

**Staff Council Minutes
January 10, 2006**

Attendance:

<input type="checkbox"/> Adams, Kaye	<input type="checkbox"/> Helpert, Bernice	<input checked="" type="checkbox"/> McCulloch, Carol
<input checked="" type="checkbox"/> Autrey, Paula	<input checked="" type="checkbox"/> Hill, Tom	<input checked="" type="checkbox"/> McNair, Karl
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Representatives for absent members (non-voting)

Becky Robbins was present for K Adams and Jan Holmes was present for B Helpert. A quorum was present for Staff Council to conduct regular business.

Meeting called to order by:

Chair D Brock at 10:30 am in Baines room of Bill Daniel Student Center.

Opening Prayer led by:

D Brock, after prayer requests.

First Things First:

Larry Brumley introduced Max Woodfin and Edie Muehlberger, Co-Directors of Earth Share of Texas - The purpose of their visit was to expand on the first presentation given by Larry Brumley and answer questions and concerns Staff Council may have. They explained that their purpose is to raise funds for the companies that fall under their umbrella. These companies must go through an application process that is rigorous. Organizations are investigated before the application process and are urged not to apply if they do not meet the stringent criteria Earth Share has for qualifying. The representatives explained that none of the companies under their umbrella are political in any way. The following is a synopsis of the conversation that took place after the Earth Share representatives and Larry Brumley left the meeting.

*Earth Share
Items of Discussion from Staff Council
January 13, 2006
Prepared by Dorynda Brock, Chair*

Staff Council members had the chance to visit with staff in their areas regarding the request for a Baylor sponsored/sanctioned program with Earth Share. The majority of employees this was discussed with expressed a concern with bringing another charity to campus when they are not happy with feeling a squeeze from upper management with the United Way program. They felt the University needs to think about the whole process rather than just Earth Share. Please note that there was some support by staff members to allow Earth Share in and leave the donations up to the employee.

Members feel that Earth Share does sponsor some good organizations but are also concerned about some of the other organizations they sponsor. Their question is “do we want Baylor to endorse, by participation, Earth Share and, by implication, all of the organizations it represents?” They were also surprised that the organization has very little involvement in the Waco area.

Areas of Concern

Concern was expressed regarding donors to the University that are opposed to efforts by some of these groups. Will this affect donors when they see that Baylor is supporting the Earth Share program?

Some of the groups are highly critical of President Bush and are concerned that support of these organizations could affect the evaluation of our Presidential Library proposal.

A couple of organizations supported by Earth Share have as their primary goal the elimination of programs that produce genetically engineered food and products. We have research going on at Baylor right now that those groups would end if they could.

Some people say why United Way and not them? Baylor is a big part of this community and United Way was grandfathered in. All agencies that benefit from United Way campaigns are community service oriented. Not all the money that goes to these agencies stays in the Waco area, but a lot of it does. United Way meshes with Baylor’s mission. We are a Christian university and we have community service which is imperative to us. Working through those agencies is a really good fit with what Baylor stands for. A link with some of the environmental organizations is a lot harder to make.

Concern was expressed as to is this a good fit for Baylor? If you look at the list provided by Earth Share not one of Baylor’s peer organizations is listed. The three Texas universities listed are big state universities. If you look there are a lot of private universities that are predominantly women’s colleges in the northeast, north and northwest. They have very small constituencies. There are only 2 schools with a faith background.

Suggestions

One option that was presented would be for Baylor to host a “service day” where organizations like Earth Share and others could come on campus and have a display in Barfield or elsewhere. Employees could come and go, look and sign up to receive materials or do a pledge card or whatever they want us to do for all these different organizations like United Way, Earth Share,

Susan B. Komen, and others. Another option is to have a list of approved agencies including United Way and others that would be distributed where we could check the ones we wish to receive material from.

Outcome

A motion was made to not endorse Earth Share and seconded. A vote was taken and passed 21 to 2 not to endorse Earth Share at this time.

A recommendation was made to have Gary Stokes meet with Larry Brumley to discuss all the issues as to why Staff Council did not endorse Earth Share so that administration would have the facts.

Old Business:

Approval of minutes from December 12, 2005 meeting. D. Brock asked if there were any changes or comments to the minutes that needed to be discussed. There were none brought up by Staff Council members and C Ervi made a motion to approve the minutes as written, second was made by G Howard and the minutes were unanimously approved as written.

Santas Workshop Update – Presented by Chair E Dunman. 450 children attended the event which indicated that the numbers are down from last year. Transportation issues were the main cause. Overall there were 1000 gifts distributed to children and families from various schools and organizations. The committee met after the event to discuss ways of improving for next year's event. One suggestion was to set up a place where faculty/staff volunteers would come and help stuff gift bags that are given out. It would be like a come and go type thing. The committee spoke about how we could use Santa's Workshop to share our Christian values with the visitors that are on our campus during this time. One thought was to have a card printed on each side, one in English and the other in Spanish expressing that we have Santa's Workshop to celebrate Christ's birth and to express our love for each of them and to wish them a Merry Christmas.

Shirt Committee Update – C Ervi. **Staff Council Shirts:** Are in and please pick up when we adjourn.

Guest Speaker – Dr. John Lilley, President.

He first expressed pleasure with being here at Baylor and stated that Baylor has meant a lot to him for a long time and he never would have imagined he would be here as President. Dr. Lilley states that he is an example of what Baylor stands for. Take a student, educate, impact and change that life. To prepare him for the world we live in and to do it within a Christian environment. The people here reached out to him and helped him to develop and grow. His experience here changed his view of the world. "When you take scruff kids from Louisiana like I was, who don't have much going for them in terms of economics but had some talent and people here reached out and helped develop that talent, helped to enlarge my view of the world." "Baylor launched me and got me moving."

Dr. Lilley states that we are all here to support the academic mission and are here to help people. We are in the service industry and are here to change people's lives and we can do that with a spirit of graciousness that can make all the difference in the world. How we greet people we come into contact with is very important, every interaction we have with people is important. Dr. Lilley encourages us to be gracious in our dealings with others. It must come from inside and not be mechanical. Dr. Lilley has two major goals for the university that he wants us to identify with.

1. We are to continue to be a Christian university in the Baptist tradition and be **intentional** about it. How we do this is what matters. We must find a balance and the right touch. President Lilley wants all departments and schools to tell him how they plan to accomplish this goal.
2. It is essential that we continue to be known for our inspirational teaching and mentorship. The Faculty are not the only people here that can become mentors staff can become mentors as well. Dr. Lilley remembers well individuals that affected his life and not all were teachers. We are moving toward greater research, greater performance and creative endeavors, whatever is appropriate for ones discipline.

Dr. Lilley stated that going to church while he was attending Baylor was a big part of his life and development. He is interested in the fact that students don't go to church the way they used to and is interested into looking into ways to change that. His job right now is to do a lot of listening and learning.

In closing running this university is a team effort. This is not about the 13th president of the university. Baylor University is led by a lot of collective wisdom and with strategic planning we can be systematic about that and collecting the best ideas from that faculty/staff that will drive budget and drive space and it has to be in reaction to the world in which we live. Now question and answers.

G Stokes: From what you've seen and what you know already what areas would you like to begin with?

Lilley: Baylor needs a better sense of unity. All of us must take a part in this. He doesn't have any magic to sprinkle on this. "It will come about with honest conversation and discussions." He wants to elevate our spirits and lower the temperature and work through some of the issues.

L Obenosky: Reagan told us about revised budget plan are you going to stick with that?

Lilley: They have not met yet to discuss this but will be soon. Priorities will have to be set and we will respond to that. He says he does know that salaries are too low around here.

L Essary: Recently, we have seen more talk and openness with the financial situation here at Baylor. Will this continue to occur?.

Lilley: Transparency is very important. Yes, you will see more transparency and more information will be put out on the web.

L Essary: It is important when we don't hear what our situation is because we tend to make assumptions and usually they tend to be the worst assumptions.

Lilley: "I come from a background of transparency and will continue to be the same way." He is happy that Faculty Senate meetings are open meetings now and happy that Staff Council is as well. "I have a wide variety of Constituents and the most important is the regents." "I hope you all will understand that."

