

**Ball State University Staff Council
Meeting #3
Thursday, November 19, 2009
Worthen Arena Lounge**

Present:

Jennifer Lawson, <i>President</i>	Angela Pickett
Maria Bumbalough	Lynn Shipley
Carl Burgess	Lee Anne Shore
Amanda Collins	Loretta Smith
Cathy Cunningham	Judy Stearns
Marilyn Davis	Carol Terry
Sandy Duncan	Connie Tyner
Kathleen Harrold	Delana Ulmer
Kim Hiatt	Marilyn Waldo
Janet Johns	Ted Workman
David Kaufman	Coralee Young
Sarah McKillip	Angela Zahner
Elaine Orr	

Alternates Present:

Rexanne Arison	Robert Cope
Vicki Collard	Paula Rench

Guests Present:

Judy Burke	Kay Roman
Laura Helms	

Excused Absences:

Terry Burgess	Joyce Lewis
Ralph Julius	Julie Moody

- 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** – C. Young introduced Laura Helms, Associate Dean of University College and Director of Academic Systems. Helms explained the Enterprise Resource Planning (ERP) and said that the university is looking in to how we do business. It's not just an IT project and we hope to improve on the way we conduct business and what we do. The system will include one database of record.

Helms introduced Kay Roman, the Vice President of Collegiate Project Services. Roman said there would be three phases of the project. Right now, the university is in phase one – preparation. During the preparation stage representatives from each vice presidential area, senior level management, and the steering team are involved. The team will raise awareness of

the project, come up with recommendations, a budget (including time and resources) and will present the results of the assessment on December 8, 2009.

The next phase includes the vendor selection process (CPS will help select the system and conduct another survey). During this phase business practices and policies will have to change. They will put together an RFP (request for proposal) and view demonstrations from vendors. The demos from vendors will be scripted so they will show us items we would use in varying settings. They will have a negotiator who will partner in selecting with a vendor on behalf of the university.

The third phase will be the implementation process. The implementation will take three to four years. Their initial suggestion will be to use retirees, ERP (early retirement plan), training, and they plan to keep business running as normally as possible. Temporary resources will be needed within the hiring freeze.

The estimated cost of the project will be between \$15-30 million. Roman posed the question, "Why do this now, during a budget crunch?" She explained the system would change the processes and how we conduct our business by using one database of record and the information and technology of the old mainframe needs to be upgraded. Basic reports will be available and CPS will recommend budget writing software. Gatekeepers of the system will be assigned.

Roman said questions regarding the system could be directed to the steering team which consists of the following members:

<i>Randy Howard</i>	<i>Business Affairs</i>
<i>Nancy Cronk</i>	<i>Academic Progress</i>
<i>Laura Helms</i>	<i>University College</i>
<i>Loren Malm</i>	<i>Information Technology</i>
<i>Amy Reed</i>	<i>Advancement Services</i>
<i>Linda Wiley</i>	<i>Student Affairs</i>

Roman and Helms thanked the council for their time and input on this important project.

- IV. **Roll Call** – C. Terry called the roll of representatives and alternates. Roll call showed 25 representatives present, 4 excused absences, and no unexcused absences.
- V. **Approval of Minutes from October 15, 2009 Meetings** – The minutes of the October 15, 2009 meeting were approved with one minor change on a motion by Collins and seconded by Hiatt. The vote was unanimous.
- VI. **Committee Reports**
 - a. **Employee Relations** – M. Bumbalough – no report.
 - b. **Public Relations** – A. Collins said the holiday food drive to benefit the Salvation Army is set for November 30 through December 11. All food donations will be delivered to the Salvation Army on December 16.
 - i. **SCAN** – A. Collins said she is working on the next issue of *Staff Council Activities and News*.

- c. **Elections** – L. Shore said the election for Art and Journalism, University Food Court, Noyer Dining, and Woodworth was completed. Ralph Julius will serve as the representative with Rexanne Arison serving as the alternate.
- d. **Hospitality** – L. Shipley said the holiday lunch will be held in the AJ Studio on December 3 at noon. Council members should get their own lunch and join the group. They ask that members who would like to participate bring a \$5 ornament for exchange. The business meeting will begin at 1:15 p.m. following the luncheon.
- e. **Research** – C. Cunningham – no report.
- f. **Salary & Employee Benefits** – L. Smith – no report.
- g. **Special Committees**
 - i. **A. Jane Morton Award** – C. Young said an email was sent with efforts to market the award and communicate the importance with administrators.
 - ii. **Employee Activities Committee** – J. Lawson – nothing to report.
 - iii. **Angels for Life** – K. Hiatt said the last blood drive was outstanding! We had 474 donors compared to 457 as our last high number. She attributed a lot of the success to the student organizations who helped with the marketing of the drive. The next blood drive will be held on January 20-21 at Pruis Hall from 9 a.m. to 4:00 p.m. Please contact Kim Hiatt at khiatt@bsu.edu to make an appointment to donate.

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 November 19, 2009 meeting: S. McKillip has asked University Computing Services to provide the number of employees who have applied for admissions. She will share that information once it is received.

