Minutes of the Staff Council Meeting

January 13, 2009


Absent: Brennon Arnold, David Burns, Paulette Edwards

Guests Present: Dr. David Garland, Dr. Kathleen Morley, Mr. Bill Dube

1) Welcome and Invocation
   a) Welcome (Angela Funai) -- The meeting was called to order at 10:30 am.
   b) Prayer Requests and Prayer (Anna Henderson) – Staff Council Chaplain, Anna Henderson, thanked members for their cards, thoughts and prayers while she was recuperating from surgery. She then asked for requests from the group and offered prayer.

2) Guest: Director of Institutional Research and Testing, Dr. Kathleen Morley
   Comments from Dr. Morley: Institutional Research (IRT) was started at Baylor in 1986 as a result of the SACS accreditation review and the Self Study. The office is responsible for all statistical reports for the University as well as surveys, data warehouse, predictive modeling, national testing, faculty evaluations, faculty workload and many ad hoc reports for offices on campus that need information that is not currently available. She distributed copies of the 2008 Fall Facts to illustrate the types of summarized data that is available from IRT.

Guest: Interim President, Dr. David Garland
   Comments from Dr. Garland: He once again thanked staff for being so instrumental in the success of the University. He said he especially enjoyed the Faculty & Staff Christmas Party and hoped we could have more ‘gatherings’.

Comment from Staff: Will we have the Summer Picnic again?

Comment from Dr. Garland: He was unaware of the picnic but said he would find out more about it. He said he felt it was important for there to be times when faculty and staff could get together outside of work.

Comment from Staff: Dr. Garland was asked if he was aware of the Council’s efforts to establish the Endowed Scholarship Fund Honoring Baylor Staff.

Comment from Dr. Garland: He commended the efforts of the Staff Council and suggested we find a way to communicate this to faculty since it would be a great way to recognize special events or accomplishments by staff members.
Comment from Dr. Garland: He spoke about the economic ‘hard times’ that we are hearing about and reported that Dr. Ramsower says Baylor is doing well. We do, however, need to think of ways we can save money or identify ways we are wasting money and be good stewards of that which has been entrusted to us. He said we could email suggestions to him and he would welcome our comments.

Comment from Staff: Dr. Garland was asked how he enjoyed speaking in Chapel.

Comment from Dr. Garland: It brought to mind his times as a student and some of his most memorable moments were in chapel. He said he was most impressed how respectful the students were during the service.

Comment from Dr. Garland: We need to find a time when faculty and staff can worship together. Possibly staff can be given time off to attend the Easter worship service. He will look into this.

Guest: Director of Endowed Scholarships, Mr. Bill Dube

Comment from Mr. Dube: The need for endowed scholarships is great. The benefit is that the endowment is never spent and is available ‘until the Lord comes’. Only the revenue from the endowment is awarded to the student. He explained the status of the Endowed Scholarship Honoring Baylor Staff. At this moment, we have $3,287 in cash and we need $5,000 by May. An endowed scholarship consists of a minimum, of $25,000, collected over a 5 year period, usually $5,000 per year.

Comment from Staff: If I make a pledge to give so much each month for the 2009 year, when will that money be counted?

Comment from Mr. Dube: Accounting is done on a fiscal year basis so any pledges paid by May, 2009 will count in this year’s amount. Pledges paid after May will be in next year’s amount.

Comment from Staff: So pledges do not count in what we have earned for a year?

Comment from Mr. Dube: Pledges are important because one does not have to remember to make a gift (it is processed through payroll deduction) or a reminder is sent out, but the goal is $5,000 new gifts in the bank in a fiscal year.

3) Old Business:
   a) Presentation of December 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 corrected; Phylícia seconded the motion and the motion passed.
   b) Endowed Scholarship Honoring Baylor Staff (Angela Funai) – members asked if Angela could find out how many pledges have been made to the scholarship. It was also asked if there were means by which faculty and/or staff could make a gift on the Baylor website. Ron said it was on the Staff Council website but was unaware if it was anywhere else. Angela said Dr. Prescott would speak at the Spring Forum and would mention the scholarship at that time.
   c) Service Project committee (Leigh Ann Moffett) – the committee is meeting this week and an announcement will be made soon regarding the project for spring.
   d) Q&A Committee (Melinda Oliver) – Melinda indicated a new question had been submitted to the Committee and forwarded to Compensation and Benefits for their response. The
question was as follows: Would Baylor ever consider giving a cost of living raise in addition to a merit raise?

e) University Sustainability Committee (Betty Bradford) -- The Decorating Committee for the Faculty & Staff Christmas Dinner followed the theme of “We’re Dreaming of a Green Christmas’. Decorations were made from recycled materials including an unusual tree made of green recycling containers with a gold world globe as the tree topper and all natural ornaments. Every element of the tree was recycled or reused and the centerpieces from the tables were given to Meals on Wheels. January 18th through March 28th will be the dates for the annual Recyclemania competition between campuses across the country.

4) New Business

a) Consideration of proposed Recommendations by Constitution & By-Laws Committee (Carolyn Sorrels) -- The proposed changes to the Constitution & By-Laws are as follows: Staff Council members transferring to a different division within the University may elect to serve out the remainder of their term year in which the transfer occurs as a Non-Voting Member of the council. Non-Voting Members are permitted to attend meetings and continue any committee work until the end of the term year. Betty Bradford moved that we accept the recommendation of the committee and Ron English seconded the motion. The motion passed.

b) Membership Committee (Sue Herring) – before Sue began her report, Angela announced to the Council that Jess Kelly has resigned from the Council to take a faculty position at Baylor. The Membership Committee decided not to appoint a replacement since elections were soon to take place and Jess was rotating off the Council. Sue reported that emails had been sent to all members who had 2 absences reminding them of their importance to the Council. She also gave a time-line for membership elections:

1) Approx Feb 22 – the Call for membership nominations will be open. This is the first time that a member who is rotating off the Council can run for re-election since the Constitution was changed to allow for two three-year consecutive terms. A current member who places their name in nomination again will be listed as an incumbent. Members who are rotating off and would like to run again should let Sue know.

2) February 29 – nominations are due for general election

3) Mid March – nominations will be checked for qualifications and presented to Membership Committee.

4) March 25 – elections open

5) March 27 – reminder to vote!

6) March 28 – voting closed

7) March 31 – results to Membership Committee

8) April meeting – results presented to Council

Sue announced the 12 vacancies would be from 6 areas:

President 1
Academic 5
Development 1
Finance/Admin 1
Info Tech/Libraries 1
Student Life 3

5) Closing Remarks (Angela Funai) – Angela suggested we take vans to the next meeting at Eastland Lake to help with the travel and especially for those that have never been there. She also
announced she would be at a conference in February and would not be at the meeting but Patricia Pack would preside.

