

Accomplishments of Ball State University Staff Council

4/14/53: Letter sent to all staff from President Emens suggesting the creation of a five-member "Staff Advisory Council." Ballot is included for personnel to vote for particular persons for representation on the Council. Representatives would have a one-year term.

4/27/53: Council officially created as the five elected members hold their first meeting in President Emens's office. Minutes are attached. First topics of conversation concerned a hospital drive and possible memorializing of a room by the Teachers College. G.H. Clevenger was elected Chairman and Agnes Davis Secretary.

5/7/53: 1)The Council favored payroll deduction but thought it should be made optional for each employee regarding "Hospital Building Fund." The goal of the Fund was to acquire \$10,000 in pledges from BSU employees.

100 employees giving \$.25 per week=\$3,000

60 employees giving \$.50 per week=\$3,600

44 employees giving \$.75 per week=\$3,900

\$10,500 (based on 30 months)

2) It was suggested that a poll be taken of the employees to decide whether to stay with Blue Cross or change to Equitable or some "like insurance company." The Faculty Committee had knowledge of various group insurance companies, and a Mr. Swinford was to meet with the Council to discuss all insurance options available.

5/12/54: 1)Council met to discuss a suggestion from Dr. Bumb that a special edition of "On The Ball" be prepared for the non-instructional staff with the possible thought that this be done periodically and perhaps quarterly. Council approved the plan for the issuance of said "special edition." Items to be discussed in this "special edition" include:

- 1) Commencement schedule and other important dates
- 2) Note on building program-residence hall and heating plant
- 3) Final statement on insurance: number participating, etc
- 4) Latest Blue Cross statement as published in recent issue of "OTB"
- 5) Statement on Indiana population statistics
- 6) Announcement of discontinuation of athletic tax
- 7) Directory of non-instructional employees

2) Council also discussed the abuse of college regulations relative to smoking or eating in classrooms. It was noted that these infractions occur "rather frequently."

3) Council discussed the need for study of traffic regulations about the campus, particularly at the junction of College Avenue and University, and at McKinley Street and Riverside.

9/23/54: Council meets to discuss “the parking problem at Ball State.” Meeting adjourns and Council will meet again the next day to discuss suggestions on how to alleviate the “problem.”

9/24/54;9/29/54: The first recorded discussions of parking and the first parking proposals are submitted by the Council.

4/13/55: The first recorded discussions of employee abuses of privilege are conducted. Proposals are submitted by the Council.

11/15/55: Staff Council recommends:

- 1) That regulations relating to smoking on campus be re-publicized so that all persons involved will have opportunity to know exactly what the regulations are. For instance, construction workers smoke—students do not. The Council members feel that the regulations should either be enforced or revised.
- 2) That regulations regarding food and soft drinks in buildings be reviewed and that signs be posted on the vending machines indicating the present college regulations. Most off-campus people have no idea of the regulations.
- 3) That more support needs to be given by college officials if the janitors are responsible for enforcing of the regulations in regard to smoking and serving of refreshments.

The Council also recommended that the membership be a rotating committee. The members recommend that in 5/56 two members be chosen by lot to be the ones to withdraw from the Council, that two new members be elected for a period of two years (6/56-7/58), and that the three members retained on the committee in 5/56 would withdraw the following year and three new members would be elected to serve two years (6/57-7/59). This was suggested to ensure a complete turnover of membership every year.

12/28/55: The Council submits recommendations for the proposed revised smoking regulations. In the Administration Building, “we feel that the concentration of smoking in the designated area in this building will create problems in the functions of the Placement Office as well as in the traffic in so small an area. Even now, users of the machines occasionally overflow into the Placement Office area. Concentration of smoking in this small space will create real problems with the use of the interview rooms. It might also create an atmosphere incompatible with the viewpoints of many of our visiting school officials. We recommend that in addition to this area the main floor circle lobby be opened to smoking and that containers be placed in proper places in the lobby. If this is not advisable, then the Staff Council recommends that some other more appropriate area be designated for smoking.

