

BSU Staff Council
Meeting Minutes # 9
Thursday, April 20, 2017
1:15 pm
Student Center 301-02

- I. Call to Order
- II. Speaker: Stacey French, Retirement Plan Specialist
Phone: 765-285-8470
E-mail: slfrench@bsu.edu
- III. Roll Call
Present: Susan Bourne, Chris Caldwell, Bob Cope, Cathy Cunningham, Peggy Dixon, Adam Dungan, Christine Edgeman, Andrew Fisher, Matt Gaither, Sharon Harper, Michelle Jones, Mandy Lowe, Tori McClain, Adam McLachlan, Jackie Mead, Heather Melton, Melissa Nagle, Sarah Newell, Kurt Noel, Angela Pickett, Christine Rhine, Nikki Sherfy, Cheryl Simpkins, Cheryl Veatch
Absent: Cindy Dillingham, Tamara Edwards, Diane Frankland, Jennifer Haney, Melissa Perry
Guests: Kate Stoss, Gracie Reiff
- IV. Approval of Minutes from 3/16/2017
- V. Committee Reports
 - a. Employee Relations – Angela Pickett-- No update.
 - b. Public Relations – Heather Melton – No update.
 - d. Elections – Chris Caldwell – Group Leaders’ representative Robert Weller resigned from Staff Council effective March 17th. To avoid any confusion with the upcoming election for this position, constituents were notified this position will remain un-filled until a new representative is elected in this year’s regular election. In the meantime, constituents were informed to contact representative Cheryl Simpkins, submit an RFI, or email Staff Council regarding any issues or concerns.
Election ballots will be distributed through the end of day Friday, May 5th. An email announcement with an attached flyer was sent to all constituents from voting groups having elections this year on Monday, April 17th. Anyone interested in the positions of Staff Council president, vice-president, or secretary for the 2017-2018 year should contact Chris for more information or to have your name placed on the ballot. Officer elections will be held during the July 20th meeting.
The Election Committee has recommended to the Executive Committee the merging of the Architecture Building and Whiting Building staff employee groups due to decreases in staff numbers. The Constitution requires a minimum of 18 employees per group. AB currently has 14 staff employees. WB currently has 18, but has had as little as 16 in the past year. The two groups will combine into one with one representative in 2018 when the current representatives’ terms expire. Affected constituents will be notified by email in advance of any changes.
 - e. Hospitality – Melissa Perry – No update.
 - f. Research – Christine Edgeman – No update.
 - h. Salary & Employee Benefits – Tamara Edwards – No update.
 - i. Angels for Life – Tori McClain – March 22, 2017- 64 units collected with 12 deferrals; March 23, 2017- 56 units collected with 14 deferrals; There were 96 units collected for last March’s drive according to last year’s report and 120 total units collected for March 2017, which was up 24 units from last year.
 - j. Special Committee-

Public Safety Committee – Sarah Newell – No update.

Jane Morton-Adam McLachlan – Congratulations to Christine Edgeman for receiving the 2017 A. Jane Morton Award. Other Staff Council members recognized during the Staff recognition reception are:
Meritorious Service Award for Academic Affairs: Susan Bourne
Meritorious Service Award for Business Affairs: Cindy Dillingham
Sharon Harper and Cathy Cunningham were both nominated for the A Jane Morton award.
Chris Caldwell for 10 years of service
Diane Frankland for 20 years of service
Nikki Sherfy for 15 years of service

VI. 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.

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.

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.

RFI # 24 2016-2017 Assigned to Salary and Employee Benefits Committee

Today is February 9th and I noticed that my HSA contribution has not been posted in my account from my paycheck on February 3rd. Every paycheck that funds are to go to HSA this happens and it takes anywhere from 3 to 10 business days for my contribution to be posted in my account, in other words, you just never know when it will show up! This is unacceptable and should be available in my HSA account Friday morning

just like my paycheck! I bank with Mutual Bank and when I transfer funds from my checking account to my Mutual Bank HSA account, it is available instantly so why should I accept anything different here or at least within one business day? Since I am handcuffed to contribute to HSA Bank (so I can receive my seed monies from BSU), I contribute a good amount to this HSA Bank account. By doing this I should not need two HAS accounts to deal with, but I do since I cannot predict when my deposits will hit my HSA Band account and with my medical bills the way they are I have not been able to build up a balance. As soon as it goes in, out it goes again! I depend on that deposit to pay my medical bills! I contacted Payroll and Employee Benefits about this issue back in September, 2016 and received a response that it requires several approvals and there was a “delay” on one of them. Well, that delay just keeps happening and happening so I am making this formal complaint because this needs to be streamlined and handled in an efficient and timely manner every time! This is MY money to contributed into MY HSA account and should not be held for an indefinite amount of time!

