Members Present:
Susan Bourne, Chris Caldwell, Bob Cope, Cathy Cunningham, Peggy Dixon, Adam Dungan, Christine Edgeman, Matt Gaither, Tonya Johnston, Michelle Jones, Mandy Lowe, Heather Melton, Sarah Newell, Kathie Nix, Leilani Pearce, Melissa Perry, Angela Pickett, Jill Schneider, Nikki Sherfy, Robert Weller, Peggy Weis, Angela Zahner

Substitutes: None

Unexcused Absence: Melissa Nagle

Excused Absence: Margo Allen, Ranae Burkett, Tamara Edwards, Hank Gerhart, Tonya Price, Cheryl Veatch, Coralee Young

Guests: Gracie Reiff and Kate Stoss

I. Call to Order – The meeting was called to order at 1:01 p.m. by Peggy Weis, Vice President of the 2015-16 Staff Council.

II. Speaker – None.

III. Roll Call – Angie Zahner called the roll of representatives and substitutes. Roll call showed 22 representatives present, 1 unexcused absence, 7 excused absences, and 2 guests. A quorum was constituted for the meeting.

IV. Approval of Minutes – Chris Caldwell asked for clarifying adjustments to be made to the minutes of March 17, 2016. After adjustments were made, a motion was made and seconded (C. Cunningham/B. Cope) to approve the Minutes of March 17, 2016.

   The motion carried.

V. Committee Reports
   a. Employee Relations – Adam Dungan. No report.
   c. Elections – Chris Caldwell. Chris mentioned that three (3) representative positions had recently changed due to resignations from the Council or positions being relocated on campus. These changes add Robert Weller, Nikki Sherfy and Melissa Perry to our group. Chris also shared that ballots for open representative positions would be sent out later today. May 6 is the deadline for the ballots to be returned. All three positions of the Executive Committee – President, Vice President and Secretary will be open next year. Nominations are needed for the officer positions. If interested, please contact any standing officer with questions you might have, or contact Chris directly.
   d. Hospitality – Cathy Cunningham. No report.
e. **Research** – Christine Edgeman. No report.

f. **Salary and Employee Benefits** – Ranae Burkett. No report.

g. **Angels for Life** – Tonya Johnston. Tonya reported that our drive on March 23rd saw 48 units collected with 10 deferrals; and on March 24th there were 48 units collected with 14 deferrals. Tonya reminded everyone of our next blood drive on May 25-26, 2016.

h. **Special Committees**

   i. **Public Safety** – Hank Gerhart. No report.

   ii. **A. Jane Morton – Peggy Weis**. Peggy stated that the winner was announced at the Staff Recognition dinner on April 14th. Congratulations, Andrea Sadler!

VI. **Old Business.**

   a. **RFI #15 2012/13** - Many Employees would like to see the policy changed where we can only use “5” of our sick days per yr. for taking care of family members. Since there is no surrounding this issue, it is clearly an HR policy that could be changed. Many employees have multiple children, aging parents, & spouses, etc. and if an employee has accrued several hundred hours of sick leave, why can’t we use say “10” days a year. We don’t want to use unpaid FML.

      **Response:** 7/13/2015: Commencing in the early fall the University will begin scheduling this item for discussion and approval through the various governance committees, including staff council. This recommendation will also be subject to board approval.

      **Response 9/15/15:** The proposed policy changes to increase the number of sick days to care for a family member from 5 to 10 days will be submitted and discussed with staff council during its meeting to be scheduled on October 17, 2015, along with a proposal for extending the number of days that can be used by faculty, professional and staff employees for the adoption/foster placement of a child. The recommendations will be submitted to Staff Council and through University Senate to the other pertinent governance committees during this semester. These recommendations will be subject to board approval. **Marie Williams**

      **Response 10/15/15:** A new policy allowing for the use of 10 sick days rather than 5 for the purpose of Caring for a family member has been formulated and will work its way through university governance committees. The RFI has been tabled to allow time for the vetting and approval process.

