Members Present:
Margo Allen, Ranae Burkett, Chris Caldwell, Bob Cope, Cathy Cunningham, Peggy Dixon, Sarah Dixon, Christine Edgeman, Tammy Edwards, Matt Gaither, Hank Gerhart, Tonya Johnston, Michelle Jones, Mandy Lowe, Heather Melton, Sarah Newell, Kathie Nix, Leilani Pearce, Angela Pickett, Tonya Price, Jill Schneider, Cheryl Veatch, Peggy Weis, Coralee Young, Angie Zahner

Substitutes: Joel Bozell for Susan Bourne, Jill Belser for Adam Dungan, Cheryl Simpkins for Melissa Nagle

Unexcused Absence: Todd Sciscoe

Excused Absence: Susan Bourne, Adam Dungan, Melissa Nagle and Kathy Weaver

Guests: Gracie Reiff

I. Call to Order – The meeting was called to order at 1:17 p.m. by Hank Gerhart, 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 25 representatives present, 1 unexcused absence, 4 excused absences, 3 substitutions and 1 guest. A quorum was constituted for the meeting.

IV. Approval of Minutes – A motion was made and seconded (S. Dixon/R. Burkett) to approve the Minutes of February 18, 2016. The motion carried.

V. Committee Reports
a. Employee Relations – Adam Dungan. No report
b. Public Relations – Michelle Jones. Michelle shared that she is now able to begin editing the webpage as Sitecore is now back on line. Send any suggestions of content to her for inclusion.
c. Elections – Chris Caldwell. Chris shared that he had received validation of constituents who will have an opening within their area for next term. A couple of represented areas have had changes in the number of employees represented by Staff Council. The Student Center/Multi-Cultural Center will add a representative based on their increase in employees, while the Arts and Communication/Emens areas will actually drop a representative during the 2016-2018 term. This will be handled when elections take place as the two members currently in this area both leave their appointments this year. When the new election is held, only one position will be filled. Hank Gerhart mentioned that all three officers’ positions for Staff Council will be vacant as of July. Anyone interested in holding an officer position may
contact Chris Caldwell directly. Ballots for representatives will go out mid-April. Officers will be elected at the July meeting.

d. **Hospitality** – Cathy Cunningham. Cathy reminded everyone that the Staff appreciation dinner will be held on April 14th. Tickets are currently on sale in the Bursar’s office until March 25th for $15.00 each. Hank encouraged members to attend the dinner if possible.

e. **Research** – Christine Edgeman. No report.

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

h. **Special Committees**

   i. **Public Safety** – Hank Gerhart. Sarah Newell attended on Hank’s behalf. It was discussed that the University would ban hover boards. Peggy Weis mentioned the stop sign now in place at Neely and the R-5 lot. Campus Police are monitoring the area and warning those motorists running the stop sign who are not used to it.

   ii. **A. Jane Morton** – Peggy Weis. Peggy stated that nominations have been received with a total of 11 nominated. One nomination was immediately disqualified as requirements were not met. The winner will be announced at the Staff dinner on April 14th.

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

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.

VII. New Business.

RFI #19 2015-2016
Can the policy regarding staff/professional (supervisory positions) sick time be changed to 1 hour increments? If it is listed on our pay stub as hours, why couldn't this policy be changed? It is a BSU policy so I don’t see why it couldn't be altered. If the people we supervise (Full time bargaining unit, and part time non bargaining unit) can utilize this benefit with their PTO hours, then why are we forced to use our time in 4 hour increments? We often only need an hour or two for a doctor appointment yet we are forced out of our units for four hours rather than what is actually necessary, which in turn, creates a staffing shortage.

Response: This RFI was previous resolved by RFI #2 2014/2015:
Too clarify - In accordance with FLSA exemption requirements, exempt staff must document their time in 4 or 8 hour increments for sick or vacation time after accruing four hours’ worth of time off. It is the responsibility of the supervisor and employee to keep track of the time used.

Example: I had two two-hour doctor appointments on different days. After the second appointment I recorded 4 hours of sick time.

Note: Professional staff is not represented by Staff Council.

A motion was made and seconded B. Cope/S. Dixon to resolve this RFI.

The motion carried. Resolved

VIII. Announcements

Next meeting will be Thursday, April 21, 2016 in SC 301-2 at 1:15 p.m

a) Angels for Life blood drive dates:

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<th>Date</th>
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<tr>
<td>WEDNESDAY, MAR 23, 2016</td>
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<td>THURSDAY, MAR 24, 2016</td>
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<td>WEDNESDAY, MAY 25, 2016</td>
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<td>THURSDAY, MAY 26, 2016</td>
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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.

18South – March 31 | 7:30 p.m.
Carrie Newcomer – April 12 | 7:30 p.m.
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.
IX. **Adjournment**

The meeting adjourned at 1:30 p.m. (M. Jones/A. Pickett).

Respectfully submitted,

Angie Zahner, Secretary

Attachments