

Staff Council Minutes October 12, 2004

Attendance:

<input checked="" type="checkbox"/> Adams, Kaye	<input checked="" type="checkbox"/> Helpert, Bernice	<input checked="" type="checkbox"/> Massey, Rita
<input type="checkbox"/> Autrey, Paula	<input checked="" type="checkbox"/> Hill, Tom	<input type="checkbox"/> Mattingly, Don
<input checked="" type="checkbox"/> Brock, Dorynda	<input checked="" type="checkbox"/> Howard, Gear	<input type="checkbox"/> McNair, Karl
<input checked="" type="checkbox"/> Baum, Trish	<input checked="" type="checkbox"/> Hoxworth, Lisa	<input checked="" type="checkbox"/> Neal, Mary
<input checked="" type="checkbox"/> Calvin, Stephanie	<input type="checkbox"/> Kennedy, Rebecca	<input checked="" type="checkbox"/> Obenoskey, Laura
<input checked="" type="checkbox"/> Coker, Gail	<input checked="" type="checkbox"/> Kilgore, Stephanie	<input checked="" type="checkbox"/> Shankle, Jenny
<input type="checkbox"/> Cook, Adonna	<input type="checkbox"/> Kirk, Kevin	<input checked="" type="checkbox"/> Sherman, Ralph
<input type="checkbox"/> Edens, Pam	<input type="checkbox"/> Kruse, Ronda	<input checked="" type="checkbox"/> Stewart, Donna
<input checked="" type="checkbox"/> Essary, Larry	<input checked="" type="checkbox"/> Kyser, Darlene	<input checked="" type="checkbox"/> Stewart, Linda
<input type="checkbox"/> Frank, Kent	<input checked="" type="checkbox"/> Lindsay, Barbara	<input checked="" type="checkbox"/> Stokes, Gary
<input checked="" type="checkbox"/> Garrett, Lisa	<input checked="" type="checkbox"/> Malone, Frances	<input checked="" type="checkbox"/> White, Rebecca
<input checked="" type="checkbox"/> Haines, Dana Lee	<input type="checkbox"/> Marraquin, Carol	

Representatives for absent members (non-voting):

Nancy Kallus attended for Adonna Cook.

Meeting called to order by:

Chair-Elect Trish Baum (Kevin Kirk was absent due to illness) at 10:40 am in Room 451 of the Robinson Tower.

Opening Prayer led by:

R Massey after T Baum asked for submission of petitions.

First Things First noted by T Baum:

Welcome & Introduction of New Council Membership-three new members were recognized: Adonna Cook (who was not able to attend) from Arts and Sciences, Lisa Hoxworth from Budget and Fiscal Planning, and Darlene Kyser from the School of Education. It was noted that a final member will be announced soon to replace the vacancy left by Carla Gibbs.

Old Business:

Minutes of September 14, 2004 Meeting-Presented by T Baum (previously emailed to all members to review and hardcopies also available at meeting). No corrections noted; motion made by G Stokes to approve them as written; R Massey seconded; motion passed unanimously.

Committee List & Committee Chairs-T Baum encouraged the new members as well as everyone to review the committee sign up sheet (copies were available) to be sure they are on the committees they wish to serve. Several committees are without a chair and those roles need to be filled ASAP as some of their work is fast approaching. G Stokes accepted the chair role for the Information Committee; D Haines offered to serve as a co-chair for the Special Projects Committee. She would like to handle the spring project if someone else would do the fall project (Santa's Workshop).

Information Distribution Network-T Baum reminded everyone to note the areas they signed up to help distribute the Staff Council news to the university staff (copies were available). It is important that all offices are covered so that everyone receives the information.

New Business:

Human Resource Benefits Task Force-B Helpert gave an update on the committee's work stating they are in the process of tallying the survey on the additional holiday schedule and hoping to make a recommendation very soon to the President. They are finalizing their recommendation on the proposal for Faculty Leave and Extending the Tenure Clock policy and will be focusing soon on the final two policies to be reviewed which are "Flexible Work Arrangements" and "Employee Assistance Program."

Spirit Shirt Committee-R Massey noted that the committee met the previous week and have begun soliciting bids from vendors. Their goal is to have the sale completed before the end of the football season.

Speaker:

Mr. Gary Parker, President and CEO of the 1st University Credit Union gave some notes of interest regarding the credit union. 1st University is:

- Not owned by Baylor; members dictate the actions, etc.
- For Baylor faculty/staff/students/Alumni and their families
- Online for banking and bill paying needs that is 24/7 and totally secure (monitored 24/7); info is "real time" with no delay for transactions made (website: www.culink.net)
- Available to students with a loan program for undergrads and grad students as well as other loans for other members
- Competitive in their interest rate with free checking and other benefits tailored to the member's needs
- State chartered and federally insured
- Worldwide with ATM availability
- A participant in many goodwill events and programs

Discussion Forum led by T Baum:

The floor was opened for ideas for the spring service project. Some needs/agencies mentioned were: Care Net, Mission Waco, Compassion Ministries, playground equipment for a school/daycare in need, TalithaCon, Advocacy Center, Caritas, KWBU Pledge Drive, Student Activities' Day of Service. D Haines will meet with the committee to research these and others and have recommendations for the council to make its selection at the next meeting.

Open Discussion for Staff Council Issues led by T Baum:

The floor was opened for discussion of matters that any members or other staff might have. The online directory was mentioned as an item that needs to be revisited because a hardcopy of the directory is definitely needed. Many members agreed that they guard their last hardcopy of the directory with their life because it is so much more accessible for their needs. It was mentioned that a listing of faculty, staff, and departments/offices is basically all that is needed and even a publication every 2 years would be better than none at all. D Brock offered to solicit someone to come to the next council meeting and demonstrate how the online directory can be used for individual needs. This would also give staff an opportunity for their input as to how the directory could be revised to better serve them.

