Minutes of the Staff Council Meeting

January 11, 2011


Absent: Judy Carpenter, Ron English, Anna Henderson (sub was present)

Welcome and Invocation

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

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

II. Old Business

a. Approved minutes from December Staff Council Meeting.

III. General Reports

a. Endowed Scholarship Fund Honoring Baylor Staff (Sue Koehler) Sue reported that as of December 31, 2010 the total gifts = $12,140.03 and outstanding pledges = $4,956.97.

b. Staff Council Agency Account (Sue Koehler) Sue reported no change in the balance.

IV. Committee/Liaison Reports

a. Faculty Senate (Paulette Edwards) Paulette Edwards asked Dr. Jim Patton to present additional details on the possible upcoming changes in concealed handgun laws. Dr. Patton summarized the situation with the state legislature and noted that the Faculty Senate is not taking a position at this point.

b. Good Stewardship Committee (Debi Talley) Committee will be meeting this week.

c. Membership Committee (David Burns) David Burns reported that Brenda Macy has agreed to fill the Staff Council seat vacated by Joy Mock. The council welcomed Brenda.

d. Service Project Committee (Marilyn McKinney) Reminder about Relay for Life happening April 1st. We are circulating a flier and sign-up sheet for those interested in serving on the Staff Council Team. We will provide instructions for online fundraising and other pertinent team member information soon.

   i. Participants may also encourage others to form teams.

   ii. Debbie Williams has luminaria cards to use to solicit donations.

   iii. If you know of cancer survivors who can be invited to this event and be recognized, please email names and contact information to Debbie Williams.
e. **STEPP Lunch (Jan Holmes)** Jan Holmes reminded the Council that the speaker for the February 1st STEPP luncheon will be Lynne Woodward (aka, the “Flower Fairy”). The menu is Mexican buffet. STEPP on April 12th will be Judge Starr.

f. **Campus Diversity (Lexi English)** Meeting this Friday.

V. **New Business**

a. **Ombudsman Committee Duties (David Murdock)** David Murdock, chair of the newly formed Ombudsman Committee, spoke about the task of the committee: to gather information about the ombudsman position into a presentable form and make a recommendation to the council. This includes Staff Council history with the Staff Ombudsman position as well as general information about the ombudsman position. The committee will not be making a decision regarding the ombudsman position. Regardless of the decision, the committee understands that a partnership with HR will be required for a positive outcome.

b. **2011-12 Election Process and Timeline** David Burns outlined the planned timelines for the Election of Officers and the Election of Members:

   i. **Election of Officers**
      a. **Before March Meeting** - Staff Council Chair appoints nominating committee; Staff Council Chair serves as Chair of Nominating Committee.
      b. **March Meeting (March 15)** – Seek nominations for Officers (Chair-Elect and Secretary).
      c. **March 29 (two weeks prior to April Meeting)** – email slate of candidates to Staff Council.
      d. **April Meeting** – elect Officers.

   ii. **Election of Members** *Membership committee facilitates this process.*
      a. **February 1** – email call for nominations to entire staff via distribution lists.
      b. **February 28** – nominations are due.
      c. **March Meeting** – present ballot to Staff Council.
      d. **March/April** – hold election.
      e. **April Meeting** – announce results.
      f. February 1 will begin the call for nominations for membership with elections held in March and April.

c. **Staff Question**: Are there options for professional development grants for staff? **A**: Yes. Contact Tami Nutt in POD.

d. **Performance Review Document (Paulette Edwards)** Paulette Edwards, on behalf of the Staff Council Executive Committee, called for feedback about the performance review
document to be discussed at the next Staff Council Meeting. The Executive Committee intends to review the document and hear feedback from staff about changes or updates that need to be made. **Staff Question:** What about supervisor evaluations using 360 system? **A:** Randall Brown is looking into it.

e. **Paulette Edwards** called for information from Staff. She encouraged the staff to voice concerns or suggestions and to bring awareness of situations that Staff Council might be able to address. She asked the council to email Ron English with any such information.

VI. **Marcia Dutschmann** Marcia Dutschmann reminded the Council about Spring Staff Forum on January 27 from 2-3pm.

VII. **Conclusion** Chris Diamond motioned to adjourn the meeting. Sue Koehler seconded.

Respectfully Submitted,

David Burns

Secretary, Staff Council
Minutes of the Staff Council Meeting

February 8, 2011

Present: Eric Ames, David Burns, Chris Diamond, Marcia Dutschmann, Paulette Edwards, Sherri Elwood, Alexia English, Angela Fields, Anissa Galindo, Phyllicia Hernandez, Candice Herchenhahn, Sue Koehler, Brenda Macy, Rick Mattocks, Michelle McCollum, Marilyn McKinney, Leigh Ann Moffett, David Murdock, Sandra Northern, LuAnn Pickens, Rebecca Robbins, Margaret Smith, Donna Sparks, Julie Stelley, Jeff Walter, Debbie Williams, Judy Carpenter, Ron English, Anna Henderson

Absent: Amy Alexander, Lori Fogleman, Jan Holmes, Margaret Kramer, Patricia Pack, Margaret Smith, Debi Talley, Suzanne Weems (sub was present)

I. Welcome and Invocation

a. Welcome (Ron English) The meeting was called to order at 10:32am by Ron English.

