Minutes of the Staff Council Meeting

January 10, 2012

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

Absent: Amy Alexander, Lara Conrad, Sherri Elwood, Rick Mattocks, Debi Talley, Julie Veselka

Guests: Derek Tonkin (for Amy Alexander)

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 Tiffany Hogue, Chief of Staff to the Provost, distributed and presented a proposed new policy document that she and a committee have been drafting. The policy regards “Romantic and/or Sexual Conduct with Students and Supervisees.” She asked Staff Council members to offer comments, suggestions, or concerns pertaining to the wording of the draft. Paulette asked the members to contact her if they have questions, concerns, or suggestions.

III. General Reports

a. Endowed Scholarship Fund Honoring Baylor Staff (Julie Stahl) Julie reported that as of December 31 total gifts = $19,104 and outstanding pledges = $2,682.87.

b. Staff Council agency account (Julie Stahl) Julie reported the agency account has a balance of $77.01

Minutes David Murdock motioned and Margaret Kramer seconded the December minutes be approved with amended changes to the Good Stewardship Committee report: [NOTE: Amended changes – “... committee has sent their report to Smith Getterman. He will make suggested changes and send it back to the committee. The committee will then forward their report/recommendations to Paulette and the Staff Council Executive committee.”] The minutes were approved with the amended changes.
IV. Committee/Liaison Reports

a. Constitution/By-Laws Revision Committee (Marilyn McKinney) Marilyn reported that the revised documents will be posted on the Staff Council website soon.

b. Educational Resources Committee (David Murdock) David reported that the committee has not met, but will meet this semester.

c. Faculty Senate Liaison (Marilyn McKinney) Marilyn reported that Provost Elizabeth Davis presented a timeline and other comments regarding the Strategic Planning Process. President Starr reinforced her comments and shared his thankfulness for many good things taking place at Baylor in the Fall 2011 semester. He reported that Baylor currently has a tuition discount rate of 44%. He then fielded questions from Faculty Senate members.

d. Good Stewardship Committee (Debi Talley) There was no report.

e. Membership Committee (Sue Koehler) Sue reported the committee will meet on January 26.

f. Scholarship Committee (Julie Stahl) Julie reported the committee has been emailing ideas. A couple of ideas are to have members send e-blasts to their distribution lists and include information on the Staff Council website. Scholarship donations from shirt sales last fall totaled $425. The Scholarship Committee wants to make an announcement this spring to remind and encourage staff to donate to the SC scholarship. The committee will draft a document and send it to the Executive Committee for review.

g. Service Project Committee (Debbie Williams) Debbie asked that members send ideas for a spring service project to her via email. Some suggestions the committee have are the Animal Shelter, Steppin’ Out, Community Garden, and Relay for Life.

h. Shirt Committee (Rick Mattocks) Will Telfer reported that all of the pre-ordered shirts have been delivered. There are a few that had to be re-ordered because of size/color issues. Those should be in and delivered soon.

i. STEPP Luncheon (Jan Holmes) Jan reported that the next STEPP lunch is January 24 and the guest speaker is Christi Proctor.
j. **Website Development (Eric Ames)** Eric reported that he continues to update the website as needed.

I. **University Committee Descriptions and Reports**

   a. **Administration Committee (Jeff Walter)** There was no report.

   b. **Calendar Committee (Sue Koehler)** There was no report.

   c. **Campus Diversity Committee (Diane Haun)** Diane reported that the committee will meet January 13.

   d. **Compensation, Benefits, and Personnel Committee (LuAnn Pickens)** LuAnn reported that the committee meets once a year in the fall.

   e. **Personnel Policies Review Committee (Patricia Pack)** There was no report.

   f. **Public Improvement District (PID) (Patricia Pack, Paulette Edwards)** There was no report.

   g. **Spiritual Life Advisory Committee (Donna Sparks)** There was no report.

   h. **Sustainability (Lori Fogleman)** Lori reported that the committee will meet January 23.

   i. **Transportation and Access (Amy Alexander)** Paula Young reported that there is no update.

   j. **University Grievance Committee (David Murdock)** David reported that the committee has not met.

   k. **University ITS/Library Advisory Committee (JD Windham)** There was no report.

   l. **University United Way Planning Committee (Paulette Edwards)** Paulette has received word that Baylor raised $71,150 for the United Way Campaign.

II. **Old Business**

   a. **WOW Presentation: Life at Baylor (David Murdock, Jeff Walter, Eric Ames)** Eric Ames attended the last WOW Presentation and said that the presentation went well.

III. **New Business**

Paulette reminded the members that the Spring Staff Forum is Thursday, January 26 at 2:30 in Waco Hall.
A motion to adjourn was called for. Steve Keiff motioned, Chris Diamond seconded. The meeting was adjourned.

Respectfully Submitted,

Sue Koehler

Secretary, Staff Council
Minutes of the Staff Council Meeting

February 14, 2012

Present: Eric Ames, Lara Conrad, Rita Cox, Paulette Edwards, Sherri Elwood, Lori Fogleman, Dana Lee Haines, Diane Haun, Jan Holmes, Diane Jee, 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, Angela Traylor, Julie Veselka, Jeff Walter, Debbie Williams, JD Windham, Paula Young

Absent: Amy Alexander, Chris Diamond, Will Telfer

Guests: Andrew Telep (for Will Telfer)

V. 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.

VI. Meeting Guests

Representatives from Waco Convention/Visitors Bureau, Hilton, and Courtyard Marriott spoke to the members. They informed the members of the renovations to the Convention Center, special offerings/rates for Baylor groups, and encouraged Baylor employees to consider using their services for events of all sizes. Both hotels and the Visitors Bureau brought handouts with information for all the Staff Council Members. The Waco Visitors Bureau is hosting its first annual “Meeting Marketplace” at the Convention Center on May 9.

VII. General Reports

a. Endowed Scholarship Fund Honoring Baylor Staff (Julie Stahl) Julie reported that as of January 31 total gifts and outstanding pledges = $22,087.03.

b. Minutes Paulette called for approval of the January minutes. Margaret Kramer motioned; Angela Traylor seconded. There was no discussion, and the minutes were approved.

