Ball State University Staff Council  
Minutes #2  
Thursday, September 21, 2017  
Student Center, Room 301-02

Members Present:

Substitutes: Liza Blake for Cindy Dillingham

Unexcused Absence: Jason Brown, Adam Dungan, Andrew Fisher, Angela Pickett

Excused Absence: Cindy Dillingham

Guests: Melissa Rubrecht, employee relations, Andrea Stuffel, employee relations, Gracie Reiff, Human Resources, Kate Stoss, Human Resources, Amanda Kavars, CSH

I. Call to Order – The meeting was called to order at 1:15 p.m. by Sarah Newell, Staff council President

II. Speaker – There was no scheduled speaker however Kourtland Koch, chair of University Senate requested to speak for a few minutes. Dr. Koch spoke regarding the parallels between staff council and university senate concerns and the importance of collaboration and communications between the groups. Dr. Koch invited staff council members to attend the 1st meeting of the University Senate on October 5th.

III. Roll Call – Cary Witter called the roll of representatives and substitutes. Roll call showed 25 representatives and 1 substitute present, 1 excused absences, 4 unexcused absences, and 6 guests. A quorum was constituted for the meeting.

IV. Approval of Minutes – A motion was made and seconded (C. Simpkins/H. Gerhart) to approve the Minutes of July 20, 2017.
   The motion carried.

V. Committee Reports
   a. Employee Relations – Angela Pickett (Chair), Kurt Noel, Jason Brown No report
   
   c. Public Relations – Heather Melton (Chair), Michelle Jones, Sharon Harper, Lisa Gregory
      The Staff council’s 2017 Back to school Teachers store school supply drive is underway. Staff council members were given flyers to post in their respective areas.
   d. Elections – Jennifer Haney (Chair), Diane Frankland, Cindy Dillingham No report
   e. Hospitality – Angie Zahner (Chair), Diana Blair, Cheryl Simpkins, Christine Rhine No report
f. Research – Christine Edgeman (Chair), Matt Gaither, Bob Cope, Peggy Dixon  No report

g. Salary & Employee Benefits – Tamara Edwards (Chair), Adam Dungan, Andrew Fisher, Hank Gerhart  No report

h. Angels for Life – Tori McClain (Chair), Jackie Mead, Kim Bechdolt, Ashley Pilmore, Cathy Cunningham
   Blood drive was held on September 13th and 14th. September 13th 75 single and 16 double units were collected totaling 91 units with 25 deferrals. September 14th saw 89 single and 18 double units collected totaling 107 units with 34 deferrals. Grand total for September 2017 was 198 unity collected with 59 deferrals. This means 594 lives can be impacted by this drive.

h. Special Committees
   Public Safety – Hank Gerhart  Committee will meet in October
   Jane Morton Award – Adam McLachlan  No report

IV. Old Business

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: No update

2/16/2017 Update: Employee Handbook is currently in the process of being updated.

3/13/2017 Update: No update at this time.

3/16/2017 Update: Kate Stoss, Director HR, prepared revisions to the employee handbook; Kevin Kenyon, Interim Associate VP for HR and Administrative Services, and Kate Stoss reviewed the wording and submitted the handbook to Bernie Hannon, VP Business Affairs and Treasurer, for approval.

4/20/2017 Update: No update at this time.
5/18/2017 Update: The updated Employee Handbook is scheduled to be complete by the beginning of July.

6/15/2017 Update: The updated Employee Handbook is scheduled to be complete by the beginning of July.

9/18/2017: Awaiting update.

9/21/2017: All the handbooks have been combined, edited and reviewed. HR is working on indexing the handbook. It should be published soon.

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, 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.
2/2/2017 Update: This RFI is in the process of being adopted to the Employee Handbook. It will remain open until then.

2/16/2017 Update: Employee Handbook is currently in the process of being updated.

3/13/2017 Update: No update at this time.

3/16/2017 Update: See update for RFI #1.

4/20/2017 Update: No update at this time.

5/18/2017 Update: The updated Employee Handbook is scheduled to be complete by the beginning of July.

6/15/2017 Update: The updated Employee Handbook is scheduled to be complete by the beginning of July.

9/18/2017: Awaiting update.


RFI #26 2016-2017 Research and Salary and Employee Benefits
It’s great that Ball State lowers cost for master’s classes for employees, but why are courses that are offered only online or in other cities more expensive? I would love to see all classes offered at the lower cost. In my degree program, several courses are only offered online or at the “Fishers Campus” which is considered off campus. I couldn’t afford to take what I wanted this semester. Please advocate for a change! Those who don’t make much money but want to improve themselves would appreciate it.

3/13/2017 Update: This RFI was forwarded to the Bursars office. We are awaiting a reply.

3/16/2017 Update: This RFI was forwarded to the Bursar’s office. Kate Stoss, Director HR, hopes to provide more information in the next meeting.

4/20/2017 Update: No update at this time.

5/18/2017 Update from Kate Stoss, Human Resources: Human Resources is in the process of reviewing the formula for how it generates the fees for on-campus and off-campus courses. The current cost structure does not reflect changes in fees and tuition associated with graduate studies.

