

Staff Assembly Suggestion Box

1. (Feb 15, 2002) Please install a street light at the corner of the Gallahue parking lot. It is SO dark at night!

Mike Gardner's response:

COMPLETED Weekend of 10/31/03 – Trimmed trees and IP&L installed additional light on existing pole. (November 2003, Mike Gardner, V.P. Operations)

2. Feb 15 2002) Please give more money to the housekeepers and cleaners from this building.

(note – the response below was prepared by Dr. Fong in September 2003 in response to questions 2, and 5(b) and 6.

Dr. Fong's response:

These three submissions touch on my decision during my first year to eliminate raises across the board. This was in the wake of a year in which the University ran a deficit in excess of \$9 million and during a recession when unemployment was rising. My commitment was to reduce expenses without engaging in layoffs in order to preserve jobs at the University. Although we did choose not to fill certain vacancies, we did not ever resort to systematic layoffs. I believe that our subsequent experience confirmed the wisdom of sharing as a community in the burden of achieving fiscal equilibrium, and in the past year we did give modest increases in a system that awarded 3% to those earning \$20,000 or less. I do not think that extra personnel days would have been an adequate substitute for lost salary increases. It implies that we can do without the work done on those days, and rescinding them after a year would have been worse for morale. (September 2003, Dr. Fong, President)

3. (a) (Feb 15 2002) Stand firm on maintaining staff involvement in student-centered education; the staff is an invaluable, and mostly untapped, resource for students.

Bob Marcus' response:

A main thrust of my tenure as Chair of the Staff Assembly has been, and will continue to be, increasing the opportunities for staff to become involved in student life. I agree wholeheartedly with the author of the question – the staff *is* a vast untapped resource for the students. Several full-time staff members serve as adjuncts in the classroom. Outside of the classroom, opportunities abound – advising a student organization, volunteering to judge student competitions, participation in intramural sports, and on and on. I believe staff participation in these activities helps “ground” us in Butler’s mission, and makes all of our jobs more relevant and rewarding. I’ll continue to put a high priority on communicating these opportunities to all staff. The initiative to do something about it is yours! (August 2003, Bob Marcus, Chair Staff Assembly)

(b) There either needs to be more men’s lockers or less reserved lockers in the Atherton fitness center.

David Clark’s response:

Regarding the AU Fitness Center lockers, we have a new policy this year where we will not be reserving any of the lockers. That will allow for 18 lockers in the men’s locker room and 18 in the women’s. We are asking that folks use the lockers only while they workout. If there appears to be someone using the locker overnight, we will cut those locks, and empty the contents. (August 2003, David Clark, Director, Student Activities)

(c) It is strongly recommended that there should be more staff involvement in the selection of the University’s health care insurer.

Doug Simpkins’ response:

All Butler employees with Unicare medical coverage will receive a survey. This survey will question various aspects of our health plan, solicit comments and experiences, and ask for suggestions. The HR/OD Council, comprised of staff and faculty, will be involved in providing input and review of the benefit programs. (October, 2003, Doug Simpkins, Exec. Director, Organizational Development)

(d) One way money could be saved would be to allow staff to secure cost proposals from vendors for services such as (a) printing and (b) catering. (c) Annual salary increases should be based on performance. (d) Could energy and personnel savings, as well as returning nutrients to the soil, be realized

through the purchase of a couple of mulching mowers rather than the present practice of using grounds personnel with leaf blowers during the fall?

Mike Gardner's response:

- a. **Printing Services are always being priced, depending upon the size and scope of the job. Butler provides basic services for both printing and copying across campus and this avenue should always be the first choice for faculty and staff. More sophisticated work may need to be sent outside, and this work is handled through Publications.**
- b. **Aramark is the primary food service provider on the Butler campus and has the right of first refusal in most cases, as it relates to catering. The food service contract is re-bid on a regular basis.**
- c. **For Dr. Fong or Doug.**
- d. **The suggestion of mulching mowers is a good one, but is not appropriate for our campus, which frankly has too many trees – too many leaves to reintegrate into the turf. A bit of information that may be helpful is that we recycle every bit of organic material (leaves, chipped branches, some grass clippings) by placing it in a mulch bed from which we produce mulch for our flower and plant beds. Thus the labor is not wasted, and in fact contributes to being a good steward of the environment. (November 2003, Mike Gardner, V.P. Operations)**

- (e) Unfortunately more ash trays could be used in front of Jordan Hall.

Mike Gardner's response:

A student group for non-smoking has painted signs at the 20 foot mark from many buildings' entrances, thereby reminding smokers of the university policy. Presently, there are ash trays, integrated with the trash cans, in close proximity to all of these entrances. (November 2003, Mike Gardner, V.P. Operations)

4. (Feb 15, 2002) Many corporations and government agencies have developed wellness programs for their employees. The programs include fitness training, healthy lifestyles, and annual comprehensive physical exam, and equally important a discount on health insurance premiums for participation. These organizations usually contract with a wellness firm with physicians to provide these services. The benefit to the employees as well as to the company in terms of less employee absences outweighs

the initial investment by the organization into the programs. It would be beneficial for Butler to explore this option for its employees.