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

3/16/2017 Update: No update at this time. Kate Stoss will try to have an update by the next Staff Council meeting.

4/20/2017 Update: Email response from Angie Gregory on April 18, 2017:

The PEB office has been reviewing our process for HSA contributions over the last several months to see what we may be able to do to improve this process. We did remove an approval layer out of the SciQuest system so payments would flow through the system quicker. We investigated whether the employee’s contributions could be direct deposited from the employee’s paycheck instead of paying the contributions through a SciQuest transaction. Due to the tax status of these contributions, direct deposit was not an option. Through recent system improvements we are now able to submit the contribution one day earlier than we were in the past. We are still continuing to review the process and investigate options to make improvements.

Motion to resolve made by Nikki Sherfy and seconded by Christine Edgeman. Motion passes with 1 abstention.

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.

3/13/17 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.

VII. New Business

RFI # 27 2016-2017: Salary and Employee Benefits

How does the University determine if a position is secretarial or should be an administrative coordinator? I would like to know the difference, please.

Response from Kate Stoss, Human Resources: When HR receives a job description, we evaluate the duties and determine the appropriate pay grade. With the various pay grades, there are standard titles. We review the title that the department has requested against the others in the same pay grade. If the title is not in keeping with standards, we reach out to the department and discuss the appropriate options.

4/20/2017 Update: RFI to remain open to answer questions raised during the meeting.

RFI # 28 2016-2017 Research

What is the plan to fix the constant flooding of parking lot G13? Parking is already limited in this area of campus and every time there is a slight rain, this entire lot is unusable with the exception of a few spots on the perimeter. Adequate alternative parking does not exist in the area and to my knowledge, no shuttle services cover this area either.

RFI #33 2016-2017 has same response.

Response from James Lowe, Associate Vice President for Facilities, Planning, and Management: RFI #28 2016-2017 and RFI #33 2016-2017 appear to be the same request. Parking lot G13 does not flood. This parking lot is located along the north side of the soccer field. Parking lot G15 does flood under heavy rains. This lot is located along the south side of the south grounds building. Work to alleviate the flooding issue in G15 actually began several weeks ago. The storm drains were cleaned. The mulch located along the storm inlets was replaced with stone, a material that will not float in heavy rains and plug the drains. Then work is underway along the far northeast of the south grounds building to aid in relieving flood issues with the G15 lot. A storm swell is being cut through the landscape bed that will allow rainwater to naturally or by gravity flow immediately away from the parking lot to another storm drain.

Motion to resolve made by Christine Edgeman and seconded by Christine Rhine. Motion passes.

RFI #29 2016-2017: Salary and Employee Benefits

Concerning part-time employees: We have to work two years before we become eligible to start accruing sick and vacation leave. This practice by Ball State does not support a healthy work/ home environment. I would like to see this “handbook” policy changed and have all current part timers get their leave retro back

to their hire dates. As more offices are hiring part-time workers, keeping them will be the issue and leveling the playing field will be a good start.

4/11/2017 Response from Kate Stoss, Human Resources: We reviewed our employee count reports for the past two years to determine if offices were employing more part-time staff employees. In February of 2015, we had 7 part-time staff employees and in March of 2017, we still had 7 part-time staff employees. We reached a peak in August of 2015 with 10 part-time employees. The average employee count for the two-year time frame is 7.6.

Because part-time employees can work with their supervisors to flex their work schedules in order to minimize the amount of time off needed, the University is not making changes to our sick and vacation leave policies for part-time staff.

Motion to resolve made by Cathy Cunningham and seconded by Susan Bourne. Motion passes.

