MINUTES OF THE STAFF COUNCIL MEETING

January 15, 2008, 10:30 a.m., Hughes-Dillard Alumni Center


Absent: Staff Council Members: Brennon Arnold, Becky Chollett, Jeanie Fitzpatrick, De-De Henson, Jess Kelly, Leigh Ann Moffett, Melinda Oliver, Eric Yarbrough

Representatives: Sharon P. Johnson for Brennon Arnold, Chris Sutherlun for Jess Kelly, Alan Stover for Leigh Ann Moffett

Guests: President John M. Lilley

I. Welcome and Invocation

A. Welcome (John Lowe) The meeting was called to order at 10:34 a.m.

B. Prayer Requests and Prayer (Lisa Hoxworth) The Staff Council Chaplain asked for prayer requests and offered the invocation.

C. Introduce New Members (John Lowe) The recently elected temporary Staff Council members were introduced. The new members are Chandra Ford, Kevin Henry, and Leigh Ann Moffett. The three temporary members are filling Staff Council vacancies and will serve from now to May 2008.

II. Old Business

A. Approval of December Minutes (Carolyn Muska) The minutes of the Staff Council’s December meeting were distributed and discussed. Frances Malone made the motion to approve the minutes and the second was made by Patricia Pack. The minutes were unanimously approved as presented.

B. Staff Endowed Scholarship (Angela Funai) The committee is in the process of researching the staff endowed scholarship. Bill Dube, Director, Endowed Scholarship Program in University Development, is conducting research with policy related issues and ensuring there is no conflict with Human Resources.

C. Temporary Member Vote (John Lowe) The recent electronic Staff Council vote for the three temporary members was approved by 30 Staff Council members. Of the 30
voting, 30 approved the temporary staff selections. Three Staff Council members did not vote.

**D. Staff Ombudsperson** (John Lowe) This is an item that the Staff Council has looked at for the past two years. The Staff Council has been waiting until the Faculty Senate finalized their Faculty Ombudsperson guidelines. The Faculty Senate will review the proposed guidelines at their meeting today. The Staff Council will then review the Faculty Senate guidelines and follow their procedure.

### III. Guest

*Comments from President Lilley:* At the last Staff Council meeting, some staff expressed concern about the Christmas party. For those who attended, did you like it and the changes that were made?

*Comment from Staff Council members:* Standing alone, the Christmas party was nice but there were not enough places to sit. The party at the Ferrell Center is still preferred. Another staff member enjoyed the opportunity to mingle; the party at the Ferrell Center did not provide an opportunity to mingle. This year’s Christmas party gave Dr. Lilley an opportunity to meet with a lot of people. There is room on the loggia and additional tables and chairs may be placed there in the future. There is no place now for a larger group; Barfield Drawing Room is not big enough.

*Comments from President Lilley:* There is work with a master plan providing major planning for campus such as new buildings, renovation of buildings, and buying property. What do we need 50 years from now? Dr. Lilley is trying to take care of business now, 5 years from now, and 50 years from now. His job is to keep all in balance.

*Comment from Staff Council member:* Since Baylor did not get the Bush Library, what is the plan for the land that was purchased for the library?

*Comments from President Lilley:* The master plan is looking at how far to expand across the Brazos River.

*Comment from Staff Council member:* It is challenging to coordinate all the summer programs, camps, and conferences on campus and meeting the facility reservation needs of the higher administration.

*Comments from President Lilley:* It is a matter of the Vice Presidents being informed and working together in planning in advance. Everyone should have a good spirit about it and we can work it out.

### IV. Committee/Liaison Reports

**A. Service Project** (Cheryl Ervi) The spring project will be Habitat for Humanity. April 5 is the target date for the beginning of a new home. An email will be sent to choose
among 3 dates with more information about volunteer opportunities. There is a possibility of working in Dallas on the same day.

B. **STEPP Luncheon** (Patricia Pack) The next STEPP Luncheon is scheduled for February 19, 2008 in the Barfield Drawing Room, BDSC. The program will be provided by the American Heart Association.

V. **New Business**

A. **Shared Sick Leave** (John Lowe) Staff Council was instrumental in obtaining shared sick leave on campus. That is the reason the requests go to the Staff Council Chair. Should Compensation & Benefits send the email message requests to all staff since time is critical or should Staff Council continue with the emails? Elisa Dunman made the motion requesting that Compensation & Benefits take over emailing requests for shared sick leave and Sue Koehler seconded the motion. The motion was unanimously approved.

B. **Officer Nominating Committee** (John Lowe) Frances Malone is co-chairing the committee along with John Lowe. Other committee members are Carol McCulloch, Elisa Dunman, and Eric Yarbrough. Third year Staff Council members are serving on the committee. Contact the members if you are interested in running for an officer position.

C. **Online Directory Discussion** (John Lowe) What is the Staff Council trying to accomplish with the online pictorial directory? The directory will help identify staff members at Baylor University. A discussion followed regarding an opt in or opt out option, use of ID photos, and a password protected system. John Lowe will draft a resolution for review at the February meeting. He will then pass it on to Dr. Leeper and the Executive Council.

D. **Election Process** (John Lowe) The Membership Committee will present a ballot to the Staff Council at the March meeting with 2008 nominations.

VI. **Announcements**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Spring Staff Forum (Waco Hall)</td>
<td>January 22, 2008</td>
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<tr>
<td>Next Council Meeting (Bobo Baptist Student Center)</td>
<td>February 12, 2008</td>
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<tr>
<td>STEPP Luncheon (Barfield, BDSC)</td>
<td>February 19, 2008</td>
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</table>

VII. The Staff Council meeting was adjourned at 11:36 a.m.

Respectfully submitted,

Carolyn Muska  
Secretary, Staff Council
MINUTES OF THE STAFF COUNCIL MEETING
February 12, 2008, 10:30 a.m., Bobo Baptist Student Center


Absent: Staff Council Members: Adam Brock, Chandra Ford, Carol McCulloch, Leigh Ann Moffett, Carolyn Muska, Carolyn Voight

Representatives: Kara Sikes for Chandra Ford, Sherri Honza for Carol McCulloch, Barbie Dutton for Leigh Ann Moffett, Michel Klus for Carolyn Voight

Guests: President John M. Lilley, Bud McGregor

I. Welcome and Invocation

A. Welcome (John Lowe) The meeting was called to order at 10:35 a.m. The Staff Council Chair gave introductory remarks concerning the changes and growing pains of an organization and asking for unity among Council members.

The Staff Council Chair accepted the resignation of Jess Kelly as Parliamentarian, thanked him for his service and announced the appointment of Brennon Arnold as his replacement for the remainder of the academic year.

B. Prayer Requests and Prayer (Lisa Hoxworth) The Staff Council Chaplain asked for prayer requests and offered the invocation.

II. Guest

Comments from Bud McGregor: Bud McGregor solicited input regarding the Staff Forum. He gave an overview of the formats for the spring and fall forums. Comments from the floor pertained to location, setting, accessibility and agenda of the forums.

Comments from President Lilley: Dr. Lilley responded to a comment concerning parking on campus. He noted that ideas are currently under consideration for remote parking and/or designated parking areas. Trolley services and routes have been adjusted. Sustainability is a primary concern.

Comments from President Lilley: Dr. Lilley mentioned that the campus master plan covers both the short- and long-term. The residential area nicknamed “Fort Faculty” is expected to be taken down by 2010.
Comment from Staff Council member: A question was asked about including staff support for new PhD programs in the strategic planning process.

Comments from President Lilley: Dr. Lilley said that staff support should be included in the proposed new program.

III. Old Business

A. Approval of January Minutes (John Lowe for Carolyn Muska) Approval of the minutes of the Staff Council’s January meeting was tabled until the March meeting.

B. Shared Sick Leave Update (John Lowe) Shared sick leave requests are now being distributed by Compensation and Benefits.

