

**Ball State University Staff Council**  
**Meeting Agenda #1**  
**Thursday, July 20, 2023**  
**Location: Student Center Multipurpose Room**  
**Location: SC L28 at 1:15 pm**

Members Present:

Sherry Boylan, Sherry Clark, Tiffany Edwards, Lisa Etchison, Hank Gerhart, Taysa Hannon, Nick Havranek, Dee Hoffman, Melissa Hull, Steven Jennings, Michelle Jones, Jodi Landreth, Alana Lewis, Ginger Mills, Courtney Quinn, Chris Raleigh, Cheryl Simpkins, Amber Spaw, Christine Sprunger, Judy Stearns, Maija Thompson, Jeremy Waymire, Kathy Weaver, Coralee Young

Excused Absence: Monica Kappes

Guests: Kate Stoss, Darrell Clark, Andrea Stuffel, Melvin Cole, Barb Irvine, and two others

- I. **Call to Order** – The meeting was called to order at 1:15 p.m. by Hank Gerhart, outgoing President.
  - II. **Roll Call** – Ginger Mills called the roll of representatives. Roll call showed 23 representatives present, 1 excused, and 6 guests. A quorum was constituted.
  - III. **Approval of Minutes from June 15, 2023** – A motion was made and seconded (M.Jones/C. Young) to approve the June 15, 2023 minutes.  
**The motion carried.**
  - V. **Committee Reports** –
    - a. Employee Relations – Alanna Lewis: No report.
    - b. Public Relations – Michelle Jones: No report.
    - c. Elections – Ginger Mills: Election results are in.
      - o Group Leader Representative. Tiffany Edwards agreed to take Melvin Cole’s spot, as he has been promoted from Custodial Group Leaders.
    - d. Hospitality – Dee Hoffman: No report.
    - e. Research – Nick Havranek: No report.
    - f. Salary & Employee Benefits – Christine Sprunger: No report.
    - g. Angels for Life – no report as Paula Rench was not present as her term has ended. However, from last month’s minutes: the dates for the 2023-2024 blood drives have been scheduled.
      - o September 19 & 20, 2023
      - o November 14 & 15, 2023
      - o January 23 & 24, 2024
      - o March 19 & 20, 2024
      - o May 21, 2024
- Special Appointments** –
- Public Safety – Hank Gerhart: No report.
  - A Jane Morton Award – Dee Hoffman: No report.

- Women of Ball Family Leadership Legacy Fund – Dee Hoffman: 5 applicants were chosen. All applicants were notified, and the 5 selected winners were notified and have received their checks. More to come on this.

#### IV. **Election of Officers for the 2023-2024 Staff Council Year**

Ginger Mills (with the help of her committee members): conducted the election, the results are:

- President: Dee Hoffman
- Vice President: Coralee Young
- Secretary: Melissa Hull

#### V. **Old Business**

##### **RFI #23 2022-2023 1/19/20223 Assigned to Alanna Lewis**

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.

##### **February 14, 2023 – 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.

##### **February 16, 2023 – This RFI remains open.**

##### **March 13, 2023 – Response from Amy McClure**

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.

**March 16, 2023** – 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** – from Alanna Lewis: I am working on a draft copy of instructions on how to submit paperwork to the Foundation for withdrawals.

**07/20/23**- from Alanna Lewis: No conclusion at this time. Alanna met with Missi. Kate Stoss was asked to look into this as well.

**08/17/23**- Stephan Wachtmann has reached out to Lisa Bevans regarding this issue and we are awaiting word from them.

**This RFI remains open.**

**VI. New Business**

Due to the election of officers, new business was postponed until the September Meeting.

**VII. Announcements**

**Angels for Life** – There will be a special blood drive on July 19, 2023 from 10:00 am to 2:00 pm due to the shortage of blood. It will be at the Art Journalism Building – BLOODMOBILE.

Michelle Jones announced that she would be stepping down as the representative from the Applied Technology, Ball Gym, Fine Arts, Health Professions Building, Research House, West Quad group. Ginger Mills will follow the constitution guidelines to find a replacement.

**VIII. Adjournment**

A motion was made and seconded (C. Simpkins/M. Thompson) to adjourn the meeting. Meeting was adjourned. (Time not recorded.)