Doug Simpkins' response:

Wellness has been an active topic of discussion for the past several years. A faculty/staff committee conducted a survey in 2001 to gauge interest. To date, Butler employees can receive a membership discount from the JCC (Jewish Community Center). At this time Butler is limited in facilities on campus. A wellness center is being considered as a part of a student housing review. Various options for wellness programming are being considered despite our facility limitations. (October, 2003, Doug Simpkins, Exec. Director, Organizational Development)

5. (a)(Feb 15 2002) Faculty/Staff forum(s) should be held during the lunch hour one month, and at 4:30pm the following month. It would be interesting to see the attendance if people had to do this on their own time.

Bob Marcus' response:

Faculty/Staff Forums conducted annually by Dr. Fong are held during work hours specifically so that as many employees as possible will be on campus and attend. All but the most essential offices are closed to allow employees to attend; supervisors are asked to encourage their employees, and all-campus reminders are sent out to remind all individuals. This is considered an important opportunity to share events and issues affecting campus, and is considered a work-time activity.

Similarly, Staff Assembly meetings are held during work hours. We want to encourage as many people as possible to attend and get involved – it is not intended as a test to see who would come during non-work hours. We *do* alternate monthly Staff Assembly meetings between mornings and afternoons, and between Tuesdays, Wednesdays and Thursdays in consideration of different individuals' work schedules. (August, 2003. Bob Marcus, Chair, Staff Assembly)

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- (b) If there is to be any reduction in salary increases this year it should come from Director's position and above.

(note – please see Dr. Fong’s response to this and other related questions collected in the response to Question 2 above).

- (c) WTBU should televise all home basketball games and as many away games as possible.

John Parry’s response:

Athletics would prefer to have every game on over the air (CBS) national television. However, given the realities of the TV market we settle for an occasional ESPN game, plus three or four Fox sports Midwest conference games and one or two WTBU games each year. WTBU has done a wonderful job televising various Butler athletic events; football, soccer, men’s and women’s basketball and lacrosse in recent years. Athletics understands that several of our contests come during vacation periods (Thanksgiving and Christmas) meaning it is very hard to have students staff the production of every game. In addition televising away games costs significant money to pay for uplink and downlink plus satellite rental and since WTBU is a commercial free station, advertising can not be sold to offset the costs. And finally, while athletics would like all away games on TV, the thought of putting all home games on TV while there are unsold seats raises some concerns about the in person fan support that the team responds to and the possible loss of revenue the athletic department needs to meet their income budget goals. (August, 2003. John Parry, Athletic Director)

Ken Creech’s response:

I agree with everything that John has said. I would only add that since sports production is one part of the overall academic experience for our students, we simply do not have the resources to telecast every game. Our remote unit is used for a variety of other events throughout the semester. We do, however, very much appreciate the opportunities that our students have to cover Butler sports and the cooperation that we have received over the years from John and his entire staff. (August, 2003. Ken Creech, General Manager WTBU)

6. (Feb 19 2002) Dr. Fong: Since we are not getting a raise, morale will be down, how about 3 personal extra days for next year only. It would be cheaper in the long run. It would help with morale and be an incentive. Thanks for reading this.

(note – please see Dr. Fong’s response to this and other related questions collected in the response to Question 2 above).

7. (Feb 19, 2002) We get five sick days a year, but it is held against me at the end of the year. Why is that (paid raise) (sic).

(note – the response to this question, and related question 11 below follows):

Doug Simpkins’ response:

Each staff employee is eligible for five sick days per year. Use of those days appropriately should not be a part of a pay increase consideration. Vacation is intended to be used each year as a part of maintaining a healthy balance between work and life away from work. You should speak with your supervisor regarding vacation usage and raise it as a concern if you are unable to use your allotted time. (October, 2003. Doug Simpkins, Exec. Director, Organizational Development)

8. (Feb 19, 2002) To have the no smoking policy restated that there should be no smoking in trucks and shops.

Mike Gardner’s response:

This is a regular reminder to staff and supervisors. (November 2003, Mike Gardner, V.P. Operations)

9. (Feb 19, 2002) Banning of [individual identified], and grounds people from smoking in grounds building, or vehicles. Non-smokers should not have to breathe dangerous second hand smoke. Smoking should be done away from building and vehicles. Enforcement of not smoking in doorways. Smokers should be at least 25 ft. away from doorway. Policy in summer of allowing grounds departments, option of wearing of shorts, and tee shirts. President’s Day and birthdays as paid off days.

Mike Gardner's response:

- a. See # 4 above.
- b. See #3 above.
- c. The choice of uniforms for the grounds staff was expanded in the summer of 2003 to include shorts.
- d. For Dr. Fong or Doug Simpkins.

10. (Feb 19, 2002) How can there be 4 full time conference service and events people booking events on campus and only have 3 building services employees to actually set up and break down events?

Mike Gardner's response:

11. (Feb 19, 2002) I have worked here for a few years now and would like to know why full time employees can't roll over sick time or vacation time? This is the first place I've worked that won't allow that. I don't always have the time to take time off. When summer months may be conducive to some of people on campus to take time off, it isn't in my department. Each year I lose 3-5 days.

(note – please see Doug Simpkins' response to this question collected in the response to Question 7 above.

12. (Feb 19, 2002) Why do full time 12-month people only get 5 days of sick time? Most businesses give full time employees 10 days. It might not be perceived as a business around here but it is when you all want it to be. Of course when you want to take something away from people who aren't in the higher up it's not a business; it's how it's always done here.

