

Staff Council...provide, formulate, participate

The role of the Council shall be to render advice, make recommendations, and provide assistance to University Officers in the formation or change of University policies affecting regular, full-time Staff Personnel and Service Personnel (hereafter referred to as Staff Personnel).

Things to do during Winter Break

As the weather continues to get colder and the students begin their exodus from campus, we have several ideas on how you can take advantage of the winter break to help prepare you for the spring semester.

- Organize your work area! Get rid of those extra papers in your files that are no longer needed, but also take the time to erase the files you no longer need from your computer. Getting organized now will save you time down the road.
- Prepare for your Performance Evaluation: Document all of the training and development sessions you have taken this past year, all of the work projects you have completed, and any recognitions you have received for good performance. Spend a little time on “self evaluation” and then schedule a time to meet with your supervisor to discuss your findings. This gives both you and your supervisor the opportunity to note performance habits and make suggestions before the formal evaluation takes place.
- Learn something new! You can brush up on your computer skills by learning online at Elementk.com, or check out the live sessions offered here on campus at www.bsu.edu/techtrain. If you have some extra time, explore the development opportunities offered from Human Resources at www.bsu.edu/traindev.
- Take a break! Driving through the hoards of holiday shoppers can take its toll on a person’s stress level—take a little time for yourself to rejuvenate depleted energy. Whether you spend time relaxing with family and friends or simply spend time with a good book, you will face the new semester with a more positive outlook.

Give a little bit...

Have you noticed the box in your building that is part of the Staff Council’s Holiday Food Drive? Maybe you have thought about bringing in a can of soup or box of pasta, but you forget by the time you get back home. If so, grab a few cans from the pantry as soon as you get home from work today and put them in your car—you will feel good helping fill that box when you get into work next. Best of all, you will be making someone else feel good when they realize they live in a community that cares about them during this season of giving. The Food Drive lasts until December 16th, but donations can be taken to the Salvation Army any time of the year.



Inside this issue:

Staff Council Guest Speakers	2
Recognizing Excellence	2
What is an R.F.I.?	3
Spotlight on Parking	3
Every Step Counts	4
Winter Weather Tips	4
Scanning the Horizon	4

Guest Speakers Liven Up Staff Council Meetings

October

The Staff Council was fortunate to receive the Director of Ball State's new "Working Well" program, Patty Hollingsworth, as the guest speaker for their October meeting. Patty's enthusiasm for employee wellness is apparent in the programs she promotes and in her dedication to keeping staff informed of opportunities and resources to help serve our wellness needs. Examples of programs being promoted by "Working Well" include:

- The 12 Days of Fitness: A holiday health and fitness program designed to help you practice good health habits during the holiday season
- The Employee QuickClinic: Now open for walk-ins, Monday through Friday from 7:00 a.m. until 6:45 p.m. in the basement of the Health Center
- Nutritional Counseling: A free nutritional assessment including cholesterol and blood pressure checks, dietary analysis, dietary counseling and more

Be sure to check out <http://www.bsu.edu/workingwell> for more information on Nutrition Topics, links to resources on chronic diseases, opportunities to join weight management programs, and for information about tobacco cessation.

November

In November, Assistant Director of Human Resources Andy Gothreau gave Staff Council more than just some fantastic prizes; Andy gave Staff Council an overview of the training and development opportunities for Ball State staff. While many are familiar with the training sessions offered "live" with presenters, a new training program named "Mindleaders" offers staff a unique opportunity to sharpen their professional skills by working through online professional development courses. Courses include:

- Management: 22 videos that illustrate the best ways to lead, delegate, and manage staff performance
- Time Management Fundamentals: Learn how to manage your workload and improve your time management skills with this interactive program
- Customer Service: 18 video presentations that illustrate how to build customer loyalty and improve your service skills
- Grammar: 4 interactive programs to sharpen your written and spoken communication skills

"Mindleaders" is accessible from any Ball State computer and from all of the public computer stations in Bracken Library. In addition to providing you with training to enhance your performance, these courses provide you with the flexibility to do training and development at a time convenient for you. Find out more and register at <http://www.bsu.edu/traindev>.



Recognizing Excellence

Taking a little time to recognize a colleague or coworker's value fosters a positive working environment and improves staff relationships. Make recognition a part of your daily routine, whether it is a simple "thank you" for assistance provided, or an email commending a colleague for a job well done. If you get the

opportunity to show someone that you appreciate their efforts—take it.

Each year, one full-time staff person is honored with receiving the A. Jane Morton Award for demonstrating outstanding service to all segments of the university community. A nominee must be a university employee for a minimum of five years and should exhibit the dedication

and passion that make our community thrive. Take the opportunity to recognize excellence and start thinking now about who you believe deserves this award. Nomination information will be sent out on January 16th with a submission deadline of February 14th. For more information:

<http://www.bsu.edu/staffcouncil/mortonaward>

Quick Technology Tip!
Do you waste time minimizing and selecting active screens from your task bar? Make life a little bit easier by learning to "toggle" between your choices. Simply hold down the Alt key at the same time as the Tab key and press the Tab key until your selection is highlighted. When you release the keys, your choice will be active on your screen.

