

BSU Staff Council
Meeting Minutes #10
Thursday, May 18, 2017
1:15 pm
Student Center 301-02

- I. Call to Order
- II. Speaker: Kate Stoss, Director of Human Resources, and Shandy Filipowski, ADA and Leave Administration Programs.

Summary Sent from HR via Email 6/12/17:

On February 3, 2017, the Ball State University Board of Trustees approved two policies that support employees in achieving professional success while balancing family needs. This new Ball State University Parental Leave Policy and enhanced Sick Leave Policy are the result of a collaboration between administration and the Gender Equity Task Force in response to overall employee feedback on benefits of *"high value."* The enactment and implementation of this significant family friendly policy is also *"consistent with the policies offered by our peer institutions"* and Ball State University's ongoing commitment to work-life balance.

KEY POLICY FEATURES:

- New Parental Leave Policy:
 - Provides up to six weeks of paid leave to parents following the birth or adoption of a child.
 - This paid leave is available to any benefits eligible employees who have at least 12 months of continuous service.
- Enhanced Sick Leave Policy:
 - Employees may use an additional 60 days of earned sick leave balances in a fiscal year for the care of a family member with a serious health condition, as defined in the Family and Medical Leave Act.
 - Employees shall be required to submit a formal application, with supporting documentation, to use additional leave beyond the 10 days currently allowed for routine care.

Please do not hesitate to contact Shandy Filipowski in University Human Resources services at 765-185-1036 or sfilipowski@bsu.edu if you have any questions.

- III. Roll Call

Present: Chris Caldwell, Bob Cope, Cathy Cunningham, Cindy Dillingham, Peggy Dixon, Christine Edgeman, Tamara Edwards, Diane Frankland, Sharon Harper, Michelle Jones, Mandy Lowe, Tori McClain, Adam McLachlan, Heather Melton, Melissa Nagle, Sarah Newell, Angela Pickett, Christine Rhine, Cheryl Simpkins, Cheryl Veatch
Absent: Adam Dungan, Andrew Fisher, Jennifer Hainey, Jackie Mead, Kurt Noel, Melissa Perry, Nikki Sherfy
Alternates: Lindsey Neeley, Jennifer Johnson, Mindy Wagner
Guests: Dr. Kourtland Koch, University Senate President

- IV. Approval of Minutes from 4/20/2017

Motion made by Sharon Harper and seconded by Cindy Dillingham. Motion passes.

V. Committee Reports

- a. Employee Relations – Angela Pickett-- [No update.](#)
- b. Public Relations – Heather Melton – [No update.](#)
- c. Elections – Chris Caldwell – The 2017 elections for 11 of the Staff Council voting groups have concluded and representatives have been chosen for each area. Those elected to serve during 2017-2019 term are as follows: Angie Zahner, Cathy Cunningham, Hank Gerhart, Cary Witter, Heather Melton, Lisa Gregory, Kim Bechdolt, Jason Brown, Angela Pickett, Peggy Dixon, and Ashley Pilmore. An email announcing the winners will be sent out immediately following this meeting to the area’s constituents. An election report was given in accordance to Articles 4.3.3 and 4.3.5 of the Constitution to Staff Council President Sarah Newell and approved University official Kate Stoss. The election has been verified by Kate.
- d. Hospitality –Melissa Perry – [No update.](#)
- e. Research –Christine Edgeman – [No update.](#)
- f. Salary & Employee Benefits – Tamara Edwards – [No update.](#)
- g. Angels for Life – Tori McClain – The May 24th blood drive time is scheduled from 10:00am-4:00pm
- h. Special Committee-
Public Safety Committee – Sarah Newell – [No update.](#)
Jane Morton-Adam McLachlan – [No update.](#)

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.

[07/06/2016 Question has been submitted to Human Resources.](#)

[10/03/2016 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.

[01/19/2017 Update:](#) No update

[02/16/2017 Update:](#) Employee Handbook is currently in the process of being updated.

[03/13/2017 Update:](#) No update at this time.

[03/16/2017 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.

[04/20/2017 Update:](#) No update at this time.

05/18/2017 Update: The updated Employee Handbook is scheduled to be complete by the beginning of July.

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.

02/02/2017 Update: This RFI is in the process of being adopted to the Employee Handbook. It will remain open until then.

02/16/2017 Update: Employee Handbook is currently in the process of being updated.

03/13/2017 Update: No update at this time.

03/16/2017 Update: See update for RFI #1.

04/20/2017 Update: No update at this time.

05/18/2017 Update: The updated Employee Handbook is scheduled to be complete by the beginning of July.

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.