      **Response 11/10/15:** The policy statement is being finalized for presentation to the various governance committees. **Marie Williams**

      **Response 12/01/15:** The policy statement will go to the governance committees in January 2016. **Marie Williams**

      **Response 2/2/2016:** This will be included on the senate agenda committee’s agenda for consideration at their meeting on Monday, February 8. I’ll let you know the disposition of it after that meeting (forwarded to a committee or directly to senate). **Melanie Turner, Secretary University Senate**

      **Response 2/12/2016:** This has been sent to faculty senate as well as the professional personnel salary and benefits committees. Once these committees have approved it will be sent to the full senate for approval.
Melanie Turner, Secretary University Senate

3/1/16 No update from Faculty Senate

4/19/16 Update from Melanie Turner, Undersecretary to the University Senate
“…the [FMLA] policy revision is on the senate agenda for their meeting on April 28, 4:00pm, Letterman Building (LB), Room 125. Feel free to attend!”

b. **RFI #10 2015-2016**
I'm submitting this on behalf of a co-worker. She wanted it submitted anonymously. She is requesting to have step-siblings added to the approved bereavement leave list. She lost her step-sister earlier this year and discovered that step-siblings are one of the few relatives that are not covered at all (a step-mother-in-law at least gets one day funeral leave). She had to use 2 vacation days and one day of lost pay to attend the funeral. She had grown up with step-sister her entire life and considered her like a biological sibling. She is requesting that step-siblings get a least one day but preferably 3 days just like a step-parent or step-child does under the current policy.

**Response:** Marie Williams responded on 3/16/16 that the HR best practice research for this RFI has been completed and a recommendation will be presented to University Leadership in March for review and consideration for approval. Another update will be provided for the April Staff Council meeting.

**Response:** 4/21/16: An email response was received from Marie Williams too late to be added to the Agenda. This response will be shared at our next meeting.

VII. **New Business.**

**RFI #20 2015-2016**
In order to better address all aspects of meeting organization and to better align ourselves with other on-campus organizations, this includes University Senate, Faculty Council and University Council, I propose Staff Council follow Robert’s Rules of Order in place of The Practical Guide to Parliamentary Procedure as our meeting guide. I propose this change become effective immediately, but no later than the first meeting of the 2016-17 academic year.

**Response:** 4/21/16: This RFI will not be sent to a committee for research. This RFI needs only a Council vote after discussion.

Bob Cope stated that he saw no reason to change from The Practical Guide to Parliamentary Procedure to Robert’s Rules of Order as our Constitution states we will use the first reference. Kathie Nix asked what the difference is between the two guides. Peggy Weis responded that The Practical Guide to Parliamentary Procedure addresses how to pass motions, write motions or resolutions, but it doesn’t address running meetings or set-up of organization of meetings such as attendance requirements,
committee responsibilities, etc. Michelle Jones added it was her understanding that Robert’s Rules of Order made for a more “organized” meeting. Bob Cope again reiterated he saw no reason to change from one to the other. Angie Zahner stated we were simply following what other Councils, Committees and University Senate on campus use if we were to adopt Robert’s Rules of Order. Peggy Weis pointed out that we merely were looking at Robert’s Rules of Order as a guide in running our meetings to be more in line with other organizations on campus so that Staff Council can be seen as a more serious group representing staff. Kathie Nix inquired if we would need to elect a Parliamentarian if we adopted Robert’s Rules of Order. Peggy stated no, as we would simply use it as a guideline.

A motion was made and seconded (P. Dixon/M. Jones) to accept the proposal of changing to Robert’s Rules of Order.

The motion carried. Resolved.

RFI #21 2015-2016
I would like to know the procedure for hiring candidates for positions at the university. For instance, is there a quota of internal and external applicants that managers are required to interview for positions before they can fill them? The assistant directors in the department that I work in (Dining) both seem to make it clear through their actions who they want to hire in a job. Are they able to just directly hire the person they are interested in and not “waste” the time of those they don’t want?