Doug Simpkins' response:

All full-time staff positions get 5 days of sick time paid. Additionally 3 personal days are available and could be used

for sick purposes. Most businesses do not offer an income continuation plan that after one year of service offers up to 60 continuous calendar days of full salary replacement, for situations of disability and/or serious health issues. (October, 2003. Doug Simpkins, Exec. Director, Organizational Development)

13. (March 3, 2002) A neighborhood resident, that lives behind Ross, stopped me and asked if I could tell her who to speak to about the students, living around her, to quit throwing trash on the ground It then blows into her yard. I told her I would put a note in, but wasn't sure there is an answer.

Irene Stevens' response:

Neighborhood complaints should go to BUPD (940-9396). The documentation will then be forwarded to my office. I will typically follow-up with students. (August, 2003; Irene Stevens, Dean of Student Life)

14. (April 5, 2002) Suggest more decaffeinated pop (root beer) in vending machines throughout campus. Thanks!

Donna Aust's response:

Purchasing will contact Pepsi to research this possibility. (September, 2003; Donna Aust, Director of Campus Services)

(Update October 2 – Calderon, the vending machine vendor, will begin offering Root Beer in the machines)

15. (April 5, 2002) The University should provide CPR and fire extinguisher training to faculty and staff. (*Jon Hind, Mike Gardner 9/18/03*)

Mike Gardner's response:

I believe that CPR training is available through the Red Cross. It would be a commitment of either financial or human resources for the university to provide CPR training. Fire extinguisher training is limited to those who may need to respond to a fire – BUPD and others. We would prefer that all faculty and staff pull the fire alarm and exit a building immediately upon noticing a fire, rather than endangering

themselves and others, by trying to put out a fire. (November 2003, Mike Gardner, V.P. Operations)

16. (April 5, 2002) I've heard that Butler does not recycle - that the recycling bins are dumped into the trash. Is this true, and if so, why doesn't Butler recycle?

Mike Gardner's response:

Recycling does take place. We recycle cardboard, paper of all kinds, scrap metal, and aluminum cans. All paper (including cardboard) is placed in the various dumpsters around campus. Scrap metal is placed in a roll-off dumpster located behind the Service Center. Aluminum cans are picked up every Wednesday at various locations and taken to a recycle center. We do not recycle glass or plastic (although a student group does take plastic collected to a recycle center). (November 2003, Mike Gardner, V.P. Operations)

17. (April 5, 2002) There is an older, orange-colored Volkswagen station wagon which has been parked in the lot near Irwin Library for a minimum of ii years. My understanding is that this belongs to a party who is entitled to two parking spaces and therefore it cannot be moved. It seems to me that, since parking spaces are a premium on the Butler campus, entitlement or not... Butler is nothing more than providing the ability to "store" a vehicle for an undetermined amount of time. If this were a community development it would be called an "eyesore". Perhaps the provision for two parking spaces should be reviewed for situations where only one vehicle is being utilized by the party. Thank you.

Mike Gardner's response:

18. (April 5, 2002) Suggested staff position could result in university savings. A new or current staff position to maintain the budget and coordinate all travel arrangements for Butler University. With the rising cost of travel agent fees,

these fees, if calculated for a year would probably cover the salary for this position. This responsibility could be added to a current part-time staff position who may have time available.

Doug Simpkins' response:

We don't believe it is necessary at this time to have a staff position dedicated to the budget and coordination of all travel arrangements for Butler University. We believe this can be handled efficiently by faculty and staff traveling, or their secretary/assistant using the web as a tool for securing these arrangements. Purchasing has provided a recommended list of web sights to secure cost effective air, hotel and rental cars. With the significant change in the travel agency industry over the past 2 years their fees have decreased significantly. In addition, with the decline/elimination of commissions paid to travel agencies they are better able to work in the traveler's best interest instead of their own. We are currently investigating how we might better use these services to save faculty/staff time, and provide greater convenience. (October, 2003. Doug Simpkins, Exec. Director, Organizational Development)

19. (April 11, 2002) When are we ever going to get an accounting of our personal days??? We were told for every sick day not used we would get more personal days the following year. I thought this info would be on our monthly payroll checks??? There are many who would like to be using those earned personal days but can't get answers from OD. So what's the deal??? We need answers NOW!

Doug Simpkins' response:

Each supervisor has been contacted to assure the correct accounting of personal days as of June 1st. This data is now available and will be available through OD and/or your supervisor. It will not appear on your paycheck yet due to development work needed on the data collection interface and PeopleSoft. (October, 2003. Doug Simpkins, Exec. Director, Organizational Development)

20. (May 8, 2002) Housekeeping Concerns: The housekeeping service that Building and Grounds is providing is below standard. We, frustrated staff members, suggest using an outside service. We are receiving too many notices that services will not be done because of labor shortages; we suggest using a temp agency to cover vacations, illnesses, etc. A housekeeping list of services was distributed to staff: they are not being completed; basically the only housekeeping service done is trash emptied and restroom partially cleaned unless the request is emailed to the housekeeping supervisor. It is not the responsibility of staff to request floors to be washed and tables to be dusted as an example. Housekeeping should do these items on a regular basis, as per the cleaning schedule issued. This concern is from a teaching facility; many attempts to discuss with the housekeeping supervisor have been unsatisfactory.

