

MINUTES OF THE STAFF COUNCIL MEETING

January 9, 2007 at 10:30 a.m. in the Financial Markets Center, Cashion Academic Center

Present: Staff Council Members: Paula Autrey, Adam Brock, Melinda Coats, Cheryl Ervi, Brenda Ferguson, Randy Fielder, Angela Funai, Lisa Hoxworth, Susie Johnston, Jess Kelly, Darlene Kyser, John Lowe, Carol Marroquin, Teresa Muirhead, Carolyn Muska, Kim Nye, Taryn Ozuna, Patricia Pack, Carolyn Voight, Rebecca White

Absent: Staff Council Members: Kaye Adams, Brennon Arnold, Becky Chollett, Adonna Cook, Elisa Dunman, Jeanie Fitzpatrick, Lisa Garrett, Barbara Guinn, Stephanie Kilgore, Kelley Kimple, Frances Malone, Carol McCulloch, Mary Neal, Eric Yarbrough

Guests: Elizabeth Kelly attended as a representative for Frances Malone. President John M. Lilley participated in a question and answer forum with Staff Council members.

I. Prayer Requests and Prayer.

Chair, Lisa Hoxworth called the meeting to order at 10:31 a.m. A quorum was present for Staff Council to conduct regular business. Lisa Hoxworth offered the invocation.

II. Guest Speaker - President Lilley.

Comments from President Lilley: Salary and benefits are important. The vesting change with retirement changed effective January 1, 2007, the employee immediately becomes the owner of Baylor's contributions to the retirement account including any resulting earnings and appreciation. Supervisors need more training to encourage staff to speak up. Staff are appreciative of Baylor but how are we going to make Baylor better.

Staff Council member question: University Development restructure.

President Lilley: University Development was heavily centralized. Now it is decentralized with more people involved. The division moved to a national model and the movement is headed in the right direction. Rebecca White and Darlene Kyser both commented that the move to decentralization was a good change. Dennis Prescott, Vice President of University Development began work yesterday. He has experience with major fundraising initiatives which ties into Imperative XII of the Baylor 2012 of achieving a \$2 billion endowment. Mr. Prescott provides good leadership with his experience. The *Baylor Magazine* is going to be a philanthropic magazine. The Baylor Network has moved from the Marketing and Communications Division to University Development.

III. Old Business.

- A. Minutes.** The minutes of the Staff Council's December meeting were distributed and discussed. John Lowe made the motion to approve the minutes as amended and the second was made by Patricia Pack. The minutes were unanimously approved.

IV. New Business.

- A. Membership Committee Update** (Carolyn Muska): The Membership Committee is reviewing the staff representation, replacements for the two open positions, and absence policy. The committee is also working on the first Staff Council member election this spring.
- B. STEPP Luncheon Committee Update** (Carol Marroquin): The December luncheon had 85 attendees and received positive feedback about the program. The committee is seeking a national speaker for the March 20th meeting and is also in the process of securing a sponsor for the speaker.
- C. Smoking Ad Hoc Committee Update** (John Lowe): The committee is drafting a resolution for Staff Council members to review. The recommendation may be a limited ban on smoking utilizing the City of Waco ordinance and designate major areas like the Commons Area as nonsmoking.
- D. Service Project Committee Update** (Kim Nye): The Christmas caroling at three retirement/assisted living homes scheduled for December 19th was cancelled due to the low number of staff volunteers. The residents were disappointed about the cancellations. Kim Nye and Eric Yarbrough delivered poinsettias to the homes. Cheryl Ervi suggested rescheduling an activity with the retirement/assisted living homes in the spring to visit with the residents and sing.

V. Announcements.

- A. Outstanding Staff Nominations.** You are encouraged to nominate staff members for the university's 2006 Outstanding Staff Awards; individuals you believe have done an exceptional job over the past year. All nominations must be received by Friday, January 19, 2007.
- B. Staff Forum.** Please join your fellow staff members at the Spring Staff Forum at Waco Hall on Tuesday, February 13th, 10:30 a.m. to noon. A reception-style light lunch will be provided in the foyer of Waco Hall. It is hoped that you will be able to stay to eat and mingle after the Forum.
- C. Performance Appraisals.** Performance and planning documents are due to Human Resource Services no later than April 30, 2007. A discussion followed about how staff cannot be honest with supervisors about the questions of how things are going. Lisa Hoxworth stated the staff ombudsman is still in the works. Jess Kelly commented that the staff ombudsman position will be positive, promote staff, build relations, will be a position of empowerment, and dispute resolution will be involved.
- D. Next Meeting.** The next Staff Council meeting will be held on Tuesday, February 13th, from 9:00 to 10:00 a.m. in the Robinson Tower, Suite 348. John Lowe

announced that all the spring Staff Council meetings are posted on the Staff Council website.

VI. The Staff Council meeting was declared adjourned at 11:56 p.m.

Respectfully submitted,

Carolyn Muska

Carolyn Muska
Secretary, Staff Council

MINUTES OF THE STAFF COUNCIL MEETING

February 12, 2007 at 9:00 a.m. in Robinson Tower 340

Present: Staff Council Members: Kaye Adams, Brennon Arnold, Paula Autrey, Adam Brock, Becky Chollett, Melinda Coats, Adonna Cook, Jeanie Fitzpatrick, Angela Funai, Lisa Garrett, Barbara Guinn, Lisa Hoxworth, Susie Johnston, Jess Kelly, Darlene Kyser, John Lowe, Carol Marroquin, Carol McCulloch, Carolyn Muska, Mary Neal, Kim Nye, Taryn Ozuna, Patricia Pack, Carolyn Voight, Rebecca White, Eric Yarbrough

Absent: Staff Council Members: Elisa Dunman, Cheryl Ervi, Brenda Ferguson, Randy Fielder, Stephanie Kilgore, Kelley Kimple, Frances Malone, Teresa Muirhead

Guests: Jonathan Hook, Associate Vice President and Chief Investment Officer, and Nancy Goodnight, Board Member of the Central Texas Affiliate of the Susan G. Komen Breast Cancer Foundation, presented to Staff Council members. President John M. Lilley participated in a question and answer forum with Staff Council members.

I. Prayer Requests and Prayer.

Chair, Lisa Hoxworth called the meeting to order at 9:01 a.m. A quorum was present for Staff Council to conduct regular business. Susie Johnston offered the invocation.

II. Guest Speaker – Jonathan Hook, Associate Vice President and Chief Investment Officer.

What does the Office of Investments do every day? They do not buy and sell stocks in the office. The office manages Baylor's money, monitors how the money is doing, and monitors how the market is doing. Their job is to make the money grow. Eighty percent of the university's budget is from tuition and fees; the university is very head-count driven. That's why the application and admission numbers are very important around the university. The Office of Investments works a great deal with University Development and provides the real estate service with buying and selling property around campus. The office manages the money in the Baylor University Fund (BUF), other campus managed money, and the Baptist Foundation of Texas (BFT) in Dallas. The Vision 2012 goal of Imperative 12 is to achieve a \$2 billion endowment. The goal is making good progress with the endowment being at \$970 million last week. Baylor spends 5% of the endowment each year which equates to about 10% of the operating budget. Investment return data prepared by NACUBO has ranked Baylor in the top 1% in the country in the last 3 years. In 2006, Baylor finished 13th among peer universities in investment return at 16.9% which is well above the university median of 10.9%. What could this group do for Baylor or for the endowment? The staff cannot help specifically on the endowment side but can assist on the development side. It is a part of all of our duties to raise money wherever we can. We can help University Development get the next gift.

Guest Speaker - President Lilley.

Comments from President Lilley: Salary increases for faculty and staff for the 2007-2008 fiscal year will be based on a pool of 4.5 percent which will be allocated based on merit. Another 1 percent has been established to reward extraordinary performance by faculty and staff. There will be a direct connection for the merit increase and performance evaluation.

Effective Jan. 1, 2008, all full-time, regular employees 21 years of age or older will receive a contribution to retirement in the amount of 10.8 percent of salary. The same retirement contribution will apply to all full-time, regular faculty and staff, irrespective of years of service or employment category.

A student paper directory will no longer be printed. A paper faculty and staff directory will continue to be published.

How do we want to support charitable contributions? Do we want to focus on United Way or focus on several organizations?