IV. Committee/Liaison Reports

A. Constitution and Bylaws Committee (Melinda Coats) Several changes are under consideration at the present time. Proposed changes include: reinstituting a Chair-Elect position; creating a new executive committee position for the immediate Past-Chair, even if that extra year would roll into a fourth year of the Past-Chair’s term; changing the start date of terms to immediately following the May meeting; adjusting wording concerning council-appointed temporary positions and absence records; and considering absentee voting.

B. Nominating Committee (Frances Malone) The nominating committee is accepting officer nominations for next year. Elections will be held in April.

C. Membership Committee (Susie Johnston for Carolyn Muska) The membership committee reviewed two members for having three or more absences but determined that in both cases, the absences were excusable, and no further action was taken.

D. University Sustainability Committee (Betty Bradford) The committee recently implemented several single-stream recycling bins across campus. The university is participating in a Recycle-mania competition. Baylor was ranked #1 in the Big 12 and #21 in the nation overall for recycling per capita for the first week of the contest. Also, post-consumer material paper is now available for departmental use.

E. Service Project (Cheryl Ervi) Staff Council will be hosting a spring service project on April 19, 2008, to help build a Waco Habitat for Humanity house. Limited space is available for two shifts: 8:30am - 12:00pm or 1:30pm - 4:30pm. The deadline to sign up is Monday, April 7th. For more information or to volunteer, please contact any member of the Service Project committee or Cheryl Ervi.

F. STEPP Luncheon (Patricia Pack) The next STEPP luncheon will be Tuesday, February 19 in the Barfield Drawing Room. The topic will be “Go Red for Women” which is an awareness campaign from the American Heart Association.
At 12:00 p.m., the Council agreed to extend the meeting by 30 minutes.

V. New Business

A. Administrative Committee Vacancy (John Lowe) The Administrative Committee is a decision-making body with strict guidelines for participation. The Chair asked for nominations to recommend to Dr. Lilley for appointment. Frances Malone volunteered and was approved by the Council.

B. Money Management Committee (Melinda Oliver) The Chair mentioned that he purchased a floral arrangement for Carolyn Muska’s father’s funeral using personal funds and noted that in lieu of having an agency account, he will accept donations toward the arrangement. Melinda Oliver gave a report from the Money Management Committee recommending that Staff Council establish an agency account through Tom Lindsey’s office. With an agency account, donations could be accepted by cash or check. A motion was made and revised by Sue Herring and seconded by Betty Bradford to allow the Chair to appoint a Treasurer. The Treasurer’s duties include processing payments, though the Staff Council Chair approves all invoices. The Treasurer’s current term is temporary through the end of the current semester and may be reappointed for a two-year term by the next Chair. The motion passed unanimously. The Chair appointed Sue Koehler as temporary Treasurer.

C. Membership Committee (Susie Johnston for Carolyn Muska) The membership committee has determined that guidelines are needed concerning excused and unexcused absences. Patricia Pack made a motion to implement the recommended guidelines, and Judy Mills seconded the motion. The motion was approved unanimously.

D. Online Pictorial Directory (John Lowe) The Chair presented a resolution for the Council’s approval, which will then be forwarded to Karla Leeper. Angela Funai made a motion to approve the resolution, and Donna Davis seconded the motion. The motion passed unanimously.

VI. Announcements

STEPP Luncheon (Barfield, BDSC)  
Next Council Meeting (Beckham, BDSC)  

February 19, 2007  
March 4, 2008

VII. The Staff Council meeting was adjourned at 12:30 p.m.

Respectfully submitted,

Angela Funai  
Historian, Staff Council
MINUTES OF THE STAFF COUNCIL MEETING

March 4, 2008, 10:30 a.m., Bill Daniel Student Center, Baines Room

Present: Staff Council Members: Brennon Arnold, Betty Bradford, Adam Brock, Becky Chollett, Melinda Coats, Donna Davis, Elisa Dunman, Paulette Edwards, Cheryl Ervi, Brenda Ferguson, Randy Fiedler, Jeannie Fitzpatrick, Chandra Ford, Angela Funai, De-De Henson, Kevin Henry, Sue Herring, Lisa Hoxworth, Susie Johnston, Jess Kelly, Sandy Kocian, Sue Koehler, John Lowe, Debbie Magee, Carol McCulloch, Judy Mills, Leigh Ann Moffett, Carolyn Muska, Melinda Oliver, Taryn Ozuna, Patricia Pack

Absent: Staff Council Members: Stephanie Kilgore, Frances Malone, Teresa Muirhead, Carolyn Voight, Eric Yarbrough

Representatives: Barbara Hodge for Stephanie Kilgore, Leah Gatlin for Frances Malone, Dorynda Brock for Carolyn Voight, Janice Wessel for Eric Yarbrough

Guests: President John M. Lilley, Jaffus Hardrick, and Shannon Lackmeyer

I. Welcome and Invocation

   A. Welcome (Susie Johnston) The meeting was called to order at 10:36 a.m.

   B. Prayer Requests and Prayer (Angela Funai) The Staff Council Historian asked for prayer requests and offered the invocation.

II. Guests

   Comments from President Lilley: Dr. Lilley is working on the parking consultant’s report. Staff Council will look at the report next month. Dr. Lilley is concerned about faculty, staff, and visitor parking. The shuttle will be utilized more efficiently. Students will be encouraged to use their bicycles on campus.

   Comments from President Lilley: Dr. Lilley provided a financial update. The bonding authority is being reviewed due to the subprime situation. Baylor is doing well in the early phases of campaign. He addressed a question about his perspective/opinion on the proposed policies that would mandate charitable organizations to spend a certain amount of their earnings. He responded that mandatory endowment spending would not be good for universities, especially, since we rely on endowed funds to grow (in order to pay for scholarships and other endowed funds), and many of our gifts to endowment are already designated for a certain purpose.

   Comments from President Lilley: Dr. Lilley responded to a question about increasing staff to support the increasing faculty. He said that staff will increase.
Comments from President Lilley: Dr. Lilley responded to a question about the status of the new athletic facility. The progress has been slow due to being built on fill. It will hopefully be completed by December 2008.

Comments from President Lilley: Dr. Lilley responded to a question about the new minimum wage increase from $5.85 to $6.55 per hour. Student workers can now earn a maximum of $2650 in federal student worker wages. Dr. Lilley commented that this will not be good for the departments if students will earn their money quicker. A Student Financial Aid representative commented that the work study cap $2650 is a Baylor rule. The Student Financial Aid Office can adjust the package if students earn more.

Comments from Jaffus Hardrick: Human Resource Services wants to be known as being proactive and works to improve perceptions, image, and processes.

Jaffus responded to a question about how staff find out about Baylor discounts. Baylor HR does not send out the information based on the advice of the General Counsel.

Jaffus responded to a comment that the perception about Baylor HR is that complaints to HR are not kept confidential. Jaffus can assure that HR handles these matters with the utmost of confidentiality and fairness. HR always gives staff the benefit of the doubt. HR lets supervisors know they are wrong; it is HR’s responsibility. Ethics Point is available to make anonymous reports.

Jaffus responded to a question about follow-up with a supervisor after an employee goes to HR and vice versa. HR assesses and specifically addresses each situation. He emphasized there is no retaliation.

Jaffus responded to a question about the role of a Staff Ombudsperson and HR and how they complement each other. It must function within institutional policies. The right person with the skills and maturity for the role is doable.

Jaffus responded to a review of the policy about tuition remission. It is reviewed every three years. You may contact Compensation & Benefits with questions and ideas for strengthening the benefit.

Jaffus commented about the new Performance Appraisal. It is strengthened and holds supervisors accountable in areas where they are not doing a good job. It will be stressed in training and an explanation will have to be provided if the performance indicator is different. President Lilley wants all in a leadership role to attend training. The performance indicator will help make differences in merit raises.

