

Ball State University Staff Council
Meeting #4
Thursday, December 17, 2009
AJ Studio

Present:

Jennifer Lawson, <i>President</i>	
Maria Bumbalough	Joyce Lewis
Carl Burgess	Sarah McKillip
Terry Burgess	Julie Moody
Amanda Collins	Elaine Orr
Cathy Cunningham	Lynn Shipley
Marilyn Davis	Loretta Smith
Sandy Duncan	Judy Stearns
Kathleen Harrold	Carol Terry
Kim Hiatt	Connie Tyner
Janet Johns	Marilyn Waldo
Ralph Julius	Coralee Young
David Kaufman	Angela Zahner

Alternates Present:

Bartley Hainz	Joan Phipps
Teresa Kennedy	

Guests Present:

Judy Burke	Nancy Wray
Marie Kavanagh	

Excused Absences:

Lee Ann Shore	Ted Workman
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Unexcused Absences:

Angela Pickett	Delana Ulmer
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- I. **Call to Order** – President J. Lawson called the meeting to order at 1:15 p.m.
- II. **Welcoming of Guests** – J. Lawson welcomed all guests to the meeting.
- III. **Guest Speaker** – Because of the holiday luncheon, no speaker was scheduled for the month.
- IV. **Roll Call** – C. Terry called the roll of representatives and alternates. Roll call showed 25 representatives present, 2 excused absences, and 2 unexcused absences.
- V. **Approval of Minutes from November 19, 2009 Meetings** – The minutes of the November 19, 2009 meeting were approved on a motion by Young and seconded by Hiatt. The vote was unanimous.

VI. Committee Reports

- a. **Employee Relations** – M. Bumbalough – no report.
- b. **Public Relations** – M. Waldo asked staff to continue their food drive collections. She asked that donations be delivered to the Biology Department loading dock by 10 am on Friday, December 18, 2009
 - i. **SCAN** – A. Collins said she is in need of additional articles and information to publish SCAN. She asked if members felt the Communications Center would serve the same purpose. Members said that SCAN serves as a PR tool for Staff Council and is used to help communicate with staff. Suggestions were made to include information on Angels for Life, food drives, school drives, council meeting dates and new staff hires.
- c. **Elections** – L. Shore – no report.
- d. **Hospitality** – L. Shipley thanked Marilyn Davis, Sandy Duncan, and Janet Johns for their help with the holiday party and ornament exchange for the council.
- e. **Research** – C. Cunningham – no report.
- f. **Salary & Employee Benefits** – L. Smith – no report.
- g. **Special Committees**
 - i. **A. Jane Morton Award** – C. Young – no report.
 - ii. **Employee Activities Committee** – J. Lawson said the EAC was a sub-committee of Staff Council and at the time of the meeting there were no events to report.
 - iii. **Angels for Life** – K. Hiatt said the next blood drive will be held on January 20-21, 2010. She passed a volunteer sign-up sheet around to committee members asking for assistance at the registration table.

VII. Old Business

- a. **Follow-Up to RFI #34-2008/2009** -- Admissions criteria for staff personnel.
Response to #34-2008/2009: S. McKillip reported that she has been working with Chris Munchel in the Office of Admissions. Munchel indicated they do not keep track of employee applications but they are willing to help and get some things moving forward.

Update from December 17, 2009 meeting: S. McKillip reported that UCS and Admissions did not have data for employees who were employed before 1994. However between 2006 and 2009, only two employees have been denied admission. McKillip said remedial classes used to be offered but were eliminated around 1997-98 due to higher academic and admission standards. McKillip reported that Chris Munchel agreed to work with employees who may need only one or two classes at Ivy Tech.

At this point, there are not a lot of employees who are being denied admission and therefore the committee suggested that council take no further action.

- b. **Follow-Up to RFI #16-2009/2010 & #17 2009/2010** – Parking issues: Returned to the Research committee to gather additional information from Parking Services. *Nancy Wray, Office Manager, Parking Services has agreed to join us for this meeting to field questions.*

Nancy Wray explained that everyone pays a registration fee for parking on campus. This fee does not guarantee parking spaces. She indicated that 450 spaces were temporarily lost this year due to construction projects on campus. However, we will get those spots back in the future. To date, there are 9,058 total spaces – this number includes all red, yellow,

green, and student housing). Blue permits are sold on a space-by-space basis. Wray explained that parking fees have to cover the expenses of the department which include the shuttle service, stripping the lots, general lot maintenance, and the parking garages that are expensive to maintain. Wray said she did random lot checks and found a minimum of six open spaces in each lot on various days and hours. She also noted that a larger percentage of employees are paying for the general permit (\$80) versus the restricted permit.

Wray suggested that if Staff Council wanted to propose ideas for overflow and other issues, they should submit those ideas in writing to Parking Services or Public Safety. After assessment by Parking Services and/or Public Safety, the suggestions would be forwarded to the Finance Office for their review and determination.

VIII. Request for Information/Policy Change:

18-2009/2010: We need to have "buttons" installed on the outside of the Administration Building to automatically open the doors for those of us who are continually carrying large items and need assistance opening the doors. With two sets of heavy doors to open at each entrance it makes it very difficult with hands full. I realize there is a handicap entrance to the west of the building, but it is at an inconvenient location and dangerous as well with the steep ramp. In the winter, ice drips and builds up all over that dangerous ramp entering the handicap side and it is not safe. This is a safety issue, too. Please provide us with easy automatic door openers!