6) Announcements (Angela Funai)
   a) Spring Staff Forum – January 20th
   b) STEPP Luncheon – February 17th

Motion to adjourn was made by Marcia Dutschmann and a second by Judy Mills. The motion carried and the meeting was dismissed at 11:40am.

Respectively Submitted,

Sue Herring
Secretary, Staff Council
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Guests Present: Dr. David Garland, Dr. Kathleen Morley, Mr. Bill Dube

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announced she would be at a conference in February and would not be at the meeting but Patricia Pack would preside.

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Motion to adjourn was made by Marcia Dutschmann and a second by Judy Mills. The motion carried and the meeting was dismissed at 11:40am.

Respectively Submitted,

Sue Herring

Secretary, Staff Council
Minutes of the Staff Council Meeting

March 17, 2009


Absent: De-De Hensen, Janice Wessel

Guests Present: Interim President David Garland, Gail Coker, Beverly Kurfees, Randy Fiedler

1) Welcome and Invocation
   a) Welcome (Angela Funai) -- The meeting was called to order at 10:30am by Chair Angela Funai.
   b) Prayer Requests and Prayer (Anna Henderson) – Staff Council Chaplain, Anna Henderson, asked for prayer requests and after several voiced requests, offered prayer.

2) Guest: Interim President Dr. David Garland
   Comments from Dr. Garland: He reiterated how appreciative he was of the staff and how much they contributed to the University.

   Comment from Staff: What do you know about the Presidential Search Committee and are you a candidate?

   Comment from Dr. Garland: I know nothing about the search; I have tried to stay away from it.

   Comment from Dr. Garland: While in Oklahoma City at the Big 12 Tournament, it was a pleasure to hear so many comments about the politeness and professionalism of our athletes and fans – and yes, I am going to Lubbock!

   Comment from Staff: What can you tell us about the Worship Service that is scheduled for later this spring?

   Comment from Dr. Garland: We used to have a Prayer Service and only faculty was invited. This year we decided we needed to include faculty AND staff. If we are going to be a family, we need to act like one. The Service of Prayer will be Monday, May 4th in Truett Seminary’s Great Hall.

   Comment from Staff: A Council member told Dr. Garland how much she appreciated his leadership and how ‘peaceful’ it had been under his administration. The Council applauded in agreement.

3) Guest: Gail Coker representing Komen’s Race for the Cure
   Comment from Ms. Coker: The Race for the Cure will be held on Saturday, April 18th and the Baylor family has always been very supportive of this event. She encouraged the Council to sign up to race,
support a team that has been formed and is racing or make a monetary gift in order to help fund research to wipe out breast cancer.

4) Old Business:
   a) Presentation of February 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; Lexi English seconded the motion and the motion passed.

5) General Reports:
   a) Ombuds Committee (Judy Mills) – Judy did not have a report but Angela did say the University is moving forward in interviewing applicants for the position of Associate Vice President for Human Resources and the process to establish an Ombuds position should move ahead after the new person is in place.
   b) Endowed Scholarship Fund Honoring Baylor Staff (Angela Funai) – Angela gave a report on the Endowed Scholarship Fund Honoring Baylor Staff and indicated that the current amount of money in the fund is more than $4,400 and that’s a big accomplishment for a grassroots effort! She indicated she is still confident that we can raise the rest of the funds even before five years’ time.
   c) STEPP Committee (Judy Mills) -- the next STEPP Luncheon will be April 28 and the program will be related to dementia and Alzheimer’s and how it can affect each of us.
   d) Service Project Committee (Leigh Ann Moffett) – the spring service project will be on April 4th at the Hart-Patterson Track, and we will assist with the Waco Invitational Special Olympics Track Meet. Our area to help is the softball throw. The meet is from 8:30am to 3:30pm and volunteers will work 2 hour shifts. For our area, we need approximately 60 volunteers. The sign-up form is linked to the Staff Council website.
   e) Diversity Committee (Marcia Dutschmann) – Marcia reported for the committee. They have already received some applications for the Diversity Enhancement grant and made two awards at the most recent meeting.
   f) University Sustainability Committee (Betty Bradford) -- Betty reported that Dean Pattie Orr, chair for the University Sustainability Committee gave an excellent and entertaining presentation for last month’s STEPP luncheon on “Environmental Stewardship: Caring for God’s Creation at Work and at Home.”
   g) Religious Affairs Committee (Ron English) – Ron mentioned once again the Service for Prayer scheduled for Monday, May 4th from 11am 1pm.

6) New Business
   a) Membership Committee (Sue Herring) – Sue spoke about the results of the call for nominations and distributed a listing of the nominees. At this time, there are no candidates for the President/Athletics position. After discussion, it was decided to contact some employees in that area to see if we could locate someone that would be eligible and willing to have their name on the ballot. Sue reminded the Council that elections for members would be held March 23rd through March 27th. Angela asked that anyone interested in having their name placed on a ballot by the Nominating Committee for the position of Chair, Chair-Elect or Secretary should contact Sue Herring by April 6th.
   b) Presidential Search Advisory Committee update (Angela Funai) – Angela gave the following update regarding the Presidential Search Advisory Committee:
If you have not already seen the Presidential Search web site, I encourage you to check it out. There is an online suggestion form that anyone can submit ideas and recommendations to the search committee.

I will share with you what I said to the Lariat reporter: the prerogative of selecting the final presidential candidate ultimately belongs to the Board of Regents; however, the advisory committee can lend perspective to the process from our unique vantage points. As we all know, staff members have different interactions with the University president from those of the faculty, student body, alumni or Board members and it is important to consider how the new president will relate to the various constituent groups.

I realize that what I am about to say is not exactly on the same page as some of the other constituent groups’ critiques of this process. I respectfully disagree with the criticism that little has changed; in my opinion, Dr. Batson’s approach has been as inclusive as possible. The online Search Input Form is terrific and speaks volumes to me about Dr. Batson’s desire for strong lines of communication between the University’s stakeholders.

If there is a vacancy to fill in my office, I will seek input from colleagues, involve others in first-round interviews, check references thoroughly and go through the proper procedures with Human Resources and my superiors, but when all is said and done, the decision to hire someone who reports to me resides with me. I see the presidential search in similar light: the input from the advisory committee is important and should be treated as such, but the Regents are in their positions for a reason – one of which is to hire the University president.

The fact that staff are included in this process – in any way, shape form or fashion – is something for which I think we ought to be grateful. I welcome the opportunity to serve on the advisory committee and appreciate Dr. Batson’s inclusion of a staff voice in this important process. I realize that we each are entitled to our own opinions, but I hope that as a Council, we will put forward a face that seeks to draw people together, not make things more divisive.