VIII. Committee/Liaison Reports

a. Constitution/By-Laws Revision Committee (Marilyn McKinney) There was no report.

b. Educational Resources Committee (David Murdock) There was no report.
c. **Faculty Senate Liaison (Marilyn McKinney)** Marilyn reported that Dr. Kevin Jackson and Dr. Liz Palacios presented information about Student Life, specifically the process of student organizations inviting guest speakers to campus. They also presented the revised GPA guidelines for students participating in student organizations.

There was discussion among Faculty Senate members about the proposed on-campus football stadium and about how information is related to donors regarding needs of the university.

d. **Good Stewardship Committee (Debi Talley)** Debi reported the committee’s report/recommendations had been sent to the Staff Council Executive Committee and the Executive Committee forwarded it to all the members. One revision was requested. Paulette asked for a motion by the members to forward the report/recommendations to Reagan Ramsower. Michelle McCollum motioned; David Murdock seconded. The report was approved with the revision noted.

e. **Membership Committee (Sue Koehler)** Sue reported the committee met and re-aligned some of the divisions’ representation. There are ten divisions, up from seven. The new Staff Council divisions are:
   President’s Office, Information Technology/Libraries, University Development/VP for Strategic Initiatives & Partnerships/Constituent Engagement/Marketing & Communication, Academic Affairs, Finance/Administration, Athletics, and Student Life. A call for nominations will be sent out by HR this afternoon (February 14). Nominations will close on February 24. All nominees will be vetted for their eligibility to run for Staff Council and voting will be March 20-22.

f. **Scholarship Committee (Julie Stahl)** Julie reported the committee has been emailing ideas and working with University Development formulating an e-blast to be sent to all staff in March. They have also asked the Website Committee to post the link to the scholarship in a prominent place on the Staff Council website. They have discussed the possibility of purchasing pins to give to donors who have given a determined amount.

g. **Service Project Committee (Debbie Williams)** Debbie announced that the members voted via email and the project with the most votes is the Animal Shelter. The committee will work with the Shelter for a designated collection date and ask HR to send an e-mail to all staff.

h. **Shirt Committee (Rick Mattocks)** Rick reported that all shirts have been delivered.
i. **STEPP Luncheon (Jan Holmes)** Jan reported that over 200 people attended the January STEPP luncheon. The next is Monday, April 16, with Baylor First Lady Alice Starr as the guest speaker.

j. **Website Development (Eric Ames)** Eric reported that the committee met and continue to add updates to the site.

### IV. University Committee Descriptions and Reports

a. **Administration Committee (Jeff Walter)** Jeff reported that 300-400 employees have signed up for “Naturally Slim.”

b. **Calendar Committee (Sue Koehler)** There was no report.

c. **Campus Diversity Committee (Diane Haun)** Diane reported that the committee met and approved two grants and asked for more information on one request. They were: Global BU Vision for $1000, Civil Rights Tour for $1000, and Kaleidoscope Showcase which is pending. The Committee is hosting its second Cultural Connection Celebration honoring new faculty and staff with diverse backgrounds on March 1, 2012. The goal is to provide a time for fellowship, networking and to appreciate the diversity that exists among Baylor’s faculty and staff. The committee is calling for nominations for the annual Campus Diversity award. If you would like to nominate someone, please email [Lexi_English@baylor.edu](mailto:Lexi_English@baylor.edu).

d. **Compensation, Benefits, and Personnel Committee (LuAnn Pickens)** There was no report.

e. **Personnel Policies Review Committee (Patricia Pack)** There was no report.

f. **Public Improvement District (PID) (Patricia Pack)** Marilyn McKinney reported the committee met on January 25 and discussed the following: Opening of a bike shop downtown--the shop will sell and service bicycles, a Baylor intern has been hired to work with the committee; looking into hanging Baylor banners on the sidewalks downtown on game days; Event Tour--this would make groups aware of meeting space available in the downtown area and would provide contact information and cost. Concern was voiced about crossing areas from downtown to campus for those walking and biking, and Baylor is looking into feasibility of a “Bike Share” program for campus/downtown.

g. **Spiritual Life Advisory Committee (Donna Sparks)** There was no report.

h. **Sustainability (Lori Fogleman)** Lori reported that the Committee met January 23, reviewed the University’s Sustainability goals, and heard the following reports:
• The School of Social Work now has recycling capability
• Recycling has increased in every facet of campus life
• The University’s diversion rate is up 3 percent
• Still working to improve recycling efforts at Floyd Casey Stadium during football games.

The committee also turned its attention towards Recyclemania, which will begin in February. Baylor finished third in the Big 12 last year, but with Colorado and Nebraska no longer in the Big 12 as the No. 1 and No. 2 ranked universities in the competition, Baylor hopes to finish at the top.

The committee also discussed:

• Indoor building signs to bring recognition to our LEED-certified buildings on campus
• Residence Hall Energy Competition, which exceeded its goal and saved 5 percent over its baseline. Alexander Hall won the overall competition.
• A Bike Share program with a possible target date to begin in Fall 2012.

Sustainability coordinator Smith Getterman also reported to the committee that the Princeton Review has contacted Baylor for information on our sustainability initiatives for their annual green guide.

i. Transportation and Access (Amy Alexander) There was no report.

j. University Grievance Committee (David Murdock) There were no grievances.

k. University ITS/Library Advisory Committee (JD Windham) There was no report.

l. University United Way Planning Committee (Paulette Edwards) There was no report.

V. Old Business

a. Draft Policy on Romantic/Sexual Conduct (Paulette Edwards) Paulette sent the draft of Romantic/Sexual Conduct to all the members before the meeting. She read the support statement of the document that the Staff Council will forward to the Administration.
A motion to adjourn was called for. Steve Kieff motioned; Lara Conrad seconded. The meeting was adjourned.