Comment from Staff Council member: Favors supporting the United Way because of diversification of financial resources in the community in different areas.

Comments from President Lilley: Due to the Patriot Act, you can no longer designate funds to be distributed outside of the United Way recognized organizations. This eliminates giving money to terrorist organizations. Baylor needs to advertise how we contribute to the community. Most universities focus on contributing to the United Way in the fall and the university in the spring.

If you are an alumni of Baylor, you should give something to Baylor. It does not matter how much you give and this helps in the Baylor University national ranking. Baylor alumni contributions are at about 30-35%.

Comment from Staff Council member: Are the Baylor alumni contributions lower due to the Alumni Association being independent of the University or because of the friction between the University and the Alumni Association? The University of Texas and Texas A&M University have strong alumni associations.

Comments from President Lilley: We are currently conducting a study of the Baylor Alumni Association. Other universities have alumni associations that are independent or a part of the university. We clearly need greater coordination with the Alumni Association.

III. Old Business.

- A. Minutes.** The minutes of the Staff Council's January meeting were distributed and discussed. Patricia Pack made the motion to approve the minutes and the second was made by Adonna Cook. The minutes were unanimously approved.

IV. New Business.

- A. Membership Committee and Constitution & Bylaws Committee Update** (John Lowe): The Staff Council Executive Committee met and answered questions from ITS regarding the electronic voting this spring semester. Questions involved definition of staff, length of service requirement to nominate and vote, dual appointments, equal representation in departments, etc. All the questions and answers were presented. Proposed minor Constitution and Bylaws revisions about eliminating the Historian as an officer, election guidelines being defined by the Membership Committee, and correct numbers of votes on the ballot will be emailed with electronic voting taking place in two weeks.

V. Announcements.

- A. Race for the Cure.** Nancy Goodnight, Board Member of the Central Texas Affiliate of the Susan G. Komen Breast Cancer Foundation, distributed brochures and marketing materials to Staff Council members. Registration is currently underway for the 2007 Komen Central Texas Race for the Cure® on March 31, 2007.
- B. Staff Forum.** The Spring Staff Forum is at Waco Hall this morning, Tuesday, February 13th, from 10:30 a.m. to noon. The Outstanding Staff Awards will be presented and a reception-style light lunch will be provided in the foyer of Waco Hall.
- C. Next Meeting.** The next Staff Council meeting will be held on Tuesday, March 13th, 2007 from 10:30 a.m. to 12:00 noon at Eastland Lakes. The spring Staff Council meetings are posted on the Staff Council website.

- VI.** Angela Funai made the motion to adjourn the meeting and the second was made by Jess Kelly. The Staff Council meeting was declared adjourned at 10:10 a.m.

Respectfully submitted,

Carolyn Muska

Carolyn Muska
Secretary, Staff Council

MINUTES OF THE STAFF COUNCIL MEETING

March 13, 2007 at 10:30 a.m. at Eastland Lakes

Present: Staff Council Members: Kaye Adams, Adam Brock, Becky Chollett, Melinda Coats, Adonna Cook, Elisa Dunman, Cheryl Ervi, Brenda Ferguson, Angela Funai, Lisa Garrett, Lisa Hoxworth, Susie Johnston, Jess Kelly, Kelley Kimple, John Lowe, Frances Malone, Teresa Muirhead, Carolyn Muska, Mary Neal, Kim Nye, Rebecca White, Eric Yarbrough

Absent: Staff Council Members: Brennon Arnold, Paula Autrey, Randy Fielder, Jeanie Fitzpatrick, Barbara Guinn, Stephanie Kilgore, Darlene Kyser, Carol Marroquin, Carol McCulloch, Taryn Ozuna, Patricia Pack, Carolyn Voight

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

I. Prayer Requests and Prayer.

Chair, Lisa Hoxworth called the meeting to order at 10:34 a.m. A quorum was present for Staff Council to conduct regular business. John Lowe offered the invocation.

II. Old Business.

- A. Minutes.** The minutes of the Staff Council's February meeting were distributed and discussed. Adonna Cook made the motion to approve the minutes as amended and the second was made by Jess Kelly. The minutes were unanimously approved.

III. Guest Speaker - President Lilley.

Comments from President Lilley: Dr. Lilley is interested in discussing what Staff Council members want to talk about. He is really pleased with the Regent's action at both the October and winter meetings with retirement and pay increases. Dr. Lilley plans to schedule time in the next two months for a Staff Council member luncheon at the Albritton House to express his appreciation for the Council work this year.

Comment from Staff Council member: Regarding alumni donations and the importance of giving to Baylor University. Does the money given to the Baylor Alumni Association count as a gift to the University? What is the relationship between Baylor and the Alumni Association? Is a dollar given to the Alumni Association a dollar given to Baylor University?

Comments from President Lilley: The records of money given to the Alumni Association are kept by Baylor. The Alumni Association is an independent group but Baylor holds the records. The U.S. News & World Report considers alumni donations as an indication of how much alumni appreciate and value their education by giving back to the university. Lisa Hoxworth will check if the donations made to the Alumni Association apply for the U.S. News & World Report.

Comment from Staff Council member: Is the tuition remission benefit being reviewed? Why does the tuition remission not apply to staff in doctoral programs?

Comments from President Lilley: The tuition remission benefit is actively being pursued and reviewed by a Faculty Senate Ad Hoc committee. It is being reviewed and may be changed. Other issues considered more important have been reviewed such as vesting and the additional one percent increase in salaries for top performing people.

A Council member commented that Baylor conducts a comprehensive study with other universities regarding benefits. Baylor currently falls at average or above average with benefits, especially with tuition remission. Another Council member commented that one component may be the complete immersion required of pursuing a doctoral degree in service, research, and community. A person may not be able to work fulltime and pursue a doctoral degree due to educational obligations.

Comment from Staff Council member: What is considered extraordinary performance for the additional one percent salary increase? What is the type of justification?

Comments from President Lilley: This is by supervisor nomination and professional judgment. Dr. Reagan Ramsower may be reviewing the staff nominations.

IV. New Business.

- A. Service Project Update** (Kim Nye): About 10-11 staff members and students met at Stilwell Retirement Residence on February 27, 2007 for about 1-1/2 hours. Baylor departments (Athletics, Bookstore, Housekeeping, and Parents League) donated bingo prizes which the residents said were better than their Friday night bingo prizes. The residents would love for Baylor staff and students to visit again. Everyone had a good time. The committee will plan another time to visit.
- B. Constitution & Bylaws Vote Update** (Lisa Hoxworth): All Staff Council members voted by email. The proposed changes were approved by 33 members with one member abstaining.
- C. Membership Committee Update** (Carolyn Muska): The slate of 17 candidates were presented for the election of new Staff Council members for the 2007-2010 term. The Staff Council representation has been reviewed among the divisions resulting in adjustments of the Staff Council members in four of the six divisions. It will take time for the adjustments in representation to work itself out. Six new Staff Council members will be elected in the Academic Affairs & Provost division and four new Staff Council members will be elected in the Finance & Administration division.
- D. Nomination Committee/Officer Election Information** (Lisa Hoxworth): Lisa Hoxworth, Staff Council Chair, is the Chair of the Nominating Committee as stated in the Staff Council By-Laws. Other members of the committee are Carolyn Voight, Paula Autrey, and Frances Malone. Nominations from members of the Council are being solicited for Chair, Vice Chair, and Secretary for 2007-2008. The updated responsibilities for all three officer positions were presented.

- E. Smoking Ad Hoc Committee Update** (John Lowe): The committee drafted a resolution to present to the President and Executive Council of Baylor University to create a smoking policy. The committee has reviewed policies at other universities and Baylor will still be more lenient than other universities that have enacted a total ban on smoking on campus. The two most important parts of the resolution are first, the City of Waco has enacted an ordinance to prevent smoking within 20 feet of the entrance of all publicly accessible buildings including those on public and private colleges and universities, and secondly, Baylor University has a responsibility to its employees and students to obey the law and provide a safe and healthful working and learning environment. The resolution lists 7 actions the Council would like Baylor to adopt. A discussion followed among Staff Council members.

After Staff Council approves the resolution, the Council will seek endorsements from Faculty Senate and Student Government before presenting to the President and Executive Council.