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

II. Guests

a. Debbie Williams Introduced the representatives for Relay for Life. Student-led event, April 1\textsuperscript{st}. Nathan Robbins, chair; Huang Ngyun, vice-chair; Brooke Honza, rep from American Cancer Society; Largest fund raiser for American Cancer Society; event filled with walking around the track (symbolic of the journey through cancer) and various ceremonies. Nathan has been involved in Relay for Life for 15 years. Event filled with hope. Huang told her mother’s cancer story. Can raise funds online or offline. Brooke Honza: 80% of money raised goes to research. Look Good Feel Better: free wigs and luxury cosmetics for women and men – regardless of need. Road to Recovery: free transportation to and from appointments. One $50 gas card per year. Personal Health Manager: organizer, reference and keep-all for cancer patients. 18% of money – prevention and detection through education and advocacy. 3% goes to administrative. $128,000 every day spent on research. Go to www.relayforlife.org/baylorutx to join a team or start a team. Debbie Williams has started a staff council team.

b. Randall Brown, Manager of Compensation & Benefits, provided an overview of FMLA and the 2009 revisions that clarified the definitions of "serious health condition", "periodic treatment", caregiver leave, and exigency leave. The revisions also changed the rules regarding employer contact with health care providers and the timing and deadline requirements. Detailed information is available from Compensation & Benefits. Staff: Who is responsible for initiating FMLA? Mr. Brown: Everyone in the organization. FMLA exists to protect employee from losing employment due to illness. Staff: Does FMLA protect you against losing particular duties or just losing your job entirely? Mr. Brown: Department should hire a temporary worker to perform duties, unless that is not feasible. FMLA would guarantee same or similar job. All benefits are protected even on unpaid absences.

III. General Reports

a. Endowed Scholarship Fund Honoring Baylor Staff (Sue Koehler) Sue reported that as of December 31, 2010 the total gifts = $12,470.03 and outstanding pledges = $5,986.97. Q:
Does Staff Scholarship Fund donate to President’s Initiative? A: Yes. Let’s clarify that on our website.

b. **Staff Council Agency Account (Sue Koehler)** Sue reported no change in the balance.

### IV. Old Business

a. David Burns called for approval of January 2011 minutes. Phylicia Hernandez motioned, Chris Diamond seconded. There was no discussion and minutes were approved.

b. **Ombudsperson Committee Report** David Murdock, Chair of the Ombudsperson Committee, reported that although the Staff Council has taken action in previous years to have an Ombudsperson position approved for staff, those actions are not considered valid because of time elapsed and major changes in the administration. Therefore, the next step for the committee is to conduct a needs-assessment, including a review of all services currently offered to staff that may serve a similar purpose as an Ombudsperson. Ron English: Encouraging folks to objectively seek feedback about the need for an ombudsperson position.

c. **2011-12 Election process** David Burns, Chair of the Membership Committee, reported that nominations are currently being accepted for the next class of Staff Council Members until February 28. Ron English added that, even though the By-Laws call for us to vote on the position of Chair, the Nominating Committee will not be accepting nominations for Chair since the position of Chair-Elect is currently a two-year commitment with the second year spent as Chair. The Constitution & By-Laws Committee is currently working on a revision that will clarify this matter in the future.

### V. Committee/Liaison Reports

a. **Faculty Senate (Paulette Edwards)** Paulette reported that the Faculty Senate conducted a Strategic Planning discussion during their meeting.

b. **Constitution/By-Laws (Sandra Northern)** Sandra reported that the Constitution/By-Laws Committee were working on changes in the sections regarding Election of Officers which will be proposed at a later meeting.

c. **Good Stewardship Committee (Debi Talley)** Eric Ames, reporting for the Good Stewardship Committee, mentioned that the committee recently met and generated some action items.

d. **STEPP Lunch (Jan Holmes)** Chris Diamond reported that the STEPP lunch had a good crowd and nice lunch. The next lunch will coincide with our April Staff Council meeting and feature Judge Starr.

e. **Campus Diversity (Lexi English)** Lexi shared the following report: The Committee did not receive any grant applications to review this month. A call for Diversity Enhancement Award nominations has been placed on the Faculty/Staff and Current Students website. The Award is given to individuals (staff and faculty), organizations or programs within Baylor University that strengthen and promote respect for diversity through innovative leadership and service or practices and programs designed to enhance a climate of understanding and respect throughout the campus community. We are asking Staff Council members to help spread the word about this award so that we will have a number of applications to review during our April meeting. The deadline to submit
nominations is March 30th. The Cultural Connection Celebration that the Committee hosted on January 13th was a great success. We will be reviewing the feedback from our evaluation to help plan the next event, which has not been scheduled at this time. The Committee is working on its submission for the Strategic Planning Process in February. Next grant-approved events: Feb 12th, Gospel Fest 2011; Feb 28th, A Festival of Spirituals

VI. New Business

a. Ron English encouraged Staff Council to submit feedback for the Staff Council contributions to the Strategic Planning Process.

b. Ron will be sharing our feedback regarding the Performance Appraisal Process with John Whelan. The Performance Appraisal Process training is back online now.

A motion to adjourn was called for. Chris Diamond motioned, David Murdock seconded. Meeting was adjourned.

Respectfully Submitted,

David Burns

Secretary, Staff Council
Minutes of the Staff Council Meeting

March 15, 2011

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

Absent: Rick Mattocks, Michelle McCollum, Marilyn McKinney, David Murdock, Patricia Pack, Rebecca Robbins

I. Welcome and Invocation
   a. Welcome (Ron English) The meeting was called to order at 10:32am by Ron English.
   b. Prayer Requests and Prayer (Jeff Walter) Prayer requests were heard and Jeff then lead the group in a time of prayer.

II. Guests – None

III. General Reports
   a. Endowed Scholarship Fund Honoring Baylor Staff (Sue Koehler) Sue reported that as of February 28, 2011 the total gifts = $13,111.69 and outstanding pledges = $5,985.31.
   b. Staff Council Agency Account (Sue Koehler) Sue reported $91.51 as the balance.

IV. Old Business
   a. David Burns called for approval of February 2011 minutes. Sue Koehler motioned, Margaret Kramer seconded. There was no discussion and minutes were approved.
   b. 2011-12 Election process David Burns updated the Council on the nomination phase of the Staff Council Election Process. Ron English described the process of working with HR to determine eligibility of nominees.
   c. Shirt Committee Chair Update Ron English announced that three folks have expressed interest in helping lead the Shirt Committee: Jan Holmes, Rick Mattocks, and Sue Koehler.
   d. Performance Appraisal Process Update Ron reported that he expressed concerns to John Whelan about the performance appraisal process. John said that his group will be looking at making changes next year.