L Essary: Let Staff Council and our various departments be a conduit for you because we do try to disseminate the minutes and report back to our departments.

Lilley: That is very important.

R Fiedler: Regents and other people at Baylor are concerned that the percentage of Baptist students has gone down to below 50 percent. Are you concerned and are you going to address that?

Lilley: It's an issue in a lot of ways. Some people say we are in a post denominational phase that we are beyond denominations. Baylor was created by Texas Baptist and is owned by Texas Baptist, Baylor's relationship with Texas Baptist is very important. We are a Christian university in a Baptist tradition. I think the Baptist connection is important but number two after being Christian. Our hiring

policy is Baptist first other Christians second and Jews third. How best to get more Baptist interested, he does not know. That is something to work on.

E Dunman What brings you joy and what motivates you? What fills you up and gives you the energy you need to do your job?

Lilley: I am a recovering workaholic; I get up at 6:00 am, exercise and then get to work. I like my sleep and like to have my 8 hours every night. I have a lot of energy when I get that sleep. I am not a person who gets tired easily when well rested. I have fun and if you are not having fun shame on you. I am the luckiest guy alive; everyday is a great gift and people matter. I try to be reflective everyday. I try to look at the whole picture. I am a problem solver. My faith is the most important to me. Beauty chokes me up. Faith has given me higher highs and helped me to deal with the lows.

Next meeting February 14th at the Armstrong Browning Library

Meeting adjourned at 1:30 by D Brock

Staff Council Minutes

February 14, 2006

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Representatives for absent members (non-voting) – Martha Moore was present on behalf of T Hill, Debbie Williams on behalf of J Shankle and Amy Moravec on behalf of L Essary. Eric Robinson represented Faculty Senate. There was not a quorum present for Staff Council to conduct regular business. Meeting was conducted for updating and open discussion only.

Meeting called to order by:

Chair D Brock at 10:35 am in the Cox Lecture Hall in Armstrong Browning Library.

Opening Prayer led by:

G Howard, after prayer requests.

First Things First:

Lois Ferguson – Presidential Inauguration – We are very proud of the Staff Council members participating in the planning and execution of the Presidential Inauguration planned for April 20th and 21st; E Yarbrough, S Johnston, L Obenosky and P Autrey. Thursday's events will be held in conjunction with the regular Regent meeting. The Presidents Concert, originally dubbed the Deans Concert, will be held Thursday evening at Waco Hall and open to the public at no cost. The Inauguration ceremony will take place at 2:00 pm Friday, April 21st at the Ferrell Center. Baylor employees and faculty are encouraged to attend and be a part of the festivities. Students will participate as flag bearers and ushers. Staff members that wish to participate are encouraged to do so. It has been recommended for classes to be cancelled as of noon and other departments remain open only as necessary. An invitation has been extended to John Meacham, executive editor of Newsweek magazine to speak, but arrangements have not been finalized. He has several books out, including one coming out before the inauguration on faith in the 21st Century. Dr. Lilley values his input and his lecture will be on faith and higher education. In keeping with tradition an invitation has been extended to all presidents of all Universities. What the Presidential Inauguration Committee wants from Staff Council is input, program ideas and suggestions of people or groups we think should be included. We want this event to be a joyful, inspiring and unifying event. Email Lois Ferguson if you have any suggestions or ideas. After the inauguration there will be a reception for all to come by and meet the president.

Old Business:

Approval of minutes from January 10, 2006 minutes. Staff Council was unable to approve minutes because we did not have quorum present to conduct official business. The minutes and any other matters that must be voted on will defer to next meeting.

Items not on the Agenda

There was a discussion on the fact that we did not have a quorum present to conduct official Staff Council business. Approval of previous meetings minutes and a decision on the spring project were two items to be voted on today. Staff Council members voiced their opinions that some members were never present and felt that something needed to be done. Several different options were discussed by all present. Those options listed below are those discussed during the meeting:

- 1) Inform the Vice President that appointed them that they are not attending. Members felt that this had been done in the past but did not resolve the issue.
- 2) Explain to the member that it is a privilege to be on Staff Council. We are all busy but made a commitment to come when we said yes we would serve. If those that do not attend do not wish to participate we need to have a replacement appointed. When you send a representative, keep in mind that a representative cannot vote on Staff Council issues. This will not help us conduct business unless the By-Laws and Constitution is amended.
- 3) Amend the Staff Council Constitution and By-laws to lower quorum to those that attend the meeting (not a good option).
- 4) Amend Constitution/By-Laws to reflect how many meetings can be missed before the member is replaced.
- 5) Hold elections to have staff vote on who will represent them in Staff Council.

B Helpert said she would take these suggestions back to the Constitution Revision committee and begin work on a solution.

Ombudsman Committee Update – presented by B Helpert; R Ramsower had a list of questions for the Ombudsman Committee to respond to. ***He wanted to know what the goal of the ombudsman position would be?*** To set up a position of Staff Ombudsman to give the staff of Baylor University an avenue of communication to resolve issues of conflict. ***What we thought the staff ombudsman would do?*** The same as is done by the Faculty Ombudsman. ***How would staff handle these issues if the ombudsman position were not created?*** Currently we feel that we have no safe haven when issues arise and therefore do not address them unless they get out of hand. ***Would issues be brought through the HR department if there were no ombudsman?*** No; we feel that most staff are not comfortable going to HR. ***or do you think staff would not be likely to try to seek a resolution if they had to go through HR?*** Correct. ***HR may have to be brought in on some of the issues;*** depending on what is involved HR may have to be brought in but there should never be any pressure to do so. ***What are we trying to solve?*** Give Baylor staff an avenue to resolve issues without the threat of any reprimand or loss of job. ***Who do we think could fill this position?*** Staff must be allowed to participate in the selection process rather than being solely appointed by the administration or HR; the person should not necessarily be in an upper staff administration and definitely not in a faculty position; compensation in salary should be

given; consideration must be given to reducing the individual's current responsibilities. A suggestion was made that the person selected be trained in conflict resolution. This person must also be someone that staff feels they can approach and be able to communicate with. We need to identify what the qualifications are that we want this person to have. We want Staff Council members to go out and talk with staff in their various departments to get feedback on what they think this person should be able to do. The committee will report their responses back to R Ramsower. Dorynda met with Jaffus Hardrick, he sent the committee an outline of the criteria that he felt like would be appropriate for the person that is in this position. The committee did not feel like the position should come from HR but would be between staff and HR. They prefer revising the faculty ombudsman info to fit staff needs.

Discussion of staff pictorial – Deans have approved it but it was suggested by the Chief of Staff to take it to Faculty Senate. E Robinson said that it was on the Agenda to discuss at today's meeting. One concern was that pictures being used would be from the existing ID system. There is a cost involved if we were to use the photographer and that is why we are being encouraged to use the system currently in use. We will wait until Faculty Senate meets to proceed with this.

Disaster Relief Update – Proposal was sent to Jaffus Hardrick, he indicated that our current policy was flexible and allows staff to use vacation and personal time for these types of activities. He will bring it up at the upcoming policy review task meeting, for the committee to review.

New Business

Faculty Senate – D Brock attended a meeting last week some items discussed were: Evaluation process of Deans and Chairs and would like a review of this process. Senate has put together a form or process of how Deans and Chairs were appointed and reviewed every three years but would like to change to once a year. Staff will have a voice in this review process. Spoke about replacement for Dean of Library and that position has been filled. There was also some concern regarding the faculty ombudsman being appointed as chair and the thought that there might be a conflict of interest. They have a Committee on Committee's and are reviewing the committees existing now and will be weeding the inactive committees out. The Faculty Handbook has not been updated since 2002 it is now being worked on. Faculty/staff phone book may be published again but will not include students.

Spring Project Committee Update: presented by B Helpert – The committee met and discussed several projects. We decided on two options. Senior Ministry's Meals on Wheels program – They are always in need of volunteers to deliver meals. We also discovered they have other needs as well. Collecting items that senior citizens would not otherwise go out and buy on their own, suggested items were toiletries, household items, batteries, etc. There is also a need for volunteers to prepare the meals. Delivery of the meals would be done around the lunch hour.