Next Meeting Date:

Tuesday, November 9th, at 10:30 am, most likely in the same place since the a/v needs are there for demonstrating the online directory. Site will be confirmed on the agenda.

Door Prizes:

Lots of winners; all members received an umbrella courtesy of the 1st University Credit Union.

Meeting Adjourned:

11:42 am

Bernice Helpert, Secretary

Trish Baum, Chair-Elect

Staff Council Minutes

May 11, 2005

Attendance:

<input type="checkbox"/> Adams, Kaye	<input checked="" type="checkbox"/> Haines, Dana Lee	<input checked="" type="checkbox"/> Marroquin, Carol
<input checked="" type="checkbox"/> Autrey, Paula	<input checked="" type="checkbox"/> Helpert, Bernice	<input checked="" type="checkbox"/> Massey, Rita
<input checked="" type="checkbox"/> Brock, Dorynda	<input type="checkbox"/> Hill, Tom	<input type="checkbox"/> Mattingly, Don
<input checked="" type="checkbox"/> Baum, Trish	<input checked="" type="checkbox"/> Howard, Gear	<input type="checkbox"/> McNair, Karl
<input checked="" type="checkbox"/> Calvin, Stephanie	<input checked="" type="checkbox"/> Hoxworth, Lisa	<input checked="" type="checkbox"/> Neal, Mary
<input checked="" type="checkbox"/> Coker, Gail	<input checked="" type="checkbox"/> Kennedy, Rebecca	<input checked="" type="checkbox"/> Obenoskey, Laura
<input type="checkbox"/> Cook, Adonna	<input checked="" type="checkbox"/> Kilgore, Stephanie	<input type="checkbox"/> Shankle, Jenny
<input checked="" type="checkbox"/> Edens, Pam	<input type="checkbox"/> Kirk, Kevin	<input checked="" type="checkbox"/> Sherman, Ralph
<input checked="" type="checkbox"/> Ervi, Cheryl	<input type="checkbox"/> Kruse, Ronda	<input type="checkbox"/> Stewart, Donna
<input checked="" type="checkbox"/> Essary, Larry	<input checked="" type="checkbox"/> Kyser, Darlene	<input checked="" type="checkbox"/> Stewart, Linda
<input type="checkbox"/> Frank, Kent	<input type="checkbox"/> Lindsay, Barbara	<input checked="" type="checkbox"/> Stokes, Gary
<input checked="" type="checkbox"/> Garrett, Lisa	<input type="checkbox"/> Malone, Frances	<input checked="" type="checkbox"/> White, Rebecca

Representatives for absent members (non-voting):

Marcia Dutschmann attended in J Shankle's absence.

Meeting called to order by:

Chair T Baum at 10:39 am in the Baines Room of the Bill Daniel Student Center.

Opening Prayer led by:

T Baum after she requested prayer petitions.

Old Business:

Minutes of April 12, 2005 Meeting - Presented by T Baum. The minutes were sent previously by email and copies were available at the meeting for review. No corrections were noted and P Edens made the motion to approve them as written. C Ervi gave the second and it passed unanimously.

Spring Project Committee Report - D Haines reported on the Advocacy Center project. She said lots of wonderful items have been collected; the extended deadline helped tremendously. In addition, \$480 was donated to purchase items. The items will be delivered to the Advocacy Center on Thursday (May 12) at 10:00 am. All who wish to attend are welcome. She reminded those who volunteered to help deliver the items to meet at T Baum's office at 9:00 am.

New Business:

New Members – Incoming members were then introduced to the Council. They are: Brenda Ferguson of the Health Center; John Lowe of the Electronic Library; Carolyn Muska of Career Services; Randy Fiedler of Public Relations; Eric Yarbrough of Public Relations; Carol McCulloch of the Provost Office (absent); and Melinda Coats of the School of Music (absent). The Council cheerfully welcomed them as members.

Spirit Shirt Funds – T Baum reminded the Council a decision needed to be made for the use of the excess funds from the sale of spirit shirts. R Massey stated the amount as \$972.36. One suggestion made was to purchase a brick (\$500) for the new Bear Habitat that would go toward that project's funds and give some recognition to BU staff. No other options were stated and G

Stokes moved to use \$500 of the funds for the brick. G Howard gave the second and it passed unanimously. Some discussion followed on the use of the remaining monies. B Helpert noted that the Council still has \$27.45 (cash) in the treasury left from the refreshments fund that was discontinued. The addition of those funds (with \$.19 given by G Howard) would be enough for a second brick to be given in the name of Staff Council. G Howard amended the previous motion to fund two bricks (one in the name of BU staff and the other in the name of BU Staff Council). R Massey gave the second and it passed unanimously.

Committees – T Baum asked members to sign up on the committees of the Council for the upcoming year. She noted a new committee, STEPP Luncheon, had been added. Copies of the list of committees were handed out so that members could sign up. The Spirit Shirt and STEPP committees are the only ones that will begin work in the summer; others will wait until the fall.

Election of New Staff Council Officers – Ballots were handed out with the slate of nominees for the offices of Chair (Dorynda Brock, Dana Lee Haines, Bernice Helpert); Vice-Chair (Paula Autry, Cheryl Ervi, Dana Lee Haines); and Secretary (Rebecca White). Tallied ballots revealed the following new officers: Dorynda Brock as Chair; Paula Autry as Vice-Chair; and Rebecca White as Secretary. The Council cheerfully welcomed them in their new roles.

Presentation to Marilyn Crone – T Baum presented a unique desk plaque to M Crone for her years of dedication to the Staff Council. Gift certificates for a massage at the Student Life Center and merchandise at Spice were also given. M Crone graciously accepted the gifts and expressed her enjoyment of working with the Council.

