

**Ball State University Staff Council**  
**Meeting #7**  
**Thursday, April 16, 2009**  
**Worthen Arena Lounge**

Present:

---

Jennifer Lawson, <i>President</i>	
Maria Bumbalough	Debra Sheller
Terry Burgess	Lynn Shipley
Amanda Collins	Lee Anne Shore
Marilyn Davis	Lori Siefker
Sandy Duncan	Carol Terry
Marilyn Folkerth	Vicki Tucker
Vickie Hahn	Connie Tyner
Kim Hiatt	Marilyn Waldo
Julie Moody	Eric Warner
Elaine Orr	Betty Welch
Melissa Schafstall	Coralee Young

Excused Absences:

---

Cathy Cunningham	Loretta Smith
Janet Johns	Ted Workman
Joyce Lewis	Debra Worster

Alternates Present:

---

Ranae Burkett	Kate Murray
Marilyn Coleman	Monica Roberts
Robert Cope	

Guests Present:

---

Judy Burke	Nicki Lewellen
Jenni Flanagan	

- I. **Call to Order** – President J. Lawson called the meeting to order at 1:20 p.m.
- II. **Welcoming of Guests** – C. Young welcomed Jenni Flanagan, health coach for Ceridian Life Works.
- III. **Guest Speaker** – Flanagan distributed a brochure that included her contact information and listed the programs available to employees on Ball State’s medical plan. Programs include coaching to help manage your weight, stress, keeping your heart healthy, or smoking cessation. Flanagan explained that she is an employee of Ceridian, not a BSU employee. Her (leased) office is located in the Amelia Wood Health Center. The information is confidential as the university does not have access to the Ceridian database. Ceridian will share the number of employees participating in programs but not names and personal information. The programs are intended to help with the overall health and wellness of employees. They stress healthy habits and promote action steps to help you live a better, healthier life. The Life Health Assessment is available on-line and helps in locating your high risk areas and

where you are doing well. Flanagan said the Lifeworks website offers great articles and items for free to participants. The website is [www.lifeworks.com](http://www.lifeworks.com). For more information or to schedule an appointment, please call 285-3029 or 1-800-379-4147, or you may e-mail [jennifer.r.flanagan@ceridian.com](mailto:jennifer.r.flanagan@ceridian.com).

- IV. **Roll Call** – C. Terry called the roll of representatives and alternates. Roll call showed 23 representatives present, 6 excused absences, and no unexcused absence.
- V. **Approval of Minutes from March 19, 2009 Meeting** – The minutes of the March 19, 2009 meeting were approved on a motion by Hiatt and seconded by Folkerth. The vote to approve was unanimous.
- VI. **Committee Reports**
- a. **Employee Relations** – K. Hiatt – no report.
  - b. **Public Relations** – M. Waldo said the food drive will end soon. She asked that everyone take food items to the Biology Department by Friday, April 17, 2009.  
**SCAN** – M. Waldo said that the SCAN newsletter is scheduled to be mailed next week.
  - c. **Elections** – S. Duncan said that ballots for elections were ready to be mailed.
  - d. **Hospitality** –L. Shipley thanked volunteers for help with the staff dinner. She said honorees from the dinner will be included in the next SCAN newsletter.  
J. Lawson shared a thank you letter from Mr. Tom Kinghorn. He was most appreciative of the special recognition given him by Staff Council at the recent staff awards dinner.
  - e. **Research** – L. Siefker – no report.
  - f. **Salary & Employee Benefits** – L. Smith – no report.
  - g. **Special Committees**
    - i. **A. Jane Morton Award** – C. Young said the winner for the 2009 award was Phyllis Dornberger.
    - ii. **Employee Activities Committee** – J. Lawson said the EAC has a craft show planned for Saturday, October 24 at the Delaware County Fairgrounds from 8 a.m.–2 p.m. For more information, please contact Amy Rench or Linda Brown.
    - iii. **Angels for Life** – K. Hiatt reported that 300 people showed up to donate blood with 207 units actually given through Angels for Life. The next blood drive will be held on May 20-21, 2009 at Pruis Hall.

VII. **Old Business**

**Follow-Up to RFI #31-2008/2009:** I am curious to know whether or not someone on the BSU Staff Council can try to persuade the university officials to try to find a way to allow for some kind of salary increase for the new fiscal year. I know that we are in a recession and that money is supposedly scarce for salary increases. I would be grateful for any increase even one that may be less than one percent. University employees who make less than a six figure income or high five figure income require some salary increase to help to stabilize the increasing cost of living. Can someone make some kind of effort to try to persuade the Board of Trustees to find some way for a salary increase for the BSU employees? I know that the state Governor is against the idea, but he, if I am not mistaken, cannot suspend salary increases for state university employees.

Response to RFI #31: The following was submitted by Mr. Thomas Kinghorn, Vice President for Business Affairs.