Mike Gardner's response:

The housekeeping department was restructured earlier in 2003. I believe things have improved since the restructuring, and our absenteeism has subsided. I will be happy to enter into discussions regarding outsourcing when the university wants to discuss it globally. (November 2003, Mike Gardner, V.P. Operations)

21. (May 8, 2002) A lot of colleges and universities work four days with longer hours during the summer. Then they have Fridays off. One university works M-Thurs 8:00 - 5:30 with a 30 minute lunch. Then they have Fridays off. This is really nice! Why don't we do this?

Dr. Fong's response:

I have been asked, and given permission, for individual areas to consider summer hours that would enable some individuals to work a four-day week. We cannot, however, entertain a system where all workers, even within one area, take a three-day weekend. Our University, even in summer, is a full-time operation, and we will remain open for activities Monday through Friday. To do otherwise constricts the operations of the University. (September 2003, Dr. Fong, President)

22. (May 8, 2002) If we are having a "budget crisis", then why are we spending so much on holiday parties and renting out the children's museum? Why not just

give us Christmas Eve off instead? That would be a great “party”. We could go travel and be with our families on Christmas Eve!

Dr. Fong’s response:

While attendance is voluntary, the purpose of holiday parties is for Butler to celebrate as a community. Even in the worst of times, we must take time to joy in one another’s company. None of us would think of foregoing a birthday party for a child because times were hard. A week off between Christmas and New Year’s is a central Indiana custom far different and far more generous in contrast to other areas of the country. If one wants to supplement that week with additional time off, one can use vacation days. (September 2003, Dr. Fong, President)

23. (May 8, 2002) If Dr. Fong had his Open Forum sessions at Starbucks alone, rather than including Ellen Clark, he might get the participants to be more “open” with him. I feel this Open Forum is an opportunity for anyone to have a confidential talk with Dr. Fong about whatever they want to discuss. Having another person there stifles the participant from being candid and having assurance of confidentiality. Thank you.

Dr. Fong’s response:

The purpose of the open forums is for people to have ready access to the President without an appointment. I have asked Ellen Clark to accompany me because I want the forums to be more than just listening sessions. When a concern is raised or question asked that I can’t answer, I delegate Ellen to contact the appropriate director and to get an answer or resolution back to the person who raised the issue. If there are concerns demanding a degree of confidentiality that Ellen should not be included, that such a conversation should not be occurring in a public space like Starbuck’s, and the appropriate protocol would be to make an appointment to see me at my office. (September 2003, Dr. Fong, President)

24. (a) (March 19, 2002) I don’t know if this has been discussed at Staff Council but I am wondering about tuition reimbursement for part time staff. I have been at BU for 11 years. For several years I have asked about partial or no tuition charge for one class a semester if there is room in a class after registration. I am willing

to take classes that are (*sic*) apply to my job as a part time nurse. I would like credit from Butler. Please address this at the staff council meeting tomorrow if at all possible.

Dr. Fong's response:

According to the document Butler University Part-Time Staff Benefit Highlights, dated 19 March 2003, "After one year of continuous employment, Butler provides a discount of ¼ tuition remission of the employee only. After three years of continuous employment the benefit is increased to a discount of ½ tuition remission for the employee only." (September 2003, Dr. Fong, President)

(b) Are the minutes for the staff council meetings accessible on the butler site? Thank you for your consideration.

Bob Marcus' response:

Yes! The minutes for all Staff Assembly general meetings can be found in two places – on our web site at http://www.butler.edu/Staff_Assembly/ and also on the BEN server at **BEN/staff assembly/Staff Assembly Minutes (August,2003. Bob Marcus, Chair, Staff Assembly)**

25. It would be greatly appreciated by several staff members if the university would extend its flexible work schedule to include the entire year and not just during the summer. Many of us really appreciate the benefit of leaving at 4:30 and find it to be a great way to spend more time with family and not spend extra time waiting in traffic that leaving at 5:00 brings. And it would be an especially nice gesture on the university in light of not receiving a pay increase this year. Thank you.

Doug Simpkins' response:

Flexible work schedules are area specific and dependent on the needs of your function and its customers. Hours worked would need to be determined by agreement with your supervisor, hours of coverage needed, etc. (October, 2003. Doug Simpkins, Exec. Director, Organizational Development)

26. Those employees not utilizing Butler's Benefits program are a bargain for the university. I suggest an increase in salary for opting out of the Benefits program.

Doug Simpkins' response:

A study would needed to be done to assess numbers of employee without Butler benefits, cost impacts, etc. (October, 2003. Doug Simpkins, Exec. Director, Organizational Development)

27. (a) It may eliminate some of the parking overload if faculty/staff parking only signs were placed at the entrances to the parking lot by the library – it appears without the signs that most anyone is parking in there.

Mike Gardner's response:

There is adequate signage directing drivers to park in designated areas. There are fewer parking spaces on campus than there are vehicles at peak times, depending upon the day and week, and the Clowes Memorial Hall schedule. (November 2003, Mike Gardner, V.P. Operations)

- (b) It may cut down a bit on the crime on campus if there were police foot patrols as well as bike-mounted police patrolling; in addition, the force should patrol campus in this manner around the clock. Perhaps Dr. Fong has to be approached for additional budget to hire additional police; heightened visibility may decrease (the) crime rate.