The Council recommends that:

- 1) All people should come under the smoking regulations without exception, not only students and employees of the college
- 2) The College Administration should clarify the responsibility for the implementation of these regulations. It is suggested that advantage be taken of the regular staff organization to fix responsibility and that meetings be held or that appropriate memoranda be circulated to make sure these responsibilities are clearly understood and accepted.
- 3) The role of the janitors in the matter should be clearly defined. Perhaps janitors should report infractions of the rules, but it is the opinion of this Council that faculty and administrative officers should be notified by the proper authorities that they are responsible for the enforcing of such regulations.

5/11/56: Mr. Clevenger (evidently acting on a previous Council recommendation) had been investigating the possibility of a credit union being established at Ball State. 77% of 201 employee responses favored the creation of a credit union. It was moved and seconded and the motion unanimously carried that the SC go on record as favoring establishing a Ball State Credit Union and that the committee proceed with the necessary steps, such as applying for a charter.

The Building Fund pledge is \$1,970 short.

Jaywalking was discussed. It was a problem at the stop lights on Riverside and the "walk and wait" sign on University.

The present members of the Council were appointed for a period of one year but have served continuously since the Council's inception. The proposal of staggered elections (from the 11/5/55 meeting) took effect. The Council's members' names were placed in a hat, and Mr. Clevenger's and Ms. Hiatt's names were selected. Mr. Clevenger and Ms. Hiatt would have to withdraw from the Council, and two new members would be elected.

9/14/56: Council decides to meet once a month during the academic year (as opposed to having no schedule).

2/18/57: Council discusses recommendation submitted by the Traffic Committee to have 18 parking spaces south of South Hall be reserved for library staff/faculty only. The Council refuses the recommendation.

9/26/57: New Council meets to discuss the duties and objectives of the Council.

2/12/58: Written evaluation concerning the duties and objectives of the Council. Essentially, it seems to be the first "Constitution" of the Council. There was a "feeling of

unrest among bi-weekly group concerning part of the insurance program" (due to Blue Cross & Blue Shield's premiums going up).

3/12/58: Council represents 450-500 non-faculty staff. It was noted that several of the staff were unaware of the Council's existence. It was suggested that Council minutes be available to all staff employees. It was also suggested by the Coordinating Commission (faculty advisory council, president's office, staff council) that there is no need for the Council to meet every month...the Council should meet at the Chairman's discretion.

4/16/58: It was recommended that signs be placed in certain buildings around campus telling of smoking availability. At this time, smoking was permitted at any time outside of any campus building or at any time in the Student Center.

10/8/58: The Council looks into establishing a flower fund for all campus employees with annual fees of \$1.50.

11/12/58: The flower fund issue was to be brought to a vote through ballots handed to the staff. The Council suggested that perhaps part of the lot on University and McKinley be made available to staff. The Council recommended that a "staff room" be created at the Student Center, and this room would mimic the "faculty room" already at the Student Center. It was also recommended that special parking be added to the circle drive between Lucina and the Administration Building, since many employees come and go throughout the day.

12/12/58: The Council recommends the following options regarding coffee breaks:

- 1) 2 10-minute breaks and eliminate coffee, doughnuts, etc, at desks.
- 2) 2 15-minute breaks and eliminate coffee at desks.
- 3) Smoking should be confined to "concession rooms."

The Council decided that tighter supervision is needed to curb some of the abuses.

There was a "lighting inadequacy" at the parking lot behind the gymnasium. The Council submitted this to college officials and the lighting was fixed.

58-59% of available staff submitted ballots regarding the universal flower fund. 60% in favor, 40% opposed. Council submits no recommendation based on this data.

10/19/59: The Council pushes forth a proposal for lighting to be erected along the walk from Lucina to the parking lot at the Service Building.

The Council also recommends that "no parking" yellow curbs be placed at the end of the drive from the Service Building to Riverside. Signs will be erected and the curbs painted.

11/23/59: The Council recommends the erecting of a "chain-link" fence between the Service Building and the playing field. "Cars parked in this area are being struck by footballs and baseballs." The baseballs and footballs are a "menace to the parked cars."

