

2016-2017
BSU Staff Council Minutes
Meeting # 4
Thursday, November 17
1:15 pm
Student Center, 301-302

I. Call to Order

II. Speaker: Jason Adamowicz, *Associate Director for Sports Facilities and Recreation Services*

III. Roll Call

Present: Chris Caldwell, Bob Cope, Cathy Cunningham, Peggy Dixon, Adam Dungan, Christine Edgeman, Tamara Edwards, Andrew Fisher, Dian Frankland, Matt Gaither, Jennifer Haney, Sharon Harper, Michelle Jones, Mandy Lowe, Tori McClain, Adam McLachlan, Jackie Mead, Heather Melton, Melissa Nagle, Sarah Newell, Kurt Noel, Angela Pickett, Nikki Sherfy, Cheryl Simpkins, Cheryl Veatch

Alternates: Kim Bechdolt, Tammy McCord

Absences: Cindy Dillingham, Melissa Perry, Robert Weller

IV. Approval of Minutes from 10/20/16

Motion to approve minutes was made by Sharon Harper. Motion was seconded by Diane Frankland. Motion passes.

V. Committee Reports

- a. Employee Relations – Angela Pickett – No Report
- b. Public Relations – Heather Melton – Three letters were sent to new hires.
- c. Elections – Chris Caldwell – No Report
- d. Hospitality – Melissa Perry – Flyers concerning Adopt a Family have been sent to Staff Council members.
- e. Research – Christine Edgeman – No Report
- f. Salary & Employee Benefits – Tamara Edwards – No Report
- g. Angels for Life – Tori McClain –
November 9th: 48 donors, 57 units collected, 12 deferrals
November 10th: 46 donors, 57 units collected, 21 deferrals
Unit counts are up 15 units from last November
If supervisors of Staff Council members do not allow them to volunteer at Staff Council blood drives on work time please contact Kate Stoss, HR.
- h. Special Committee
 - i. Public Safety Committee – Sarah Newell – No Report
 - ii. A. Jane Morton- VP will fill this role until updated constitution is approved. – No Report

VI. Old Business

RFI #24 2015-2016: Assigned to Salary and Employee Benefits

Now that marriage is equally available to all, please discontinue the highly discriminatory practice of allowing same sex domestic partners to gain benefits that are not available to opposite sex domestic partners.

Response from Kate Stoss, HR, May 13, 2016:

Human Resources is reviewing how other universities are handling same sex/domestic partner benefits and gathering input from a number of constituencies across campus prior to making any decisions about our program at Ball State.

10/4/16: Response from Kate Stoss, HR: I do not have an update at this time.

10/20/16: Response from Kate Stoss, HR: I do not have an update at this time.

11/17/16: Response from Kate Stoss, HR: I do not have an update at this time.

RFI #25 2015-2016: Assigned to Salary and Employee Benefits

It would be very gracious of Ball State to initiate a policy that would allow employees to donate sick days to people who are undergoing health issues or who are caring for people who have health issues and have run out of sick days. It would be another way for Ball State to encourage compassion and demonstrate that we are concerned about the welfare of our colleagues.

6/13/16 Awaiting Response from Rebecca Olson, HR

6/17/16: Response from Rebecca Olson, HR:

Thank you for forwarding your suggestion to initiate a policy to allow employees to donate unused sick days to those employees in need. Your suggestion will be taken to the Benefits Review Team where they will research best practices, review the results and discuss next steps.

9/27/16: Response from Angie Gregory, Employee Benefits (Rebecca Olson is no longer with the University): I wanted to communicate to you that this RFI has been forwarded to Kate Stoss in Human Resources. The Benefit Review Team views this as a policy establishment issue and it is outside the realm of this team.

11/2/16: Response from Kate Stoss, Human Resources: Given the number of complications with leave donation programs (IRS rules, equity, funding), the University will not pursue this type of program. Our current sick leave program, coupled with voluntary short-term disability, and university-provided long-term disability insurance provide employees with options when dealing with health-related issues.

11/17/16: Motion to resolve was made by Cathy Cunningham and seconded by Christine Edgeman. Motion passes.

RFI #1 2016-2017: Assigned to Staff Council President

With the new Kronos system, an employee has the ability to clock out in 15 minute increments. I am asking that the Handbook for Nonexempt Staff Personnel, paragraphs 4.1.7 Paid Sick Leave and 4.1.8 Vacation, be changed to allow 15 minute increments. This would be a simple change and there would be no need for Board approval since an employee would already have the time allocated to be used.

