Minutes of the Staff Council Meeting

January 10, 2009

**Present:** Amy Alexander, Betty Bradford, David Burns, Judy Carpenter, Donna Davis, Debbie Dorris, Marcia Dutschmann, Paulette Edwards, Ron English, Angela Fields, Anna Henderson, Candice Herchenhahn, Phylicia Hernandez, Sue Herring, Sandy Kocian, Sue Koehler, Margaret Kramer, Michelle McCollum, Joy Mock, 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:** Alexia English, Anissa Galindo, De-De Henson

**Guests:** Jean Boyd (Faculty Senate Liaison), Diana Kohler (for De-De Henson)

**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 read Proverbs 12:14 and then asked for prayer requests. Following several specific requests, Jeff led us in a time of prayer.

II. **Guest: John Whelan, Associate Vice President for Human Resources** – John asked to visit with Staff Council to discuss the Council’s lead in requesting a staff ombudsman. He began by thanking the Council for allowing him to be a part of the discussion of this very important topic. He acknowledged there are very strong opinions relating to this and he expressed a desire for a good, open conversation.

He began by giving an overview of the current Human Resources division at Baylor. He stated that his goal is to provide a level of service that makes all staff feel important and appreciated. He reminded the members that HR is currently divided into three divisions:

1. Compensation and Benefits is responsible for providing a comprehensive total compensation program for faculty and staff.
2. Talent Management promotes services and practices that enhance the ability to attract, hire, develop and retain staff.
3. Employee Consulting Services provides information, consultation and resources for employment questions and concerns.

It is this last group that John feels can possibly be used to fulfill the services of an ombudsman. He believes much of the desired communication is already occurring. The plan is to divide the University among the employees in this area so that they can become very familiar with staff, supervisors and functions of offices. One of their goals will be to build positive relationships between staff and ‘their’ HR representative.

John described the ‘Ideal’ world where all problems are first discussed between the parties involved. One would feel comfortable in saying what you want to say. It is fact, however, that not
everyone feels that comfort. He feels that the parties with the strongest feelings about this issue are employees who have been at Baylor many years, gone through several HR reorganizations and have had bad experiences dealing with HR. He apologized for the past but asked that the new HR be given a chance to do its job. The Employee Consulting Services area is trained in legalities relating to HR and also in counseling staff and/or supervisors with employment issues. The position they would take is to not support any one population but to support Baylor.

John also spoke to services that are already available to staff who want to talk to someone or get feedback on a specific situation:

1. One can always contact an HR representative – either in person or by email. If a person does not feel comfortable coming to the HR office or visiting with an HR representative during office hours, the meeting could occur off campus and after hours. John himself, is available to meeting with staff who are having difficulties.

2. Baylor staff also has access to EthicsPoint. Their website says EthicsPoint is a ‘...simple, risk-free ways to anonymously and confidentially report activities that may involve criminal, unethical, or otherwise inappropriate behavior in violation of Baylor University's policies.’ Submissions may be by entry on the website or by telephone through EthicsPoint (866-384-4277) The EthicsPoint website is linked on the webpage of Internal Audit -- [http://www.baylor.edu/ia/](http://www.baylor.edu/ia/) or one can go directly to the EthicsPoint webpage at [https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=6771](https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=6771)

A question was asked by faculty and students both had an ombudsman but staff did not. John responded that faculty work under a different set of guidelines since they have contracts and do not consider under the auspices of Human Resources. Students are serviced by the Division of Student Life, again because they have a different set of issues.

John asked that the Council consider giving the new HR reorganization and staff a chance to work and to come back and revisit the issue in several months to see if there is a better relationship. He acknowledged that the primary issue is a lack of trust in HR and its focus on staff. He really wants to change that perception.

A Council member said she had not felt any of the animosity toward HR, but she had not been at Baylor for very long. She suggested it might be an education issue and that if staff knew the options that were already available, they might not feel the need for the ombuds position. Another member stated that an ombudsman would not be able to assist in problem resolution since most mediation or changes would have to go through HR anyway. Without power or authority, one is simply acting as a counselor or a ‘sounding board’. A third member stated that it should be helpful that HR staff are trained in employee law and what can and cannot be done.

Patricia thanked John for the whole Council and said that we would take up the discussion further at the meeting in February. She encouraged any member with additional questions or comments to send them to her or directly to John Whelan.
III. General Reports
   a. Endowed Scholarship Fund Honoring Baylor Staff (Sue Koehler) – Sue reported that the most recent scholarship information shows totals of $7,671.70 with $2,043.30 in outstanding pledges.

IV. Committee/Liaison Reports – Some committee chairs submitted reports to the secretary prior to the meeting for inclusion in the minutes.
   a. Service Project (Marilyn McKinney) – Marilyn reported that Baylor donated 4,033 pounds of non-perishable food items. A total of 295,000 pounds was raised through Food For Families – a tremendous help to Caritas and to other area food pantries.
   b. STEPP Luncheon Committee (Anna Henderson) – Anna reported that the next STEPP luncheon is February 16. She will be sending a flyer out so that the members can forward it to their distribution lists.

A motion to adjourn was made by David Murdock and a second was offered by Phylicia Hernandez. The Council was adjourned at 12 noon.

Respectively Submitted

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

February 09, 2010

Present: Amy Alexander, Betty Bradford, David Burns, Judy Carpenter, Donna Davis, Debbie Dorris, Marcia Dutschmann, Ron English, Anissa Galindo, Anna Henderson, De-De Henson, Candice Herchenhahn, Phyllicia Hernandez, Sue Herring, Sandy Kocian, Margaret Kramer, Marilyn McKinney, Joy Mock, Leigh Ann Moffett, David Murdock, Sandra Northern, Patricia Pack, LuAnn Pickens, Margaret Smith, Debi Talley, Jeff Walter, Janice Wessel, Debbie Williams

Absent: Paulette Edwards, Alexia English, Angela Fields, Sue Koehler, Debbie Magee, Michelle McCollum, Melinda Oliver, Suzanne Weems

Guests: Jean Boyd (Faculty Senate Liaison), Susan Smith (for Debbie Magee), Kathy Wells (for Suzanne Weems)

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 requests and led us in a time of prayer.

II. Guest: Richard Amos, Director of Compensation and Benefits, and Beverly Tieman, Benefits Coordinator –

Mr. Amos came with several questions that had been submitted to Compensation and Benefits and wanted input from the Council regarding the issues.

Mr. Amos: There have been questions relating to High-Deductible Health Plans and he explained that when companies offer this type of coverage, approximately 25% of the users join the plan. A High-Deductible plan usually has a deductible of $1,000 where ours is currently $400. It would have lower premiums but including the deductible, users usually have to pay the co-pay and there usually is not prescription coverage. One negative to this kind of coverage for a plan such as ours is that when users pull out of the group plan for another type of coverage, there are fewer people in the pool and everyone’s costs go up.

Baylor would have to have a reason to go to this type of plan and it would typically be to cut Baylor’s cost. Our current plan has worked well for Baylor.

Mr. Amos: Identity Insurance is something else Baylor has researched but usually the individual can get as good coverage by signing on themselves than if we attempted a group discount. He encouraged staff to look into LifeLock or Zander.