Presentation of Certificates – Drs Robert Sloan and Reagan Ramsower presented certificates to outgoing Council members acknowledging their years of service. They were: L Stewart, D Stewart, D Mattingly, K Kirk, R Massey, R Kennedy, K Frank, G Coker, and P Edens. President Sloan then expressed his appreciation for the work of the Council and having ten years to work with the members. He also recognized M Crone and Jaffus Hardrick for their roles with the Council. Dr Ramsower then presented the outgoing officers with plaques and expressed his appreciation of their service as well. He encouraged staff to be a voice and be involved in whatever areas possible on campus. He reminded the Council that since it is an independent group he is willing to be an advocate in whatever way needed.

Upcoming Events:

Blue Cross Blue Shield Representatives on Campus on the 18th; *Side-STEPP* on the 12th; *Got E?* also on the 12th; *STEPP* on the 17th; and *CPR Training* on the 18th.

Door Prizes:

Door prizes were handed out to the lucky members present.

Meeting Adjourned:

The meeting adjourned at 11:35 a.m. Members then went to the Barfield Drawing Room for a nice lunch.

Bernice Helpert, Secretary

Trish Baum, Chair

Staff Council Minutes September 13, 2005

Attendance:

<input checked="" type="checkbox"/> Adams, Kaye	<input type="checkbox"/> Helpert, Bernice	<input type="checkbox"/> McNair, Karl
<input checked="" type="checkbox"/> Autrey, Paula	<input checked="" type="checkbox"/> Hill, Tom	<input checked="" type="checkbox"/> Muska, Carolyn
<input checked="" type="checkbox"/> Brock, Dorynda	<input checked="" type="checkbox"/> Howard, Gear	<input checked="" type="checkbox"/> Neal, Mary
<input checked="" type="checkbox"/> Coats, Melinda	<input type="checkbox"/> Hoxworth, Lisa	<input checked="" type="checkbox"/> Obenoskey, Laura
<input type="checkbox"/> Cook, Adonna	<input checked="" type="checkbox"/> Johnston, Susie	<input type="checkbox"/> Owens, Chad
<input checked="" type="checkbox"/> Dunman, Elisa	<input type="checkbox"/> Kilgore, Stephanie	<input checked="" type="checkbox"/> Shankle, Jenny
<input checked="" type="checkbox"/> Ervi, Cheryl	<input type="checkbox"/> Kruse, Ronda	<input checked="" type="checkbox"/> Sherman, Ralph
<input checked="" type="checkbox"/> Essary, Larry	<input checked="" type="checkbox"/> Kyser, Darlene	<input type="checkbox"/> Stokes, Gary
<input checked="" type="checkbox"/> Ferguson, Brenda	<input type="checkbox"/> Lindsay, Barbara	<input checked="" type="checkbox"/> White, Rebecca
<input type="checkbox"/> Fiedler, Randy	<input checked="" type="checkbox"/> Lowe, John	<input type="checkbox"/> Yarbrough, Eric
<input type="checkbox"/> Garrett, Lisa	<input type="checkbox"/> Marroquin, Carol	
<input type="checkbox"/> Haines, Dana Lee	<input checked="" type="checkbox"/> McCulloch, Carol	

Representatives for absent members (non-voting):

There were no representatives attending for absent members however a quorum was present for Staff Council to conduct regular business.

Faculty Senate Representative:

Eric Robinson will be visiting our meetings for the time being. Faculty Senate plans to have a rotating member present at each Staff Council meeting.

Meeting called to order by:

Chair D Brock at 10:35 am in the Beckham Room of the Bill Daniel Student Center.

Opening Prayer led by:

D Brock after she requested prayer petitions.

Baylor Policies & On-Line Publishing, presented by Charlie Beckenhauer, General Counsel:

General Counsel is working on and would like for all staff to embrace a new concept to localize all policies and procedures that have been implemented at Baylor in all divisions. General Counsel would like us to run all policies and procedures through that office in an effort to standardize and oversee the policies and procedures that are published. At the moment these policies are located on the various division web sites and in other locations as well. "We want to establish a framework with which we can all propose, develop, draft, publish and change university policies". General Counsel's idea is to have all policies in one location on the website that anyone can go to and search for a particular division's policy. "This is a key change for Baylor University". It will take a long time to implement but everyone should be allowed to input their ideas and comments on these policies and procedures that ultimately will become practice.

Executive Business

D Brock requested that R White be allowed to record the minutes in order to facilitate summarizing the minutes. There was some discussion on whether or not the tapes would be publicized for review later or for archives. Members were informed that the tape would be erased after the minutes were written and approved. It was noted that the tape recorder could be turned

off if requested for discussions. K Adams made a motion to allow the taping of the meetings, G Howard gave the second. The motion carried unanimously.

Old Business:

Minutes of May 11, 2005 Meeting - Presented by D Brock. The minutes were sent previously by email and copies were made available at the meeting for review. No corrections were noted and Cheryl Ervi made the motion to approve them as written. L Essary gave the second and the minutes were unanimously approved as written.

Faculty Senate – After approving the minutes from the May meeting, L Essary mentioned that the Faculty Senate had addressed a situation regarding the minutes being approved in a timely manner. Instead of waiting until the next meeting the Faculty Senate decided to approve the minutes electronically. There was some discussion on asking for corrections electronically and then approving electronically. L Essary made a motion to approve minutes electronically and L Obenoskey gave the second. The motion to have minutes approved electronically was unanimously approved.

R White passed out the current committee list - D Brock encouraged members to chair on the committees that have no chair at this time. She stressed that participation is the key to making this year's Staff Council a success.

New Business:

Nomination of Committee for Vice Chair Replacement – D Brock appointed a committee of four to identify candidates for the Vice Chair position available. Committee members are G Stokes, J Shankle, S Kilgore, L Essary. D Brock requested we have some names as soon as possible and get list of nominees out to members via email so they can be thinking of who they want to vote for.

