

**Ball State University Staff Council**  
**Minutes from Meeting #10**  
**May 16, 2024**  
**Location: Student Center Forum Room (SC 237)**  
**Time: 1:30PM**

**Members Present:**

Sherry Boylan, Sherry Clark, Tiffany Edwards, Lisa Etchison, Nichole Flick, Hank Gerhart, Tasya Hannon, Nick Havranek, Krista Hayes, Dee Hoffman, Melissa Hull, Doug Jennings, 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:** Kathy Weaver

**Guests:** Melissa Rubrecht, Justin Smith, Lydia Stanton-Roark, Kate Stoss, Andrea Stuffel

- I. **Call to Order** – The meeting was called to order at 1:35PM.
- II. **Speaker** – Justin Smith (Associate Director of Public Safety, Parking Services)
  - a. Asked about consistency, confusion, and inconvenience across garages and parking areas, Justin indicated that his primary values are to make parking easier and fairer. The plan is to audit all parking areas across the summer to make things more congruent across various garages; as of right now, it's difficult for parking services/staff and UPD to explain and enforce parking violations as well as for drivers to understand where and why they can and can't park in certain areas. Overall, the Director is looking to streamline parking and create more clarity for all on campus: students, employees and visitors.
  - b. In addition to addressing the striping in RFI #20 which was completed in lot R20, Parking Services has also dealt with several appeal complaints about the G20 parking area (across from Indiana Academy) regarding which spaces are allowable to park in. There is a sign, but they will clearly repaint to label non-parking, and they have added some additional meters. Parking Services welcomes additional feedback regarding areas that could improve (for instance, it was mentioned that signage could be clearer on the floors above the first in the McKinley parking garage, and they will be looking into this though nothing has been done yet). (Please note this is an updated response post meeting.)
  - c. The village's restructuring will result in eventual changes to existing parking structures, but it is not clear what those changes will be. In the meantime, Parking Services is trying to be proactive in floating ideas to mitigate potential parking complexities.
  - d. Parking services is looking into modifying the Teacher's College lot. One option is to keep the existing accessible spaces, and perhaps making designated spaces for both visitors and faculty/staff. Nothing has been decided yet, but Parking Services is considering how to proceed. (Please note this is an updated response post meeting.)
  - e. The number of available accessible spaces compared to lot size will also be audited this summer. R7 may need additional accessible spaces on the second, third and fourth floors. There are ADA rules and formulas required to be applied to these lots. When it comes to registering to use accessible spaces, unfortunately, it has been found that some drivers abuse placards (using those which have not been assigned to them), which is why staff must register twice to use related spaces to ensure there are enough accessible areas available to those who need them. Note that accessible metered parking (if you pay at the meter) does not require additional registration through Parking Services; however, faculty/staff parking passes do.
  - f. If you have "special" circumstances, you can always contact Parking Services (at [parking@bsu.edu](mailto:parking@bsu.edu)) to discuss them. For instance, Parking Services and UPD can work with

individuals on a case-by-case basis to ensure the allowability of using a garage outside of official hours. Or, though one day guest passes are usually for yellow/green lots, exceptional cases can be routed through Parking Services, especially as regards drivers with mobility issues. More flexibility is allowable in the summer than in the school year.

- g. Currently, Parking Services has been displaced to SC 306 while flooding repairs occur. They are hoping to be back in their original space (SC L-1) by the start of the new year.
- h. While the institution's overall desire may be to eventually structure Ball State as a walking campus, it is unclear how far the design will go. A portion of R5 has been removed.
- i. R2 is underutilized so there are some requests to potentially accommodate more commuters. Commuter students will not have access to R2 until faculty/staff have a chance at the lot first. This change is pending and not official yet. (Please note this is an updated response post meeting.)
- j. Parking rates are not going up this year; increases go every other year before the Board to approve, and we are in an off-cycle year. Upcoming AY parking pass purchases open on June 24 at 10:00AM for Employee Restricted Renewals and General Permits; on Monday, August 12, the parking waiting lists open.
- k. After the May meeting was held, Justin reached out and wanted to thank the Staff Council for having him at the meeting that day. He also followed up on a question that arose during the round table discussion with him. He was able to dismiss that R2 cost more than other restricted lots or garages. R2 is the same price as all other restricted lots and garages. It costs \$100 to register, then an additional \$123 per semester. So, someone buying Fall and Spring only will pay \$346 total. If they buy the entire year (which includes summer), it is \$469. The only thing we can come produce is someone bought a lot/garage for just fall and spring, and compared their price with someone that bought all three semesters for the entire year. The price was confirmed to be the same in our registration system.