The other option discussed was to do something for the service men abroad. Regardless of where you stand with the war we don't feel that should be the issue. We have staff and faculty that have family members overseas who might enjoy receiving a package from home and know that we care about them. Our thought was to put together care packages. The concerns were security and obtaining the information we need. We would need to ask the faculty/staff for the names of their family members overseas and if they would allow us to put out a list of their

names so we could solicit items for them. We could publish a list of items that are needed by service members. We would also include a chart of postage. The shoeboxes could be delivered

to the faculty/staff that are affected along with the correct amount of postage; boxes would have to be delivered to faculty/staff open for security purposes. Everyone seemed to agree it would be a good idea. C Ervi wanted us to tie it in with the family that is here. We want to gear towards Faculty/Staff.

Upcoming events: All University Sing February 16, 17, and 18, What's Bruin? March 2, S.T.E.P.P. luncheon March 21, check the www.baylor.edu website for upcoming seminars and training sessions available to faculty and staff.

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March 14, 2006

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Representatives for absent members (non-voting) – A quorum existed for Staff Council to conduct official business. A Cook was represented by Rita Massey and B Lindsey was represented by Kim Nye.

Meeting called to order by:

Chair D Brock at 10:35 am in the Baylor Law School room 127.

Opening Prayer led by:

D Brock after prayer request.

Old Business:

Approval of minutes from January 10, 2006 and February 14, 2006 meetings. D Brock asked if there was any discussion or changes regarding the January 10, 2006, minutes. There were none. A motion was made by C McCulloch to approve the minutes as written. C Ervi made a second and the minutes for January 10, 2006 meeting were unanimously approved as written. D Brock then asked if there was any discussion or changes for the February 14, 2006, minutes. There were none. L Obenosky made a motion to approve the minutes as written. B Helpert seconded the motion and the February 14, 2006 minutes were unanimously approved as written.

Ombudsman Committee Update – presented by B Helpert; the committee met with Charlie Beckenhauer and listened to his legal concerns regarding setting up the staff ombudsman. He listed the Labor Board and federal guidelines as examples. At this time B Helpert asked Staff Council members if there were any questions that we wanted posed to Mr. Beckenhauer. G Stokes had no questions but wanted to know if he suggested any specific organization or person that would be a good representative for staff. Mr. Beckenhauer was going to look into that. G Stokes said he knows there is an organization in town that could possibly fit the mold we are looking for but could not recall the name. B Helpert suggested he get the name and get back with her.

Discussion of staff pictorial – presented by D Brock, Eric Robinson, Faculty Senate Chair, sensed much hesitation from Senators regarding the inclusion of faculty in the online pictorial directory for several reasons. There was some discussion by Staff Council as to who would be responsible for the cost of a hard copy pictorial directory and who would update it. If the online pictorial

were done anyone wanting to opt out could always do so. D Brock will speak with Randy Woodruff and decide if we need to get him to come to the next meeting to address our questions. We may need the Council of Deans to assist with the dissemination of faculty and staff. Staff Council feels it would be a helpful tool for all faculty and staff.

Constitution and By-Laws Update – C Muska, The committee has met several times and has proposed several changes. Charlie Beckenhauer is reviewing the proposed changes and will let us know his thoughts. Upon his review we will revise and send out an email version to Staff Council members for their review before the next meeting. The committee reviewed the Faculty Senate as well as several other universities Constitution and By-Laws and proposed we model our Constitution after other universities. Recommended changes; Staff Council members be elected by their peers or nominated or self nominated (there are no appointed positions in all of the examples that were looked at), the committee would like to address the attendance policy in these revisions by modeling other policies that state if three meetings in an academic school year are missed the staff council member be removed, another proposal was to create a membership committee to monitor membership to make sure there is campus wide representation.

Spring Community Service Project – C Muska, The committee met to discuss the “Bear Care Packages” for servicemen and women. The letter for faculty staff was drafted and was read and reviewed by Staff Council members. After review of the letter there were many questions by Staff Council members about the project. How it would be accomplished? Who would be included and how the information would be obtained? How would the items be collected? How would postage be handled? After the lengthy discussion, M Neal made a motion that we ***do not*** proceed with the “Bear Care Packages” for servicemen and women project but rather do the alternate project with Central Texas Senior Ministry’s, specifically the “Just in Case” program. The motion was seconded by L Obenosky. The motion carried unanimously.

New Business

ID Tags- B Helpert, Would like the opinion of Staff Council regarding the use of name badges for identification. It would help with security identifying individuals that do not belong on campus or in a building on campus. Staff Council discussed the matter, there were several questions raised. Would everyone wear their badge every day? Would students be required to wear them? Who would include this cost into their budget? After discussion it was decided to shelve the idea. The consensus was that all employees would have to wear badges eventually.

Veterans Day observance – T Hill suggested the possibility of the university as a whole having some form of observation of Veterans Day. D Brock stated she would get in touch with Mike Morrison to discuss the matter.

Nominating Committee Chair D Brock appointed the nominating committee to come up with a list of names for next years Executive Committee. G Howard, L Obenosky and R Sherman.

Upcoming events: Presidential Inauguration April 21, 2:00 pm, May 16, S.T.E.P.P Luncheon Coach Kim Mulkey- Robertson, check the www.baylor.edu website for upcoming seminars and training sessions available to faculty and staff.

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Approval of minutes from January 10, 2006 and February 14, 2006 meetings. D Brock asked if there was any discussion or changes regarding the January 10, 2006, minutes. There were none. A motion was made by C McCulloch to approve the minutes as written. C Ervi made a second and the minutes for January 10, 2006 meeting were unanimously approved as written. D Brock then asked if there was any discussion or changes for the February 14, 2006, minutes. There were none. L Obenoskey made a motion to approve the minutes as written. B Helpert seconded the motion and the February 14, 2006 minutes were unanimously approved as written.

Ombudsman Committee Update – presented by B Helpert; the committee met with Charlie Beckenhauer and listened to his legal concerns regarding setting up the staff ombudsman. He listed the Labor Board and federal guidelines as examples. At this time B Helpert asked Staff Council members if there were any questions that we wanted posed to Mr. Beckenhauer. G Stokes had no questions but wanted to know if he suggested any specific organization or person that would be a good representative for staff. Mr. Beckenhauer was going to look into that. G Stokes said he knows there is an organization in town that could possibly fit the mold we are looking for but could not recall the name. B Helpert suggested he get the name and get back with her.

Discussion of staff pictorial – presented by D Brock, Eric Robinson, Faculty Senate Chair, sensed much hesitation from Senators regarding the inclusion of faculty in the online pictorial directory for several reasons. There was some discussion by Staff Council as to who would be responsible for the cost of a hard copy pictorial directory and who would update it. If the online pictorial

were done anyone wanting to opt out could always do so. D Brock will speak with Randy Woodruff and decide if we need to get him to come to the next meeting to address our questions. We may need the Council of Deans to assist with implementation of including faculty. Staff Council feels it would be a helpful tool for all faculty and staff.

Constitution and By-Laws Update – C Muska, The committee has met several times and has proposed several changes. Charlie Beckenhauer is reviewing the proposed changes and will let us know his thoughts. Upon his review we will revise and send out an email version to Staff Council members for their review before the next meeting. The committee reviewed the Faculty Senate as well as several other universities Constitution and By-Laws and proposed we model our Constitution after other universities. Recommended changes; Staff Council members be elected by their peers or nominated or self nominated (there are no appointed positions in all of the examples that were looked at), the committee would like to address the attendance policy in these revisions by modeling other policies that state if three meetings in an academic school year are missed the staff council member be removed, another proposal was to create a membership committee to monitor membership to make sure there is campus wide representation.

Spring Community Service Project – C Muska, The committee met to discuss the “Bear Care Packages” for servicemen and women. The letter for faculty staff was drafted and was read and reviewed by Staff Council members. After review of the letter there were many questions by Staff Council members about the project. How it would be accomplished? Who would be included and how the information would be obtained? How would the items be collected? How would postage be handled? After the lengthy discussion, M Neal made a motion that we go with the alternate project which was Central Texas Senior Ministry’s, specifically the “Just in Case” program. The motion was seconded by L Obenoskey. The motion carried unanimously.