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

Respectively Submitted,

Sue Herring

Secretary, Staff Council
Minutes of the Staff Council Meeting

April 14, 2009


Absent: Adam Brock, Sandy Kocian, Debbie Magee, Leigh Ann Marshall, Melinda Oliver

Guests Present: Vice President for Finance and Administration Reagan Ramsower, Jennifer Perkins (for Adam Brock), Adam Ecklund (for Leigh Ann Marshall)

1) Welcome and Invocation
   a) Welcome (Angela Funai) -- The meeting was called to order at 10:30am by Chair Angela Funai. Patricia Pack moved that the meeting be recessed until 11:00 so that the Council members could continue visiting with the Presidential Search Committee. Judy Mills seconded the motion and the motion passed. There were a total of 23 Council members at the Listening Session.
   b) Meeting reconvened (Angela Funai) – the meeting reconvened at 11:00.
   c) Prayer Requests and Prayer (Anna Henderson) – Staff Council Chaplain, Anna Henderson, asked for prayer requests. Two specific items were mentioned: the Presidential Search Committee and students finishing up the semester. Anna offered prayer and specifically named these things.

2) Guest: Vice President for Finance and Administration Reagan Ramsower – Dr. Ramsower was asked to give an update to the financial state of the University.
   Comments from Dr. Ramsower: We are in a difficult economy. He met with his counterparts from other Universities last week and compared to many of them, Baylor is doing well. For the first time, he can say we are lucky to be dependent on tuition, fees, room and board for our primary income rather than endowment. Big name institutions dependent on large endowments are having to really cut back. Baylor’s endowment has declined but we are in a good position to recover.

   We have received a record number of applications, deposits and have admitted a record number of students with the same academic ability as last year. However, he feels fewer students will actually matriculate. Because of issues with the economy and with private lending, we cannot be certain we will have as many as last fall.

   A new budget has been presented to the Regents with a raise pool but the rest of the budget was similar to this year’s – with flat discretionary spending. That should be fine if enrollment is as expected. If retention is low and the fall class is short, however, he may need to come back to departments and ask that they hold the budget tight.

   He emphasized he wanted to make another point: Things will get better – but they will not go back to the way it was. It will come up but it will not come up fast. He used the analogy of an ‘L’ shaped growth rather than a ‘V’ shape. It is not going to be business as usual. Therefore, we must find ways to contain
the cost of education. We must be more efficient. As the work increases, we must find ways to work more with less. He challenged Staff Council members to look around to see if there are ways to get rid of paperwork and unnecessary processes. Are we using best practices? Have we been doing something the same way just because it has always been done that way and are there better ways of doing it? Can we restructure in order to increase productivity?

He wanted members to email suggestions to him.

Comment from Staff: Who will make decisions about these ideas?

Comment from Dr. Ramsower: Making changes will involve several areas – we just need to get some suggestions.

Comment from Staff: What if a task force from Staff Council reviewed the suggestions and forwarded them to you? This could be created next fall with the new Council leadership.

Comment from Dr. Ramsower: That would be good – as long as I received all of them. I don’t need ten of the same suggestion but I do want to know everything people are suggesting.

Comment from Staff: I have some suggestions that are immediate and do not need to wait to fall.

Comment from Dr. Ramsower: Send them to me now.

Comment from Staff: A Council member told the group that her child was coming to Baylor in the Fall and they had received some really great communication from Baylor and some not-so-good.

Comment from Dr. Ramsower: You are our ‘In-House Secret Shopper’! I’m sure Admissions would love to hear what is good as well as the not-so-good.

3) Old Business:
   a) Presentation of March 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; Sue Koehler seconded the motion and the motion passed.

4) General Reports:
   a) Endowed Scholarship Fund Honoring Baylor Staff (Angela Funai) –Angela gave a report on the Endowed Scholarship Fund Honoring Baylor Staff and indicated that the current amount of money in the fund is more than $4,700. With pledges, we should have no problem making the $5,000 by the end of May.
   b) STEPP Committee (Judy Mills) -- the next STEPP Luncheon will be April 28. The program is entitled, ‘If It’s Dementia, What Do I Do?” with speaker Howard Gruetzner.
   c) Service Project Committee (Leigh Ann Moffett) – Leigh Ann reported there were 60+ Baylor volunteers at the Special Olympics on April 4th. The organizers were very appreciative of the number of volunteers and the quality of help they gave. The members that participated said it was a very special project and they would like to do it again.
   d) University Sustainability Committee (Betty Bradford) -- Betty reported for the University Sustainability Committee. Baylor finished 167th out of 500 colleges and universities nationwide and 3rd in the Big XII in the Recyclemania competition this year. She also spoke
on the progress of the composting site behind Ferrell Center near the river. Waste food from the cafeterias is being used and layered with leaves and clippings provided by the groundskeepers. The next major effort will be supporting recycling at Floyd Casey Stadium.

e) Religious Affairs Committee (Ron English) – Ron reminded everyone once again of the Service for Prayer scheduled for Monday, May 4th from 11am 1pm and encouraged us to share the message to our office staff.

f) Ombuds Committee (Angela Funai) – Angela reported that the interview committee for the new Associate Vice President of Human Resources is moving forward with scheduling interviews in the coming weeks, and discussion of an Ombuds position is essentially on hold until the new HR structure is in place. There are still questions about the reporting structure for this position.

5) New Business

a) Membership Committee (Sue Herring) – She spoke about the membership elections and said that the new members had been notified and invited to the May meeting. Those who did not win had also been notified. A listing of the Class of 2012 will be prepared for the Staff Council Website.

b) Officer Elections (Angela Funai) – even though the ballot contained only one name for each position, the By-laws call for a secret ballot so ballots were distributed, marked and collected. Angela and Brennon Arnold counted the ballots and the results were as follows:

(1) Chair: Patricia Pack 27 votes
(2) Vice Chair: Ron English 28 votes
(3) Secretary: Sue Herring 27 votes

The new officers will take office at the end of the May meeting.

c) Next Meeting (Patricia Pack) – Patricia announced that the next meeting will be May 12th at the Student Union Building. The meeting will be in the Beckham room with lunch following in Barfield Drawing Room. Members were asked to see if their departments had items that could be used as door-prizes for this meeting. We attempt to have a prize for each person in attendance and with the current Council and the new members, there is a potential of 48 participants.

d) Meeting Adjournment -- Brennon Arnold moved that the meeting be adjourned; David Burns seconded the motion and the meeting was adjourned at 11:50am.

Respectively Submitted,

Sue Herring

Secretary, Staff Council
Minutes of the Staff Council Meeting
May 12, 2009


Absent: Becky Chollett, Lexi English, Phylicia Hernandez, Leigh Ann Moffett, Melinda Oliver

New Members Present: Amy Alexander, Angela Fields, Margaret Kramer, Michelle McCollum, Marilyn McKinney, Joy Mock, David Murdock, LuAnn Pickens, Deborah Talley, Debbie Williams

Guests Present: Interim President David Garland, Janet Melancon and Migdalia Holgersson, Human Resources Employee Consulting Services, Katie Erickson (for Lexi English)

1) Welcome and Invocation
   a) Welcome (Angela Funai) -- The meeting was called to order at 10:30am by Chair Angela Funai. She welcomed all new Council members and asked everyone to introduce themselves and indicate how long they had served on the Council.

