**

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No unexcused absences.

**Alternates Present:**

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Debbra Bear	Janet Johns
Max Hunt	

**Guests Present:**

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Judy Burke	Marie Kavanagh
Kim Hiatt	

- I. **Call to order** – President Sylvia Ewert called the meeting to order at 1:20 p.m.
- II. **Welcoming of Guests**

**Guest Speaker** – M. Folkerth introduced Marie Kavanagh, the Director of Payroll and Employee Benefits. Kavanagh shared that during her years working she has discovered that most people are motivated by the same things:

- they want to be valued by their supervisor
- they want to be trusted (by their supervisor and co-workers)
- the majority of employees follow procedures.

Kavanagh said they are working to improve the quality of life of BSU employees. She said that change is hard to accept, employees from top management to service employees do not like change. Kavanagh's department is trying to be more customer-service oriented and if you can not make it to their office, they will come to you, they want to help employees understand. She said that employees must understand, be accountable, and ask questions if they do not understand. The department also welcomes feedback on their communications. Kavanagh plans to survey staff regarding benefits and ask the additional types of benefits for which they would be willing to pay. The university plans to offer life cycle seminars to help employees make retirement and investment decisions that will

impact their future. They plan to offer internet based enrollment and a new wellness program.

- III. **Roll Call** – Secretary C. Terry called the roll of representatives and alternates. Roll call showed 18 representatives present, 11 excused absences, no unexcused absence, and 3 alternates present.
- IV. **President's Remarks** – S. Ewert extended thanks to the following:
- to Council members for the collection for Linda Ritchie, whose home was destroyed by fire, and
  - to the chairs and officers for their service on Council and work on committees during the past year, and
  - to Kim Hiatt for her efforts with Angels for Life and help with the Inquisit poll, and
  - to Marilyn Waldo for preparing the welcome letters for new Staff Council members.
- V. **Approval of Minutes from May 17, 2007 meeting** – A motion was made by D. Hensley to accept the minutes, seconded by C. Tuite. The vote was unanimous.
- VI. **Committee Reports:**
- A. **Employee Relations** – N. McLaren – no report.
- B. **Public Relations** – L. Shipley stated the committee will start the school supply drive early to encourage more contributions.
- C. **Elections** – D. Hensley was happy to report that elections were complete.
- D. **Hospitality** – C. Roe said the picnic and election of officers will take place in the Atrium Studio. Lunch will begin at 12:15 p.m. followed by the election of officers.
- 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 – no report.
  - ii. **Employee Activities Committee** – The EAC will host a craft show in October.
  - iii. **Angels for Life** – K. Hiatt thanked volunteers for their work during past drives. The next blood drive will be held September 4-5.
  - iv. **Grievance Ad-Hoc Committee** – C. Young said the committee has new grievance procedures and will present them in the fall for review.
- VII. **Old Business** –
- A. **RFI #27-2005/2006 and #11-2006/2007, Proposal to Gene Burton about Weekend Parking for Library Employees** – No report from Burton.
- B. **Staff Council Proposals to Administration**
- i. **Adult Fee Remission Proposal** –The Salary and Employee Benefits Committee had nothing new to report.
- C. **Staff Recognition Program Suggested Changes** – S. Ewert said the questionnaire was sent to staff members to respond using Inquisit. The following is the poll questions and options for answers:
- i. *Question: Do you like the current format of the Staff Personnel Recognition and Retirement Dinner? (A formal event catered by Banquet and Catering in the Student Center with complimentary tickets for honorees only and others paying \$13.00 per ticket.)*  
Answer: Yes, No, Don't Care, No response
  - ii. *Question: Would you be in favor of changing to a more casual event at the arena which would be combined with the service personnel? (This event would be free with a buffet meal served by Dining Services.)*  
Answer: Yes, No, Don't Care, No response

Approximately 800 staff members were polled for the survey. A total of 387 staff members responded and 131 people made comments such as, they want separate from service, like the current format, want more casual but separate from service, cost is prohibitive from attending now, like free, concern that the program will be too long if combined, have lunch or an afternoon program, have never attended, yes-combine the events, and have a buffet instead of sit-down dinner.

After some discussion on the issue, K. Pickens made a motion to forward the issue to the Research Committee for more detailed discussion and review. C. Terry seconded and the motion carried. One member, M. Folkerth opposed the motion.

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

**54-2006/2007** I have a couple of questions regarding the cards you receive from HR when you apply for a job. They now send them in a confidential envelope and then in a campus envelope. You can see through the confidential envelopes to tell what they are. Would it be possible for them to stamp “confidential” on the campus envelope so that other staff won’t open the campus envelopes? Also – I applied for a job, went to the interview, and then received a letter from the department that the job had been filled with another person. About two weeks later, I received the card from HR that my application had been received and was sent to the department and that they could be contacting me for an interview, etc. What is the point of those cards? I would say it was just a tad bit late....