Respectfully Submitted

Sue Koehler

Secretary, Staff Council
Minutes of the Staff Council Meeting

March 20, 2012

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

Absent: Rita Cox, Lori Fogleman, Dana Lee Haines, Steve Kieff, Margaret Kramer, David Murdock, Debi Talley,

IX. 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.

X. Meeting Guests

Representatives from Humane Society of Central Texas spoke to members and thanked them for selecting the Humane Society as the Staff Council spring service project. They distributed a sheet listing specific needs and gave background information about the Society. It is the only open door facility in McLennan County and receives over 12,000 animals each year.

XI. General Reports

a. Endowed Scholarship Fund Honoring Baylor Staff (Julie Stahl) Julie reported that as of February 29 total gifts = $20,185.86 and outstanding pledges = $2,471.17.

b. Staff Council agency account (Julie Stahl) Julie reported the agency account balance has not changed.

c. Minutes Paulette called for approval of the February minutes. Julie Stahl motioned, Debbie Williams seconded. There was no discussion and the minutes were approved.

XII. Committee/Liaison Reports

a. Constitution/By-Laws Revision Committee (Marilyn McKinney) There was no report.

b. Educational Resources Committee (David Murdock) There was no report.
c. **Faculty Senate Liaison (Marilyn McKinney)**  Marilyn reported that Dae Vasek and Chris Holmes were guests presenting information and fielding questions regarding OALA (Office of Access and Learning Accommodations). The admissions committee reported the following regarding 2012-2013 admissions as of January 2012:

- 40,000 applications received
- 15,563 accepted (more than 2011; less than 2010)
- 21.2% deposit rate
- Average SAT – 1246; Average ACT – 27
- 26% minorities
- 39.3% male
- 26.4% not from Texas
- 1681 transfer applications
- 257 accepted
- 23% deposit rate

d. **Good Stewardship Committee (Debi Talley)**  Debbie reported that the revised report/recommendations have been forwarded to Dr. Reagan Ramsower, Vice President of Finance and Administration, and are waiting to hear back from him. Paulette thanked the committee for their excellent work.

e. **Membership Committee (Sue Koehler)**  Sue announced the slate of nominees. The ballot will be available for all staff to vote immediately following the meeting and will close at 5:00 p.m. on March 22. The officer elections will be held at the April meeting. Paulette reviewed the election process with the members.

f. **Scholarship Committee (Julie Stahl)**  Julie reported that an e-blast will go out to all staff (and hopefully faculty) in early April. She announced that the committee is pricing pins to give to all donors who give $50 or more to the scholarship. Paulette asked Julie to send her the prices so she can ask Dr. Ramsower to fund the purchase of the pins.

g. **Service Project Committee (Debbie Williams)**  Debbie announced that donations to the Humane Society begins March 26 and runs through April 25. Collection boxes will be located in the Robinson Tower, SLC, and Bill Daniel Student Center. Monetary donations will be accepted. Please contact Debbie Williams to make a monetary donation.

h. **Shirt Committee (Rick Mattocks)**  There was no report.

i. **STEPP Luncheon (Jan Holmes)**  Jan reported that the next luncheon is Monday, April 16. Baylor First Lady Alice Starr is the guest speaker. Sign up for the luncheon is available on the website.
j. Website Development (Eric Ames) Eric reported that the committee met and continues to update the website. The scholarship link is now in a prominent place on the site.

VI. University Committee Descriptions and Reports

Administration Committee (Jeff Walter) There was no report.

Calendar Committee (Sue Koehler) There was no report.

Campus Diversity Committee (Diane Haun) Diane reported that the committee received three grant applications. Two were approved and one was denied. There is approximately $1800 remaining in the grant funds to give this year.

Compensation, Benefits, and Personnel Committee (LuAnn Pickens) There was no report.

Personnel Policies Review Committee (Patricia Pack) There was no report.

Public Improvement District (PID) (Patricia Pack) Patricia reported that the PID has begun a newsletter. The committee will meet next week.

Spiritual Life Advisory Committee (Donna Sparks) There was no report.

Sustainability (Lori Fogleman) There was no report.

Transportation and Access (Amy Alexander) The committee will meet on April 4.

University Grievance Committee (David Murdock) There was no report.

University ITS/Library Advisory Committee (JD Windham) There was no report.

University United Way Planning Committee (Paulette Edwards) There was no report.

VII. New Business

Baylor HR Advisory Survey [In advance of the meeting, Paulette e-mailed to Staff Council members a sample of the Baylor HR Advisory that is regularly sent out electronically to inform and update staff on noteworthy events, procedures, and deadlines.] Because the regular, campus-wide staff receipt of the HR Advisory was a suggested initiative from Staff Council in 2009-10, Human Resources has requested the current Council’s constructive comments and/or suggested improvements regarding the Advisory’s content and long-term efficiency. Paulette distributed a one-page, anonymous survey, prepared by Human Resources, to record members’ comments; these surveys were collected at meeting’s end to be returned to HR for review and to determine if the survey questions being asked are pertinent for a campus-wide staff survey to be distributed later through IRT. HR will compile the data and report their findings to Staff Council at a later date.

Sharing Sick Leave Paulette reminded all members how important it is to share their unneeded sick leave with employees in need.
A motion to adjourn was called for. Chris Diamond motioned, Diane Haun seconded. The meeting was adjourned.

Respectfully Submitted

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

April 10, 2012


Absent: Michelle McCollum, Donna Sparks, Debi Talley, Angela Traylor, Debbie Williams

XIII. Welcome and Invocation

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

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

XIV. Meeting Guests Dr. Reagan Ramsower, Vice President for Finance and Administration, spoke to the Council members and especially thanked the Good Stewardship Committee for their hard work on their sustainability report. He assured the members that he and others in the administration would be looking very carefully at the report and considering all of the recommendations.

XV. General Reports

a. Endowed Scholarship Fund Honoring Baylor Staff (Julie Stahl) Julie reported that as of March 31 total gifts = $20,387 and outstanding pledges = $3,119.02.

b. Staff Council agency account (Julie Stahl) Julie reported the agency account has a balance of $91.03

c. Minutes Paulette called for approval of the March minutes. Pam Parshall motioned, Diane Haun seconded. There was no discussion and the minutes were approved.