03/13/17 Update: This RFI was forwarded to the Bursars office. We are awaiting a reply.

03/16/2017 Update: This RFI was forwarded to the Bursar's office. Kate Stoss, Director HR, hopes to provide more information in the next meeting.

04/20/2017 Update: No update at this time.

05/18/2017 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.

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.

04/20/2017 Update: RFI to remain open to answer questions raised during the meeting.

05/11/2017 Update from Gracie Reiff, Manager of Compensation and Human Resources Information: In a very general sense the scope of a position with the title of just Secretary, not Secretary to a Dean or Secretary to a Vice President, has a more limited scope than does a position with the title of Administrative Coordinator. Positions with Secretary titles are normally found in salary grades 8 and 9 whereas positions with the title of Administrative Coordinator are mostly in grades 9 and 10. However, the main objective of the title of any staff position is to describe the function of that position, and when a position audit is conducted the title of that staff position is always reviewed.

As you probably know the classified staff system uses seven compensable factors to evaluate staff positions and the ratings of these factors are used to place staff positions into salary grades. Those factors are Training and Education, Experience, Complexity, Independence, Impact, Communication with

Others, Direction of Others, and Contact Overload. Positions with Secretary titles will generally have lower ratings in complexity, independence, and impact that Administrative Coordinator positions do.

05/18/2017: Motion to resolve by Bob Cope and seconded by Michelle Jones. Motion passes.

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.

04/11/2017 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.

04/20/2017 Update: RFI to remain open to answer questions raised during the meeting.

05/18/2017 Update from Kate Stoss, Human Resources: While classes may be 50 minutes to 1 hour and 15 minutes, individuals also need time to walk to and from class. Dependent upon the location of the class, this could add an additional 20 to 30 minutes of time. An employee may need to be away from work 80 minutes in a day (4 hours in a week) in order to take a 3 credit hour course. Because the University needs to appropriately staff offices while still allowing employees to pursue educational opportunities, the University decided to limit the number of course hours that can be taken during work hours.

05/18/2017 Motion to resolve made by Michelle Jones and seconded by Tamara Edwards. 1 abstention and 1 no vote. 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.

04/20/2017 Update: RFI to remain open to answer questions raised during the meeting.

05/05/2017 See response to RFI #41

05/18/2017 Motion to resolve made by Tamara Edwards and Seconded by Cindy Dillingham. 1 no vote. Motion passes.

VII. New Business

RFI # 37 2016-2017 Assigned to Employee Relations

I am wondering if there is ANYTHING that can be done about the severe overpopulation of geese on campus? They are aggressive, and the walkways are a horrible mess all the time. Can someone look into a solution for all this? We have a beautiful campus, but they are ruining it, and some people are even not walking on break and lunch because of them. Thanks for your time and consideration on this issue.

04/11/2017 Update from Jim Lowe, Associate Vice President for Facilities Planning and Management: Canada geese are protected by Federal Wildlife standards. We are severely limited in what techniques we can use.

When we have an area we know they are feeding we spray the lawn with a chemical which stops them feeding. However, it has a short life space and needs to be reapplied. This becomes even more of an issue when we mow the lawn. Mowing removes the product, which again shortens the length of time it is effective.

We are permitted to treat the eggs with vegetable oil, if we can locate the nest and not get attacked by the geese themselves. This smothers the egg but the female still believes them to be alive so doesn't lay another one. This is a long-term solution with variable results.

Various scare tactics have been used with a somewhat limited success. These include dogs, noise makers and laser lights. Some places have used swans to keep the geese at bay but that just seems to trade one problem for another.

Here is the Indiana DNR site regarding Canada geese:

<https://www.in.gov/dnr/parklake/files/CanadaGooseColorFAQ2007.pdf>

05/18/2017 Motion to resolve made by Christine Edgeman and seconded by Cheryl Simpkins. 1 no vote and 1 abstention. Motion passes.

RFI # 38 2016-2017 Assigned to Employee Relations

Since the pond was installed in front of Park Hall, I've noticed an increase in the number of geese in that area. I experienced an encounter with two geese recently while walking near DeHority Hall. I wasn't hurt, but I was concerned that one of them was going to attack me. With spring being their breeding season, perhaps they has a nest nearby and saw me as an intruder. I naively thought they were going to be "friendly" when they first approached me, so I softly began talking to them. I soon realized they were exhibiting territorial behavior. One of them jumped and flew directly at me twice. The other one was hissing at me. I quickly went down to avoid being hit. I was able to get away by clapping my hands at them. Their presence is also noted by the numerous droppings on the sidewalks and parking lots, which is not very impressive to visitors. Is there some deterrent the University could use to keep them away from the center of campus? I don't want the geese harmed, just relocated, if possible, so that they are not inhabiting the center of campus.