VIII. Request for Information/Policy Change:

13-2009/2010: In regards to smoking on campus: Can we smoke in our cars if they are parked on campus without being ticketed?

Response: C. Cunningham asked Kay Bales, Vice President for Student Affairs and Dean of Students to respond to the request and she offered the following: “As you correctly noted, the issue of people smoking in their private cars is not addressed, but we did address university vehicles. People have a reasonable expectation of privacy in their personal vehicles and as long as their windows are up they will not be cited for a policy violation. We did make public statements to this regard when the policy was first established. Let me know if you have further questions.”

C. Cunningham also asked Melissa Rubrecht, Director of Employee Relations to review and comment and her response was, “yes, smoking in personal vehicles is permissible.”

14-2009/2010: I have a question regarding the campus smoking policy. Is smoking in a personal (not University) car, registered and legally parked in a University parking garage, considered okay? When the smoker's car windows are down, even a little, smoke escapes into the garage and the adjacent cars when the other drivers enter or exit their vehicles. Some employees habitually smoke on breaks and during lunch in their cars, so this is a frequent occurrence, not just on rare occasions. This situation is not one where the person who is smoking is driving their car into the garage to park. It's a case of the person deliberately going to their car to smoke instead of going to a University-designated smoking area. Is this okay with the University?

Response: See responses in above RFI #13-2009/2010.

15-2009/2010: We have a new vending machine company and were informed there would be no new price increases; however, they have loaded up our vending machine (in the Administration Building) with "supersize" items with "supersize" prices. You can't go to the vending machine anymore with just a \$1. Candy bars, chips – extra large size for \$1.25-1.50, etc. Pack of gum \$1.75! We were supposed to be getting healthier choices and maybe they have added a few healthy items, but please address this issue with Purchasing and the vending company and get us back our regular size items with reasonable prices under a \$1.

Response: C. Young asked Matt Stephenson, Director of Business Services and Special Assistant to the Assoc. Vice Pres. of Business and Auxiliary Services, and he offered the following: "Prices for the vending machine items of the same size and type did not change when moving from the old vending company to the new. The new company did introduce larger or premium snack items to serve those customers that desired such products. A survey of the snack machine at the Administration building on November 10, 2009 found 23 items at or under \$1.00 including a mixture of candy, snack items, gum and mints. There were also 7 Balanced Choice (healthier choice) snack items. Future inquiries regarding the vending machines can be forwarded to me."

16-2009/2010: I am an employee paying \$80 for a yellow general faculty/staff parking permit, yet on several occasions cannot find a single parking spot in ANY of the yellow lots. I arrived on campus at 9:30 and had to park at a meter until I could move my car, which, of course, ended up in a ticket. I was informed by the Director of Parking Services that in this event, I need to park in the garage and pay an additional \$5 a day. Why should I have to pay \$5 to park in a garage when I pay for a yearly permit to park on campus? She informed me that our permits are similar to "hunting licenses" and they do not guarantee us to a place to park. I am asking Staff Council to work at changing this process of Parking Services overselling employee parking permits and not having enough spaces. There is nothing logical or fair about having to pay twice to park on campus.

Response: C. Cunningham asked Nancy Wray, Manager of Parking Services to respond. She said, "In response to the first RFI, this constituent is correct however it is important to understand what those of us who pay the \$80 general fee are getting. Everyone pays an \$80 registration fee for the privilege of parking on campus on a first come first serve basis. For faculty/staff that privilege is in any yellow lot; for commuter students that is in any green lot; and for freshman that is at the stadium. If you choose to pay the additional per semester fee,

that will get you a space in a particular lot. If those of us that have the yellow permit come in late or leave and come back the reality is that more than likely we will not be able to park in the lot or space that we left because is it first come first serve. Therefore, our only other option is a parking meter and the metered area of the parking garages are the best option since the individual meters will only give you 45 minutes maximum at a time.

The red permit holders have the additional option to move about because they have paid an additional fee, so the yellow permit holders have metered parking as back-up parking, but it does cost us additional.

If we allow yellow to go to green, then we have to allow the green to go somewhere. We could fill up yellow first with green commuters, so at this point we haven't considered a change. Now when construction projects begin to wind down that will help us also. If I can be any further help please let me know."

17-2009/2010: Why do those who have red lot parking permits allowed to park in yellow or green lots as back-up, yet those of us who purchase yellow permits do not have any back-up parking.

Response: See above-mentioned response for RFI #16-2009/2010. After hearing the response and various questions from council members, Cunningham made a motion to refer back to the Research Committee for further investigation and to invite N. Wray to the next meeting. Duncan seconded the motion and it passed unanimously.

VII. **Announcements**

The December meeting will be held Thursday, December 17 in the AJ Studio with lunch and a gift exchange beginning at noon. The meeting will follow at 1:15 p.m.

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

XI. **Adjournment**

With no further business being presented Lawson adjourned the meeting at 2:40 p.m.

Respectfully submitted,

Carol Terry
Secretary, Staff Council