New Committee to revise the Constitution – The By-Laws were revised in February of 2005. We need a committee of members to review and amend the Staff Council Constitution. D Brock encouraged members to sign up for that committee.

Shirt Committee Update - C Ervi – The shirt committee met three times during the summer and made several decisions on the shirts we would like to offer faculty/staff this year. We will sell four men's and four women's items. Men will have their choice of a tan and black wind shirt, 2 sport polo shirts, one white and green and one grey and black; and a bone-colored long sleeved button down shirt. Women will have their choice of a yellow and brown fleece jacket, a long sleeved denim shirt, a ¾ length black shirt and a soft green short sleeved shirt. Prices will range from \$22.00 - \$35.00. Logos are being embroidered onto the samples now and we should have samples on the web site soon. The order form should be completed soon and placed on the web. Orders will be taken for about approximately three weeks. Target distribution date is set for Thanksgiving.

Faculty Senate Update – L Essary – Faculty Senate would like to proceed with forming a joint committee with Staff Council to look at three different areas of interest; salaries, medical benefits and tuition remission. The purpose is to analyze those three areas and see if there are ways to improve those benefits for Baylor faculty and staff. If improvements are needed recommendations on ways to improve those could be made. Faculty Senate wants to make their meetings more transparent and have other groups come visit their meetings. The reason for this change is to facilitate communication and understanding with the university as a whole. D Brock asked Eric Robinson to stand and asked if he had other comments to make. He said Faculty Senate would like to have a rotating member to attend the Staff Council meetings

depending on the members teaching schedules. Faculty Senate wanted to recommend that we appoint or elect an ombudsman in to give staff someone independent and unbiased to go to with problems or grievances. Faculty Senate had been approached by staff in the past needing help on issues and they had difficulty determining if they could be involved in staff issues. They turned it over to the ombudsman and he/she took over from there. This person would report to Staff Council and once a year report to the President's office on the number of people that have requested help and what the topics were. All issues would be confidential. Faculty Senate appointed an ombudsman.

Calendar Committee: D Brock is looking for a Staff Council member to serve on the Calendar Committee. D Kyser volunteered. Committee will look at establish a mini-semester, putting Labor Day back on as a holiday and approving the 2009 Calendar.

March meeting: Discussed whether we should leave as is or adjust the date. Consensus was to leave as is.

Guest Speakers Bill Underwood and Mike Morrison: Mr. Underwood said last four months have been a learning experience for him. He looked carefully at the financial situation with the university. It will not be quite as tight as it has been in the past few years. In the short term they will be making some very difficult decisions. He would like Staff Council help to make those decisions. Would like to know how pressed staff is as far as personnel goes, do we have enough to do the job. Presidents office would like to see Staff Council pulled into more issues and asked for feedback and input. He asked for questions. He reiterated the point that we need to appoint or elect an ombudsman. Mike Morrison – Would like to do what is possible to put in place policies and procedures to give faculty and staff as much independence as possible. They have been reaching out to divisions asking questions about how the divisions are working if there is anything we need. He also reiterated the idea of putting all policies and procedures in one policy resource. He said that faculty/staff are the backbone of the university. If he or Bill did not show up it would take a while for us to notice. Bill wanted us to come to him aggressively if we had any ideas or policies that we needed to discuss. He made it clear he was available to us at any time.

Upcoming Events:

Fall Staff Forum on the 15th; Fall Premier on the 17th, STEPP on the 20th - Planning an Event on Campus; American Heartwalk on the 24th .

Door Prizes:

New door prize announced for every Baylor home game 2 tickets will go to the lucky members that are present at that Staff Council meeting; they will be allowed to bring a guest. Other door prizes were handed out to the members present. Thank you to Judy Maggard for donating the Parents League picture cube.

Meeting Adjourned:

The meeting adjourned at 11:55 a.m.

Dorynda Brock, Chair
Rebecca White, Secretary

Staff Council Minutes October 11, 2005

Attendance:

<input checked="" type="checkbox"/> Adams, Kaye	<input checked="" type="checkbox"/> Helpert, Bernice	<input checked="" type="checkbox"/> McCulloch, Carol
<input type="checkbox"/> Autrey, Paula	<input type="checkbox"/> Hill, Tom	<input checked="" type="checkbox"/> McNair, Karl
<input checked="" type="checkbox"/> Brock, Dorynda	<input type="checkbox"/> Howard, Gear	<input checked="" type="checkbox"/> Muska, Carolyn
<input checked="" type="checkbox"/> Coats, Melinda	<input type="checkbox"/> Hoxworth, Lisa	<input type="checkbox"/> Neal, Mary
<input type="checkbox"/> Cook, Adonna	<input checked="" type="checkbox"/> Johnston, Susie	<input checked="" type="checkbox"/> Obenoskey, Laura
<input checked="" type="checkbox"/> Dunman, Elisa	<input checked="" type="checkbox"/> Kilgore, Stephanie	<input type="checkbox"/> Owens, Chad
<input checked="" type="checkbox"/> Ervi, Cheryl	<input type="checkbox"/> Kruse, Ronda	<input checked="" type="checkbox"/> Shankle, Jenny
<input checked="" type="checkbox"/> Essary, Larry	<input checked="" type="checkbox"/> Kyser, Darlene	<input checked="" type="checkbox"/> Sherman, Ralph
<input checked="" type="checkbox"/> Ferguson, Brenda	<input type="checkbox"/> Lindsay, Barbara	<input checked="" type="checkbox"/> Stokes, Gary
<input type="checkbox"/> Fiedler, Randy	<input checked="" type="checkbox"/> Lowe, John	<input checked="" type="checkbox"/> White, Rebecca
<input checked="" type="checkbox"/> Garrett, Lisa	<input type="checkbox"/> Marroquin, Carol	<input checked="" type="checkbox"/> Yarbrough, Eric
<input type="checkbox"/> Haines, Dana Lee	<input checked="" type="checkbox"/> Malone, Frances	

Representatives for absent members (non-voting):

There were no representatives attending for absent members. A quorum was present for Staff Council to conduct regular business. The Faculty Senate Representative for this meeting was Eric Robinson.

