

Ball State University Staff Council
Minutes from Meeting #9
April 18, 2024
Location: Student Center Multipurpose Room (L28)
Time: 1:15PM

Members Present:

Sherry Boylan, Sherry Clark, Tiffany Edwards, Lisa Etchison, Hank Gerhart, Tasya Hannon, Nick Havranek, Krista Hayes, Dee Hoffman, Melissa Hull, Tonya Johnston, Monica Kappes, Jodi Landreth, Alanna Lewis, Maya McCallaugh, Courtney Quinn, Chris Raleigh, Cheryl Simpkins, Amber Spaw, Christine Sprunger, Maija Thompson, Jeremy Waymire

Excused Absences: Nichole Flick, Doug Jennings, Kathy Weaver

Guests:

Darrell Clark, Charlotte Kupsh, Melissa Rubrecht, Kate Stoss, Andrea Stuffel

- I. **Call to Order** – The meeting was called to order at 1:15PM.
- II. **Speaker** – Charlotte Kupsh (Writing Center Director)
 - a. The Writing Center provides free one on one feedback to writers across the University, including staff. They can help staff plan, brainstorm, outline, draft, revise, or just stay motivated during the process for both personal and professional writing projects.
 - b. They're staffed with 20-30 undergraduate and graduate student tutors, extensively trained to work with all types of writing across disciplines (and their bios on the scheduling website show who has expertise in specific areas).
 - c. Resource to students, staff, and faculty in your areas and consider using them yourself!
 - d. To make a 45 minute appointment, go to www.bsu.edu/writingcenter, email them at writing@bsu.edu, or call 765-285-8370. They have locations in Robert Bell (295), Bracken Library West, or you can meet online.
- III. **Roll Call** – Silent roll was taken by Melissa Hull.
- IV. **Approval of Minutes from March 21, 2024** -- A motion was made and seconded (C. Sprunger / H. Gerhart) to approve the March 21, 2024 minutes as presented. The motion carried.
- V. **Committee Reports**
 - a. Employee Relations – Monica Kappes: No report.
 - b. Public Relations – Amber Spaw:
 - i. The PR committee now has a flier to promote Staff Council to potential new staff
 - ii. Final changes will be made by the Agenda Committee before disseminating.
 - c. Elections – Chris Raleigh:
 - i. Hoffman: Thanks to Chris Raleigh, Ginger Mills' committee chair replacement, who begins today.
 - ii. Raleigh: Is working with Chris Caldwell to learn the ropes.
 - d. Hospitality – Tasya Hannon: No report.
 - e. Research – Nick Havranek:
 - i. Hoffman: Our thanks to Nick Havranek who has been making changes to the website.
 - f. Salary & Employee Benefits – Christine Sprunger: No report.
 - g. Angels for Life – Lisa Etchison

- i. 5/21/24 is the next blood drive, and it is a single-day drive. Alanna and Krista will run this drive, as Lisa will be absent for this one.
 - ii. Going forward with drives, every volunteer should give the coupon as donors check in. Krista has provided Raising Cane's coupon to provide in May.
 - iii. Every donor can spin the wheel at this particular drive.
- h. Special Appointments:
- Public Safety –Jeremy Waymire: Committee will meet this coming Tuesday, and the big thing on the agenda is to discuss the Lost and Found RFI. It will take some time to come to a resolution there.
 - Jane Morton Award – Dee Hoffman:
 - i. The award received 7 nominations.
 - ii. Nominees and winners will be announced; there will be a reception on May 10, 2024. The committee will pick the winner soon.
 - Women of Ball Family Leadership Legacy Fund – Dee Hoffman:
 - i. There's now a pdf fillable application form created by Jeremy Waymire, so it will open as soon as it's allowable.
 - ii. All who are staff or service affiliated can apply; you must have worked here for 5 years and be in good standing.
 - iii. This is for professional development or continuing education.
 - iv. Applications are due May 17, 2024 by 5:00PM. These are self-nominating.
 - v. Four non-applying committee members will be randomly selected as the awarding committee.
 - vi. This will be awarded to staff up to \$1,000 (in a single award or split across multiple awards). Five out of seven applicants were awarded last year.
 - Traffic Appeals Committee – Jeremy Waymire:
 - i. They now have students to serve on this committee and will meet weekly to resolve 75-100 appeals per hour to catch up on the backlog.

VI. Old Business

RFI #23 2022-2023 1/19/2023 Assigned to Alanna Lewis; Reassigned to Dee Hoffman and Monica Kappes (Employee Relations)

Please reconsider the steps and policies in place when using SciQuest and or Chrome River. With the latest updates to funds/access and so on, the amount of hoops one has to jump through is outstanding in order to 'properly' submit a reimbursement, have it approved AND make sure that the FOAP is correct while then also submitting a form later in order to have the funds replenished in the foundation account.