Jess Kelly made the motion to table the Smoking Resolution until such time as changes are made to the resolution and brought back to the Council at the next meeting. The second was made by Kaye Adams. A vote followed to table the Smoking Resolution. The motion was opposed by a majority of the vote.

Lisa Hoxworth made the motion to accept the smoking resolution as amended and the second was made by Frances Malone. The change is to action 3 of the resolution, "Encourage compliance with the Tobacco Use Policy by enforcing the policy through appropriate sanctions." A vote was held and the motion was unanimously approved.

V. Announcements.

- A. Refreshments.** Thank you to Susie Johnston's office, University Host Services, for providing the refreshments for the March Staff Council meeting.
- B. STEPP Luncheon.** The next STEPP Luncheon, "Cooking up a Personal Brand" will be held on March 20th.
- C. Diadeloso.** Diadeloso is scheduled for April 19th.
- D. Next Meeting.** The next Staff Council meeting will be held on Tuesday, April 10th, 2007 from 10:30 a.m. to 12:00 noon at Mayborn Museum Complex, Community Room. The spring Staff Council meetings are posted on the Staff Council website.

VI. The Staff Council meeting was declared adjourned at 11:56 a.m.

Respectfully submitted,

Carolyn Muska

Carolyn Muska
Secretary, Staff Council

MINUTES OF THE STAFF COUNCIL MEETING

April 10, 2007 at 10:30 a.m. at Mayborn Museum Community Room

Present: Staff Council Members: Kaye Adams, Brennon Arnold, Paula Autrey, Adam Brock, Becky Chollett, Melinda Coats, Elisa Dunman, Cheryl Ervi, Brenda Ferguson, Randy Fielder, Jeanie Fitzpatrick, Angela Funai, Lisa Garrett, Lisa Hoxworth, Susie Johnston, Jess Kelly, Stephanie Kilgore, Darlene Kyser, John Lowe, Frances Malone, Carol Marroquin, Carol McCulloch, Teresa Muirhead, Carolyn Muska, Mary Neal, Kim Nye, Patricia Pack, Carolyn Voight, Rebecca White, Eric Yarbrough

Absent: Staff Council Members: Adonna Cook, Barbara Guinn, Kelley Kimple, Taryn Ozuna

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

I. Prayer Requests and Prayer.

Chair, Lisa Hoxworth called the meeting to order at 10:34 a.m. and offered the invocation. A quorum was present for Staff Council to conduct regular business.

II. Old Business.

- A. Minutes.** The minutes of the Staff Council's March meeting were distributed and discussed. Three revisions need to be made to the minutes. Rebecca White made the motion to approve the minutes as amended and the second was made by Angela Funai. The minutes were unanimously approved.
- B. Update of Smoking Resolution.** (Lisa Hoxworth) Lisa presented the resolution to the Faculty Senate Executive Committee. She does not know if Diana Vitanza, Chair of Faculty Senate, will present the resolution to the full Faculty Senate today (April 10) or at the next month's meeting. Lisa thanked the Staff Council Smoking Ad Hoc Committee for all of their hard work. The resolution is very well written, including a lot of research and statistics.

III. Guest Speaker - President Lilley.

Comment from Staff Council member: At the March meeting a question was asked regarding alumni donations and the importance of giving to Baylor University. Does the money given to the Baylor Alumni Association count as a gift to the University? Lisa Hoxworth reported that our gifts to the Alumni Association recorded by the university are included in the *U.S. News & World Report* statistics.

Comment from President Lilley: Dr. Lilley is planning a reception at the Allbritton House on May 4th at 5:00 p.m. for Staff Council members and their spouses. He wishes to express his appreciation for the Staff Council work this year.

Comment from Staff Council member: Is the University doing something to mend the relationship with the Baylor Alumni Association?

Comment from President Lilley: He is personally doing something to mend all relationships. One of the Imperatives of Baylor 2012 is to enhance relationship building with the Baylor family working together and feeling appreciated. Dr. Lilley has a good relationship with the Executive Vice President and the other officers of the Alumni Association. Dr. Lilley received the Distinguished Alumni Award in 2005 which means they found him. The individuals do not agree on all issues but how they disagree is important.

Comment from Staff Council member: Regarding the Baylor Network and the Alumni Association. Is there animosity?

Comment from President Lilley: The Baylor Network is now part of Development. It has a different function than it had previously. The Network still works with alumni but in the direction of identifying prospects for future fundraising. The Network has more than 250 events per year. The *Baylor Magazine* is now directed for development which avoids duplication with the *Baylor Line*. Recognizing the Alumni Association's independence, they needed to collaborate more. The VP of Development and the Executive VP of the Alumni Association now attend each other's board meeting.

Comment from Staff Council member: Are there any plans to observe Memorial Day? There was a Veteran's Day ceremony on the steps of Pat Neff Hall coordinated by the Silver Wings Society.

Comment from President Lilley: He is not aware of an activity for observance for Memorial Day.

Comment from Staff Council member: The staff member participated with the Societal Trends Focus Groups and inquired if the results are available. This study will guide university decision-making for the next decade, including budgetary decisions.

Comment from President Lilley: The Societal Trends Brief and Report are posted on the Institutional Effectiveness website at www.baylor.edu/ie.

IV. New Business.

- A. Membership Update** (Carolyn Muska): The first Staff Council member election was conducted online from March 21 to March 23. Staff Council members were previously appointed by the President and Divisional Vice Presidents. The election process ran very smoothly. Two divisions were able to vote for Staff Council vacant positions for 2007-2010, Executive VP for Academic Affairs & Provost Division and VP for Finance & Administration Division. There were 17 candidates nominated with 10 being elected. A run-off was not necessary in the election. Approximately 20% of eligible staff voted

in the election. A comment was made that this is a good number for the first election. The Faculty Senate also thought this was a good percentage of staff voting. The new members will be introduced at the May meeting.

The newly elected Staff Council members for 2007-2010 are:

Betty Bradford	School of Music, Executive VP & Provost
Donna Davis	Facilities Management, Finance & Administration
Paulette Edwards	Honors College, Executive VP & Provost
De Henson	School of Nursing, Executive VP & Provost
Sue Herring	Institutional Research & Testing, Finance & Administration
Sandy Kocian	Police Department, Finance & Administration
Sue Koehler	Arts & Sciences, Executive VP & Provost
Debbie Magee	School of Business, Executive VP & Provost
Judy Mills	University Libraries, Executive VP & Provost
Bobby Jo Wilhelm	Financial Services, Finance & Administration

B. By-Law Notification Time Update (Lisa Hoxworth): Section 2 of the Staff Council By-Laws states that the members of the Council shall be advised by the Secretary of such slate of candidates at least two weeks prior to the April meeting. The slate of officer candidates was presented to the members one week before the April meeting. John Lowe made the motion to move forward with the election and the second was made by Brennon Arnold. The motion was unanimously approved.

C. Officer Elections (Carolyn Muska): Ballots were distributed for the Staff Council election of the 2007-2008 Officers. The votes were counted by Rebecca White and Jess Kelly.

The nominees are:

President - Susie Johnston, John Lowe
Vice Chair- Angela Funai, Kim Nye
Secretary- Carolyn Muska

The new 2007-2008 officers are:

President – John Lowe
Vice Chair – Kim Nye
Secretary – Carolyn Muska

Congratulations to the new officers.

V. Announcements.

A. Hankamer Staff Association Workshop. Carol Marroquin announced that the Hankamer Staff Association is hosting a satellite session (TLC's 2007 Annual Briefing for Administrative Professionals) for administrative professionals on April 24, 2007.

Ashley Thornton has funds for limited seats for Staff Council members. Contact Carol at 710-6245 to register for the session.

B. Diadeloso. Diadeloso is scheduled for April 19th.

C. Next Meeting. The next Staff Council meeting will be held on Tuesday, May 15th, 2007 from 10:30 a.m. to 1:00 p.m. in the Blume Conference Room, 5th Floor, Cashion Academic Center. The outgoing Staff Council members will be recognized for their service. The new Staff Council members for 2007-2010 will be introduced. A luncheon will follow the meeting.