New Business

ID Tags- B Helpert, Would like the opinion of Staff Council regarding the use of name badges for identification. It would help with security identifying individuals that do not belong on campus or in a building on campus. Staff Council discussed the matter, there were several questions raised. Would everyone wear their badge every day? Would students be required to wear them? Who would include this cost into their budget? After discussion it was decided to shelve the idea. The consensus was that all employees would have to wear badges eventually.

Veterans Day observance – T Hill suggested the possibility of the university as a whole having some form of observation of Veterans Day. D Brock stated she would get in touch with Mike Morrison to discuss the matter.

Nominating Committee Chair D Brock appointed the nominating committee to come up with a list of names for next years Executive Committee. G Howard, L Obenoskey and R Sherman.

Upcoming events: Presidential Inauguration April 21, 2:00 pm, May 16, S.T.E.P.P Luncheon Coach Kim Mulkey- Robertson, check the www.baylor.edu website for upcoming seminars and training sessions available to faculty and staff.

Staff Council Minutes

April 11, 2006

Attendance:

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

Representatives for absent members (non-voting) – Rita Massey for Adonna Cook, Gail Nichols for Frances Malone, Rona Stefka for Darlene Kyser.

Meeting called to order by:

Chair D Brock at 10:35 am in room 451 Clifton Robinson Tower

Opening Prayer led by:

L Hoxworth, after prayer requests.

First Things First:

Brandon Miller, Asst. V.P. of Student Success – *Presentation on Paul L. Foster Success Center* – *How to help our students make it through the end of the semester* – The center received a large gift to start the process of renovating the Sid Richardson Science Building. Only 3.5 million more will allow us to begin construction of the new Success Center. Upon completion of the Paul L. Foster Success Center all departments within the center will move into the new building that will be centrally located for easy access to students.

A student's success begins with the student but does not end there; faculty as well as staff are major components of their success. All Baylor University employees help to create an atmosphere students will want to remain in and can flourish. Retention is one of the main goals of the Success Center. If Baylor retains 33 students we achieve a 2% increase in our retention rate. All of the Baylor family are in the business of mentoring and molding these students in a Christian environment to become productive leaders who will stand out in their communities. Faculty and staff should lead by example and give our students the tools they need to be successful. The center has many services to offer; counseling, academic advising, tutoring, mentoring, career services and O.L.A. - Office of Access and Learning Accommodations. First and foremost the students must take an active role in their own success by accessing the center. Right now stress is a major part of a student's life mainly because of pressures to complete assignments and finals. The counseling department within the Success Center can provide students with the tools to help them through this stressful period. The Success Center can help students with these types of short term goals as well as long time academic goals. These tools can really make a difference. Students can call, come by, or visit us on line at www.baylor.edu/success_center. At the moment the success center is holding a workshop on

Preparing for Finals. April 18 – 20 and on the 24th. These seminars will give students an opportunity to learn tips, strategies and information that can make a difference in their final scores. Interested individuals should Rsvp to Julie Cash at extension 8709 or email her at Julie.Cash@baylor.edu. Another tool Baylor has is tutoring. It is available 24 hours a day and 7 days a week. A student can access this tutoring by opening their blackboard account and clicking on tutoring. In addition to the tutoring and seminars the Success Center has sponsored three tele-conferences that count as P.O.D. credit, there is one scheduled for April 20, from 12:00 – 2:00 pm in Mars McLane, room 100, entitled Shattering Barriers: Transforming the College Experience for Students of Color. Video tapes are available for individual viewing or individual departments can utilize them for their retreats.

Old Business:

Approval of minutes from March 14, 2006 meeting. D. Brock asked if there were any changes or comments to the minutes to be discussed. Rona Stefka, acting on behalf of D Kyser pointed out a sentence under the heading, Staff Pictorial Committee Update. The sentence; We may need the Council of Deans to assist with the dissemination of faculty and staff. The sentence was not a complete sentence. There was much discussion on how the sentence should read and it was decided that we make a motion to approve the minutes as modified. The sentence should now read; “We may need the Council of Deans to assist with implementation of including faculty.” There were no other revisions brought up by Staff Council members. G Howard made the motion to approve as modified the second was made by J Lowe and the minutes were unanimously approved as modified.

Ombudsman Committee Update – presented by B Helpert, Mr. Beckenhauer is looking at the revisions to the Constitution that the Committee presented to the General Counsel in addition to the Ombudsman request. He will get back with us as soon as it can be reviewed.

Staff Pictorial Committee Update – presented by D. Brock, D Brock has been in contact with Randall O’Brien giving him an update on the status of our discussions of the Staff Pictorial online directory. Concerns have been expressed by Faculty Senate regarding the photographs and once the online directory is updated, would the hard copy of the faculty directory become obsolete. At this time, we will not pursue the online directory until matters have been resolved.

Spring Project Committee Update – Presented by C Muska – Central Texas Senior Ministry is very excited that we have decided to support them this year. The cover letter that will go out to all faculty and staff has been signed by President Lilley and will be distributed today or tomorrow. The letter states that we will not be putting out collection boxes as we have with other projects, Staff Council members will collect donations from individuals in their areas. Deadline for collection is April 28th; Staff Council members can bring the items they collect to C McCulloch in her office in Pat Neff 109. She will store them for Staff Council. At a later date we will put them together and deliver them to the Center. We can all give thanks to B Ferguson and her students for getting the letters ready for delivery. The email version is being approved and will go out shortly. We have contacted Baylor Public Relations, the Lariat, and This Week at Baylor to publicize the event. There has been some feedback about the fact that Staff Council was not doing the project for our servicemen. The individual asked if there was a reason Staff Council was not going to do the gift packages for servicemen and women. He was concerned that there was hostility expressed by Staff Council members. T Hill expressed to the individual that there were no negative feelings about supporting the troops we simply had too many concerns to proceed with the project. The project may again be looked at for next year’s spring project.

Veterans Day Acknowledgement – Presented by D Brock – D Brock spoke with Mike Morrison regarding the proposal from Staff Council, he was receptive to the idea. D Brock asked for discussion among Staff Council members for suggestions on what the Baylor family could do. T Hill volunteered to write up a proposal. G Stokes will work together with T Hill to come up with a resolution for Staff Council to present to administration. G Stokes asked for ideas on what kind of acknowledgement members were thinking about. T Hill suggested a reception or luncheon would be nice. T Hill will get with some veterans and get a few ideas, follow up with G Stokes. They will bring a resolution to Staff Council for approval at the next meeting. Once approved by Staff Council it will then be presented to administration.

Faculty Senate Committee Update – Presented by L Essary – the Faculty Senate, Ad-hoc committee on compensation, health and tuition remission benefits met with Reagan Ramsower and Richard Amos to discuss the tuition remission benefit. Historic information and data was brought to the meeting which was helpful and is being updated. Dr. Ramsower was open to receiving input from faculty and staff in the event that funds did open up. He would want to know how we would want to distribute these funds. Next year we could possibly put out a survey asking faculty and staff for opinions. Administration is looking at lowering the vesting period for employees.

Dean Evaluation Draft – Presented by C McCulloch – The draft evaluation form Dr. Randall O'Brien presented to the Council of Deans for review is faculty driven. The evaluation asks for opinions on the Deans general leadership and management skills as well as their effectiveness in modeling and encouraging their commitment to Baylor's mission. Faculty would fill out the evaluations on their Dean. Staff Council wanted to know who was going to review these forms. L Essary wanted to know if there was a reason for separating faculty from staff. Eric Robinson concurred that the Deans did question the reason for separating the two. One of the Deans initiated having staff evaluate the Deans as well. Dr. O'Brien asked C McCulloch for her opinion on how she would feel if she were asked to fill out one of these forms. Upon reviewing the document she told him Staff Council had discussed this subject previously and our opinion was that staff would be hesitant to fill out the form for fear of repercussions. There was some concern that even though the evaluation is anonymous, in some departments there were only one or two employees, anonymity would be impossible.