III. Old Business

A. Approval of January Minutes (Carolyn Muska) The minutes of the Staff Council’s January meeting were distributed and discussed. Brennon Arnold made the motion to approve the minutes and the second was made by Angela Funai. The minutes were unanimously approved as presented.
B. Approval of February Minutes (Angela Funai) The minutes of the Staff Council’s February meeting were distributed and discussed. Two revisions need to be made to the minutes. Patricia Pack made the motion to approve the minutes as amended and the second was made by Cheryl Ervi. The minutes were unanimously approved as presented.

C. Online Directory Resolution (John Lowe) Dr. Karla Leeper took the resolution to the Executive Council for review. John Barry now has the resolution for consideration.

IV. Committee/Liaison Reports

A. Service Project (Cheryl Ervi) Staff Council will be hosting a spring service project on April 19, 2008, to help build a Waco Habitat for Humanity house. The first email will be sent this week about the sign-up for two shifts: 8:30 am - 12:00 pm or 1:30 pm - 4:30 pm. In case of rain, the project will be cancelled.

B. STEPP Luncheon (Patricia Pack) There was strong participation for the Go Red program in February. Thank you to Judy Mills who did a lot of work for the program. There will not be a STEPP Luncheon in March. Email Patricia Pack with topic suggestions for future luncheons. The trend has been more females attend the STEPP luncheons. Patricia encouraged the male Staff Council members to attend.

C. Membership Committee (Carolyn Muska) There have been improvements in the election. Last year, there were both paper and email nominations. This year there was an online nomination form. Last year, there were openings in 3 of 6 divisions with 17 nominations. This year, there are openings in 7 of 7 divisions with 30 nominees. All of this year’s nominees will confirmed and finalized soon. There are 15 open Staff Council positions with 12 staff members rotating off the Staff Council. The eligible and accepted nominations for 2008 were presented to the Staff Council members. The online voting will take place March 25 to 28.

D. Treasurer (Sue Koehler) The Staff Council has no money and no account.

V. New Business

A. Presentation of Officer Candidates (Elisa Dunman) The candidates for 2008-09 Staff Council officer elections are:

Chair: Angela Funai and Jess Kelly
Vice Chair: Brennon Arnold and Patricia Pack
Secretary: Betty Bradford, Sue Herring, and Melinda Oliver

B. Staff Endowed Scholarship (Angela Funai) Information was presented about potential legal limitations for a staff only scholarship, no restrictions on scholarship recipient, contributions to the general scholarship fund, and contributing to the Senior Class scholarship. Brennon Arnold made the motion for a committee to begin work on
establishing a staff endowed scholarship fund and the second was made by Judy Mills. The motion was unanimously approved.

**C. Focus Group Feedback** (Susie Johnston) The feedback was positive and the Staff Council appreciates being able to participate.

**D. Parking Service Work Session** (Susie Johnston) Parking consultants administered and assessed the questionnaire. Staff Council will meet with Parking Services from 9:30-10:30 a.m. on April 8 for a 28-minute presentation rolling out new ideas.

**VI. Announcements**

Next Council Meeting (Reynolds Conference Suite)  
Habitat for Humanity Service Project (Cheryl Ervi)  

**April 8, 2008**  
**April 19, 2008**

**VII.** The Staff Council meeting was adjourned at 11:50 a.m.

Respectfully submitted,

Carolyn Muska  
Secretary, Staff Council
MINUTES OF THE STAFF COUNCIL MEETING

April 8, 2008, 10:30 a.m., Reynolds Conference Suite


Absent: Staff Council Members: Donna Davis, Paulette Edwards, Sandy Kocian, Frances Malone

Representatives: Mary-Beth Frazee for Donna Davis

Guests: Pattie Orr, Vice President for Information Technology and Dean of University Libraries

I. Welcome and Invocation

A. Welcome (John Lowe) The meeting was called to order at 10:35 a.m.

B. Prayer Requests and Prayer (Lisa Hoxworth) The Staff Chaplain asked for prayer requests and offered the invocation.

C. Executive Committee Appointment (John Lowe) The Staff Council Executive Committee voted to appoint Angela Funai as the Council representative to work with University Development on behalf of Staff Council for the next 5 years as needed to get the staff endowed scholarship underway. This appointment is presented to the Council as required by the By-Laws. If no objections, Angela will serve as the representative.

II. Guest

Comments from Dean Orr:

A. Update on Sustainability

- It has been a great year
- A Sustainability Committee was established with Betty Bradford serving as the Staff Council Representative
- A website was created
- A phased plan has been setup to address recycling. Blue dumpsters are outside buildings to recycle paper, cardboard, aluminum cans, and plastic (no glass or styrofoam)
- The phases include establishing full recycling systems in the residence halls,
establishing recycling systems in the McLane Student Life Center and Library, meeting with each building manager, addressing outdoor spaces, and working with the Athletic Department
- Consider adding duplexer to printers to save paper
- You can order recycled matter paper
- Housekeeping knows to place items in the outside blue dumpsters
- You can recycle colored paper
- Baylor pays to send items to the landfill and receives money for recycling

B. Add photos to online directory

- A proposal was presented to the Executive Council and the support was very good
- This will be presented to the Faculty Senate
- Will have to visit with the Student Senate and Dub Oliver
- Good to know that adding photos to the online directory is supported by the Staff Council with a resolution
- Sue Herring made the motion that the Staff Council approve and support the creation of a secure, online pictorial directory to include photos of all faculty, staff and students that is accessible only to authenticated Baylor users. The second was made by Angela Funai. The motion was unanimously approved.

III. Old Business

A. Approval of March Minutes (Carolyn Muska) The minutes of the Staff Council’s March meeting were distributed and discussed. Jess Kelly made the motion to approve the minutes and the second was made by Melinda Oliver. The minutes were unanimously approved as presented.

B. Staff Endowed Scholarship (Angela Funai) It will be an unrestricted scholarship. The time frame is to raise $25,000 over the course of 5 years which is $5,000 per year. This an average of $12.00 per month with payroll deduction. We in the Staff Council are committed to making this happen. If staff do not raise the entire $25,000, the funds will go into the general scholarship fund. As part of the comprehensive campaign this spring, staff will receive a letter which will include this initiative. This is one more option for staff to become involved.

IV. Committee/Liaison Reports

A. Service Project (Cheryl Ervi) Staff Council will be hosting a spring service project on April 19, 2008, to help build a Waco Habitat for Humanity house. The two shifts are full with 11 on the waiting list. Everyone has received email instructions about the shifts. Eleven of the 30 volunteers are Staff Council members. De-De Henson announced that staff in the School of Nursing in Dallas are volunteering at a homeless shelter from 11:00 a.m. to 2:00 p.m. during Diadeloso on April 17th.
B. STEPP Luncheon (Patricia Pack) The last STEPP Luncheon for this year will be held on April 22nd. Dr. Ellie Caston, Director of the Mayborn Museum, will take participants on the journey to find exciting traveling exhibits.

C. Membership Committee (Carolyn Muska) The online voting was held the week of March 25 to 28. There were a few glitches with the process which were quickly corrected by ITS. Overall, it was successful.

D. Q&A (Angela Funai) The taxable portion of tuition remission is withheld by payroll deduction. It is withheld from paychecks the last quarter of the year. Contact the Payroll Office to initiate the withholding of taxes sooner. Angela will follow-up with Richard Amos to determine if staff can opt for pre-tax like the child-care option. A reply is pending regarding why doctoral students are not eligible for the tuition remission benefit. Angela will also follow-up with Richard Amos regarding social security numbers being placed on prescriptions. The inconsistent acronyms on the online printed directory has been corrected and will be implemented slowly.