2/14/23 – Update from Alanna Lewis

Amy is sharing the questions with Steven Wachtmann, Associate Vice President of Finance and Treasurer, and will have a response for staff council by the March meeting. There is a Foundation board meeting this weekend that they are preparing for and didn't have the time to prepare a response. They are aware of the challenges people are facing on campus and have been in contact with department heads about a solution.

2/16/23 – This RFI remains open.

3/13/23 – Response from Amy McClure (Controller, BSU Foundation)

It is important to note that the University and the Foundation are two separate entities. Both entities are required to follow the regulations and compliance rules established for each entity, including those relating to substantiation of expenses and withdrawals. The University (both the Controller and Budget Offices) and the Foundation have been working together to create automated processes to assist and expedite the withdrawal submission process.

3/16/23 – Discussion at Staff Council, we know they are working on it, we want more communication, and Alana will be speaking with the BSU Foundation.

04/19/2023 – Response from Missi Jones, Director of Accounts Payable

Is it possible to get some examples of the specific issues/concerns for this one? We have many guides and trainings available online to assist with the proper submission of reimbursements, but if any of that needs clarification, we would be happy to know what those are so we can make them more useful to the end users.

04/20/2023 – Discussion at Staff Council: Alanna Lewis will coordinate a ZOOM meeting with Missi Jones to discuss specific examples that have been sent to Alanna.

05/15/2023 – Alanna is asking for detailed directions or a list of documents that the Foundation requires when submitting reimbursements.

06/13/23 – Update from Alanna Lewis

I working on a draft copy of instructions on how to submit paperwork to the Foundation am for withdrawals

07/20/23 – Update from Alanna Lewis

No conclusion at this time. Alanna met with Missi Jones. Kate Stoss was asked to look into this as well.

08/17/23 – Update from Alanna Lewis

Stephan Wachtmann has reached out to Lisa Bevans regarding this issue and we are awaiting word from them.

09/7/23 – RFI reassigned to Dee Hoffman and Monica Kappes (Employee Relations)

09/18/2023 – Update from Lisa Bevans

We are very much engaged with the Foundation to get to a final solution. Once it is agreed upon, it will be widely communicated to the campus community.

09/21/23 – Motion made and seconded (C. Sprunger/L. Etchison) to table this RFI until February 2024. The motion carried.

02/12/24 – Awaiting response from Amy McClure (Controller) and Lisa Bevans (Associate Vice President, Office of University Controller)

3/19/24 – Awaiting response from Amy McClure, Lisa Bevans, Missi Jones and Stephen Wachtmann

3/21/24 – Reassigned to Tasya Hannon

4/16/24 Awaiting responses from Amy McClure & Lisa Bevans

RFI #17 2023-2024 2/21/2024 Assigned to Nick Havranek

Indiana is expected to receive a high number of out-of-state visitors for the solar eclipse, a once in a lifetime experience. When will Ball State University be announcing their plans to allow students and employees to view this without missing class or using vacation time? I believe the University should close the campus at noon on April 8 to allow everyone to enjoy the special activities surrounding this event. Also, a number of students/employees are traveling to campus or leaving campus during the eclipse, would this be a safety concern for students and staff?

3/4/2024 – Response from Darrell Clark (Associate Vice President for People and Culture)
So, the simple answer is...staff are allowed to celebrate and view the solar eclipse. To build on the information provided to you by Dayna, University leadership encourages managers/supervisors to allow employees to participate in the solar eclipse event. However, managers/supervisors have a responsibility to ensure that operations are not negatively impacted as well. If some students choose to seek on-campus services during this window, it is currently the expectation of leadership that those students receive the services they seek.

3/22/24 – Response from John Foster (Chief of University Police)

The Department of Public Safety has been actively involved with planning for the April 8th Solar Eclipse since September 2023. Assigned members of our staff have participated in many discussions with a variety of our campus and community partners for the last six months in preparation for this event. We have obtained information from other communities who have experienced solar eclipses to help us better prepare for the potential impact of additional guests/visitors to the Ball State and Muncie areas. Local emergency services will have a full complement of personnel working the days leading up to, during, and after the event, including medical services. Likewise, the University Police Department will have extra personnel working the shifts leading up to the solar eclipse and all personnel will be working the day of the event. Officers have already been assigned specific posts in anticipation of additional traffic and pedestrian travel while members of Parking Services will be available to assist with parking issues that may arise during this time.

