

**Ball State University Staff Council**  
**Meeting #8**  
**Thursday, June 18, 2009**  
**Worthen Arena Lounge**

Present:

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Jennifer Lawson, <i>President</i>	Julie Moody
Maria Bumbalough	Elaine Orr
Mandy Collins	Debra Sheller
Cathy Cunningham	Lynn Shipley
Marilyn Davis	Loretta Smith
Sandy Duncan	Carol Terry
Marilyn Folkert	Connie Tyner
Vickie Hahn	Marilyn Waldo
Kim Hiatt	Ted Workman
Joyce Lewis	Coralee Young

Excused Absences:

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Terry Burgess	Lori Siefker
Janet Johns	Vicki Tucker
Melissa Schafstall	Eric Warner
Lee Anne Shore	

Unexcused Absences:

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Betty Welch

Alternates Present:

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Brenda Ayers	Teresa Kennedy
Ranae Burkett	Kate Murray

Guests Present:

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Judy Burke	Sarah McKillip
Jackie Johnston	

- I. **Call to Order** – President J. Lawson called the meeting to order at 1:15 p.m.
- II. **Welcoming of Guests** – J. Lawson welcomed guests and visitors.
- III. **Guest Speaker** – C. Young introduced Jackie Johnston, director of the Back-To-School Teacher’s Store.

Mrs. Johnston thanked the council for asking her to come and share about the Back-To-School Teacher’s Store. The store is located at 7<sup>th</sup> and Madison Streets (former Biolife Plasma Center). The organization was incorporated in 2005 and is open three days per week, including Tuesday, Wednesday, and Thursday from 10 a.m. until 5 p.m. The store serves seven school corporations and a few other non-profit organizations. The donations are tax-deductible to the

donor and the donated items are available free of charge to teachers. Johnston noted that the local store is one of 35-38 national stores that offer free supplies to teachers.

The store accepts various items such as animal care supplies, arts and crafts, a/v supplies, career/social studies, outdoor/gardening, office equipment, paper supplies, sewing, and storage/organization. Their top needs include cash, notebook paper, copy paper, spiral notebooks, #2 pencils, glue and glue sticks. Although the store accepts keyboards, printers, and scanners, they do not accept hard drives. Johnston said they try to recycle everything.

Johnston offers a “lunch and learn” program every third Thursday which includes a tour and lunch and finished by 1 p.m. She thanked the council for their time and efforts supporting the Back-To-School Teacher’s Store.

- IV. **Roll Call** – C. Terry called the roll of representatives and alternates. Roll call showed 20 representatives present, 7 excused absences, and 1 unexcused absence.
- V. **Approval of Minutes from May 21, 2009 Meeting** – The minutes of the May 21, 2009 meeting were reviewed and following discussion were approved with one minor correction. The vote was 19 affirmative and 1 vote against.
- VI. **Committee Reports**
  - a. **Employee Relations** – K. Hiatt – no report.
  - b. **Public Relations** – M. Waldo – no report.

**SCAN** – M. Waldo said the latest issue of SCAN was published yesterday.
  - c. **Elections** – S. Duncan said the Slate of Officers includes: Lawson – President, Young – Vice President, and Terry – Secretary. Nominations are still being accepted. We will need a quorum for the vote.
  - d. **Hospitality** – L. Shipley said members should purchase their lunch in the Atrium. We’ll eat in the AJ Studio at noon, with the election of officers at 1:15 p.m.
  - e. **Research** – M. Folkerth – no report.
  - f. **Salary & Employee Benefits** – L. Smith – no report.
  - g. **Special Committees**
    - i. **A. Jane Morton Award** – C. Young – no report.
    - ii. **Employee Activities Committee** – J. Lawson – no report.
    - iii. **Angels for Life** – K. Hiatt said the mobile drive brought in 167 people and 122 units of blood. The next drive will be September 2 and 3 in Pruis Hall.
- VII. **Old Business**
  - a. Follow-Up to RFI #34-2008/2009 -- Admissions criteria for staff personnel: *Assigned to Salary & Employee Benefits committee for further research regarding employee admission to Ball State.*
  - b. Follow-Up to RFI #38-2008/2009 – Regarding check pick up in Bursar’s Office. L. Smith from Salary and Employee Benefits obtained the following written response from Ann Reichle, Assistant Director, Office of the Bursar and Loan Administration:

*“We understand and appreciate your concern regarding employees and departments that need to pick up pay checks on pay day and are subject to the regular business hours of the Bursar’s Office. Additionally, we are hearing your concern regarding potential parking tickets that could be issued for parking violations outside of the Bursar’s Office for the purpose of picking up payroll packets. Unfortunately, we do not see a way to grant your request that we open 15 minutes earlier on pay days and, of course, our office does not control the parking violation ticketing policies of the University. Our thoughts about not being able to open earlier follow:*