VI. The Staff Council meeting was declared adjourned at 11:34 a.m.

Respectfully submitted,

Carolyn Muska

Carolyn Muska
Secretary, Staff Council

MINUTES OF THE STAFF COUNCIL MEETING

May 15, 2007, 10:30 a.m., Blume Conference Room, Cashion 5th Floor

Present: Staff Council Members: Brennon Arnold, Paula Autrey, Melinda Coats, Cheryl Ervi, Brenda Ferguson, Randy Fielder, Jeanie Fitzpatrick, Angela Funai, Barbara Guinn, Lisa Hoxworth, Susie Johnston, Stephanie Kilgore, Darlene Kyser, John Lowe, Frances Malone, Carol McCulloch, Teresa Muirhead, Carolyn Muska, Mary Neal, Kim Nye, Patricia Pack, Carolyn Voight, Rebecca White, Eric Yarbrough

Absent: Staff Council Members: Kaye Adams, Adam Brock, Becky Chollett, Adonna Cook, Elisa Dunman, Lisa Garrett, Jess Kelly, Kelley Kimple, Carol Marroquin, Taryn Ozuna

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

I. Prayer Requests and Prayer.

Chair, Lisa Hoxworth called the meeting to order at 10:36 a.m. and offered the invocation after prayer requests. A quorum was present for Staff Council to conduct regular business.

II. Old Business.

- A. Minutes.** The minutes of the Staff Council's April meeting were distributed and discussed. One grammatical revision needs to be made to the minutes. Rebecca White made the motion to approve the minutes as amended and the second was made by Brennon Arnold. The minutes were unanimously approved.

III. New Business.

- A. Introduction of New Members** (Lisa Hoxworth): The following incoming Staff Council members for 2007-2010 were introduced:

Betty Bradford	School of Music, Executive VP & Provost
Donna Davis	Facilities Management, Finance & Administration
Paulette Edwards	Honors College, Executive VP & Provost
De-De Henson	School of Nursing, Executive VP & Provost
Sue Herring	Institutional Research & Testing, Finance & Administration
Sandy Kocian	Police Department, Finance & Administration
Sue Koehler	Arts & Sciences, Executive VP & Provost
Debbie Magee	School of Business, Executive VP & Provost
Judy Mills	University Libraries, Executive VP & Provost
Bobby Jo Wilhelm (absent)	Financial Services, Finance & Administration

- B. Vice Chair Election** (Carolyn Muska): Ballots were distributed for the Staff Council election of the 2007-2008 Vice Chair. Kim Nye was elected Vice Chair at the April meeting, but will be resigning from the University on May 25, 2007. The votes were counted by Rebecca White and Kim Nye.

The nominees were:

Angela Funai, Lisa Hoxworth & Susie Johnston

The new Vice Chair for 2007-2008 is Susie Johnston.

- C. Committees – University/Staff Council** (Lisa Hoxworth/Carolyn Muska): Lisa discussed the Committee on Committees with both faculty and staff serving as members. Staff Council members serving on the committees allow communication to flow freely to other staff members in the University. Examples of the committees are electronic undergraduate catalog committee, calendar committee, civil rights issues resolution committee, enrollment management committee, physical facilities committee, religious affairs committee, university grievance committee, compensation, and benefits and personnel committee. Lisa circulated a sign-up list for Staff Council members interested in serving on a committee. Carolyn discussed the Staff Council committees which include shirt committee, STEPP luncheon committee, service project committee, information committee, Q&A committee, and constitution/by-laws committee. A sign-up list was circulated for returning Staff Council members and new members.

- D. Smoking Policy Resolution** (John Lowe): The smoking policy resolution was brought up and tabled by the Faculty Senate in their March and April meetings. It was voted down at the May meeting. A serious concern was with item #6 of the resolution, “Require that all campus organizations decline money or gifts from tobacco companies to send the message that Baylor University refuses to allow tobacco companies to buy loyalty on its campus.” Dr. Diaz-Granados suggested a small change to the statement about declining money or gifts for merchandising and advertising without excluding money for research grants and scholarships. Susie Johnston made the motion to revisit the Staff Council Smoking Policy Resolution and the second was made by Theresa Muirhead. The motion to revisit the resolution was unanimously approved. A discussion followed regarding the proposed changes. Does accepting money for scholarships make us hypocrites? Baylor already accepts donations for scholarships to the Bear Foundation from Philip Morris. This is a compromise Staff Council needs to make about accepting money for scholarships. Faculty Senate will review the resolution during their summer meeting. Patricia Pack made the motion to accept the Smoking Policy Resolution as amended adding the words declining money for merchandising and advertising and the second was made by Frances Malone. The motion was unanimously approved.

IV. Announcements.

- A. STEPP Luncheon.** A STEPP Luncheon is scheduled for May 22nd in the Barfield Drawing Room of the Bill Daniel Student Center. The program is, “How to Celebrate Your Over Flowing Life – 9 Survival Skills for Today’s Demanding Lifestyles.”
- B. Electronic Approval of May Minutes.** It was decided last year that the May minutes will be emailed to Staff Council members during the summer for approval. This is to allow the outgoing Staff Council members present at the May meeting to approve the minutes and to avoid waiting until September to approve the May minutes.
- C. Door Prizes.** There were a large variety of door prizes for Staff Council members provided by many departments on campus including the Library, Bookstore, Career Services, and Athletics. Thank you very much for the donations.

V. Closing Remarks.

John Lowe, Staff Council Vice Chair and incoming Staff Council President, presented a gift and card to Lisa Hoxworth, outgoing Staff Council President. Thank you very much to Lisa for the hard work required for the Staff Council President position.

John’s two goals for the Staff Council during 2007-2008 are increased visibility and meeting attendance. John issued a challenge for Staff Council to continue the relationship developed with the Baylor administration. Staff Council members should attend major university functions and be more visible by wearing new Staff Council shirts. Attendance at the Staff Council meetings needs to be worked on since 50% of Staff Council members missed 3 or more meetings during 2006-2007.

VI. Presentation.

President John M. Lilley presented outgoing staff members with certificates for their 3 years of Staff Council Service. Certificates were presented to Paula Autrey, Darlene Kyser, Mary Neal, Kim Nye, and Rebecca White. Outgoing Staff Council members absent from the meeting were Kaye Adams, Adonna Cook, Lisa Garrett, and Carol Marroquin.

President John M. Lilley presented plaques to the outgoing officers for 2006-2007. Plaques were presented to Lisa Hoxworth, John Lowe, Carolyn Muska, and Rebecca White.

VII. Guest Speaker - President Lilley.

Comment from Staff Council member: Commented about the money donated for the new athletic facility.

Comment from President Lilley: Donors wanted money to go to the athletic facility. Donors may want their money to be used on #52 on the list instead of #1. The new athletic facility is important to the totality of the university and good for recruiting.

Comment from Staff Council member: Question about the new faculty facility. Will the Harrington House be razed?

Comment from President Lilley: A decision has not been made regarding the Harrington House. It will not be used for food service. There is not much to the original structure of the Harrington House. If the building is taken back to the original house, where will it be moved? Offices will be moving to rented space at Seventh and James Baptist Church.

Comment from Staff Council member: Thank you, Dr. Lilley, for the reception on May 4th for Staff Council members and their spouses.

Comment from President Lilley: Dr. Lilley and Gerry like to have people at the Albritton House.

VIII. The Staff Council meeting was declared adjourned at 11:45 a.m. Dr. Lilley joined the Staff Council members at a luncheon following the meeting.

Respectfully submitted,

Carolyn Muska

Carolyn Muska
Secretary, Staff Council

MINUTES OF THE STAFF COUNCIL MEETING

September 11, 2007, 10:30 a.m., Eastland Lakes Retreat Complex

Present: Staff Council Members: Brennon Arnold, Betty Bradford, Adam Brock, Becky Chollett, Melinda Coats, Donna Davis, Elisa Dunman, Paulette Edwards, Cheryl Ervi, Brenda Ferguson, Randy Fielder, Jeanie Fitzpatrick, Angela Funai, Barbara Guinn, De-De Henson, Sue Herring, Lisa Hoxworth, Susie Johnston, Jess Kelly, Stephanie Kilgore, Sandy Kocian, Sue Koehler, John Lowe, Debbie Magee, Frances Malone, Carol McCulloch, Judy Mills, Teresa Muirhead, Carolyn Muska, Melinda Oliver, Taryn Ozuna, Patricia Pack, Carolyn Voight, Eric Yarbrough

Absent: Staff Council Member: Kelley Kimple

Guest: President John M. Lilley

I. Welcome and Invocation

A. Welcome and Prayer Requests and Prayer. The meeting was called to order at 10:38 a.m. John Lowe, Staff Council Chair, welcomed all Staff Council members to the first meeting of the academic year. Lisa Hoxworth, Staff Council Chaplain, requested prayer requests and offered the invocation.