Meeting called to order by:

Chair D Brock at 10:35 am in Room 451 of the Robinson Tower.

Opening Prayer led by:

D Brock after she requested prayer petitions.

First Things First:

Mark Richardson and Cindy Dougherty, Development Office –“Choices”

Cindy Dougherty - University Development completed “Campaign for Greatness” a year early and Cindy thanked faculty, staff and retired staff for being a part of that accomplishment. Over 900 households made contributions to the campaign for a total of \$1.72 million dollars. Participation is emphasized but not a specific dollar amount. They would like to build on successes from the past and make giving a part of our life style. Annual giving is now known as the “Baylor Fund” and we now have an identity.

Mark Richardson – Three points of focus in development.

- 1) Awareness of appeal for donations. University Development wants us to know what is going on in Development so we are able to answer questions that come up from faculty/staff. They want us to be able to educate faculty/staff about what development is doing and to be able to communicate with development as well.
- 2) Establish a high level of identity so faculty and staff will identify with the university and the opportunities for giving. They want to accomplish this with professional looking ads, giving the fund a name and various appeals
- 3) They would like to develop a focus group involving staff council to plan for next year, to recognize what works and what does not in the appeals that are made.

You can contribute to what you are interested in. Giving is flexible. You can choose how you would like to pay for your gift and what you choose to support.

Old Business:

Electronic approval of Minutes – At the last meeting we voted on and unanimously carried the motion to approve the minutes electronically. Subsequently G Stokes raised questions and the issue was put back on the agenda.

Questions raised:

If objections or changes were noted on the minutes all members would not be aware of the objections and who made them. There would have to be more communication by email and that did not seem practical.

If there was no meeting to approve minutes would we have a quorum? This would need to be looked into.

Should there be a deadline for getting your response in? What would happen if someone raised an objection after the minutes were approved?

At this time R White gave a report on response participation of electronic voting process and participation.

K Adams wanted to know how many times in the past were the minutes amended. B Helpert responded only on rare occasions.

A motion was made by G Stokes to continue processing the minutes as we have in the past with the exception of the final May meeting which will be sent out electronically. J Lowe seconded the motion and it passed unanimously. K Adams questioned if we would like to have a draft of the minutes put on the web site. The Debrief will be sent out as quickly as possible after the meeting and placed on the website. Once the minutes are approved they will replace the Debrief.

Distribution of Information Sign up sheet sent around at this time.

Minutes of the September 13, 2005 meeting - Presented by D Brock. The minutes were sent previously by email and copies were made available at the meeting. There were no changes to the minutes and C Ervi made a motion to approve as written. K Adams seconded the motion and minutes were approved unanimously.

Shirt Committee Update – Presented by C Ervi – 292 orders with 470 shirts have been sold; 309 women products and 161 men products. Actual order being posted today and hope to have the orders back in during the week of November 14th. Need to visit with Omar Pachecano regarding his suggestion of using the bookstore for a distribution area. It was also suggested that we sell a polo shirt for men and women in the spring.

Staff Council Shirts for members – C Ervi brought a picture of a possible choice and it was suggested it be placed on the website for viewing purposes. The shirt is a green polo with a tan inset and the cost being in the range of \$20- \$23. Cheryl suggested that the shirt have the interlocking BU on the chest and Staff Council on sleeve. Cheryl will take a picture and email Staff Council the picture.

S.T.E.P.P. Committee – Presented by B Helpert – The committee met last week and reviewed evaluations from the first S.T.E.P.P. luncheon. They received a very positive response from the first seminar. Items discussed at the meeting were upcoming lunches and guest speakers. They did receive a suggestion to put the handouts on the Staff Council website so the information is available to staff members. Open if anyone has other suggestions.

New Business:

Guest Speaker - Dr. Greg Benesh addressed the group discussing his duties as ombudsman for faculty. Dr. Benesh provided the group with a brochure giving us an idea of his duties. An ombudsman is someone that can assist you in some form of dispute or if someone is questioning your decisions. Dr. Benesh has served since May 2003 as ombudsman after being appointed by the Provost Office. His duties are to investigate and resolve disputes between faculty and between faculty and administration in such cases that the normal university process needs to be supplemented. Also, he offers advice or counsel to faculty members who need mediation or guidance through a process that is not in the traditional ways and third, he is to make constructive suggestions concerning faculty administrative relations and processes. If he sees an unfair process he can make suggestions to the provost to resolve this process. The ombudsman process is an informal confidential process which is an alternative to the formal grievance process. Going to an ombudsman does not mean that you give up your rights to proceed with the normal grievance process. Recommendations by the ombudsman are not binding by anyone. An ombudsman is an advocate for fairness and ethical treatment. Even if the outcome is not much different than when they came, they have been given the chance to have it heard by a different person in a non threatening situation. Dr. Benesh's web page is <http://www.baylor.edu/oo/>.

Questions and answers:

Q: How he investigates? A: Contact department heads, Deans and VP's, etc.

Q: Is he Ombudsman for life? A: No, three year term.

Q: How much time do you spend in this capacity? A: 20% - 8 hours per week, about 50 cases per year.

Staff Ombudsman will take more time than the faculty position approximately 25-30 hours per week. It was suggested that we have Dr. Jaffus Hardrick come in and talk about what he does for staff in his position for Human Resources. It was also mentioned the reason that Dr. Benesh was invited was to give insight to the services he provides.

