

Ball State University Staff Council
Meeting #5
Thursday, January 15, 2009
Worthen Arena Lounge

Present:

Jennifer Lawson, <i>President</i>	
Amanda Collins	Lee Anne Shore
Marilyn Davis	Lori Siefker
Sandy Duncan	Loretta Smith
Vickie Hahn	Carol Terry
Kim Hiatt	Vicki Tucker
Janet Johns	Connie Tyner
Joyce Lewis	Marilyn Waldo
Julie Moody	Eric Warner
Debra Sheller	Ted Workman
Lynn Shipley	Coralee Young

Excused Absences:

Maria Bumbalough	Elaine Orr
Terry Burgess	Melissa Schafstall
Cathy Cunningham	Betty Welch
Marilyn Folkerth	Debra Worster

Guests Present:

Judy Burke
Marie Kavanagh
Lauren Shaffer, *Audiology*

- I. **Call to Order** – President J. Lawson called the meeting to order at 1:15 p.m.
- II. **Welcoming of Guests** –C. Young introduced Lauren Shaffer, assistant professor of Audiology.
- III. **Guest Speaker** – Dr. Shaffer discussed the various services offered by the Audiology Clinic, including, evaluations for hearing, balance, tinnitus, auditory processing screening, and pediatric and newborn evaluations. Shaffer shared examples of three different types of hearing aids. Their office also offers consultation services for both educational and industrial settings. Some of the products they offer include hearing aids, assistive devices, hearing protection devices, swim molds, and custom ear molds for MP3 players.

Hearing evaluations are free to staff and their immediate family. Faculty, staff, and retirees receive a 15 percent discount on hearing aids. Others may use the services for a fee. To set up an appointment, call them at (765) 285-8160. The clinic is open from 8:30 a.m. to noon and from 1:00 to 4:30 p.m.

- IV. **Roll Call** – C. Terry called the roll of representatives and alternates. Roll call showed 21 representatives present and 8 excused absences.
- V. **Approval of Minutes from December 18, 2008 Meeting** – The minutes were unanimously approved as corrected.
- VI. **Committee Reports**
- a. **Employee Relations** – K. Hiatt – no report.
 - b. **Public Relations** – M. Waldo – no report.
SCAN –M. Waldo – no report.
 - c. **Elections** – S. Duncan – no report.
 - d. **Hospitality** – L. Shipley reported that she'd received a note from Marta Stephens asking for assistance from Staff Council. They will need ushers for the employee recognition and awards dinner on Wednesday, April 8. The doors open at 6:00 and dinner will be served at 6:30 p.m.
 - e. **Research** – M. Folkerth – no report.
 - f. **Salary & Employee Benefits** – L. Smith asked Judy Burke to speak to the council regarding Job Position Audits as a follow-up to RFI #2-2008/2009.

Burke discussed, in more detail, the process for updating position descriptions and job audits. She said position descriptions contain a listing of job duties, these duties are included on the employee's evaluation form. During the review period, employees should discuss changes with their supervisor. Changes should be made by the supervisor at that time and submitted to Human Resources. If major changes are being made, the position description will be sent to the appropriate HR representative. After review, the HR rep will then contact the supervisor to recommend audit, if deemed appropriate.

Burke said the university uses the consulting company Mercer Human Resources Consulting. Mercer is the leading consulting firm, they already help us, and they know our systems and benefits. Burke said the textbook being used in the Miller College of Business for their Human Resource class states that the point system is the most widely used method in classifying job descriptions.

Burke shared some of the differences in the pay scales for custodial versus secretarial for a level 9 or 10 classification. Burke said the custodial staff work under a formal tardiness policy, if custodial staff arrive and are tardy two times, they are given a verbal warning. Custodial staff do not have sick time, all their time is grouped into paid day(s) off (PDO). Some of their minimum qualifications include, climbing ladders and scaffolding, they must pass a physical skills test, must be able to lift (up to certain amount), and they cannot have allergies to chemicals. Meanwhile support/secretarial staff have the benefit of working Monday through Friday from 8:00 a.m. to 5:00 p.m. in a nice, controlled environment of office space. Burke said that every job has pay-offs and that include and wages versus working conditions.

g. **Special Committees**

- i. **A. Jane Morton Award** – C. Young said nomination forms were emailed to ALLBSU, with a copy sent via campus mail to each department.
- ii. **Employee Activities Announcements** – The EAC has a trip planned to Caribbean Cove in Indianapolis; visit the website for more information.
- iii. **Angels for Life** – K. Hiatt said the next blood drive will be held January 20-21, 2009. She asked Council members to sign up to help at the registration table.

VII. **Old Business**

No old business was presented.

VIII. **Requests for Information/Policy Change:**

18-2008/2009: I have read that Gov. Daniels has suspended all pay raises for state employees for this coming year. Does this trickle down and affect BSU employees as well?