B. Recording of Minutes (Carolyn Muska) The Staff Council meetings will be recorded in order to keep accurate minutes and notes. The recording will be erased after the minutes are approved. There were no objections by Staff Council members with the recording.

C. Introductions (John Lowe) New Staff Council members, returning members, officers, and committee chairs were introduced.

D. Meeting Schedule (John Lowe) Staff Council meetings are scheduled the second Tuesday of each month. Meeting date changes will be the first Tuesday of the month for the following meetings, December 4, March 4, and May 6.

II. Old Business

A. May Minutes (John Lowe) The May minutes were approved during the summer by an electronic voting method.

B. Smoking Policy Update (Jess Kelly) The committee met with Human Resources, Baylor University Police Department, Student Government, and Judicial & Legal Student Services to generate a draft policy. There will be no smoking in buildings, Vara Martin Daniel Plaza, Moody Garden, and within 30-feet of door entrances. The Executive Council will review the policy for final approval within the next 30-45 days. The Staff

Council resolution was well received. There was much discussion regarding the enforcement of the policy. HR may enforce rather than the Baylor Police Department. City of Waco law enforcement can also enforce. Risk Management is involved because of safety issues. Signage will be implemented in phases.

C. Staff Condolence (John Lowe) Lisa Hoxworth will serve as the Staff Council Chaplain to meet pastoral needs. The Staff Council will mail sympathy cards to university staff for the loss of immediate family members such as spouse, child, sibling, and parent. A sympathy card and flowers will be sent to Staff Council members for immediate family losses.

D. University Strategic Planning Council Update (John Lowe) The committee has two ex officio positions for staff which are the past President and current Vice Chair of the Staff Council. The positions will be filled this year by Lisa Hoxworth and Susie Johnston. Last year, John Lowe and Dorynda Brock served on the committee. The committee reviewed 59 proposals and approved 10 of the 59 proposals for immediate funding. The top four proposals in Group 1 and the top six proposals in Group 2 were approved. The Executive Council is very receptive to the Strategic Planning Council recommendations.

E. United Way Campaign for 2008 (John Lowe) Matt Cordon, Faculty Senate Chair, and John Lowe, Staff Council Chair, are Co-Chairs of the 2008 United Way Campaign. This will be the only university sanctioned fundraiser this year. The United Way packets will be mailed to faculty and staff on September 17th. An orientation and luncheon was held for campus volunteers on September 7th. Volunteers will also be recognized at the Faculty/Staff Forum on September 14 and the Baylor-Texas State football game on September 15.

III. Guest Speaker - President Lilley

Comment from President Lilley: Dr. Lilley attends the Staff Council meetings to hear from staff and learn of staff concerns. This is the smoothest beginning to a new academic school year that he has experienced in 28 years. The Regents had a good meeting in July. The endowment goal is \$2 billion by 2012 and it is now \$1 billion.

Comment from Staff Council member: Comment about the Faculty/Staff Forum in Waco Hall on September 14th. It should be conveyed to staff that it is their meeting and not just for faculty. The email was geared toward faculty and staff was an afterthought. The previous Staff Forums included lunch and fellowship. People are slow to adjust to change.

Comment from President Lilley: It is important for the entire community to hear an important message. It is symbolic for all to faculty and staff to meet together once a year. The School of Nursing staff will attend the forum.

Comment from Staff Council member: Status of numbers from the 12th class day.

Comment from President Lilley: The freshman class is down a little. The retention rate has increased. Refer students to the Paul L. Foster Success Center for assistance. Forty percent of students visiting the Counseling Center are depressed. Also, refer students to the Counseling Center.

Comment from Staff Council member: Impressed with the Baylor Line.

Comment from President Lilley: More students attended Baylor Line Camp this year. Attendance went from 8% to 25%. Dr. Lilley would like attendance to increase to 50%.

IV. Committee/Liaison Reports

A. Membership Committee – Election Update (Carolyn Muska) The Membership Committee will meet soon to continue work to improve the election process and address vacancies where there are no replacements.

B. Spirit Shirt Committee (Teresa Muirhead) Baylor is purchasing Staff Council shirts and name badges for Staff Council members. These are nontaxable items for the members because the shirt and name badge will be the official uniform to be worn at meetings and other functions. Baylor shirts and jackets for purchase by faculty and staff will be available online in a few weeks. The items will also be available in the Bill Daniel Student Center and the Robinson Tower. The items will also be taken to the School of Nursing in Dallas.

C. STEPP Luncheon (Patricia Pack) The dates for all of the STEPP Luncheons are on the web. Not all of the topics have been established. The first STEPP Luncheon is scheduled for September 18th, about the American Cancer Society. The committee is seeking door prizes.

D. Information Committee – Document Repository (Susie Johnston) Documents such as the Smoking Resolution and the WOW document will be stored online for future access by Staff Council members.

E. Q&A Committee (Angela Funai) The committee is available to find answers to staff issues, questions, and concerns.

V. New Business

A. Staff Council Priorities, Goals, and Issues (John Lowe) The Staff Council Resolution - Statement of Intent was presented to the Staff Council membership. The resolution states the action the Council plans to take during the 2007-08 academic year. A discussion followed regarding the support for United Way. Does donated money go to Planned Parenthood? No money goes to Planned Parenthood because it is not a member agency for the Waco-McLennan County United Way. Due to the Patriot Act, money donated to the United Way can only go to the agencies on the designated list. Teresa

Muirhead made the motion to adopt the resolution and the second was made by Angela Funai. The first resolution of the year was unanimously approved.

B. Meeting Attendance and Vacancies (John Lowe) Section 5 of the Staff Council Constitution addresses attendance at meetings. A quorum is required to be present for business to be transacted at a meeting. A replacement may be sent to a meeting if a member must be absent. The representative will only be allowed to vote on business if a proxy is submitted to the Staff Council Secretary. The Staff Council Secretary will follow-up with Staff Council members who are absent from meetings.

C. Distribution of Information (Carolyn Muska) The list was distributed with Staff Council members designated to represent all offices and departments on campus. An instruction sheet was also distributed with instructions for creating a distribution list in Microsoft Outlook. It is important for each Staff Council member to communicate and share information with their assigned areas.

D. Committee Assignments (Carolyn Muska) The Staff Council Committee list was distributed with the committee chairs and members.

E. Money Management (John Lowe) A need arises occasionally for the Staff Council to purchase a gift for the outgoing Staff Council President, flowers for a Staff Council member who has lost an immediate family member, etc. An Ad Hoc Money Management Committee has been established with Melinda Oliver serving as Chair.

F. Emergency Notification System (John Lowe) An emergency notification system is being implemented providing Baylor with enhanced university emergency communication capabilities. The system has been tested multiple times. You can opt in for a text message. Parents, retired faculty and staff, and alumni have been removed from the notification system.

G. Code of Ethics (Susie Johnston) This past spring and throughout the summer, Susie served on a committee to create a Code of Ethics for Baylor. It is a summary of rights and similar to a mission statement. The Faculty Senate and Student Government have endorsed the Code of Ethics. The Board of Regents and Executive Council want Baylor University to have a Code of Ethics statement. The statement will be presented to the Board of Regents at their meeting in November. Judy Mills made the motion to endorse the Code of Ethics draft and the second was made by Patricia Pack. The motion was unanimously approved.

The Staff Council By-Laws state that the meetings shall not exceed 90 minutes in duration. The time of the meeting may be extended by majority vote of the members present and voting. The Staff Council members present at the meeting unanimously approved the extension of the meeting for an additional 15 minutes.