Vote for Vice Chair Position – Ballots were distributed for the Vice Chair vote. Nominees were John Lowe, Carolyn Muska and Bernice Helpert. After votes were counted, Bernice Helpert was elected to the Vice Chair position.

Faculty Senate – Presented by L Essary – Faculty Senate meeting had a couple of representatives from student government in attendance which took the majority of the meeting. Discussion included temperature in the dorms and buildings across campus being too hot or too cold. Can the Science building be open at night for studying? Some initiatives to provide more coordinated and focus community service opportunities in addition to Steppin Out but to give people that wanted to do more interaction. There was discussion about summer school and efforts by the administration to increase enrollment. Several options included reducing tuition and more creative classes.

Calendar Committee – Presented by D Kyser – Proposed calendars have been submitted. Looking at mini-mester between end of spring and the beginning of summer to bring up summer enrollment and give students a better chance to get the courses they need. Labor Day was recommended to be reinstated as a University holiday.

Guest Speakers – Beverly Tieman and Richard Amos – Beverly Tieman – Presented a brief review of insurance benefits and benefits package that we currently have and what to expect for 2006.

Absentee voting moved to November agenda.

Drawing – Winners for the President's skybox are as follows:

October 29th – Karl McNair and Frances Malone

November 5th – Bernice Helpert and Gary Stokes

November 19th – Susie Johnston and Darlene Kyser

John Lowe – contacted by email regarding disaster relief time off. Randal Brown indicated to employee would have to take a leave of absence without pay and would have to pay for insurance during this time. D Brock suggested this be brought back up at the next meeting for discussion.

MDA Ride & Stride distributed to attendees. Contacted by MDA for possible consideration in Spring project.

Meeting adjourned at 12:25 p.m.

Dorynda Brock, Chair

Rebecca White, Secretary

Staff Council Minutes

November 08, 2005

Attendance:

<input checked="" type="checkbox"/> Adams, Kaye	<input checked="" type="checkbox"/> Helpert, Bernice	<input type="checkbox"/> McCulloch, Carol
<input checked="" type="checkbox"/> Autrey, Paula	<input type="checkbox"/> Hill, Tom	<input checked="" type="checkbox"/> McNair, Karl
<input checked="" type="checkbox"/> Brock, Dorynda	<input checked="" type="checkbox"/> Howard, Gear	<input type="checkbox"/> Muska, Carolyn
<input checked="" type="checkbox"/> Coats, Melinda	<input type="checkbox"/> Hoxworth, Lisa	<input checked="" type="checkbox"/> Neal, Mary
<input checked="" type="checkbox"/> Cook, Adonna	<input type="checkbox"/> Johnston, Susie	<input type="checkbox"/> Obenoskey, Laura
<input checked="" type="checkbox"/> Dunman, Elisa	<input type="checkbox"/> Kilgore, Stephanie	<input checked="" type="checkbox"/> Owens, Chad
<input checked="" type="checkbox"/> Ervi, Cheryl	<input type="checkbox"/> Kruse, Ronda	<input checked="" type="checkbox"/> Shankle, Jenny
<input checked="" type="checkbox"/> Essary, Larry	<input type="checkbox"/> Kyser, Darlene	<input type="checkbox"/> Sherman, Ralph
<input checked="" type="checkbox"/> Ferguson, Brenda	<input type="checkbox"/> Lindsay, Barbara	<input checked="" type="checkbox"/> Stokes, Gary
<input checked="" type="checkbox"/> Fiedler, Randy	<input checked="" type="checkbox"/> Lowe, John	<input checked="" type="checkbox"/> White, Rebecca
<input type="checkbox"/> Garrett, Lisa	<input checked="" type="checkbox"/> Marroquin, Carol	<input checked="" type="checkbox"/> Yarbrough, Eric
<input checked="" type="checkbox"/> Haines, Dana Lee	<input checked="" type="checkbox"/> Malone, Frances	

Representatives for absent members (non-voting):

Martha Moore attended on behalf of Tom Hill, Kevin Nall on behalf of Carolyn Muska and Kim Nye on behalf of Barbara Lindsay. A quorum was present for Staff Council to conduct regular business. The Faculty Senate Representative for this meeting was Eric Robinson.

Meeting called to order by:

Chair D Brock at 10:35 am in Baines room of Bill Daniel Student Center.

Opening Prayer led by:

J Lowe led the prayer after requested prayer petitions.

First Things First:

Dr. Jaffus Hardrick, Human Resource Services

There has been continued discussion regarding an Ombudsman for staff members.

Dr. Jaffus Hardrick visited with Staff Council regarding his responsibilities in Human Resource Services and the services his office offers. Dr. Hardrick is available to assist staff with employment concerns and even stated he is available if they feel they need to just talk with someone. After Dr. Hardrick finished, the discussion continued with a positive response from Staff Council indicating they would like to move forward regarding the staff Ombudsman.

Concerns expressed with staff were the possibility of feeling uncomfortable with approaching the Human Resource office. Staff may feel the Ombudsman is impartial to matters and more willing to approach the Ombudsman. D. Brock stated at this point she will need to visit with administration and let them know we would like to proceed. Staff Council agreed that staff should have a say in the selection process and not go with an appointment only situation. There was concern of the timeline since Mr. Underwood will be stepping down after December.

A motion was made to move forward by B Helpert. Frances Malone seconded. It was passed unanimously. D Brock will be in touch with the President's office and let them know we would like to move forward

Approval of Minutes. C Ervi made a motion to accept the minutes as emailed and was seconded by A Cook. The minutes were approved unanimously.

Shirt Committee Update – *presented by C Ervi* – Most shirts are already in but a few should be in Wednesday. Committee will meet to discuss distribution, etc. Cheryl brought in samples of the polo shirts which are being considered as the Staff Council shirt. Prices will be between \$21.98 to \$23 or \$24 with the size going up to 2 XL with an interlocking BU and Staff Council under it. She will be sending an email in the next couple of weeks so everyone can get their order in.