RFI #30 2016-2017: Salary and Employee Benefits

Part-Timers Vacation Accrual Rates: Part-Timers Accrual Rates never increase as per the handbook. At three years of employment, a Full-Time Employee will receive .0692307 of an hour for each hour in pay status, where a Part-Timer will be getting .0461538 of an hour for each hour in pay status for vacation. Sick time is Full Time .0461538 of an hour for each hour in pay status, and part-time .0230769 of an hour for each hour in pay status. Part-timers never receive an increase in their accruals! Part-timers are already working less hours so they will accrue less to begin with. I want the handbook changed and the retro accruals given to those who have worked over three years as a part timer and have only received the lower rate.

Please see response for RFI #29.

Motion to resolve made by Heather Melton and seconded by Michelle Jones. Motion passes with 1 abstention.

RFI #31 2016-2017 Research and Salary and Employee Benefits

I would like the tuition remission for spouses be changed to include graduate fees.

4/11/2017 Response from Kate Stoss, Human Resources: In order to attract and retain talented employees, Ball State University regularly reviews our benefits package to ensure that it remains highly competitive. Recommended adjustments to the plan are reviewed in relation to the cost of the benefit versus the value it would add. In 2013, Sibson Consulting assisted with a review of our plans by conducting internal and external surveys. In comparison to other universities, our tuition benefit for spouses and children is more generous than our comparators. In additions, employees did not identify graduate fee remission for spouses as a desired benefit. Considering the additional costs the University would incur to add this benefit and that it was not identified as a benefit to expand, we are not pursuing added graduate tuition remission for spouses.

Motion to resolve made by Heather Melton and seconded by Nikki Sherfy. Motion passes with 1 against.

RFI #32 2016-2017 Research and Salary and Employee Benefits

I would like to know why the policy has been changed for employees taking classes to where only up to 4 hours can be taken during your work hours. I was able to get my undergrad degree by taking six hours every semester and now that I am doing my graduate work the policy apparently changed the fall of 2016. Because the degree program that I selected the required courses are only offered during the day and instead of taking 2 years to complete the program it would have taken 4 years. I was lucky since I started my degree in 2015 and was able to take 6 hours during my work time for the first year. This year when I got a denial for my fee remission I contacted HR and I explained that I clock out for lunch and that is my time, but was informed that it is during my work period between 8 to 5 and only one course would be allowed for fee remission. I do not understand when you get approval from your department and provide an adjustment of your work schedule so you still work 40 hours a week, or approved to use vacation time you have accumulated why we are being restricted to only 4 credit hours during our work time, especially when we are now required to clock in and out for lunch. I would like to see this policy changed back to 6 credit hours during work time in order for others to keep on track for graduation.

4/11/2017 Response from Kate Stoss, Human Resources: The Fee Remission and Educational Assistance programs for employees were implemented to provide for professional development and educational opportunities. A number of amendments have been made to expand the benefits offered through these programs. While the professional growth of our employees is extremely important to the University, opportunities to use this benefit must be balanced against the need to appropriately staff our offices and provide needed services. The committee charged with updating the policies, limited the number of classes/ credit hours that an employee could take during work hours and added the requirement of supervisory sign off. This was done to ensure that supervisors had approved changes to work schedules in advance and that we were still able to provide a high level of customer service.

4/20/2017 Update: RFI to remain open to answer questions raised during the meeting.

RFI #33 2016-2017 Research

What is the plan to correct water drainage in parking lot G15? This lot has been unusable every time it rains for at least the last three years. If it rains overnight, 50% of the lot is unusable and there are not enough alternatives in the area to accommodate employees. Even worse, rain during the work day has often left many employees stranded with no option other than wading through shin-deep water to reach their vehicles. The flooding is a combination of inadequate drainage piping and a poor overall engineering. If this lot is not going to be fixed, then Parking Services should have a plan to allow employees in the area to use the metered parking for no charge when the parking they paid for is unusable.

See Response to RFI #28.

Motion to resolve made by Christine Edgeman and seconded by Christine Rhine. Motion passes.

RFI #34 2016-2017 Research

Due to the recent development of having to use an employee BSU ID card to access printers in our offices, is there a possibility that we may be issued a second BSU ID card at no cost to the employee to be kept in their designated area. This could reduce the probability of employees losing their ID cards. Thank you for your consideration.

Response from Deb Howell, Assistant Director, Office of Information Security: An employee's credentials are digitally printed on the back of his or her ID Card, and they are only available on one card. In the event of printing another card, the credentials on the previous card are removed. The office does have the option of entering his or her BSU ID at the printer, which may become the best option for your office.