Mike Gardner's response:

BUPD does have security officers walking the campus, but primarily during the night time. More over, BUPD is resurrecting the bike patrol and utilizing it during seasonal months, in order to provide a greater presence among community members. (November 2003, Mike Gardner, V.P. Operations)

- (c) A feedback system to have these suggestions needs to be developed – or if in place of it needs to be communicated to staff. My coworkers and I have

submitted a number of suggestions and do not know the fate of any of them.
Thanks.

Bob Marcus' response:

We dropped the ball on this, and have now picked it up! We have a system to log and date each question/comment/suggestion as it arrives. It is immediately sent out to the VP responsible for the area in question. (If appropriate, requests are sent directly to the President, or the directors of I.R., Clowes, or Athletics). Questions are posted on the bulletin board and the Staff Assembly web site:

http://www.butler.edu/Staff_Assembly/

as received. Answers are then added below the question, also as received. (August,2003. Bob Marcus, Chair, Staff Assembly)

28. Policies on children and pets on campus during working hours. Is there currently a policy for employees bringing their children or pets to work with them during official business hours? If not, can it be addressed? There are some employees, mostly faculty, who bring their children or pets in to work with them on a regular basis, if not everyday. Are there safety issues involved? If a person is on the clock, shouldn't their undivided attention be given to their job. It is considered discrimination if some employees are allowed these advantages and others are denied this privilege.

Doug Simpkins' response:

The Hr/OD Strategy Policy Council is currently studying this issue and will be forwarding a proposal to the Cabinet in the near future. (October, 2003. Doug Simpkins, Exec. Director, Organizational Development)

29. For the next Faculty/Staff Directory, merge the photos from the Butler ID card and put next to the name/dept. The faculty directory with photos that was produced around 1999 was a great asset. I think PeopleSoft can do this with some tweaking. Thanks. (Karen Wallace 2/20/03)

Doug Simpkins' response:

The future of the Faculty/Staff Directory is under discussion. To create a hard copy is costly and out-of-date the day it is

printed. With the significant investment made in PeopleSoft, it is likely an electronic format can be made to be satisfactory. (October, 2003. Doug Simpkins, Exec. Director, Organizational Development)

30. You saved/cut \$150K out of the “pie” when the Unicare system was arranged. The inauguration fees were around \$250K. So we’ve been told. 150K / 4,500 – 5,000 [sic] I’m sure we could have absorbed the cost of Cigna in order to have a health care plan that would not be devastating to those under 35K/y should they or a loved one become ill. This does not look good to rank and file people. It looks hypocritical at best. What other alternatives? Cutting top-heavy administ. Positions by 10% with salary cuts to top 3% and wage freeze to all over 35K/yr. x 2 yr. Cut all travel except that which will bring money into the facility. Development and Marketing to jump on the community scope to bring Indianapolis to the forefront as a medical technol. Silicon Valley. i.e. some kind of affiliation with a large medical or tech facility and push the ad. For that. The university is strategic in its position in the community. Performance bonus for those that bring sig. \$\$\$ to the university whether from investment growth or contributions. I’m sure all of these scenarios have been thought about. Don’t forget some of your best ideas may come from unlikely sources. Get some corp. \$\$\$ coming in & political back-slapping. (4/2/03)

Dr. Fong’s Response:

There is confusion here between a one-time cost and recurring costs that entail an institutional commitment from year to year. Health care costs cannot be underwritten by a one-time savings in a budget. By analogy to home expenses, it is the difference between buying a refrigerator (a one-time expense), and budgeting for an increase in electrical rates (a recurring monthly expense). At a time when 2003-04 health insurance in Indianapolis has risen by an average of 28%, the Unicare contract for 2003-04 rose by 12%. This is a “savings” because members of our community don’t have to pay as much for health benefits as they otherwise might have.

I would agree that we need to explore all avenues in fundraising. We have done that, and last year’s total of \$13.8 million raised is the second-highest total in Butler history. I suggest, however, that the inaugural activities were a reputational effort that was important to our subsequent fundraising success. If we are willing to spend money to get money, as the correspondent has suggested, this was an appropriate expenditure.

Much ado has been made about Indiana becoming a technology nexus and thereby stemming the brain drain from the state. The question is what part a teaching university like Butler can play in that effort. Unlike research universities, we are not well-placed to develop new technologies nor to sponsor incubators with venture money.