VI. Announcements

Faculty/Staff Forum (Waco Hall)

United Way Day (BDSC)

University Branding Focus Group

RSVP to Billie_Gilbert@baylor.edu

Next Council Meeting (Armstrong Browning Library)

September 14, 2007

September 28, 2007

September 25 & 26, 2007

October 9, 2007

VII. The Staff Council meeting was adjourned at 12:13 p.m.

Respectfully submitted,

Carolyn Muska

Secretary, Staff Council

MINUTES OF THE STAFF COUNCIL MEETING

October 9, 2007, 10:30 a.m., Armstrong Browning Library

Present: Staff Council Members: Betty Bradford, Adam Brock, Becky Chollett, Melinda Coats, Donna Davis, Elisa Dunman, Paulette Edwards, Brenda Ferguson, Randy Fielder, Jeanie Fitzpatrick, Angela Funai, De-De Henson, Lisa Hoxworth, Sandy Kocian, Sue Koehler, John Lowe, Frances Malone, Judy Mills, Teresa Muirhead, Carolyn Muska, Melinda Oliver, Patricia Pack, Carolyn Voight, Eric Yarbrough

Absent: Staff Council Members: Brennon Arnold, Cheryl Ervi, Barbara Guinn, Sue Herring, Susie Johnston, Jess Kelly, Stephanie Kilgore, Kelley Kimple, Debbie Magee, Carol McCulloch, Taryn Ozuna

Representatives: Jennifer Ustanik for Sue Herring, Carol Marroquin for Debbie Magee

Guests: President John M. Lilley, Darren Bell (Director of Tax & Compliance Accounting), and Matthew Cordon (Faculty Senate Chair)

I. Welcome and Invocation

A. Welcome (John Lowe) The meeting was called to order at 10:38 a.m.

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

II. Guests

A. Darren Bell, Director of Tax & Compliance Accounting, presented information about the taxability of donated door prizes to staff. Cash is taxable and is treated as taxable income. Donated items from Baylor departments for door prizes are probably de minimis. A de minimis fringe benefit is infrequent, low in value, nontaxable, and cumulative. The IRS has never defined a de minimis fringe amount, but Baylor is working to establish a dollar amount. The IRS treats gift certificates as cash. If a gift certificate is given to an individual for Starbucks for a cup of coffee, the gift certificate is nontaxable income. If a gift certificate is given to an individual for \$10 to purchase whatever an individual wishes, the gift certificate is taxable income. Donated gift certificates for door prizes should be for a specific item. Shirts are always an issue and are de minimis. A threshold has not been established by Baylor yet. A door prize received from a vendor at a conference should be reported on the Conflict of Interest statement. These items are also cumulative. More information will be reported on the website soon. Contact Darren Bell by phone at 710-8765 or email if you have any questions.

B. Comments from President Lilley: The Baylor Alumni Association (BAA) has occupied a fair amount of time recently. The Regents are not trying to marginalize the BAA. The Regents want the BAA to be independent which means financially independent. Dr. Lilley is soliciting an endorsement of Baylor 2012 from the BAA. The Faculty Senate has endorsed Baylor 2012 by 32-0. Dr. Lilley asked if the Staff Council has endorsed Baylor 2012.

Dr. Lilley also commented on the intelligent design research issue. It will be resolved over time. Baylor reviewed the intelligent design debate in 2000. There is no conflict between our faith and the study of science. We take our faith seriously and we take our science seriously. Dr. Lilley refers people to the book, "The Language of God" by Dr. Francis Collins, head of the Human Genome Project and one of the world's leading scientists.

Comment from Staff Council member: A question was asked about staff wearing t-shirts and blue jeans at work.

Comments from President Lilley: It is not professional to wear t-shirts and blue jeans. If work-related tasks require such dress, it is then okay. Gold Rush t-shirts are appropriate for athletic games, but not for work. We need to be careful about how we appear. First impressions are important. We need to represent ourselves well so we are professional.

Comments from President Lilley: It is big to have Baylor for branding rather than BU. Everyone knows Baylor but think BU is Boston University. Wearing gold shows up better on television.

Comments from President Lilley: It is a little disconcerting to Dr. Lilley that faculty and staff do not want to meet together at the Fall Faculty/Staff Forum. Staff Council members commented that the forum ran too long with the presentations. It was suggested that the Vice Presidents announce the new staff members in their divisions. It was also suggested the forum be held in the Ferrell Center. Dr. Lilley commented that the Ferrell Center is too large and people would get lost in the rafters and the Ferrell Center floor is not large enough. Dr. Lilley commented that we are here to support the academic mission and this applies to all, not just the faculty. Staff are not second fiddle. It takes a village to educate people.

C. Matthew Cordon, Faculty Senate Chair, presented an update on the Faculty Senate. He distributed a Statement of Intent document for the Faculty Senate stating their priorities, goals, and issues for discussion and action for 2007-08. Matthew pointed out the faculty hiring process with the issuance of contracts takes too long. Baylor is losing faculty and staff due to the long length of time to complete contracts. He is reviewing the faculty and university committees. Many committees do not do anything. He has been reviewing the committees for 1-1/2 years. Some faculty committees may be eliminated and made into a university committee. The Committee on Committees structure is also being reviewed. The Faculty Senate is working with the administration to review the evaluation of the President and Provost. John Lowe and Lisa Hoxworth deserve credit

for the success of the United Way Campaign. Matt expressed disappointment in the faculty numbers. The Faculty Senate is finalizing their process of the ombudsman policy and appointing an ombudsman. The Faculty Senate offered to assist the Staff Council in their ombudsman process. The Faculty Senate is continuing discussions with the administration about the tuition remission policy and cost of living increases.

III. Committee/Liaison Reports

A. STEPP Luncheon (Patricia Pack) Over eighty individuals attended the September STEPP Luncheon. About 120 registered for the STEPP Luncheons on October 9th. The STEPP Luncheons are posted online and the committee is working on the topics. The committee will review the dates of future STEPP Luncheons to ensure that they do not conflict with the Staff Council meeting like today.

B. Spirit Shirt Committee (Teresa Muirhead) The Staff Council shirts have been ordered. The website will be available soon with the sizes and prices of the Spirit shirts and jackets. The tour dates for the items will also begin soon. All orders must be made online this year.

C. Q&A Committee (Angela Funai) Staff must comply with the immunization policy when enrolling in classes at Baylor. The staff enter into a student role and must adhere to the immunization requirements. Regarding posting fliers on campus from outside entities such as the Susan G. Komen for the Cure, American Cancer Society Relay for Life, etc. – approval must be obtained from the University Committee on Facilities Use and Campus Solicitation. Students must obtain approval to post fliers from the Division of Student Life. Staff must obtain approval to post fliers from the Division of Finance and Administration.

IV. Old Business

A. Approval of September Minutes (Carolyn Muska) The minutes of the Staff Council's September meeting were distributed and discussed. Two revisions need to be made to the minutes. A comment needs to be inserted to extend the meeting past noon and DPS is now named the Police Department. De-De Henson made the motion to approve the minutes as amended and the second was made by Angela Funai. The minutes were unanimously approved.

B. Ethics Policy Update (John Lowe for Susie Johnston) Dr. Lilley changed the order of groups in the document. Susie will discuss the Code of Ethics Policy at next month's Staff Council meeting.

C. Money Management Committee Volunteers (John Lowe) Melinda Oliver has agreed to chair the Money Management Committee. John asked for volunteers to serve as members of this newly formed committee. Sue Koehler, Carol McCulloch, and Judy Mills agreed to serve as members of the committee.

D. Emergency Notification System Update (John Lowe) John addressed the Staff Council concerns with Warren Ricks about the accuracy and reliability of the new emergency notification system. Warren said that a test text message will be sent soon but there will not be a test telephone message. The new system is *Connect-ED* and will be advertised soon. There are 2300 phone numbers on campus and it takes 30 minutes to make phone calls to the campus phone numbers. The cell phone text messages and emails are instantaneous. Faculty, staff, and students will opt into the system to receive the text and email messages on their cell phones.