   B) Prayer Requests and Prayer (Anna Henderson) – Staff Council Chaplain, Anna Henderson, asked for prayer requests. The two students that died on Monday and the student in the hospital in serious condition from the car accident were mentioned specifically in the prayers as well as individual requests voiced by members.

2) Guests: Director of Employee Consulting, Janet Melancon, and Manager of Employee Consulting, Migdalia Holgersson

  Comments from Ms. Melancon: Director of Employee Consulting, Janet Melancon, and Manager of Employee Consulting, Migdalia Holgersson, visited the meeting and shared information regarding the reorganization of Human Resources. There are now three divisions: Organization & Talent Development (led by Shannon Lackmeyer), Compensation and Benefits (led by Richard Amos), and the Employee Consulting Services (led by Ms. Melancon). She emphasized that the urgent need is to get the word out about the services now provided by Employee Consulting Services.

  Ms. Melancon said that she could not always guarantee confidentiality – especially if there has been a violation of federal laws. She said if the employee asked for confidentiality and there was no legal issue involved, then the conversation could be held confidentially.

  Comment from Staff: Is Ethics Point still housed in Internal Audit.

  Comment from Ms. Melancon: It is housed in Internal Audit but we promote it.

A brochure was distributed that gave a description and listing of responsibilities for Employee Consulting Services. Their mission is ‘...to reach out to Baylor University by providing information, consultation and resources while promoting a positive, dynamic, encouraging and professional environment’. The areas
of responsibility include Employee Relations, Legal Compliance, Employment Information and Records Retention, and Employee Programs.

Comment from Staff: The question was asked ‘...if the personnel and the procedures for handling Worker’s Comp claims will remain the same or undergo a change in the reorganization of Human Resources’.

Comment from Ms. Melançon: She indicated this would remain in her area.

The comment was made after the departure of Ms. Melançon and Holgersson that the issue related to the Ombuds position was still important, but at least the atmosphere seemed to be more positive for employees to seek help from Human Resources when problems arise.

3) Old Business:
   Presentation of April Minutes (Sue Herring) – Sue read one change that had been made to the minutes and sent to the members for their perusal. She moved that the minutes be approved; Betty Bradford seconded the motion and the motion passed.

4) General and University Committee Reports:
   a) Endowed Scholarship Fund Honoring Baylor Staff (Angela Funai) – Angela gave a report on the Endowed Scholarship Fund Honoring Baylor Staff and indicated that we had reached the goal of $5,000 for this year.
   b) Sustainability Committee (Betty Bradford) – Betty announced that for the second year, the University Sustainability Committee was named ‘Best Go Green Recycling Program’ by Keep Waco Beautiful at the 2009 Partners in Pride awards for its achievements in recycling, particularly in the area of Athletics.
   c) Transportation Committee (Suzanne Weems) – Suzanne reported that Baylor is considering adding a bus to one of the apartment routes because ridership is so high and they believe it would relieve some parking. However, adding a bus would cost, so they were going to contact apartments to see if they would foot all or some of the cost. The committee is also researching ZIP cars, which is a timed rental car service for students.
   d) Other Committees: Either a representative of the committee or Angela gave a summary of the role of each Council committee. Angela also explained the appointments to the University committees – some being a long-term assignment and others are more task-oriented and can be short-term. A listing of committees and vacancies was passed around the group for members to indicate their choice of committee assignments.

5) New Business
   a) “Good Stewardship” Task Force (Angela Funai) – When Dr. Ramsower visited with the Council in April, he spoke about the need to become more ‘frugal’ and to learn how to work smarter and not harder. He suggested that comments and suggestions of ways to save time, money and energy be reviewed and forwarded to him for his consideration. This task force will work within Staff Council to collect and identify ideas to send to Dr. Ramsower.
      Members appointed included Betty Bradford, Sue Herring, Sue Koehler, Debi Talley, Leigh Ann Moffett and Judy Mills.
   b) Recognition of Officers and Third-Year Members (Interim President David Garland, Angela Funai and Patricia Pack) – Interim President David Garland assisted Chair Angela Funai and
Chair-Elect Patricia Pack in giving out certificates of appreciation to the members rotating off the Council. Plaques were also given to the officers – both elected and appointed.

c) **Parting Remarks (Angela Funai)** -- Chair Funai gave her parting remarks by reviewing her goals presented last year and reviewed the progress made.

d) **Welcome Remarks (Patricia Pack)** -- Chair-Elect Pack thanked Angela for all of her hard work and the Council for their vote of confidence. She pledged to be a strong voice and to continue working diligently for the Council. She indicated next year could possibly be a very important year in Baylor’s history and that Staff Council will be a part of that history.

e) **Next Year (Angela Funai)** – Angela reminded all members that the Council meets on the 2nd Tuesday of the month and suggested everyone go ahead and put these meetings on their calendars.

Motion to adjourn was made by Brennon Arnold and second by Margaret Smith. The motion carried and the meeting was dismissed for lunch and door prizes!

Respectively Submitted,

Sue Herring

Secretary, Staff Council
Minutes of the Staff Council Meeting
September 8, 2009

Present: Amy Alexander, Betty Bradford, David Burns, Judy Carpenter, Marcia Dutschmann, Paulette Edwards, Alexia English, Ron English, Angela Fields, Anissa Galindo, Anna Henderson, De-De Henson, Candice Herchenhahn, Sue Herring, Sandy Kocian, Sue Koehler, Debbie Magee, Michelle McCollum, Marilyn McKinney, Judy Mills, Joy Mock, Leigh Ann Moffett, David Murdock, Sandra Northern, Melinda Oliver, Patricia Pack, LuAnn Pickens, Margaret Smith, Deborah Talley, Jeff Walter, Suzanne Weems, Janice Wessel, Debbie Williams

Absent: Donna Davis, Phyllicia Hernandez, Margaret Kramer

I. Welcome and Invocation
   a. Welcome (Patricia Pack) -- The meeting was called to order at 10:30am.
   b. Prayer Requests and Prayer (Jeff Walter) -- The Staff Council Chaplain asked for prayer requests and after several specific responses, opened the meeting with prayer.
   c. Introduction of Members (Patricia Pack) -- 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 commented on the up-coming Staff Forum and asked why the joint faculty/staff forum was discontinued?

Comments from Staff: We never knew if it was really for faculty and we were not supposed to come. Often not many faculty came either.

Comments from Dr. Garland: It would be a great opportunity to let everyone know that we are saying the same things to both faculty and staff and nothing is being hidden. I think it if was promoted correctly, it could be a great time for community and an opportunity to pass along correct information that might be misconstrued when discussed at church or at the water fountain.

Comments from Staff: Several thanked Dr. Garland and the administration for the raises this year.

Comments from Dr. Garland: He said he had heard there would be no raises at UT but that the money would be used to recruit ‘high-quality’ faculty. He heard lots of groans...

