

Ball State University Staff Council
Minutes from Meeting #4
November 16, 2023
Location: Student Center Multipurpose Room (L28)
Time: 1:15PM

Members Present:

Sherry Boylan, Sherry Clark, Tiffany Edwards, Lisa Etchison, Matt Gaither (for Doug Jennings), Hank Gerhart, Tasya Hannon, Nick Havranek, Krista Hayes, Dee Hoffman, Melissa Hull, Jodi Landreth, Tim LaPeer (for Monica Kappes), Ginger Mills, Courtney Quinn, Chris Raleigh, Cheryl Simpkins, Amber Spaw, Christine Sprunger, Maija Thompson, Jeremy Waymire, Kathy Weaver, Coralee Young

Excused Absences: Alanna Lewis, Doug Jennings, Monica Kappes

Guests:

Melvin Cole, Nichole Flick, Michelle Jones (from Versiti), Jackson Onieal, Kristine Pierce (from Versiti), Melissa Rubrecht, Kate Stoss, Andrea Stuffel, Bria Zolman (from Guardian Scholars)

- I. **Call to Order** – The meeting was called to order at 1:16PM by Coralee Young, Vice President.
- II. **Speakers** –

Michelle Jones & Kristine Pierce, Versiti

- Wednesday, September 20's Angels for Life blood drive saw 53 units of blood collected; Wednesday, November 15 had 50 units. This represents improvement, but Versiti is still looking for ways to restore donations to pre-COVID numbers.
- For perspective, in 2012, 938 yearly donations were received; we're ending 2023 at around 324 units collected. In 2012, due to heightened restrictions, only 37% of Americans were eligible to give blood. Now, with reduced restrictions, around 62% of Americans are eligible to give but only 3-4% actually donate.
- There is advertising already happening via CommCenter emails, display boards, fliers and social media, but if you have unique ideas for how to reach more people (students and staff), contact Lisa Etchison, Michelle Jones, or Kristine Pierce.
- The new process for traffic flow created by Lisa Etchison & Michelle Jones to create a one-stop shop for sign-in with color-coded stickers seems to be working; with increased foot traffic, we could get an even better idea of how this process impacts wait times for donors.

Bria Zolman, Program Manager of Teenworks@BSU and Guardian Scholars

- Guardian Scholars is a support service for students who've experienced foster care, and their mission is to create a space where students can connect with each other and with healing-centered, trauma-informed professionals in order to better navigate campus systems.
- Nationwide, from 2010 data, only 7-13% of students from foster care enrolled in higher education, and only 2% of those enrolled went on to earn BAs. In Indiana, only 1% of 19-year-olds from foster care were enrolled in post-secondary training or college, and only 40% of that 1% would go on to graduate without additional support. Support through programs like Guardian Scholars can increase graduation rates up to 74%.
- The program is built on the pillars of holistic support, a growth mindset, self-advocacy, and inclusiveness, and the structure is entirely voluntary, supporting participants, affiliates and services without student GPA requirements. Students can self-identify at Admissions as eligible or be identified by case managers or high school guidance counselors.

- Guardian Scholars hosts 1-on-1 student meetings for resource interventions, program events to create belonging, and seminars to teach life skills. They provide scholarships of up to \$2,500 annually to about 50% of their student population, and they connect students with other financial support as necessary (ex. providing commencement gowns for graduation).
- While they are University-sponsored, they're primarily donor-funded, and are always looking to receive donations and find grant opportunities. For more information about their program, you can go to www.bsu.edu/guardianscholars or contact Bria Zolman at bria.zolman@bsu.edu.
- This year, December 8 will be their annual winter break bash, so they need donations for the 40 bins they put together for students with food, clothing, and other forms of support.

III. **Roll Call** – Melissa Hull called the roll through retirement gifts presented to Coralee Young.

IV. **Approval of Minutes from October 19, 2023** -- A motion was made and seconded (C. Raleigh/K. Hayes) to approve the October 19, 2023, minutes as presented. The motion carried.