E. United Way Campaign for 2008 (Lisa Hoxworth) The campaign began on a very positive note at the Faculty/Staff Fall Forum on September 14, 2008. The campaign has been continuing for 3 weeks now and \$42,805 has been collected. This is up by \$7000 over last year. Less than 10% have participated on campus. The staff donations are up considerably. For the first time since 2001, the staff donations have surpassed the faculty donations. In 2001, the staff donations were \$17,000 compared with \$21,000 this year. It is not too late to contribute to the United Way Campaign. There were no faculty volunteers to assist with the campaign. Dr. Lilley asked the Faculty Senate Chair and Chair-Elect to volunteer. A suggestion was made to survey the faculty and staff about why they donated and what compelled them to donate. John Lowe will bring up the evaluation at the next United Way Steering Committee meeting.

V. New Business

A. University Branding Focus Group Discussion (John Lowe) The focus group format was predetermined questions for the group and there was a lot of discussion. There was very good Staff Council representation on the focus group. A modified logo was proposed with the interlocking BU with Baylor spelled out. There are strong feelings about not giving up the interlocking BU. A compromise was to add Baylor to the interlocking BU. There was a proposed academic logo.

B. Service Projects Discussion (Cheryl Ervi) The Service Projects report will be postponed until the next Staff Council meeting. The committee is proposing partnering with the Steppin' Out and Habitat for Humanity service projects.

C. Press and Reporter Procedures (John Lowe) A Lariat reporter attended the Faculty Senate meeting last month. The Staff Meetings will remain closed for reporters. John explained the preferences for discussing Staff Council matters with a Lariat reporter. Refer reporters to John Lowe or Susie Johnston and they will respond with written statements. The chair of a Staff Council committee is the appropriate contact to respond to a Lariat reporter. Please advise John Lowe when doing so. For general Staff Council business, please refer the reporter to a Staff Council officer.

D. Fall Forum Discussion (John Lowe) The presentations at the Faculty/Staff Forum were very long. Friday is not the best day for the forum. The format will continue with separate meetings for faculty and staff in the spring and all new staff will be introduced in

the spring. John Lowe will present the Staff Council suggestions for future Faculty/Staff Forums to the administration.

VI. Announcements

STEPP Luncheon (Barfield)

October 9, 2007

Next Council Meeting (Mayborn Museum)

November 13, 2007

VII. The Staff Council meeting was adjourned at 12:03 p.m.

Respectfully submitted,

Carolyn Muska
Secretary, Staff Council

MINUTES OF THE STAFF COUNCIL MEETING

November 13, 2007, 10:30 a.m., Mayborn Museum

Present: Staff Council Members: Brennon Arnold, Betty Bradford, Adam Brock, Melinda Coats, Donna Davis, Paulette Edwards, Brenda Ferguson, Randy Fielder, Angela Funai, De-De Henson, Sue Herring, Susie Johnston, Stephanie Kilgore, Sandy Kocian, Sue Koehler, John Lowe, Debbie Magee, Frances Malone, Carol McCulloch, Judy Mills, Teresa Muirhead, Melinda Oliver, Patricia Pack, Carolyn Voight, Eric Yarbrough

Absent: Staff Council Members: Becky Chollett, Elisa Dunman, Cheryl Ervi, Jeanie Fitzpatrick, Barbara Guinn, Lisa Hoxworth, Jess Kelly, Kelley Kimple, Carolyn Muska, Taryn Ozuna

Representatives: Jerri Cunningham for Becky Chollett, Barbara Hodge for Lisa Hoxworth, Barbie Dutton for Jess Kelly, Kat Reed for Taryn Ozuna

Guests: President John M. Lilley, Pattie Orr (Vice President for Information Technology and Dean of Libraries), Chuck Cullen (Consulting Engineering Group, Director of Parking Consulting Services)

I. Welcome and Invocation

A. Welcome (John Lowe) The meeting was called to order at 10:30 a.m. John gave opening remarks that he is pleased with the direction Staff Council is heading and that guests are interested in coming to speak to the group. He acknowledged those in attendance who were representing absentees. He noted that Barbara Guinn has stepped down from her position; leaving two vacancies on the Council (the other vacancy is Kim Nye's slot in University Development, which is not eligible for election under the current bylaws).

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

II. Guests

A. Pattie Orr, Vice President for Information Technology and Dean of Libraries, shared that her impression of Baylor so far has been a very professional staff, and she encouraged good relationships and good communication. Some recent improvements in the libraries and information technology areas include: OSOFast cart for book/material delivery to academic units, new equipment, better information storage/backup, and sustainability initiatives such as duplex PawPrints services and increased use of recycled paper.

Dean Orr also commented on some of her goals: information security, excellent support (data-driven by benchmark surveys), and innovation. One ongoing concern is adapting to rapid technology changes, such as the need to upgrade software regularly. She noted that the Texas Collection has been designated as the official university archives. She also encouraged staff to take advantage of the libraries as a place to visit, meet, eat lunch, and collaborate. Dean Orr typically holds open office hours from 4-5pm on Mondays and Wednesdays and invited staff to stop by with questions or concerns.

B. Comments from President Lilley: Dr. Lilley addressed the group by asking for feedback on ways that we can improve the level of wellness among employees. Several people commented that a Weight Watchers group and other support groups meet regularly on campus, though participation has varied over the years. A comment was noted that many staff do not have time to go to the SLC and back to work over their lunch hour, particularly because parking is difficult. Another suggestion was to join a walking group after work or get involved in a support group for accountability.

Comment from Staff Council member: A question was asked regarding an online pictorial directory. The Q&A Committee will follow up on this comment to seek additional information.

Comment from Staff Council member: Another Staff Council member thanked Dr. Lilley for arranging Memorial Day as a holiday.

Comments from President Lilley: The president addressed a question from the floor regarding how he handles negative press. Dr. Lilley said that he delegates as appropriate and always tries to follow up at least once.

C. Chuck Cullen, Consulting Engineering Group, Director of Parking Consulting Services, and his team of parking engineer consultants were on campus to examine the parking situation and provide feedback for long-range planning. Several questions from the floor pertained to numerous parking-related issues: museum handicapped spaces, fine arts area expansion, assigned lots, event parking, shuttle schedule and routes, and the time required to find a parking spot on campus. Other remarks: the best parking spots are found early, shuttle information is available online (www.baylor.edu/bus), the East garage is under-utilized, and walking across the Baylor campus is not as bad as some other universities. John thanked Mr. Allen and his team for speaking and encouraged everyone to participate in the online parking survey that would be forthcoming.

III. Old Business

A. Approval of October Minutes (Angela Funai) The minutes of the Staff Council's October meeting were distributed and discussed. Frances Malone and Sue Herring made the motion to approve the minutes and the second was made by Melinda Oliver. The minutes were unanimously approved.

B. Ethics Policy Update (Susie Johnston) The policy has gone to the Regents, and the audit committee reviewed the draft and made no changes. The policy will now be placed on the February Regents meeting agenda for formal approval. The next steps will be educating faculty and staff on the policy.

C. Fall Forum Update (John Lowe) John met with Karla Leeper and provided Staff Council comments from the October discussion. The Council's recommendation was for a combined Fall Forum and separate Spring Forum. The Spring Forum will be held January 22, 2008, from 11:00 a.m.-12:30 p.m. in Waco Hall. The format is tentative but is expected to be more open than the Fall Forum.

D. United Way Campaign for 2008 (John Lowe) John gave a United Way update, saying that participation has greatly improved over last year. Staff participation is at its highest level since 2004. At the time of the meeting, nearly \$60,000 had been pledged. The amount of faculty contributions were more than staff but lower than usual for faculty. He reminded the group that it is not too late to participate.

IV. Committee/Liaison Reports

A. STEPP Luncheon (Patricia Pack) Patricia reminded everyone that the next STEPP Luncheon is scheduled for December 4. There will be group singing and a special barbershop quartet performance by Heritage Square.

B. Spirit Shirt Committee (Teresa Muirhead) The spirit shirt orders are in. The total items ordered, 266, is less than last year. She advised that next year, we start earlier so that people can enjoy wearing their shirts during football season.

C. Service Project Committee (John Lowe) Steppin' Out was an enormous success and a rewarding experience. Hundreds of people around campus participated, though staff participation was not great. John suggested looking at advertising in future years to increase participation. Suggestions for upcoming service projects include Habitat for Humanity and the Methodist Children's Home.

V. New Business

A. Human Resource Services Meeting (John Lowe) John attended a meeting with Jaffus Hardrick and Lisa Hoxworth last week regarding Human Resource Services and the ongoing discussion of an ombudsman. Faculty Senate has human resources issues on its meeting agenda today.