Comments from Staff: Has there been any progress toward apprehending the man that broke into Robinson Tower?

Comments from Dr. Garland: The Baylor Police continue to work every lead. The one thing this event has done is to make us all aware of security and our surroundings. We have all become too lax when it comes to locking doors and protecting passwords. Several offices may need to go to card access rather than using keys.
Comments from Staff: Have you heard anything from the Presidential Search Committee?

Comments from Dr. Garland: My office is completely out of the loop on that. You will find out more from Patricia or Angela than you will from me.

Guests: Human Resources -- John Whelan, Janet Melançon, and Richard Amos

Comments from Dr. Whelan: I have just past my 3 month mark and greatly appreciate the welcome I have received at Baylor. We want the HR department to be a place where there can be open and honest communication with each other, even if we have to come to a consensus to agree to disagree. There should be no barriers to open discussion. We are not pro-administration or pro-staff – we are for the whole University. There are three divisions in HR: Compensation and Benefits lead by Richard Amos, Employee Consulting Services lead by Janet Melançon and Talent Management lead by Shannon Lackmeyer. We are also working with POD to enhance the development of new and continuing staff.

Comments from Richard Amos: Our area also has an open door. We want to partner conversations between HR and Staff Council. There was a Satisfaction Survey in June with a 30% participation rate. We are currently reviewing and digesting the results.

Comments from Janet Melançon: Thank you for inviting me back. We want to come on a regular basis to keep the lines of communication open between HR and Staff Council. I suggest you go to the HR website for a more detailed description of the responsibilities of the three divisions in HR. The website is http://www.baylor.edu/hr_services/.

Comment from Staff: Relating to the ranking system in the performance evaluation form, I understand one is not to get an Excellent rank or at least, it should be very difficult to get. Why is it on the form if one cannot attain Excellent?

Comment from John Whelan: You can receive an Excellent rank – but yes, it should be rarely given. One has to go beyond what is expected for their job to get the highest rank.

Comment from Staff: Whatever rank one receives should not be a surprise if the employee and supervisor have been communicating throughout the year.

Comment from Staff: No one wants to be a ‘C’ player.

Comment from John Whelan: Maybe we need to do a better job educating supervisors about the criteria for the different ranks.

Guest: BEarFIT Coordinator Van Smith-Davis – Ms. Davis spoke to the group at the end of the meeting about BEarFIT participation and especially about the HeartWalk that will be on Baylor Campus during Fall Break. She encouraged everyone to become involved.

III. Old Business:

a. Presentation of May Minutes (Sue Herring) --The members were reminded that the minutes were sent the previous week. Sue moved the minutes be approved and David Murdock seconded the motion. The motion passed.

b. Distribution List (Patricia Pack) – The Distribution List was passed around the membership for them to review and indicate additional areas they would take as their responsibilities.
c. **Good Stewardship Task Force (Sue Herring)** – Based upon a request made at the May, 2009, meeting by Reagan Ramsower, 5 Council members were named to a Good Stewardship Task Force with the charge to solicit and report ways to conserve and cut costs at Baylor. Sue talked to Reagan and he was very glad the Council had agreed to take on this project.

IV. **General Reports**

a. **Endowed Scholarship Fund Honoring Baylor Staff (Sue Koehler)** – Sue reported we currently have $5,909.83 in the account. Sue Herring gave a short history of the scholarship to the new members and said they needed to go to the SC website to a link to create a payroll deduction pledge for this scholarship.

V. **Committee/Liaison Reports**

a. **Shirt Committee (Candice Herchenhahn)** -- Samples of the eight shirts were shown to the Council. The sale began September 2\textsuperscript{nd} and will close September 17\textsuperscript{th} with an anticipated delivery the week of October 19\textsuperscript{th}. Candice thanked Robbie Rogers and his photography group for taking the pictures; Alan Bowden and Eric Treszoks for the webpage design; Barbara Hull at Baylor Bookstore and Coldwater Creek for use of the mannequins.

b. **STEPP Luncheon (Judy Mills)** – Judy reported that the first STEPP luncheon will be September 22\textsuperscript{th}. The speaker will be Chaplain Burt Burleson and he will speak on ‘Mary, Martha and Lazarus: One’s Family Experience with Stress and Transformation’. The dates of other STEPP luncheons are Nov 17, Feb 16 and Apr 20.

c. **Q&A Committee (Melinda Oliver)** – Melinda shared four questions that are currently pending with HR:
   i. Would Baylor consider a cost of living increase?
   ii. Would Baylor consider closing any days during spring break? For example, Texas A&M closes for staff on Thursday and Friday of their spring break.
   iii. Could child care amenities be available at the SLC?
   iv. Is there a possibility all employees could be required to wear ID badges, rather than just some offices.

d. **Membership Committee (Sue Herring)** – Sue stressed to the members how important it is 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.

e. **Faculty Senate Liaison (Paulette Edwards)** – Paulette said she and Patricia Pack met with Faculty Senate chair, Dennis Myers, and he was receptive to the idea of a staff representative at the Faculty Senate meetings during 2009-2010. The Senate Executive Committee approved the request but asked that it be brought before the full Senate for consideration.

f. **University Sustainability Committee (Betty Bradford)** – Betty announced the hiring of a University Sustainability Coordinator, Smith Getterman. She also suggested the Council visit the Sustainability website to become familiar with the information that is available on their page. The link for the page is [http://www.baylor.edu/sustainability](http://www.baylor.edu/sustainability).
g. **Presidential Search Committee (Patricia Pack)** – Patricia said the Committee is holding all information very close and not wanting nor allowing any information to slip out. This is as it should be. The timeline for selection has not been posted.

h. **Other Committees (Patricia)** – Each chair was called on for a report but most committees had not yet met. She also distributed the Committee listing to the membership.

VI. **New Business**

a. **Nursing School (Patricia Pack)** -- The discussion of Nursing School as a separate division within Staff Council was tabled until next meeting.

b. **United Way (Patricia Pack)** -- Patricia reminded everyone that the United Way Campaign begins the week of September 21st. She also explained the Baylor Compassion Fund where 5% of your total United Way gift can be designated to stay at Baylor for use with faculty and staff.

VII. **Announcements (Patricia Pack)**

a. **Fall Staff Forum** – Monday, September 14 at Ferrell Center

b. **Staff Council Meetings** – all meetings dates are listed on the website. The location for all meetings will be the Community Room at the Mayborn Museum

Motion to adjourn was made by Patricia Pack and a second was made by David Murdock. The motion carried and the meeting was dismissed at 11:55 am.