V. Committee/Liaison Reports
   a. Faculty Senate (Paulette Edwards) Paulette reported on last two meetings of the Faculty Senate. Topics discussed included strategic planning process, status of lecturers, and changes in the Provost’s office. Lee Ann Moffett – new option to enter “alternate phone” for second phone number (e.g., parents)
   b. Service Project Committee (Debbie Williams) Staff Council team goal is almost met. Join the team and raise money.
c. **STEPP Lunch (Jan Holmes)** Jan Holmes reported on next STEPP Lunch featuring Judge Starr.

d. **Campus Diversity (Lexi English)** Received and approved four grant applications. Three staff council spots open at the end of the semester – need to be filled for the Fall.

e. **University ITS/Library Advisory (Phylicia Hernandez)**
   - Two faculty members have retired from the Texas Collection. This was a good time to have an external review performed. The Library received great reviews and pertinent recommendations; one of which was to close the vertical file.
   - ITS has gone to a new and much more secure badge that is very difficult to duplicate. Plans are in process to convert the current faculty/staff ID badge. No time table was given. **Please remember to ask for ID of anyone requesting to work on your computer.**
   - Toured the data center.
   - BU receives about 600,000 emails daily, 400,000 are direct spam violations, 200,000 are dispersed out to individuals on campus.
   - Plans are in process to double the network capability with Quest and Grande. This means more space and speed.
   - Explanation was given as to how the School of Social Work and other off campus units are “connected” to the university. (Point to point circuits via Grande and Clearview) and how the BRIC will be connected.
   - Next summer there are plans for a mobile application of blackboard to be available.

f. **Sustainability Committee (Lori Fogelman)** Met to brainstorm ideas for sustainability: paperless meetings, additional forms of transportation, etc. Lori asked for ideas.

VI. **New Business**

a. Ron English encouraged Staff Council to submit feedback on our Constitution and By-Laws.

b. Next meeting is in Beckham Room. Will be conducting Officer Elections – seeking nomination.

A motion to adjourn was called for. Chris Diamond motioned, Margaret Kramer seconded. Meeting was adjourned.

Respectfully Submitted,

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

April 12, 2011


I. Welcome and Prayer

   a. Welcome (Ron English) The meeting was called to order at 10:32am by Ron English.

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

II. Guests – None

III. General Reports

   a. Endowed Scholarship Fund Honoring Baylor Staff (Sue Koehler) Sue reported that as of March 31, 2011 the total gifts = $13,833.02 and outstanding pledges = $5,879.01.

   b. Staff Council Agency Account (Sue Koehler) Sue reported $41.51 as the balance.

IV. Old Business

   a. David Burns called for approval of March 2011 minutes. Jeff Walter motioned, Margaret Kramer seconded. There was no discussion and minutes were approved.

   b. 2011-12 Election Report: The following staff members were elected to serve on Staff Council:

      | Staff Member          | Department             | Area |
      |-----------------------|------------------------|------|
      | Diane Haun            | Honors Program         | AA   |
      | Julie Stahl           | Arts & Sciences Dean's Office | AA   |
      | JD Windham            | Enrollment Management  | FA   |
      | Julie Veselka         | Human Resources        | FA   |
      | Pam Parshall          | Controller Accounting  | FA   |
      | Steve Kieff           | Internal Auditor       | FA   |
      | Diane Jee             | Athletic Facility Operations | PA   |
      | Paula Young           | Women's Tennis         | PA   |
      | Rita Cox              | Office of the President | PA   |
      | Dana Lee Haines       | Student Activities     | SL   |
      | Lara Conrad           | Campus Living and Learning | SL   |
      | Will Telfer           | Electronic Library     | TL   |
      | Gary Stokes           | University Development | UD   |

   c. Shirt Committee: Rick Mattocks reported that the shirt committee has met and is looking at options. Met with the Bookstore.
d. Service Project: Marilyn McKinney reported: “As of April 11, the event has raised approximately $61,500.00. This event had 907 individuals register with 62 teams -- more than in past events. Staff Council raised $2,480.00 with Jeff Walter as the top individual fundraiser collecting a total of $380. Eight Staff Council team members came out to the event and several stayed until the wee hours of the morning! It was another huge success! Thank you to all who contributed!”

e. STEPP: 145 registered to eat lunch and 200 expected to attend.

V. Committee/Liaison Reports

a. Campus Diversity (Lexi English): Received and approved one grant applications. Awarded Diversity Award. Four staff council spots open at the end of this semester – need to be filled for the Fall.

VI. New Business

a. Constitution and By-Laws Proposed Changes: Several changes are being proposed to the Constitution and By-Laws. Will be voted on at the May meeting. Ron distributed copies of proposed changes to Staff Council and led discussion on changes.

b. Officer Elections were conducted. Marilyn McKinney was elected Chair-Elect and Sue Koehler was elected Secretary for the 2011-2012 Staff Council.

A motion to adjourn was called for. Eric Ames motioned, Paulette Edwards seconded. Meeting was adjourned.

Respectfully Submitted,

David Burns

Secretary, Staff Council
Minutes of the Staff Council Meeting

September 13, 2011

Present: Amy Alexander, Eric Ames, Lara Conrad, Rita Cox, Chris Diamond, Paulette Edwards, Sherri Elwood, Dana Lee Haines, Diane Haun, Diane Jee, Sue Koehler, Margaret Kramer, Rick Mattocks, Michelle McCollum, Marilyn McKinney, Pam Parshall, LuAnn Pickens, Rebecca Robbins, Donna Sparks, Julie Stahl, Julie Stelley, Gary Stokes, Debi Talley, Will Telfer, Angela Traylor, Julie Veselka, Jeff Walter, Debbie Williams, JD Windham, Paula Young

Absent: Lori Fogleman, Jan Holmes, Steve Kieff, David Murdock, Patricia Pack

I. Welcome and Invocation

a. Welcome (Paulette Edwards) -- The meeting was called to order at 10:33 am. Paulette thanked everyone for coming to the meeting. The Bear Breathers this summer were very productive and she feels they were very successful. Committees have been meeting so members have already been busy.

b. Paulette distributed the “Distribution List” for all to sign up. She reiterated that this is a very important list and the way we will communicate with our constituents. Although HR Services now distributes the Debriefs, there are other events, notices, and information that we will need to send to our fellow staff members. It was asked that Staff Council members be sent updated email lists periodically so that everyone’s email distribution list is up-to-date. Gary Stokes will look into the possibility of doing that for us because University Development has asked for something similar. There are some new divisions on campus so Paulette and Sue will work on updating the information.

