

**Ball State University Staff Council**  
**Meeting #3**  
**Thursday, November 17, 2011**  
**Ball State Planetarium, CP-90, Cooper Science Building**

Members Present:

Shannon Bell, Jon Buchanan, Susan Calvin, Rhonda Clark, Kay Collins, Cathy Cunningham, Marilyn Davis, John DeVoss, Kimberlee Fogle, Kathleen Harrold, Bradley Johnston, David Kaufman, Lisa Kaufman, Sarah Kreps, Andrea Lievertz, Dorothy Marvell, Sarah McKillip, Kate Murray, Angela Pickett, Teresa Rector, Andrea Sadler, Loretta Smith, Josephine Turner, Melanie Turner, Angela Zahner

Alternates Present: Teresa Kennedy, Deborah Marshall

Guests Present: Judy Burke

Excused Absences: Brenda Ayers, Bartley Hainz, Lee Anne Shore

I. & II. **Call to Order-Welcome Guests.** President Loretta Smith called the meeting to order at 1:15 p.m.

III. **Introduction of Guest Speaker**

Kate Murray introduced Dr. Ron Kaitchuck, Professor of Physics and Astronomy, and Director of the Ball State Planetarium.

Dr. Kaitchuck presented a brief history of the planetarium, and provided a demonstration. His discussion included the possibility for grant/university funds to upgrade the planetarium, including an expansion of the space.

IV. **Roll Call** – M. Turner called the roll of representatives and alternates. Roll called showed 26 representatives present, two alternates present, three excused absences, and two unexcused absences.

V. **Approval of Minutes from October 20, 2011**

A motion was made and seconded (Collins/Cunningham) to approve the minutes.

The motion carried.

VI. **Committee Reports**

- a. **Employee Relations** – B. Hainz – no report.
- b. **Public Relations** – A. Collins. Amanda reported the Staff Council will have a food drive in January, 2012.
- c. **Elections** – L. Shore – no report.
- d. **Hospitality** – A. Zahner. Angie reminded everyone of the Staff Council Holiday Luncheon on December 15 at The Retreat. Reservations are due to her by December 1. She distributed the lunch menu options for that day. The price is \$8.95+tax.

She also distributed the information for the family we will be adopting through the Salvation Army this year. At previous meetings, we discussed adopting two families, but the Salvation Army has a difficult time placing larger families for this program. We opted for a large family instead of two small families. Our family includes five children and two parents.

- Information regarding the luncheon and adopt-a-family project is attached to the minutes.
- e. **Research** – E. Buchanan – no report.
  - f. **Salary and Employee Benefits** – D. Kaufman – no report.
  - g. **Angels for Life** – C. Cunningham. Cathy reported the Angels for Life Blood Drive was a success with 248 donations. There were many walk-ins. Tuesday's total was 102 appointments, 91 were eligible to donate, and 28 were deferred for various reasons. Wednesday's total was 118 appointments, 110 were eligible to donate, and 19 were deferred. All slots for help at the registration desk were filled. She expressed her appreciation to her committee as well as Staff Council members and constituents who assisted at the registration table.
  - h. **Special Committees**
    - 1. **A. Jane Morton Award** – K. Murray. Kate reported she is in the process of filling vacant spots and the committee will begin meeting after the first of the year.
    - 2. **Public Safety** – L. Smith. Loretta reported the committee is looking for problem areas around campus (safety, lighting, etc.). Please feel free to contact her if you are concerned about an area on campus.

## VII. Unfinished Business

- A. Follow-Up to RFI #35-2009/2010 – Weekend parking situation for library employees with restricted pass for Emens garage. After discussion in June, referred back to Research Committee for creation of a small task force to try to work out a resolution with Parking Services.

*Response: Cathy Cunningham attended the first meeting of the Parking Subcommittee (a subcommittee under the University Senate) on October 31. The subcommittee read the letters submitted by constituents (not only library employees) who pay for restricted, garage parking in the Emens parking structure and have problems finding weekend parking availability. The subcommittee will conduct a weekend lot audit and continue the discussion at their next meeting.*

## VIII. Request for Information/Policy Change

- a. RFI #1 - 2011-2012 – I would like to know why employees have to pay a technology fee when they sign up for classes. I know the system has been revamped and I understand students paying for the service but it was my understanding that employees would receive their continued education at no cost. (This was one of the benefits given to employees) The fee for an employee who is registered for 6 credit hours (2 classes) which is the most they are allowed to take per semester is \$105.00. This fee has to be paid every semester by the employee and they cannot take more than 6 credit hours at a time. I don't feel like that is right for an employee to pay for this fee. Students receive scholarships, grants, and financial aide that help with their costs. Employees are trying to better themselves and this should be one of the benefits they receive.

*Response from Judy Burke, Director of University Human Resource Services:*

*The university changed its tuition structure this past year. From what I understand from the Bursar, the university moved to more of a fee based tuition structure which is in keeping with other universities.*

*In the spring 2011, an employee for 6 hours of undergrad on campus would have paid a tech fee of \$64.*

*This fall, an employee for six hours of undergrad on campus would have paid a tech fee of \$105. The value of those 6 hours as I understand from the Bursar is \$2,059 in waived tuition. Still quite a*

*benefit.*

**This issue is resolved.**

**IX. New Business**

There was no new business.

**X. Announcements**

a. Buy one get one tickets for staff

- Dance Kaleidoscope – Friday, November 18, at 7:30 p.m. – Adult \$20(adv)/\$25(door)
- Danu – A Christmas in Ireland: An Nollaig in Eirinn – Wednesday, December 7, at 7:30 p.m. – Adult 20(adv)/\$25(door)

b. Open Enrollment for Voluntary Benefits ends tomorrow, November 18. Enrollment or cancellation of one or all of these benefits must be completed by tomorrow.

**XI. Adjournment**

A motion was made and seconded (Cunningham/Zahner) to adjourn. The meeting adjourned at 2:10p.m.

Respectfully submitted,

Melanie Turner  
Secretary, Staff Council