Response: *In her President's Perspective message of December 16, 2008, President Gora shared with staff information about the state's economic shortfall and Governor Daniel's plans for "some marginal reductions in higher education spending." Although she emphasized that the specifics have not yet been announced, she told us that "it is highly likely that budget cuts will continue, and may be increased, in the coming year." President Gora shared some examples of ways the university has already been working on reducing expenses in large and small ways but also said we should "prepare for several more months of challenging finances."*

In this same message President Gora announced some short term plans for the university including a hiring freeze for vacant and new positions. She told us that "exceptions to this policy will be limited and require her approval in consultation with her cabinet." She also said that she has asked cabinet members to "identify tangible cuts to their immediate operating budgets for the remaining six months of this fiscal year." She said that "these cuts will likely include further reductions or freezes in travel and the purchasing of goods and services."

For the long term, President Gora told us that she has "asked each cabinet member to look across their areas for additional ways to reduce expenses and increase external funding." She feels that now is the time to "get creative and look at areas where efficiencies can be gained and real-dollar expenses can be reduced." In addition President Gora told us to "anticipate very limited -- or even no -- salary increases for the coming fiscal year."

19-2008/2009: With reference to the President's Perspective, 12.16.08, and real-dollar expense reduction: There are many rooms on campus where lights are left on when no one is using the area. Perhaps there is some type of sensor light control (light sensitive/motion sensitive) which could be installed in existing switch boxes to eliminate the problem and reduce electrical usage.

Response: *L. Siefker reported that M. Folkerth had contacted the Business Affairs office since Facilities report to that area, and she was assured that they are currently looking into all ways of saving energy. They did forward our question to Kevin Kenyon, Associates VP for Facilities Planning and Management, to make him aware of our concerns. Marilyn was also told that some of those energy saving light sensors are in place, but did not know exactly where or how the area was determined. Kevin Kenyon is the person that those questions or inquires should be directed to.*

20-2008/2009: Will parking fees be increased this year? If so, is there any way we can put a freeze on this increase? Does it seem fair to gouge the BSU employees with another increase? Each year our parking fees increase – for what? Parking garages that we do not use? Each year more and more people are forced to park in the yellow lots. Each year it seems to get worse for the employees. Now, we can no longer leave for lunch nor can we come back from a doctor’s appointment without driving around for 15 to 30 minutes hunting for a parking place. Is this a good use of employee time? In addition, if you would ask me, I would give up the employee picnic for a fee reduction in parking. I am sure if you did a survey you would see a comparable response.

Response: *J. Lawson reported on her response from Nancy Wray. Wray said, “Parking registration fees are due to come out around March when registration begins for Fall 2009. It is important to remember that those fees provide the free shuttle bus service, Motorist Assist Program and upkeep and maintenance on existing lots. It may not seem like it, but it is expensive to maintain parking lots with just sealing and striping. Currently the \$75 registration fee that we all pay to park is about \$.30/day. I know that sometimes yellow parking is pretty tight especially if you leave and come back, but yellow parking passes just allow the privilege of parking on campus and do not guarantee a parking space. They are first come, first serve parking. Garage parking is \$1.49/day or surface reserve parking is \$1.25/day and that is the best option for availability of a parking space.”*

21-2008/2009: This is in regards to the sidewalks and parking lots. I park out in the General parking area by the Arena, and now that it's winter and we have had some really slick weather, those little snow machines need to be doing their job!!! Just this morning, as I TRIED to walk in, I see the little machines BRUSHING off the snow, but I didn't see any salt being put down. Most of us get here at 7:30 a.m. or earlier. Those sidewalks should be clear! It's dangerous and I feel it's irresponsible of the university to not make that a priority. Just having those machines BRUSH the snow off does absolutely nothing. Whoever is in charge of that department needs to make sure SALT is being put down on a regular basis when those sidewalks are even the slightest bit slick.

Response: *L. Siefker reported that M. Folkerth had contacted the Business Affairs office since Facilities report to them. She was told that Work Control or Mike Planton should be contacted for walks that need immediate attention. They forwarded this question to Kevin Kenyon at Facilities Planning and Management so that he was aware that there was a problem. Marilyn was also told that the grounds people all go out assigned to different areas of campus and that there is no “list” of priorities, just different areas*

assigned to different people. Obviously they do not want anyone to fall and be hurt so urged that problem areas be reported.

IX. New Business

No new business was presented to the council.

X. Announcements

Our February speaker will be Gene Burton, director of the department of Public Safety.

L. Smith shared information on the upcoming Retirement Wellness Seminar sponsored by Payroll and Employee Benefits for BSU employees. The seminar will be held on Thursday, February 12, at the Alumni Center and is a full-day session with half-day registration available. Investment and other companies will be on-site, including, TERF, PERF, AARP, Social Security Administration, and Center for Vital Aging. Registration applications will be on-line.

XI. Adjournment

With no further business being presented to the council, a motion to adjourn was made by K. Hiatt, and seconded by L. Shipley. The meeting adjourned at 2:15 p.m.

Respectfully submitted,

Carol Terry