Staff: The Council was reminded that there is a POD session each semester on Identity Theft if anyone is interested and wants to register and attend.

Mr. Amos: One major issue that he wanted to discuss had to do with Shared Sick Leave. Baylor currently limits disability donations to 40 hours (and the employee must maintain a 160
minimum). It has been suggested that Baylor extends the limit to 80 hours. Another suggestion made is that all limits be removed other than the minimum.

Staff: A staff person recommended that we extend the limit to 80 hours but retain the 160 minimum.

Staff: Several staff in the group responded that their departments do not maintain records for vacation, personal leave and/or disability for salaried employees.

Mr. Amos: Maintaining records is required by departments. They do not have to submit them to Human Resources but each department is responsible for keeping records on their employees leave.

Staff: One staff person indicated that Baylor wanted to track absentees from the recent flu season to see the impact on the University and could not because there was no data for salaried employees.

Mr. Amos: Relating to the prior topic, the issue of Intermittent Leave has been questioned. Since many staff do not know the number of hours needed before they can return to work, it has been suggested that the employee receive 80 donated hours and there would be no accounting of the hours. Baylor cannot ‘take back’ hours after they have been donated and since there is no ‘cash value’ to disability leave, this is not a problem. The remaining leave could then be used for other disability needs such as a sick child.

Mr. Amos: He spoke also about Maternity Leave. Our current policy states that a person on maternity leave must come back and work one day. If the staff person has been given additional sick leave, she could choose to NOT come back to work and Baylor could not enforce the policy.

Mr. Amos: Confidentiality of Donated Hours is another issue he raised. Some supervisors have expressed interest in thanking the employee who gave hours to assist his/her staff person. At the present time, this information cannot be released.

Staff: It was suggested that a box be placed on the Sick Leave Donation form so the donor could indicate if he/she would allow his/her name to be released to the supervisor. It was discussed that the language needed to be very specific so that it could not be released to just anybody but to specified individuals.

III. Old Business:
   Presentation of December and January Minutes (Sue Herring) – The secretary reminded members that the December minutes were not approved at the last meeting because of the discussions with John Whelan. She then moved that both sets of minutes be approved and David Murdock seconded the motion. The motion passed.

IV. General Reports
   a. Endowed Scholarship Honoring Baylor Staff (Sue Koehler) -- Sue reported that we currently have $7,914.03 in donations with $2,340.97 remaining in pledges for this fiscal year.
b. **Ombuds Position (Patricia Pack)** – Patricia reported that John Whelan, Associate VP for Human Resources, left the meeting last month excited about the discussion. His request is that the Council gives Human Resources a chance to show that they are different than in the past and that they could serve the role of listener, counselor and mediator. He wants to keep the talk between him and the Council open. She explained that the concept of the position was approved by the Executive Council but no paperwork has been done. David Murdock moved that the Council table the discussion for 8 months (after the beginning of Fall 2010 semester) in order to give HR a chance. Betty Bradford seconded the motion and the motion passed. It was asked how the Council would know if HR was doing a good job and it was recommended that members continue to talk to staff to get their feedback. It was also suggested that John Whelan return to speak to the Council in the next few months.

V. **Committee/Liaison Reports**
   a. **Membership Committee (Sue Herring)** – Sue reported that 10 members would be completing their first 3-year term and all could be eligible for re-election if nominated. The 10 members are as follows:
      - Betty Bradford
      - Donna Davis
      - Debbie Dorris
      - Paulette Edwards
      - De-De Henson
      - Sue Herring
      - Sandy Kocian
      - Sue Koehler
      - Debbie Magee
      - Melinda Oliver
   
   Because of the distribution review conducted by the Membership committee this summer, there will be changes in the numbers of members for several of the divisions. As a result, we will be electing 10 members from these divisions:
   - 1 from President/General Counsel/Athletics
   - 4 from Provost/Academic Affairs
   - 2 from Finance and Admin
   - 3 from Information Technology/Libraries
   
   The Call for Nominations will go out February 22 and will close February 28th. After the eligibility of the nominees is verified, nominees will be shared with the Council.

b. **Shirt Committee (Candice Herchenhahn)** – Candice reported there was only 1 order still to be picked up and it belonged to Cindy Mitchell in HSB. She also has several extra items that are available for sale.

c. **Service Project (Marilyn McKinney)** – Marilyn reported that the Committee wanted to solicit recommendations from the Council for the spring 2010 project. A request to Council members will be sent to them that afternoon with a request for a quick turnaround. She hopes to announce the project at the March meeting.

d. **STEPP Committee (Anna Henderson)** -- Anna was home ill but sent a report to remind everyone of the next STEPP luncheon on the 16th and the change of location to Cashion 5th floor.
e. **Sustainability Committee (Betty Bradford)** – Betty reported that the committee met recently with Rosemary Townsend speaking on behalf of Campus Kitchen. Campus Kitchen rescues food from the Baylor dining services and local cafeterias and restaurants to feed folks experiencing hunger in the Waco community. Since January 2009, Campus Kitchen has rescued 3,030 pounds of food, supplied 4,000 meals and provided 2,382 hours of volunteer service.

f. **Question and Answer Committee (Melinda Oliver)** – Sue Herring gave Melinda the information she had gathered on the creation and wearing of name badges. She had comments from Reagan Ramsower, Pattie Orr and Jackie Diaz.

g. **Faculty Senate Liaison (Paulette Edwards)** – Paulette was attending a funeral of a former Council member’s parent but gave her report to Patricia. When she attended the last Faculty Senate meeting, she brought up the issue of the staff ombuds person and the reasoning behind this discussion. Some members of the Senate thought she was attacking them personally. She had to clarify the stand of the Council and had a good one-on-one discussion with Dennis Myers, chair of the Senate, afterwards.

VI. **Announcements**

Patricia Pack read an email from Angela Funai who represents staff on the Presidential Search Committee. Angela reported that the committee is in the interview stage and should have more information soon.

Patricia also reminded the Council of the revised date for the March meeting.

Jeff Walter moved that the meeting be adjourned and a second was made by Margaret Smith. The meeting was adjourned at noon.

Respectively Submitted

Sue Herring

Secretary, Staff Council
Minutes of the Staff Council Meeting

March 16, 2010


Absent: Angela Fields, De-De Henson, Phyllicia Hernandez, Sandy Kocian, Melinda Oliver, Jeff Walter, Suzanne Weems

Guests: Jean Boyd (Faculty Senate Liaison), JD Windham for Phyllicia Hernandez, Chris Davis for Suzanne Weems

I. Welcome and Invocation
   a. Welcome (Patricia Pack) -- The meeting was called to order at 10:30am.
   b. Prayer Requests and Prayer (Jeff Walter) – In the absence of Chaplain Jeff Walter, David Murdock read the scripture and comments from Charles Spurgeon and then asked for special prayer requests. Following the extensive list, David led the Council in prayer.

II. Old Business:
   Presentation of February Minutes (Sue Herring) – The secretary reminded the Council that the minutes had been sent to them earlier in the month for their comments and corrections. A corrected copy was sent to the Council once changes had been made. Because of that review, she moved that the minutes be approved and Betty Bradford seconded the motion. The motion passed.