**Action:** *Judy Burke said her office is investigating the use of “security envelopes.” Burke explained the closing date for receiving applications is Tuesday. Using the applicant tracking system, the HR rep determines qualified candidates and then delivers the packet to the supervisor. The supervisor then reviews and sets up interviews. HR tries to deliver the packet two days after the closing date. In the case mentioned above, the department had their rejection letters ready to mail right away.*

**55-2006/2007** I have just been reminded that staff whose salary is over the top end of their grade level are only eligible for the across the board raise – no merit – even if they have an outstanding review. I’d like to know the reasoning behind this. The message it sends is that it doesn’t matter that you have done an outstanding job according to your performance review and that someone who only received a satisfactory review will receive the same percentage increase. I’m left with these questions:

- Where is the incentive for anyone to do more than satisfactory?
- Why should an employee be penalized just because they have reached the top of their range while doing an excellent job?

By definition, merit means “something that deserves or justifies a reward or commendation,” and that seems to apply very well to the intent and design of the merit increase program, yet in this case, those who have been determined to be providing meritorious performance by virtue of their annual review (and by the length of their service) are finding that it is impossible for them to be considered for a merit increase. If a merit-based pay raise exists yet cannot possibly be attained by some, though they have earned it, it really is not a merit increase, and should either be re-configured or made available to all who have earned it.

**Action:** *J. Burke explained that employees receiving a satisfactory performance review are entitled to merit pay. However, if an employee is above their pay scale in their salary grade, they cannot receive more than the total determined amount.*

*For example:*

*The determined (or announced) amount for this year was 4% (2.8% across the board and 1.2% for merit). An employee who was considered to be over their salary range with a satisfactory performance review would be entitled to a raise of up to 4% but not over 4%.*

*A letter explaining this formula was sent to each department supervisor.*

**56-2006/2007**

Why do visitors park in yellow lots? This is especially bad when the Student Center is holding conferences. There are so few yellow lots—and when you find visitors taking up the spaces, it's difficult not to be discouraged. Why not have visitors park in the garage near the Student Center? We as employees can no longer afford to park in the garage, so it sets mostly empty in the summer months. In addition, when yellow lots are turned into orientation lots, it gets more difficult to find a parking space. Please—can Ball State at least set aside for their employees a place to park? We are paying for a spot—so the least we can ask for is to have a place to park.

**Action:** M. Folkerth contacted Nancy Wray in Parking Services and she responded, "Since we have installed the multi-bay metered parking in the garages for visitors, we encourage visitors and those bringing visitors on campus to use those spaces. We offer pre-paid passes for the parking garages for \$5 (which is the daily rate in the garages) and those passes allow visitors to come and go as often as they need during the day. The visitor also does not have to bother with paying the meter for a specific space. However, many departments frown on their visitors paying to park. Because the yellow and green lots are mostly on the outer perimeter of campus, we will make a free visitor pass for those locations. The yellow parking permit the employees purchase (myself included) does not buy a space, it only gives us the privilege to park on campus in the yellow parking lots. Those who purchase the red lots and pay extra are paying for a specific location and while spots are not specific, there should be a space available in their specific location. When orientation begins, we use green, blue, and yellow on the outer edge of campus for them (C06, G10, and H06). They are supposed to park there, but as you know, visitors get lost or whatever and will go anywhere they find a place. And those folks are why we are all here."

**57-2006/2007**

I work in the Administration Building, and I park in R11. I have had difficulty finding available parking in R11 when I have returned from meetings or appointments during the past academic year. Several of my co-workers have had problems with this as well. It is very frustrating to have to find a yellow lot with available space or put money in parking meters when I pay so much for red lot parking. I would like to request that parking services not sell quite as many permits for R11 for the 2007/2008 year. If necessary, staff council could conduct a survey of everyone who parks in R11 (especially near the Administration Building) which would show how many people have experienced this problem.

**Action:** M. Folkerth contacted Nancy Wray in Parking Services and she responded, "There are also R11 spaces south of West Quad by the Heat Plant and those are empty all the time. After we decided that part of the problem was that people were pulling into spaces and running into the AD Building to drop things off," she stated, "we'll see what we can do to help the situation."

**IX. New Business**

**A. Nominations for 2007-08 Officers**

D. Hensley opened the floor for nominations for the following Officers: President, Vice President, and Secretary.

A call for nominations for President brought forth Sylvia Ewert by C. Young. No other nominations were made for the office of President.

A call for nominations for Vice President brought forth Marilyn Folkerth by L. Shipley. No other nominations were made for the office of Vice President.

A call for nominations for Secretary brought forth Carol Terry by J. Lawson. No other nominations were made for the office of Secretary.

**X. Announcements –**

- A.** The picnic will take place in the Atrium at 12:15 p.m., with the election of officers to follow at 1:15 on Thursday, July 19, 2007. There will be no regular meeting.
- B.** Be sure to see David Hensley or a member of the Elections Committee if you are interested in being an officer next year and want to get your name on the ballot for the election in July.

**Adjournment** – With no further business being presented to the Council, the meeting adjourned at 2:20 p.m.

Respectfully submitted,

Carol Terry, Secretary