NOTE: D Brock stated that Administration has complimented Staff Council on the work accomplished to date and would like us to continue our hard work by staying involved with university issues.

Staff Council Elections – Ballots were passed around to all members. Absent members were instructed prior to the meeting to put their ballots in a sealed envelope and members present would vote on whether or not to accept these ballots. The constitution does not address the issue of absentee voting. This will need to be addressed in the Constitution for future elections. L Obenoskey made a motion to accept the absentee votes; the motion was seconded by K Adams and the motion was unanimously approved. Nominees for the position of Secretary are; Adonna Cook, Carolyn Muska and Carol Marroquin. Nominees for the position of Vice-Chair are; Cheryl Ervi, John Lowe and Mary Neal. Nominees for the position of Chair are; Lisa Hoxworth and Susie Johnston. Votes were counted by G Stokes, B Helpert and R White. Results are as follows: The new Secretary will be Carolyn Muska, Vice-Chair will be John Lowe, and the new Chair will be Lisa Hoxworth. Congratulations were given to the new officers.

Guest Speaker – Karen Wash, Assistant Director of Internal Audit & Management Analysis – EthicsPoint - Baylor University chose EthicsPoint, an independent organization to provide faculty

and staff with a simple, risk-free way to anonymously and confidentially report activities that may involve criminal, unethical, or otherwise inappropriate behavior in violation of Baylor University's policies. The web-site is www.ethicspoint.com, or you may go through the Baylor Web-site; enter EthicsPoint in the search field, the web-site that comes up will look like a Baylor site but Karen assured us that it is an independent site. The site explains how to file a complaint. There is no threat of retaliatory action and if you wish you can identify yourself. After filing the complaint you will be given a key that will give you access to your particular complaint and will allow you to check status of your complaint. The complaints are printed out and sent to the Vice-President of the department involved. If the department has questions they will contact Karen's office and she will then get in touch with the claimant via EthicsPoint and get the information needed. The service has been available for two years but the complaints logged in are few. A mass email was sent out to notify faculty and staff when the service became available but it may be time for another to get the word out.

Announcements – The last meeting of the year will be May 9, 2006 in the Baines Room BDSC lunch will follow in Barfield. Staff Council members are requested to Rsvp as soon as possible. New members will be joining us.

Staff Council Minutes

May 9, 2006

Attendance:

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

Representatives for absent members (non-voting) – Kim Nye for Barbara Lindsay.
New Staff Council members were present but unable to vote on business at this time.

Meeting called to order by:

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

Opening Prayer led by:

S Johnston, after prayer requests.

First Things First:

Announcement: B Helpert encouraged Staff Council members to sign up for the S.T.E.P.P. committee. She explained it was only a matter of scheduling the room, speakers and finding door prizes.

Introduction of new members - New members and the departments they represent were welcomed and introduced. Brennon Arnold – ITS Finance and Admin., Adam Brock, Taryn Ozuna and Kelley Kimple – Student Life, Becky Chollett – Law School, Jeanie Fitzpatrick – School of Social Work, Angela Funai – University Development, Barbara Guinn – Athletics, Jess Kelly(not present) – Risk Management, Teresa Muirhead – Truett Seminary, Patricia Pack – Mayborn Museum Complex and Carolyn Voight – Office of Investments.

Andrew J Morris – Homecoming 2006 Chair and Matthew Graham 2006 Budget Coordinator presented Baylor Chamber of Commerce – Homecoming – The Main focus this year will be improving the event for faculty, staff and their families. The areas the Chamber will focus on are communications, Friday night “Extravaganza,” and the parade. Mr. Morris asked members if they had suggestions or ideas on how they could attract more faculty, staff and family members.

Communications: Mr. Morris asked members if the Chamber could improve on advertising homecoming activities. In the past the Chamber used flyers and homecoming t-shirts. He was interested in our opinion of what worked last year and what did not. Staff Council members agreed flyers and t-shirts was a good way to advertise the event. R White suggested we put a link

to the homecoming site with a blurb inviting all to join them at homecoming. This would help provide a little more exposure. Follow the link here to the Homecoming web-site www.baylor.edu/homecoming. S Johnston liked the location last year and suggested more shuttle transportation be used.

Friday Night "Extravaganza": There will be fun events and rides, a pep rally, bonfire and live music. The event will begin at 6:00 pm. Mr. Morris asked if there were any other suggestions of ways to make it more enjoyable for all faculty, staff and their families. There were no suggestions offered however members were asked to email if at a later time ideas came to mind.

Parade: The Chamber is also looking for ways to improve on the parade. Mr. Morris stated that they were scaling down this year but wanted ideas on how to make it better. He stated that someone had already suggested a fire truck would be a good attraction for the kids. It was suggested that fraternities and sororities would like to use the gathering as a place to raise funds for themselves and other causes by selling concessions along the parade route. Breakfast sausages, burritos/tacos are always good and easy to produce ahead and reheated or cooked on a grill on site. Mr. Morris was proud to announce that this year there would be five high school bands for everyone's enjoyment. The bands will be part of the inaugural Baylor Homecoming Invitational Marching Band competition. The event will offer a cash prize to the winner. It should be a spectacular event so mark your calendars for October 20th and 21st. Any suggestions or for more information please email Andrew.Morris1@baylor.edu.

A Committee on Committee's sign up sheet was passed around at this time for Staff Council members to sign up to serve. Many Staff Council members volunteered their time on the special committees.

Old Business:

Approval of the April 11, 2006 minutes - D Brock asked if there were any changes or discussion on the April 11, 2006 meetings minutes, there were none. A motion was made to approve the minutes as written by L Obenoskey and seconded by Susie Johnston. The minutes were approved unanimously.

Ombudsman/Constitution & Bylaws Committee Update presented by D Brock – the revisions and suggestions are with General Counsel and will be reviewed as soon as possible. Charlie Beckenhauer is working on this but it will need to be deferred to next year's business.

Spring Project Committee Update – presented by C Muska - The response has been overwhelming. THANK YOU BAYLOR FAMILY!!! In addition to the multitude of donated items, we received over \$935.00 in cash donations. The project worked well without the aid of drop boxes. Our goal is to purchase items with the cash donations and assemble pillow cases to be delivered to Central Texas Senior Ministry before the end of the month. C Muska asked for volunteers to help shop, assemble and deliver the cases. We will be taking pictures when we deliver the items which will be posted on the Staff Council web-site. Many faculty and staff members had favorable comments about Staff Council's decision to support Central Texas Senior Ministry.

Veterans/Memorial Day acknowledgment – T Hill's representative, Martha Moore presented for him. The formal resolution has not been finalized yet but T Hill has had conversations with Charlie Beckenhauer and several Veterans. Both thought an email recognizing all veterans on campus would be a start and then possibly a reception later in the day with light refreshments would be a good idea as well. Funding the event will be something to be looked at before a final decision can be made.

Faculty Senate Update – presented by D Brock – At their last meeting a student representative gave an update on the their election and who would be serving next year. D Brock gave an update on our April Staff Council meeting. Faculty Senate passed around their committee sign up sheet then went into executive session.

S.T.E.P.P. Committee and Staff Council Shirt Committee sign up sheets were passed around for members to sign up to serve on those committees. The current committee thought those two committees would need to meet over the summer to get a jump on the following year.

Staff Council Web-Site updates – Presented by R Fiedler, J Lowe, K Adams – Staff Council recognized them for their hard work this year with the our web-site. Sharon Johnson, web designer for ITS approached the Information Committee about revamping the Staff Council web-site. The first item discussed was the Staff Council logo. Sharon re-drew the old logo using high resolution. This new version will be placed on the “members only” section of the Staff Council web-site to be used for Staff Council business. The web-site needs to be re-vamped as well. There is outdated information currently accessible that should be archived. A mock up of the proposed layout of the new site was distributed among members. Everyone agreed updating the site would be a good idea. The last topic discussed was the Staff Voice publication that is posted on the web. It was the opinion of the Information Committee that most employees’ schedules do not allow for this time consuming publication. It was proposed that we discontinue the Staff Voice and use the web-site as our medium. It was pointed out that the Staff Council Constitution & By-Laws specifically refers to publishing the Staff Voice. There was much discussion about how we should proceed. A motion to commission the Staff Council Constitution and By-Laws committee to revise the existing policy would reflect that we wish to eliminate the Staff Voice newsletter. Once the proposed changes regarding the election of staff council members is approved by General Counsel the Committee will make the revisions the Staff Council members commissioned and a vote will be taken on the revised Constitution and By-laws. J Lowe made a motion that we commission the Constitution and By-Laws Revision Committee to revise as indicated by the Information Committee. The second was made by D Haines the motion carried unanimously. B Helpert urged us to continue to proceed with the revision proposed by Staff Council to elect Staff Council members rather than have them appointed.