XVI. Committee/Liaison Reports

a. Constitution/By-Laws Revision Committee (Marilyn McKinney) There was no report.

b. Educational Resources Committee (David Murdock) There was no report.

c. Faculty Senate Liaison (Marilyn McKinney) The Faculty Senate will meet today (April 10).

d. Good Stewardship Committee (Debi Talley) There was no report.
e. **Membership Committee (Sue Koehler)** Sue read the list of the twelve staff members elected to serve Staff Council 2012-2015. Those elected have been notified and Paulette will email those not elected to express gratitude for their nomination.

f. **Scholarship Committee (Julie Stahl)** Paulette proposed to send a recommendation to Reagan Ramsower asking him to pay for the torch pins from his budget. Julie Stahl motioned; Margaret Kramer seconded, the members voted and the motion was approved.

g. **Service Project Committee (Debbie Williams)** Jeff Walter announced Staff Council's service project is underway. Boxes are now set to receive donations for the Humane Society at the following locations: the SLC, BSB, SUB, and Robinson Tower. There will be more boxes soon for Morrison, Law, Burleson, and Hooper-Schaefer. Monetary donations may be mailed to committee chairperson, Debbie Williams, Box 97074, Campus Mail. (Checks made out to "Humane Society of Central Texas.") Collection dates: March 26 - April 25.

Members of Staff Council are urged to donate (items, money, or both) and to encourage others to donate to this very worthy cause. This is "our" service project, so let's all participate.

h. **Shirt Committee (Rick Mattocks)** There was no report.

i. **STEPP Luncheon (Jan Holmes)** Jan reminded members of the luncheon on Monday, April 16 with guest speaker Mrs. Alice Starr. There are a few seats still available.

j. **Website Development (Eric Ames)** The names of the new members (2012-2015) will be added to the site.

XVII. **University Committee Descriptions and Reports**

a. **Administration Committee (Jeff Walter)** Jeff announced that there are only two more weeks of Naturally Slim.

b. **Calendar Committee (Sue Koehler)** Sue announced there will be no changes to the proposed 2012-2013 academic calendar.

c. **Campus Diversity Committee (Diane Haun)** Diane reported that the Committee awarded two grants and have awarded all available funds for this year.

d. **Compensation, Benefits, and Personnel Committee (LuAnn Pickens)** There was no report.

e. **Personnel Policies Review Committee (Patricia Pack)** There was no report.

f. **Public Improvement District (PID) (Patricia Pack)** Patricia gave the following report:
Passport to Waco (student project) is a success. This project promotes local businesses throughout downtown allowing students to have their passport stamped once they visit a business that is participating in the program. Once the passport is complete the student will take it to a designated spot to receive free gifts. PID is also working on having Flags put up downtown and throughout Waco on game days to promote spirit throughout Waco. The same flagpoles could possibly be used to promote other events in Waco. PID is also working with Extraco Events to coordinate events throughout Waco including Baylor Events. The Farmers Market is going very well. Participation is increasing. They are open Saturday mornings from 9-1. It was reported that some vendors are selling out early. Also noted was the obvious return customer base.

g. **Spiritual Life Advisory Committee (Jeff Walter)** Jeff announced that the committee will meet this week.

h. **Sustainability (Lori Fogleman)** Lori indicated that the Sustainability Committee reported that Baylor is number one in the Big 12 Conference for the Recyclemania. We are 6th in Texas and 136th in the Nation. Baylor has changed to a different sustainability evaluation system. The new system is STAR and is more widely accepted among institutions of higher education.

i. **Transportation and Access (Amy Alexander)** Amy announced that the committee will meet April 26.

j. **University Grievance Committee (David Murdock)** There was no report.

k. **University ITS/Library Advisory Committee (JD Windham)** JD announced that the committee will meet on April 11.

l. **University United Way Planning Committee (Paulette Edwards)** Paulette announced Baylor gave a total of $72,376 to the United Way, making this the third highest year of giving for Baylor employees. Employees also designated $2,551.58 to the Baylor Compassion Fund.

**XVIII. Old Business**

**Endowed Scholarship Initiative**

[See Scholarship Committee report above]

**XIX. New Business**

**Baylor HR Advisory Survey** Paulette reported that the HR committee reviewed Staff Council members’ input and suggestions. As a result, the committee will restructure some of the
questions in the survey. HR Services may send the survey to all faculty/staff with the capability for respondents to submit suggestions anonymously.

**Reception at Starr’s** – Judge and Mrs. Starr will host a special reception at Albritton House for Staff Council, Faculty Senate, and this year’s Outstanding Staff recipients on May 1 at 4:00 p.m. Paulette encouraged all who can to attend the reception.

**Chronicle of Higher Education Great Colleges to work for program** Paulette reminded staff who received the email survey that the deadline to complete the survey is April 13.

**Voting for Staff Council Officers, 2012-2013** - Staff Council members voted for next year’s officers. Marilyn McKinney will serve as Chair, Sue Koehler as Chair-Elect, and Jan Holmes as Secretary.

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

Respectfully Submitted,

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

May 8, 2012


Absent: Sherri Elwood, Diane Jee, Steve Kieff, Michelle McCollum, Donna Sparks, Paula Young

XX. Welcome and Invocation

a. Welcome (Paulette Edwards) -- The meeting was called to order. She welcomed all new members able to attend.

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

XXI. Meeting Guests There were no guest speakers at the May meeting.

XXII. General Reports

a. Endowed Scholarship Fund Honoring Baylor Staff (Julie Stahl) Julie reported that as of April 30 total gifts = $20,948.36 and outstanding pledges = $2,968.67.

b. Minutes Paulette called for approval of the April minutes. Margaret Kramer motioned to approve, Diane Haun seconded. There was no discussion, and the minutes were approved.

