

BSU Staff Council
Meeting # 6
Thursday, January 19, 2017
1:15 pm
Student Center, 301-02

- I. Call to Order
- II. Speaker: Nicole Koontz, Adult Fitness Program
- III. Roll Call
Present: Chris Caldwell, Bob Cope, Cathy Cunningham, Peggy Dixon, Christine Edgeman, Tamara Edwards, Diane Frankland, Jennifer Haney, Sharon Harper, Michelle Jones, Mandy Lowe, Tori McClain, Adam McLachlan, Jackie Mead, Heather Melton, Melissa Nagle, Sarah Newell, Kurt Noel, Angela Pickett, Christine Rhine, Cheryl Simpkins, Cheryl Veatch

Absent: Susan Bourne, Cindy Dillingham, Adam Dungan, Andrew Fisher, Matt Gaither, Melissa Perry, Nikki Sherfy, Robert Weller

Alternates: Lynn Shipley
- IV. Approval of Minutes from 12/15/16 Motion made by Sharon Harper and seconded by Christine Edgeman. Motion passes.
- V. Committee Reports
 - a. Employee Relations – Angela Pickett-- No Report
 - b. Public Relations – Heather Melton – 3 New Hires
 - c. Elections – Chris Caldwell – No report
 - d. Hospitality – Melissa Perry – No Report
 - e. Research – Christine Edgeman – No Report
 - f. Salary & Employee Benefits – Tamara Edwards – No Report
 - h. Angels for Life – Tori McClain – Day 1: 56 registered donors, 17 deferrals, and 39 donations. Each donation saves 3 lives. Our donations have effected 117 lives.
 - i. Special Committee
 - i. Public Safety Committee – Sarah Newell – No Report
 - ii. A. Jane Morton- VP will fill this role until updated constitution is approved. – Currently open for submissions. No nominations as of today.
- 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.

12/15/16: Response from Kate Stoss, HR: I do not have an update at this time.

1/19/17 Response from Kate Stoss, HR: I do not have an update at this time.

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.

11/20/2016 Update: Kate Stoss sent revisions to Kevin Kenyon and Bernie Hannon for approval.

12/15/2016 Update: Sarah Newell will send a request to get an official confirmation that the paid time off is available to use in 15 minute increments.

1/19/2017 Update: Kate Stoss will send an official reply once the handbook revision has been approved.

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 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 refer to the supervisor 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 remaining time at the beginning or end of their shift. Changes to an employee's schedule must be approved by the employee's supervisor.

1/19/17: Response from Kate Stoss, HR: I do not have an update at this time.

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.

12/1/2016 Update: Staff Council emailed Bernie Hannon directly regarding the approval of the Staff Council constitution submitted in July 2016.

12/15/2016 Update: Staff Council has not received a reply from Bernie Hannon.

1/5/2017 Update: Staff Council has not received a reply from Bernie Hannon.

01/13/2017 Update: Vice President Hannon has reviewed the Constitution and is fine with the changes.

Motion was made to resolve by Christine Edgeman and seconded by Cathy Cunningham. Motion passes.

RFI # 17 2016-2017

Please add my remarks to RFI# 13 2016-2017 or issue a new RFI#. In the minutes of June 16, 2016, the Staff Council passed a revision of the Constitution. It seemed the changes were 1. Grammatical errors corrected 2. Robert's Rules of Order adopted 3. A special chairperson position created for the A. Jane Morton award to replace the S.C. Vice President as chairperson. It was then sent to the Office of the Vice President of Business Affairs for approval. It has been over five (5) months and University approval has not been forthcoming. What is the specific problem?

Please see updates from RFI #13

Motion was made to resolve by Christine Edgeman and seconded by Cathy Cunningham. Motion passes with 1 abstention.

RFI # 18 2016-2017

Now that full rights and responsibilities of marriage are freely available to all Americans, please remove the phrase “same sex domestic partner” from all Ball State University benefit documents. We want our university to be progressive and at the forefront of acceptance of this new paradigm and not mired in the thinking of yesteryear. Please be sure to “grandfather” all BSU employees and others who are currently receiving benefits under the old system so that no one loses their coverage due to this change.

12/15/2016 Update: Staff Council has submitted RFI to HR and is awaiting a response.

RFI # 19 2016-2017

Why are staff/faculty members allowed to purchase a handicap pass and park in either a handicap parking space or if they choose to park in a slot that is not marked as handicapped. Does this not fall under the double dipping rule parking services likes to so acutely point out. There are always handicap spaces open on the circle drive running along North Quad, Burkhardt, and the Administration Building open but many times the regular paid for spots are full. After checking some of the stickers on the cars where I normally park I found several with handicap stickers parked in non-handicapped spaces taking up spaces that are for a non-handicap paying individual. I cannot nor would I park in a handicap spot but should it not work in reverse as well. It is not fair that there is a limited number of open spaces for non-handicapped drivers that are filled with those who have a handicap BSU sticker. That leaves the rest of us to park in the yellow lot behind West Quad when we also paid for a spot on the circle drive. Please explain why this is being allowed. I would not complain if the handicap spaces were full but they are not.

12/12/16 Response from Nancy Wray, Parking Services: In regard to the most recent RFI concerning handicapped parking, Parking Services will begin a study of handicapped parking space availability and usage along and through Campus Drive. Pending results of space usage, we will evaluate the relocation of the handicapped parking so that they are utilized as efficiently as possible.

We may not be able to relocate spaces immediately as it will depend upon the weather during this time of year.

VII. New Business

RFI #20 2016-2017

RFI #20 2016-2017 was submitted on January 2, 2017 regarding a personal issue about parking. Staff Council sent the RFI to Nancy Wray in Parking Services who responded she will follow up on this issue. The Staff Council Executive Committee and Parking Services agreed Staff Council is not the proper venue for this RFI and that the matter should be solved by the individual(s) involved. Nancy Wray welcomes anyone to contact her with complaints, and is happy to follow up on issues and concerns.

Motion was made to resolve by Bob Cope and seconded by Tori McClain. Motion passes.

VIII. Announcements

- A. Next meeting will be held on February 16, 2017
- 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.
- January 29, 2017 – *John McCutcheon* (Pruis Hall)
 - February 9, 2017 - *Run Boy Run* (Pruis Hall)

Motion was made to adjourn by Tamara Edwards and seconded by Cheryl Simpkins.

Meeting adjourned at 2:07 p.m.

Respectfully submitted,

Melissa Nagle
Staff Council Secretary