Restricted Surface / Garage	Fall Only	\$100	\$123	\$223
	Fall & Spring	\$100	\$246	\$346
	Spring Only	\$80	\$123	\$203
	Summer Only	\$60	\$123	\$183
	Yearly	\$100	\$369	\$469

III. **Roll Call** – Silent roll was taken by Melissa Hull.

IV. **Approval of Minutes from April 18, 2024** -- A motion was made and seconded (J. Waymire / A. Lewis) to approve the April 18, 2024 minutes as presented. The motion carried.

V. **Committee Reports**

- a. Employee Relations – Monica Kappes: No report.
- b. Public Relations – Amber Spaw:
  - i. The flier to advertise Staff Council to new employees is still under way.
- c. Elections – Chris Raleigh:
  - i. There will soon be a call for elections, to be up and running by our next Staff Council meeting (so that newly elected representatives can attend the Staff Council meeting in July 2024, where officers for next year will be elected. There is no meeting in August 2024).
- d. Hospitality – Tasya Hannon: No report.
- e. Research – Nick Havranek:
  - i. The website continues to be updated.
- f. Salary & Employee Benefits – Christine Sprunger: No report.
- g. Angels for Life – Lisa Etchison
  - i. The next blood drive is on Tuesday, May 21, 2024. Staff volunteers should direct any questions to Alanna or Krista, as Lisa will be absent for that drive. The relevant Comm Center announcements are scheduled to run next week. All donors should receive coupons as they sign in, and all donors can spin the wheel.
  - ii. The dates for next year's blood drives will be forthcoming.

h. Special Appointments:

- Public Safety –Jeremy Waymire:
  - i. The Public Safety Committee has begun discussions of the Lost and Found issue; this will resume in August (as the committee does not meet in the summer).
- A. Jane Morton Award – Dee Hoffman:
  - i. Out of the 7 extraordinary nominees (including Lisa Garner, Carla Grimes, Antoinette Hatzell, Kari Huffman, Michelle Miller, Tambra White and Monica Yohe), Tambra White in the Registrar’s Office was selected as the 2024 A. Jane Morton Award recipient.
- Women of Ball Family Leadership Legacy Fund – Dee Hoffman:
  - i. The Women of Ball Family Leadership Legacy Fund is open for applications until May 31, 2024.
  - ii. Dee Hoffman will select at random from the staff council members who did not apply for the award to serve on the selection committee.
- Traffic Appeals Committee – Jeremy Waymire:
  - i. Two more meetings are scheduled; after those wrap up, the committee should be entirely caught up on back appeals.

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, 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 and Lisa Bevans.**

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

**3/21/24 – Reassigned to Tasya Hannon**

**4/16/24 Awaiting response from Amy McClure and Lisa Bevans.**

**5/16/24 Awaiting update from Stephen Wachtmann (Chief Financial Officer and Treasurer of Ball State Foundation and Alumni Association).**

**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.

**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 has the capacity to oversee 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.

**5/16/24 – Motion/second to table this RFI until September 2024 (J. Waymire / C. Raleigh). Motion passes.**

The Public Safety Committee has begun discussions of the Lost and Found issue; this will resume in August (as the committee doesn't meet over the summer).

**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.**

**5/16/24—Response from Justin Smith, Associate Director of Public Safety and Parking Services**

Parking has worked with Facilities, and this striping is scheduled for completion this Monday, May 20 (weather-dependent). They will stripe a 50-foot section to divide the two lanes, and they will add a stop line for exiting vehicles.

