



Staff Council Meeting Minutes
April 17, 2018 – BE 3024

Members present: Melissa Burch, Gloria Butz, Travis Dickson, Sherri Dockery, Amy Doninger, Vince Frazier, Samantha Hadley, David Huebner, Shelby Jackson, Tina McCalment, Kathy Oeth, Tammy Oliver, Will Pool, Sherry Tynes. **Absent:** Cole Collier, Jamie Little, Heather Odom, Janet Ruddell, Stephanie Russell, Catherine Vaughan, Julie Whorl

- I. Call to Order – meeting called to order at 2:00 by Travis Dickson.
- II. Approval of Minutes – motion to approve March 20 minutes made by Shelby Jackson, second by Sherry Tynes. Minutes approved as written.
- III. Officer reports – Travis:
 - Travis is planning the July 17 retreat. Please contact him with ideas for keynote and guest speakers as well as ideas for any activities for the council and recommendations for food (will be catered).
 - The vote for our next university president and its announcement is this Thursday, April 19.
 - All committee chairs should have year-end reports ready in June.
- IV. Committee Reports:
 - Employee Relations – Shelby reported that employee picnic planning continues. Sign-up sheet for SC volunteers to work stations at picnic is located in the shared drive and is being passed around at today's meeting. All SC members need to help at stations and with setup and tear down if possible. Also, Sherry Tynes is continuing her work on USI Feud for the picnic. She has created student questionnaires with the information gathered to serve as questions and answers for the game. If you have students that can help us by filling out the questionnaires please get them from Sherry and return to her completed by Friday, April 20.
 - Economic Benefits – David mentioned that EB is discussing ideas for next year's budget proposal including offering sick leave incentives that would encourage attendance.
 - Nominating – We have 13 open Staff Council member and 5 alternate positions to fill at our upcoming election. Please encourage co-workers to run for a seat on the council and have them contact Tina McCalment if they have questions about running for Staff Council.
- V. Unfinished Business – 30 Minute Lunch Proposal: Travis presented latest version of the proposal. After council discussion, it was determined that wording should state that any change in schedule cannot affect employee's eligibility to receive benefits. Also, first sentence of proposal will include wording similar to "at least 30 minutes and not to exceed 1 hr." Council unanimously voted to approve proposal with these changes.
- VI. New Business - Staff on University Committees Resolution: Travis presented new resolution. According to Support Staff Survey results, support staff has great interest in serving on University Committees if given the opportunity. Travis has found many university

committees that could potentially benefit from support staff inclusion. Travis feels that including staff would not only provide us with valuable experience, but these committees would also benefit from our knowledge and point of view. Currently only five university committees allow staff to participate. Council unanimously voted to approve resolution. Travis will bring this forward to President's Council.

VII. Announcements – none

VIII. Adjournment – meeting adjourned at 2:45.

Staff Council
Resolution

More Support Staff Appointments to University Committees

WHEREAS, There are thirty-five standing University Committees and countless more search and other ad hoc committees;

WHEREAS, The following committees, councils, and boards include faculty and/or administrator appointments but no staff appointments: Alumni Advisory, Banner Operations, Career Services and Internships Advisory, Data Governance, Endeavor Awards, Endowment for New Harmony Studies, Executive Enrollment Management, Honorary Degree, Information Technology Advisory, Personal Development Advisory, Student Disability Advisory, Student Financial Assistance Advisory and Appeals, Student Publications, and University Athletics;

WHEREAS, While there are fourteen non-academic committees that have no staff appointments, there are only five committees which do reserve at least one appointment for support staff;

WHEREAS, Committee appointments are valued by faculty and administrators to improve their credentials and advance their careers;

WHEREAS, Broad participation on committees can connect colleagues that might not normally work together and improve relationships across campus; and

WHEREAS, Support staff were asked the question “Would you be willing to serve on a University committee if you had the opportunity to do so?” during the 2017 Employee Survey with 82.6% of respondents answering “definitely” or “maybe”; therefore be it,

RESOLVED, Staff Council asks that more support staff to be appointed to University Committees by naming a support staff employee as one or more required appointees;

RESOLVED, Staff Council encourages search committee chairs to also consider a support staff appointment and asks for Human Resources’ support in encouraging staff appointments; and

RESOLVED, Staff Council encourages support staff appointments be made for all non-academic ad hoc, study, planning, or otherwise temporary committees.

Approved by Staff Council during its regular meeting on April 17, 2018, to be presented to the President's Council for consideration.

Proposal

Allow support staff to opt-in to take a 30 minute lunch instead of one hour

Current University Handbook Policies:

There are currently no policies on meal periods. We believe this proposal does not fall under Item E.8: Overtime and Compensatory Time (page 214) because a requested change to the employee's meal period would be permanent. The employee would still work 37.5 hours per week to qualify for benefits.

State and Federal Law:

There are no federal¹ or Indiana² laws dictating the amount of time an adult employee is required, or entitled, to take for lunch.

1 <https://www.dol.gov/general/topic/workhours/breaks>

2 <https://www.dol.gov/whd/state/meal.htm>

Desire for Change:

In the 2017 Employee Survey, support staff were asked the question, "If the option was available, would you prefer to take a 30 minute lunch break to have a shorter work shift?" The responses allowed for "yes" or to specify if they are only interested if their shift could be change at the beginning or end. 59.1% of respondents answered with either yes or a qualified yes. The full data is as follows:

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 Yes	52	9.2	30.4	30.4
	2 Yes, but only if I could arrive later	3	0.5	1.8	32.2
	3 Yes, but only if I could leave earlier	46	8.2	26.9	59.1
	4 No	38	6.7	22.2	81.3
	5 Not sure	32	5.7	18.7	100.0
	Total		171	30.3	100.0
Missin	System	393	69.7		
Total		564	100.0		

Proposed Amendment to the University Handbook:

Meal periods

The length of the standard meal period for an employee shall be set by each department, be unpaid, and be at least 30 minutes not to exceed 1 hour.

A support staff employee may request to change the length (30 minutes or 1 hour) of their unpaid meal period. The request shall be made in writing and approved by the employee's supervisor and department head. Only the employee may request to change their meal period. The change cannot be made by the employee's supervisor or other University administrator alone unless the change is made for the entire work unit.

The approved change of the meal period must also include the employee's new work schedule. Any change cannot increase or decrease the employee's working hours that would make the employee ineligible for benefits.

The employee should expect any requested change to their meal period to be permanent. They are allowed to change back but should not do so frequently nor with the intention of only using it a short amount of time. If the change is for a temporary amount of time, the employee and supervisor should consider Section E.8, Compensatory Time instead.