Respectively Submitted

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

October 13, 2009

Present: Amy Alexander, Betty Bradford, Marcia Dutschmann, Paulette Edwards, Alexia English, Ron English, Angela Fields, Anissa Galindo, De-De Henson, Candice Herchenhahn, Phyllicia Hernandez, Sue Herring, Sue Koehler, Margaret Kramer, Debbie Magee, Michelle McCollum, Marilyn McKinney, Judy Mills, Joy Mock, David Murdock, Sandra Northern, Patricia Pack, LuAnn Pickens, Margaret Smith, Jeff Walter, Suzanne Weems, Janice Wessel, Debbie Williams

Absent: David Burns, Donna Davis, Judy Carpenter, Anna Henderson, Sandy Kocian, Leigh Ann Moffett, Melinda Oliver, Debi Talley,

Guests: Jean Boyd (Faculty Senate Liaison), Joseph Rafferty (for David Burns), James Huggins (for Leigh Ann Moffett), Sherri Honza (for Debi Talley), Dorynda Brock (for Judy Carpenter)

I. Welcome and Invocation
   a. Welcome (Patricia Pack) -- The meeting was called to order at 10:35am.
   b. Prayer Requests and Prayer (Jeff Walter) -- The Staff Council Chaplain asked for prayer requests and after several specific responses, opened the meeting with prayer.

II. Old Business:
   Presentation of May Minutes (Sue Herring) – The secretary reminded members the minutes had been sent through email and all changes made. She moved the minutes be approved and Betty Bradford seconded the motion. The motion passed.

III. General Reports
   a. Endowed Scholarship Fund Honoring Baylor Staff (Sue Koehler) – Sue Koehler reported we currently have $6,126.33 in the account with $2,133.67 in outstanding pledges. It was suggested that gifts to the scholarship fund could be made in honor of supervisors on Boss’s Day, October 19th.
   b. Staff Council Agency Account (Sue Koehler) – Sue also reported that we have $113.00 in the Agency account. This is used to buy cards, stamps, etc., when needed for our members. Members were told their donations to the account could be given directly to Sue.

IV. Committee/Liaison Reports
   a. Shirt Committee (Candice Herchenhahn) – Candice reported there were 488 individual orders for 1,068 items. This is up 102 orders from last year! Anticipated delivery is the week of October 19. The committee was thanked for a job well done!
   b. Service Project (Marilyn McKinney) – Marilyn said the committee recommended participation in Food for Families as our Fall project. Judy Mills moved and Sue Koehler seconded the motion this be approved and it was. Marilyn had boxes for members to take back with them to distribute across campus. She said that collections will be from October 19 through November 19. Delivery to the Physical Plant should take place on Friday, November 20th. If boxes are filled before the due date, they can be delivered to the Plant and another box picked up. The food will be delivered to Caritas once the project is
completed. Caritas also needs approximately 40-50 volunteers to work on November 20th from 10am to 6pm preparing to accept the donations. Marilyn will have a sign-up sheet at the November Council meeting. She also will be sending through email a copy of the flyer and details of the project for members to use when promoting this to the staff on their distribution list.

c. **STEPP Luncheon (Judy Mills)** – Judy reported that the next STEPP luncheon will be November 17th, and the topic will be on time management.

d. **Good Stewardship Committee (Sue Herring)** -- Sue reported that the Good Stewardship Committee has begun discussing ways to solicit suggestions from staff and campus offices. She said two suggestions had already been sent to Reagan: 1. Turn down the hot water heaters since one cannot wash hands with only hot water as it is too hot! 2. Reduce the number of paper flyers that are sent through campus mail and are either thrown away or recycled.

e. **Faculty Senate Liaison (Paulette Edwards)** – Paulette said the Faculty Senate had approved for her to attend their meetings and report back to Staff Council. She will also take topics from the Council and communicate with the Senate. Jean Boyd, from the School of Music, will be their liaison to the Staff Council meetings.

f. **University Sustainability Committee (Betty Bradford)** – Betty reported from Smith Getterman, University Sustainability Coordinator, that Move-In Day was a huge success with 10.6 tons recycled, up 3,000 pounds from last year. He is currently in the process of putting together a ‘10 Ways to Go Green’ for faculty and staff that will provide 10 ways folks can live and work a little greener while on campus. It was suggested that everyone become proactive with conserving energy. The average classroom on campus costs about $61.50 to operate per month and any time with the lights off helps.

g. **Transportation and Access Committee (Amy Alexander)** – Amy gave a short history of this committee, coming as a result of Parking Consultants’ recommendation that staff and faculty be charged for the right to park on campus. The committee was formed and their first order of business was to table this issue but to work on the other recommendations. She reported of 4 new items that are being considered this year:

i. Shuttle Ridership: ridership has increased on all shuttles and the University has also added DASH (Downtown Area Shuttle). The DASH runs every 15 minutes from campus to downtown Waco.

ii. Appeal Process: A new appeal process is in place for faculty and staff who receive parking citations. Plans are for the form to be on-line very soon. Until then, one can contact Parking Services directly for a copy of the form.

iii. New Decal Distribution: Plans are underway for distribution of new decals for all faculty and staff sometime between November and January.

iv. Parking and Transportation are looking into the possibility of utilizing a new service called Zipcar, targeting students who choose not to bring a vehicle to campus. This is a sustainable alternative that allows users to rent a vehicle for personal use by the hour.

h. **Diversity Committee (Marcia Dutschmann)** -- Three items were presented from this committee:

i. Changes to the grant application and inclusion of a reporting requirement are being discussed. Three grants were approved: Baylor in Thailand, Bear the Difference and Chinese Culture Field Trip.

ii. It has been suggested that Baylor consider hosting the Student Leadership Conference in the future.
iii. Campus-wide training in diversity is also being discussed, patterned after such a program at Yale.

i. **ITS/Library Committee (Phyllicia Hernandez)** – Phyllicia reported that October is IT Awareness Month.

j. **Off-Campus Catering (Sandra Northern)** – Sandra reported that beginning August 24, Baylor has approved Off-Campus catering merchants to meet campus catering needs. For a complete listing of approved catering merchants, please go to [www.baylor.edu/cem](http://www.baylor.edu/cem)

k. **Ombuds Committee (Judy Mills)** – Judy reported she thinks the administration is waiting on the results of HR reorganization to see if there is still a need for the Ombuds person.

l. **Presidential Search Committee (Patricia Pack)** – Patricia Pack gave a report from Angela Funai, the staff representative on the Presidential Search Advisory Committee, saying the President position appeared in numerous national publications this summer, including *The New York Times*, *The Chronicle of Higher Education* and *The Baptist Standard*. The committee also reviewed potential candidates submitted through the online suggestion website and submissions made by the search consultant and other individuals. Angela was pleased with the level of involvement of the Advisory Committee and the confidence placed in them. She reiterated this is an ongoing process.

m. **Religious Affairs Committee (Ron English)** – Ron reported that the committee is reviewing the responses from participants of the Prayer Luncheon last year to determine if it should be held again this year.