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

II. Meeting Guests

a. John Whelan - Associate Vice President of Human Resources Paulette welcomed Mr. Whelan who spoke to the group, thanking all who were able to attend the Human Resource Services open house. He said HR’s goal is to make working with HR simpler for everyone. They have set up a call center to answer HR questions anyone may have. It is open 8-5, Monday-Friday and he encouraged all to call. The call number is AskHR #2000. He then introduced Richard Amos.
b. Richard Amos – Director of Compensation and Benefits  Mr. Amos discussed HR’s Adoption Assistance Benefit proposal. He presented the research his office has conducted showing comparisons of Institutions of Education, Non-Profit, For-Profit, and Faith-Based Organizations policies. He also gave the estimated costs to Baylor. Mr. Amos emphasized that this is still in the “idea” phase, that he is presenting the information to several Baylor “groups” for their feedback and opened the floor for questions. Several members asked questions and/or made suggestions. He thanked everyone for their input and again asked that we remember if we spoke to colleagues that this is not an approved policy. Paulette asked that he keep us apprised of the progress as he presents this to other groups and if it is approved as policy.

 III. General Reports

 a. Endowed Scholarship Fund Honoring Baylor Staff (Julie Stahl)  Julie reported that as of July 31 total gifts = $15,807.51 and outstanding pledges = $4,579.52.

 b. Staff Council agency account (Julie Stahl)  Julie reported $67.01 balance in the agency account.

IV. Committee/Liaison Reports

 a. Constitution/By-Laws Revision Committee (Marilyn McKinney)  They have been meeting over the summer and will have a revised document to present at the October meeting. 

 b. Educational Resources Committee (Marilyn McKinney)  This committee is charged with finding different ways to communicate to staff all the resources and information that are available to them and where to find those resources.

 c. Faculty Senate Liaison (Marilyn McKinney)  The Senate will meet this afternoon. Paulette introduced Dr. Jim Patton who will serve as our liaison to the Faculty Senate. 

 d. Good Stewardship Committee (Debi Talley)  This committee will present one report in the fall and one in spring on ways to be good stewards of Baylor’s resources. These reports will include research by the committee. Please let Debi or a committee member know of any suggestions you may have or things you may have noticed that you think could be changed.
e. **Membership Committee (Sue Koehler)** The committee has not met. Sue or Paulette will notify those who they will ask to serve on the committee before it begins meeting.

f. **Service Project Committee (Debbie Williams)** Debbie reported that the committee has met and has some ideas. They would like to do two projects and would appreciate anyone who wants to join the committee to contact her or a committee member.

g. **Shirt Committee (Rick Mattocks)** Rick reported that the committee met this summer and he brought several samples today. We are waiting to get the on-line purchasing form up before we set up dates to take the shirt samples around campus for all to see and try on. He asked for opinions of members for including an opportunity to donate to our scholarship fund. Most thought it is a good idea so Rick will speak with LuAnn Pickens and others in Payroll to find out how to arrange this option.

h. **STEPP Luncheon (Diane Haun)** Diane reported that they working on confirming the guest speaker for October and have confirmed the guest speaker for January. The first STEPP luncheon is October 18 in the Barfield Drawing Room.

i. **Website Development (Eric Ames)** The Website Development Committee met several times over the summer to discuss revisions and updates for the Staff Council site ([www.baylor.edu/staffcouncil](http://www.baylor.edu/staffcouncil)). Committee members identified material to add to the new Staff Resources section of the page and gave feedback and suggestions on the redesign to Eric Ames, the Website chair. Major updates were carried out over the summer in anticipation of a public launch at the Fall Staff Forum on 9/20/11.

V. **University Committee Descriptions and Reports**

a. **Administration Committee (Patricia Pack)** No report.

b. **Calendar Committee (Sue Koehler)** This committee only meets once a year and has not yet met.

c. **Campus Diversity Committee (Diane Haun)** The committee met on September 9. Lexi English will remain President. Diversity Committee hosts one event per year. Bill Dube was granted this year’s $500 Diversity Award. This left $9500 in the yearly budget. One grant was approved for $1000 and another request was sent back to get more
information before it was voted on. There was discussion, but no decision as to what to do for Diversity Awareness Month in October.

“The Rope” wrote an inappropriate piece that involved a professor. The committee discussed how it should handle this as well as thoughts on how Baylor should handle the situation. Lexi will be talking to Karla Leeper about this and will report back to us.

d. **Compensation, Benefits, and Personnel Committee (LuAnn Pickens)** This committee only meets once a year and has not yet met.

e. **Personnel Policies Review Committee (Patricia Pack)** No report.

f. **Public Improvement District (PID) Committee (Patricia Pack)** No report.

g. **Spiritual Life Advisory Committee (Donna Sparks)** This committee has not yet met.

h. **Sustainability Committee (Lori Fogleman)** Lara Conrad reported that the committee met Thursday and discussed recycling for Move-In day. At the new Research Facility, over 80% of materials that have been produced are recycled. The watering of the lawns was also discussed.

i. **Transportation and Access (Amy Alexander)** This committee only meets once a year, usually in October.

j. **University Grievance Committee (David Murdock)** No report.

k. **University ITS/Library Advisory Committee (JD Windham)** This committee has not yet met.

l. **University United Way Planning (Paulette Edwards)** The committee has met a couple of times. The campaign is on its way and the Loaned Executive luncheon is tomorrow. Saturday, September 17 football game is the United Way game.