XXIII. Committee/Liaison Reports

a. Constitution/By-Laws Revision Committee (Marilyn McKinney) There was no report.

b. Educational Resources Committee (David Murdock) There was no report.

c. Faculty Senate Liaison (Marilyn McKinney) Marilyn reported the following items were discussed at the April meeting:

- Continued discussion of proposal to add a minus grade option
- Concerns regarding changes in CVS prescription drug policy
- Dr. Patton made a very sincere appeal to Senate members to consider contributing to the Staff Council Scholarship. Several members expressed interest.
d. **Good Stewardship Committee (Debi Talley)** There was no report.

e. **Membership Committee (Sue Koehler)** There was no report.

f. **Scholarship Committee (Julie Stahl)** An e-blast was sent to all staff on May 3 thanking those who have donated to the Staff Council Scholarship fund and encouraging everyone to consider donating to it. The “torch of knowledge” pins have come in and will be given to anyone donating $50 or more toward the scholarship. Paulette was able to use some Staff Council funds to purchase the pins and did not have to ask for Dr. Ramsower’s help.

g. **Service Project Committee (Debbie Williams)** Debbie announced that over $900 and enough items (pet food, cleaners, paper towels, etc.) to fill the bed of a pickup was donated to the Humane Society of Central Texas.

h. **Shirt Committee (Rick Mattocks)** There was no report.

i. **STEPP Luncheon (Jan Holmes)** Jan reported there were 170 in attendance to hear Alice Starr speak at the April 16 luncheon.

j. **Website Development (Eric Ames)** Eric announced two new tabs on the website: a photos tab and staff recognition tab.

**VIII. University Committee Descriptions and Reports**

a. **Administration Committee (Jeff Walter)** Jeff reported that the Naturally Slim program is officially over. Total weight loss of all participants was over 3800 pounds, an average of 10.6 pounds per person. There are plans to offer Naturally Slim to new participants in the fall.

b. **Calendar Committee (Sue Koehler)** There was no report.

c. **Campus Diversity Committee (Diane Haun)/University Diversity Council (Paulette Edwards)** There were no reports.

d. **Compensation, Benefits, and Personnel Committee (LuAnn Pickens)** There was no report.

e. **Personnel Policies Review Committee (Patricia Pack)** There was no report.

f. **Public Improvement District (PID) (Patricia Pack)** There was no report.

g. **Spiritual Life Advisory Committee (Jeff Walter)** Jeff announced there were 150 in attendance at the Campus Worship Service on April 30 at Truett Seminary.
h. Sustainability (Lori Fogleman)  Lori reported the committee will meet on May 22.

i. Transportation and Access (Amy Alexander)  Amy reported new decals have been ordered for all faculty and staff. At this time Parking Services is contemplating different distribution methods and timelines. They do not want a rushed distribution requiring the new permit for the start of the Fall Semester. They feel like that would be inconvenient and an unnecessary stress for everyone. At this time, they are favoring a slow roll out of the permits granting flexibility to both Parking Services and to Faculty and Staff. Preferably, they would like to have the transition completed by the Christmas break. If anyone has any suggestions for distribution, please send your suggestions to Matt Penney, Director of Parking and Transportation Services. The new permits are transferable and can be moved from one vehicle to another. This will allow for more flexibility and will serve all faculty and staff well when vehicle issues creep into life. No more scraping of permits, no more getting a temporary pass, etc. Simply peel the permit from the car not being used and stick it into the needed vehicle, even if it is temporary.

j. University Grievance Committee (David Murdock)  There was no report.

k. University ITS/Library Advisory Committee (JD Windham)  JD reported that faculty/staff ID cards will be updated during the summer and fall semester. New students to Baylor will receive the updated ID cards.

l. University United Way Planning Committee (Paulette Edwards)  There was no report.

IX. Old Business

a. Staff Council’s Endowed Scholarship Initiative  (See the Scholarship Committee report.)

b. Appreciation Reception at Allbritton  Paulette thanked all who were able to attend the President’s Reception on May 1.

X. New Business

- Step Therapy Program  There has been discussion by several groups on campus about the CVS prescription drug policy change that was “rolled out” by HR Services in April 2012. The purpose of the Step Therapy Program is to encourage more clinically cost-effective drug prescriptions. In order to acquire cost savings for participants in the plan, participants with designated prescriptions will be required to try a less expensive generic alternative prescription if one of the
options has not been tried in the prior 24 months. Impacting approximately 500 employees campus-wide, each participant and their doctor received a letter from CVS preparing them for the new program, plus Human Resources also released communications in February and March. The Faculty Senate is in the process of reviewing this program; and Richard Amos, Director of Compensation and Benefits, has asked for Staff Council’s comments and questions regarding this plan. Paulette suggested that Staff Council members e-mail her any comments and/or questions regarding the plan, and she would forward them (anonymously) to Richard for response.

Making a Difference  Gary Stokes informed the members that Jack Maddison, an ARAMARK employee, and his wife recently adopted their three grandchildren. Soon after the adoption was finalized, Jack’s wife passed away; and he is now planning on retiring. He does not want to retire, but feels he needs to in order to devote his time to raising his grandchildren. Several groups have been collecting funds to assist the Maddison family. Gary asked that any Staff Council member wishing to make a donation could give the money to him and he would present Staff Council’s total contribution to Jack. [Staff Council raised $449 on site that was presented to Jack Maddison the afternoon of May 8.]

Recognitions  Paulette set aside the remaining portion of the meeting as a time for recognizing the accomplishments of Staff Council members during 2011-12. Plaques were presented in appreciation to Staff Council officers; and certificates of appreciation signed by Judge Ken Starr and Paulette as Staff Council Chair were presented to members rotating off of the Council after the completion of a three-year term and (for the first time) to committee chairs/co-chairs and to members who had assisted with report preparations and audio-visual services; and Paulette received from the membership a special recognition as chair.

A motion to adjourn was called for. Jeff Walter motioned, Patricia Pack seconded. The meeting was adjourned. [Following the meeting, all current and incoming members present were invited to attend a special end-of-year luncheon in Cox Reception Hall. During that luncheon, Paulette announced more special recognitions from among the membership, and everyone left with a “door prize” memento of the event. Checks were received during the luncheon which, with gifts and pledges combined, brought the total for the Staff Council endowed scholarship to $25,000, a year ahead of goal.]