S.T.E.P.P. Committee Update – *presented by B Helpert* – The committee is in the process of updating the S.T.E.P.P. Committee website. At present it is being housed under Human Resources and will need to be changed to Staff Council. They hope to have this done in the next couple of weeks.

Disaster Relief Time Off – D Brock – J Lowe indicated that Randall Brown suggested that the employee making the request regarding time off to assist in disaster relief bring it before Staff Council. D Haines – a suggestion would be if you could use the time as a faculty member can use a sabbatical leave. It was suggested that a sub-committee be formed to do research into this and see if other universities have this type of leave. Gear Howard, John Lowe, Cheryl Ervi and Dana Lee Haines volunteered to serve on this committee.

Santa's Workshop – *presented by E Dunman* – Boxes are being prepared for distribution to the various buildings on campus. Several buildings have not been signed up for at this time and all help is needed. Toy donations are requested for three and four year old children. Please no battery operated toys or baby toys. A website is being developed by Student Activities with a button on the home page to direct people to the website. There is a competition between the residence halls to help drive up toy donations.

Staff Pictorial Directory – *presented by D Brock* – D Brock was approached by Dr. Reagan Ramsower after the Council of Deans meeting. It was brought up by the Deans that they would like to have a staff pictorial directory for the campus. Concerns expressed were who would manage/put together the directory? How often will it be updated? Is there a possibility to have pictures added to the online telephone listing? What about those that do not want their picture online? D Haines brought up that Student Life Division has an online version that was created by Doriss Hambrick which contains pictures. D Brock offered to talk with Doriss Hambrick and Randy Woodruff regarding this matter and will bring an update to next meeting.

Spring Staff Forum Meeting – *presented by D Brock* – This item was brought forward from the President's Office. Do we wish to keep the Spring Staff Form as it has previously been handled in the past with more of an informal setting, two sessions and lunch being served or do we wish to go to a format similar to the Fall Faculty meeting which would consist of a late meeting in the afternoon for approximately 2 hours in a facility like Jones Concert Hall in which more information could be provided? Concerns expressed were will the departments/offices be allowed to let everyone attend? A notice would need to be sent out to supervisors and department heads letting everyone know that they need to let their staff attend. Would also like to know what happened to the Q&A session that Dr. Sloan had in earlier sessions of the Staff Forum. A vote was taken to see which way the staff council members preferred and the majority (18 to 3) preferred to leave as is.

The guest speaker for our meeting today was Matt Driscoll, Assistant Coach for men's basketball. Mr. Driscoll provided a very motivational talk. He indicated that without the staff and who they are, they cannot do what they do.

Staff Council Minutes

December 13, 2005

Attendance:

<input type="checkbox"/> Adams, Kaye	<input checked="" type="checkbox"/> Helpert, Bernice	<input checked="" type="checkbox"/> McCulloch, Carol
<input checked="" type="checkbox"/> Autrey, Paula	<input type="checkbox"/> Hill, Tom	<input type="checkbox"/> McNair, Karl
<input checked="" type="checkbox"/> Brock, Dorynda	<input checked="" type="checkbox"/> Howard, Gear	<input checked="" type="checkbox"/> Muska, Carolyn
<input checked="" type="checkbox"/> Coats, Melinda	<input type="checkbox"/> Hoxworth, Lisa	<input checked="" type="checkbox"/> Neal, Mary
<input type="checkbox"/> Cook, Adonna	<input checked="" type="checkbox"/> Johnston, Susie	<input type="checkbox"/> Obenoskey, Laura
<input type="checkbox"/> Dunman, Elisa	<input type="checkbox"/> Kilgore, Stephanie	<input checked="" type="checkbox"/> Owens, Chad
<input checked="" type="checkbox"/> Ervi, Cheryl	<input type="checkbox"/> Kruse, Ronda	<input checked="" type="checkbox"/> Shankle, Jenny
<input checked="" type="checkbox"/> Essary, Larry	<input checked="" type="checkbox"/> Kyser, Darlene	<input checked="" type="checkbox"/> Sherman, Ralph
<input checked="" type="checkbox"/> Ferguson, Brenda	<input type="checkbox"/> Lindsay, Barbara	<input checked="" type="checkbox"/> Stokes, Gary
<input checked="" type="checkbox"/> Fiedler, Randy	<input checked="" type="checkbox"/> Lowe, John	<input checked="" type="checkbox"/> White, Rebecca
<input checked="" type="checkbox"/> Garrett, Lisa	<input checked="" type="checkbox"/> Malone, Frances	<input checked="" type="checkbox"/> Yarbrough, Eric
<input checked="" type="checkbox"/> Haines, Dana Lee	<input checked="" type="checkbox"/> Marroquin, Carol	

Representatives for absent members (non-voting) - Kim Nye was present on behalf of Barbara Lindsay. A quorum was present for Staff Council to conduct regular business.

Meeting called to order by:

Chair D Brock at 10:35 am in North Village Community Center.

Opening Prayer led by:

D Haines, after prayer requests.

First Things First:

Larry Brumley, Public Relations – Presentation on Earth Share of Texas, a national charity organization similar to United Way. The purpose of the presentation was to:

1. Inform Staff Council of a giving opportunity that will be offered to faculty and staff.
2. Inform Staff Council that his office would like for us to have an open discussion of the issue.
3. Relay our views to Interim President Underwood/President Lilley.

Some facts about Earth Share: Over 400 Colleges and Universities are involved with Earth Share nationwide. Employees can designate which organizations within the Earth Share umbrella they felt led to support. 15% of each employee's donation would go to operating cost but it was interesting to note that only 3.7% of donations across the board goes to administration of the funds. There would be no target amount asked for and Baylor will not match the gifts.