6/13/2017: No update at this time.

6/15/2017 Update: Kate Stoss has requested more data from the Bursar’s Office.
9/18/2017: Awaiting update.

9/21/2017: Kate Stoss indicates that a committee is reviewing the policy and will make recommendations to VP Hannon regarding possible changes. Any changes to the policy must be approved by the Board of Trustees.

RFI #46 2016-2017 Salary and Employee Relations/
Giving blood is so important and I always try to help when I can. However, it’s very difficult, at times, to walk to Pruis, go through the process of giving blood, and then get back to the office within an hour. It’s impossible in the summer with a 30-minute lunch break. Is there any way the university would consider allowing employees to participate in this endeavor “on the clock” if we could provide proof to our various supervisors that that was where we were? I feel like so many more employees could participate if time weren’t an issue. I don’t mind giving up a lunch break for this - it’s a minor inconvenience, but I can’t help but think participation would be much higher if we weren’t dinged on time.

6/13/2017 Update: This is under consideration but no update at this time.

6/15/2017 Update: Kate Stoss is working on a proposal concerning this RFI.

09/18/2017: Awaiting update.

09/21/2017: Kate Stoss has requested Staff Council send HR a proposal on how we could document the time that the employee spends at the blood drive – i.e. when they arrive and leave. Tori McClain will meet with Kate to discuss.

V. New Business

RFI #1 2017-2018
Could staff council provide detailed information on how the pay increase of 2% was distributed to employees? Yet once again, it seems that management staff in dining did not receive anywhere close to 2%. I understand that the increases may be based on performance evaluations but I find it interesting that most didn’t even come close to 2%.

9/18/2017 Update: To summarize a discussion in a response to a previous RFI (RFI #17 2014-2015): The Board of Trustees recommends the percent increase in staff personnel raises, in June 2015 that recommendation was 2%. A 2% increase doesn’t mean employees will see a 2% increase in their pay. This 2% becomes a salary pool for each Vice President to allocate within their specific area. Of the 2% allocation, .6% is the amount allocated for the across-the-board increases. 1.4% is retained for merit increases. The percent total is allocated for salary increases, not guaranteeing anyone a specific amount.
Currently Kate Stoss suggest that if an employee has an issue with pay increases they should talk to their supervisor.

Motion to resolve and close RFI #1 2017-2018 was presented by Tamara Edwards with a second from Bob Cope, motion carries.

**RFI #2 2017-2018**
Since North Quad was renovated there has been no dedicated lounge space. Until recently, North Quad 160 which was controlled by Modern Languages and Classics was used by students, faculty and staff as an impromptu lounge because that is where the vending machines are located but if there was an even schedule in that room, then no one could use the room of get to the vending machines. This summer the decision was made to give that space to Athletics to be used as a study room for athletes. Now there will be no space available for lunch breaks, work break, breaks for students in between classes. No one in the building knows if there will be access to the vending machines or not. I appreciate that the athletic students need a space to study but I don’t appreciate that in a building full of permanently housed academic offices there is no dedicated place for staff members to be able to access vending or have a place to eat lunch without having to go to a separate building to access those places. Where are students supposed to sit in between classes or on their lunch breaks? At lease faculty members usually have a private office. I can’t think of another building on campus that doesn’t have a dedicated break room/ lounge area. Please have a dedicated break room put in place somewhere in North Quad that is accessible to all students, staff, and faculty that are housed in the building.

**9/18/2017:** Awaiting an update.

**9/21/2017:** During discussion Tamara Edwards gave a brief narrative of some of the issues with North Quad 160. Tamara spoke about a newspaper article in which Dr. Marilyn Buck said the room was picked because it was the only room available on campus that could hold 100 people and was in little use. According to R25 the room is only shown to hold 36. If that is the case they are also in a Safety and Fire code violation. The room had 269 reservations for the academic year of 2015-2016. So it was not in little use. The reservations were scaled down some in the 2016-2017 year to accommodate the amount of students using it as a lounge. Tamara said that the vending machines have been re-installed on the second floor. However they are not easily accessible for ADA purposes. She also brought to the attention of the staff council that the doors nearest to this room are locked and cannot be opened from the inside. They do not have breakaway bars. It was suggested that contact be made to Tim Kirby in Risk Management to address this safety issue. Sarah Newell will make contact Tim Kirby.

**RFI #3 2017-2018**
Why are staff employee not given first opportunities to apply on jobs once jobs have been posted internally and not filled? We have applied to outside postings since those are the only postings we can apply for; have
been called for an interview but as soon as a particular hiring manager realized we were full time employees and no a part time employee or off the street, we have been put to the side.

Actions Taken: We have tried to vote to get in the union in which that has not worked for us. We have talked to immediate supervisors to Human Resource department and no one seems to really care.

9/19/2017 Update from Melissa Rubrecht: Because we are an Equal Opportunity/Affirmative Action employer, we must give interested persons the opportunity to apply for all jobs that have a duration of 3 days or longer, unless there is a collective bargaining agreement that specifies otherwise. Our goal is always to hire the best-qualified person for the job, so our applicant pools are comprised of individuals who are both internal and external to Ball State. It is difficult to respond to an individual’s circumstances regarding positions he/she has applied for without more specifics to research, but we can reassure the individual that hiring managers would not exclude an internal applicant from consideration just because the individual is already employed by Ball State. If the individual wishes to have a specific hiring situation reviewed, we would be happy to investigate.

