

BSU Staff Council  
Meeting Minutes #11  
Thursday, June 15, 2017  
1:15 pm  
Student Center, Multi-Purpose Room

I. Call to Order

II. Speaker: N/A

III. Roll Call

**Present:** Chris Caldwell, Cathy Cunningham, Cindy Dillingham, Peggy Dixon, Christine Edgeman, Tamara Edwards, Andrew Fisher, Jennifer Haney, Sharon Harper, Michelle Jones, Mandy Lowe, Tori McClain, Adam McLachlan, Jackie Mean, Heather Melton, Sarah Newell, Kurt Noel, Christine Rhine, Cheryl Veach

**Absent:** Susan Bourne, Bob Cope, Cindy Dillingham, Adam Dungan, Diane Frankland, Matt Gaither, Melissa Nagle, Melissa Perry, Angela Pickett

**Guests:** Lisa Gregory

IV. Approval of Minutes from 5/18/17

Motion made by Tamara Edwards and seconded by Cindy Dillingham. Motion Passes.

V. Committee Reports

- a. Employee Relations – Angela Pickett-- No Report
- b. Public Relations – Heather Melton – [The committee headed the Staff Council Purse and Wallet collection drive to benefit the Back to School Teachers Store.](#)
- c. Elections – Chris Caldwell – [Still accepting nominations for President, Vice President, and Secretary](#)
- d. Hospitality – Melissa Perry – No Report
- e. Research – Christine Edgeman – No Report
- f. Salary & Employee Benefits – Tamara Edwards – No Report
- g. Angels for Life – Tori McClain – [5/24/17- 16 Units, 6 deferrals; 5/25/17- 24 Units, 0 deferrals.](#)
- h. Special Committee-  
Public Safety Committee – Sarah Newell – No Report  
Jane Morton-Adam McLachlan – No Report

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.

**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.

**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.

**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.

**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.

**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.

**6/13/17:** No update at this time.

**6/15/17 Update:** Kate Stoss has requested more data from the Bursar's Office.

**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.

**5/16/2017 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:**

**11/4/15 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](http://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.

**05/18/217 Update:** After discussion the Council decided to get an updated response for this RFI.

**06/12/17 Update from Jim Duckham, UPD Chief of Police:**

UPD regularly patrols R-2, which is the lot that the smoking section is contained in. As part of UPD's community policing efforts, officers stop by the smoking section and have had discussions with people about our expectations. The smoking section is used by students, faculty, visitors, and staff. UPD has received very

few complaints concerning the behaviors mentioned in the email for the entire R-2 lot. As you know, students can park in that lot if they purchase an R-2 permit. Additionally, people can smoke in their vehicle with the windows rolled up.

I would encourage people to call UPD if they observe illegal activity or suspicious behavior. Additionally, Parking Enforcement Offices are regularly in R-2 enforcing parking regulations. PEO's call UPD if they observe activity that needs a police response. I will speak with my shift commanders to ensure officers continue to patrol R-2 and visit the smoking area. I will speak to Jim Lowe regarding the issues of trash and the wall of the smoking area.

06/15/2017: Motion to resolve made by Tamara Edwards and Seconded by Cathy Cunningham. 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.

6/13/17 Update: No update at this time.

06/14/17 Update: Response from Jim Duckham, Director of Public Safety:

UPD patrols the campus both on foot and in patrol cars. UPD has made traffic and pedestrian safety a priority, particularly on the day shift and afternoon shift. Officers regularly monitor crosswalks on campus and take the appropriate enforcement action. Most of the pedestrian crossings at major intersections are controlled by traffic control devices (walk/ don't walk signs). With respect to the crosswalk at the Bell Building/ R2, UPD has received few if any complaints. This cross-walk has no traffic control device. I will have the day shift and afternoon shift pay special attention to that particular crosswalk to see if they observe the concerns mentioned.

As a reminder, vehicle traffic has to yield to a pedestrian crossing the roadway within the cross-walk when the pedestrian is upon the half of the roadway which the vehicle is traveling or when the pedestrian is approaching closely from the opposite half of the roadway.

6/15/17: Motion to resolve made by Sharon Harper and seconded by Tamara Edwards. Motion passes.

VII. New Business

**RFI #45 2016-2017**

Most of us have been reminded this week to use our Comp Time before the end of the fiscal year. Some of us have been told that BSU will be monitoring Comp Time much closer in the upcoming fiscal year and that we should NOT be earning it unless it has been pre-approved. My question is --- why are we being notified to use the time NOW with only 40 days left in the fiscal year? Some of us still have vacation time that we are trying to use. Is there not a way that we could be reminded to use the Comp Time earlier in the year or have the date for usage of our vacation time moved to no later than mid-August like the professional staff? We all understand budget constraints but we also worked over our 40 hours and therefore have legally earned that time or money.

**06/06/17 Update from Kate Stoss, University Human Resources:**

The policy regarding overtime for nonexempt staff states that “compensatory time off earned during a work year (July 1 to June 30) must be used during that work year.” In cases where it is not possible to schedule the time off, the University will pay the unused balance at the end of the fiscal year. For budgetary and accounting purposes, unused comp time earned during a fiscal year must be paid/ used during the same fiscal year so that we can appropriately track labor costs. In the past, Payroll and Employee Benefits notified supervisors of employee comp time balances each spring and explained that time must be used by the end of the fiscal year. This was a manual process and we were not able to provide frequent updates. In addition, we found that not all supervisors had access to their employees’ comp time balances and were not aware of how much time had accumulated.

In order to better assist supervisors, PEB and UHRS developed an automated process that provides comp time balance information on a regular basis. This new report was initiated in early May and supervisors now receive this information on a monthly basis so that they can work with their employees to schedule time off. While there is a budgetary cost associated with comp time, there also exists a work/ life balance issue. When employees are required to work additional hours during the week, the University’s expectation is that these employees are provided time off at another point during the fiscal year so that they can balance work and personal needs.

**06/15/17:** Motion to resolve by Cathy Cunningham and seconded by Tori McClain. 1 abstention by Christine Edgeman. Motion passes.

**RFI #46 2016-2017**

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.

**6/13/17 Update:** This is under consideration but no update at this time.

**6/15/17 Update:** Kate Stoss is working on a proposal concerning this RFI.

VIII. Announcements

A. Next meeting will be held on July 20, 2017. This meeting will be for officer elections.

Motion to adjourn by Christine Rhine and seconded by Sharon Harper.

Meeting adjourned 1:58 pm.

Respectfully submitted,

Adam McLachlan  
Staff Council Vice-President