7/6/2016 Question has been submitted to Human Resources.

10/3/2016 Update: Kate scheduled a meeting to discuss this question but it was canceled. Awaiting response from Kate Stoss, HR.

10/20/2016 Update: Kate Stoss is revising the employee handbook, she intends to cover these concerns.

11/17/16 Update: Kate Stoss sent handbook revisions to Kevin Kenyon and Bernie Hannon for approval.

RFI #2 2016- 2017: Assigned to Research Committee

I learned today in a kronos time keeping meeting that it is an HR policy that non-exempt staff cannot use their lunch hour at the beginning or end of their shift. I have been here for 16 years and honestly never knew this. We have been hearing from Shana Rogers that if your supervisor approves flexibility in your work shift then that won't change. To be able to use your lunch hour at the beginning or end of your shift is a huge benefit. You use much less vacation or sick time and are at work more. This encourages a wellness environment, a balance between work and life/home, and is less stressful when trying to make appointments or take care of family life issues. Why does it matter if one day we work 8-4 or 9-5 as long as we get our hours in for the day, our supervisor approves it and our office is covered? Shana said in the meeting I attended that this is a BSU policy not an FSLA policy. Therefore, if it is a BSU policy then it can be changed. It seems counterproductive to add a layer of bureaucracy on top of federal overtime laws. I am requesting that the policy for the lunch period be changed to allow staff members to take their lunch hour whenever they need to with the approval of their supervisor. This is an antiquated policy that doesn't fit in today's modern times of companies offering flexible work shifts for their employees.

10/20/16 Update: Department of Labor doesn't require a lunch or coffee break to be provided by the employer. Employers do not have to provide a lunch period. The policy in the handbook is in the best interest of the employee. Please defer to the supervisory and work out any changes in the scheduled breaks.

With the new information, motion to resolve by Robert Weller and seconded by Melissa Perry.

Kurt Noel started discussions that this information isn't currently presented this way in the handbook. Kate Stoss is going to work with her team and amend the information to ensure language is updated in the handbook. This RFI will remain open until changes are made.

11/17/2016 Update:

The policy will not be changed to allow a Staff member to work an 8 hour day without a lunch period. While neither state nor federal wage and hours laws mandate lunch periods it is in the best interest of

the employee and employer to allow employees a lunch period. Staff are not permitted to work an 8 hour day without at least a 30 minute lunch period preceded and followed by an extended work period. The handbook will be updated to clarify that a Staff member may shorten their lunch hour to no less than 30 minutes and they may use that flex time at the beginning or end of their shift. Changes to an employee's schedule must be approved by the employee's supervisor.

RFI# 13 2016-2017

What is the status of the approval of the revised Staff Council Constitution? There was no mention in your agenda from your last meeting and you have not published minutes yet.

10/3/2016 Update: Bernie Hannon is looking over the constitution. Awaiting response from Kate Stoss, HR.

September minutes have been approved by the council and are viewable on the Staff Council website. Minutes to both the Staff Council 2015-2016 June meeting and the Staff Council 2016-2017 July meeting have been added to the Staff Council webpage.

10/20/2016 Update: Kate Stoss, HR, assured Staff Council members, during the meeting, that Bernie Hannon is looking over the constitution submitted in July 2016

11/17/2016 Update: Kate Stoss, HR, did not have an update from Bernie Hannon about the Staff Council constitution submitted in July 2016.

VII. New Business

RFI# 14 2016-2017

My coworker comes in 15 to 30 minutes early a few days a week, then leaves early on Friday because we aren't allowed to get overtime. Our office has to be open until 5pm through the week, but they get to leave an hour or so early on Friday because they have "gone over" in time. I follow the rules and end up clocking out early on Friday if I go over because I have to get approval for overtime, but I have to stay to answer the phones (they are supposed to be my 'back up'). So because of this rounding and clocking in, my coworker has found a loophole, and I am reminded each week of how much I give to the university while others benefit from the same rules that I am negatively affected by. I think that Human Resources didn't do a thorough enough job on the roll out of the new policy and I feel that good employees are getting the short end of the stick. I would like to know what Human Resources is doing to make sure that a little bit of overtime is acceptable, so that way we are paid for the work that we do without employees or our supervisors getting in trouble. And I have never worked for a company where I was required to clock in and then my time was "rounded"- how is that not illegal?