*“In recent years funding from the Legislature has changed from the process that had been used earlier that did involve a factor for salary increases. Let me explain. In prior years funding was focused on “inputs” to the budget building process such as increases for salaries, supplies and expense, health care, utilities, new academic initiatives, etc. Now there is an emphasis on what are known as “outcome” measures for funding by the state.*

*During the past 18 to 24 months the Indiana Commission for Higher Education developed a new strategic funding framework that rewards performance in seven categories as follows:*

- *Increases in the number of degrees awarded*
- *Increases in the number of students enrolled*
- *Increases in the number of low income students who graduate*
- *Increases in the number of students that graduate in four years rather than five or more*
- *Improvement in funding for economic development purposes*
- *Increases in the number of students who transfer to 4 year institutions from IVTC & VU*
- *Increases in research funding (because of the jobs that such projects provide from non-state sources).*

*As you can see, those institutions that perform well in the above areas potentially will get the greatest increases in appropriated funds. The Legislature has indicated that it will follow some of these concepts but so far has not accepted all of the measures. In any case there will not be an increased allocation identified for salary increases as part of this process.*

*Obviously we will not know what the appropriations will be for Ball State University until the Legislative Session has been completed as early as the end of April. The primary factor in determining this amount will be directly related to Indiana tax receipts and they have been reduced in recent months by the high number of unemployed individuals in the state.*

*With all this as background, I know the University will do all that can be done to provide the best compensation allowances possible within these most difficult economic circumstances.”*

**Follow-Up to RFI #32-2008/2009:** This is in regards to yearly evaluations. I was just wondering if it would be possible to evaluate our supervisors? I know when taking college courses, we would be given evaluations to do on our instructors. I feel the same thing should be done with supervisors at a job. A lot of times people have issues with their supervisors, either big or small, but don't know how to handle the situations. A lot of supervisors aren't very approachable or aren't willing to listen. This would allow for people to voice their opinions without being made to feel intimidated or in the wrong. Then those evaluations could be given to either our supervisors head, or someone higher up.

*Response to RFI #32: J. Burke responded and suggested that if a person feels strongly about providing an evaluation on his/her supervisor, he/she should go to the department head and discuss their concerns or issues and the reasons for wanted to complete the assessment. If this approach does not work, she suggested the employee call his/her human resources representative as they are there to listen and guide you in the right direction. Burke said that talking to your human resources representative would be confidential.*

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

**34-2008/2009:** I am a staff employee of the university and I applied for admission to take undergraduate classes. I was ultimately denied admission to the university. I was told by Admissions that I was denied because I do not have the curricular requirements for acceptance. Specifically I did not take Algebra II and did not have enough English credits. I graduated from high school in the 1970's. How is it that an employee of the university can be denied from obtaining a higher education? Part of our benefits package is fee remission, but you cannot use it if you are not accepted. Now I have to pay for classes at Ivy Tech and then try to transfer to the institution that I work for. How is this fair?

*RFI #34 was tabled in April as the Salary and Employee Benefits chairperson was not in attendance to share responses provided by university administration.*

**35-2008/2009:** I would like for Kay Bales and Parking Services to explain how the university can increase parking fees when staff aren't getting a raise this year. Everything keeps increasing except our salaries.

*RFI #35 was tabled as the Research Committee is awaiting a response from Kay Bales, the vice president for Student Affairs.*

*However, the following response was provided by Randy Howard, Associate Vice President of Finance and Assistant Treasurer.*

*"The University can't address the comment about staff not getting a raise this year (assuming the question really pertains to next fiscal year) because the Board of Trustees has not approved budgets (including salary and wages) for the coming fiscal year. However, everyone realizes the entire nation is in a unique and challenging economic period and these conditions will likely play into their analysis.*

*Parking Services is an auxiliary operation of the University which means it is self sustaining and its revenue must equal its expenses. The University, including parking services, is no different than any other consumer – we have increases in expenses that are unavoidable and must be addressed. As an example, the costs of utilities, health care, and various other commodities will likely increase next year.*

*It is perhaps an unfortunate fact that annual salary increases are not always tied to annual price increases – this holds true for parking and most every other item a consumer purchases. It is important to note that over time these differences will start to even out. In fact, last year Ball State increased salaries an average of four percent and parking*

*registration and permit fees did not increase at all. This year parking registrations and permits will increase a total of \$5 per year (less than 42 cents per month).*

*Employees of the University may elect to have their payroll deduction for parking fees taken from taxable gross income before taxes are calculated, resulting in a reduction to the employee's withholding and liability for federal, state, and local income taxes, as well as Medicare and FICA contributions (for those earning less than the FICA maximum salary and wages). Employees electing this option will actually have a net increase that is significantly less than \$5 annually.*

*The administration is always concerned with employee morale but has to balance these concerns with fiscal realities. Just as the nation and state government is faced with difficult challenges, we are making -- and will continue to make -- difficult decisions about the budget. Throughout this challenging period, the university will remain focused on student success and our employees are a key factor in this success. This administration has put a significant emphasis on salary increases and will continue to do so as the financial situation permits."*

**36-2008/2009:** The smoking area adjacent to Emens has expanded to both sides of the cement concourse, the grassy island to the north of Emens garage, and all levels of the garage. It's not quite the first impression I would expect of BSU for our visitors using the Emens garage. It's disgusting that you have to walk through all the "butts" just to get to work. It is even more disgusting and tragic that employees have to walk through the smoke-laden air to and from their cars. What's with this being a safe, green campus? Either make it a "no-smoking campus" or reduce the congestion of smoke and butts by allowing smokers to smoke across campus.

