Ball State University Staff Council
Minutes #5
Thursday, December 14, 2017
1:15 pm
Architecture Building, Room 021

Members Present: Diana Blair, Jason Brown, Bob Cope, Cathy Cunningham, Peggy Dixon, Christine Edgeman, Tamara Edwards, Matt Gaither, Jennifer Haney, Sharon Harper, Michelle Jones, Tori McClain, Jackie Mead, Heather Melton, Sarah Newell, Kurt Noel, Eleanor Palmer, Angela Pickett, Ashley Pilmore, Christine Rhine, Jill Schneider, Cheryl Simpkins, Angela Zahner

Substitutes:

Unexcused Absence:

Excused Absence: Kim Bechdolt, Cindy Dillingham, Adam Dungan, Diane Frankland, Hank Gerhart, Adam McLachlan, Cary Witter

Guests: Andrea Stuffel, employee relations, Bozena Jermiolo, Tasya Hannon, Nancy Richardson

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

II. Speaker – No speaker

III. Roll Call – With the absence of Cary Witter, roll call was taken with a sign-in sheet passed around the meeting. A quorum was constituted for the meeting.

IV. Approval of Minutes –Three (3) corrections were made to the Minutes of the November meeting. Correction to Sharon Harper’s last name; removal of second “of” in V. Committee Report for Public Relations; adding Andrew Fisher’s resignation announcement to the Elections Report. A motion was made and seconded (Christine Rhine/Sharon Harper) to approve Minutes of November 16, 2017 after corrections, motion carried.

V. Committee Reports
   a. Employee Relations –Angela Pickett, No report
   b. Public Relations – Heather Melton, No report
   c. Elections –Hank Gerhart, Andrew Fishers position has been filled by Jill Schneider. She will complete Andrew’s term.
   d. Hospitality – Angie Zahner, thanked everyone for their help with the Salvation Army Adopt-a-Family. She stated many gifts and cash had been donated. An update will be given at next month’s meeting.
   e. Research – Christine Edgeman, No report
   f. Salary & Employee Benefits – Tamara Edwards, No report
   g. Angels for Life – Tori McClain, A comparison of blood drives was made for November of last year to this year. In November 2016 – 114 were collected with 36 deferrals. In November 2017 – 149 were collected with 28 deferrals. 35 more units were collected this November over 2016. Tori also noted a 5% increase

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in employee turnout.

h. Special Appointments
   Public Safety – Hank Gerhart, No report
   Jane Morton Award – Adam McLachlan, Nomination forms were sent out over the past couple of weeks.

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 #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.

<table>
<thead>
<tr>
<th>MAC Only</th>
<th>Holidays</th>
<th>Christmas Week</th>
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<tbody>
<tr>
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<td>Y</td>
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<tr>
<td>Bowling Green State University</td>
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</table>
11/16/2017 Staff Council has requested further information from Kate Stoss

12/15/2017 No update

**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.

12/15/2017 It was noted that this RFI should have been resolved during the November meeting. After a motion was made and seconded (Sharon Harper/Tamara Edwards) the RFI was resolved. Motion passed.

V. New Business

No new business.

VI. Announcements

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

- 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.

Next meeting will be Thursday, January 18, 2018 in SC 301-302 at 1:15 p.m.

VII. Adjournment

A motion to adjourn was made by Tori McClain with a second from Michelle Jones, motion carries. The meeting adjourned at 1:25pm.

Respectfully submitted,

Cary Witter, Staff Council Secretary