

Ball State University Staff Council
Meeting #6
Thursday, March 19, 2009
Worthen Arena Lounge

Present:

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| Jennifer Lawson, <i>President</i> | |
| Maria Bumbalough | Melissa Schafstall |
| Terry Burgess | Lynn Shipley |
| Amanda Collins | Lori Siefker |
| Cathy Cunningham | Loretta Smith |
| Marilyn Davis | Carol Terry |
| Sandy Duncan | Vicki Tucker |
| Kim Hiatt | Connie Tyner |
| Janet Johns | Marilyn Waldo |
| Joyce Lewis | Eric Warner |
| Julie Moody | Betty Welch |
| Elaine Orr | Coralee Young |

Excused Absences:

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| Marilyn Folkerth | Lee Anne Shore |
| Vickie Hahn | Ted Workman |
| Debra Sheller | |

Unexcused Absences:

Debra Worster

Alternates Present:

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| Rena Burkett | David Kaufman |
| Robert Cope | Teresa Kennedy |

Guests Present:

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| Judy Burke | Elizabeth Voland |
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- I. **Call to Order** – President J. Lawson called the meeting to order at 1:19 p.m.
- II. **Welcoming of Guests** – C. Young welcomed and introduced Elizabeth Voland, Pension Benefits Specialist in the Office of Payroll and Employee Benefits.
- III. **Guest Speaker** – Voland shared handouts with links to forms on the Payroll and Employee Benefits (PEB) website. She shared information on PERF Indiana and examples of monthly expected benefits. Voland discussed voluntary retirement savings accounts. Contributions to annuity savings accounts are held and sent in quarterly. Questions about retirement may be directed to Voland by e-mail at evoland@bsu.edu or by phone 765-285-8450.

- IV. **Roll Call** – C. Terry called the roll of representatives and alternates. Roll call showed 23 representatives present, 5 excused absences, and 1 unexcused absence.
- V. **Approval of Minutes from March 19, 2009 Meeting** – The minutes were approved, with one minor correction, on a motion by K. Hiatt and seconded by S. Duncan.
- VI. **Committee Reports**
- a. **Employee Relations** – K. Hiatt – no report.
 - b. **Public Relations** – M. Waldo indicated she'd received a Certificate of Recognition from the Salvation Army for our efforts with the last food drive. Waldo asked that PR committee members stay after Staff Council for a brief meeting.
 - SCAN** – M. Waldo said she would check on the next issue of SCAN scheduled to be e-mailed soon.
 - c. **Elections** – S. Duncan said she would be sending the constituent lists for corrections and/or updates.
 - d. **Hospitality** –L. Shipley reminded everyone of the Staff Recognition and Awards Dinner on April 8, 2009 at the Alumni Center. Doors will open at 6:00 pm with dinner to begin at 6:30. The cost of the tickets is \$13. Shipley will e-mail duties to volunteers. Council members being recognized for their years of service include:

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| Bob Cope | Jennifer Lawson |
| Marilyn Davis | Melissa Schafstall |
| Teresa Kennedy | Connie Tyner |
 - e. **Research** – L. Siefker – no report.
 - f. **Salary & Employee Benefits** – L. Smith – no report.
 - g. **Special Committees**
 - i. **A. Jane Morton Award** – C. Young said the committee is working and getting ready for the dinner where the winner will be announced.
 - ii. **Employee Activities Announcements** – Nothing to report.
 - iii. **Angels for Life** – K. Hiatt said the blood drive would be finished by the end of the day and she expected to have a good turn-out in both numbers and units of blood.

VII. **Old Business**

Follow-up to **RFI #28-2008/2009**: The question of who is responsible for clearing snow from city streets running through campus was posed during discussions of this RFI. The research committee will have a response from Facilities Planning and Management.

Additional Response: L. Siefker asked Kevin Kenyon, associate vice president for Facilities Planning and Management, and he offered the following:

“Some of the plowing we did this year was unusual because of the changes in plowing times the city said they were going to implement. They backed off on that a bit after a while so we left it to them again.

We are only responsible for McKinley from Bethel to Jackson per an old agreement with the city. The city should be doing Riverside, University and Gilbert and the other feeder

streets around campus. We do all the streets on BSU property such as Campus Drive, Woodworth Drive, etc. Let me know if you have any more questions.”

VIII. **Requests for Information/Policy Change:**

30-2008/2009: What is the university policy on bringing your kids to work? A woman in our office keeps bringing her grandkids in (less than 5 years old) for several hours at a time. I could understand if this was an emergency thing that only happened once in a great while, but it's starting to be a weekly occurrence. I really don't think this is appropriate when she is being paid to work for the university, not babysit.

Response: *J. Burke responded that the university's position is that children do not belong in the work place as they pose as a distraction and are a liability to the university. Under an absolute emergency, and with the permission of your supervisor, it could be allowed on an extremely limited basis.*

31-2008/2009: I am curious to know whether or not someone on the BSU Staff Council can try to persuade the university officials to try to find a way to allow for some kind of salary increase for the new fiscal year. I know that we are in a recession and that money is supposedly scarce for salary increases. I would be grateful for any increase even one that may be less than one percent. University employees who make less than a six figure income or high five figure income require some salary increase to help to stabilize the increasing cost of living. Can someone make some kind of effort to try to persuade the Board of Trustees to find some way for a salary increase for the BSU employees? I know that the state Governor is against the idea, but he, if I am not mistaken, cannot suspend salary increases for state university employees.

Response: *The Salary and Employee Benefits committee asked Mr. Thomas Kinghorn for a response. This RFI will be tabled until next month's meeting.*

32-2008/2009: This is in regards to yearly evaluations. I was just wondering if it would be possible to evaluate our supervisors? I know when taking college courses, we would be given evaluations to do on our instructors. I feel the same thing should be done with supervisors at a job. A lot of times people have issues with their supervisors, either big or small, but don't know how to handle the situations. A lot of supervisors aren't very approachable or aren't willing to listen. This would allow for people to voice their opinions without being made to feel intimidated or in the wrong. Then those evaluations could be given to either our supervisors head, or someone higher up.

Response: *J. Lawson said the Executive Committee thought a similar request had been addressed before. She did some checking and could not find a response since 2003. In the meantime Lawson referred the question to J. Burke who asked to defer the response to Staff Council at the April meeting, giving her more time to research and comment.*

33-2008/2009: For the last 3 years I have declined to participate in pledging for the United Way. I have turned in all the materials with a 'no' written on the forms and cards with \$0 marked in the donation areas. I am currently working with Payroll to correct this

situation because, once again, I am having money deducted without my permission. What I want to know is where the cards went after I submitted them and why they didn't get to Payroll, which caused me to have money deducted without my written permission for two years and four months.

Response: C. Young did some checking and said the RFI was submitted with a name and she responded to the constituent and put him/her in contact with Marta Stephens. Payroll contributions for United Way expire each year. However, other deductions (such as Foundation payroll deductions) do not expire until you make a request to stop.

IX. New Business

No new business was presented to the council.

X. Announcements

Jenni Flanagan from Ceridian Life Works will be the speaker for the April 16, 2009 meeting.

XI. Adjournment

With no further business being presented, a motion to adjourn was made by K. Hiatt and seconded by L. Shipley. The meeting adjourned at 2:10 p.m.

Respectfully submitted,

Carol Terry
Secretary, Staff Council