New Business:

Committee on Committees - Elizabeth Miller has been in contact with D. Brock regarding these committees the Provosts office would like Staff Council members **or** other staff members to serve on. The list was circulated at the beginning of the meeting. If anyone is interested in serving or if you know someone who would like to serve on one of the committees please contact D Brock. These committees will begin meeting in the fall and should help us become more involved in other important university business.

Electronic Voting of May 9, 2006 minutes – The minutes will be sent out as soon as possible. We are asking that you approve, or reply with changes. Please reply to D Brock those changes.

Door Prizes: There was a large selection of door prizes provided by many departments within the university and bookstore and First University Credit Union provided pens and notepads. We thank you very much for your thoughtfulness. Dr. Lilley entered the meeting at this time and recognized the outgoing members with certificates and officers were presented plaques. Dr. Lilley joined us for the luncheon followed.

Announcements – Please join us for the next S.T.E.P.P. Luncheon May 16, 2006. Speaker will be Coach Kim Mulkey-Robertson. ***There will be some construction going on so please enter through the outside stairwell.***

NOTE: Staff Council would like to thank faculty and staff for pulling together to help our community by providing donations to the Central Texas Senior Ministry's "Just in Case" program. We can all be proud that we served our community well by working together on this project to make it a big success.

MINUTES OF THE STAFF COUNCIL MEETING

September 12, 2006 at 10:30 a.m. in BDSC, Baines Room

Present: Staff Council Members: Brennon Arnold, Paula Autrey, Adam Brock, Becky Chollett, Elisa Dunman, Cheryl Ervi, Randy Fielder, Jeanie Fitzpatrick, Angela Funai, Lisa Hoxworth, Susie Johnston, Jess Kelly, Stephanie Kilgore, Kelley Kimple, Darlene Kyser, John Lowe, Carol Marroquin, Teresa Muirhead, Carolyn Muska, Kim Nye, Chad Owens, Taryn Ozuna, Patricia Pack, Jenny Shankle, Carolyn Voight, Eric Yarbrough

Absent: Staff Council Members: Kaye Adams, Melinda Coats, Adonna Cook, Brenda Ferguson, Lisa Garrett, Barbara Guinn, Frances Malone, Carol McCulloch, Mary Neal, Rebecca White

I. The meeting was called to order at 10:35 a.m. Lisa Hoxworth, Staff Council Chair, gave the welcome, introduced Council officers and members, and offered the invocation.

II. First Things First.

A. President John M. Lilley is available to attend future Staff Council meetings. He would like to participate more with staff.

B. The Staff Council meetings will be recorded in order to keep accurate minutes and notes.

C. Baylor is working with the American Heart Association and the American Heart Walk is scheduled for September 30, 2006. An email will also be sent for those wishing to make an online donation.

III. New Business.

A. Constitution and By-Laws Revisions. A committee met last spring to review and revise the Staff Constitution and By-Laws. There were minor changes in wording to update officer and committee names. The major proposed revision is to have the Staff Council representatives elected rather than appointed. This will follow the same election process as the Faculty Senate at Baylor. Another revision will replace the monthly published newsletter with online communications via the website and email so that information is easily available to all staff. It was recommended that a section of terms and definitions be added to the Constitution and By-Laws. It was suggested that this be considered in future revisions by the committee. After discussion, upon a motion by Brennon Arnold and seconded by Chad Owens, the Staff Council voted unanimously to accept the revised Staff Council Constitution and By-Laws.

B. Sign-Up Sheets. There are currently two open positions in Staff Council for a Parliamentarian and Historian. The Parliamentarian advises the Chair on all matters of procedure at the meetings of the Staff Council, according to the latest revision of

Robert's Rules of Order. The Historian will maintain, in a binder, copies of the Staff Council approved minutes, debrief, news articles, agendas, photographs, etc. for storage in the Texas Collection at the end of the year. Sign-up sheets were distributed for the Staff Council Committees and Distribution of Information List.

C. Committee Reports

1. Shirt Committee (Cheryl Ervi, Chair): The committee met during the summer and will present the shirts and jackets on Friday, September 15. There are men's and women's polo shirts, long-sleeved shirts, and jackets. Pictures will be available online and the shirts will also be displayed in the Robinson Tower, Bill Daniel Student Center, and the School of Nursing in Dallas. Faculty and staff will have two weeks to purchase the shirts online and payroll deduction is available. The shirts will be ready for distribution in mid-November.

2. S.T.E.P.P. Committee (Carol Marroquin, Co-Chair): C. Marroquin and Co-Chair Mary Neal met during the summer to plan the S.T.E.P.P. luncheons. The first event is scheduled for October 24. Coach Matt Driscoll will speak on maintaining the motivation throughout the semester. The traditional Christmas venue will be held on December 19. The spring 2007 luncheons will be held on March 20 and May 22.

3. Information Committee (John Lowe): The new Staff Council website was launched last summer and can be viewed at www.baylor.edu/staff_council. Give your committee information and other news items to anyone on the Information Committee so that it can be posted online. This will be an active website with new information being posted as it is happening. The committee is also interested in using an Internet program called Share Point to store documents and facilitate discussions among Staff Council members.

4. Special Project Committee/Fall Service (Lisa Hoxworth): A discussion was conducted about the fall project helping Student Activities in the past with Santa's Workshop. This is not a project that Staff Council coordinated but volunteered to assist. A Special Project Committee has been formed to coordinate the Staff Council fall service project.

D. Facilities Planning Meeting. Adam Brock gave a report on the Facilities Planning Meeting. Feel free to call the Physical Plant at extension 1361 about adjusting room temperatures if it is too hot or cold. You are also encouraged to call in preventative maintenance problems. Workers will not enter locked offices and classrooms and may be unaware of necessary repairs.

E. Staff Ombudsman Update. The Baylor Staff Ombudsman project was initiated last fall. Dorynda Brock and Lisa Hoxworth met Charles Beckenhauer in the Office of General Counsel and the senior administration has approved the project. Details are currently being worked on for the Staff Ombudsman regarding implementation, structuring, personnel, etc.

F. Other New Business. The Faculty/Staff Meeting held on September 11, 2006 was well attended by both faculty and staff (about 1300). It is appreciated that a distinction is not made between faculty and staff and both groups are treated equally in the Baylor family. It was suggested that a question and answer session be added to the Spring 2007 meeting.

The next Staff Council meeting will be held on Tuesday, October 10th.

IV. The Staff Council meeting ended at 11:48 a.m. There was not a quorum remaining to officially adjourn the meeting.

Respectfully submitted,

Carolyn Muska
Secretary, Staff Council

MINUTES OF THE STAFF COUNCIL MEETING

October 10, 2006 at 10:30 a.m. in Hughes-Dillard Alumni Center

Present: Staff Council Members: Kaye Adams, Brennon Arnold, Adam Brock, Melinda Coats, Elisa Dunman, Brenda Ferguson, Angela Funai, Lisa Hoxworth, Susie Johnston, Jess Kelly, Stephanie Kilgore, Darlene Kyser, Carol Marroquin, Carol McCulloch, Teresa Muirhead, Carolyn Muska, Mary Neal, Kim Nye, Taryn Ozuna, Patricia Pack, Jenny Shankle, Carolyn Voight, Rebecca White

Absent: Staff Council Members: Paula Autrey, Becky Chollett, Adonna Cook, Cheryl Ervi, Randy Fielder, Jeanie Fitzpatrick, Lisa Garrett, Barbara Guinn, Kelley Kimple, John Lowe, Frances Malone, Chad Owens, Eric Yarbrough

Guests: Carl Flynn attended on behalf of John Lowe. The Faculty Senate Representative for this meeting was David Sturgill. Shelley Deats, Manager of Parking Services, presented to Staff Council members. A quorum was present for Staff Council to conduct regular business.