V. New Business

A. Officer Elections (Eric Yarbrough) The election for 2008-09 Staff Council officer elections were conducted. The following officers were elected:

Chair: Angela Funai  
Vice Chair: Patricia Pack  
Secretary: Sue Herring

B. Staff Council Election Results (Carolyn Muska) The results of the Staff Council spring election were presented. The newly elected Staff Council members for 2008-2011 are:

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<thead>
<tr>
<th>Council Member</th>
<th>Division</th>
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<tbody>
<tr>
<td>David Burns</td>
<td>Libraries-Electronic Library, Technology/Libraries</td>
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<tr>
<td>Judy Carpenter</td>
<td>President Office, President/Athletics</td>
</tr>
<tr>
<td>Marcia Dutschmann</td>
<td>Budget &amp; Human Resources, Finance &amp; Administration</td>
</tr>
<tr>
<td>Lexi English</td>
<td>Provost Area, Executive VP &amp; Provost</td>
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<td>Ronald English</td>
<td>Enrollment Management, Finance &amp; Administration</td>
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<td>Anissa Galindo</td>
<td>Budget &amp; Human Resources, Finance &amp; Administration</td>
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<td>Anna Henderson</td>
<td>Graduate School, Executive VP &amp; Provost</td>
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<tr>
<td>Candice Herchenhahn</td>
<td>Programs &amp; Services, University Development</td>
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<td>Phylicia Hernandez</td>
<td>Enrollment Management, Finance &amp; Administration</td>
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<td>Leigh Ann Moffett</td>
<td>General Counsel, President/Athletics</td>
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<td>Sandra Northern</td>
<td>Vice President Office, Student Life</td>
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<tr>
<td>Mary Reinhardt</td>
<td>School of Education, Executive VP &amp; Provost</td>
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<td>Margaret Smith</td>
<td>Athletic Director Office, Athletics/President</td>
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<tr>
<td>Suzanne Weems</td>
<td>Financial Services, Finance &amp; Administration</td>
</tr>
<tr>
<td>Janice Wessel</td>
<td>Media Communications, Marketing &amp; Communications</td>
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</tbody>
</table>
C. Constitution and By-Laws Presentation (Melinda Coats) Proposed revisions were presented at this meeting so that the Council can vote on it at the May meeting. According to the Constitution, proposed amendments must be given at least two weeks prior to a regular meeting. Proposed amendments to the Constitution include the beginning term of the Executive Committee members and membership guidelines. Proposed amendments to the By-Laws include changes in officers from Vice Chair to Chair Elect, addition of a Treasurer, and electronic voting.

D. Committee on Committee Representative (John Lowe) There is adequate Staff Council representation on university committees. A representative is needed for the Committee on Committees. Sue Koehler volunteered to serve as the primary representative with Judy Mills serving as the alternate. Melinda Oliver made the motion to accept the representatives for the Committee on Committees and the second was made by Patricia Pack. The motion were unanimously approved.

VI. Announcements

Parking Services Work Session - 9:30 (Reynolds Conf.) April 8, 2008
Campus Master Plan Work Session - 8:30 (Reynolds Conf.) April 15, 2008
Habitat for Humanity Service Project April 19, 2008
STEPP Luncheon (Barfield) April 22, 2008
National Day of Prayer - 7:00 (Barfield) May 1, 2008
University Branding Work Session - 9:30 (Mayborn Museum Theater) May 6, 2008
Next Council Meeting - 10:30 (Mayborn Museum Theater) May 6, 2008
End of Year Luncheon - 12:00 (Mayborn Museum) May 6, 2008

VII. The Staff Council meeting was adjourned at 11:50 a.m.

Respectfully submitted,

Carolyn Muska
Secretary, Staff Council
Minutes of the Staff Council Meeting

May 6, 2008


New Members Present: David Burns, Marcia Dutschmann, Lexi English, Ronald English, Anissa Galindo, Anna Henderson, Candice Herchenhahn, Phyllicia Hernandez, Sandra Northern, Mary Reinhardt, Margaret Smith, Suzanne Weems

Absent: Adam Brock, Brenda Ferguson, Chandra Ford, Taryn Ozuma, Carolyn Voight

New Members Absent: Judy Carpenter, Janice Wessel

I. Welcome and Invocation
   a. Welcome (John Lowe) -- The meeting was called to order at 10:30am.
   b. Prayer Requests and Prayer (Lisa Hoxworth) -- The Staff Council Chaplain asked for prayer requests and offered the invocation.
   c. Introduction of New Members (John Lowe) -- The newly elected members for the class of 2008 were introduced.
   d. Presentation of Service Awards (John Lowe, Susie Johnston) -- In the absence of President Lilley, John and Susie presented awards to Staff Council members rotating off the Council.

II. Old Business
   a. Approval of April Minutes (Carolyn Muska) -- The minutes of the April meeting were reviewed and amended as necessary. Becky Chollett moved that the minutes be approved and Patricia Pack seconded the motion. The minutes were approved unanimously as presented.
   b. Statement of Intent Review (John Lowe) -- John reviewed the Statement of Intent document that was presented at the first meeting of the year. There were several successes for the year: Staff Council was active and visible to the staff, a spring forum was initiated and the University participated in a National Day of Prayer. Other positive contributions included updating the website, having very successful service projects and our second election using the online election process. We also were able to nominate staff using the online system.
   c. Parking Services Report -- After reviewing the Parking Services Report presented at a working session before the last meeting, it was determined that more questions were generated than answers. Staff Council officers met with Chris Krause to clarify tentative recommendations from the parking consultants. A summarization of that meeting is as follows:

      There is no reason to believe that Baylor employees will be paying for parking any time soon. The presentation given by the outside consulting firm at our April meeting did contain a recommendation to begin charging
faculty and staff for parking on campus, and several members of Staff Council expressed their concern about that recommendation during the presentation. However, according to Chris Krause, Assistant Vice President for Campus Services, that recommendation is not being acted on at this time by Parking Services. That recommendation is just one of many recommendations from the consulting firm that will be evaluated by a University committee that will include both faculty and staff before any decisions are made.

d. **Staff Endowed Scholarship** – All staff received the email describing the opportunities related to the staff endowed scholarship called the *Endowed Scholarship Honoring Baylor Staff* and according to Angela Funai, we are receiving a steady stream of donations. It was suggested that if each member donated $12 a month, our goal would be met.

e. **School of Nursing Visit** – John Lowe and Angela Funai traveled to Dallas to visit with School of Nursing staff. They had a very worthwhile visit with 10-12 staff persons and enjoyed a wonderful lunch arranged by De-De Hensen.

f. **Online Directory Report** -- An email from Patti Orr has been sent to all staff telling about the online pictorial directory. The directory will include faculty/staff and students. Her recommendations followed closely the initial Council resolution. She explained that one can opt out of participating but photos will be in the directory for those that want or need it. Roll-out is scheduled for June 1st and staff can have pictures re-made in the ID office, if desired. All efforts will be made to prevent someone from downloading or printing the photos.

g. **Emergency Notification System** – ConnectEd and SMS are systems used in notifying staff/students in the event of a possible emergency. A year ago there were problems with the plan since the phone system could not handle the load. Currently faculty, staff and students can receive notification using text messaging (if opted in) or by cell phone. If the phone number is marked as unlisted, the notifications may not reach the staff/students.

III. Committee/Liaison Reports

a. **Service Project Committee** – There were a total of 26 people participating in the Habitat for Humanity workday. We completed a lot of work and had a very successful day!

b. **STEPP Luncheon Committee** – The last luncheon was a success and received great feedback. Several Council members attended the luncheon but we need to remind all members that STEPP luncheons are sponsored by Staff Council and members need to support the committee. Anyone can and are encouraged to send an email to one of the committee members with a suggested topic for discussion.

c. **Q&A Committee** – A question was submitted to Richard Amos regarding tuition remission for doctoral students. He responded it is very rare to extend the benefit for doctoral degrees. There have been only a couple of requests in the last 9 years. He said we reviewed some type of doctoral program awhile back but it did not get any interest. The consideration was to separate it from the tuition remission benefit and
treat it more like a loan that is paid off with service. He indicated that from prior research, hardly any other institutions include this in a benefit package.

d. **University Sustainability Committee** – Recycle Mania was a huge success! Baylor received the Magic of Beauty Awards by Keep Waco Beautiful and Keep McLennan County Beautiful. There are basically two categories of people who recycle: those that are indifferent and those that are enthusiastic. The goal is to move everyone into the enthusiastic category. The Committee plans to have Town Hall Meetings for faculty/staff to exchange ideas and to network. Staff Council has been asked to ‘co-host’ the meeting. It would be an informal gathering and probably a brown-bag luncheon. Sue Herring made a motion and Patricia Pack seconded the motion for Staff Council to accept the invitation to co-host. No date has been set for this event.