Response to RFI #18-2009/2010: *J. Lawson said a similar request was addressed in March 2008, RFI #34-2007/2008 with a response from Kevin Kenyon.*

Action: *S. Ewert said RFI #34 was referred to Kevin Kenyon, associate vice president for Facilities Planning and Management. Mr. Kenyon's response was, "We only install door operators on designated entrances for wheelchairs and disabled people. Door operators are expensive and a high maintenance item. It would not make sense to install them for the purposes you have described. In fact, it is wasteful for able-bodied individuals to use them routinely because they use energy, waste heat/cooling in a building and wear out faster."*

Additional note: Safety issues with the ramp, any ramp for that matter, should be reported to Work Control at 285-5081.

19-2009/2010: If BSU is high tech, why in the world can't we post pictures on the BSU Communications Bulletin Board web site? The site is more complicated and non-user friendly than it was before. Most users are either trying to lease or sell items. We should be able to easily upload a photo of an item that we are selling.

Response to RFI #19-2009/2010: *C. Young spoke with Gail Werner from University Marketing and Communications and she offered the following response:*

"This new system is an evolving tool and process. In the future, we will have the capabilities to add photos or videos to content generated for the Communications Center Web site <<http://www.bsu.edu/commcenter>> , Ball State Digest and/or e-mail subscriptions. As the site continues to be built, such functions and improvements will be made over time."

20-2009/2010: Is there a plan in place for the crossing on McKinley adjacent to the parking garage? An "island" like on University would be ideal. Besides having to wait for long periods of time (often during very inclement weather), it is sometimes dangerous to attempt to cross the street. I know of one employee in my department who was actually struck by a car while attempting to cross that intersection. She was knocked completely off her feet and up into the air and her shoes flew off. Fortunately she was not seriously hurt! Unfortunately, because she was not hurt and was on her way home, this was not reported. Part of the problem is the bus stop on that corner. Cars will pull out to pass the bus and not see pedestrians already in the process of crossing. It is really a very dangerous situation, and possibility/probably only a matter of time before someone is seriously hurt. We should check into this before we become another I.U., where recently a student was killed in just this type of situation.

Response to RFI #20-2009/2010: *C. Young asked Randy Howard, Vice President for Business Affairs to respond to the request for information. Dr. Howard was in the middle of budget planning and indicated that he would prepare a response for the next meeting.*

21-2009/2010: I work as a temporary full-time non-exempt staff person. We have an account which is a grant account number as I understand it. My dilemma is that my daughter is a high school senior and would like to attend BSU. Our office is no longer "grant funded." We generate our own money. Would it be possible for me to get the fee reduction for my daughter? I have worked in this office since 2006. I need to see if we (my daughter and I) can qualify for this discount as I really need this "financial" help. This is just a quick overview. The professional people in our office get the reduction and they only have a year-to-year contract. I understand that my classification is temporary because this was a grant-funded position before and the money might not be there the next year. But we have contracts which provide funds, so our office will continue to bring in money for the University.

Response to RFI #21-2009/2010: *L. Smith presented questions to Marie Kavanagh on behalf of the council's executive committee. The questions and answers are listed below.*

1. How many full-time benefits eligible temporary exempt and non-exempt staff members work in the university?
[Kavanagh, Marie B.] there are 36 full time temporary staff employees and 154 full time professional contract employees
2. Why are contract faculty and professional staff members allowed to have dependent fee remission when exempt and non-exempt staff members are not allowed to have this benefit?
[Kavanagh, Marie B.] I believe the primary criteria used in determining what groups of employees will be covered by this benefits is the variability of their assignments. This is best seen in the description of each position available in the Employee Benefits handbooks.

Temporary full-time Staff Personnel assigned at least six months on a fiscal year or other twelve month basis to positions that are expected to continue beyond the six month assignment.

Contract full-time Faculty/Professional Personnel hired under renewable term contracts which are three or more years in length. Personnel classified in this group are not eligible for tenure and contracts are generally from one to three years in length. or

Contract full-time Faculty/Professional Personnel assigned for **no less than one academic year or one fiscal year**. Personnel classified in this group are not eligible for tenure and contracts are generally from **one to three years in length**.

I have highlighted the parts of each classification that is critical to this issue. The assignments for temporary full time positions can, by this description, be variable in length and because of that this group of employees will have a mix of individuals eligible/not eligible for some benefits. Remember. the length of an assignment or contract determines a person's eligibility for benefits i.e. it has to be for a full Academic or Fiscal year. In contrast the contract professionals employees all have to have assignments that at least a year whether that is academic or fiscal.

3. Will you be available to attend the Staff Council Meeting on December 17th? The Executive Committee believes there may be some discussion and additional questions from the full council during this meeting. They think it would be helpful if you are available to answer those questions. If you cannot be there, I will get a list of questions and bring them back to you. **[Kavanagh, Marie B.]** Yes, I will be at the meeting on the 17th.

After discussion on the issue of dependent fee remission, Hiatt made a motion to put forward a resolution to administration to allow full time temporary employees, with two or more years of consecutive service to the university, the fee remission benefit to match that of contract faculty. Terry seconded the motion and the members voted unanimously in favor.

VII. New Business

J. Lawson asked C. Cunningham to work with the Research Committee to prepare a list of suggestions to forward to Parking Services, as discussed on RFI#16-2009/2010 and #17-2009/2010.

VIII. Announcements

The February 18, 2010 meeting has been moved to the Student Center Room 301 due to a conflict at Worthen Arena.

J. Lawson asked members to let her know of their possible interest of serving on the Public Safety Committee or the Position Evaluation Review Committee (PERC). The Public Safety Committee meets monthly at varying times. The PERC committee only meets periodically and is a three-year term.

The next meeting will be held Thursday, January 21, 2010 in Worthen Arena Lounge.

XI. Adjournment

With no further business being presented J. Lawson adjourned the meeting at 2:35 p.m.

Respectfully submitted,

Carol Terry
Secretary, Staff Council