I. Chair, Lisa Hoxworth called the meeting to order at 10:33 a.m. Following the Chair's welcome, Kim Nye offered the invocation.

II. First Things First.

President John M. Lilley will attend the November Staff Council meeting. Please email any questions or topic discussion requests to Lisa Hoxworth.

III. Old Business.

A. Minutes. The minutes of the Staff Council's September meeting were distributed and discussed. Jess Kelly recommended an amendment for Section IV. A quorum is not necessary to adjourn the meeting. Jenny Shankle made the motion to approve the minutes as amended and the second was made by Susie Johnston. The minutes were unanimously approved as amended.

B. Distribution of Information/Committee Lists. Carolyn Muska, Staff Council Secretary, distributed copies of the completed lists. She also provided instructions for creating an Outlook Distribution List.

C. Shirt Committee (Jenny Shankle): 291 orders were placed for 517 shirts. This is an increase from last year. The shirts are scheduled to arrive on November 1 and be distributed on November 15. Volunteers are needed to help sort shirts. Please contact Cheryl Ervi if you are able to assist.

- D. S.T.E.P.P. Committee** (Mary Neal): The first event is scheduled for October 24 in the Barfield Drawing Room of the Bill Daniel Student Center. More information is available on the web.
- E. Compensation, Benefits, & Personnel Committee** (Rebecca White): The purpose of the committee is to communicate information about new benefit policies. A discussion was held about how health insurance premiums are determined. The premiums are calculated and recalculated each month. Baylor supplements 75% of the premium cost.

IV. New Business.

- A. Change Date of May Meeting.** A request has been made to change the date of the May 2007 meeting due to a conflict with the Regent's Meeting. Upon a motion by Rebecca White and seconded by Patricia Pack, the Staff Council voted unanimously to change the date of the May 2007 meeting from May 8 to May 15.
- B. Parking Services.** Susie Johnston introduced Shelley Deats, Manager of Parking Services, to speak about parking on the Baylor campus. The Parking Services Department is trying to provide more communication about parking on campus. Please let the staff know about big events and visitors on campus. You can call Shelly directly at 710-7645 if you have any questions or need additional information about parking services. Information is also available on their website at www.baylor.edu/parking.
- C. Debrief.** A discussion was held about the history of the Debrief. Rebecca White explained that the monthly Debrief is a way to provide information to staff quickly about the Staff Council meetings. The Debrief is an informative snapshot and staff appreciate being kept "in the loop" with this communication.
- D. Faculty Senate.** David Sturgill, Faculty Senate representative, talked briefly about President Lilley addressing the Faculty Senate meetings and then answering questions from the floor. The Faculty Senate and Staff Council share interests in consolidating fund raising efforts on campus and perceptions of changes in benefits especially the cost of living adjustment and tuition remission.
- E. Fund Raising.** President Lilley spoke with the Executive Committees of the Faculty Senate and Staff Council about making the United Way a more focused fundraising event on campus during the fall 2007 semester. The fundraising for the American Heart Association will discontinue being an organized fundraising event. The spring fundraising project will be to promote something internally on campus. A discussion was conducted about campus endorsed fundraising and individual fundraising.
- F. Other New Business.**

1. **Aramark Questionnaire.** Lisa Hoxworth will email a questionnaire to Staff Council members from Market Match, Aramark's corporate office, about campus food service.
 2. **Christmas Tree Decorating.** Debra Hall in Student Activities is seeking volunteers to decorate the 25-foot Christmas tree inside the Bill Daniel Student Center.
 3. **Next Meeting.** The next Staff Council meeting will be held on Tuesday, November 14, in Robinson Tower 451.
- V. Upon a motion by Jess Kelly and seconded by Kim Nye, the Staff Council voted unanimously to adjourn. The Staff Council meeting adjourned at 11:45 a.m.

Respectfully submitted,

Carolyn Muska

Carolyn Muska
Secretary, Staff Council

MINUTES OF THE STAFF COUNCIL MEETING

November 10, 2006 at 10:30 a.m. in Robinson Tower, Room 451

Present: Staff Council Members: Kaye Adams, Paula Autrey Adam Brock, Becky Chollett, Melinda Coats, Adonna Cook, Elisa Dunman, Randy Fielder, Angela Funai, Lisa Hoxworth, Susie Johnston, Jess Kelly, Stephanie Kilgore, Kelley Kimple, Darlene Kyser, John Lowe, Frances Malone, Carol Marroquin, Carol McCulloch, Carolyn Muska, Mary Neal, Kim Nye, Chad Owens, Carolyn Voight, Rebecca White, Eric Yarbrough

Absent: Staff Council Members: Brennon Arnold, Cheryl Ervi, Brenda Ferguson, Jeanie Fitzpatrick, Lisa Garrett, Barbara Guinn, Teresa Muirhead, Taryn Ozuna, Patricia Pack

Guests: President John M. Lilley participated in a question and answer forum with Staff Council members.

I. Chair, Lisa Hoxworth called the meeting to order at 10:38 a.m. A quorum was present for Staff Council to conduct regular business. Following the Chair's welcome, Darlene Kyser offered the invocation.

II. Old Business.

A. Minutes. The minutes of the Staff Council's October meeting were distributed and discussed. Rebecca White made the motion to approve the minutes and the second was made by Adonna Cook. The minutes were unanimously approved.

III. New Business.

A. Shared Sick Leave (Lisa Hoxworth): Former Baylor employees can have their sick leave reinstated if they are rehired by Baylor within one year after leaving. This is the reason unused sick leave cannot be donated upon termination of employment. In 2005, 15 requests were received for shared sick leave and 13 requests have been received in 2006. All requestors have received the full amount requested. The person donating sick leave knows the recipient of the leave for completion of the paperwork but the recipient does not know the donor due to privacy regulations. The shared sick leave is an excellent program for those in need and a way for those with the maximum of 320 hours to share it rather than lose it.

B. Spirit Shirt Committee Update (Kim Nye): A great crew assembled and packed shirt orders in a well organized project. The shirts look great. A few shirts have been reordered by Cheryl Ervi. All faculty and staff are encouraged to try on the shirts before ordering next time.

C. STEPP Luncheon Committee Update. (Carol Marroquin): The first event on October 24 was attended by about 100 people. It was very successful and the

committee received positive feedback about the luncheon. The next STEPP Luncheon is scheduled for December 19 in the BDSC, Barfield Drawing Room. Get in the Christmas spirit with some wonderful music provided by the Baylor School of Music.

D. Veteran's Day Update (Lisa Hoxworth): An email was sent to faculty and staff from the Staff Council about Veteran's Day events at Baylor honoring all men and women who have served in the armed forces. Baylor's Air Force ROTC maintained a 24 hour vigil at the flagpoles that began at 5 p.m. on Friday, November 10th. On Monday, November 13th, the Silver Wings Society and Air Force ROTC hosted a Veteran's Day Ceremony in front of Pat Neff Hall at 4 p.m.

E. Membership Committee (Carolyn Muska): This new committee will review Staff Council representation and will conduct the first election of Staff Council members in spring 2007. Committee members are Carolyn Muska (Chair), Adonna Cook, Carol Marroquin, Rebecca White, and Susie Johnston.

F. City Smoking Ordinance (John Lowe): Information was presented about the City of Waco smoking ordinance. A call for open comments followed. The Risk Management Office receives about 30 complaints per year and there is an interest around campus. Jess Kelly made the motion to form an ad hoc committee to explore the smoking policy issues and the second was made by Rebecca White. An ad hoc committee was created to research if Baylor could implement a policy to support the City Ordinance. The current problem is that Baylor has no smoking policy and does not enforce the ordinance. Committee members are John Lowe (Chair), Chad Owens, Jess Kelly, Darlene Kyser, and Rebecca White.