IV. **Committee Reports**

- Employee Relations – Tim LaPeer: No report.
- Public Relations – Amber Spaw: No report.
- Elections – Ginger Mills:
 - Nichole Flick is Coralee Young's representative replacement.
 - Tasya Hannon self-nominated for the Vice President position and was elected unanimously.
- Hospitality – Tasya Hannon:
 - The Salvation Army family was assigned, and for buildings asked to donate gifts or funding, information has been disseminated by Tasya Hannon. Questions can be directed to her.
 - For Guardian Scholars, the hard donation deadline is 12/1/23 to prep boxes for distribution.
- Research – Nick Havranek: No report.
- Salary & Employee Benefits – Christine Sprunger: No report.
- Angels for Life – Lisa Etchison
 - The most recent blood drive was November 14-15, 2023.
 - On Tuesday, 24 units were collected; on Wednesday, 50 were. These total 74 units collected will impact 222 local lives, and for the challenge, we gained 25 first-time donors
- Special Appointments:

Public Safety –Jeremy Waymire: No report.
 Traffic Appeals Committee – Jeremy Waymire: No report.
 Jane Morton Award – Dee Hoffman:

 - The award reception is set for Friday, May 10, 2023 at the Rinard Orchid Greenhouse's Nature Center.

Women of Ball Family Leadership Legacy Fund – Dee Hoffman: 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.

December Full Council meeting date change

The December full Staff Council meeting was originally scheduled for Thursday, 12/21/23 in SC L28. Dee Hoffman, Staff Council President, is proposing that the December full Staff Council meeting be moved up one week and occur on 12/14/23 in FB 253 instead. A motion was made and seconded (G. Mills/D. Hoffman) to approve this one-time meeting change, as per the Constitution guidelines. The motion passed.

- a. The meeting will be at the regular time of 1:15 PM.
- b. It will be a standard meeting. However, at the conclusion of the regular meeting, Staff Council representatives are invited to stay and help wrap the donated gifts for the Salvation Army family.

VI. New Business

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.

RFI #11 2023-2024 10/20/2023 Assigned to Christine Sprunger, Salary & Employee Benefits

I have heard that the number of paid days off for funeral leave for immediate family was increasing to 5 days (paid for by the university and the employee not using their own days). Originally, I heard that this was a change that was going into effect for ALL full time employees (union/non-union/exempt/non-exempt/professional). Now I am hearing this is ONLY for union employees. Can someone clarify this? This should be a change for everyone no matter what the payroll status is.

I also have a question on the number of vacation days that are earned after 15 years of service. I thought that after 15 years employees should be earning 28 vacation days. I am seeing that they are only earning 24 days. Can you clarify this for me as well? I am speaking about non-exempt and exempt employees.

11/13/2023 Update from Melissa Rubrecht (Director, Employee Relations & Affirmative Action)

As part of the agreement reached between the university and the union representing service employees, the Board of Trustees approved modifications to the service personnel bereavement leave policy effective September 15, 2023. The University is currently reviewing the policy changes and determining if modifications should be considered for other employee groups.

Vacation accruals for non-exempt and exempt staff vary based upon years of service and salary grade. The maximum number of vacation days in a year is 24 days. Details of the earning rates can be found at: https://www.bsu.edu/about/administrativeoffices/payrolleb/time-off#accordion_nonexemptstaff

11/16/23 Motion was made and seconded (S. Clark/T. Hannon) to close this RFI. Motion carried.