4/20/2017 Update: RFI to remain open to answer questions raised during the meeting.

RFI #35 2016-2017 Research

Hello! I understand that Neely is under the responsibility of the City of Muncie. However, I would like it if the Safety Committee or the Ball State community as a whole would ask the city to paint a crosswalk for the accessibility ramps in between the Architecture Building and the Rec Center. There are two painted crosswalks which stem from curbs to cross the street safely and conveniently. Yet where there are ramps, there is not. I believe this puts our fellow students and community member who prefer to use the ramps in a predicament. They can either choose to go down to the two accessible crosswalks, or cross the street outside of a painted space. I think it would be wonderful if University would suggest making the crosswalk and possibly installing a speed table of bricks to help make that crossway/ crosswalk safer for everyone. I believe installing the stop sign by the health center has slowed traffic significantly, however this safety precaution will also benefit our community. Thank you.

4/14/2017: This RFI has been forwarded to Facilities. We are awaiting a reply.

4/20/2017 Update: Email response from Jim Lowe April 18,2017

The plan is to add crosswalk designations at these location[s] during the upcoming summer. We also plan to install, type to be determined, some other visible designation alerting motorists to these crossings.

Motion made to resolve by Nikki Sherfy and seconded by Sharon Harper. Motion passes

RFI #36 2016-2017 Salary and Employee Benefits

This year when filing my taxes my accountant noticed that my contribution form from Ball State was dated January 2017; therefore, I could not deduct my donations to BSU this year on my taxes. I have been able to in the past, but the forms were always dated December of that year. I am asking that the university be more diligent in making sure the dates are correct on these forms so that I get to take this deduction in the correct year.

4/7/2017: This RFI has been forwarded to the Foundation. We are awaiting a reply.

4/20/2017 Update: Email response from Jeffrey Lang April 19, 2017

Thanks for contacting the Foundation with your question. We appreciate all contributions from employees, alumni and friends and want to be sure they are acknowledged properly. I am responding to the RFI noted above on behalf of the Foundation. It is difficult to answer the person who wrote the question as we do not know the exact facts and circumstances surrounding their gift to the Ball State University Foundation they referenced. If we assume that the person asking the question was an employee making a monthly contribution through a payroll deduction or a donor making a recurring monthly gift, they would receive one contribution receipt for the entire year that is mailed out in mid-January. (See copy attached of the body of the letter sent out in January, 2017 for 2016 contributions). While the letter is dated January 12, 2017, the body of the letter states that this receipt is for charitable contributions in 2016.

We continually look for ways to improve our processes and will review our procedures related to the annual receipts letter to be sure that it is apparent to the donor what tax year is covered. If there are other questions, please let me know.

Screenshot of foundation letter:

We appreciate your ongoing support to Ball State University.

Your generosity is a clear demonstration that the welcoming Ball State community is committed to the success of its students. You can take pride in knowing that you help make Ball State great with first-rate faculty and programs successfully preparing students for the real world.

That Cardinal pride can certainly be felt as we move toward the university's Centennial in 2018. This historic milestone inspires us to build a strong culture of engagement and philanthropy, and your involvement will further strengthen the university and encourage others to participate.

Below is the receipt for your recurring charitable contributions during 2016 for which you did not already receive a tax receipt during the year. Please maintain this receipt with your tax records.

Thank you for your philanthropy and ongoing commitment.

For Ball State,



Cheri E. O'Neill, '89
President and CEO
Ball State University Foundation



"My classmates and I are encouraged to take chances and to dream big, thanks in part to donors who believe in us. They've set a great example I hope to one day follow."

—Sophie Gordon
Pre-media Law, Journalism-news



Primary Date: January 12, 2017
Payment Type: Visa/Mastercard

Motion made to resolve by Angela Pickett and seconded by Cheryl Simpkins. Motion passes

VIII. Announcements

- A. Next meeting will be held on May 18, 2017
- B. Angels for Life Blood Drive Schedule:
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.
 - April 20, 2017 – *The Wailin' Jenny's* (Pruis Hall)
 - May 1, 2017 – *GuGu Drum Group of Shanghai* (Pruis Hall)

Motion was made to adjourn by Angela Pickett and seconded by Nikki Sherfy. Meeting adjourned at 2:24 p.m.

Respectfully submitted,

Melissa Nagle
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