G. Announcements.

- 1. Santa's Workshop.** Elisa Dunman, Director of New Student Programs, announced the annual Santa's Workshop will be held on Friday, December 1. Volunteers are invited to stop by Room 308 in the SLC on Nov. 29 and 30 from 10 a.m. to 2 p.m. to wrap gifts and assemble goodie bags Call Elisa at 710-7241 for more information.
- 2. Faculty and Staff Christmas Dinner.** The dinner will be held on Tuesday, December 12, 2006 at the Ferrell Center from 6:30-8:30 p.m.
- 3. Baylor Bookstore.** A special Christmas opportunity for Baylor faculty and staff at the bookstore with a 25% discount on purchased items and payroll deduction available.
- 4. Next Meeting.** The next Staff Council meeting will be held on Tuesday, November 12, in Moody Library, 2nd floor, Information Commons.

IV. Guest Speaker - President Lilley.

Staff Council member question: Forensic Science major decision.

President Lilley: The decision was made before President Lilley became President to move the Forensic Science program within the Anthropology Department.

Staff Council member question: House Bill 1 - redesign of core courses.

President Lilley: Unaware of any impact at Baylor. There is a major initiative for common course numbering.

Staff Council member question: Using the interlocking BU in marketing.

President Lilley: BU is regional name. If short of space, use BU. For branding, use Baylor where there is room. Reinforce brand with Baylor.

Staff Council member question: Application status.

President Lilley: Have received 22,000 applications with 14,000 completed. Reputation of Baylor is growing. Baylor talk is very positive. Staff have a major role in making Baylor better.

Staff Council member question: How do staff implement faith and learning?

President Lilley: There is an atmospheric model for staff. How do we treat people - have golden rule in place. Goal this year with regents to have staff feel fully engaged with this process. When students leave Baylor they should be stronger in mind and heart - leave as stronger Christians - if not, we have failed

V. The Staff Council meeting was declared adjourned at 12:08 p.m.

Respectfully submitted,

Carolyn Muska

Carolyn Muska
Secretary, Staff Council

MINUTES OF THE STAFF COUNCIL MEETING

December 8, 2006 at 10:30 a.m. in Moody Library Information Commons, 2nd Floor

Present: Staff Council Members: Kaye Adams, Brennon Arnold, Paula Autrey, Adam Brock, Melinda Coats, Brenda Ferguson, Randy Fielder, Jeanie Fitzpatrick, Angela Funai, Lisa Hoxworth, Susie Johnston, Jess Kelly, Stephanie Kilgore, Kelley Kimple, John Lowe, Frances Malone, Carol Marroquin, Teresa Muirhead, Carolyn Muska, Kim Nye, Taryn Ozuna, Patricia Pack, Rebecca White

Absent: Staff Council Members: Becky Chollett, Adonna Cook, Elisa Dunman, Cheryl Ervi, Lisa Garrett, Barbara Guinn, Darlene Kyser, Carol McCulloch, Mary Neal, Chad Owens, Carolyn Voight, Eric Yarbrough

Guests: President John M. Lilley participated in a question and answer forum with Staff Council members.

I. Chair, Lisa Hoxworth called the meeting to order at 10:35 a.m. A quorum was present for Staff Council to conduct regular business. Following the Chair's welcome, Adam Brock offered the invocation. Lisa thanked John Lowe for the nice room arrangement, music, flowers, and refreshments.

II. Old Business.

A. Minutes. The minutes of the Staff Council's November meeting were distributed and discussed. Angela Funai made the motion to approve the minutes and the second was made by Frances Malone. The minutes were unanimously approved.

III. Guest Speaker - President Lilley.

Comments from President Lilley: We just found out without warning that the parking garage is unavailable. The administration is taking a good look at the benefits package structure and will take recommendations to the Regents at their February meeting. There should be some changes that both faculty and staff will like. All universities depend on first rate staff and President Lilley knows that. He appreciates all that the staff do and the first rate performances from all of the staff. How can we be better and make it better?

Staff Council member question: Fundraising activities with the United Way.

President Lilley: The Patriot Act makes it against the federal law to give to another organization not designated through the United Way. President Lilley wants to make sure that in some very visible way that we are seen as giving back to the community. Some people see Baylor as just taking, taking, taking. A highly visible giving way through the United Way may not be the answer. We need to have some way to make people in Waco know what we are doing.

Staff Council member question: Fall 2007 enrollment.

President Lilley: The enrollment is running ahead of last year. The acceptance is different from last year and there are now three acceptance times. In the first acceptance group, the average SAT is 1220. The goal for the Fall 2007 class is 3000. More young men are needed and there needs to be a more diverse campus.

IV. New Business.

- A. Historian Information** (Lisa Hoxworth/Rebecca White): Please provide original color copies of information to Rebecca White for the historical records of the Staff Council. The records are permanently stored in the Texas Collection.
- B. Future Meeting Dates** (Lisa Hoxworth): The Staff Council meeting scheduled for March 13th occurs during Spring Break week. It was suggested that an email poll will be sent to all Staff Council members regarding attendance for the March 13th meeting. The March date will stand for now. The Spring Staff Forum is scheduled for February 13, 2007, from 10:30 a.m. until noon. This is the same time as the Staff Council meeting. The Spring Staff Forum will meet separately from the faculty this spring semester. The Outstanding Staff Awards will be announced during the Spring Staff Forum. The awards were previously awarded at the Annual Service Awards Ceremony. It was mentioned that moving the Staff Council meeting to 9:00 a.m. to 10:30 a.m. on February 13th would be too much time away from the office. Brennon Arnold made the motion to move the February Staff Council meeting to the first Tuesday of February if a room is available, if not, move to the third Tuesday of February and the second was made by Patricia Pack. The motion was unanimously approved.
- C. Membership** (Carolyn Muska): The Membership Committee will meet next week to review staff representation, the replacements for the two open positions, and the absence policy.
- D. Service Project Committee Update** (Kim Nye): Meet at the Baylor Visitor Center at 5:10 p.m. on December 19th, for Christmas caroling at three retirement/assisted living homes. No RSVPs have been received yet and about 20-25 people are needed for the caroling.
- E. STEPP Luncheon Committee Update** (Carol Marroquin): The luncheon is scheduled for December 19th, from noon to 1:00 p.m. in the BDSC, Barfield Drawing Room. Get in the Christmas spirit with some wonderful music. Programs are being secured for the March 20 and May 16 STEPP Luncheons.
- F. Shirt Committee Update** (Lisa Hoxworth): Cheryl Ervi emailed Lisa the report. Five-hundred-seventeen shirts and jackets were ordered for a total of \$12,002.55. Email staff in your distribution area about shirts that were left due to not fitting. People are encouraged to try on shirts and jackets in the future so they will be satisfied with their purchase.

G. Smoking Ad Hoc Committee Update (John Lowe): Comparisons are being made to other university policies. Baylor is the only school in the Big XII without a policy. Most schools are either a smoke free campus or smoking is in designated areas. Baylor is self-insured so there is not a premium reduction for health insurance or building insurance. A survey may be sent to faculty and staff. Talk with people in your area about the smoking policy. It is being research if other universities have city ordinances about smoking. A discussion is being conducted about a partial or total ban.

V. Announcements.

A. Faculty and Staff Christmas Dinner. The dinner will be held on Tuesday, December 12, 2006 at the Ferrell Center from 6:30-8:30 p.m.

B. STEPP Luncheon. The luncheon is scheduled for December 19 from noon to 1:00 p.m. in the BDSC, Barfield Drawing Room. Get in the Christmas spirit with some wonderful music. Programs are being secured for the March 20 and May 16 STEPP Luncheons.

C. Fall Service Project. Meet at the Baylor Visitor Center at 5:10 p.m. on December 19 for Christmas Caroling at three retirement/assisted living homes.

D. Next Meeting. The next Staff Council meeting will be held on Tuesday, January 9, in the Financial Markets Center (1st floor Cashion).

V. The Staff Council meeting was declared adjourned at 11:44 p.m.

Respectfully submitted,

Carolyn Muska

Carolyn Muska
Secretary, Staff Council