

**Ball State University Staff Council**  
**MEETING #9**  
**Thursday, May 20, 2010**

Present:

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Jennifer Lawson, <i>President</i>	Lee Anne Shore
Terry Burgess	Loretta Smith
Amanda Collins	Judy Stearns
Marilyn Davis	Carol Terry
Sandy Duncan	Connie Tyner
Janet Johns	Delana Ulmer
David Kaufman	Marilyn Waldo
Sarah McKillip	Ted Workman
Julie Moody	Coralee Young
Angela Pickett	Angela Zahner
Lynn Shipley	

Alternates Present:

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Brenda Ayers	Bartley Hainz
Robert Cope	Paula Rench
Nichole Flick	

Guests Present:

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Judy Burke	Josh Bisher
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Absences:

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Maria Bumbalough	Max Hunt
Carl Burgess	Ralph Julius
Cathy Cunningham	Joyce Lewis
Kathleen Harrold	Elaine Orr

- 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 Josh Bisher, Senior Program Director for the Office of Recreation Services.

J. Bisher distributed copies of the recreation guides and said they are in the process of creating a new one for the fall. In the brochure, they will have an insert specifically geared toward faculty and staff. He said the office is offering half price passes all summer long and invited staff to come and check out the classes and gym.

The new facility is scheduled to be complete in August 2010 – when students return to campus. The facility costs \$39 million to build and renovate and will expand to 200,000 square feet. The dedication ceremony will take place on September 1, 2010 at 4:00 p.m.

The facility will feature:

- 5 court gym (for a total of 7 courts)
- 5,400 sq. ft. will be devoted to specialized forms of conditioning such as yoga, pilates, and martial arts.
- 20,000 sq. ft. turf field
- rock climbing wall
- outdoor pursuits and rental center

Currently, the use of the facilities is free to faculty and staff (with the exception of classes) and one's spouse can get a recreation card also. Bisher said that the charging of fees to faculty and staff, for the use of the facility, is on the table for discussion at this point.

Bisher asked that if staff wanted a class that was not currently offered to send him an email and it would be discussed for inclusion. They are looking for new and interesting classes to add to their offerings.

- IV. **Roll Call** – C. Terry called the roll of representatives and alternates. Roll call showed 21 representatives present and 6 excused absences, and 2 unexcused absences.
- V. **Approval of Minutes from April 15, 2010 Meetings** – S. McKillip noted that the most recently approved proposal to administration regarding the use of paid sick leave hours was not included. The minutes were approved with the exchange of the updated proposal and passed unanimously.
- VI. **Committee Reports**
- a. **Employee Relations** – J. Lawson said a step 3 grievance had been heard by the committee and recommendations forwarded to administration.
  - b. **Public Relations** – A. Collins said we collected over 500 items for the food drive. A school drive will be held in August to benefit the Back To School Teacher's Store.
    - i. **SCAN** – A. Collins – no report.
  - c. **Elections** – L. Shore said she is waiting on results in two areas where there were tied votes. She will have all results at the next meeting.
  - d. **Hospitality** – L. Shipley – no report.
  - e. **Research** – J. Lawson, in the absence of C. Cunningham said there was nothing to report.
  - f. **Salary & Employee Benefits** – L. Smith – no report.
  - g. **Special Committees**
    - i. **A. Jane Morton Award** – C. Young – no report.
    - ii. **Angels for Life** – M. Waldo said the next drive will be held on Wednesday, May 26 and Thursday, May 27, 2010 at Pruis Hall.
    - iii. **Public Safety** – J. Lawson - no report.
- VII. **Old Business**
- A. Follow-up to RFI #21-2009/2010 – Dependent fee remission for full-time temporary staff personnel.

*Pending response from administration on resolution forwarded after February 18 meeting.*

- B. Follow-up to RFI#22-2009/2010 and RFI #31-2009/2010 – Non-exempt staff’s limit of 40 hours per fiscal year for medical appointments vs no limit for exempt and professional staff.

*Proposal was forwarded to administration following April 15 meeting and awaiting response.*

- C. Follow-up to RFI #24-2009/2010 – TRIOTA as donation drive alternative.

*Response: C. Young read the following response from Lynda Wiley’s, “The Handbook for Student Organizations outlines all of the privileges afforded to recognized student organization. As a recognized organization Triota and its members can accomplish many things. They can reserve meeting rooms, hold fund-raising events, participate as a group at University-sponsored functions, obtain a username for the purpose of an Outlook account or web space, hold a Ball State account for financial purposes, and utilize counsel from Student Legal Services.*

*Recognized student organizations can publicize their events to encourage other organizations and Ball State students to participate by sending flyers or submitting a posting to Events This Week, the Communications Center venue for student organizations. Student organizations can establish a University financial account which makes planning and hosting events even easier. Student organizations can maintain current contact information and information about their organization in the Pride Guide, the printed and Web based guide to all student organizations on campus.*

*In addition, staff are always on hand and willing to answer questions from organization members, officers or advisors to help student organizations and their members to have successful events and a positive extra-curricular experience at Ball State University. If Triota would like to plan a food or clothing drive, or other event we would welcome any inquiries they may have about how to get started.”*

Council member determined that TRIOTA can hold their own food drive. Staff Council will continue their food drive to benefit the community through the efforts of the Salvation Army.