The idea of cutting or freezing salaries at the directors' level and above presumes that such people are overpaid for what they do. I have examined data on salaries for positions from senior administrators to faculty to staff at comparable institutions, and we are consistently below the average of peer institutions. I would like to see all our people better-compensated. Similarly, the notion of cutting top-heavy administrative positions presumes that these are easily identified because some people are not doing real work. If so, let it be demonstrated on a case by case basis. We have seen reductions in positions as people have left and their positions not replaced. These have spanned the range of positions and areas. We are now in the process of evaluating structures and positions, but I would resist any attempt to simply label an administrative area as top-heavy without analysis and evidence. (September 2003, Dr. Fong, President)

Doug Simpkins adds:

The cost of health care is of great concern to everyone. While cost is important, so is the quality and availability of care. The costs mentioned in this question would not have come close to covering the cost of the Cigna renewal quote. In fact, the increase would have been devastating to both individuals and the university. Carefully study is beginning for medical insurance beginning 1/1/04. The goal is to balance quality care with affordability. (October 1, 2003. Doug Simpkins, Exec. Director, Organizational Development)

31. Please install an Ice machine at the west end of Jordan Hall where the vending machines are located. Drinks are not cold enough. (5/6/03)

Donna Aust's response:

Regarding the question on ice machine in JH by vending machines:

Pepsi turned the temperature down in these machines. We have not gotten any complaints since. Patti let me know this was an unresolved issue from the suggestion box. (September, 2003. Donna Aust, Director, Campus Services)

32. To Staff Assembly:

Re: Time Off Available

Assign a number of DAYS (according to service) per year. Include vacation, sick time, pto, official holidays, everything into that number.

Example: Employee for the year 03-04 – 120 hours of vacation and 37.5 hours of sick time – plus 3 days PTO because of service. That comes out to:

	10 days vacation
	5 days sick
	<u>3 days PTO</u>
Total	18 days available

PLUS 8 Official holidays (not including the time between Christmas and New Years)

Total 26 days available

Rather than keeping track of 3 different sets of times (vac, sick, pto), just say the employee has 26 days available to use as needed.

In a facility as small as Butler, this makes sense for all parties, i.e. O.D., depts., and the individual. People and departments are already overworked and understaffed.

We can still turn in our time sheets each month indicating time off, but not have to identify why. Think of the time saved!!!! Administration could think of this as a way of abusing the system, **but** it wouldn't matter if the individual stayed within the days allowed!

I believe this would be perceived this as a gesture from the Butler administration by conferring trust and respect for Butler employees. In return Butler will receive the loyalty that has diminished over the years.

Thank you for your attention. (Received October 2003)

Doug Simpkins' response:

This represents a shift in policy. I'm not sure why we have the system we have now--it has been here since before I arrived. I personally agree with the combined concept--the problem comes in payout of vacation time versus payout of all time. That is a larger question than I can't answer. It likely would have to go to the VP group for a decision--therefore requiring a presentation on the matter looking at the pros and cons, costs, etc. This is something I don't have time to take on currently. I think the only answer we could give is that it will go onto a list of possible policy changes for future study.

Update:

This has not been on the agenda for Admin yet. I don't have involvement with the VP group. Before I can make a presentation to admin, I would have to do research as to costs, benefits of one system versus the other, etc. Given that we are into this year by 5 months, I don't see any change before next June even if we wanted to make a change. This is the best I can do right now as there are too many other larger items on the agenda--like health benefits renewal. (Doug Simpkins, Exec. Director Organizational Development, October 2003)

33. Can Butler consider a 360° evaluation program, where employees evaluate their supervisors, and the supervisor's supervisor receives a copy of the evaluation? (Received January 2004)

This suggestion was sent to President Fong and Doug Simpkins. It was referred to the O.D. Policy Council in February 2004.

34. Right now, if an employee makes a minimum 5% salary contribution to TIAA-CREF, Butler will match it with 10%.

The suggestion is that there are many people working at Butler at the lower end of the pay scale who cannot afford to commit 5% of their income to savings. And these are exactly the people who most need to be saving for retirement. Would it be possible to consider a "two-tier" system, where people who contribute 1% - 4% get a Butler match of 5%, and anything 5% or over gets the standard 10% match?

Again, this is suggested so that those who really can't afford to put 5% of their income to savings still get the benefit of Butler support, and begin building some security for the future.

I'm requesting that you consider this proposal, and, if appropriate, turn it over to the O.D. Policy Council for their consideration. Thanks very much. (Received February 2004)

This suggestion was sent to Doug Simpkins in February 2004.

35. Declare all Fridays "BUTLER SPIRIT DAY" shown by wearing Butler garb. Promote staff being a part of the "Butler Family" showing loyalty and pride. Make "BUTLER SPIRIT DAY" official; this could be optional for staff to dress accordingly. (Received March 2004)

This suggestion was sent to _____ in March 2004.

36. Investigate the possibility of implementing a four day work week during the summer. There is a growing trend within universities to implement a four day work week during the summer season with some universities implementing the policy year round. The implementation of a four day work week would allow employees to conserve gasoline, may boost employee morale, and would further demonstrate Butler's commitment to going "green". In doing just a small amount of research, I found some universities have offices closed completely on Monday or Friday so that they sustain substantial cost savings in relation to energy consumption (electricity, air conditioning, etc.). Some other schools opt to have offices open Monday through Friday with rotating days off for employees (either Monday or Friday).

Mike Gardner's response:

I believe the university has instituted a flex work week, which is managed on a case by case basis, assuming an office or department can provide services during normal business hours. I suggest that this be directed to the HR office for clarification and communicated back at a Staff Assembly meeting. Given the make-up of our HVAC systems, we would not realize energy savings.

37. As a newcomer to Butler, I would like the ability to purchase an extra week of vacation either annually or permanently through a voluntary salary reduction (annual or permanent). Dropping back to 2 weeks of vacation was one of my biggest hurdles to coming to Butler.