B. Staff Addendums to Baylor 2012 (John Lowe) Attendees were given a document called *Staff Addendums to Baylor 2012* to review. John said there is no formal endorsement yet on the books from Staff Council regarding Baylor 2012, though previous Councils have discussed the initiative.

C. Staff Endowed Scholarship (John Lowe) In May 2004, the Council recorded in meeting minutes that Council members should establish an endowed scholarship. No action has been taken since that meeting. The current Council needs to decide whether to pick up where they left off or not to follow up on the 2004 recommendation. John asked to table discussion on the matter until the December meeting to allow everyone time to review the addendums.

D. Debrief Distribution Lists (John Lowe) John sent the Debriefs for September and October because of the delay in distributing the information. From now on, Staff Council members need to distribute the Debrief to their assigned lists.

VI. Announcements

Cultural Awareness Luncheon (RSVP to Fay_Barkley)	<i>November 20, 2007</i>
Next Council Meeting (North Village Community Center)	<i>December 4, 2007</i>
Outstanding Staff Award Nominations Deadline	<i>January 4, 2008</i>

VII. The Staff Council meeting was adjourned at 12:03 p.m.

Respectfully submitted,

Carolyn Muska
Secretary, Staff Council

MINUTES OF THE STAFF COUNCIL MEETING

December 4, 2007, 10:30 a.m., North Village Community Center

Present: Staff Council Members: Brennon Arnold, Betty Bradford, Becky Chollett, Donna Davis, Paulette Edwards, Cheryl Ervi, Brenda Ferguson, Jeanie Fitzpatrick, Angela Funai, DeDe Henson, Sue Herring, Lisa Hoxworth, Susie Johnston, Jess Kelly, Stephanie Kilgore, Sandy Kocian, Sue Koehler, John Lowe, Debbie Magee, Frances Malone, Teresa Muirhead, Carolyn Muska, Melinda Oliver, Patricia Pack, Carolyn Voight, Eric Yarbrough

Absent: Staff Council Members: Adam Brock, Melinda Coats, Elisa Dunman, Randy Fielder, Barbara Guinn, Kelley Kimple, Carol McCulloch, Judy Mills, Taryn Ozuna

Representatives: Lillian Rountree for Judy Mills

Guests: President John M. Lilley

I. Welcome and Invocation

A. Welcome (John Lowe) The meeting was called to order at 10:33 a.m.

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

II. Guest

Comments from President Lilley: Dr. Lilley commented that it is a busy time with the appointment of a new football coach. Art Briles is a good coach and Dr. Lilley is optimistic for the future.

Fundraising is a key part of Dr. Lilley's job and he spends most of his time with fundraising.

Comment from Staff Council member: A question was asked regarding the meaning of Dr. Lilley's comment at the October Staff Council meeting that the Staff Council should endorse Vision 2012.

Comments from President Lilley: Dr. Lilley does not remember making the statement. He discussed the request for the Alumni Association to endorse Baylor 2012. The Staff Council is different and knows where they are going. If the Council wants to formally endorse Baylor 2012, it is okay but members should not feel coerced to endorse it.

Comment from Staff Council member: A question was asked about the reason for eliminating the university-wide Christmas dinner at the Ferrell Center for faculty, staff and retirees. The Baylor family picnic was also eliminated. Are there any plans to

restore these events in the future and to bring our Baylor family back together in love and fellowship?

Comments from President Lilley: Dr. Lilley does not know why these events were eliminated but he will go back and check.

Comment from Staff Council member: A comment was made regarding recent changes in the Athletics Department resulting in termination of staff. Does Baylor University have a program whereby support affected athletic support staff are supported during periods of change? Do we try to accommodate transfers within the university or keep them on the payroll through December to enable them to find other internal or external opportunities?

Comments from President Lilley: Dr. Lilley and Ian McCaw support Art Briles. Some assistant coaches and staff will not be retained. Some effort will be made to assist with employment if legitimate employment opportunities are in the university. There are no guarantees irrespective of performance. Some people will lose employment.

III. Old Business

A. Approval of November Minutes (Carolyn Muska) The minutes of the Staff Council's November meeting were distributed and discussed. Jess Kelly made the motion to approve the minutes and the second was made by Brennon Arnold. The minutes were unanimously approved.

B. United Way Campaign for 2008 (Lisa Hoxworth) This year's United Way Campaign was one of the most successful campaign in years. The staff gave almost \$30,000 compared to \$15,000-\$17,000 the past few years.

IV. Committee/Liaison Reports

A. STEPP Luncheon (Patricia Pack) The STEPP Luncheon is scheduled for today, December 4. There will be group singing and a special barbershop quartet performance by Heritage Square Quartet.

B. Spirit Shirt Committee (Teresa Muirhead) One-half of the spirit shirt orders are in. As soon as Teresa receives the other half of the order, the shirts will be sorted for delivery. The shirts will be distributed at Truett Seminary, Robinson Tower, and Dallas School of Nursing.

C. Service Project Committee (Cheryl Ervi) Steppin' Out was a great experience working with the students. The staff participation was low with 12 staff participating. Suggestions for spring service projects include Habitat for Humanity and the Methodist Children's Home. More time and promotion will be given to the spring service project.

D. Q&A Committee (Angela Funai) The pictorial directory was discussed in 2005-2006. Everyone was on board with the directory (Deans, Provost, IT) but the Faculty

Senate was not in favor of it. The Office of General Council said that a picture cannot be shown without an individual's permission. People will need to opt in for a picture to be online and the directory discussion ended because it was assumed that people would not participate. The online directory will be placed on the January agenda for further discussion.

E. Membership Committee (Carolyn Muska) The membership committee is preparing for the spring election and changing the nominations from the paper document to an online nomination process. There are now 3 vacant Staff Council positions with no runner-up for replacement. The Constitution and By-Laws may need to be revised to address the vacancy issues. In the interim, the Staff Council can appoint 3 temporary members to serve from now to May 2008. Two temporary positions may be appointed in the President/Athletics division and one temporary position may be appointed in University Development.

F. Money Management Committee (Melinda Oliver) Options are to set up an agency account or a checking account. Deposits are made through the Cashier's Office with Baylor serving as the bank. The Staff Council will have historical financial data with an agency account at Baylor and the funds will roll over. The committee will write up the procedures and the Staff Council will vote on it in the January meeting.

V. New Business

A. Council Vacancies (John Lowe) Technically, there are 3 vacancies with 1 vacancy in University Development and 2 vacancies in the President/Athletics area. The Constitution and By-Laws states the election procedures but does not address the vacancies in this situation. Does the Council want to temporarily fill the vacancies until May 2008 or leave vacant? After discussion, Jess Kelly made the motion to move forward to allow the Staff Council Chair to select 3 staff members to fill the 3 Council positions and to present an electronic vote before the January meeting. Angela Funai seconded the motion. The motion was unanimously approved.

B. Staff Endowed Scholarship (John Lowe) The Baylor 2012 Staff Addendums stated in Imperative XII that the Staff Council will investigate the feasibility of establishing an endowed student scholarship. This was not resolved and is being picked up 4 years later. Does the Council wish to pursue it or let it drop? What does the Council want to accomplish with an endowed scholarship and do we want to investigate the feasibility? Brennon Arnold made the motion to form a committee to investigate the feasibility of establishing through staff support an endowed student scholarship. De-De Henson seconded the motion. The motion was unanimously approved. A new ad hoc committee was formed with Angela Funai as Chair and other members of Melinda Oliver, Debbie Magee, Cheryl Ervi, De-De Henson, and Brennon Arnold.

C. Debrief Distribution Lists (John Lowe) The November debrief was emailed to the Staff Council members. Council members should send debriefs to the staff in their designated areas so that they become the face and name for staff in the assigned areas.

VI. Announcements

STEPP Luncheon (Barfield, BDSC)
Christmas Buffet Luncheon (Barfield, BDSC)
Outstanding Staff Award Nominations Deadline
Next Council Meeting (Alumni Center)

December 4, 2007
December 6, 2007
January 4, 2008
January 15, 2008

VII. The Staff Council meeting was adjourned at 11:47 a.m.

Respectfully submitted,

Carolyn Muska
Secretary, Staff Council