**5/16/24 –Motion made and seconded to close this RFI (J. Waymire / T. Hannon). Motion passed.**

**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.

**4/16/24 – Awaiting response from Kate Stoss**

**5/2/24—Response from Kate Stoss (Senior Executive Director, Human Resources)**

The Office for People and Culture is in the process of reviewing a variety of policies as part of our strategic initiatives. I spoke with Darrell Clark, Associate Vice President for People and Culture, regarding this concern, and we will consider various options about how this might be addressed while we review our policies on leaves.

**5/16/24 – Motion made and seconded (C. Sprunger / A. Lewis) to table this RFI until October 2024. The motion passed.**

**VII. New Business**

**RFI # 22 2023-2024 4/11/24 Assigned to Nick Havranek**

This RFI has been paraphrased.

I know some employees who work remotely at times. I have requested to work remotely one day a week since I have all the tools and coverage needed to work effectively remotely. I was told that my department does not allow this; however, I know of some in my department that have been allowed to do this. I know in other departments, supervisors have told their employees that if they do not feel well enough to come to work they can work from home so they don't have to use their sick days.

Does BSU have a policy on staff working remotely? And if so, is that campus wide or on a case-by-case basis? Are all staff eligible to apply to work remotely? And who ultimately decides this?

**5/13/24 – Response from Kate Stoss (Senior Executive Director, Human Resources)**

The University does have guidelines that cover remote work and flex scheduling for professional and staff employees. While the procedures apply to all staff and professional employees, there are some positions that may not be suitable for remote work and thus each request is determined on a case-by-case basis. When an employee is requesting a remote work schedule that will last more than 30 days, an employee submits their request to their supervisor. As outlined in the guidelines, the approval of the request "is within management's discretion based on the nature of the work being performed and other business considerations." A department may determine that they will not permit any on-going remote work schedules based upon their business needs.

If an employee is ill, but feels well enough to work, a supervisor may approve a one-time allowance for the employee to work remotely. This may be appropriate to prevent others in the office from becoming ill as well. Again, the employee must have their supervisor's pre-approval.

The guidelines do not apply to situations where an employee has a disability and requires an accommodation. In those cases, the determination of whether a remote work schedule would serve as a reasonable accommodation would be handled by John Bowers in Employee Relations.

The guidelines may be found at: [Telework and Flexible Work Guidelines \(bsu.edu\)](https://www.bsu.edu/telework-and-flexible-work-guidelines)

**5/16/24 – Motion made and seconded (N. Havranek / C. Sprunger) to close this RFI. The motion passed.**

- The policy doesn't apply to student employees, which should be addressed on a case-by-case basis, though the Career Center doesn't generally recommend students be permitted to work remotely unless necessary to the work (ex. evening, weekend, and online tutoring services).
- Appeals to an area supervisor's decisions would go to the next-level supervisor.
- The Office of People and Culture only deals with remote work requests if there is a disability accommodation issue.

**RFI # 23 2023-2024 4/22/24 Assigned to Christine Sprunger**

Could staff be allowed to walk the Ball Gym concourse as in the past without being charged a membership for Ball Gym? I love to walk during my lunch hour, but can't walk outside due to severe allergies. By the time I travel to the Worthen concourse from the southwest side of campus, my lunch hour is nearly over (and if walking to Worthen - allergies in full effect; if by car - lost my parking space). I used to walk in Ball Gym 3 out of 5 days a week either at lunch or immediately after work. Please allow us to do so again, without paying for full use of exercise equipment that we don't want to use. Walking the concourse should be free. Thank you!

**5/8/24 – Response from Kate Stoss (Senior Executive Director, Human Resources)**

In 2018, Ball State University underwent a random standard Internal Revenue Service (IRS) audit related to payroll taxes. The IRS has determined that under the IRS code, employee use of the Auxiliary Recreation Facilities without purchasing a membership creates taxable income for employees. As a result of those findings, the University was required to implement a membership fee for those who use Ball State Gym and the Gora Student Recreation and Wellness Center.