III. General Reports
   a. Endowed Scholarship Honoring Baylor Staff (Sue Koehler) -- Sue reported that we currently have $8,234.09 in donations with $2,365.95 remaining in pledges for this fiscal year.

   b. Ombuds Position (Patricia Pack) – Patricia reported on her meeting with John Whelan following the actions of the Council in February. She informed him that the Council voted to table the discussion of a staff ombuds until next fall. The purpose of tabling the discussion was to give the Human Resource division a chance to implement their reorganization and develop the relationships they are working to establish on campus. He was very pleased with the decision and encouraged anyone with comments or suggestions to contact him personally.

IV. Committee/Liaison Reports
   a. Shirt Committee (Candice Herchenhahn) – Candice reported that the current committee has decided to have the Fall 2010 Spirit Shirts ready for delivery by the first home conference game.
She reminded the Council that 3 people are rotating off and hopefully, either continuing or newly-elected members will express a desire to serve on this committee.

c. **Service Project (Marilyn McKinney)** – Marilyn reported that the Spring Service Project would be to work and support Campus Kitchen. On April 17 (Earth Day) members are encouraged to gather at 1pm in Calvary Baptist Church parking lot to work in the garden located next door. Planting and weeding will be the order of the day! Volunteers are asked to bring work gloves, garden tools and a pot-luck dish to share with the others during lunch. One can sign up for this event by emailing Marilyn McKinney (Marilyn_McKinney@Baylor.edu) by March 31st. Donations will also be accepted by writing a check to Campus Kitchen at Baylor University and sending the checks to Marilyn (x97273).

Marilyn also introduced Council member Debbie Williams who spoke about the American Cancer Society Presents the Relay for Life at Baylor University. This relay is an overnight fundraiser taking place April 16-17 from 7pm to 7am. One can get more information at www.baylor.edu/relayforlife or by emailing BU_RELAYBaylor.edu.

d. **STEPP Committee (Anna Henderson)** -- Anna reported that the next STEPP luncheon will be April 20th in Barfield Drawing Room. Ashley Thornton, Director of Professional and Organizational Development, will be the guest speaker. She will be speaking about building trust and teamwork with co-workers.

e. **Information Committee (Ron English)** -- Ron reported that updates are being made to the Staff Council website and requested any suggestions for improvement be sent to him.

f. **Membership Committee (Sue Herring)** -- Sue passed out a ‘Council only’ sheet with the names received during the nomination process. All nominees had been checked for individual eligibility. Questions were asked about the By-Law that states only 2 members can come from the same area and how that was to be applied. It was decided that since we already have two members from HR, we could not include the HR nominees on the ballot because they work in the same office/area. We also already have 2 members from PLFSC but they work in different areas in the Success Center and thus the 2 additional PLFSC names could be included. They do not work with the current members in the same area. There were 2 areas open for election without sufficient nominees and the members were asked to solicit personally additional people from those two areas so the ballot would include sufficient candidates.

g. **University Sustainability (Betty Bradford)** -- Betty reported that the last meeting of the University Sustainability Committee was cancelled because of weather (snow!)

h. **Transportation Committee (Amy Alexander)** -- Amy reported that a new Director of Parking Services has been hired. His name is Matthew Penney. It is expected that the committee will resume meeting now that a director is in place.

i. **Diversity Committee (Marcia Dutschmann)** -- Marcia reported that the Campus Diversity Committee is soliciting nominations for the inaugural Diversity Enhancement Award. This award will be given to "...individuals, organizations or programs within Baylor University that strengthen and promote respect for diversity through innovative leadership and service or
practices and programs designed to enhance a climate of understanding and respect throughout the campus community'.

j. Religious Affairs Committee (Ron English) – Ron reminded everyone there would be an end-of-the-year religious service (as we had last year) and to listen for more information coming soon.

V. Announcements

As Patricia was giving her final remarks, several questions were presented by Council members.

Staff: If a dependent student receives a Presidential Scholarship, why can he/she not receive tuition remission also and use the additional money for books, fees, etc.?

Response: The sum of the award from the dependent tuition remission and the Presidential Scholarship can only equal the total tuition amount. Other awards may be used for additional expenses.

Staff: What is the policy concerning the use of Sick Leave for someone other than the employee, spouse and/or children? Can the illness of a daughter-in-law be justification for paid leave?

Response: The policy has just been changed to include grandparents but other than this addition, it is to be used for the employee, spouse, and children. It was also suggested to Patricia that Richard Amos be invited back to discuss disability leave and the approved usage.

Patricia reminded everyone of dates on the back of the agenda, especially the meeting on May 4th with Judge Starr.

David Murdock moved that the meeting be adjourned and a second was made by Janice Wessel. The meeting was adjourned at 11:30am.

Respectively Submitted

Sue Herring

Secretary, Staff Council
Minutes of the Staff Council Meeting

April 13, 2010


Absent: Anna Henderson, DeDe Henson, Michelle McCollum, Melinda Oliver

Guests: Jean Boyd (Faculty Senate Liaison), Diana Kohler for DeDe 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) — Chaplain Jeff Walter read the scripture and asked for special prayer requests. Following the extensive list, Jeff led the Council in prayer.

II. Guest: Keith Frazee, Coordinator of Student Productions and Marianne Magjuka, Coordinator of Student Learning Initiatives – Keith and Marianne gave an overview of the history and traditions of Baylor University. This presentation is usually given to freshmen during Summer Orientation and was presented to the Council in response to a comment about Baylor traditions made during Kevin Jackson’s visit in March. We were even taught the proper and correct way to do ‘Sic ‘em Bears’!

III. Old Business:
   a. Presentation of March Minutes (Sue Herring) – The secretary reminded the Council the minutes had been sent to them earlier in the month for their comments and corrections. She moved that the minutes be approved and David Murdock seconded the motion. The motion passed.
   b. Presentation of New Members (Sue Herring) -- As chair of the Membership Committee, Sue commented on the on-line elections and presented the listing of nominees receiving the most votes in their categories. The new members for the class of 2010 are as follows:

      Academics………………………… Edwards, Paulette
                       Holms, Jan
                       Koehler, Sue
                       Robbins, Rebecca

      Finance/Admin………………….. Sparks, Donna
                       Stelley, Julie

      President/Athletics............. Ellwood, Sherri

      Technology/Libraries......... Ames, Eric
                       Mattocks, Rick
                       Tonkin, Derek

   c. Election of Officers (Patricia Pack) – Patricia presented the slate of officer candidates as submitted by the Nominating Committee. The Council voted on the candidates and the following members will be Council officers for 2010-2011:
<table>
<thead>
<tr>
<th>Chair</th>
<th>Ron English</th>
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<tr>
<td>Vice Chair</td>
<td>Paulette Edwards</td>
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<tr>
<td>Secretary</td>
<td>David Burns</td>
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<td>Treasurer</td>
<td>Sue Koehler</td>
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<td>Historian</td>
<td>Angela Fields</td>
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<tr>
<td>Parliamentarian</td>
<td>David Murdock</td>
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</tbody>
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IV. General Reports

Endowed Scholarship Honoring Baylor Staff (Sue Koehler) -- Sue reported that we currently have $8,449.15 in donations with $2,245.89 remaining in pledges for this fiscal year. Sue also reported that $1,620 (19%) of the gifts have been given as a memorial or tribute.