VI. **New Business**

a. Baylor and the Big 12

The Staff Council released a statement in support of the Administration and the Big 12. The statement is located on the Staff Council website.
b. **Staff Forum** - September 20 is the Staff Forum and Paulette asked everyone to wear their Staff Council shirts and pins. She has arranged for the Council to sit together at the front left side of the Ferrell Center and be recognized as a group.

c. **United Way Campaign** (see information above)

A motion to adjourn was called for. Chris Diamond motioned, Diane Haun seconded. Meeting was adjourned.

Respectfully Submitted

Sue Koehler

Secretary, Staff Council
Minutes of the Staff Council Meeting

October 11, 2011

Present: Amy Alexander, Eric Ames, Lara Conrad, Rita Cox, Chris Diamond, Paulette Edwards, Lori Fogleman, Dana Lee Haines, Diane Haun, Diane Gee, Steve Kieff, Sue Koehler, Margaret Kramer, Rick Mattocks, David Murdock, Patricia Pack, Pam Parshall, LuAnn Pickens, Rebecca Robbins, Donna Sparks, Julie Stahl, Julie Stelley, Gary Stokes, Debi Talley, Will Telfer, Angela Traylor, Julie Veselka, Jeff Walter, Debbie Williams, JD Windham, Paula Young

Absent: Sherri Elwood, Jan Holmes, Michelle McCollum, Marilyn McKinney

I. Welcome and Invocation
   a. Welcome (Paulette Edwards) The meeting was called to order at 10:30 am.

   Prayer Requests and Prayer (Jeff Walter) Prayer requests were heard and Jeff then led the group in prayer.

II. Special Meeting Item

   Reconstructed Staff Council Website  Eric Ames presented the recently reconstructed Staff Council Website prepared by the Web Development Committee. The Committee’s goal for this year is to create a “one-stop shopping” site that staff can go to for comprehensive information related to Baylor and staff needs, as well as resource availability. He asked the members to view the site and suggest helpful links that might be added to the site. Paulette mentioned that this reconstructed Website in 2011-12 will be a valuable legacy from Staff Council to the University as the years progress.

   United Way Video  The Waco United Way Campaign video was shown and all members were encouraged to give at least a one-time donation to ensure that Baylor will have a large participation in the campaign.

III. General Reports
   a. Endowed Scholarship Fund Honoring Baylor Staff (Julie Stahl) Julie reported that as of September 30, 2011, total gifts = $16,650.17 and outstanding pledges = $3,746.86.
   b. Staff Council agency account (Julie Stahl) The agency account has a balance of $67.
   c. Meeting Minutes  Paulette called for approval of the September minutes. Margaret Kramer motioned; Julie Stahl seconded. There was no discussion, and the minutes were approved.

IV. Committee/Liaison Reports
   a. Constitution/By-Laws Revision Committee (Paulette Edwards) Paulette reported the committee met, but because the chair of the committee is out on sick leave that report will be presented at the November meeting.
b. Educational Resources Committee (David Murdock) David reported that the committee met and sent several suggestions to the Website Development Committee for additions to the Staff Council website.

c. Faculty Senate Liaison (Paulette Edwards) Paulette asked Jim Patton, the Staff Council Liaison from the Faculty Senate, to address the Council. He reported that the Faculty Senate is meeting and outlining their agenda for the year. Paulette reported that she would attend the Faculty Senate meeting that afternoon on behalf of Marilyn McKinney, who is out on sick leave.

d. Good Stewardship Committee (Debi Talley) Debi reported the Committee met on September 13. They reviewed the information from the previous meeting. Clare Paul of Facility Services attended the meeting. She is in charge of the Baylor Energy Awareness Program. She shared with the group what the program is currently doing on campus in regards to energy awareness for the students, faculty, and staff. The students in the residence halls will begin an energy awareness “competition” on September 25. Clare shared the Website location should anyone want to read about what Baylor is doing to conserve energy (www.baylor.edu/energyzone). The group discussed the items on the previous minutes and shared ideas. Michelle McCollum discussed how to obtain recycling bins for events, and Diane Jee noted that the contact person for obtaining the recycling bins is Paula Young. It was noted by Lori Fogleman that this committee would be working with the sustainability group in an effort to continue being good stewards of Baylor’s resources.

e. Membership Committee (Sue Koehler) Paulette reported that this year’s Membership Committee members are Eric Ames, Lara Conrad, Rita Cox, Margaret Kramer, and Rick Mattocks, with Sue Koehler as Chair; and she read the charge to the members of the committee.

f. Service Project Committee (Debbie Williams) Debbie reported that the committee would like to have two projects this year, one in the fall and one in the spring. She distributed the list of suggested fall projects that the committee wanted the Council members to vote on. All members present were asked to circle the project they would like to support this fall. Paulette asked David Murdock to collect and count the votes. The members voted to participate in the November Fast of Caring and the CARITAS Food for Families drive on November 18. Council members were encouraged to support the other suggested projects should they not be able to participate on the November dates selected.

g. Spirit Shirt Committee (Rick Mattocks) The shirts samples have been on display this week at several locations on campus. The deadline to purchase the shirts online is Friday, October 14.

h. STEPP Luncheon (Paulette Edwards) Paulette reported that Staff Council will host a STEPP lunch on October 18 (“Securing the Human”), with ITS representatives speaking on safety from identity theft. We will host the event, but the cost will be underwritten by ITS.
Our next STEPP lunch will be November 8. The guest speaker will be Smith Getterman who will speak on sustainability. Paulette encouraged everyone to attend both luncheons to support the hard work of our committee members and the guest speakers.

i. **Website Development (Eric Ames)**  Eric reported the committee met last week and reviewed the reconstructed Website components so that it could be presented to the Council at today’s meeting.