Old Business:

Approval of minutes from November 8, 2005 minutes. D. Brock asked if there were any changes or comments to the minutes to be discussed. There were none brought up by Staff Council members. A motion was made to approve the minutes as written by G Howard, second was made by C Ervi and the minutes were unanimously approved as written.

Santas Workshop Update – D Brock and B Helpert in E Dunman's absence. There are no numbers available at this time however, D Brock stated that from a conversation with E Dunman

some of the children that had signed up to be there did not make it because of transportation issues. The gifts that were to go to the children of those schools were distributed after the event. The gifts that were left were distributed to various other charities and schools. Everyone that attended the event enjoyed themselves. D Brock said we will put E Dunman back on the agenda for next months meeting for more information.

Shirt Committee Update – C Ervi. **Staff Council Spirit Shirts:** This year Staff Council worked with the Baylor bookstore for the distribution of shirts. The bookstore also donated sacks to be utilized in the distribution. There were some problems noted and will be addressed before next years event. There are still some orders that have not been picked up. Contact Cheryl Ervi at extension 4214 for questions. **Staff Council Shirts:** We are continuing to take orders for shirts and have received 19 to date. The order for shirts has not been placed yet and will not be ordered until all monies have been collected. Payroll deduct is not an option on these shirts.

S.T.E.P.P. Committee Update – B Helpert. The S.T.E.P.P. committee is currently working on the web-site and would like to see all handouts distributed during the S.T.E.P.P. luncheons published on the web for everyone to view. If you have any comments or suggestions for the web-site please let B Helpert know.

Disaster Relief Committee – G Howard. The committee feels as if the current policy Baylor has for extended leave is flexible and generous. The only item that should be addressed is adding the word disaster relief to the policy. The committee is ready to submit to administration. D Brock will forward recommendation of the committee to Human Services and Interim President Underwood for approval.

Discussion of staff ombudsman – There was continued discussion on appointing an ombudsman for staff. D Brock spoke with Mike Morrison and Interim President Underwood who suggested Staff Council solicit volunteers to form a committee to work with Jaffus Hardrick in appointing a staff ombudsman. Volunteers for the committee included C McCulloch, S Johnston, B Helpert, C Ervi and R Sherman.

Discussion of staff pictorial – D Brock met with Randy Woodruff and spoke with Lois Ferguson regarding pictorial directories. If approved the directory would involve the entire campus. The pictures that would be used would be from the current ID system. Issues brought up: Would there be an option, as in the employee information system, available for those that choose not to participate? Would an employee resent having to go onto the web-site to opt out of participating? If the picture to be published was not a good picture would there be an onslaught of employees running to the tower to have new pictures made? Who would have access to the web-site if directory were published online? Would a hard copy version be done and if it were done who would absorb the cost? How would the directory be updated and who would monitor the changes? Staff Council felt administration would not approve of a hard bound edition of the directory as they have had a printed version in the past and have gone to an online version in recent years. D Brock will communicate to Randy Woodruff the questions raised by staff Council and then send out a follow up email. There was a motion made to support the online version of the pictorial directory by F Malone and the second was made by C McCulloch. The motion carried unanimously.

Faculty Senate Update – Presented by L Essary – ongoing issues discussed were review of the faculty/staff salary and benefits package. The committee met and would like to do a survey of faculty/staff regarding their opinions of the salary and benefits package offered at Baylor. The

committee would be making a recommendation to Faculty Senate after the first of year. The student body president was in attendance at the faculty senate meeting and while being happy about Labor Day holiday being added they voiced displeasure over losing a study day.

Calendar Committee Update – Presented by D Kyser – Happy to say that yes Labor Day had been added as a campus wide holiday but that it was not officially placed on the calendar yet.

Constitution Review Update – Presented by C Muska – The committee met and as a result decided that Staff Council should consider amending the wording of the Constitution and By-laws. C Muska requested that the issue be put on the agenda for discussion at the next Staff Council meeting in January. In addition to the revisions of the Constitution and By-Laws the committee would like to discuss the Outstanding Staff Award selection process as well as the Staff Council member selection process.

Q&A Update – Presented by L Essary – There is one question outstanding. Is it possible to get the same discount at the “Seasons Café” in the North Village Community Center as staff get at the S.U.B.? The committee will be looking into that possibility.

Items not on the Agenda - B Helpert was given the floor to make an announcement. During the Constitution Revisions Committee meeting, members discussed writing a letter and putting together a gift basket to present to President and Mrs. Lilley to show our support and let him know that Staff Council is here for him and ready to assist him in any way he deems appropriate. She read a draft of the letter aloud. Some Staff Council members suggested some changes be made. J Shankle made a motion to accept the letter with revisions as stated and B Ferguson made the second. The motion carried unanimously.

Floor given to G Stokes to discuss the information committee. G Stokes stated that he was chair of the committee last year but during his term as chair he had moved into a new position. The By-laws state that Staff Council should get two issues out per semester. He was only able to put out two issues of the Staff Voice. G Stokes did not sign up this year for the committee because of the time commitment involved. There is no chair for the committee at the moment but he would be glad to help the person that takes the position. He had some suggestions for revising the format and relayed them to Staff Council. One of the revisions he suggested was to have Staff Council Committee chairs submit a summary of their activities for each issue. D Haines volunteered to help out until the end of the semester.

Guest Speaker – Dr. Randall O’Brien, Provost Office – Author of several books including “I feel better all over than I do anywhere else”. Dr. O’Brien urged us to write down our own stories because if someone would publish his they would certainly publish ours. He picked some of his favorite stories to tell us and each had a special meaning. They were amusing and some made us cry. Dr. O’Brien led us in the blessing of the meal.

Door prizes were given to Staff Council members lucky enough to have their name drawn. The meeting was adjourned and we all enjoyed a wonderful Pot Luck Luncheon.