

**Ball State University Staff Council**  
**Minutes from Meeting #5**  
**December 14, 2023**  
**Location: Foundational Sciences Building (Room 253)**  
**Time: 1:15PM**

Members Present:

Sherry Boylan, Sherry Clark, Tiffany Edwards, Lisa Etchison, Hank Gerhart, Tasya Hannon, Nick Havranek, Krista Hayes, Dee Hoffman, Suzie Jones, Monica Kappes, Jodi Landreth, Ginger Mills, Courtney Quinn, Chris Raleigh, Amber Spaw, Christine Sprunger, Mike Talhelm, Maija Thompson, Kathy Weaver

Excused Absences: Nichole Flick, Melissa Hull, Doug Jennings, Jeremy Waymire

Guests:

Darrell Clark, Melvin Cole, Melissa Rubrecht, Kate Stoss, Andrea Stuffel

- I. **Call to Order** – The meeting was called to order at 1:16PM
- II. **Roll Call** – Dee Hoffman called the role of representatives.
- III. **Approval of Minutes from November 16, 2023** -- A motion was made and seconded (G. Mills / H. Gerhart) to approve the November 16, 2023, minutes as presented. The motion carried.
- IV. **Committee Reports**
  - a. Employee Relations – Monica Kappes: No report.
  - b. Public Relations – Amber Spaw: No report.
  - c. Elections – Ginger Mills:
    - Representatives Alanna Lewis and Cheryl Simpkins will be temporarily replaced with Suzie Jones and Mike Talhelm, respectively, through February 2024.
  - d. Hospitality – Tasya Hannon:
    - Guardian Scholars received more in donations for its winter break box campaign than ever before. Thanks to all those who donated!
  - e. Research – Nick Havranek: No report.
  - f. Salary & Employee Benefits – Christine Sprunger: No report.
  - g. Angels for Life – Lisa Etchison
    - There will be an upcoming blood drive 1/23-1/24/24.
    - Public Safety –Jeremy Waymire: No report.
    - Jane Morton Award – Dee Hoffman: No report.
    - Nomination applications will open sometime in January 2024.
    - Award reception set for Friday, May 10, 2024 at the Rinard Orchid Greenhouse Nature Center.
    - Women of Ball Family Leadership Legacy Fund – Dee Hoffman: No report.
    - Traffic Appeals Committee – Jeremy Waymire: No report.
- V. **Old Business**

**RFI #23 2022-2023 1/19/2023 Assigned to Alanna Lewis; reassigned to Dee Hoffman and Monica Kappes (Employee Relations) **TABLED UNTIL FEBRUARY 2024 BY MOTION 9/21/23****

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.

**RFI #3 2023-2024 6/22/2023 Assigned to Jeremy Waymire (Public Safety) TABLED UNTIL JANUARY 2024 BY MOTION 10/19/23**

I am requesting that the visitor parking area be reassigned to the upper floor in McKinley parking garage and that staff be allowed to utilize the bottom level as was the practice in the Emens Parking garage. In RFI #8 2022-2023, the reason given by Nick Capozzoli was "When the Emens garage was torn down and replaced with the NY Ave. garage, visitor parking was intentionally assigned to the 1st floor to be consistent with the parking plans of the McKinley Ave. and Student Center garage". This line of thought gave no consideration to the Staff who are paying \$450+ to park in a garage every working day and prioritizes visitors who may utilize the garage a "few" times a year during the normal work day. This has also generated RFIs concerning handicap parking locations and number of spaces. An RFI concerning congestion around the Parking metering system was also generated. With the Foundational Science Building and Health Professions Building locations, McKinley Garage is the closest place to park for those individuals with disabilities. If this was changed, the only cost would be in changing the signage.

**RFI #4 2023-2024 6/28/2023 Assigned to Amber Spaw (Public Relations) TABLED UNTIL JANUARY 2024 BY MOTION 10/19/23**

It would be beneficial if when a person leaves or comes into a new position that a form would be available to fill out to let everyone know they will need access to in the system on a specific date to start so there will not be any flaws or interruptions in the transition. I have contacted Kevin Ginther and he says that access to Banner cannot be given to the new person until the old is out of the position. It makes sense but couldn't a form be created so that the last week of the previous person can fill out the form and put the date of the new person taking the position comes. At my previous position at a University the IT had a form that allowed for this transition. It was triggered by the AC and then HR confirmed the end date.

