

Ball State University Staff Council
Minutes from Meeting #8
March 21, 2024
Location: Student Center Multipurpose Room (L28)
Time: 1:15PM

Members Present:

Sherry Boylan, Sherry Clark, Tiffany Edwards, Lisa Etchison, Nichole Flick, Tasya Hannon, Nick Havranek, Krista Hayes, Dee Hoffman, Melissa Hull, Doug Jennings, Tonya Johnston, Monica Kappes, Jodi Landreth, Alanna Lewis, Maya McCullaugh, Courtney Quinn, Chris Raleigh, Cheryl Simpkins, Amber Spaw, Christine Sprunger, Maija Thompson

Excused Absences: Hank Gerhart, Jeremy Waymire, Kathy Weaver

Guests:

Jackie Buckrop, Darrell Clark, Melvin Cole Jr., Melissa Rubrecht, Kate Stoss, Andrea Stuffel, Dayna Thompson

- I. **Call to Order** – The meeting was called to order at 1:15PM.
- II. **Speakers** – Dayna Thompson (Planetarium Director) and Jackie Buckrop (Special Assistant for Academic Operations)
 - a. The Charles W. Brown Planetarium, as the largest planetarium in the state of Indiana, is happy to provide free or donation-based eclipse glasses to BSU and the surrounding community. For now, the best way for employees to receive these is to bring your BSU ID to the distribution sites.
 - b. This total eclipse is incredibly rare; 957 C.E. was the last total solar eclipse in Muncie, Indiana (though we did have a partial annular eclipse in 2017). The next eclipse won't be until 2099.
 - c. Information on the eclipse and the ways BSU and the community are celebrating can be found at these total solar eclipse sites: www.bsu.edu/solareclipse2024 and www.bsu.edu/calendar/categories/eclipse.
 - d. To witness the eclipse, you should look southwest, 50 degrees above the horizon. For safety, during any partial periods of the eclipse, you should wear protective glasses. During complete totality (when you can no longer see any crescent of the sun), you can take them off, but should put them back on once the sun appears in any part again. The whole event will start at 1:52PM, but totality only begins around 3:07:37 and ends 3:11:15. The eclipse as a whole will end around 4:24PM.
 - e. BSU will help NASA broadcast the event.
 - f. Weather will impact our ability to witness the eclipse. About 5 days out is when you'll know for sure, and if the forecast is consistent across several days, that's when you might expect clouds/rain to impact viewing.
- III. **Roll Call** – Roll was taken through an interactive activity with eggs & spring-themed questions.
- IV. **Approval of Minutes from February 15, 2024** -- A motion was made and seconded (C. Simpkins / C. Sprunger) to approve the February 15, 2024, minutes as presented. The motion carried.
- V. **Committee Reports**
 - a. Employee Relations – Monica Kappes: No report.
 - b. Public Relations – Amber Spaw: No report.
 - c. Elections – Dee Hoffman:
 - i. Thanks to Tonya Johnston, Ginger Mills' representative replacement, who begins today.
 - ii. Welcome back to Cheryl Simpkins & Alanna Lewis.

- iii. Interested parties to serve as Elections Committee Chair should contact Dee Hoffman. Upcoming elections for those at maximum term limits will begin soon.
- d. Hospitality – Tasya Hannon: No report.
- e. Research – Nick Havranek: Nick is continuing to update the staff council website.
- f. Salary & Employee Benefits – Christine Sprunger: No report.
- g. Angels for Life – Lisa Etchison
 - i. For the March 19-20, 2024 blood drive, 5 first-time donors were registered, and 37 blood products were collected, impacting up to 111 local lives.
- h. Special Appointments:
 - Public Safety –Jeremy Waymire: No Report
 - i. Hoffman: There will be a committee meeting on Tuesday with a report next week.
 - Jane Morton Award – Dee Hoffman:
 - i. Fliers were distributed for posting.
 - ii. The deadline for final nomination is April 3, 2024.
 - iii. Eligibility requirements: 5 years at BSU with service to the staff member's department, community, and university. 3-5 nomination letters required (that don't have to come from supervisor). The application has now been streamlined.
 - Women of Ball Family Leadership Legacy Fund – Dee Hoffman:
 - i. This fund is on a brief hold for now but will be back open soon.
 - Traffic Appeals Committee – Jeremy Waymire:
 - i. Students interested in serving on this committee should contact Justin Smith (Associate Director of Public Safety, jusmith@bsu.edu) in Parking Services.

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.

02/15/24 – Awaiting response from Amy McClure (Controller) and Lisa Bevans (Associate Vice President, Office of University Controller).

3/21/24 – Awaiting response from Lisa Bevans, Amy McClure, Missi Jones and Stephen Wachtmann.

RFI #15 2023-2024 1/02/2024 Assigned to Nick Havranek (Research)

Are there any plans to allow staff to celebrate/view the solar eclipse in April?

2/2/24 – Response from Dayna Thompson (Planetarium Director)

Information about the April 8 total solar eclipse and Ball State's planning is online at www.bsu.edu/solareclipse2024. The website and calendar will continue to be updated as more is planned. Solar eclipse glasses will be distributed at various sites on campus starting March 18 (Student Center, Emens, Dining Halls, etc.) and are currently available at all Brown Planetarium public programs. All members of the university community are encouraged to review the safety information online so they can enjoy the rare celestial event on Monday, April 8, 2024.

3/4/2024 – Response from Darrell Clark (Associate Vice President for People and Culture)

So, the simple answer is yes (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.

3/21/24 – Motion was made and seconded (N. Havranek / C. Raleigh) to close this RFI. Motion carried.

VII. New Business

RFI #16 2023-2024 2/16/2024 Assigned to Nick Havranek

Will Ball State be closing campus during the solar eclipse so that students and employees can view this once in a lifetime event? Other colleges in the state, including IU and Butler, have already announced their plans, and most K-12 schools in the area are closing early on this day. I appreciate that we can get eclipse viewing glasses, but those are not really helpful if we are not permitted to leave our desks to use them.

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.

3/21/24 – Motion was made and seconded (N. Flick / C. Quinn) to close this RFI. Motion carried.

- Stoss: The University will not close, but instructors have the ability to make arrangements regarding courses that day.
- Rubrecht: When flexibility is allowable, supervisors should allow staff to participate.

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.

3/21/24 – Motion was made and seconded (A. Boylan / T. Hannon) to hold this RFI. Motion carried.

- Tasya Hannon will contact the University Chief of Police to issue a statement regarding safety. In the meantime, Doug Jennings confirmed that police will be posted across campus, especially assigned to major campus intersections.
- Monica Kappes indicated that those in skilled trades and facilities will also assist for safety.

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.

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.

3/21/2024 – Response from Public Safety Committee

The Public Safety Committee is looking into this matter at their meeting next Tuesday. It will be addressed at the April Staff Council meeting.

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. Save the Date: The annual Staff Conference will be on Friday, April 19, 2024. Lindsay Boccardo will be the nationally ranked keynote speaker presenting.

IX. **Adjournment**

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

Meeting was adjourned at 2:29PM.