Respectfully Submitted,

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

September 11, 2012


Absent: Steve Kieff and Eric Weeden (Kay Boatman, substitute)

I. Welcome and Invocation

a. Welcome (Marilyn McKinney) -- The meeting was called to order.

Prayer Requests and Prayer -- (Pam Parshall) Prayer requests were heard and Pam then led the group in prayer.

Charge to Staff Council Members (Marilyn McKinney) “What it means to be on Staff Council.”

II. Meeting Guests -- Judge Ken Starr

III. General Reports

a. Staff Council agency account (Julie Stahl) Julie reported the agency account has a balance of $63.51.

b. Minutes Marilyn McKinney, Chair, called for approval of the May minutes. Margaret Kramer motioned to approve and Paulette Edwards seconded. There was no discussion and the minutes were approved.

IV. Staff Council Committee/Liaison Reports

a. Endowed Scholarship Fund Honoring Baylor Staff (Julie Stahl) Julie reported that as of May 2012 Staff Council met the goal of $25,000 and the first $1,000 scholarship was awarded to a freshman English major from Lorena, Texas. As of April 1, those giving $50 or more will receive a Torch of Knowledge pin. Currently, the pledge amount is $26,257.

b. Service Projects (Dominque Hill) The committee met in August and would like as much input at possible for the Service Projects. There will be an e-mail going out to let everyone know they can vote on-line or by ballot. [He made a presentation briefly introducing options for the Fall 2012 and Spring 2013 projects. A vote was taken by ballot during the meeting with the results to be announced soon. The fall project will be a three year commitment to build a relationship between Baylor and the organization. The four choices are:
c. Spirit Shirts (Rick Mattocks) Rick reported that this committee has met one time. They will need volunteers for try-on day. It has also been decided that there will be a link to donate to the Staff Council Scholarship fund on the spirit shirt order form.

d. STEPP Luncheon (Diane Haun) The STEPP luncheon committee has booked all three speakers for the 2012-2013 school year and it is possible to register for all three at one time. I.D.’s will be scanned to record attendance so everyone needs to bring their I.D cards.

e. Website Development (Eric Ames) The website was updated during the summer and may be viewed at http://www.baylor.edu/staffcouncil/

f. WOW Presentations (Eric Ames) Eric reported that WOW takes place every two weeks and Mary Reinhardt will be his back-up to give a report to new faculty and staff regarding Staff Council.

V. University Committee Descriptions and Reports

a. Campus Diversity (Julie Stelley) On September 20, there will be a new faculty/staff reception from 3-5 pm at the North Village Community Room. All new faculty hired since 1/1/12 are invited to attend. The 2012 Diversity Award was presented to Dr. Mia Moody-Ramirez at the recent Fall Faculty meeting and will be announced at the Fall Staff forum. One grant application was reviewed from “Be the Change Mission Conference.”

b. Sustainability (Lori Fogleman) Lori reported that Baylor is on track to reach 400 tons of recycling by August and they are more than 32 tons ahead of last year. Energy savings have more than doubled over the past year. A new sprinkler system is being installed which is projected to save 25 to 33 percent in costs year round. Baylor is now a styrofoam-free campus and football stadium and dining services has expanded its gluten-free menu. Baylor’s Community Garden is expected to be certified this fall by the State of Texas as an Organic Garden and will be able to harvest herbs for use by Meals on Wheels. Between May 15-June 15, the garden donated 500 pounds of vegetables and the kitchen has prepared 16,000 meals total, with 600-700 meals delivered per week to local nonprofits. There are new water fountains in Moody Library and the SUB where you can refill water bottles. The university continues to work on implementing a Bike Share program and Lori reported that move in was very successful with more than 70 volunteers working with the recycling effort. They collected more than 12.5 tons of recyclables and have a diversion rate of 26 percent.
VI. New Business

United Way Campaign – The new United Way Pledge form was handed out to members of Staff Council. There will be more information in the future.

Parking Comments – Marilyn McKinney spoke with Matt Penney and was informed that there are new student parking permits which are placed inside the front window of the car much like oil change stickers. They are easy to transfer from one vehicle to another when a rental car is needed. Parking Services is piloting this program and will consider offering Faculty and Staff parking permits in the future.

I.D. Cards – It will be announced in the Fall Staff Forum that new Baylor I.D. cards will be distributed to faculty/staff, spouse cards (with no photo), students and auxiliary. Everyone is required to have a new photo. These changes are needed to enhance security.

Student Government Legislative Proposal – Gary Stokes reported on the Education Affordability Act Legislative Proposal by Student Government of Baylor. Gary read a reply from Staff Council supporting the proposal. A unanimous vote was received. The reply will be forward to Student Government by Staff Council chair.

VII. Closing Remarks

Community Engagement Committee – Mary Reinhardt reported that she is serving on this committee looking into ways various areas on campus can coordinate service projects.

The following was reported by Marilyn McKinney:

Outstanding Staff Awards Committee – a committee has been formed and will begin meeting in November.

Dining Services Consultation – several Staff Council members met with a consultant to evaluate dining services on campus and discuss ideas for improvement.

Master Calendar Project – Kris Krause, Chair – exploring ways to make the university online calendar easier to use and a more complete and useful planning tool.

Early Warning System for First Generation Students – Sinda Vanderpool is working with others to enhance this retention program.

Veteran Educational and Transition Services (VETS) – Janet Bagby is working with student veterans on campus to build community amongst themselves and with others on campus.

A motion to adjourn was called for. Sherry Elwood motioned to adjourn and Lois Avey seconded.

Respectfully Submitted

Jan Holmes

Secretary, Staff Council
Minutes of the Staff Council Meeting  
October 9, 2012


Absent: Rebecca Robbins and Julie Stelley (Kay Riddering, SUB)

Welcome and Invocation

Welcome (Marilyn McKinney) -- The meeting was called to order.