**RFI #8 2023-2024 8/24/2023 Assigned to Christine Sprunger (Salary & Employee Benefits) TABLED UNTIL FEBRUARY 2024 BY MOTION 10/19/23**

I'm questioning the closure of the Employee Quick Clinic. I know this has been brought to Staff Council before, and answers are referred back to previous responses, but I'm requesting that it again be looked into as to what options staff have for medical care. Can an agreement be worked out that employees can use the Student Health Center? Can an agreement be made with WellNow on McGalliard for discounted rate for BSU employees? Can The Workplace Health Partners on Tillotson be considered that the City of Muncie, Delaware County employees and Muncie Community Schools employees use (we partner with MCS and allow them to use BSU services). Is there another option that can be considered for us? This was a huge employee benefit, not only for the employee, but BSU. My doctor for example is out of town. When I make an appointment, I'm losing work time for travel to and from the doctor and the visit itself. In my case, this is at least 3 hours. With the Quick Clinic, I could be in and out in under 30 minutes. I'd just like to this to be reconsidered and an alternative found so BSU employees have a medical care option that is close and affordable. Thank you for looking into this matter again. As an FYI- this RFI is being copied to Darrell Clark, Associate Vice President for People and Culture and President Mearns.

**RFI #10 2023-2024 10/6/2023 Assigned to Monica Kappes, Employee Relations**

When a faculty member self-discloses a medical issue that requires accommodations--anything from a classroom placed on the first floor to a special kind of chair--I can never get concrete answers on what needs to be submitted for documentation, how we can order items with departmental funds, etc. Even

the accessible doors and the elevator in our building are regularly non-functional, requiring regular reports to Work Control.

I know there are complex legalities involved (ex. HIPAA), but I don't ever get the answers I need to provide the services that are necessary, especially for GA instructors (since these graduate students are caught between their roles as students and employees). Could someone from HR or Employee Relations offer training or issue a policy for how office workers can obtain needed items for those with a medical need? Thank you for your consideration.

**11/14/2023 Update from Monica Kappes**

Awaiting response.

**12/4/2023 Update from Melissa Rubrecht (Director, Employee Relations & Affirmative Action)**

It might help to clarify that employees (including student employees and graduate assistants) who need accommodations in the workplace should work with the Employee Relations office for assistance with workplace accommodations. The Disability Services office handles student ADA accommodations outside of the employment setting. However, there are a lot of offices on campus that assist with the University's ADA compliances (e.g., Information Technology; Facilities Planning & Management; Housing & Residence Life), and Administrative Coordinators often help with things like classroom assignments as a normal part of their job duties. If the department is able to meet the request with departmental funds, that may be appropriate if the request is for something the department normally purchases anyway (for example, if a new hire is being set up with a computer, we should go ahead and get the one that appropriately meets their needs.)

Otherwise, employees with medical conditions who need accommodations should direct that request to Employee Relations. There are two documents, which are located on the Employee Relations website, that must be completed to initiate the workplace reasonable accommodation process. Examples of accommodations include assistive technology, flexible scheduling, and adjustment of workplace tasks and duties, along with modifications or enhancements to existing workplace facilities, so that employees may perform the essential functions of their jobs. The *Disability Accommodation Request* form is to be completed by the employee and submitted to the ADA Coordinator in Employee Relations. In addition, the employee must also submit a *Medical Verification* form completed by the employee's health care specialist which details the need for an accommodation. Once these documents are completed and submitted to the ADA Coordinator, initiate of the "interactive process" will occur. This process typically entails a discussion between the employee, the ADA Coordinator, and the employee's supervisor to identify and discuss reasonable workplace accommodations. At the conclusion of the process, the ADA Coordinator will issue a disability accommodation letter to the employee that specifies the accommodations offered by the University to the employee. A copy of this letter will be sent to the employee's supervisor and such letter is to be maintained in a separate, confidential file and is only accessed and used for matters related to the accommodation.

**12/14/23 A motion was made and seconded (M. Kappes / C. Raleigh) to close this RFI. The motion carried.**

**VI. New Business**

There was no new business to discuss.

**VII. Adjournment**

A motion was made and seconded (S. Clark / G. Mills) to adjourn the meeting.

Meeting was adjourned at 1:34PM.