V. Committee/Liaison Reports

a. Service Project (Marilyn McKinney) – Marilyn passed around a sign-up form for the workday at Campus Kitchen on April 17. Members are encouraged to gather at 1pm in Calvary Baptist Church parking lot to work in the garden located next door. Planting and weeding will be the order of the day! Volunteers are asked to bring work gloves, garden tools and a pot-luck dish to share with others during lunch. One can sign up for this event by emailing Marilyn McKinney (Marilyn_McKinney@Baylor.edu) by March 31st. Donations will also be accepted by writing a check to ‘Campus Kitchen at Baylor University’ and sending it to Marilyn (BU Box 97273).

Marilyn also reminded everyone of the Relay for Live to be held this weekend. She thanked Ron English and Marcia Dutschmann for their help in getting the word out about the projects.

b. STEPP Committee (Anna Henderson) – In the absence of Anna Henderson, Patricia reminded the Council of the STEPP luncheon to be held April 21st in Barfield Drawing Room. Ashley Thornton will be speaking on ‘Building Trust in the Workplace’.

c. Information Committee (Ron English) – Ron reported that he would like to see the Staff Council website revamped to be a place for staff to visit for practical information. He suggested perhaps we could have a blog online for staff members to express themselves and share ideas with the Council. Because of the time and expertise required in maintaining the ‘buttons’ along the bottom of the site, he suggested they be removed. This will be discussed with the new executive committee and recommendations be made to the new Council.

d. Transportation Committee (Amy Alexander) -- Amy reported that special guests at the last meeting included representatives from Waco Transit. More information will be forthcoming about possible changes to the bus routes for the 2010-2011 academic year, but the changes should not be significant. A subcommittee has been formed to look at the possibility of adding bike paths to campus. The University is also exploring the possibility of utilizing the services of a company called Zipcar to provide self-service rental access to vehicles. This could especially benefit our international students.

e. ITS/Libraries (Phylicia Hernandez) – Phylicia reported that scanners have been installed in the libraries for individuals to scan their reference materials and save to a flash drive rather than printing the documents. This will promote sustainability.
f. **Religious Affairs Committee (Ron English)** – Ron reminded everyone the Campus Prayer Service would be Monday, May 3rd, from 11am – noon at Truett. Following the service, lunch will be served for those who reserved the meal.

g. **Haiti Response Team (Sandra Northern)** – Sandra reported that the following disbursements had been made from the Haiti Disaster Relief Fund:

   i. $1,250 to Mission Waco
   ii. $5,871.80 to the American Red Cross

h. **United Way (Patricia Pack)** -- Patricia reported that the committee for United Way has already begun planning for next year. This was an exceptional year – there was an increase in giving by 19% and the goal had been 10%! She said they needed volunteers for this committee.

IV. New Business

a. **Compensation and Benefits Representative Visit Update (Patricia Pack)** – Patricia asked the Council about setting a date for the C&B visit, but there was not a consensus. The discussion regarding alternative health care was tabled until next year.

b. **Student Suicide Prevention (Patricia Pack)** – Patricia met with Karla Leeper to discuss the increase in student suicides that is occurring, not just at Baylor but nation-wide. The University is being asked to come up with ideas to assist as we reach out to students. Several options were discussed:

   i. Faculty/staff on-line referral that goes to Ron English in PLFSC
   ii. Referrals to Student Life (i.e. Dean Martha Lou Scott’s office)
   iii. Mental Health seminars
   iv. Suicide Prevention - QPR (Question, Persuade and Refer) Gatekeeper Training
   v. Campus Police via 911 or x2222

Patricia suggested there might be a need for a new committee next year to work with the University on this topic.

V. Announcements

a. **Meeting with Judge Starr** – Tuesday, May 4th at 10:30am in Mayborn Community Room.

b. **Next Staff Council Meeting** – Tuesday, May 11th, with the location to be announced. The new as well as current members are invited as this will be the last meeting of the year. Lunch will be served and awards will be presented.

David Murdock moved that the meeting be adjourned and a second was made by Lexi English. The meeting was adjourned at noon.

Respectively Submitted

Sue Herring

Secretary, Staff Council

Addendum to the April 13, 2010 Minutes
Submitted May 11, 2010

On April 16, we received the notice of retirement for Janice Wessel, effective June 30, 2010. Janice has one year remaining on her term. The runner-up in the Marketing division when Janice was elected was Lori Fogelman from Media Relations. Because the membership rotation is not evenly distributed between the classes (the class of 2010 only has 10 members while the class of 2008 has 14), it was decided by the Executive and Membership Committees to offer Lori a full term to the Council and she graciously accepted the position. She will be added to the Class of 2010.

On April 30, we received the resignation of one of the newly elected members in the Class of 2010, Derek Tonkins, because of added job responsibilities. The runner-up in the Technology/Libraries division was Chris Diamond, and he has accepted the position as a member of the Class of 2010.

Sue Herring
Minutes of the Staff Council Meeting

May 11, 2010

Present: Amy Alexander, David Burns, Judy Carpenter, Donna Davis, Marcia Dutschmann, Paulette Edwards, Alexia English, Ron English, Angela Fields, Anna Henderson, De-De Henson, Candice Herchenhahn, Phylicia Hernandez, Sue Herring, Sandy Kocian, Sue Koehler, Margaret Kramer, Debbie Magee, Michelle McCollum, Marilyn McKinney, Joy Mock, Leigh Ann Moffett, David Murdock, Sandra Northern, Patricia Pack, LuAnn Pickens, Margaret Smith, Debi Talley, Suzanne Weems, Janice Wessel

Absent: Betty Bradford, Debbie Dorris, Anissa Galindo, Melinda Oliver, Jeff Walter, Debbie Williams

New Members Present: Eric Ames, Chris Diamond, Sherri Elwood, Lori Fogleman, Jan Holmes, Rick Mattocks, Rebecca Robbins, Donna Sparks, Julie Stelley

I. Welcome and Invocation

a. Welcome (Patricia Pack) -- The meeting was called to order at 10:30am.
b. Prayer Requests and Prayer (Jeff Walter) -- David Murdock read the scripture and asked for special prayer requests in the absence of Chaplain Jeff Walter. Following several spoken requests including illness with two Council members, David led the group in prayer.

II. Guest: Lois Ferguson (Facilities Utilization Planner) – Lois spoke to the Council about plans for the Presidential Inauguration to be held September 17, 2010. She relived some of the high points from the last inauguration including the fact that 125 colleges and universities were represented at the event. The inauguration itself will be Friday at 2pm with a reception following. There will also be symposiums on Thursday relating to areas of interest to Judge Starr. Student Government is planning events for students during this time also.

Guest: Lois asked how staff could be made to feel a part of the inauguration festivities.

Staff: One Council member suggested we have a reception exclusively for staff since many do not feel comfortable in open receptions.

Staff: Another member suggested there be a lunch for staff since many could not be away from the office in the afternoon for a reception but could possibly take a longer lunch hour.

Staff: A member from academics said it would be difficult to have something during the regular terms and expect them to participate since that is such a busy time for them. It was suggested that we possibly have something to introduce him to staff during the summer.

Guest: Lois said that all staff would receive a personal invitation and that classes will be dismissed that afternoon.