11/17/2016 Update: Response from Kate Stoss, Human Resources does not prevent departments from scheduling overtime and compensatory time as the department deems appropriate. The scheduling of overtime and compensatory time is a business and budgetary need determined by the department and the division.

In regards to clocking out early and continuing to work, this is strictly prohibited. The University is obligated to pay employees for all hours worked. Your supervisor may not expect you to clock out early and continue to work. If your supervisor is not aware that you feel obligated to continue to work after you clock out so that there is coverage, bring this matter to your supervisor's attention. If your supervisor does expect you to work off the clock, contact Human Resources so that we may address the issue. Please submit payroll correction sheets to Payroll services for all the times where you clocked out early and continued to work and we will compensate you for the time.

In regards to rounding rules, this is in keeping with the guidelines established by the Wage and Hour Division of the Department of Labor. In Fact Sheet #53 from the Wage and Hour Division, it is noted that employers may round employee time to the nearest quarter hour (15 minutes). The practice must have both the rounding up and rounding down rules set. Ball State's practice is in keeping the Wage and Hour provisions.

If your supervisor is asking you to work off the clock please contact Kate Stoss, HR.

Motion to resolve was made by Heather Melton and seconded by Bob Cope. Motion passes.

RFI# 15 2016-2017

I am a staff member here. I live within 1/8 – 1/4 of a mile from the BSU stadium. This house I live in has been owned by my family for over 60 years. I love the neighborhood. I love how close it is to everything, yet how relatively peaceful and quiet it is, being so close to a busy road like McGalliard. I loved being able to hear the games going on at the stadium, the sounds of the cheers and the band playing as well. That was, until a couple of years ago when the University found it necessary to upgrade the sound system. While I can tolerate the noise during the early evening or on weekends, the noise level is absolutely unbearable of an evening during the week when the rest of the working world is trying to sleep. I'm not certain if the speakers were upgraded, or what, but the sound is so deafening and booming that the windows and walls in my house shake. This was awful last night, as it was midnight before the noise subsided. My aunt and uncle live on the 50-yard line. It's no wonder they have to wear hearing aids! I am asking, is there anything that can be done to turn it down a few notches? If I can clearly hear every spoken word from Rosewood and Harvard avenues, I'd say that's far too loud. Wouldn't you? If the noise level could be controlled a bit, I wouldn't mind that games went on beyond 11pm. Also, I'm uncertain who to speak with about this, as I called the MPD and they told me they have no jurisdiction over what goes on at the stadium. They suggested I call BSUPD. I did, and they said they can't do anything about it either, and suggested I contact the City Council. I'd like to first appeal the BSU to take corrective action before going further. Thank you.

This RFI was forwarded to Daniel Byrnes, Director for Sports and Recreation Services.

Response 11/8/16: We will address it with the promoter of the event, Athletics. With another game tonight we will see if we can reduce the sound levels. Luckily we start earlier as well. If we had complainant contact information, I (or Mark) would be happy to contact them and have a conversation.

Contact information:

Daniel Byrnes, Director of Sports Facilities and Recreation Services, 765-285-8708, dpybrnes@bsu.edu

Mark Sandy, Director of Athletics, 765-285-5131, msandy@bsu.edu

Motion to resolve made by Michelle Jones and seconded by Angela Pickett. Motion passes.

VIII. Announcements

A. Next meeting will be held on December 15

B. Angels for Life Blood Drive Schedule:

January 18,19, 2017

March 22/23, 2017

May 24/25, 2017

C. **Buy One Get One Free (BOGO) Ball State Faculty, Staff, and Alumni:**

Buy one regular adult ticket and get one free. Present BSU ID at the Emens box office to claim.

Tickets are available at the Emens box office (temporarily moved to Sursa box office), all Ticketmaster outlets, and charge-by-phone at 800-745-3000 or online at www.ticketmaster.com. Click each show title below for more information on the event including ticket prices. If you have any questions, please call the Emens box office at 765-285-1539.

- November 22, 2016 – *Underwater Bubble Show* (Emens Auditorium)
- December 15, 2016 – *Cathie Ryan: Winter's Heart* (Emens Auditorium)

Motion to adjourn was made by Bob Cope and seconded by Tamara Edwards.

Meeting adjourned at 2:06 p.m.

Respectfully submitted,

Melissa a. Nagle
Staff Council Secretary