RFI #12 2023-2024 10/24/2023 Assigned to Nick Havranek, Research

I applaud the efforts of facilities to improve and repair buildings and things on campus. They usually do an amazing job, and things are usually vastly improved, sparkling and stellar after being worked on by our friends in various shops. BUT the recent work on the stairs in the McKinley Parking Garage has not been an improvement. They closed the stairs for two full weeks, but we only saw workers a few of those days. Once the job to paint the stairs was completed, they had only done the hand rails. The stair treads are coming unglued or missing in areas, the landings with any moisture on them are super slick without any treads at all. But now to add insult to injury, with the recent paint work to maintain the rails, they have acquired light gray paint spatter everywhere. Not to mention the remaining rust and other issues on the stair surface and landings. The paint spatter reflects poorly to guests and employees using this garage. The McKinley Garage serves two giant auditoriums for shows in Emens and Sursa and will also be parking for the new performing arts center and hotel that is to be built. I would hope that we can put a better face forward than splotchy paint over rusty slippery stairs. I know it was a pain when the stairs were closed, but I'd rather have them be closed for 2 weeks and have them completely revitalized, than closed for 2 weeks and a poorly executed paint job, leaving the stairs filthy with rusty dust and splotches. I would hope that these stairs can have the paint splotches cleaned up, treads added and repaired, and scrubbed clean. These stairs are only going to get more slippery and dangerous as we head into wet winter weather.

11/10/2023 Update from Pete Heuer (Director of Operations, Facilities, Planning, & Management)

The FPM shops initiated a refresh of the McKinley Parking structure northeast stairway a few weeks prior to homecoming. Given the project could not be completed prior to homecoming we paused the project and began other campus projects. Work has been restarted, but may not be completed prior to cold weather, prompting another pause until next year. Some work may require closing the stairwell for a few days. Our intent is to make sure the stairwell is safe to use throughout the winter if we need to pause the project.

11/16/23 Motion made and seconded (N. Havranek/J. Waymire) to close this RFI. Motion carried.

- The new Parking Services Director, Justin Smith, may serve as a 2024 speaker at a Staff Council Meeting, at which time, he may have more comments on this and RFI #3.

RFI #13 2023-2024 10/24/2023 Assigned to Christine Sprunger, Salary & Employee Benefits

I am writing on behalf of part time bus drivers who did not get a raise and retro pay like all full time bus drivers and most other employees of Ball State. They do get a 3% raise but it does not go into effect until the pay period starting October 15 and paycheck on Nov 3 and were told it will not include retroactive pay. I have the following questions regarding delaying their pay raise and no opportunity to get retroactive pay:

- Is this just a transportation department thing or was this for all part time employees across campus?
- Why did they not receive the pay raise and it go into effect like all other employees along with retro pay?

The job posting for new sub drivers included the new pay raise so it seems like a mistake was made and to rectify the mistake they decided to allow for the pay raise so new sub drivers wouldn't be paid more than current sub drivers. So I am asking the questions to find out why this is the case. Some explanation should be possible.

Assuming everything stays the status quo, I believe there needs to be a discussion about a policy change and give the part time drivers (and maybe others across campus?) and the proper timing of the raise and retroactive pay back to July 1, 2023. They work the same job the full-time drivers work and do the same skills and some have chosen to work many hours and even more than 40 hours during the school year. We talked to our supervisor and he looked into it and that was what we were all told. That part time sub bus drivers get the raise but delayed until future pay period.

11/8/2023 Update from Melissa Rubrecht (Director, Employee Relations & Affirmative Action)

Staff Council does not represent service personnel. Nevertheless, if service employees have questions about their pay, they should start with their supervisor, but are free to follow-up with Employee Relations if they have remaining questions.

11/16/23 Motion was made and seconded (C. Raleigh/C. Young) to close this RFI. Motion carried.

VII. Announcements

- **Pruis BOGO Events:**
 - **Feufollet**, Tuesday, February 20, 2024 at 7:30PM in Pruis Hall
 - **Burke, Kennedy, and O'Leary**, Friday, March 8, 2024 at 7:30PM in Pruis Hall
 - **Melody Angel**, Friday, April 12, 2024 at 7:30PM in Pruis Hall
- **Coralee Young Retirement**
Congratulations (and we'll miss you!), Coralee Young!

VIII. Adjournment

A motion was made and seconded (C. Young/M. Hull) to adjourn the meeting.

Meeting was adjourned at 2:24PM.