Council members were encouraged to email Lois (Lois.Ferguson@Baylor.edu) with any suggestions they might have regarding this very special event in the life of Baylor.

III. Old Business:

Presentation of March Minutes (Sue Herring) -- The secretary reminded the Council the minutes had been sent to them earlier in the month for their comments and corrections. She also read the addendum that had been added to the minutes explaining the retirement of Janice Wessel and her
replacement of Lori Fogelman and also the resignation of Derek Tonkin. Chris Diamond was runner-up in the IT/Libraries division and he is now a member of the class of 2010. Sue moved that the minutes be approved. The motion was seconded by Margaret Smith and the motion carried.

Sue told the Council that there was inequity between the different classes of Council members and if possible, this needs to be resolved either by resignations and re-assignments or at elections next year. Lori Fogelman was asked to accept a full term (3 years) instead of the 1-year remaining for Janice Wessel. This corrected one part of the problem. To date, the class of 2008 has 13 members, 2009 has 12 members and 2010 has 11 members.

IV. General Reports

Endowed Scholarship Honoring Baylor Staff (Sue Koehler) -- Sue reported that we currently have $8,759.31 in donations as of April 30 with $2,845.83 remaining in pledges for this fiscal year. With this, we should be able to reach a goal of $10,000 by the end of the May.

V. Committee/Liaison Reports

a. Spirit Shirt Committee (Candice Herchenhahn) – Candice reported that selections had been made for the 2010 Spirit Shirts. Sales will begin August 2nd and the delivery date will be the week prior to the first home conference game which is October 2nd. This is three weeks earlier than it has ever been done.

b. Service Project (Marilyn McKinney) – Marilyn reported that ten members of the Council met at a community garden site located at Calvary Baptist Church and planted watermelons, staked tomato plants, watered and weeded under the guidance of Bethel Erickson. Pizza, brownies and sodas were furnished and all left having enjoyed a good time and feeling a sense of accomplishment from completing a good deed. Margaret Kramer donated a gift certificate for one hour massage. There was a drawing and Sandra Northern was the winner. Marilyn also announced that $265 was collected and donated to Campus Kitchen at Baylor.

c. Membership Committee (Sue Herring) – Sue told the Council she would send a summary of outstanding issues to David Burns, who will be the new membership chair next year. The committee next year could look at the summary and determine if any actions should be taken.

d. Faculty Senate (Paulette Edwards) – Paulette, the Faculty Senate liaison, reported that Dr. Ray Cannon (department of Mathematics) will be Senate Chair for 2010-11 and the liaison to the Staff Council will be Dr. Jim Patton (Department of Psychology and Neuroscience). The Senate has recently been given an office in Pat Neff Hall and Ms. Lenda Calloway, Administrative Associate in the Provost’s Office, will be assisting the Senate with clerical support in addition to her duties for the Provost.

The University’s Committee on Committees list has been posted to the Provost’s web site and now includes committee descriptions in addition to the membership list. Please note that staff and student appointments have not yet been added.

A task force has been named to review student group pre-registration and the Senate will be writing letters of appreciation to retiring faculty members. Paulette suggested Staff Council do something like that for retiring staff members.

e. United Way (Patricia Pack) -- Patricia said it was an exciting year for United Way since we met and exceeded our goals for the campaign. She reported that the United Way committee for next year has already begun to meet and plan for next year’s campaign.
i. Health and Wellness Committee (Debi Talley) – Debi reported that the committee held their first meeting in April. They are working toward a goal of creating an advanced and strong culture of health/wellness for faculty/staff of Baylor University. The purpose of the committee is to propose and offer ideas that may assist with obtaining that goal. Debi said that Baylor currently offers several components of health and wellness and when compared to other universities across the nation, Baylor actually has more to offer. There were, however, some components that Baylor does not offer that the other schools did offer (Diabetes Management Seminars, Heart Health, Family Health History Assessment, Healthy Lifestyle Educations, Family Health Involvement). One way to offer some of these would be: Quarterly Brown Bag Lunches, activities on campus, cooking classes, etc.

The committee thought of doing some type of survey, asking what the interests are for Faculty and Staff. The committee brainstormed about ways to get faculty/staff motivated and the accessibility of what is currently offered (website) as well as any new components that might be added.

IV. New Business

a. Certificates and Awards of Recognition (Dr. David Garland) – Dr. Garland gave out certificates to members who are rotating off of the Council:
   - Betty Bradford
   - De-De Henson
   - Sandy Kocian
   - Melinda Oliver
   - Debbie Dorris
   - Sue Herring
   - Debbie Magee

Plaques were given to members of the Executive Committee for their service this year:
   - Patricia Pack
   - Sue Herring
   - Betty Bradford
   - David Murdock
   - Ron English
   - Susan Koehler
   - Paulette Edwards
   - Jeff Walter

b. Closing Remarks by out-going chair Patricia Pack – Patricia expressed her thanks to the Council for their support this past year, especially those who worked behind the scenes. She emphasized the many guest speakers we had at our meetings sharing information with the Council about various areas of the University. She reviewed the work done on the ombuds position and the relationship that had been developed with John Whelan, Associate VP for Human Resources. She stressed the success of the United Way campaign and the changes that were made with the shared sick-leave policy. She spoke about the Endowed Scholarship Honoring Baylor Staff and the progress that had been made toward the final goal of $25,000. Lastly, she said the Council this year had been able to say goodbye to the previous interim and hello to the new President of Baylor University.

c. Remarks by Dr. David Garland – Dr. Garland asked to speak a few words to the group. He spoke about the article in the newspaper that morning where University of Texas had laid off 122 staff members and will possibly release 80 more this year. The President of UT says this is being done to move money toward more research opportunities. Dr. Garland stressed that Baylor could not reach its goals without staff. He once again said Baylor is on solid ground financially and staff needed to be supported.

d. Welcoming Remarks by incoming chair, Ron English – Ron thanked the Council for their faith and trust in him. He said he wanted to always remember that everyone on the Council is
serving over and above their regular job. “It's because of their love of Baylor that volunteers are willing to serve”. He introduced his executive council for next year and reminded everyone that he could not do this alone – he was looking forward to the great help of all members. He wants to develop relationships with faculty and Faculty Senate and to continue the open dialog with HR. He stated he believed in the power of prayer and wanted everyone to join together to pray for and work toward making an impact in the lives of staff at Baylor.

David Murdock moved that the meeting be adjourned and a second was made by Paulette Edwards. The meeting was adjourned at 11:30am for lunch and door prizes!

Respectively Submitted

Sue Herring

Secretary, Staff Council
Minutes of the Staff Council Meeting

September 14, 2010

Present: Amy Alexander, Eric Ames, David Burns, Judy Carpenter, Chris Diamond, Marcia Dutschmann, Paulette Edwards, Sherri Elwood, Alexia English, Ron English, Angela Fields, Lori Fogleman, Anissa Galindo, Candice Herchenhahn, Phylicia Hernandez, Jan Holmes, Sue Koehler, Margaret Kramer, Michelle McCollum, Marilyn McKinney, Leigh Ann Moffett, David Murdock, Sandra Northern, LuAnn Pickens, Rebecca Robbins, Margaret Smith, Donna Sparks, Julie Stelley, Debbie Talley, Jeff Walter, Suzanne Weems, Debbie Williams

Absent: Anna Henderson, Rick Mattocks, Joy Mock, Patricia Pack,

I. Welcome and Invocation
   a. Welcome (Ron English) The meeting was called to order at 10:30am. Ron English reintroduced new members to the group.
   b. Prayer Requests and Prayer (Jeff Walter) Prayer requests were heard and Jeff then lead the group in a time of prayer.