IV. **New Business**

a. **Committees** – John described the Staff Council committee structure and a distribution list was passed around for current and new members to indicate their interests. Members will be contacted and assigned to committees by the Chair.

b. **Distribution Lists** – Members will be appointed to departments from the master organization chart. Their responsibility will be to disseminate information and debriefs to the assigned departments.

c. **Ombuds Committee** -- John Lowe explained the history of the ombudsperson issues that began approximately 2 years ago. Faculty and Students both have an ombudsperson, but the title of the faculty ombudsperson is University Ombudsperson. HR was opposed to staff having their own since HR considered that one of their responsibilities. The position has now been approved by the Executive Council and General Counsel. We need a job description and a policies and procedures and plan to use the document published by Faculty Senate as a starting point. The committee was asked to work on this during the summer. Volunteers to serve on this committee are Brennon Arnold, Melinda Oliver, Judy Mills and Sandy Kocian.

d. **University Branding Discussion** – During a work session prior to the Council meeting, John Barry presented the proposed recommendations regarding Baylor branding. Several comments and/or suggestions came from this visit:

1. Open up lines of communication within Executive Council -- the right hand does not know what the left hand is doing or saying.
2. The message from administration and John Barry need to be consistent.
3. Until a decision has been made, the ‘decision’ should not be enforced (i.e. SC was told we could not have interlocking BU on plaques as we have had in the past).
4. There appears to be confusion about who is making the decisions.
5. It is difficult to find Baylor merchandise in local area Waco stores.

   - Vendors say Baylor is too difficult to work with
   - Not as difficult for stores to carry UT or TAMU merchandise
   - This issue goes back several years
• Difficult to keep Baylor merchandise appropriate for Christian environment

6. University Seal is now referred to as the ‘Presidential Seal’.

7. New logo looks good (with Pat Neff and the Judge Baylor statue). There will, however, be lots of issues with ‘co-branding’.

8. New logo is academic and BU represents spirit.

9. Recommendations will be presented to Regents at their May meeting

10. John Barry indicated there was a survey of alumni and the recommendations reflected their opinions. Members wanted to know how alumni were selected and who conducted the survey? Were they randomly selected?

11. The final summarization is that the University has big issues to be discussing and everyone is spending too much time hassling about the interlocking BU. Staff feel there is an overall sense of being lied to because of the lack of consistent communication. The consensus is that changes in logo/branding are being forced on the University.

Motion was made to summarize Staff Council discussion and present it to John Barry so the Council is on record about some of our issues/concerns. Patricia Pack made the motion and Frances Malone seconded and the motion passed.

e. Constitution and By-Laws Vote

1. Beginning with next year, we will elect a Chair-Elect.

2. Patricia Pack is currently Vice-Chair and Sue Herring made the motion and Teresa Muirhead seconded that Patricia be considered Chair-Elect this year. The motion passed.

3. The new constitution and by-laws were presented as adopted

V. Closing Remarks (Angela Funai) – Angela stated her goals for the next year: take service-minded attitude to the next level by working stronger on United Way, Staff Endowed Scholarship and Service projects. She also wants to build stronger bridges with faculty.

VI. Meeting adjourned at noon.

Respectfully Submitted
Minutes of the Staff Council Meeting

September 9, 2008


Absent: Judy Carpenter, Donna Davis

I. Welcome and Invocation
   a. Welcome (Angela Funai) -- The meeting was called to order at 10:30am.
   b. Prayer Requests and Prayer (Anna Henderson) -- The Staff Council Chaplain asked for prayer requests and after several specific responses, opened the meeting with prayer.
   c. Introduction of Members (Angela Funai) -- All Staff Council members were welcomed to the first meeting of the year. Each member introduced themselves, told their year in Staff Council and the office where they worked.

II. Guest: Interim President and Dean of Truett Seminary, Dr. David E. Garland

Comments from Dr. Garland: Dr. Garland thanked the staff for being the ‘folks that make people like me look smart!’ He also told how much he enjoyed the pictorial directory and said he used it many times as he was talking on the phone or getting ready to visit with someone. The Baylor Plus Salute recommendations come across his desk and he said it was very up-lifting to see how staff ‘go the extra mile’ to do their jobs. He received applause from the group as he quipped that he takes full responsibility for the return of Spirit Fridays!

Comments from Dr. Garland: I want to hear from you. What about the Christmas Dinner we had in the past or the Reception we had last year?

Comments from Staff: We liked the dinner because of the family emphasis. Many items that come through email or the media refer to alumni, faculty and students and do not mention staff.

Comments from Dr. Garland: No one likes to feel taken for granted. Any event at Christmas is oftentimes considered ‘just one more event’ but I can see that it can be very important and especially if it promotes the family atmosphere.

Comments from Staff: We have been working for a few years for a staff ombuds person.

Comments from Dr. Garland: I know there are meetings happening this week regarding that. I also want to emphasize that staff can email the President’s Office at any time with issues or concerns that should be discussed at the administrative level.
Comments from Staff: We also heard the report of the Parking consultants last year and wondered where we are on that? Staff Council has 2 members on the Parking Committee but they have not met yet this year.

Comments from Dr. Garland: Nothing has been done as far as I know and these are excellent topics to bring up at the Staff Forum. Having been in administration, I fully understand the importance of staff and know you need to feel appreciated.

III. Old Business:
   a. Presentation of May Minutes (Sue Herring) -- The members were reminded that the minutes were sent out this summer and were approved at that time. Copies of the minutes are on the web.
   b. Statement of Intent (Angela Funai) -- The Statement of Intent for the coming year was presented. The primary areas of focus will be Service, Unity and Leadership. The document is located in its entirety on the Staff Council web page.
   c. Staff Endowed Scholarship Report (Angela Funai) -- At this time, there is approximately $3500 in the scholarship fund, and we need to have $5000 by the end of the fiscal year in order to maintain the money in the designated fund. We initially agreed to raise $5,000 for 5 years for a total of $25,000 in order to have adequate reserves for a scholarship. The question was asked how we could raise additional money and it was suggested that we make a presence at the Staff Forum to be sure all staff are aware of the fund. Angela reminded us that there is only one official solicitation of employees each year, but if each member of Staff Council gave just $12 a month, we would reach our goal of $5000 a year and ultimately the $25,000.
   d. Ombuds Committee (Judy Mills) -- A review of the history of issues with the Ombuds position was given so all members of the Council were up-to-date. A meeting is to be held with Judy Mills, Angela Funai and Bud McGregor to work out some of the specifics regarding the position.