V. **University Committee Descriptions and Reports**

a. **Administration Committee (Jeff Walter)**  Patricia reported that the committee has not met. Paulette learned that members of the University Administration Committee must be Baptist, so she announced that Jeff Walter would be our new representative on the Committee, which will meet on October 17.

b. **Calendar Committee (Sue Koehler)**  Sue reported that the committee met on October 10 and discussed the length of the Minimester and if it can be changed. They also discussed the Fall 2013 semester and the fact that graduation is not until December 21. The chair of the committee gathered the comments and concerns of the Committee members and will take those concerns to the Administration.

c. **Campus Diversity Committee (Julie Stelley)**  Julie reported the Campus Diversity Committee met on October 7. The committee approved a Diversity Grant of $300 for the Paris: Life and Luxury Houston Daytrip. The Diversity Website is almost ready; it will feature information about faculty, staff, and students as well as events on campus and links to events and organizations in Waco. October is Diversity Awareness Month. The Committee is planning a reception honoring new faculty and staff on Monday, October 24. The event will be open to all faculty and staff. The committee is also planning Culture Chats and hopes to partner with Staff Council and Faculty Senate. These events will address stereotyping, bias, discrimination, etc. Faculty will be contacted to participate. The Culture Chats will be held once each semester as panel discussions.

d. **Compensation, Benefits, and Personnel Committee (LuAnn Pickens)**  LuAnn reported the Committee will meet the afternoon of October 11.

e. **Personnel Policies Review Committee (Patricia Pack)**  Patricia reported the Committee has not met, but Human Resources is compiling all the information gathered from meetings last year.

f. **Public Improvement District (PID) (Patricia Pack)**  Patricia reported this Committee works to link Baylor and Downtown Waco. One of their accomplishments is the bike lanes downtown and throughout the Baylor campus. They also help to establish and make changes to the trolley routes around campus and downtown.
g. **Spiritual Life Advisory Committee (Donna Sparks)** Donna reported the committee met, reviewed, and gave approval to an application for a new religious student organization entitled the “United Methodist Student Movement”.

h. **Sustainability (Lori Fogleman)** The University Sustainability Committee met on Sept. 27 at the Cox Lecture Hall at Armstrong Browning Library. The committee heard about The Wells Project at Baylor founded by Baylor senior Dustin Williams. The project partners with Living Water International, a non-profit organization in Houston. In October, Baylor students will participate in the 10 Days campaign to raise awareness of the 884 million people around the world who do not have access to clean drinking water. The campaign also will raise funds to help drill water wells in Rwanda. In other business, the USC discussed potential sustainability initiatives in university residence halls from recycling to water use. The committee also discussed how the university can best handle the volume of “junk” mail. The next meeting of the USC will be Oct. 31.

i. **Transportation and Access (Amy Alexander)**
Amy reported the Committee will meet on October 17.

j. **University Grievance Committee (David Murdock)**
David reported that there have been no grievances.

k. **University ITS/Library Advisory Committee (JD Windham)** JD reported the committee met on October 5 and discussed the following:
New Library Memberships are: EDUCAUSE, Center for Research Libraries ([www.crl.edu](http://www.crl.edu)), and Hathi Trust Digital Library ([www.hathitrust.org](http://www.hathitrust.org)). Each of these memberships allows universities to share their resources.

  Special Collections: Armstrong Browning Library will host this year’s Benefactors Day lecture on Tuesday, October 25, at 3:30 p.m. in the McLean Foyer of Meditation. The address will be given by Dr. Kirstie Blair, the 2012 Margaret Root Brown Chair of Robert Browning & Victorian Studies, from the University of Glasgow.

l. **University United Way Planning Committee (Paulette Edwards)** Paulette reported the Committee has not met since the last Staff Council meeting. Donation cards will be sent through campus mail soon.

**VI. Old Business**

a. **Staff Forum** Paulette thanked all who attended the Forum. It was good to see all the Staff Council members sitting together at the front of the room.

b. **WOW Presentation: Life at Baylor** Staff Council has been added as one of the presenters at the WOW training for newly hired staff members. Paulette has asked several members of the Staff Council Executive Council to assist in presenting Staff Council information during the scheduled WOW sessions.

**New Business**

**Guidelines for Selection of Outstanding Staff**
Human Resources named a committee to update the Outstanding Staff selection process. Paulette, as Staff Council Chair, was given the opportunity to offer suggestions to the Committee. She reviewed HR’s finalized revisions with the Staff Council membership. The revisions are: redistribution of award categories from four to three based on numbers of employees, minimum employment requirement reduced from three years to two years, and the number of award selection committee representatives from Staff Council increased from four to seven [the remaining two members of the award selection committee will be chosen by Human Resources from previous award recipients].

A motion to adjourn was called for. Chris Diamond motioned, David Murdock seconded. The meeting was adjourned.

Respectfully Submitted

Sue Koehler

Secretary, Staff Council
Minutes of the Staff Council Meeting

November 8, 2011

Present: Amy Alexander, Eric Ames, Lara Conrad, Chris Diamond, Paulette Edwards, Sherri Elwood, Lori Fogleman, Dana Lee Haines, Diane Haun, Jan Holmes, Diane Jee, Steve Kieff, Sue Koehler, Rick Mattocks, Michelle McCollum, Marilyn McKinney, David Murdock, Pam Parshall, LuAnn Pickens, Rebecca Robbins, Donna Sparks, Julie Stahl, Julie Stelley, Gary Stokes, Debi Talley, Will Telfer, Angela Traylor, Julie Veselka, Jeff Walter, Debbie Williams, JD Windham, Paula Young

Absent: Rita Cox, Margaret Kramer, Patricia Pack

I. Welcome and Invocation

a. Welcome (Paulette Edwards) -- The meeting was called to order.

      Prayer Requests and Prayer (Jeff Walter) Prayer requests were heard and Jeff then led the group in prayer.