- 1. As all University Departments have been charged with scrupulously reviewing spending budgets, the additional cost of staffing our opening earlier would be a request to increase our budget rather than reduce it. We might also have to be sure that security have staff on hand to ensure the safety of our employees for this period of time, which could also be at an additional cost.*
- 2. The Bursar’s Office has all types of dates, including billing due dates and others that create volumes of business transactions in our Office on certain days. Students and staff that have business to transact during these “peak” times are asked to wait to have their call answered or transaction posted and do so on an ongoing basis. While we realize, no one wishes to wait in line or be on hold, and we do our utmost to handle those transactions in as timely a manner possible, to accommodate employee pay dates by opening earlier as opposed to some other type of high volume business day might seem unfair to others.*
- 3. While we understand that our office is not located in a Central area on campus and that some departments may have representatives that walk or drive a longer distance, we believe the packets are located here for pick up due to the secure nature of our location.*

*Our Suggestions:*

*We hope that all staff have explored direct deposit capabilities for receiving paychecks and online options for reviewing pay stubs. For information regarding these options, visit the Ball State payroll website at <http://www.bsu.edu/payroll/>. All of our employees continued efforts to use direct deposit and to review pay stubs on line is in keeping with green initiatives, and services implemented to keep costs to employees and the University down while providing more convenient access to information. Being sure your fellow staff members have taken advantage of these great services offered by the Payroll & Benefits Department can help to negate the urgency of check packets arriving.*

*As picking up payroll packets can potentially affect many departments on campus, it is important that the personnel assigned this task apprise the management of their areas of any issues related to doing so. Department representatives that are charged with this duty should be provided ample time to complete this task and the expectations for the packet’s arrival clearly communicated to all staff in the department. For anyone to leave a vehicle idling outside of our office for any reason while they “run in” is potentially dangerous to students and employees. Thank you for bringing your concerns to our attention.”*

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

**45-2008/2009:** I saw the presentation of the film "My Name Is Jerry" at the Muncie Horizon Center. I am somewhat concerned by the strong language that is in the film. I am concerned by the impression this film will have on Ball State University because of some of the vulgar dialogue used in the film. If the motion picture omitted these expletives then I would think that the entire family could see the film and the omission of these words would make a more positive impression on Ball State University. I'm not certain whom one would

contact in regards to this situation/concern and perhaps it may be too late. I do think that perhaps a milder version without the strong language could be made available for children of all ages to view. I thank you for whatever assistance that may be provided regarding my message.

*Response to 45: The Executive Council does not feel this concern is within Staff Council's area of responsibility. The concern has been forwarded to Tony Proudfoot in University Communications because it relates to the University's image.*

**46-2008/2009:** The water situation in G15 is utterly out of control. The entire middle section turns into an over-the-ankle-deep lake whenever it rains even a little bit. It's entirely impossible for anyone parked in the middle section (some 40 spots) to enter or exit their vehicle without walking through that water. You get the feeling that it's low priority because it's a yellow lot. It just strikes me as 1) a poor message to send to staff who have to park there; 2) a problem that can be fixed if only it would be attended to. I thought that if I complained to parking services I would just be shuffled off. Anything you could do would be greatly appreciated.

*Response to 46: M. Folkerth contacted Jim Lowe, director of engineering and operations, Facilities Planning and Management. Lowe offered the following response:*

*"I first apologize for taking so long to fix this problem. The fix is very costly and the solution not an easy resolve. We have set aside a rather large amount of money to correct the storm drainage issue. The problem centers on the fact that this area of campus and the city have almost no dedicated storm drainage. The system is a combined storm and sanitary system. It is against city ordinances to drain storm water into a combination sewer. Therefore, we are in the process of determining where we can connect a dedicated storm line into a dedicated storm line. Once this is known, we will begin to install a new storm drain from both parking lots on the west side of Lucina Hall perhaps down University Avenue to some relief point. We are currently working with the Muncie Sanitary District to determine where the nearest dedicated storm drain might be. Our goal is to fix this problem this year. In other words, it is a high priority project. Let me know if you need additional information."*

**47-2008/2009:** Even though the likely state budget is going to be cut, if a tiny raise is still able to be given, why can't it be something like a flat \$1000 instead of 1%? This way the people who make very low salaries can get a decent raise and the people who make the larger salaries get a token increase. I think if the numbers were crunched, it would end up costing less money that way.

*Response to #47: C. Young reported that because this topic has been addressed in the last couple of months by both President Gora and Vice-President Kinghorn (see response to RFI #31, April 16, 2009) the RFI was forwarded directly to Vice-President Kinghorn as a suggestion rather than a request for additional information.*

**IX. New Business**

M. Folkerth said that Dr. Gora received an anonymous letter regarding the campaign publication mailed to employees through the US Postal Service. She said the employee suggested mailings such as these should be mailed to the campus address. Dr. Gora talked with Mr. Bahlmann, in the BSU Foundation and asked that campus mail be used when possible, especially in mailing materials to university employees.

**X. Announcements**

July 16 will be the election of officers and luncheon. Lunch will begin at noon in the AJ Studio and election at 1:15 p.m.

**XI. Adjournment**

With no further business being presented, a motion to adjourn was made at 2:20 p.m.

Respectfully submitted,

Carol Terry  
Secretary, Staff Council