Dawn Marvel's response:

Thank you for your suggestion, and for taking the time to write it down and submit it. All Butler staff already enjoy a generous amount of time off. The business needs of the University indicate that more time off would not be beneficial and would present a significant

scheduling issue. At this time, Butler University has no plans to increase the amount of available time off.

As a reminder, staff have multiple categories of time off:

- Staff enjoy a minimum of two weeks of vacation per year and accumulate an additional day per year until reaching 4 weeks of vacation after 10 years.**
- Staff also enjoy an additional week off with pay between Christmas and New Years each year,**
- Staff have available three personal days per year, and**
- Staff have up to five sick days per year.**

Even without considering our 7 paid Holidays, Butler University staff have a minimum of 23 days off with pay per year, and a maximum of 33 days. Butler University feels that is sufficient to met the needs of the employees, as well as its business needs.

38. Are there any management training opportunities at Butler? If not, would be something HR would be willing to do? Or, does HR have any recommendations on training opportunities outside of Butler? For example, topics could include how to “discipline” staff, keeping/rewarding good employees, etc

This suggestion was sent to: HR (Lisa Walton)

Response: (10/16/2008) Although we currently do not have a formal program for management development at Butler, the many requests for such a program have been heard. This is a major topic for the 2009-2014 Strategic Plan (Initiative 4, Recommendation 20). In the past, adequate funding and resources for this training have been non-existent. However, because of the numerous references to the need for training (via climate surveys, town hall discussions, etc.), it has become a priority. I will address this issue further as the details of the Strategic Plan develop. It is a top priority for Human Resources, and I will ensure that it remains so. (Lisa Walton, Human Resources)

39. Solicitation should not be sent via campus mail. Please ask all staff to post these types of invitations to the HUB. This is exactly why the HUB exist.

This suggestion was sent to: Staff Assembly (Announcement will be made)

40. Do the number of Parking Stickers sold exceed the number of parking spaces available.

Mike Gardner’s response: Certainly. It would not be prudent for us to provide a parking space for each registered vehicle, if even

possible. The parking supply, however, does meet demand, for all but a few hours per week. Namely, between the hours of 10a.m. and 2p.m., at which point, it is necessary to utilize the overflow parking available in the Hinkle lot.

41. Where are the police? Never see them on campus. Used to ride bikes and you would see them. Now only see them driving by. Why aren't they more visible?

With so much more crime on campus we should see BUPD much more. They should be on campus and visible.

This suggestion was sent to: Operations (Mike Gardner) and BUPD (Andy Ryan)

Mike Gardner's response: Given the recent turnover within BUPD, we have been focusing on field training a number of new officers. Upon arrival of the new director of public safety and chief of police, I am confident that we will resume our bike patrol, which has, at best, sputtered for the past several months. I would respectfully challenge the notion of more crime on campus, but regardless, we intend to make a concerted effort on more and better community policing, as well as being more visible.

42. I appreciate that you serve us a healthy snack for this get together! Great thinking!

This comment was sent to: Staff Assembly

No follow-up needed.

43. Idea – Young professional networking i.e. lunch club, baseball game, happy hour, professional development opportunity to meet young staff and faculty from across campus.

Julie Schrader's response: I think this is a great idea and staff and faculty who are in the "young professional" category would benefit from gatherings now and then. I could help in the planning and also think that young alumni in the area could also be involved and could be invited to whatever events are planned. My thought is to have a mixer on campus as the first event to gauge attendance and interest. The only concern would be providing appetizers or refreshments with little or no budget.

I agree with Julie. If we are going to do something like this I think we should involve Jennie Jones in the Alumni office. (Mary Azar Callahan Staff Development Committee)

44. Would it be possible to wish “Happy Birthday” to Faculty/Staff on the Butler Digest?

This suggestion was sent to: University Relations (Marcia Dowell)

45. New carpet in Jordan Hall

Mike Gardner’s response: We plan to replace the carpet on the first floor of Jordan Hall over the semester break. This was approved as part of the 08-09 capital budget, but due to the summer calendar for Jordan Hall, it was postponed until semester break.

46. Jordan Hall needs to be re-carpeted (Color which does not reflect stains).

See above

47. What initiatives has I.R. come up with to conserve energy?
- Lights (on/off, Auto)
 - Computers (Turnoff at night PC, monitors, speakers)
 - Recycle materials (Paper/recycle bins)

What can/should IR do to help?

- To lead dept, campus?

This suggestion was sent to: IR (Scott Kincaid)

48. I like the ‘featured dept’ slides. Great idea!

This comment was sent to: Staff Assembly

49. Why is there not a suggestion box at HRC?

Dana Ohren’s (from EAC) response: I agree that it would be great to have a suggestion box in as many places as possible. However, at the moment we only have five suggestion boxes. We are trying to make sure that there is a box in each section of campus. To that end, we are in the process of moving one of the Atherton boxes to Lilly Hall to provide better access for staff members who work in that part of the campus. The other boxes are at Atherton Union (near the HUB office), outside of Jordan Hall 141, Facilities main office, and the Hinkle Field House main office. Staff can also submit suggestions electronically on the Staff Assembly website.