II. Meeting Guests Executive Vice President and Provost Elizabeth Davis gave a presentation on “Understanding University Finances.” She stated that it is important to adapt to the system, “if you know how it works you are going to be much more successful in getting what you need to operate.” Baylor’s income is 80% tuition driven, 9% Auxiliary funds, 6% Endowment and Investment Income, and 5% Private Grants and Gifts. She also broke down the expenses: 47% Personnel, 30% Operating Expenses, and 23% Scholarships (merit and financial need). Comparing the budget to pie charts she explained that each of these pies add up to 100% and no part of the pie can be increased without decreasing another part of the pie. She went on to say that as Baylor increases its academic reputation it should decrease its merit scholarships, but not its financial need scholarships. The goal is to increase percentage of the endowments and gifts so we are not as dependent on tuition dollars. Baylor is not a for-profit company so all revenue that comes in is allocated to expenses. Baylor’s fiscal year is June through May, but in July the budgets are adjusted based on summer school enrollment and adjusted again in the fall based on fall enrollment and retention. The goal is to have the two pies, revenue and expenses, balance. If less revenue comes in than expected, we must adjust our expense budgets. The University has a ten-year rolling budget, which assists with strategic planning. Surpluses are built in to the budget for emergencies. Later in the budget year “reserves” can be approved for special requests. Provost Davis discussed justifications for requesting these reserves. She asked the departments to be willing to
consider altering ways they operate when asking the University for new programs, staff, or equipment. She reiterated that all funds, both revenue and expenses are tied together and have to balance.

III. General Reports

a. Endowed Scholarship Fund Honoring Baylor Staff (Julie Stahl) The report was tabled until the December meeting.

b. Staff Council agency account (Julie Stahl) The report was tabled until the December meeting.

c. Minutes Paulette called for approval of the October minutes. David Murdock motioned; Julie Stahl seconded. There was no discussion, and the minutes were approved.

IV. Committee/Liaison Reports

a. Constitution/By-Laws Revision Committee (Marilyn McKinney) Marilyn presented a Power Point presentation with the proposed changes. She asked that everyone hold their questions until the end of the presentation. Only proposed changes were covered. The current wording and the proposed wording were shown side-by-side so members could see the changes. Most proposals were suggestions to clarify the intent of the Constitution and the By-Laws. The proposals will be posted on the Staff Council website and members will have two weeks to review it and email Marilyn with any questions/suggestions. The Council members will vote on the proposed changes at the December 13 meeting. The Constitution must have approval by two-thirds of the membership to pass and the By-Laws will pass with a majority vote.

b. Educational Resources Committee (David Murdock) The report was tabled until the December meeting.

c. Faculty Senate Liaison (Marilyn McKinney) The report was tabled until the December meeting.

d. Good Stewardship Committee (Debi Talley) The report was tabled until the December meeting.

e. Membership Committee (Sue Koehler) The report was tabled until the December meeting.
f. **Service Project Committee (Debbie Williams)** Boxes were wrapped and distributed the last week in October to buildings throughout campus to support Caritas Food For Families. The last day for donations will be on Nov. 16 at 5:00 p.m. On Nov. 17, the Service Project Committee and BU Chamber students will arrange for consolidation to three specific locations for Caritas to pick up on Nov. 18. If staff notices that boxes are becoming too full, please contact Debbie Williams, Jeff Walter, Sherri Elwood, Michelle McCollum, or Donna Sparks so that we may bring additional boxes.

We were not able to participate in the Fast of Caring because of the date of the event.

g. **Shirt Committee (Rick Mattocks)** The report was tabled until the December meeting.

h. **STEPP Luncheon (Jan Holmes)** The STEPP lunch is today. Smith Gettermann will be speaking on sustainability.

i. **Website Development (Eric Ames)** The report was tabled until the December meeting.

I. **University Committee Descriptions and Reports**

a. **Administration Committee (Patricia Pack)** The report was tabled until the December meeting.

b. **Calendar Committee (Sue Koehler)** The report was tabled until the December meeting.

c. **Campus Diversity Committee (Diane Haun)** The report was tabled until the December meeting.

d. **Compensation, Benefits, and Personnel Committee (LuAnn Pickens)** The report was tabled until the December meeting.

e. **Personnel Policies Review Committee (Patricia Pack)** The report was tabled until the December meeting.

f. **Public Improvement District (PID) (Patricia Pack)** The report was tabled until the December meeting.

g. **Spiritual Life Advisory Committee (Donna Sparks)** The report was tabled until the December meeting.

h. **Sustainability (Lori Fogleman)** The report was tabled until the December meeting.

i. **Transportation and Access (Amy Alexander)** The report was tabled until the December meeting.
j. University Grievance Committee (David Murdock) The report was tabled until the December meeting.

k. University ITS/Library Advisory Committee (JD Windham) The report was tabled until the December meeting.

l. University United Way Planning Committee (Paulette Edwards) The report was tabled until the December meeting.

II. Old Business

a. WOW Presentation: Life at Baylor (David Murdock, Jeff Walter, Eric Ames) The report was tabled until the December meeting.

III. New Business

Central Administration has asked Staff Council members to serve as greeters for the Faculty/Staff Christmas Dinner on December 5. Paulette passed a sign-up sheet around for volunteers. She reminded members that we will have a pot luck lunch following our December meeting. She passed around a sheet for members to sign up to bring veggies and desserts. She will provide meat and drinks.

A motion to adjourn was called for. David Murdock motioned, Debbie Williams seconded. The meeting was adjourned.

Respectfully Submitted

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

December 13, 2011

Present: Eric Ames, Lara Conrad, Rita Cox, Chris Diamond, Paulette Edwards, Sherri Elwood Dana Lee Haines, Jan Holmes, Steve Kieff, Sue Koehler, Margaret Kramer, Rick Mattocks, Michelle McCollum, Marilyn McKinney, David Murdock, Patricia Pack, Pam Parshall, LuAnn Pickens, Rebecca Robbins, Donna Sparks, Julie Stahl, Julie Stelley, Gary Stokes, Debi Talley, Will Telfer, Angela Traylor, Jeff Walter, Debbie Williams, JD Windham, Paula Young

Absent: Amy Alexander, Lori Fogleman, Diane Haun, Diane Jee, Julie Veselka

I. Welcome and Invocation

a. Welcome (Paulette Edwards) -- The meeting was called to order.