*RFI #36 was tabled as the Research Committee is awaiting a response from Kay Bales, the vice president for Student Affairs.*

**37-2008/2009:** I would like to know if anything can be done about the personal hygiene of a fellow employee. She is very rude and has extreme body odor, horrendous belching, and bubble gum popping that can be heard at the back of the office. The smells are an everyday occurrence. We are a very busy office with vendors, employees and students in and out all day. The students working in that area have been complaining. We even had one student quit because of it. We share a small enclosed office at the front of the main office. The smells and the noises are the first thing people notice coming into our main office, not a very good first impression. I have told everyone from my immediate supervisor all the way to the head person in our office. She has been written up on a few occasions but no follow up and no cure. I have contacted Human Resources but was told I should talk to her. I don't feel it is my place. She is not friendly with anyone in the office. I am totally frustrated.

*Response to RFI #37: J. Burke said that talking to employees about personal grooming or hygiene is always a difficult situation. Burke suggested this employee to talk to the supervisor and explain how the situation is affecting work productivity. She suggested the employee give the supervisor a week to handle the situation. If after that time there is no*

*improvement, please call University Human Resource Services. Burke has instructed her staff on the steps to take in helping to find a solution to the problem.*

**38-2008/2009:** While waiting one Friday morning for the Bursar's Office to open to pick up paychecks, a staff person saw someone get ticketed while parked in front of the building, with flashers on, to run in for paychecks. Many people do not have the option of walking to pick up checks at Lucina because their office is a considerable distance away. If paychecks cannot be delivered by courier or campus police to departments, shouldn't there be a provision made to allow for parking without paying the meter or getting a ticket? Would it be possible for the Bursar's Office to open 15 minutes earlier on pay days? Could there be no ticketing at that location in the morning on pay days?

*RFI #34 was tabled in April as the Salary and Employee Benefits chairperson was not in attendance to share responses provided by university administration.*

**39-2008/2009:** I think we all would agree that customer service comes in many forms and it should be effective campus-wide, among departments here at Ball State University. Recently, due to the government's stimulus package, we received more in our checks due to less tax being withheld the first check in March. No one in our department was aware that this was going into effect—and it was befuddling to us that Payroll did not send any notification out to employees. I'm sure it was not mandated that Payroll Departments go through any notification process and, yes, most of us do read the news and keep up with the changes in our economy. However, it would have been a real courtesy and show of customer service if they had given us a "heads up". We have a new communication system in place now and it would not have been difficult to have sent out an all BSU. I think it is warranted any time there is a change taking effect in our paychecks. Why was this not considered?

*Response to RFI 39: Provided by Marie Kavanagh, Director of Payroll & Employee Benefits. "You are absolutely right! Although the notification of the upcoming reduction in withholding taxes was reported in all the major news media including television, radio, internet and the newspaper for the past several weeks, a notice should have been published for all the University employees at the time we made the change. While I could offer explanations on why the notice was delayed, the fact that nothing was published for employees is still the issue, so I will only apologize. A notice is posted now on the Payroll & Employee web page in the new Communication Center as well as an e-mail to all employees went out on April 8, 2009.*

*It is interesting that very few employees have asked about the reduction in taxes since we put the changes in effect. Some reasons for this lack of response by employees is probably due to a number of factors such as employees not paying attention to changes in their pay or employees not seeing the pay detail because they have direct deposit and they don't print their stub off of the Employee Self-Serve. Unless an employee has a predictable net pay the reduction in taxes might not even register as a change for many employees. Finally, it has been my experience that in many instance when an employee notices an unexpected increase in their net pay, most will not say anything to Payroll but instead they will wait to see if the*

*error is discovered. I don't offer these examples as an excuse only an observation that I choose to share but it might give others a different perspective.*

*As I said, the notice of the reduction in taxes is now posted and again I apologize for this delay, it is by no means an indicator of the level of customer service I want to provide employees of the University."*

**IX. New Business**

No new business was presented to the council.

**X. Announcements**

Representative and alternates were asked to remind their constituents that if they submit a Request for Information (RFI) without their name, they will not know the response until the minutes are approved. If you are seeking a more timely response, please include your name on the RFI's (you may request to be anonymous).

Lawson asked the council to entertain the idea of suggesting the naming of the new North Residence Hall to Kinghorn Residence Hall. Young made a motion to support the recommendation letter to President Gora to name the new residence hall Kinghorn Residence Hall. Folkerth seconded the motion and members voted unanimously in favor.

Burke said the latest university calendar is now available on the UHRS website or by visiting [www.bsu.edu/events.holiday](http://www.bsu.edu/events.holiday).

President Jo Ann Gora will be our speaker for the May 21, 2009 meeting in Worthen Arena Lounge.

**XI. Adjournment**

With no further business being presented, a motion to adjourn was made at 2:30 p.m.

Respectfully submitted,

Carol Terry  
Secretary, Staff Council