4/18/24 – Motion/second to close this RFI (N. Havranek / L. Etchison). Motion passes.

RFI #18 2023-2024 2/29/2024 Assigned to Jeremy Waymire

I would request that a policy be put in place for lost and found items.

Suggestion:

Every building on campus should have a lost and found area or office that people at Ball State could go to if they've lost an item in that particular building. There could also be a designated office centrally located on campus for items lost outside the buildings.

A contact sheet should be used with contact information along with a description of the item when someone is asking about a lost item. A contact information sheet would help in the event that an item is turned in 'after' someone has already asked about it so that the office would know how to reach the owner.

The Student Center Hotel Desk was a collection area for unclaimed items, but that may no longer be the case. Information about where within each building---and for a general location for other areas across campus could be published on the Ball State website so that anyone could search 'lost and found' and be able to see areas where they should check.

This seems a particularly important solution as we are no longer able to post 'lost and found' on the Communications Center site. Unfortunately, there is currently no procedure for reuniting lost computers, keys, etc. to the rightful owner.

3/19/2024 – Response from Public Safety Committee

The Public Safety Committee is looking into this matter.

4/4/2024 – Response from Public Safety Committee

They will meet at the end of April and this will be discussed there. There's almost a need for a full-time position under Inventory Control with a centralized University office.

4/18/2024 – Awaiting Response from Public Safety Committee

Please send suggestions to Jeremy Waymire. Where to house this and who will remain responsible are the biggest issues; there's currently no centralized office that currently has the capacity to handle this. Handling/managing/inventorying/and disposing of lost and found items are the policies that need to be determined. UPD's policy is to only take in items of value; there's not enough space/manpower to handle lost and found items.

Health/safety items found should be directed to Anthony Rench, Associate Director of Environmental Health and Safety.

VII. **New Business**

RFI #19 2023-2024 3/6/2024—Assigned to Dee Hoffman

Since employees are required to work on April 8th, are we going to receive complimentary eclipse glasses. I'm sure students will be getting them - but what about employees?

Email from Dee Hoffman, Staff Council President, 3/27/2024 – Glasses can be found at locations across campus listed on the Eclipse website and may be obtained by showing your BSU ID.

4/18/24 – Motion/second to close this RFI (D. Hoffman / L. Etchison). Motion passes.

RFI # 20 2023-2024 3/20/2024—Assigned to Jeremy Waymire

Would it be possible to get the drive into the HB parking lot striped? People - especially those exiting the lot onto the road - just can't seem to figure out that it's a TWO-LANE/BIDIRECTIONAL lane. I can't tell you how many times I've nearly had a head-on collision because some driver was heading straight up the middle of the drive.

4/4/2024 – Response from Justin Smith, Associate Director of Public Safety and Parking Services

I'm open to the request and looking into it. This is new territory for me, and there may be restrictions or other rules I'm not aware of. Lot striping takes place over the summer hours.

4/18/24 – Motion/second to table this RFI until June 2024 (J. Waymire / C. Sprunger). Motion passes.

RFI #21 2023-2024 3/20/2024—Assigned to Christine Sprunger

The university needs to have "Natural Disaster" days for employees to take. Granted these disasters don't happen often but take the recent event: a tornado hit my hometown and the town I live in, Selma. It caused so much destruction along with power lines down and natural gas leaks. I was forced to use my vacation to cover this "natural disaster" and that doesn't seem fair. Just a thought because I'm sure I'm not alone on this request. I reached out to payroll just to check if we had anything of the sort in place and they suggested to notify staff council.

4/18/24 – Awaiting response from Kate Stoss

Kate Stoss and Darrell Clark will meet to discuss this.

VIII. **Announcements**

a. Ball State Employees have access to Udemy courses for free:

- To get to the courses, go to my.bsu.edu and scroll down to Udemy. Sign on to Udemy using a single sign on. Once in Udemy, you will see a Ball State logo in the upper left corner. Next to that, click on Explore, then Categories, then Learning and Development resources!
- The Learning and Development team can also create custom courses. They are

working on this with help from our campus partners. They are also working on taking the courses from the online training week last fall and putting them online so people can have access to the content at any time.

- b. Attendees: the annual Staff Conference on Friday, April 19, 2024. Lindsay Boccardo will be the nationally ranked keynote speaker presenting.
- c. Rubrecht: Employee Kickback. April 30. Lunchtime event. SC 310. 11:30AM-1:00PM. Hosted by OIE & UHRS. Every employee of the University is invited. No registration; just drop in.

IX. **Adjournment**

A motion was made and seconded (C. Raleigh / L. Etchison) to adjourn the meeting.

Meeting was adjourned at 2:12PM.