II. Meeting Guests
   a. Warren Ricks – AVP and Chief Risk Management Officer Ron welcomed Mr. Ricks who then presented the group with an overview of the Risk Management department and a description of the concept of risk management. Mr. Ricks then addressed some specific issues:
      i. Q. Has the University considered name badges for all Staff and Faculty? Mr. Ricks: Risk Management has been working on a process to get badges for contractors. For Staff and Faculty, what would be the goal? Staff: Concerns with security.
      ii. Q. What about Space Heaters? Mr. Ricks: Space heaters are not allowed in offices. Old heaters are hazards, often plugged into extension cords, and heaters in general draw lots of power. If you are uncomfortably cold, call 1364 and have them deliver a foot warmer for $15.
      iii. Q. What about Coffee Pots? Mr. Ricks: Coffee pots are acceptable in designated break room area unless there isn’t a break room area nearby. A variance could be issued depending on the area.
      iv. Q. Student rumor that students hit by University vehicles will have tuition paid for? Mr. Ricks: Completely untrue.
      v. Q. Bake sales on campus? Mr. Ricks: The City of Waco determines compliance for food distribution on campus. Pies are not allowed.
      vi. Q. Has a campus-wide smoking ban been considered? Mr. Ricks: Rezoning smoking areas might be an option.
      vii. Mr. Ricks reported that the top three violations seen by his office are: extension cords, electrical panels that don’t have enough clearance (need 3 feet), and refrigerators that aren’t directly plugged in to the wall.
III. General Reports

a. **Endowed Scholarship Fund Honoring Baylor Staff (Sue Koehler)** Sue reported that as of August 31, 2010 the total gifts = $10,102.45 and outstanding pledges = $5,422.59.

b. **Staff Council Agency Account (Sue Koehler)** Sue reported that last May, we had enough in donations from Staff Council members to give Patricia a gift as outgoing chair and make a $100 donation in her honor to the Scholarship Fund Honoring Baylor Staff.

IV. Committee/Liaison Reports

a. **Shirt Committee (Candice Herchenhahn)** Candice reported that we received 321 orders total 606 items. Top selling items were: Women’s Black Knit Shirt, Rain Jacket, Women’s Denim Shirt, Women’s Spirit Shirt. Anticipated delivery date for the first order will be the week prior to the First Home Conference game which is Oct. 2. Delivery for the Extended Sale will be the week of Homecoming. Pickup location for shirts will be 6th Floor Atrium of Robinson Tower.

b. **Membership Committee (David Burns)** David reminded the group of the meeting attendance policy: if absence cannot be avoid, send a representative to attend; three missed meetings will trigger a review by the Membership Committee (see Article II, Sec 5 of the Constitution). David also requested that members review the distribution list for any necessary changes. Distribution list was passed around.

V. New Business

a. **Ron English** reported that the Executive Council determined that the functions of the Information Committee and the Q&A Committee are best accomplished by an individual; therefore, these two committees will be eliminated and their functions will be accomplished by individuals. Ron asked for volunteers to sign-up for Staff Council committee service. Those assigned to serve on University committees will be notified via email.

b. **Ron English** asked for volunteers to serve as greeters at the Friday Symposium during the Presidential Inauguration.

c. **Ron English** noted two items on the agenda handout:
   i. The upcoming “Bear the Difference” Conference held by the Office of Access and Learning Accommodation on October 27 from 10am – 3pm.
   ii. Staff Council meeting dates through May 2011.

VI. Conclusion David Murdock motioned to adjourn the meeting. Jeff Walter seconded.

Respectfully Submitted,

David Burns

Secretary, Staff Council
Minutes of the Staff Council Meeting

October 12, 2010

Present: Amy Alexander, Eric Ames, David Burns, Chris Diamond, Marcia Dutschmann, Paulette Edwards, Sherri Elwood, Alexia English, Ron English, Angela Fields, Lori Fogleman, Anissa Galindo, Candice Herchenhahn, Jan Holmes, Sue Koehler, Margaret Kramer, Marilyn McKinney, Leigh Ann Moffett, Sandra Northern, LuAnn Pickens, Rebecca Robbins, Margaret Smith, Donna Sparks, Julie Stelley, Debi Talley, Jeff Walter, Suzanne Weems, Debbie Williams, Anna Henderson, Rick Mattocks, Joy Mock, Patricia Pack,

Absent: Phyllicia Hernandez, Judy Carpenter, Michelle McCollum, Joy Mock, David Murdock

Welcome and Invocation

a. Welcome (Ron English) The meeting was called to order at 10:30am by Ron English.

b. Prayer Requests and Prayer (Jeff Walter) Prayer requests were heard and Jeff then lead the group in a time of prayer.

II. Meeting Guests

a. Matthew Penney – Director of Parking and Transportation Services – Mr. Penney introduced himself, presented his background and how he arrived at Baylor. Came from Longview and Public Transportation. Dept is in period of transition. Mr. Penney is asking lots of questions at the department level – why are we doing this or that? Basic parking stuff: paying a lot of attention to students. FS can park in student lots as well; visitor areas are not permitted. Quick change in citation process – went to online appeal and request for leniency process. Trying to avoid handling appeals over the counter because of the “venom” often present in such interactions. Helps to put “stories” in writing. Online appeal allows for data collection in order to justify expenses in order to improve parking situations. BU Shuttle usage is off the charts but the FS shuttle to Robinson Tower is lowest usage. Give feedback to Mr. Penney on shuttle service. Dealing with events on campus: if you have an event and need visitor parking passes, notify Parking Services and they will email a visitor pass for parking. Staff: where to find the routes online? www.baylor.edu/bus Staff: what about events like UIL where there are tons of parents on campus? Notify Parking Services and they will put it on the calendar. Staff: Compliments to the customer service in parking. How long does the online appeal take and how will one be notified? Working on the process, admits that the online appeal needs improvement especially in the area of communication back to the customer. Staff: What about temporary disability for students? We can issue temporary sticker – but valid decal is needed first in order to get a temporary. Staff: Zip Car? Car sharing program – sign up $35, gas and insurance included for $8 per hour. Can rent by day as well. International students, students without vehicles, can be used by FS too. Zip cars parked behind BDSC. Matt_Penney@baylor.edu

b. Dr. Martha Lou Scott – Baylor University’s Students of Concern Committee -- Highlights from 2 hour presentation: complete presentation is available online: www.baylor.edu/counseling_center. Students at BU are affected by mental illnesses. Department has made changes to ensure that all students receive appropriate services in timely fashion. M&M on Thursdays – group therapy on stress relief. Watch for warning signs: isolation, etc; Legal implications are secondary – treat the patient first. Discipline is held up in court. Range of behavior: Concerning (unusual, lack of social
filter, etc – tell someone so that “dots might be connected”), Alarming (behavior a notch above concerning, not quite threatening, offensive, inappropriate, outbursts, particularly on Facebook, disregarding safety of persons or property; counseling is never mandated.), Threatening (harm to self and others, behaviors that my indicate risk of harm to self or others.). Tell someone; call DPS at the time of need. Refer to professionals – let the counselors do the assessment. Student privacy vs. Community needs. Be cautious with email about students – could become part of educational record covered by FERPA. Committee meets once a month to “connect the dots”. Report problems on the BU website.

c. **Endowed Scholarship Fund Honoring Baylor Staff (Sue Koehler)** Sue reported that as of September 30, 2010 the total gifts = $10,698.51 and outstanding pledges = $5,583.53.

d. **Staff Council Agency Account (Sue Koehler)** Sue reported $116.51 balance in account.