### V. New Business

a. **Personnel Policies Review (Patricia Pack)** – Patricia is serving on a committee to review the published personnel policies for clarity and content. She suggested all members go to the HR website and read the policies. Any suggestions or comments should be forwarded to her.

b. **Email Notification: What’s Critical and What’s Not (Patricia Pack)** – Patricia said there is a desire to stop sending so many emails to faculty/staff because too many cause people to not pay attention to any of them. She is concerned about Sick Leave need notifications not being resolved in a timely manner. The last email was included in a HR Advisory email with several other announcements and the response was not as great. The issue revolves around deciding what is critical to send in a specific email and what is okay to include in a digested email. After much discussion, it was determined that if the HR Advisory is sent weekly, the digested version is sufficient – especially if the request for shared sick leave is listed first. If it cannot be sent weekly, then another means must be used.

c. **Administrative Committee (Patricia Pack)** – Patricia said she had been contacted to appoint a Staff Council member to an administrative committee, but the committee has specific eligibility requirements. The member must be a Baptist. Patricia requested that the person also be a 1st or 2nd year member so they would have longer to serve. Volunteers are to email Patricia if they are willing to serve (and meet the qualifications!)

d. **United Way (Marcia Dutschmann)** – Marcia announced that as of October 8, there had been a total of 120 givers, 25 of which are ‘fair share’ givers. The total amount pledged is $33,368.52 and the BU Compassion Fund total is $1,490.68

### VI. Announcements (Patricia Pack)

a. **President Luncheon** – Patricia reminded everyone about the invitations to the Presidential Buffet Lunch with Interim President and Dr. Garland on Thursday, October 29. Reservations need to be made.
b. **Baylor Christmas Dinner** – Tuesday, December 8\textsuperscript{th}

Motion to adjourn was made by Patricia Pack and a second was made by David Murdock. The motion carried and the meeting was dismissed at 11:55 am.

Respectively Submitted

Sue Herring

Secretary, Staff Council
Minutes of the Staff Council Meeting

November 10, 2009

Present: Amy Alexander, Betty Bradford, David Burns Judy Carpenter, Marcia Dutschmann, Paulette Edwards, Alexia English, Ron English, Angela Fields, Anissa Galindo, Anna Henderson, Candice Herchenhahn, Phylicia Hernandez, Sue Herring, Sue Koehler, Margaret Kramer, Michelle McCollum, Judy Mills, Sandra Northern, Leigh Ann Moffett, Melinda Oliver, Patricia Pack, LuAnn Pickens, Margaret Smith, Debi Talley, Jeff Walter, Suzanne Weems, Janice Wessel, Debbie Williams

Absent: Donna Davis, De-De Henson, Sandy Kocian, Debbie Magee, Marilyn McKinney, Joy Mock, David Murdock

Guests: Jean Boyd (Faculty Senate Liaison), Sharon Duran (for Joy Mock), Diana Kohler (for De-De Henson)

I. Welcome and Invocation
   a. Welcome (Patricia Pack) -- The meeting was called to order at 10:30am.
   b. Prayer Requests and Prayer (Jeff Walter) -- The Staff Council Chaplain asked for prayer requests and after several specific responses including the soldiers and families at Ft Hood, opened the meeting with prayer.

II. Guests: Dr. Reagan Ramsower, Chief Financial Officer -- Dr. Ramsower spoke to the financial status of the University. He said things were ‘...good, relatively speaking, but we must continue to be diligent in this economy’. Several questions were submitted to him Baylor’s future.

III. Old Business: Presentation of May Minutes (Sue Herring) -- The secretary reminded members the minutes had been sent through email and all changes made. She moved the minutes be approved and Lexi English seconded the motion. The motion passed.

IV. General Reports
   a. Endowed Scholarship Fund Honoring Baylor Staff (Sue Koehler) -- Sue Koehler reported we currently have $6,337.83 in the account with $2,017.17 in outstanding pledges. There was some discussion of the need to promote the scholarship in order to meet the $5,000 goal for the fiscal year.
   b. Staff Council Agency Account (Sue Koehler) -- Sue also reminded the Council of the need for donations to the agency account and described the purpose of the account to provide funds when needed for benevolence needs for Council members.

V. Committee/Liaison Reports
   a. Shirt Committee (Candice Herchenhahn) -- Candice reported there were still 10 orders that had not been picked up. She also said the missing or re-orders are being worked.
   b. Service Project (Marilyn McKinney) -- Michelle McCollum made the report for the Service Committee in the absence of Marilyn. She reminded the Council that Food for Family boxes
needed to be at the physical plant by noon on Friday, November 20\textsuperscript{th}. It was suggested that smaller boxes be used to transport the food since the plant could not pick up all boxes. Anyone wanting to make a monetary donation can write the check directly to Caritas.

c. **STEPP Luncheon (Judy Mills)** – Judy reported that the next STEPP luncheon will be November 17\textsuperscript{th}. It was suggested that a reminder regarding the STEPP luncheons and registration be put into the debrief emails.

d. **Questions & Answers Committee (Melinda Oliver)** – Melinda reported that two questions had been submitted and answers were received. One had to do with the apartments at 3\textsuperscript{rd} and Cotton and the other related to the use of Harrington House. It was also suggested that the Q&A’s be put on the SC website.

e. **Good Stewardship Committee (Sue Herring)** -- Sue reported that additional suggestions had been received and submitted to Reagan. One in particular had to do with mailing the new parking decals through US mail rather than using campus mail. Regan responded thanking the Council for its input and said he would send this on to John Whelan.

f. **Faculty Senate Liaison (Paulette Edwards)** – Paulette suggested that some issues that the Council might want to bring before the Senate would best be presented by Jean Boyd (the SC liaison from the Senate). Jean agreed that many issues are of a concern to both groups.

g. **University Sustainability Committee (Betty Bradford)** – Betty suggested that members look at the ‘Ten Ways You Can GO Green at Baylor’ on the Faculty & Staff webpage. They are very simple and basic suggestions. She also suggested we review the University Sustainability webpage (http://www.baylor.edu/sustainability/) and view the information that is presented there.

h. **Transportation and Access Committee (Amy Alexander)** – Amy reported that Shelley Deats, Manager of Parking Services, has resigned leaving her position vacant. Kay Cook is acting Manager at this time. This vacancy has put some of the current projects for Parking Services on hold and has postponed the distribution of the new faculty/staff parking decal.

i. **ITS/Library Committee (Phylicia Hernandez)** – Phylicia reported that most of the remodeling of Moody Library Garden Level has been completed. It now includes individual quiet study areas as well as group areas for collaborative working and learning. She also reported that the library space is at 95\% capacity. Options are being discussed for ways to free up space.

j. **Ombuds Committee (Judy Mills)** – Patricia reported that she is trying to get an appointment with John Whelan for an update on this issue.

k. **Religious Affairs Committee (Ron English)** – Ron reported that a date has been set for the Campus Worship such as we had last spring. The date is May 3\textsuperscript{rd} at noon.

l. **Administrative Committee (Marilyn McKinney)** – Patricia announced that Marilyn agreed to serve on this committee and met all specified requirements. Marilyn submitted a written report in her absence saying that the Committee met and discussed medical and dental benefit changes for 2010. The Committee was conscientious in keeping the costs down and the benefits maximized.

