Ball State University Staff Council
Minutes #4
Thursday, November 16, 2017
1:15 pm
Student Center, Room 301-02


Substitutes: Lindsey Neely, Bill McElyea, Jenny Johnson, Lynn Shipley, Tammy McCord

Unexcused Absence: Cheryl Simpkins

Excused Absence: Adam Dungan, Andrew Fisher, Diane Frankland, Jenny Johnson, Ashley Pilmore, Christine Rhine, Jackie Mead

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

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

II. Speaker – Rhonda Wilson, Director of Health Enhancement Programs spoke on the new Employee Assistance Program available to all employees. This new benefit is part of Lifeworks. Through a mass mailing a couple of week ago the new program was unveiled. The goal of the program is to help employees and their families resolve work-related and personal challenges in a confidential and professional manner. Ball State works with Lifeworks to deliver free, confidential and professional services 24 hours a day, 7 days a week online or on the phone. For more information about Lifeworks EAP service please contact Working Well at 765-285-9355 or refer to bsu.edu/workingwell.

III. Roll Call – Cary Witter called the roll of representatives and substitutes. Roll call showed 22 representatives, 5 subs, 6 excused absences, 1 unexcused absence, and 4 guests. A quorum was constituted for the meeting.

IV. Approval of Minutes –A motion was made and seconded (Sharon Harper/Peggy Dixon) to approve Minutes of October 19, 2017, motion carried.

V. Committee Reports
   a. Employee Relations –Angela Pickett, There was one grievance filed and it has been completed
   b. Public Relations – Sharon Harper for Heather Melton, We received a thank you note from the teachers store. Staff Council school supply drive raised $400 worth of supplies and $20 in cash.
   c. Elections –Hank Gerhart, The parking enforcement officers voted to join Union local 293 and will not be represented by the staff council going forward. This means that the number of staff council representatives for that area will decrease from 2 representatives to 1. This means that when Sharon Harper’s term ends in 2018 there will not be an election for a replacement. Peggy Dixon whose term ends
in 2019 will remain the representative until her terms ends at which time an election for one representative for the Student Center and Multicultural Affairs will be conducted. Andrew Fisher announced his resignation on November 15.

d. Hospitality – Angie Zahner, Staff Council has adopted 2 families for the Adopt-A-Family Program this year. Flyers have been given to staff council members to post in their areas. All members are asked to reach out to the constituents for donation.

e. Research – Christine Edgeman, No report

f. Salary & Employee Benefits – Tamara Edwards, No report

g. Angels for Life – Tori McClain, Preliminary number from November 15th 45 whole blood 10 double reds, 16 deferrals totaling 65 units. A detailed report with final numbers for November 15 and 16 will be presented at the December meeting.

h. Special Appointments
   Public Safety – Hank Gerhart, No report
   Jane Morton Award – Adam McLachlan, Nomination forms will go out after break

IV. Old Business

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.

10/6/2017 Update: The review committee has met and is conducting research. Kate Stoss will get back with Staff Council once a proposal is put together.

10/19/2017 Update: Kate Stoss indicated that Scott Stachler is researching the impact of this policy.

11/16/2017 No update

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 least 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 Update. Kate Stoss incorporated various sources for this response:
The university has a fiduciary duty to assign facility space for highest and best use that that best benefits the university as a whole to that end; a Space Committee examines all requests for use of space on campus and makes a determination for facility use that is driven by what is best for the campus. A decision was made to convert a little used lounge space in North Quad to a student study table space, necessary to meet the academic needs of students, who happen to be student athletes. Incidentally, the study space previously use for this purpose as a student study table was repurposed to make room for the Math Emporium in Bracken Library, because that was determined by the Space Committee the highest and best use of that space at that time.
While it is unfortunate that some people may no longer be able to use that specific room in North Quad as a lounge, the vending machines and lounge furniture that was removed from room NQ 160 were
relocated to other areas; it is a very short walk to Ball Gym, Lucina Hall, Elliott Dining or the Pittenger Student Center.

The Space Committee will consider a request to repurpose other existing space in North Quad to a new lounge space and will make that determination based on the highest and best use of existing space. Once the Health Professions Building is occupied, estimated to be in fall of 2019, the spaces currently occupied by departments that will be moving into the Health Professions Building will be open for consideration for use by the Space Committee. At that time, the Space committee will have other options for relocating existing space use, including the student study table, should they make that determination.

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 with Tim Kirby.

**10/13/17:** Awaiting reply from Tim Kirby.

**10/19/17:** Tamara Edwards presented the following detailed information regarding room usage:

North Quad houses 11 different units at Ball State University ranging from Advising, University College, to seven Academic Departments.

- Academic Advising
- Academic Systems
- College of Sciences and Humanities Deans Office
- Criminal Justice and Criminology
- Modern Languages and Classics
- Philosophy and Religious Studies
- Political Science
- Psychological Science
- Social Science Research Center
- Social Work
- Sociology
- University College
These units employ 181 faculty, staff and professional personnel.
Along with the Learning Center NQ also has 11 class rooms, several small conference rooms, and
numerous small Psych. Labs.
Please see the breakdown of classroom usage Per R 25 below

Monday 85 classes
Tuesday 66 classes
Wednesday 84 classes
Thursday 69 classes
Friday 70 classes

The student total for these classes is approximately 3080. Each classrooms hold between 18 and 55
students. If you average each class meeting at 20 students that would mean that on a weekly basis there
are 7480 times students are coming and going through NQ.