Prayer Requests and Prayer -- (Pam Parshall) Prayer requests were heard and Pam then led the group in prayer.

Service Projects -- (Steve Kieff) After tallying votes, Mosaic will be the fall 2012 service project and Family Abuse Center will be the spring 2013 project. Serina Cole, Community Relations Manager and Debbie Fraysier, Executive Director of Mosaic spoke to the members of Staff Council expressing their appreciation. Mosaic is faith based and serves the needs for people of all ages with intellectual disabilities. They serve 11 counties and have 45 people in their day program and 25 in foster care.

General Reports

Staff Council agency account -- (Julie Stahl) The University Accounting Office requested that Staff Council, and other similar accounts like ours, close their small agency funds, primarily because of the cost of maintaining so many very small agency funds. The Staff Council Agency Fund had a balance of $63.51, made up of residual monies from prior years’ chair gift donations less the actual cost of the gifts.

We were given three options: (1) Close the account to Staff Council’s operating budget, (2) set up a petty cash fund with the Treasurer, or (3) transfer the funds to the Baylor University Staff Endowed Scholarship Fund. The decision was made to transfer the funds to the Baylor University Staff Endowed Scholarship Fund. Future years’ chair gift donations will be handled as a petty cash fund and any residual monies will be used for postage to send thank you notes to donors and cards to Staff Council members (condolence, congratulations, get well, etc.).
Minutes -- Marilyn McKinney, Chair, called for approval of the September minutes. Lois Avey motioned to approve and Diane Haun seconded. There was no discussion and the minutes were approved.

Old Business

Redistribute Division list -- the list was passed around one more time to make sure everyone’s information was correct.

ID Cards and Photos -- Marilyn McKinney reminded everyone that all faculty and staff need to have a new ID made by the end of the 2012 fall semester.

United Way Campaign-- For anyone who would like to contribute to United Way, there is an easy link on the Staff Council website.

New Business

Gary Stokes replacement -- (Marilyn McKinney) Gary Stokes recently changed positions at Baylor and is now the Research Project Manager in the Provost’s Office, which makes him ineligible to be on Staff Council due to a division change. His replacement and new member of Staff Council is Rochonda Farmer-Neal from Governmental Relations- Constituent Engagement. Julie Stelley will replace Gary as Parliamentarian and Julie Veselka will serve on the Constitution and By-Laws Committee instead of the Website Committee. J.D. Windham will now chair the Constitution and By-Laws Committee.

Staff Council Reports

Endowed Scholarship Committee Report -- (Julie Stahl) reported that the Scholarship Committee has not met since the last Staff Council Meeting. They will meet later in October when it is time to send thank you notes and Torch of Knowledge pins to donors who gave over $50.00 to the Staff Endowed Scholarship Fund.

As of September 30, 2012, Development reported that the Baylor University Staff Endowed Scholarship Fund had total gifts of $24,298.47, pledges of $2,022.07 for a total of $26,320.54.

Service Projects -- (Steve Kieff) Steve gave a brief overview of the service projects and said there is a lot to do for the fall project, Mosaic, since it is already October. Much of the communication will be through e-mail. After the first year, the committee will evaluate whether or not to make a three year commitment to Mosaic.
**Spirit Shirts** – (Rick Mattocks) Rick reported that the selections for garments have been made through W Promotions. Pictures will be posted on the Staff Council website of the items available and volunteers will be needed to work for shirt try-ons at the different locations around campus.

**STEPP Luncheon** – (Diane Haun) Diane was pleased with the attendance – approximately 125, for the first STEPP luncheon this year. The food served was The Traditional Deli, Italian Wedding Soup, Mixed Green salad and Iced Brownies with Tea and Water. There were 87 people signed up for the food option. For this event, card readers were used for the first time. It went well and allowed her to receive the attendance report quickly.

Dr. McCormick was a great speaker. He was engaging and fun as he addressed “How to Say No Without Ruining Relationships.” We had lots of positive feedback automatically on the speaker as well as the STEPP luncheon itself. We should be getting the information back from the survey hopefully by the middle or end of next week.

**University Committee Reports**

**BU Libraries/ITS Advisory Council** – (J. D. Windham) J.D. reported that BU Libraries is focusing on what the strategic plan is and completing annual reports. With Pro Futuris in mind, they are engaging with academic and administrative leaders across the campus on ways to expand technology-enhanced learning. Seeking further support research practices by faculty and students through updated study commons and technology

   Piloting an e-textbook project this semester
   (http://www.baylor.edu/lib/index.php?id=89043)

   Staff can have new IDs made in the CRT
   (http://www.baylor.edu/its/index.php?id=91404)

**Diversity Committee** – (Pam Parshall) Pam reported that the Campus Diversity Committee met on Friday, October 5, 2012 with 11 members and one visitor. Dr. Karla Leeper spoke and encouraged the committee to continue to look for opportunities to enrich our campus climate. Dr. Leeper also gave ownership of the Diversity website to the committee. Discussion was held about who to ask to become part of the “Spotlight” focus on the website. Other points of interest that were reported during the meeting were:

   a. Lexi English shared that the new faculty/staff reception on September 20th was a huge success
   b. Discuss the two fall and spring functions at WOW sessions for awareness for new faculty and staff. Chris Diamond was asked to develop a flyer for distribution to all new faculty and staff.
   c. There was discussion regarding the upcoming spring project, Cultural Connection Celebration. The con-census is to schedule the celebration on Thursday, January 31, 2013. Speakers, entertainment and caterers were discussed.
d. The committee awarded two grants this fall: “Be the Change Mission Conference” which is a spotlight upon the global perspective of Christianity and more particularly the “Missio Dei” (Mission of God) and “More than We can Bear” forum to raise awareness of African American Mental Health.

Faculty Senate – (Sue Koehler) Sue reported that Faculty Senate met on September 11. The primary discussion was the recommended policy to remove faculty from the classroom (not physical removal, but relieving a professor from teaching duty). The notion that the policy would define the reasons the Provost could/should relieve someone of teaching responsibility before a formal hearing by a committee of peers could be held was the main concern.