IV. Committee/Liaison Reports
   a. Shirt Committee (Teresa Muirhead) -- Samples of the nine shirts were shown to the Council. She asked that we thank the Book Store for letting us take pictures on their mannequins (since we are in competition, essentially, with them when selling shirts). The pictures should be on the web by the end of the week and there will be a 2 week period for ordering. The shirts will go on ‘tour’ to the Bookstore, Robinson Tower, Bill Daniel Student Center, SLC, and School of Nursing. The Shirt Committee was thanked by the group for a wonderful selection of apparel.
   b. Service Project Committee (Leigh Ann Moffett) -- The fall service project will be Food for Families. Several collection sites will be made available on campus. Volunteers are being asked to work in the warehouse from 3pm to 7pm on November 21st. A possible Spring project will involve Special Olympics
   c. STEPP Luncheon (Judy Mills) -- It was announced that the first STEPP luncheon will be September 16th. The speaker will be Chaplain Burt Burleson and he will speak on ‘Spirituality in Your Work and Workplace’. The dates of other STEPP luncheons are on the web. The committee has set a goal of 100 attendees at each luncheon. In order to help
defer expenses for the portion subsidized by Staff Council, the committee decided to raise
the price of the lunch by 50 cents to $5.00

d. **Information Committee (Ron English)** -- The website has been updated and many favorable
comments were made. This committee will be meeting to share responsibilities for the site
so that knowledge can be passed from year to year.

e. **Q&A Committee (Melinda Oliver)** -- This committee is open to receive any questions from
staff that they can research.

f. **Constitution & By-Laws Committee (Carolyn Voight)** -- This committee has already received
a By-Law question that needs to be researched and they will be working on this during the
Fall term.

g. **Membership Committee (Sue Herring)** -- The Secretary of Staff Council serves as chair of
the Membership Committee by virtue of her position and Sue stressed to the members how
important it was for them to be at the meetings since they are the conduit to the rest of the
staff on campus. Through the distribution list, they will be conveying information to others
on campus. The By-Laws states that an active member must not be absent 3 times in the
year. Sue reviewed the guidelines that were voted upon by the Council last year that
describe what should be done in case of an absence: 1) contact the Secretary, 2) Send
someone in your place and 3) the absence must be unavoidable.

h. **University Sustainability Committee (Betty Bradford)** -- The results were shared regarding
the past few month’s efforts by the Sustainability Committee. Without trays in the dining
halls, discarded food dropped from 1,525 pounds to 833 pounds in a single meal period!
Recycling bins were recently placed at BU athletic complexes. Containers are now being
placed in office and classroom buildings. Baylor BookCrossing Zone is being launched Sept
11th and is described as a ‘new way to recycle books, combined with an online component to
add a powerful social dimension’. Check out the website at http://www.bookcrossing.com/.
There have been complaints on FaceBook about the lack of trays but it was suggested that if
the impact of the change could be presented publicly, such as at Staff Forum, others could
do nothing but support the efforts. It was also recommended that publicity about the
committee’s findings ought to come from the university level rather than from Staff Council,
since it is a campus-wide committee.

i. **New Committees (Angela Funai)** -- Angela reported that new committees are periodically
formed as needed, and she encouraged Staff Council members to participate whenever
possible.

V. **New Business**

a. **Communication and Distribution List (Patricia Pack)** -- The purpose of the distribution list
was explained and it was noted there were several ‘holes’ in the current list. She passed it
around the group and asked for members to write their names in areas where they could be
responsible for sharing information.

b. **Staff Council Shirts and Name Tags (Teresa Muirhead)** -- All new members have had shirts
and name tags ordered.

c. **Staff Council Agency Account (Sue Koehler)** -- The purpose of the agency account was
explained and it was also stated that the account was empty! It was suggested that each
member give a few dollars each month or when they could to help grow the account so
money would be available when needed.

d. **United Way Campaign (Angela Funai)** -- The United Way Campaign packets should be in our
mailboxes within the next few days. Last year, staff beat faculty in percentage and amount
given and we would like to do that this year also. Angela stated that Student Government wants to participate with Faculty Senate and Staff Council this year in the Campaign.

VI. Announcements (Angela Funai)
   a. Fall Staff Forum – Thursday, September 18 at Ferrell Center
   b. Staff Council Meetings – all meetings dates and the locations are listed on the website.

Motion to adjourn was made by Betty Bradford and a second was made by Mary Reinhardt. The motion carried and the meeting was dismissed at 11:50am

Respectively Submitted

Sue Herring
Secretary, Staff Council
Minutes of the Staff Council Meeting

October 14, 2008

Present: Brennon Arnold, Betty Bradford, David Burns, Judy Carpenter, Marcia Dutschmann, Alexia English, Ron English, Brenda Ferguson, Jeanie Fitzpatrick, Angela Funai, Anissa Galindo, Candice Herchenhahn, Phylicia Hernandez, Sue Herring, Jess Kelly, Sandy Kocian, Sue Koehler, Judy Mills, Leigh Ann Moffett, Teresa Muirhead, Sandra Northern, Melinda Oliver, Patricia Pack, Mary Reinhardt, Margaret Smith, Carolyn Voight, Jeff Walter, Suzanne Weems, Janice Wessel

Absent: Adam Brock, Donna Davis, Becky Chollett, Paulette Edwards, Anna Henderson, De-De Henson, Debbie Magee

Guests Present: Susan Smith, Mary Beth Frazee

I. Welcome and Invocation
   a. Welcome (Angela Funai) -- The meeting was called to order at 10:30am.
   b. Prayer Requests and Prayer (David Burns) – In the absence of the Staff Council Chaplain, Anna Henderson, David Burns asked for prayer requests and after several specific responses, opened the meeting with prayer.

II. Guest: Chief of Staff, Dr. Karla Leeper

Comments from Dr. Leeper: Student admissions leadership have done a wonderful job increasing and promoting diversity among students on campus. A new Diversity Committee, however, has been formed made up of faculty, staff and students with the charge to 1) develop criteria for a small pool of diversity grant funds and 2) evaluate how we might recognize the academic and service work of those who are furthering the discussion about diversity on our campus. There are five Staff Council members on the committee – David Burns, Mary Reinhardt, Lexi English, Marcia Dutschmann and Angela Funai.

Comments from Dr. Pattie Orr and Billie Peterson-Lugo

Comments from Dr. Orr and Ms Peterson-Lugo: They spoke to the Council about a Task Force that is reviewing and updating the Baylor guidelines relating to copyright laws. Dr. Orr discussed ‘fair use’, a doctrine in copyright law that allows limited use of copyrighted material without requiring permission from the rights holders, such as use for scholarship or review. It is a very difficult doctrine to define and the guidelines are to help students, faculty and staff better understand the limitations. The current guidelines have not been touched since 1992. A website has been created at http://www.baylor.edu/copyright/ and is a work in progress, but already has lots of information.

Comments from Staff: Could there be a Copyright 101 that would give us the basics we need to know?

Comment from Dr. Orr: The issue is how many would attend. When folks have questions they want to focus on one specific area rather than general information.

Comment from Staff: How does ‘fair use’ relate to Music?
Comment from Ms Peterson Lugo: Fair Use applies to printed music but usually does not apply to recorded music. It is best to check rather than make a mistake.

Comment from Staff: Could we have a Staff Tab on the website? There is a Faculty Tab and a Student Tab but many of us are doing the work for our faculty and we would not know where to look for information.

Comment from Ms. Peterson Lugo: How about if we change the name of the tab to Faculty/Staff?

III. Old Business:
   a. Presentation of May Minutes (Sue Herring) -- The members were reminded that the minutes were sent out and would be on the web after approval. Sue moved that the minutes be approved as submitted; Judy Mills seconded the motion and the motion passed.
   b. Staff Endowed Scholarship Report (Angela Funai) -- At this time, there is approximately $3681 in the scholarship fund. Angela reminded the Council that an ad hoc committee could be formed to look into ways to raise more money. Volunteers who offered to serve on a committee were Phyllicia Hernandez, Candice Herchenhahn and Sue Herring.
   c. Ombuds Committee (Judy Mills) -- A final draft of the job description was presented to Bud McGregor and the position is now in the process of being prepared for submission to BearQuest.