Please refer to the response in RFI # 37.

05/18/2017 Motion to resolve made by Michelle Jones and seconded by Heather Melton. 1 no vote and 1 abstention. Motion passes.

RFI # 39 2016-2017 Assigned to Public Safety

I have been wanting to send this in for quite some time now. I am a professional employee in LB. I park in the red lot along Neely. The smoker's cage HAS to go. It has become a hangout spot of these students, playing loud music, using profanity, smoking marijuana, etc. The area is trashed all the time. There are always cigarette butts everywhere, pop cans and bottles on the ground, paper everywhere, and not to mention the cage walls have not been intact for quite some time from the students leaning on them. I witnessed drug paraphernalia yesterday. This is my second time witnessing this so I called the BSU police. These students were blaring their music, sitting inside cars hanging out in employee paid parking spots, and standing around everywhere smoking outside their designated area. This happens A LOT. The police even told me that they have been watching this area for a while now if that tells you anything. I came back from lunch today and could not even park because kids were scattered everywhere and cars not even parked in parking spots and some were. I refused to drive back in that corner area because it seems very unsafe. Something needs addressed. I am furious that this has been allowed to go on this long and so are others in my office and building. It is time that something is done about this.

05/16/2017 Update: The contents of this RFI have been addressed in a previous year's minutes. Below is a response from Kay Bales taken from the November 2015 minutes:

11/04/15 from Dr. Bales:

As stated in the official communication (provided below) released in August 2015, the equivalent of three parking spaces of the 730 acres on our campus proper were designated to address a public safety concern. Statement released in August 2015 "Ball State has designated a very small smoking area on the edge of campus adjacent to Petty Road for pedestrians' and motorists' safety. Over the last two years, people have congregated in the narrow Petty roadway and on private property adjacent to campus to smoke. We believe the designated area will address public safety concerns and our responsibility as a good neighbor. We will not designate any additional areas of campus (except for already designated

tailgating areas during home football games) and will remain tobacco free. We continue to be committed to providing a healthy place for people to learn, live, and work. We will continue to provide education and cessation programs, and encourage students and employees to STAFF COUNCIL MINUTES November 19, 2015 Page 13 access these opportunities to maintain a healthy lifestyle. For more information, visit bsu.edu/tobaccofree.”

10/18/15 Response from Jim Lowe regarding the maintenance of the Area:

The area was cleaned and we, as is currently the procedure, will continue to clean the area several times per week. The area will be monitored and if we need to increase the frequency of cleaning, we will do so.

Also from 11/19/2015 Minutes:

A discussion ensued as to further issues with the smoking area being sent to Jim Lowe or Work Control at 285-5081 directly rather than through an RFI.

05/18/2017 Update: after discussion the Council decided to get an updated response for this RFI.

RFI # 40 2016-2017 Assigned to Salary and Employee Benefits

Would like Staff Council to ask payroll to consider sending emails again to bi-weekly staff with our paystub attached. Of all the emails we receive, those payroll emails with our direct-deposit advice was one a lot of us actually opened and reviewed. Please request to Payroll they reinstate the paystub email.

05/09/2017 Update from Shana Rogers, Payroll Manager:

The decision to stop sending email notification of your direct deposit advice was prompted by the increasing number of fraudulent emails requiring our employees to sign in and/ or enter password information. Please know this decision was not made lightly, but with the best of intentions to safe guard our employees from yet another email asking them to enter personal information. Since the implementation of Banner in January of 2012, you have had access to your pay stub information online via Self Service Banner (SSB). You even have access to your pay stub approximately one day sooner via SSB than if you were to wait on the email notification from us. SSB also provides you a wealth of additional information like your address, emergency contacts, benefits, leave balances, tax forms, and access to W-2s. The emailed direct deposit advice was doing you a disservice because it was a summarized version of your check, the best place to check your information is in SSB which provides you a detailed pay stub. I hope my explanation helps you understand the necessity for the change. At this point in time there is no intention of reinstating those emails.

05/18/2017 Motion made by Christine Rhine and seconded by Tamara Edwards. 1 Abstention. Motion passes.