4/4/60: Motion made and seconded that payroll deductions be used for deposit in the college credit union or on the purchase of government bonds.

12/12/60: "While it may not be desirable to expand to the entire staff, it would seem very worthwhile that personnel having contact with faculty, students, housing and kitchen personnel in line of duty should have some means of identification. We earnestly recommend this practice for consideration."

3/27/61: 75% of all staff favor a payroll deduction (see 4/4/60).

6/2/61: Council recommends placing the purpose and membership of the Council in the next "On the Ball" as there was much turnover about the campus and the Council's existence/purpose seemed to be unknown (again).

9/28/61: The Chairman requested that the Council meet twice monthly "until business of the group can be gotten well underway."

10/18/61: The payroll deduction plan "for saving" is approved. It was reported that bi-weekly staff would not be issued ID cards.

10/26/61: The Council recommends that all staff be issued ID cards.

4/11/62: The Council recommends the solicitation of funds to help cover expenses incurred by a Campus Police employee's having major surgery. The Council recommends that all information, save for the employee's name, be included in the next "On the Ball." The Council also recommends the formation of a "sympathy club."

4/17/62: It is reported that the Council raised \$108 to help with the Police employee's expenses.

10/15/62: New representatives attend this meeting, and it is decided that the group meet socially at each of the homes of the people on the Council once during the year. The Council plans to meet on the first Thursday of each month at 3:00.

6/20/63: Motion made and seconded that the \$260 balance in the 'Staff Advisory Council Fund' be deposited to the Staff Flower Fund.

1/21/64: Membership increases from five to eight members. The Council will meet every other week or as often as needed to attempt to resolve the problems brought before it.

The decentralization of the flower fund is discussed. Bi-weekly personnel are not part of the main fund and are on their own regarding floral arrangements.

The women's proposal for a lounge area in the Administration Building was brought up again. The ladies are happy about the remodeling of the restroom. There is a problem with students occupying the cots in the restrooms (which are supposed to be used in the event of illness by employees).

3/19/64: Motion made and seconded that the payroll office deduct \$1 per year from each employee's paycheck for the Flower Fund to be used in the event of death only. All full-time staff will now receive ID cards beginning in the 1964-65 school year.

4/14/64: The classification for electing SC representatives is changed. The three criteria used are geographic location, number of people represented, and category. There will be nine elected members on the Council now.

6/10/64: It is moved and seconded that officers will be elected at the last spring meeting each year. The Council moved and seconded a motion to establish a centralized flower-gift fund for all employees.

11/24/64: No room in Administration Building for lounge.

3/17/65: Motion made and seconded that BSU have a standard policy in place regarding employee transfers. Council reports again of the proposal to have retiring personnel paid for accumulated sick time at time of retirement.

4/21/65: Council is to look into situations where married employees (in this case, janitors) are living in student housing but paying the same rent as the students.

5/6/65: A revised transfer form is motioned and seconded to be forwarded to the administration for approval.

9/15/65: Meetings will now be held on the third Wednesday of each month. \$1271 collected for Flower Fund from employees in 1964-65.

10/20/65: "On the Ball" not adequate to report Staff Council goings-on...possible Staff Council-only publication to be created?

11/17/65: \$.05 candy bars in vending machines unanimously endorsed.

1/19/66: Questionnaire sent to all staff members to see the number of employees who would be interested in having the contingent tuition fee for personnel waived for their tuition. Council asks that current employees be given first notice of available positions

at the University before the public does. Signs should be placed in the S.C. cafeteria to deter students from reserving seats for other students as there is only so much time for employees' lunches.

6/8/66: Council approves a motion to extend sick leave time from sixty to ninety days for all BSU employees.

4/19/67: Additional day of vacation added for employees serving over seven years instead of on the tenth year to a maximum of 15 days.

11/15/67: Council will be reorganized in fall of '68 "since the results of the election on October 25 revealed that seven out of the eleven units in which bi-weekly employees were classified preferred to be represented by Local 293."