   Prayer Requests and Prayer (Jeff Walter) Prayer requests were heard and Jeff then led the group in prayer.

II. Meeting Guests

Dr. Martha Lou Scott, Associate Vice President for Student Life reported to the members that “Campus Life is recommending that all students at Baylor be required to purchase the group health insurance policy unless they can provide proof of comparable outside coverage (a hard waiver system).” This could possibly increase students total bill each year. The proposed coverage would cost $1400 per year (fall, spring) and would be required for students who are enrolled in a minimum of nine semester hours. Graduate students may have insurance provided through the University that would also cover family members of the graduate students. The required coverage will probably be effective Fall 2013.

III. General Reports

a. Endowed Scholarship Fund Honoring Baylor Staff (Julie Stahl) Julie reported that as of November 30 total gifts = $18,007.83 and outstanding pledges = $2,999.20.

b. Staff Council agency account (Julie Stahl) There was no change in the agency account.
c. Minutes Paulette called for approval of the November minutes. David Murdock motioned; Julie Stahl seconded. There was no discussion, and the minutes were approved.

IV. Committee/Liaison Reports

a. Constitution/By-Laws Revision Committee (Marilyn McKinney) Marilyn told the members that we would vote on the Constitution first and then the By-Laws. She asked for a motion if members wanted a voice vote for the Constitution. Michelle McCollum motioned; Steve Kieff seconded to take a voice vote. Marilyn asked members who approve the proposed changes to the Constitution say “I.” The proposed changes were approved.

Marilyn then asked for a motion if members wanted a voice vote for the By-Laws. Steve Kieff motioned; Will Telfer seconded the voice vote for the By-Laws. Marilyn asked members who approve the proposed changes to the Constitution say “I.” The proposed changes were approved.

b. Educational Resources Committee (David Murdock) David reported the committee has not met, but has emailed suggestions for the website to Eric Ames.

c. Faculty Senate Liaison (Marilyn McKinney) Marilyn reported that Faculty Senate met on November 8 and the guest speaker was a representative from Center for International Education (CIE). The CIE has some concerns about the proposed insurance coverage requirement for Baylor students who are studying abroad. The Academic Freedom and Teaching Excellence criteria was discussed.

d. Good Stewardship Committee (Debi Talley) Debi reported that the committee met several times with Smith Getterman and has forwarded some recommendations to Vice President Reagan Ramsower.

e. Membership Committee (Sue Koehler) Sue reported that the committee will begin meeting in January.

f. Service Project Committee (Debbie Williams) Debbie reported that the Food for Families was a huge success. The Staff Council and Baylor gathered 2,518 pounds of food items and another 900 pounds was donated at the Baylor Faculty/Staff Christmas Dinner.
g. **Shirt Committee (Rick Mattocks)**  Rick reported that most of the shirts have been picked up. Paulette told Sue to call or email those again who have not picked up their shirts.

h. **STEPP Luncheon (Jan Holmes)**  Jan announced that there were 120 attendees at the November STEPP Luncheon. The next STEPP is January 24. Christy Proctor, a home décor expert will be the guest speaker.

i. **Website Development (Eric Ames)**  Eric reported that the committee continues to update the site and insert recommended suggestions.

I. **University Committee Descriptions and Report**

a. **Administration Committee (Jeff Walter)**  Jeff reported that the committee met on October 17 and December 9. “Generic Step Therapy”, “Specialty Guideline Management” and “Drug Savings Review” will be three new programs within our Prescription Drug Benefit that will direct and encourage members to improve both cost and use of medicine. Details on a new wellness program are forthcoming in January.

b. **Calendar Committee (Sue Koehler)**  Sue reported that the committee forwarded recommended calendars for the 2012-2013 and 2013-2014 academic years.

c. **Campus Diversity Committee (Diane Haun)**  Julie Stelley reported that the committee met on December 3 and approved two grants. They are planning a dinner event in March to honor minority faculty and staff.

d. **Compensation, Benefits, and Personnel Committee (LuAnn Pickens)**  LuAnn reported that the committee met in October and approved a change in the health insurance premiums. The changes range from $2 to $19 per month. This is about a 3% change for all.

e. **Personnel Policies Review Committee (Patricia Pack)**  Patricia reported that the committee has not met.

f. **Public Improvement District (PID) (Patricia Pack)**  Patricia reported that the committee will meet tomorrow, December 14.

g. **Spiritual Life Advisory Committee (Donna Sparks)**  Donna reported that the committee has not met.

h. **Sustainability (Lori Fogleman)**  There was no report.
i. Transportation and Access (Amy Alexander) Paula Young reported that the committee met and were told that 3rd Street will become two-way from Moody Library to the faculty housing area.

j. University Grievance Committee (David Murdock) David reported that there have been no grievances.

k. University ITS/Library Advisory Committee (JD Windham) JD reported that the committee met and that there is a faculty supported blogging site for students. The Academy for Teaching and Learning gave a strategic review process presentation to the committee for their feedback.

l. University United Way Planning Committee (Paulette Edwards) Paulette reported that the committee has not heard the level of giving by Baylor faculty, staff, and students. She expects to hear before the Spring Staff Forum.

II. Old Business

a. WOW Presentation: Life at Baylor (David Murdock, Jeff Walter, Eric Ames) They reported there were 14 new hires at the WOW meeting two weeks ago. David, Jeff, and Eric are taking turns giving a 10-minute Power-point presentation at the WOW training sessions.

III. New Business

Paulette received a thank-you note from HR Services to Staff Council members thanking them for helping with the Christmas Banquet.

A motion to adjourn was called for. Chris Diamond motioned; Debbie Williams seconded. The meeting was adjourned.

Respectfully Submitted

Sue Koehler
Secretary, Staff Council