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

- A. RFI#33-2009/2010: I personally think the new version of SCAN is a real pain to read. When SCAN was voted by Staff Council to go electronic, it was supposed to be set up so that all anyone had to do was click on the print button and get a hard copy of the newsletter, not click on different links. It was discussed several times at the council meetings (I was a rep at the time) and was finally approved with the understanding that it would not be like Update, but that it could be printed out and read. I think this should be reconsidered by Staff Council and made to be the way it should have been to start with--the way it was voted on.

*Response: A. Collins said she will make a PDF file version of the document to link to the website.*

- B. RFI#34-2009/2010: I recently learned that although we (active employees) were made aware of the current health insurance changes by a letter dated 4/14/10 (with open enrollment being 4/19 through 5/14) and a large number of overviews and HSA explanations were offered, retired employees were NOT notified until an email was sent out after business hours on 5/3...just 11 calendar days and 9 business days before the closing of open enrollment. Active employees had a 5 calendar day advance notice plus a full 20 business days/26 calendar days to actually make changes. Although none of the changes impact the retirees (or spouses) who are over 65, it DOES affect those (or spouses) under 65 EQUALLY AS MUCH, yet equal notice, equal time and equal education/information has not been given to them. I would like to see retirees given 4 full weeks to make changes like employees have. Some form of general information sessions (not one-on-one sessions) should also be made available for those who live in town, or better yet, with all of our high tech abilities, make it available to be viewed online so all retirees can view it. I ask that the Executive Committee please move forward immediately with action to administration so that retired employees can have an equal amount of time to make changes as that which was given to active employees.

*Response: L. Smith shared the following response from Marie Kavanagh, Director of Payroll & Employee Benefits:*

*“The Open Enrollment communication to the retirees under the age of 65 did not go out until the first part of May, the author is correct. The delay was a direct result of too few resources to make presentations, take calls, and handle the walk-in traffic and e-mails from the active employee population. Our intention was to get the retiree information out shortly after the active employee mailing, but unfortunately that did not occur.*

*Putting this into perspective, there are approximately 3100 active Benefits-eligible employees that must receive the benefits change information first. There are two groups of retirees and each requires a different communication packet than the active employees. The largest group of retirees is over the age of 65 and on Medicare, which meant that the communication they received was for informational purposes only (to inform them of the new rates). There are about 180 retirees in the group of under 65 retirees and they represent an assortment of different conditions relative to their current and upcoming benefit status. As a result, the communication to this group is more difficult and requires time and attention to ensure it is correct. In short, when faced with limitations of resources, we have to prioritize our efforts to ensure the majority gets the information first, without meaning to imply that our retirees are less important than the active employee population. Also, please keep in mind that the active population has more decisions to make than the under 65 group, such as electing the amount of their earnings they would like to contribute to a Flexible Spending Account for the upcoming Plan Year.*

*The response from the retirees in this group of 180 has been lower than the active employees but that is not unusual for this group. However, since there was a delay in getting the information on the benefits to this group, we are following up with those who*

*did not respond to ensure they knew what they were supposed to do, complete the required forms if they have family coverage, and to allow them the opportunity to make a change before a defined end date. This extension of time is only being granted for this group because they did not get the information at the same time as the active employees. Just as we provided both retirees and active employees abundant time and opportunity to talk with someone from the benefits staff during Open Enrollment, we will continue to offer help to any of these retirees who need more help understanding the benefit changes.”*

- C. RFI#35-2009/2010: I am fairly new to Ball State so I am not sure if this has been brought up before. I work at the library where we work weekends. Those of us who pay to park in the Emen's garage cannot always find a parking spot on the weekends. They open the garage Friday through Sunday. I do appreciate the fact that I do not have to pay to go to Emen's; however, if I am paying for a spot to go to work, then I would like a spot when I go to work. Is there a way that they could reserve just a few spots for those who do work the weekends, so we can park?

*Response: J. Lawson said the RFI has been assigned to the Research Committee.*

## **IX. New Business**

J. Lawson asked representatives to emphasize to constituents that anonymously submitted RFI's receive a more timely response. The reason being that requests from those wishing to remain anonymous will have to wait until the minutes are posted to the website in order to read the response. A person may submit a request with their name but asked that it not be shared. This is especially important during this time of year because June RFI's will not receive an answer until the September meeting (no formal meeting in July because of the Election of Officers and we do not meet in August).

## **X. Announcements**

Our next meeting will be held on Thursday, June 17, 2010, in Worthen Arena Lounge. Our speaker will be Patty Hollingsworth, Director, Health Enhancement Program.

## **XI. Adjournment**

With no further business being presented J. Lawson adjourned the meeting at 2:20 p.m.

Respectfully submitted,

Carol Terry  
Secretary, Staff Council