12/20/67: Council to be divided into thirteen groups to represent the 508 staff at the University. For each designation of staff (managerial, technical, medical, etc...), a system of representation would be as follows:

1-40 staff=1 representative
41-80 staff= 2 representatives
81-120 staff=3 representatives

4/10/68: The current Council is dissolved and the new Staff Council will be elected as the Council approves a new Constitution and by-laws. Fifteen new members will be elected.

11/19/70: Council votes for new dental coverage which would provide 80% reimbursement for all covered dental charges and would waive the waiting period for replacement of dentures.

November 1968: Council recommends three additional holiday days be added to the calendar. 1969=Friday after Thanksgiving, 1971=fluctuating holiday 12/27, and another to be decided at a later date.

10/21/71: Emergency telephones requested. Fee remission is permitted by the state, and the Council recommended that all employees and their spouses and dependent children be permitted remission of tuition fees effective autumn '72.

12/16/71: Two holidays are granted to the staff, now giving the staff eight paid holidays (12/27 and the Friday after Thanksgiving). SC represents 706 people.

3/16/72: Council recommends the discontinuance of annual performance reviews of staff employed full-time for over five years.

5/18/72: Council recommends physicals for all employees (faculty were exempt at this time).

10/19/72: Council recommends that staff be paid for jury duty (faculty were paid for jury duty at this time).

6/21/73: Council endorses that an Affirmative Action plan be in place for the University.

2/4/74: Council recommends that staff be given the opportunity to evaluate supervisors.

4/18/74: Council recommends updates to building emergency evacuation plans.

5/3/74: Council sends letter to President Pruis asking that:

- 1) Employee evaluation forms be signed by both the supervisor and the employee.
- 2) An outside person or other departments qualified (like the Job Evaluation Review Committee) do the evaluation and audit interviews of staff positions to determine salary grades and salary ranges rather than the evaluations being done by the job analyst of Personnel Services.
- 3) The Job Evaluation Committee have a member-at-large instead of a representative from Personnel Services as a voting member.
- 4) A list of inconveniences, problems, and concerns imposed on the staff by the new '74-75 calendar.

11/21/74: Council recommends an additional floating holiday to be taken 12/27 "to help conserve energy."

12/19/74: Council recommends periodic fire drills be conducted around campus.

1/16/75: Fifteen members make up the Council, representing 730 staff.

9/18/75: Possibility of staff being paid bi-weekly mentioned. The Council will look into the economics of the plan.

1/20/77: Council recommends that the University declare Christmas Eve an additional paid holiday (3rd of three additional holidays granted by the University).

2/17/77: Council requests 9% across-the-board raise.

9/15/77: It is decided that a survey be sent to all staff asking of ways the Staff Council can be of better service.

12/15/77: minimum wage amounts:

- 1) 1/1/78: \$2.65/hour

- 2) 1/1/79: \$2.90/hour
- 3) 1/1/80: \$3.10/hour
- 4) 1/1/81: \$3.30/hour

6/21/79: The Council is not responsible for the creation of the A. Jane Morton Award. Letter is attached.

11/30/79: Council requests that a training program be instituted to all personnel...the training would cover human relations, time management, telephone etiquette, technology, communications, and self-analysis.

1/31/80: New hours for the University...8-5. Staff can have the option to only take a half-hour lunch, but that staff person's area would have to be open until 5...the supervisor would be responsible for determining who could take a half-hour lunch and who couldn't. The University will also be open during lunch hours.

March 1980: Council proposes changes in the University's policies:

- 1) Salary dollars for staff increases be divided into 90% for all staff and 10% based on merit.
- 2) Revision of current employee annual review form, making the form more important when judging merit increases.
- 3) A compensatory program for employees who have been at the University for a long period of time (to defer some of the bitterness towards new personnel being hired at rates close to, or higher than, the rates of their longer-serving counterparts).
- 4) A program administered by the administration to help create a more "positive attitude and to unite for the common cause."