IV. Committee/Liaison Reports
   a. Shirt Committee (Teresa Muirhead) -- Last we had 148 orders for shirts. This year we had 389 orders for a total of 790 items! This year was a huge success. All items sold with the best seller being the denim shirt and the black camp shirt as the second. Shirts are expected to be back for sorting the week of October 20th and Teresa will call for volunteers to work the orders and help distribute.
   b. Service Project Committee (Leigh Ann Moffett) -- The boxes for the Food for Families collections are ready to be picked up and placed in the appropriate buildings (the buildings that are a part of the distribution list for each Staff Council member). As boxes are filled, they can be taken to the Physical Plant for storage and an empty box will be provided. On the 21st of November, the full boxes will be taken from the plant to Caritas for inclusion in the annual county-wide Food for Families drive. Volunteers are also wanted to work in the warehouse between 1-7pm on the 21st to help sort the items. We need to let them know in advance who and what times the volunteers will work. Contact Leigh Ann if you wish to volunteer.
   c. STEPP Luncheon (Judy Mills) -- It was announced that the first STEPP luncheon was a huge success. The next one will be November 18 and Van Davis will talk about stress and the holidays.
   d. Q&A Committee (Melinda Oliver) -- Melinda reported that the question regarding tuition remission for staff working toward doctoral degrees has been submitted again and her committee will look into the reasoning for excluding this from the tuition benefits.
   e. Constitution & By-Laws Committee (Carolyn Voight) -- This committee has been asked to review the timing of election of officers and election to the Council. If a 3rd year member wishes to run for office, that election is held before the person can run for a second term. They also have been asked to review the bylaw that states if a member changes jobs that places them in a department/division that is different from that which elected them, then
they must resign and someone from that division be named in their place. It was suggested that the person be allowed to serve out the year for the continuity of the Council and then have a replacement named.

*Reaction from the Council* – One member stated this created an unintentional conflict of interest since the member was elected by a specific group and could no longer represent that group. Another member suggested we allow the person to finish the semester and then replace them with someone from their representative group.

f. **Membership Committee (Sue Herring)** -- Sue reminded the Council to contact someone if they had an unavoidable reason to be absent from a meeting and to send someone in their place to get information for their represented area.

g. **University Sustainability Committee (Betty Bradford)** -- During the Baylor/Oklahoma football game on October 4th, the members of the University Sustainability Committee along with representatives from Keep Waco Beautiful were recognized during half-time for their efforts regarding sustainability. On October 22nd, several members of the committee will travel to St Edwards University in Austin to represent Baylor at the Central Texas Climate Summit.

V. **New Business**

a. **Transportation and Access Committee (Suzanne Weems)** -- In their meeting this past week, it was decided that the question of charging faculty/staff for parking would be dropped and the committee’s next focus would be in improving the trolley system.

b. **Compensation and Benefits Committee (Patricia Pack)** -- It was announced at the recent Compensation and Benefits Committee meeting that there will be an increase in insurance premiums but they have to be finalized after review by the Administration. She also discussed the increases over the past several years and we have been very fortunate Baylor has been able to keep them as low as they are.

VI. **Announcements (Angela Funai)**

a. **National Boss’ Day** – October 16
b. **Election Day** – November 4
c. **STEPP Luncheon** – November 18

Motion to adjourn was made by Jess Kelly and a second was made by Sue Koehler. The motion carried and the meeting was dismissed at 11:50am

Respectively Submitted

Sue Herring

Secretary, Staff Council
Minutes of the Staff Council Meeting

November 11, 2008


Absent: Adam Brock, Teresa Muirhead, Margaret Smith

Guests Present: Kathryn Sublett

1) Welcome and Invocation
   a) Welcome (Angela Funai) -- The meeting was called to order at 10:40am.
   b) Prayer Requests and Prayer (David Burns) -- In lieu of the Staff Council Chaplain, Anna Henderson, David Burns asked for prayer requests and after several specific responses including a special request regarding the racial tension on campus, opened the meeting with prayer.

2) Old Business:
   a) Presentation of October Minutes (Sue Herring) -- The members were reminded that the minutes were sent out and would be on the web after approval. There was one correction. Sue moved that the minutes be approved as corrected; Judy Mills seconded the motion and the motion passed.
   b) Staff Endowed Scholarship Report (Angela Funai) -- At this time, there is $4,226 in gifts and pledges toward the scholarship fund. Next month, Bill Dube, Director Endowed Scholarship Program, will speak to us regarding the scholarship and answer any questions we might have.

3) Committee/Liaison Reports
   a) Shirt Committee (Brennon Arnold) -- After the final count, we sold 785 items to 386 employees for a total of $17,941. The committee was applauded for a job well done! The Council was reminded this is considered a service project rather than a fundraiser, and no money is made on the sale of the shirts.
   b) Service Project Committee (Leigh Ann Moffett) -- Several boxes have been taken to the Physical Plant already. Staff Council members were reminded that all boxes must be delivered to the Plant by the 20th of November. Leigh Ann will see that they are delivered to the Food for Families drop off on the 21st. A sign-up sheet was passed around for members to commit to one hour shifts to work at the Caritas warehouse on the 21st.
c) **Information Committee (Ron English)** -- It was announced that the web site has been modified so that a STEPP box is loaded at the bottom of the form for employees to use to get information regarding the lunches. Ron was applauded for making the web site more intuitive and easy to use.

d) **Q&A Committee (Melinda Oliver)** -- Melinda reported that several questions had been submitted:

   i) What will happen to Harrington House? Will it be torn down? -- Harrington House will not be torn down but will be used for Art Department purposes.

   ii) Is there a possibility of a 4-day work week in the summer months? -- The Calendar Committee has looked into this and one draw-back is Freshmen Orientation. Another is the libraries since they cannot be closed. It is not, however, totally off the table at this time.

   iii) Could we have exercise equipment in Robinson Tower? -- The issues concern where, will there be dressing rooms and showers, etc. Jess Kelly said that Van Davis is actually looking into this. One suggestion was a ‘Rapid Transit Shuttle’ from the Tower to the SLC so employees could get there during lunch and get back in time for work.

e) **University Sustainability Committee (Betty Bradford)** -- Seven members of the Sustainability Committee represented Baylor at the Central Texas Campus Climate Summit sponsored by the National Wildlife Federation. Then theme of the Summit was “The Role of Higher Education in a Warming World”. Baylor was asked to join Central Texas universities and the City of Austin to explore ways to implement environmental change and work together to develop solutions for becoming a more sustainable society.

f) **Transportation and Access Committee (Suzanne Weems)** -- The committee met just prior to the Council meeting with representatives from Waco Transit. They indicated we currently have 3 routes with 4 busses and approximately 20,000 riders per month in and around the Baylor campus. One option being considered is to create a route that bypasses the apartments and is an internal campus route only to assist those moving from campus building to building. Another consideration is a lunchtime campus-to-downtown shuttle. Students had been complaining that too many faculty/staff parking space designations in the Speight Parking Garage were remaining empty when students could be using them. This was studied and changes were made to give back to students several of those parking spaces.

g) **Compensation and Benefits (Patricia Pack)** -- A question was asked regarding the change coming in 2010 where prescriptions by mail will cost 2 ½ times the co-pay rather than the 2 co-pays we are charged now. Paying 2 ½ times does not seem to make the mail order more beneficial than buying monthly at a drug store and yet, we are told we should use the mail if at all possible.

h) **Campus Diversity Committee (Marcia Dutschmann)** -- The Campus Diversity Committee will meet on Nov. 14. There was additional discussion about the Bias Motivated Incident Support Team (BMIST). This was created last spring as an administrative procedure for responding to problems of discrimination on campus. According to Jeff Walter, a member of the Team, it has three purposes:

   (1) To assist and support students who report incidents of discrimination based on race, nationality, religion, gender, or anything else ;
(2) To recommend specific procedures of personal and institutional redress and reconciliation;
(3) To document information about these incidents in order to address discrimination as it occurs in a habitual or systemic manner at Baylor University. It functions under the auspices of the University President and consists of faculty and staff who have expertise in diversity issues and conflict resolution. The events surrounding the presidential election made it prudent to get some things going sooner.