**5/8/24 – Response from Julie Hopwood (Senior Assoc. Vice President, Business Affairs)**

Ball State University Sports and Recreation Services facilities are auxiliaries, meaning Sports and Recreation Services facilities are self-supported through revenue generation (membership, rentals, services, etc.). The revenue generated must cover all employee labor, operations, repair and renovation costs. For this reason, all internal and external stakeholders that utilize the facilities are expected to share in the responsibility of contributing to the revenue generation, thereby contributing to the maintenance of the facilities. The base rate for an auxiliary Recreation Services membership is the minimum contribution required for use of Ball Gym.

**5/16/24 – Motion made and seconded (C. Sprunger / N. Havranek) to close this RFI. The motion passed.**

- The options during the audit done in 2018 weren't to renovate the space to remove equipment; they were either to make those who wish to hold a membership hold one or to tax all staff equally, and it was decided to make membership a voluntary for actual users rather than to tax all employees who may or may not use the gymnasium.
- Staff can earn wellness vouchers that can be redeemed for use at the Ball Gym. Rhonda Wilson and Jenni Flanagan (in Engagement, Wellbeing and Culture) will send additional information re: voucher use.
- You can also payroll deduct a gym membership rather than purchasing it in a single lump-sum.

## **6/4/24 – Additional Response from Rhonda Wilson (Executive Director of Human Resources, Engagement, Wellbeing and Culture)**

The Engagement, Wellbeing and Culture office offers wellness incentives that can be used for Rec Center memberships, Athletic events, Emens performances, the Adult Physical Fitness Program or Outdoor Pursuits. To be eligible for the **LiveWell Incentive**, you must be an active employee eligible for Ball State's health insurance.

You can select from one of the following Vouchers:

- \$180 toward Recreation Services
- \$150 toward Adult Physical Fitness Program
- \$90 to Emens Auditorium Performances
- \$90 to Ball State Athletic Ticket office
- \$90 to Outdoor Pursuits

### What Do You Need To Do to Claim your LiveWell Voucher:

- Access an account in **Telus Health** this year. Setup your profile to add as much information as you would like.
- Commit to **Ball State's Beneficence Pledge**. (Review the Ball State Beneficence pledge and indicate your commitment to it on the LiveWell Incentive Confirmation and Voucher Form)
- You must participate in at least five (5) activities listed ([PDF](#))
- Complete the [LiveWell Incentive Confirmation and Voucher Selection](#)

For the **BeWell Incentive**, you must be enrolled in Ball State's health insurance plan to be eligible for the incentive.

### What You Need To Do

- Complete your annual physical with your primary care physician before October 31, 2024.
- Access an account in **Telus Health**. Setup your profile to add as much information as you would like.

### How to Prove You Completed Your Physical

Have your physician's office fill out the [Annual Physical Verification Form](#) and return it to the Employee Solution Center (AD G004) by November 1, 2024.

### When Will You Receive Your \$50 Reimbursement?

After completing necessary steps, you will receive an extra \$50 in your December 2024 paycheck.

You are welcome to participate in both the BeWell and LiveWell program every year. You have till **October 31, 2024** to submit your documentation. For more detailed information along with accessibility to forms, visit our **Working Well Website**

## **VIII. Announcements**

- The next blood Angels for Life drive will be Tuesday, May 21 from 9:00AM to 2:00PM in Pruis Hall. More information on Angels for Life can be found here: <https://www.bsu.edu/about/administrativeoffices/staffcouncil/angelsforlife>
- The Women of the Ball Family Leadership Legacy Fund scholarship for staff professional development is open to applications for this year through May 31, 2024. More information on this opportunity can be found here: <https://www.bsu.edu/about/administrativeoffices/staffcouncil/women-of-the-ball-family>

## **IX. Adjournment**

A motion was made and seconded (C. Sprunger / K. Hayes) to adjourn the meeting.



Meeting was adjourned at 2:35PM.