III. **Committee/Liaison Reports**

a. **Membership Committee (David Burns)** Meeting minutes from September approved.

b. **Shirt Committee (Candice Herchenhahn)** Spirit shirts were distributed Sept. 30 and Oct. 1. Several orders still haven't been picked up and there are some missing orders as well; she is working with the vendor to resolve missing or incorrect items. Delivery for the Extended Sale will be the week of Homecoming.

c. **STEPP Lunch (Jan Holmes)** Lunch is coming up October 26 on ID theft. Italian lunch. Sign up online.

d. **Calendar Committee (Sue Koehler)** Changes on 2012 calendar.

e. **Campus Diversity (Lexi English)** The CDC has met twice this semester.

   i. At September’s meeting, the Committee was informed that it will take part in the University’s strategic planning discussions (Spring 2011); submitted an article to the MA Times to announce the recipient of the Diversity Enhancement Award for 2010 and will call for nominations for 2011 (deadline March 30, 2011); also discussed creating a social event that could help retain minority faculty/staff, which the Committee believes will be a positive effect on the student minority retention rate.

   ii. At October’s meeting, the Committee reviewed four grant applications (1 was approved; 3 holding for more information); identified changes that needed to be made to the grant application and those changes will be in place before the next round of grant applications are received/ a Committee representative will try to attend grant approved events; the idea for the Social was approved and the Committee will begin to work on it (target date: January 2011) and it will be held at the beginning of each Fall/Spring semester; the Diversity website is still under construction, but can be viewed by going to www.baylor.edu/diversity; the Committee needs another Staff Council rep to fill an open space – please contact Lexi English if you are interested.

f. **Compensation and Benefits Committee (Suzanne Weems)** See Administrative Committee report.
g. **Administrative Committee (Marilyn McKinney)** Three changes are to be noted in the cost of health benefits for faculty and staff beginning January 2010:
   1. Premiums for health insurance will increase between $2 and $18 per person depending on the level of coverage and the where one falls in the salary chart.
   2. Co-pay for specialists will increase from $25 to $30 per visit.
   3. There will be no change in premiums for dental (DR) insurance.

IV. **New Business**

   a. **Ron English** reminded staff that United Way Campaign is in full swing. Staff are encouraged to give.

   b. **Ron English** asked for volunteers to serve as chairs on Good Stewardship and Service Project Committee.

   c. **Ron English** reminded the council to mark December 6, 2010 on the calendar for Christmas Lunch.

   d. **Ron English** noted STEPP Lunch October 26, 2010 coming up. Please attend if possible.

V. **Conclusion** Chris Diamond motioned to adjourn the meeting. Lexi English seconded.

Respectfully Submitted,

David Burns
Secretary, Staff Council
Minutes of the Staff Council Meeting

November 9, 2010

Present: Amy Alexander, Eric Ames, David Burns, Chris Diamond, Marcia Dutschmann, Paulette Edwards, Sherri Elwood, Alexia English, Ron English, Angela Fields, Lori Fogleman, Anissa Galindo, Candice Herchenhahn, Jan Holmes, Sue Koehler, Margaret Kramer, Marilyn McKinney, Leigh Ann Moffett, Sandra Northern, LuAnn Pickens, Rebecca Robbins, Margaret Smith, Donna Sparks, Julie Stelley, Debi Talley, Jeff Walter, Suzanne Weems, Debbie Williams, Anna Henderson, Rick Mattocks, Joy Mock, Patricia Pack,

Absent: Judy Carpenter, Michelle McCollum, Joy Mock, David Murdock

Welcome and Invocation

a. Welcome (Ron English) The meeting was called to order at 10:30am by Ron English.

b. Prayer Requests and Prayer (Jeff Walter) Prayer requests were heard and Jeff then lead the group in a time of prayer.

II. Meeting Guests

a. Pattie Orr (VP of Information Technology & Dean of Libraries) and Jon Allen (Information Security Officer) Ron welcomed our guests. Dean Orr and Mr. Allen presented the following:

i. ITS has been able to deal with viruses, but lately malware and spyware have been growing tremendously. It is difficult to catch, can capture keystrokes, embed itself in computers. Currently blocking sites that are known, but lots of sites pop-up all the time.

ii. Recently contracted with Websense to use ‘malware site’ rating system; did pilot over the summer with ITS, then Central Libraries. Handout on malware and spyware. Screenshot showing the feedback window for Websense product. List of types of malware. Spyware slows down computers, can steal information. ITS wants to communicate the plan and get feedback so folks don’t think ITS is “hawk” over everyone’s web traffic. The goal is to prevent folks from getting spyware/malware. Rolled it out in the residence halls with no issues. Trying to avoid lots of false positives.

iii. Questions: Staff: Is this being deployed on the Macs too? JA: Yes, this protects any device on the network. Staff: What does it look like when ads are blocked? JA: You’ll see a portion of the block page. This is not blocking because of content. Another Websense product handles blocking for adult content and pornography. Rule of thumb: “If you smell smoke, call the HELP line.” If your computer seems slow, windows popping up, call the HELP line – don’t ignore possible symptoms. Staff: Can you provide something like this for home use? JA: Good idea. Staff: If you are on VPN, are you protected? JA: Not right now.

b. Randall Brown (Manager, Compensation & Benefits) All updates on benefits have been posted. Hitting the highlights: Flexible Spending Card – called the Now Card. When you go to pharmacy or Health Care Provider, swipe the card to make qualified purchases against a declining balance. Card good for three years, benefits are loaded annually, can get replacement. Should retain receipts in case of audit. Staff: Does it apply to
childcare? RB: No. Staff: Can you request a second card? RB: Yes. Staff: Honor system on expenses? RB: The card knows what purchases are valid. Staff: Covering concierge medicine? RB: Don’t know. Will get back with answer. RB: Health Care Reform – Baylor not really affected because already doing most of what’s required. (e.g., already covered to age 26). Open enrollment happening; make changes now. Discussing retirement plans, limitations, etc. Marcia D.: Can submit salary redirection agreement online. Staff: Recent change to retirement age? RB: Most recent change is 2 years old. Staff: Now card good for 90-day prescriptions? RB: Don’t know for sure. Staff: Keep up with balance on Now card? Yes, online or via phone.

- **Endowed Scholarship Fund Honoring Baylor Staff (Sue Koehler)** Sue reported that as of October 31, 2010 the total gifts = $11,189.57 and outstanding pledges = $5,192.47
- **Staff Council Agency Account (Sue Koehler)** Sue reported $116.51 balance in account.