4) New Business
   a) Consideration of Constitution and By-Laws Committee proposed recommendations (Carolyn Voight) – There were two recommendations and they were considered separately:
      (1) The committee recommended that if a ‘….. Staff Council member transferred to a different division (from which they were elected), they may opt to serve out the remainder of their term on the Council, representing the division to which they are transferring, with the approval of the division head’. After much discussion and many suggestions, Betty Bradford moved and Sue Koehler seconded to send this recommendation back to the Committee. The motion passed.
      (2) The second recommendation stated ‘…..Members wishing to run for another three-year consecutive term must notify the Secretary of their intent in February of their last year so that voting can take place in March.......If said Staff Council member also wishes to run for an elected office for the following three-year term, they can subsequently be nominated during the April meeting.’ A motion was made by Sue Koehler and seconded by Patricia Pack and the motion passed. This allows a third-year member to decide to run again for another term and run for office also.
   b) Consideration of recommendations by peer organizations concerning presidential search process (Angela Funai) – A resolution was presented that stated ‘….that the Council requests representation on matters that involve the University’s major constituent groups, in particular, faculty, alumni and students; and that such inclusion would be intentional’. The resolution was sent to the Chair of the Regents, Dr. Howard Batson, Interim President David Garland, and leaders of the various constituent groups. The motion was made by Judy Mills, seconded by Marcia Dutschman and passed unanimously.
   c) Resolution encouraging enthusiastic support by the Baylor family for Veterans Day each year (Angela Funai) – A resolution was presented applauding the sacrifice and service of the men and women in our Armed Forces. A motion was made by Brennon Arnold and seconded by Lexi English. The motion passed.
   d) Statement regarding bias-motivated incidences (Angela Funai) – The following statement was submitted to University officials:
      The Baylor University Staff Council denounces bias-motivated incidents as contradictory to Biblical principles of love for our neighbors and the core values of Baylor University. The Council disapproves of such prejudicial acts by certain individuals and commends the prompt reaction by Interim President David
Garland, campus response teams and other Baylor officials in addressing recent incidents.

The Resolution was approved electronically.

e) **Consideration of Change in March meeting date (Angela Funai)** – The designated March Staff Council meeting date is during Spring Break. The members were asked to look at calendars and we would decide at the next meeting whether to meet the week before or the week after Break.

5) **Announcements (Angela Funai)**
   a) **Christmas Dinner** – a sign-up sheet was passed around for volunteers to work 30 minute shifts primarily directing folks through the Ferrell Center at the beginning of the Christmas Dinner on December 9th.
   b) **Outstanding Staff Awards** – due December 23
   c) **STEPP Luncheon** – November 18
   d) **Autumn Reception** – November 20
   e) **Spring Staff Forum** – January 20

Motion to adjourn was made by Marcia Dutschman and a second by Phylicia Hernandez. The motion carried and the meeting was dismissed at 11:55am

Respectively Submitted

Sue Herring

Secretary, Staff Council
Minutes of the Staff Council Meeting

December 9, 2008


Absent: Betty Bradford, Anna Henderson, De-De Henson, Judy Mills, Carolyn Sorrels, Janice Wessel

Guests Present: Ruth Tucker, Regina Ellington, Diana Kohler, Randy Fiedler, Cassie Morgan, Kendra Kirkland

1) Welcome and Invocation
   a) Welcome (Angela Funai) -- The meeting was called to order at 10:30 am.
   b) Prayer Requests and Prayer (David Burns) -- In lieu of the Staff Council Chaplain, Anna Henderson, David Burns offered a prayer and then asked members to speak aloud their personal request. David then closed in prayer.

2) Guests (Cassie Morgan and Kendra Kirkland, student representatives for Relay for Life) -- Relay for Life (RFL) is the signature activity of the American Cancer Society. According to their literature, ‘....it offers everyone in a community an opportunity to participate in the fight against cancer.’ Teams are created and members of the team take turns walking or running on the track at all times during the event to be held this year the last of March. Last April, Baylor students coordinated a campus-wide event, raising over $100,000. This year their goal is $150,000. Information about getting involved in the Relay is available on the RFL website, www.baylor.edu/relayforlife or email BU_relay@Baylor.edu.

3) Old Business:
   a) Presentation of November Minutes (Sue Herring) -- The members were reminded that the minutes were sent out and would be on the web after approval. There were corrections in wording regarding Bias Motivated Incident Support Team and these were presented. Sue moved that the minutes be approved as corrected; Donna Davis seconded the motion and the motion passed.
   b) Discussion of Constitution & By-Laws Committee proposed recommendations (Angela Funai) -- The proposed changes relating to replacement of members that have transferred within the University but to another division were distributed by Angela for the membership to review. The recommendation said a new member from the initial division should be named but the ‘transferring’ member could remain on the Council as a ‘Non-Voting’ member for the rest of the term year and continue to participate in committee assignments. Any comments regarding the recommendation should be made to the committee. In order for the recommendation to be presented for approval at the January meeting, the membership must be notified two weeks before the meeting of the actual proposal.
4) General Reports
   a) **Staff Endowed Scholarship Report (Angela Funai)** – Angela was thrilled to report that a total of $5,001 gifts and pledges had been designated to date toward the Endowed Scholarship Fund Honoring Baylor Staff to date. She reminded the new members that Staff Council initiated the scholarship to encourage support for the University while also honoring the staff who work here. This meets our annual goal of $5,000 for this first year, but now we must raise at least another $5,000 in new gifts and pledges for 2009 to stay on track and achieve our $25,000 goal within five years. Students will be unable to reap the benefits of the scholarship until we reach the $25,000 amount in actual dollars received.
   b) **Ombuds Committee** – There was not a report from the Ombuds Committee.
   c) **Staff Council Agency Account (Sue Koehler)** – Sue reported she deposited $24 to the agency account in November for a total of $100 in reserve. These funds are used for expenses such as sympathy cards that the Council sends to staff members who have lost a loved one.

5) Committee Reports
   a) **Shirt Committee (Teresa Muirhead)** – Teresa reported there were a few shirts remaining and she brought them with her to sell.
   b) **Service Project Committee (Leigh Ann Moffett)** – Leigh Ann reported that 2,382 pounds of non-perishable goods were delivered to Caritas Food for Families and 19 volunteer hours were given, working in the warehouse. Congratulations on a very successful project!
   c) **STEPP Luncheon Committee (Angela Funai)** – In Judy’s absence, Angela reminded the Council that the next luncheon would be February 17th.
   d) **Additional Committees** – There were no reports from the Information, Q&A, Membership, University Sustainability, Transportation and Access, Compensation and Benefits or Campus Diversity Committees.
   e) **Fire Safety Committee (Leigh Ann Moffett)** – Leigh Ann reported for the Fire Safety Committee. The committee has researched electrical heaters that might be used in offices where occupants cannot monitor the temperature of their surroundings. After much discussion and research, the committee decided not to endorse specific heaters for use in offices. Universities nationwide are being asked to reduce their energy consumption and utilizing electrical space heaters could require NOT plugging in something else. Leigh Ann did state there are flat panel heaters available for purchase through Facility Services that can go under a desk.

6) New Business
   a) **Change of March Meeting date (Angela Funai)** – Because the March scheduled Council meeting date falls during Spring Break, it was recommended that the meeting be changed to March 17th. A motion was made and seconded by Phylicia Hernandez and Melinda Oliver. The motion was approved.
   b) **Autumn Reception Feedback for Garlands (Angela Funai)** – Diana Garland asked for feedback regarding the Autumn Reception that she and Dr. Garland hosted for Staff Council members at Allbritton House in November. All comments from the members were positive. Council members said the Garlands interacted with staff and seemed very interested in relating one-on-one. One member commented it was good to have it immediately after work so one did not have to go home and come back. The only thing that was not clearly communicated was whether spouses were to be included.
7) **Announcements (Angela Funai)**
   a) **Christmas Dinner** – December 9th. Volunteers were reminded of their assignments.
   b) **Outstanding Staff Awards** – due December 23
   c) **Spring Staff Forum** – January 20th
   d) Ornaments were presented to all Council members as a gift from the Chair.

Motion to adjourn was made by Brandon Arnold and a second by David Burns. The motion carried and the meeting was dismissed at 11:30 am

Respectively Submitted,

Sue Herring

Secretary, Staff Council