Student Athlete Study Tables have also reserved NQ 291, 292, 293 Sunday- Thursday from 6:00-
11:00pm. So no other class or event can reserve these classrooms. That is a total of 16 ½ hours of
classroom space that is unusable from Monday-Thursday besides NQ 160. There is also a room set up to
be used as a Student Athlete Study Table adjacent to the Learning Center in NQ.

The stack area in NQ is sitting open and unused. Why not use it to either put a
lounge in NQ or use it as the Student Athlete Study Table area. It would need
to be renovated but would solve the problem of the removal of the only
common area in NQ. It is a much better option than putting the students in
the basement storage area which was told to us was a possibility.

Vice President Hannon was present and talked to the group about the NQ 160 situation. He stated that
the Space Committee met and found that NQ 160 was the only available area that could support such a
large group of students on the Ball State campus. As Mr. Hannon said, there is no way any changes to
this situation could be made for this semester.

The following letter was sent to the members of the Space Committee:

Greetings,

I wanted to update you on RFI #2 that was submitted to Staff Council and presented at the last meeting
on 10/19/2017. As a reminder this RFI concerned the conversion of NQ 160 to Student Athletic Study
Tables. You are receiving this because you (as a member of the Space Committee) were referenced in
the response by Kate Stoss.

Staff council was presented with a fact sheet (attached to this e-mail) recapping the amount of Staff,
Faculty, and Professional Staff that are housed in North Quad. Also included was the number of
classrooms and a student head count for the classes that are held in North Quad. It was pointed out that in addition to NQ 160 the Student Athletic Study Tables also meet in NQ 291, 292, and 293 on Sunday-Thursday evenings making those rooms unusable from 6:00pm on as well.

Vice President Hannon was present and talked to the group about the NQ 160 situation. He stated that the Space Committee met and found that NQ 160 was the only available area that could support such a large group of students on the Ball State campus. As Mr. Hannon said, there is no way any changes to this situation could be made for this semester. With that understanding, going forward we are asking the Space Committee to look at alternative housing for the Student Athletic Study Tables. After reviewing the fact sheet and the building several options were presented. One option is to use NQ 292 as a permanent room for the Student Athlete Study Tables. Using NQ 292 from 8:00am-11:00pm would only tie up one classroom instead of 3 classrooms and also would free up the common space of NQ 160. A second option would be to renovate the stack area that is in NQ to be used as the Study Table area or the NQ common space. Please consider these options when reviewing the placement of the Student Athletic Study Tables for future semesters.

Thank you for your time and consideration with this matter. We hope a solution can be found that will provide a positive outcome for all of those involved.

Motion to resolve without prejudice was given by Hank Gerhart with a second by Angie Zahner, motion to resolve carried with 1 abstention

V. New Business

RFI #10 2017-2018

I would like to make a request for a new policy on behalf of both staff and professional staff at least in our office. The request is that Ball State consider and approve giving employees all the days off with normal pay between Christmas Day and New Year’s Day. We all do appreciate the days off we do have, but this discussion comes up often in meetings when we are planning who would like to take vacation days off between Christmas and New Year’s. It is noted that a number of other universities and many businesses have this policy to give this time off with pay and that it generally saves on utilities at a very slow business time for most universities and businesses. More importantly, this policy would give families more time to travel and be together for this special time of year. I’m sure this may be a complicated issue but your consideration of this request is most appreciated. Thank you

Steps take:

A quick Google search lists a few universities whose offices are closed from Christmas through New Year’s Day: Kent State, University of Pennsylvania, Most Northeast Ohio Universities, University of Arizona, American University.
11/14/2017 Update:

Staff Council presented the following information regarding Holidays at other Colleges.

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<th>Christmas Week</th>
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11/16/2017 Staff Council has requested further information from Kate Stoss

RFI # 11 2017-2018

I would like written clarification from HR as to the ability for staff who are not Staff Council member to attend Staff Council without having to use their vacation time. I understand absences should be schedule in advance and at a time agreeable to the supervisor and in accordance with the needs of the department.

That would include Staff Council meetings, Angels for Life, etc.

11/14/2017: Awaiting response

11/16/2017 Response from Kate Stoss: Staff employees who are not serving on Staff Council may attend Staff Council meetings and events during work hours without using their vacation or compensatory time. The employee must have pre-approval from his/her supervisor and appropriately document the time.

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).

Next meeting will be Thursday, December 14, 2017 in AB021 at 1:15 p.m.

*Note the December meeting will be held on December 14th in the Architecture Building Rm AB021 as approved by Staff Council.*

**VII. Adjournment**

A motion to adjourn was made by Angie Zahner with a second from Sharon Harper, motion carries. The meeting adjourned at 1:55pm.

Respectfully submitted,

Cary Witter, Staff Council Secretary