Motion to resolve and close RFI #3 2017-2018 was given by Christine Edgeman with a second by Christine Rhine, motion carries.

RFI #4 2017-2018
The non-exempt conference travel policy needs to be reviewed. A colleague who is non-exempt recently traveled to Portland, Oregon for a conference directly related to her position. HR policy only allows for “travel time” to be paid for driving to the airport and back. She was on a place or in an airport for roughly 20 hours total, along with roughly 4 hours of total drive time: 24 hours total. She was only paid for 4 hours.

Actions Taken: Inquiries were made to HR. The impression is that HR indicated that they were paying for her flight and drive time, which was sufficient compensation. However, many individuals feel she should be compensated for her flight/airport time as well, given that she was there for the university. 20 hours is the equivalent of half a work week! It is not insignificant.

9/6/2017 Update: This request for information was addressed in RFI #43 2016-2017:

05/18/2017 Update from Kate Stoss, HR:

How travel time is compensated is determined by the Fair Labor Standards Act (FLSA) and the rules vary depending on the type of travel (out of town same day, travel during the day, overnight travel, etc.). My responses to the questions below are based upon the rules applicable to overnight travel.

1. Whether or not you the employee receives a reimbursement through Accounts Payable is not a determining factor for compensable time. Instead, you must determine if work is being performed. If the employee is relieved of all duties (i.e. a presentation is delivered during meal time, answering emails, making work calls, etc.), the meal break is not considered work time.
2. Social events are not compensable time. The employee may elect to attend (or not attend) a social event.
3. Time spent waiting at the airport and in flight is not compensable time if it fall outside of regular work hours and the employee is not performing any work related duties.
The UHRS and Payroll have developed a document that outlines how travel time should be reported. It is located on the Payroll and Employee Benefits webpage, and is included with information regarding Kronos: http://cms.bsu.edu/about/administrativeoffices/payrolleb/payroll/kronos.

Motion to resolve and close RFI #4 2017-2018 was made by Diane Frankland with a second by Hank Gerhart, motion carries.

RFI # 5 2017-2018
Staff Council has presented several RFI’s and gained the proper approval for their inclusion into the Employee Handbook but several are over a year old since that approval and have still not been added to the Handbook. The last promise date was July 2017. Can we have a definite date when the Handbook will be updated?
*RFI #15 2013-2014, Expand family sick leave days from 5 to 10 days, approved July 2016 to included in the Handbook.
*RFI #10 2015-2016, Assignment of one-day bereavement for stepsiblings, approved July 2016 to be included in the Handbook.
*RFI #1 2016-2017, Allow 15 minute increments for Paid Sick Leave and Vacations, approved June 2017 to be included in the Handbook.

9/18/2017: See update for RFI #1 2016-2017. Kate Stoss reiterated that an email went out to all BSU employees regarding the implementation/effective date of this policy. This will be added to the employee handbook which is currently being indexed.

RFI # 6 2017-2018
Why are staff and service employees discriminated against when they decide to retire at an age prior to 62? Faculty and professional staff members who make much higher salaries and can afford to pay higher health care premiums in retirement are not required to pay the added 20% of the total health care premium until they reach age 65. Why are staff and service employees required to pay it? Generally speaking staff and service salaries are significantly lower than faculty and professional staff over the course of their employment but these are the groups the university has decided should pay higher health care premiums if they wish to retire earlier than age 62- even when they meet the rule of 85! Employees that meet the rule of 85 have been the “face of the university” dedicating their lives to the University- yet get treated so unfairly on the policy when they retire! It really disappoints me and makes me angry after the dedicated service of staff and service personnel. I am asking Staff Council to advocate and make a change in this policy for staff employees. Perhaps at least look into changing this policy so that staff employees meeting the rule of 85 do not have to pay the added 20% when they retire early or make the staff and service policy the same for all employees- regardless of job classification. The policy (below) should make staff council angry enough to try to make a change for us!
Policy reads: Under age 62 and retire on or after July 1, 2015, you will pay the active employee health care premium plus an added premium of 20% of the total health care premium until you reach age 65.


VI. Announcements

- Angels for life Blood Drive Schedule
  November 15-16, 2017
  January 17-18, 2018
  March 21-22, 2018
  May 24, 2018

United Way campaign is underway. Please consider giving

- **Buy One Get One (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](http://www.ticketmaster.com).
  - September 23, 2017 – Alison Brown Quartet (Pruis)
  - October 20, 2017 – ARTRAGEOUS!: Art and Music Experience (Emens)

Next meeting will be Thursday, October 19, 2017 in SC 301-2 at 1:15 p.m.

VII. Adjournment

A motion to adjourn was made by Diane Frankland with a second from Kim Bechdolt, motion carries. The meeting adjourned at 2:10 p.m.

Respectfully submitted,

Cary Witter, Staff Council Secretary