Also, five other proposals were brought forth:

- 1) An employee in a regular full-time position who retires may apply all of his/her accumulated sick leave days and be paid for them up to the present maximum of 90 days.
- 2) Funeral leave (with pay) of five work days following the death of a member of the immediate family or household, and funeral leave of one day with pay for the funeral of an extended family member.
- 3) Increase in the number of days of sick leave (to three) for use in doctor's and dentist's appointments.
- 4) Tuition for members of immediate family.
- 5) The beneficiary or estate of an employee would receive 100% of accumulated sick leave pay of that employee if the employee dies.

6/19/80: Yay! The third bottom proposal was accepted!

Sometime in 1980: President Anderson sends a note to the local newspaper thanking the Council for its efforts in providing information that was used to change the University's hours of operation.

1/21/82: The possibility of an Employee Activity Committee is mentioned.

4/15/82: The Council approves the creation of the EAC.

6/17/82: The Council is to prepare a Reduction in Force Policy to be submitted to the administration.

7/15/82: RIF proposal is made, voted on, and will be presented to the administration.

1/20/83: Motion made and seconded that two personal days per year (other than sick leave or vacation) be taken at the discretion of the employee.

Autumn 1983: New fee remission program introduced for spouses and dependent children.

11/3/83: Council proposes new pregnancy leave proposal...staff women can leave for six months without pay, may work until the delivery date, and will be paid earned sick leave benefits effective on the beginning date of the maternity leave.

9/21/84: Salary pay grades established as the 775 staff are divided into pay scales.

1/21/84: The pregnancy proposal has been accepted!

3/20/85: Motion made and seconded that smoke alarms be placed in all campus building that house campus personnel.

4/18/85: Council discusses the creation of a Day Care Center for employees.

5/16/85: Council proposes that a Suggestion Award Program be created, whereby any employee whose recommendation is accepted will receive some sort of monetary reward.

3/20/86: The Suggestion Award Program (renamed as 'IDEAS'-Improving Daily Efficiency and Services) and a flex-time policy that will be tied to an employee wellness program will both be part of the University's overall planning program for 1986-89.

5/15/86: Council proposes that two sick leave days be made available to employees for emergency use per year.

1/22/87: Council recommends that all staff be paid bi-weekly. It is unanimously accepted.

4/16/87: Salary & Employee Benefits Committee recommends the addition of eye care to the benefits package and that there be full payment to staff members at the accumulated 90 day limit at retirement. Motion seconded and passed.

9/17/87: Motion made and seconded that there be a guest speaker at each SC meeting.

2/18/88: Salary & Employee Benefits Committee makes motion that staff personnel be allowed to use up to five days of accumulated sick time per year for emergency family situations.

9/21/89: It is reported that the University will entertain the bi-weekly pay notion for nonexempt staff only.

1/18/90: Council recommends sick leave changes: the removal of the restriction that a family member must live in the same household to qualify their care as sick leave, the addition of grandmother/father to the 3-4 day funeral leave category (7 days for funerals out of North America), and the study leave policy would be extended from six to twelve months.

3/15/90: University accepts the Council's proposal concerning sick leave policies.

1/21/91: Motion made and seconded that a spouse's grandparents be included in the funeral leave policy.

3/21/91: Motion made and seconded that the Staff Handbook include a step-by-step procedure for an employee to use to investigate a question of unethical conduct on the part of a supervisor/coworker without having to use the formal grievance procedure.

4/16/91: Proposal has been made to have vacation allotted in one-hour increments.

5/8/92: Vacation time proposal has been accepted.

6/18/92: Council lists suggestions of locations of emergency call boxes.

4/15/93: Twelve call boxes were purchased.

8/19/93: The Council will look into the suggestion that BSU employees have paid parking year-round, and that the parking be enforced year-round. It was also suggested that shuttles run year-round.

4/21/94: Business Affairs will underwrite the cash award for suggestions that significantly contribute to the University beginning in 1995 (in relation to the IDEAS system).

6/19/97: The recommendation from SC advocating a shift premium increase for classified staff personnel was approved by the Board.

9/18/97: Proposal forwarded to administration whereby a staff/service employee would be able to have a representative with him during any meeting with a supervisor that involves discussions regarding said employee's behavior/performance.