### III. Committee/Liaison Reports

- **Membership Committee (David Burns)** Approved minutes from May and October.
- **Faculty Senate (Jim Patton)** Issues dealt with this Fall: admissions issues with unqualified students – language issues, prerequisite courses – online courses can be poor preparation. Malware. Risk Management using telephones to alert in case of emergency. Folks should go into Bearweb and enter cell phone number so they can receive texts.
- **Service Project Committee (Marilyn McKinney)** Looking at Spring opportunities.
- **STEPP Lunch (Jan Holmes)** 86 for lunch and 129 total at the last STEPP lunch.
- **Campus Diversity (Lexi English)** Meeting this Friday. Still needs a representative from Staff Council.
- **Transportation and Access Committee (Amy Alexander)** Need a representative from Staff Council.
- **Library and ITS Advisory Board (Phylicia Hernandez)** m.baylor.edu – Baylor web content for mobile devices.

### IV. New Business

- **Ron English** reminded staff that United Way Campaign is in full swing. Staff are encouraged to give.
- **Discussion about Ombudsperson for Staff.**

### V. Conclusion

David motioned to adjourn the meeting. Paulette Edwards seconded.

Respectfully Submitted,

David Burns

Secretary, Staff Council
Minutes of the Staff Council Meeting on December 14, 2010


Absent: Judy Carpenter, Michelle McCollum, Sherri Elwood, Angela Fields, Anissa Galindo, Anna Henderson, Debi Talley, Margaret Smith

I. Welcome and Invocation
   a. Welcome (Ron English) The meeting was called to order at 10:30 am by Ron English. Ron began with words of thanks for those who served at the Baylor Christmas Dinner.
   b. Prayer Requests and Prayer (Jeff Walter) Prayer requests were heard and Jeff then lead the group in a time of prayer.

II. Meeting Guests
   a. Dr. Kevin Jackson (Vice President for Student Life) Dr. Jackson describes the vision of student life: transformation - renewing the mind, heart, and spirit. 170 Full-time staff. Fall semester: largest class, most diverse; 103% occupancy in residence halls - very tight quarters; early planning stages of East Village (new residence hall); great chapel experiences - very good feedback from students; 76% increase in crisis appointments in Counseling Center. Good counseling staff working hard to deal with that. Judicial affairs: misconduct cases down, alcohol cases down, drug cases up. Student Safety: Spring task force to improve safety. Athletics: Student participation up 17% at football games. Averaged 6,571 students at games this season.
   b. Judge Ken Starr (President) Judge Starr working prayerfully toward peace in the Baylor Community. Asking for feedback and input during the strategic planning process; don't be shy. Looking at the future of the University, but also the future of Texas. Presidential Symposium will examine the future of Texas. 80% of students are from Texas. Diversity is a critical issue for the University and the state. Thank you for United Way participation. Scholarship initiative - can't rely on others, need to move to a different model for funding. Support the student athletes. Staff: Cost to the average student who doesn't receive support? KS: Scholarship initiative will move us towards being more responsive to need. Would like to be 'completely responsive to need'. We need to all give more seriously to Baylor. Staff: Any numbers on faculty-staff giving? KS: No numbers now, around $9 million. Staff: What about Spring Break for staff? KS: Staff Council should bring a recommendation and he'll bring it to the Executive Council.

III. Old Business
   a. Approved minutes from November.

IV. General Reports
   a. Endowed Scholarship Fund Honoring Baylor Staff (Sue Koehler) Sue reported that as of
October 31, 2010 the total gifts = $11,757.530 and outstanding pledges = $4,759,74. Jeff Walter: Encouraging folks to give to the Staff Endowed Scholarship Fund. Lori Fogelman: Can currently give on the president’s scholarship website to the Endowed Scholarship Fund. Phylicia Hernandez: if staff council gave $12 per month, we'd get to $25000. Ron English: Encourage others to give as well.

b. Staff Council Agency Account (Sue Koehler) Sue reported $116.51 balance in account.

V. Committee/Liaison Reports

a. Faculty Senate (Paulette Edwards) Senate named a committee to investigate quality of transfer courses. Admissions are up compared to this time last year. Committee appointed to investigate online student evaluations of faculty. Regarding new concealed handgun law in Texas and its impact on the University, the Senate Chair is initially going to seek information for additional discussion from other Texas college Senate chairs and bring his findings back to the Senate at their next meeting.

b. Service Project Committee (Marilyn McKinney)

i. The committee met and decided that we will support one major project this year and it will be the Fourth Annual American Cancer Society’s Relay for Life at Baylor. This event is sponsored by several student groups on campus. The relay will take place on April 1 from 7:00 p.m. - 7:00 a.m. at Fountain Mall. The event will begin with the Survivors Lap followed by a Luminaria Ceremony. The luminarias (illuminated bags that will line the walking path) may be purchased in honor or memory of someone who has had cancer. The money raised goes to the American Cancer Society toward cancer research\education\advocacy and important patient services. Another way to raise money is forming teams to solicit donations and take turns walking the track between 7pm and 7am. There will be sign-up forms later to indicate the time(s) that you would like to walk. Each team member who raises a requested minimum of $100 will receive an event t-shirt. The event is a night of fun and remembrance. There will music, games, bearobics, contests, cake walks and other fun activities. Special ceremonies will take place throughout the night to remember those lost, those saved and to renew our efforts to fight back against cancer.

ii. The Committee would like to form a Staff Council Team. We will have more information regarding sign-ups and donation collection in February and March.

iii. The Service Project Committee recognizes that there are other worthwhile events that Staff Council should promote. We would like to make these events known to Baylor staff via our distribution lists as we are made aware of them. We ask for your cooperation in forwarding these emails to your distribution lists as they come encouraging Baylor Staff to participate and promote whenever possible. We also want to be sure these events are publicized on the Staff Council website as a handy reference. Some of the promotions we discussed are:

G. Greater Waco Education Alliance
H. Keep Waco Beautiful
I. Mission Waco
J. Humane Society
K. Caritas
c. **STEPP Lunch (Jan Holmes)** STEPP Luncheons upcoming in February and April.

d. **Campus Diversity (Lexi English)**

   i. At November's meeting, the Committee reviewed 1 new grant application and re-reviewed 2 others (2 were approved and 1 was rejected). The Committee reviewed a list of things needed to prepare for the social event to be launched in January and 3 members volunteered to be chairs for the event. Those members were asked to meet and present a proposal at the next meeting.

   ii. At December's meeting, the Committee reviewed 1 new grant application and approved it. The Chairs for the event presented their proposal to the Committee for review. The event has been named "Cultural Connection Celebration" and it will take place on January 13, 2011. Formal invitations will be sent to the minority faculty and staff population identified by the IRT department as requested by the Committee.

e. **Transportation and Access Committee (Amy Alexander)** Met in November. Meeting focused on student issues. Ridership on shuttles has increased. Discussed the possibility of adding bike lanes in certain locations on campus. Meeting again in January.

VI. **New Business**

   **Ron English** - Staff Council will be forming a committee to do research on the ombudsman position and prepare a proposal for Staff Council to consider. Called for volunteers for committee.

VII. **Conclusion** David Murdock motioned to adjourn the meeting. Paulette Edwards seconded.

Respectfully Submitted,

David Burns

Secretary, Staff Council