What is an R.F.I.?

Both a Request for Information (RFI) and a Request for Policy Change are opportunities for Staff to seek assistance from Staff Council for problems, suggestions, or clarification of issues. Prior to submitting an RFI, Staff should attempt to go through the proper channels as individuals to seek resolution for their problem. When this fails to satisfy, Staff may submit an RFI in the following ways:

To a Council Representative: You may submit an RFI in person or via written correspondence to your department's Staff Council Representative. If you are more

comfortable submitting to a person outside of your department, this is also acceptable. A complete list of University Staff Council Representatives and their contact information is on the Staff Council web page.

Online: Link to electronic RFI forms at <http://www.bsu.edu/staffcouncil/inforequest/>. You can also print out this form and remit it to a Representative

Requests that are received by the Staff Council Vice-President prior to the first Thursday of the month will be placed on that month's agenda. The Council will research the request using

credible sources and departmental contacts as necessary. If the request is not anonymous, a written response will be forwarded to the initiator of the RFI. Anonymous requests are also accepted and responses can be found in the minutes from the Staff Council meeting of that month.

Want to know more?

To view past RFI's and their Staff Council responses, go to our archived minutes at <http://www.bsu.edu/staffcouncil/minutes>

Battling 'Parking Rage'

**Don't rush yourself!
Leave for work a few minutes earlier so that you do not get frustrated trying to find a spot. If that does not work, look at the bright side of things...it's not quite as bad as parking at a mall right now!**

Spotlight on Parking R.F.I.'s

Each month, the Staff Council agenda contains at least one RFI regarding parking problems or suggestions. We all know how frustrating it is to drive around a parking garage or surface lot, taking furtive glances at the clock, hoping that you won't be too late from struggling to find a spot. We also know how

frustrating it is to feel like your concerns are ignored, so we want to take this opportunity to assure you that your requests were heard.

Unfortunately, parking is an issue that we at Staff Council are unable to influence as strongly as your voice is able. Staff Council requested that the

Parking Task Force Committee be reinstated, but the request was denied. This leaves us unable to actively assist you with your concerns.

While we regret that we cannot be of direct assistance, we ask that you please forward your suggestions or problems to Parking Services.

Did you know...

Ball State Staff have struggled with parking issues for almost as long as we have had a written record of Staff Council activities. The first "Staff Advisory Council" met on April 27th, 1953. On September 23rd, 1954, the Council met to discuss "the parking problem at Ball State. The meeting adjourned and it was decided to meet again the next day to discuss suggestions on how to alleviate the "problem". From September 24th through September 29th, 1954, the first recorded discussions of parking and the first parking proposals were submitted by the Council.



Next Meeting

December 20th, 2007
1:15 p.m.
Arts & Journalism Studio

<http://www.bsu.edu/staffcouncil>



Ball State Staff Council

provide, formulate, participate

Every Step Counts

The College of Applied Sciences and Technology's "Red" team logged a total of 7,654 miles to win the traveling trophy for the fall physical activity initiative. That averages to 4.20 miles per session for team members! A total of 466 Ball State employees logged their steps for a total distance of 43,636 miles. Although the circumference of the earth is 24,000 miles, it can be walked in just 14,450 miles. This means that the employees of Ball State could have walked around the earth 3 times just this semester! Congratulations to all of the staff participants!

Winter Weather Tips

You've pulled out your winter coat and gloves, now it is time to make sure your car is stocked with the items you'll need if you get caught in the winter weather while on the road.

- Ice scraper
- Flashlight with extra batteries
- Blanket
- Emergency candle
- Extra clothing, including boots
- Bag of kitty litter, sand, or salt
- Shovel
- Energy bars or other non-perishable food items
- Road side flares
- Jumper cables

Also, make sure your car has plenty of gas and windshield washer fluid before you start a long drive on salted roads! And-don't forget to charge your cell phone before leaving home!

Scanning the Horizon

This year, Staff Council would like to give you a newsletter that will facilitate your growth as members of the Ball State Community. We will strive to deliver information and opportunities that will increase your job satisfaction, enhance your performance, and contribute to your role in the University's Strategic Plan.

We want to keep you informed of Staff Council business, but we also aim to make you feel part of the overall success of this academic community. Regular columns will include the following features:

- **Staff Council News:** A more detailed look at Requests for Information that interest the community
- **Staff Benefits:** From University benefits to training opportunities, real benefits that you can use
- **Public Relations:** Offer advance notice of upcoming events and volunteer opportunities
- **The Strategic Plan:** Wellness tips and technology training to help you succeed in a changing environment

We hope to foster an environment where all BSU

Staff have the opportunity to express their ideas. If you have an article idea or a topic that you would like to see included in an upcoming newsletter, please email Kathleen Pickens-French at kepickens@bsu.edu



SCAN—News you can use