4/16/98: Proposal to appoint a committee of past SC Presidents to advise the current President/Executive Committee has been approved. Also, the proposal that supervisors need to clarify what exactly is expected prior to a performance review was to be addressed campus-wide.

10/15/98: Proposal being drafted whereby an employee will qualify for fee remission if that employee has been employed over 15 years and will retire before age 60.

12/17/98: Proposal made whereby early retirees over 50 with at least 15 years or more service be eligible for 50% reduction of course fees.

11/15/01: Proposal passed whereby employees who are absent for two or more work days as a result of an on-the-job injury would have to be cleared by the Health Center before returning to work. Same proposal suggests that a release from a healthcare provider and the Health Center be required for any absence for surgery. Also, for any absence over 60 days, a "Return to Work" release form from the Health Center & HR must be obtained. Council recommends 100% waiver for all fees/tuition for spouses/dependent children for undergrad courses and 100% waiver for employees and their spouses taking grad courses.

5/16/02: Proposal made to have baby-changing stations installed in all BSU buildings seconded and approved.

2/20/03: Motion made and seconded that the University remove the cap of 40 hours per year for doctor appointments and dependent care for (non)exempt staff.

(below are items posted on the Staff Council website)

10/16/03: 1. Proposal #1 – Sick Leave Cap – Denied. Concern – did they understand the proposal? Questions from council reps were raised regarding FMLA and sick leave cap – does FMLA effect sick leave cap? Judy Burke to research this area.

2. Proposal #2 – Closing university at 3pm day before Thanksgiving – denied

3. Proposal #3 – Funeral leave policy changes – Recommendation from senior staff that Domestic Partner be added to current policy. Judy Burke added that this was officially added to the BSU policy July 2003.

4. Graduate Fee Remission – denied

5. Sick Leave Bank – Research material submitted on this topic had been misfiled by Dr. Beck's office. It has been located and forwarded to Senior Staff for discussion and review.

11/20/03: The thought that employees should receive discounted athletic tickets has been warmly received by AD Cunningham.

2/19/04: There is now a \$1 reduction in employees' tickets for athletic events (minus basketball).

4/15/04: Motion #1 regarding change to sick leave policy seconded by M. Folkerth and put to vote – all in favor – MOTION PASSED.

Motion #2 regarding extending # of payroll deductions for annual parking fee seconded by M. Folkerth and put to vote – all in favor – MOTION PASSED.

3/17/05: Hold music proposal forwarded to senior staff.

4/21/05: The Salary & Employee Benefits Committee would like to bring the following issues to the attention of the University Staff Council to be forwarded to the Administration and the Crisis Management Team. These issues are not in any order of importance or preference.

Clarification, certainty, and consistency in the chain of command or who can tell subordinates what is supposed to be known of an emergency situation and instructions to employees of their work status and schedule.

In a state of emergency, consideration should be given to surrounding areas through which employees and students have to travel to the University. On the other side, there is complication in the layers of communication especially in Burriss and the Academy that take care of areas other than on our physical campus. That being the fact, thorough thought should be given so the surrounding areas would have specific notification.

Employees are committed to their jobs as a whole, but having different sets of rules in areas of the University impedes the sense of fairness to all employees across campus.

When adverse weather conditions necessitate state of emergency alerts, employees want to be honest with their supervisors in communicating their ability to come into work, but in many cases feel a sense of jeopardy. One may feel in a quandary, because they cannot use vacation due to the fact there is no advanced notice of use and they would not be truthful to use sick leave, because they are not ill.

Essential services list at Ball State University.

Policies/guidelines to be followed in an emergency are needed, so needs are met in a timely fashion depending upon:

- 1) Whether or not classes are in session;
- 2) Dorms are open or closed (there are times when classes are not being held, but dorms are open);
- 3) The emergency may not affect all of campus facilities equally.

Barbara Spike moved that the committee motion be forwarded to management, there was no discussion on the matter, the motion will be forwarded to management.

3/16/06: Motion to include parking structures in the University's non-smoking policy forwarded to administration.

5/18/06: Motion made and seconded to allow fee remission for adult children of BSU employees.