50. I wondered if it would be possible for the TIA-CREF match to be applied to mortgages. If just the match were applied to people's mortgage principal it would make a huge difference in the employee's finances quickly. I realize it would be taxed but I thought it would have more of a dramatic impact for the employee than an accruing nest egg. When the primary principal mortgage was paid off the match would go back to the TIA-CREF.

Dawn Marvel's response: Thank you for your suggestion. The purpose of our 403(b) plan is to help our faculty and staff better prepare for a long and enjoyable retirement. Due in part to the beneficial aspect of compounding interest, our plan allows long term faculty and staff to meet their retirement needs through our current plan design.

To permit faculty and staff to systematically siphon money out of this plan and apply it to other purposes (such as mortgages, or car payments, or boat payments, or big vacations, or....) would significantly hamper our faculty and staff's ability to achieve their retirement goals.

Our plan design also requires us to make the matching contributions as we currently make them. To change the plan design to allow for something such as variable use match (to allow employees to invest the match, or take it in another way) is not something Butler wishes to do. Our compensation plans for faculty and staff include many categories of compensation to allow faculty and staff to best meet all their individual needs, and the 403(b) plan is correctly structured to help faculty and staff meet their retirement goals. Our intention is to continue to strive to meet that goal.

51. Could we get a lock on the inside of the Ladies' room door at facilities? Sometimes the men also use it.

Mike Gardner's response: I just received a reply and we already have locks on both women's restroom at the Facilities Building. We are confused with what this person is referring to.

52. Wall Street Journals that are delivered outside of the dorms are very often not picked up and taken inside. It is a waste of trees and extra work for grounds people.

Karla Cunningham's response: They are picked up every day. However, faculty in CBA require their students to purchase the Wall Street Journal. Students do not generally pick them up from the desks, so they end up being put in the recycling bins. Residence Life brought this concern to the ECO group, and a CBA rep was going to encourage the faculty to not require these subscriptions. The librarian at the meeting also mentioned that

students can now electronically access the Wall Street through the library website. If Staff Assembly could also encourage CBA faculty to not require these in paper form instead of an electronic subscription, it would be great. (I agree that they are not needed and they are extra work for residence hall staff in addition to the grounds staff.)

53. Offer ESL classes combined with computer training for Hispanic Employees possibly delivered through the Department of Ed/Spanish Department. Use an Intern to put Butler Digest out in Spanish.

This suggestion was sent to: Jonathan Small, Larry Riggs and Beverly Compton

Jonathon Small's response: Thank you for sharing the suggestion below with regards to computer training for staff members who need assistance from an ESL perspective. I think this would be a very good idea if Butler University could provide the appropriate financial support. Let me approach the appropriate people about the possibility of offering ESL computer classes for staff members for whom English is a second language. And I will follow up with the Staff Assembly executive team with regard to the outcome.

54. I am not happy that currently employed staff members must go through Career Builder for campus positions. I feel there should be a procedure so Butler employees are able to submit resumes directly to HR.

Jonathan Small's response: Butler University employed staff are not excluded from submitting their resumes directly to HR. Resumes submitted by Career Builder are directly reviewed by Human Resources. All resumes received via Career Builder are given full consideration by HR and are forwarded to the appropriate hiring managers for additional screening.

55. The Staff Compensation Study being finally concluded, my pride and pleasure @ working for Butler has plummeted. The fact that new hires make as much or more than I do after many years of outstanding service (per evaluations) does not show Butler's support to staff. It shows Butler is not interested in retaining loyal, committed staff; it is just as easy to replace staff. Years of service apparently mean nothing to administration. It's good BU has actually established uniform job classifications. It is disheartening to be told we should be paid a certain dollar amount but Butler is unable to do that, so we're paid \$10,000 less. Do they think we feel valued because they tell us they know we are worth that amount.

Jonathan Small's response: Butler University, like every business organization or University has a limited amount of financial resources allocated for compensation; we have made the best decision given

consideration for equity within our entire employee population. We also have a review / appeal process in place in order to review individual compensation salary inequities. As a result of the compensation study, we have reviewed individual appeals and made the appropriate salary adjustments when necessary. If a staff member has a specific question, please refer the person to Elaine Johnson or me.

56. What is the business reason for BU being open on Christmas Eve? No one who has to come in that day does any real work!

This suggestion was sent to: President Fong

57. Often when I am in Jordan Hall, people will stop me and ask directions to the nearest restroom. I point down the hall. If there were a sign the stuck out from the wall (like a street sign), it would be faster to find them. Sometimes people can't wait very long.

This suggestion was sent to: Mike Gardner

58. Why were the Top Dawg awards dropped from 10 recipients to 6 this past year? What was the reasoning behind this? How are the winners determined? This process should be more transparent so that the staff knows what the committee is looking for in a Top Dawg. On campus activities should count as much as off campus. Thank you!

This suggestion was sent to: Top Dawg Committee

59. I think faculty staff should receive a discount on athletic tickets. Unfortunately, with the price of tickets, many staff members cannot afford to go to games. Clowes offers discounts for their shows, often at cheaper prices than a basketball game. Even if they just offered specials on certain games, it would be better than nothing.

This suggestion was sent to: Barry Collier

60. The fire alarm has gone off in Jordan Hall several times this semester, but BUPD has never informed us when it is safe to re-enter the building. What is the process for answering these alarms and updating staff on the situation?

This suggestion was sent to: Ben Hunter