Response: Christine Edgeman shared the following response received from Kate Stoss:

Departments are not permitted to directly hire a pre-determined individual and must post and actively recruit for the position. The expectation is that the department will have a diverse and qualified applicant pool and make hiring decisions based upon the qualifications of the applicants in comparison to the duties, responsibilities, minimum and preferred qualifications of the vacant position. For staff vacancies, positions must be posted for a minimum of 10 days and Human Resources screens out any applicants who do not meet the minimum qualifications. Professional positions are posted for a minimum of 14 days and the department conducts their own screening. For professional positions, departments must have at least two finalists (in-person interviews). There is not a quota for internal or external applicants. Our focus is on developing a diverse and qualified applicant pool.

A motion was made and seconded (B. Cope/L. Pierce) to resolve.

The motion carried. Resolved.

RFI #22 215-2016
HRA - Health Reimbursement Accounts - Payroll and Employee Benefits
This benefit was removed beginning January 1, 2016 from anyone who is an employee or retiree but who takes social security (SS) for any reason. The reason given was that only a very few BSU people had an HRA and it wasn’t cost effective to maintain as a benefit. I am doubtful many who qualified for it even knew it
existed, but I don’t know this for sure. An HRA replaced an HSA (Health Savings Account) as a benefit for those who take social security since if you take SS, you cannot have an HSA account for some reason only known to the IRS. The benefit of about $120 - $130 per month for health payments was the same for either account each month. And I was very grateful for this and used every penny for approved medical bills. This seems very unfair to those who depended on the HRA for approved medical bills and in my case resulted in a decrease in my total BSU income by about 4%. Devastating since this wiped out the small raises I have gotten the last couple of years. I do not qualify for an HSA since I take SS, so this was an upsetting loss of income. I didn’t know who to complain to and I never got one note from all the letters I did write to the Trustees and took over to the President’s office personally. Not sure any of them received my very respectful letter. Can anything be done to reinstate this benefit? This is probably not a BSU policy, so that may not be an issue. The HRA benefit was eliminated with very little notice and no idea of how to do anything about it. Thank you for considering this matter.

Response 4/21/16: Ranae Burkett is awaiting a response from Payroll and Employee Benefits.

VIII. Announcements

Next meeting will be Thursday, May 19, 2016 in SC 301-2 at 1:15 p.m

a) Angels for Life blood drive dates:

   WEDNESDAY, MAY 25, 2016
   THURSDAY, MAY 26, 2016

b) Buy One Get One Free (BOGO) Ball State Faculty, Staff and Alumni:

   Buy one regular adult ticket and get one free to all Emens Presents at Pruis Hall Series Events. Present a valid BSU ID at the Emens box office to claim.

   Emens Presents at Pruis Hall Series

   Emens Auditorium programs a series of talented musical artists at Pruis Hall in a series called "Emens Presents at Pruis." The following events are featured in this series for the 2015-2016 season.

   Tickets are available at the Emens box office, all Ticketmaster outlets, and charge-by-phone at 800-745-3000 or online at www.ticketmaster.com. Click each show title below for more information on the event including ticket prices. If you have any questions, please call the Emens box office at 765-285-1539.

   The Waifs – April 28 | 7:30 p.m.

For a full list of Emens Auditorium upcoming events, visit our website at www.bsu.edu/emens.

c) Bob Cope mentioned the 20 mph recently changed on campus. He stated there needs to be better enforcement of the reduced speed to catch those not reducing their speed. He pointed out that MITS and campus shuttles don’t seem to be adhering to reduced speed limit. Robert Weller stated Campus Police have spoken with MITS many times in the past about speeds on campus, but he will share our concerns about better enforcement. Bob asked if there was a “breaking in period“ before tickets are issued and stated he understood the situation would improve over time. Kathie Nix mentioned that while driving recently down McKinley, she noted it seemed very responsible to have reduced the speed to 20 mph while so many students, etc. are on campus. Robert Weller stated that before the speed reduction was enacted,
the 30 mph speed was not always adhered to. He stated that at night in particular, speeds seem to increase on campus. He stated Campus Police will continue to monitor the situation.

IX. Adjournment

The meeting adjourned at 1:23 p.m.

Respectfully submitted,

Angie Zahner, Secretary

Attachments