**VI. New Business**

a. **Christmas Dinner (Patricia Pack)** – Patricia reminded the Council of the University Christmas Dinner on December 8\textsuperscript{th}. Once again, the Council has been asked to serve as greeters. A sign-up form will be emailed within the week.

b. **Service Project for School of Nursing (De-De Hensen)** – in De-De’s absence, Patricia read an email describing the very successful service project conducted by the School of Nursing in Dallas.
c. **United Way (Marcia Dutschmann)** – Marcia reported that giving to the United Way is down. Cards have been sent to employees to see if this would initiate more gifts. This will be used next year to determine if it is best to do everything via the web or if the cards are necessary. She did say that approximately 90% of givers gave to the BU Compassion Fund.

d. **Outstanding Staff Nominations (Marcia Dutschmann)** – Marcia announced that it was time to prepare nominations for Outstanding Staff awards.

**VII. Announcements (Patricia Pack)**

Patricia reminded the members that important dates related to the Council are listed on the back of the agenda. This includes future Council meetings, future STEPP luncheons, and the Christmas Dinner

Motion to adjourn was made by Phylicia Hernandez and a second was made by Betty Bradley. The motion carried and the meeting was dismissed at 11:50 am.

Respectively Submitted

Sue Herring

Secretary, Staff Council
Minutes of the Staff Council Meeting

December 8, 2009

Present: Amy Alexander, Betty Bradford, David Burns Judy Carpenter, Donna Davis, Debbie Dorris, Paulette Edwards, Alexia English, Ron English, Angela Fields, Anissa Galindo, Anna Henderson, Candice Herchenhahn, Phylcia Hernandez, Sue Herring, Sandy Kocian, Sue Koehler, Margaret Kramer, Michelle McCollum, David Murdock, Sandra Northern, Leigh Ann Moffett, Melinda Oliver, Patricia Pack, LuAnn Pickens, Margaret Smith, Debi Talley, Jeff Walter, Suzanne Weems, Janice Wessel, Debbie Williams

Absent: Marcia Dutschmann, De-De Henson, Joy Mock

Guests: Jean Boyd (Faculty Senate Liaison), Diana Kohler (for De-De Henson), Janet Melancon (for Marcia Dutschman)

I. Welcome and Invocation
   a. Welcome (Patricia Pack) -- The meeting was called to order at 10:30am. Debbie Dorris from the School of Education was introduced to the Council as a replacement for Judy Mills.
   b. Prayer Requests and Prayer (Jeff Walter) -- The Staff Council Chaplain asked for prayer requests and after several specific responses, Jeff opened the meeting with prayer.

II. Guest: Ken Hampton, Chamber of Commerce – Mr. Hampton spoke to the Council about a new program designed to build relationships between students and businesses. The project is called LEAD (Leadership, Education and Development) and is a partnership sponsored by the Greater Waco Chamber of Commerce to develop business leader-student relationships for educational improvement and life success. This is mostly for high school students and the school counselor is the liaison between the student and the Chamber to partner the student with a mentor. He encouraged the Council to contact the Chamber of Commerce if there were further questions.

Guest: Kevin Jackson, Vice President for Student Life – Dr. Jackson has been at Baylor for 6 months and said he was drawn to Baylor because of our mission emphasis. He delivered a powerpoint presentation (see attachment) that addressed his attempt to understand the landscape at Baylor for the Student Life division and a plan for ‘charting the road ahead’. The summary of his presentation said that he was glad to be at BU’, there is a wonder Student Life staff, and they WANT to serve students to help them succeed.

Guest: Smith Gettner Sustainability Coordinator – Mr. Gettner distributed a Sustainability Policy that is being presented to the administration for their review and possibly, approval. He wanted the Council’s comments regarding the proposed policy. He discussed several ways energy is being saved in buildings on campus and gave amazing numbers as to the amount of energy that is wasted each year.
III. Old Business:

Presentation of November Minutes (Sue Herring) – The secretary reminded members the minutes had been sent through email and all changes made. Sue moved and Paulette seconded the motion that the minutes be approved. The vote was unanimous.

IV. General Reports

a. Endowed Scholarship Fund Honoring Baylor Staff (Sue Koehler) – Sue Koehler reported we currently have $6,782.70 in the account with $2,287.30 in outstanding pledges. With the pledges all coming in and no additional gifts, we will be approximately $1,000 short of the needed $5,000 for this year.

V. Committee/Liaison Reports

a. Shirt Committee (Candice Herchenhahn) – Candice reported there were still 5 orders that had not been picked up. She gave the Council the names of those employees so that we could assist her in getting the orders to the right people.

b. Service Project Committee (Marilyn McKinney) – Marilyn reported that cans are still being received so at this time there is not a final tally of amount given.

c. STEPP Luncheon (Anna Henderson) – Anna has stepped up as chair of the STEPP Luncheon committee because of the resignation of Judy Mills. Anna reported that the next luncheon is Tuesday, February 16.

d. Q&A Committee (Melinda Oliver) – A question had been submitted regarding access to the concourse at the Ferrell Center for walking. Melinda reported that the doors next to the Ticket Office are open and can be used to access the concourse if there are not other activities going on at Ferrell at the same time.

e. Faculty Senate Liaison (Paulette Edwards) – Paulette reported that she told the Senate at its last meeting about the SC Endowed Scholarship Honoring Baylor Staff and also about the staff Food for Families fall service project.

f. Other Committees – most committees did not have a report or else tabled their report to the next meeting because of the amount of time spent with our guests.

VI. New Business

a. United Way (Marcia Dutschmann) – Patricia Pack reported for Marcia that the numbers were good but not as good as they had hoped. The cards that were sent in November did make a difference.

b. Ombuds Position Update (Patricia Pack) – Patricia gave a short history of Staff Council’s involvement in getting a staff ombuds position approved through the University. The position was approved at the same time that Human Resources were going through a division re-organization and a new Associate VP was being hired so everything was tabled. Now that the HR re-organization has been completed, John Whelan (the new associate VP) wants to discuss the ombuds position with the Council. He will be at the meeting in January and has asked for an open, candid discussion about why the position is still needed. His stance is that he wants to have a chance to do the job he was hired to do.

Patricia asked that we talk to the employees assigned to each of us on the distribution list and come to the meeting with questions in hand.
c. **University Christmas Dinner (Patricia Pack)** -- Patricia also reminded the members of the dinner that evening and said that the assignment locations were to be distributed.

**VII. Announcements (Patricia Pack)** -- announcements were made about the Outstanding Staff nomination deadline on December 18 and also the Spring Staff Forum on January 20.

Chair Patricia Pack adjourned the meeting at noon.

Respectively Submitted

Sue Herring
Secretary, Staff Council