RFI # 41 2016-2017 Assigned to Research

My comments are in reference to RFI #34. Did Deb Howell or her unit research if an upgrade or something could be done to the current system to allow for an additional card? Does Deb’s unit have one of the new copiers and have to manually log into each time? Frankly this is a real pain in the butt. When you have to use this machine all day to print, copy, fax, and scan – you are at it many many times per day. Manually

logging in each time is impractical and time consuming. Ball State figured out a way for banner to have only one log in screen to eliminate having to log in all the time. Can the same not be done so we can have a second ID card for the copiers? Staff also now need their IDs to clock in/ out so if you forget your ID at the copier then you have to go get it. We also used to have a printer at our desk and now we don't. Now we have to log in every time we want to print/ copy/ scan/ fax. Does anyone stop to think that all these little changes added up to irritants and waste time during the day. I am not a lazy person and don't mind getting up, but the lack of ease with using the new copiers is frustrating.

05/05/2017 Update from Deb Howell, Assistant Director of Information Security: (This response addresses several questions brought up in the RFI) Yes, we do have one of the copiers that require us to manually log into each time. I believe all departments do, or soon will. Not only do I have to use my ID card at the copier, I have to log in at my desktop at least once a day when I print because I keep my browser history and cache cleared daily.

I cannot speak about the Pharos printer solution. I was not involved in the set-up and/ or software. I do understand that it can become annoying at times since it requires us to take an additional step each time we want to print.

A quick and easy solution your department might want to consider is to require wearing a lanyard, which holds your ID Card. That serves multiple purposes.

- For security reasons – it is beneficial to be identifiable with a name/photo ID on you at all times.
- For positive customer service - visitors in the office can easily identify the person they are speaking to.
- For accessibility – you will have your ID with you at all times, including when you need to clock in/out, and when you need to print/copy/scan/fax.

Another solution is entering your username/password at the printer, instead of swiping your card.

I support the Staff Council in questioning others to see if there is a better method/ solution to achieve a desired goal. As employees we have to stay positive, and not let it become an irritant.

As the university tries to find ways to cut cost, as they have with the Pharos printing system, we as employees have to be understanding and patient. Without cost cutting opportunities like Pharos, they would to cut costs somewhere else.

05/18/2017 Motion to resolve made by Diane Frankland and seconded by Tamara Edwards. 1 Abstention. Motion passes.

RFI # 42 2016-2017 Assigned to Salary and Employee Benefits

When an employee earns a degree, do they get a pay raise? I couldn't find any information about that in the handbook or online. If so, is there a process they need to follow?

05/16/2017 Update from Kate Stoss, Director of Human Resources:

The University does not grant an automatic pay increase to employees when they earn a degree. An employee's pay level is based upon their pay grade and performance (annual and merit increases).

An employee may request a job audit with the direction of direct supervisor.

05/18/2017 Motion to resolve made by Cindy Dillingham and seconded by Christine Rhine. 1 Abstention. Motion passes.

RFI #43 2016-2017

Questions about Out of State Conferences attended by Staff and Kronos timekeeping. 1. Meals provided by the Conference. Are these to be counted as work time or not? No meal compensation is provided for these and you are expected to attend and eat the meals provided. 2. Social Events planned by and as part of the conference. Are these to be counted as work time or not? 3. Time waiting in an airport to board a plane. If this waiting time takes place during a traditional evening dinner time, do you have to take off an hour of work time as a personal mealtime whether you eat or not, even though you have to be in the airport at that time to wait for a flight? 4. Flying time. As you know, airlines do not provide meals. Snacks yes, meals no. So, if you are flying in the air to a conference and it takes place during a mealtime, do you have to take off an hour of work time as a mealtime whether you eat or not? Thank you.

05/16/2017: RFI was forwarded to Janet Shindler and Kate Stoss. No update at this time.

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 upon 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 falls 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>.

05/18/2017 Motion to resolve made by Angela Pickett and seconded by Tamara Edwards. 1 Abstention. Motion passes.

RFI #44 2016-2017

I have only been at Ball State for 6 months but one of the first things I've noticed is the lack of care that drivers provide to pedestrians especially on McKinley through campus and other major thoroughfares through campus. I park in R2 and cross Petty at the crosswalk to get to Robert Bell and I have been almost hit at least three times by cars that have failed to stop for me even after I am halfway across the street. I'm not sure what needs to be done (more enforcement, speedbumps at crosswalks, flashing signs), but I'm seriously concerned for the safety of pedestrians crossing the street on-campus. Thanks!

05/16/2017: No update at this time.

VIII. Announcements

- A. Next meeting will be held on June 15, 2017
- B. Angels for Life Blood Drive Schedule:
May 24/25, 2017

Motion made to adjourn made by Cindy Dillingham and seconded by Cathy Cunnigham.

Meeting adjourned at 2:36 pm.

Respectfully submitted,

Melissa Nagle
Staff council Secretary