Another topic of discussion was the Calendar Committee report. The Committee has recommended that the minimester begin before Spring graduation and that the minimester and first summer session not overlap. Professors were concerned that the number of class meetings had been reduced.

PID/Baylor Committee – (Sue Koehler) Sue attended this meeting which took place on September 26. Cindy Dietz reported that Felix Landry has been working with the city and talking to contractors about the Way-finding project. Phase one of this project includes kiosks and mile markers from the Suspension Bridge to Herring Ave. The estimated completion of Phase I is 2014.

The intern is working on contacting merchants and finding ways to help them reach out to students about their businesses. She has setup a website, Facebook page, and Twitter.

The DASH is running every 15-minutes this year. Ridership is up and they are expecting a large number of parents/family members to use it during Parent/Family Weekend.

Student Life Committee – Eric Weeden reported that the Student Life Committee discussed 3 bills that they would like to see passed. The first is regarding correspondence courses. They would like for a student that needs to drop out for approved reasons such as illness, etc. be allowed to take 3 correspondence courses during the same semester so that they do not get too far behind. The second bill is regarding the participation grade policy, with emphasis on student athletes and the third is a change in requirements in Arts & Sciences for HP courses, possibly reduced requirements or finding alternatives.

A motion to adjourn was made by Chris Diamond with a second by Jana Hixson.

Respectfully Submitted

Jan Holmes, Staff Council Secretary
Minutes of the Staff Council Meeting

December 11, 2012


Absent: Lara Conrad, Karen Griffiths, Diane Haun, Diane Jee, Rick Mattocks and Mary Reinhardt.

Welcome and Invocation

Welcome (Marilyn McKinney) -- The meeting was called to order.

Guest – Christmas greeting by Judge Ken Starr.

Prayer Requests and Prayer -- (Pam Parshall) Prayer requests were heard and Lori Fogleman then led the group in prayer.

Approval of Minutes

Marilyn McKinney, chair, called for approval of the November minutes. Julie Stahl motioned to approve and Margaret Kramer seconded the motion. There was no discussion and the minutes were approved.

Old Business

Annual Faculty/Staff Christmas - Julie Veselka reported that approximately $1,800 was collected for the Salvation Army at the Faculty/Staff Christmas Dinner. There was good response and very favorable feedback regarding the dinner. Marilyn McKinney thanked everyone in Staff Council for their participation at the dinner.

General Reports

Endowed Scholarship Fund Committee (Julie Stahl)

Julie read a letter of thanks from the first Endowed Scholarship recipient, Mira Benthul. Mira is a freshman English major from Lorena, TX. Julie will contact the recipient for her permission to put the thank-you letter on the Staff Council website.
Treasurer’s Report on the Baylor University Staff Endowed Scholarship (Julie Stahl)

Julie Stahl reported that the Endowed Scholarship fund total is $27,307.54, including outstanding gifts and pledges which is $987.00 more than last month. This total is through November 30, 2012.

Spirit Shirts (Margaret Kramer)

Margaret Kramer reported that the expected date for shirt pick-up is Friday, December 21. They will need volunteers to help at the two pick-up sites and times. There were 395 shirts ordered this year.

Service Project (Steve Kieff)

Steve Kieff said that MOSAIC was ecstatic with everything they received from the Baylor family. As of this date, Staff Council collected over $500 and took a truck load of much needed items to MOSAIC. They also received 5 recycled computers from Baylor. More good news is that they will be moving into a newly remodeled space which will have more bathroom facilities.

Constitution and By-Laws (J.D. Windham)

The proposed amendments to the Constitution were posted recently on the Staff Council website for the members to review and there were no recommended changes so they stand as first presented. A motion was made to accept the proposed changes by Steve Kieff and was seconded by Paulette Edwards. The vote passed unanimously by Staff Council members.

A motion was made by Eric Weeden and seconded by Paulette Edwards to accept the amended By-Laws. The vote passed unanimously by Staff Council members.

The committee will meet again in the spring with possibly some additional items for members to consider.

University Committee Reports

Diversity Committee (Julie Stelley)

One grant request was discussed and approved via email conversation: Holidays Around the World, an event sponsored by the Multicultural Leadership Cabinet seeking to use different types of chocolate, coffee and tea to promote diversity.

Faculty Senate (J.D. Windham)

The Faculty Senate met on November 13th. Baylor Regent Chair Ronald Willis spoke to the Senate, expressing the Board’s appreciation for the faculty. Chair Willis addressed questions about the new Baylor Stadium, the President’s Scholarship Initiative, and the Baylor Alumni
Association. The Senate then took up discussion on various topics: presenting to the Dean Council a proposed master teacher policy, concerns in respect to changes to the CVS/Caremark program, and evaluations for summer courses. The Senate approved recommendation from the UUCC for plus and minus grades with an amendment that using plus and minus grades are at the discretion of the professor.

**Libraries/ITS Advisory Council (J.D. Windham)**

This Council met on November 29th and the following items were presented:

**Libraries**

- **Library Advancement**

- **Family Friendly Efforts**
  - Changing tables in restrooms on Garden Level
  - Assigning two study carrels for request and private use of nursing mothers on the 2nd floor of Moody

- **Holiday Hours**
  - Closed from December 22nd through January 1st

- **Digitalization of Lariat & Round Up ([http://digitalcollections.baylor.edu/cdm/](http://digitalcollections.baylor.edu/cdm/))**
  - Started in July 2010
  - Lariat – November 1, 1900 – 2007
    - Lost volumes of the Lariat found in the process to complete the collection
  - Round Up
    - 1896, 1902 – 1980
  - Keyword searchable
  - Challenging content maintained and unedited requiring a historical context statement to be included

**ITS**

- **Mobile Initiatives** – ITS has been discussing and developing mobile technology since Spring 2010, launching Blackboard Mobile Learn in Fall 2010, initial version of m.baylor.edu in 2011, and developing student apps started in Spring 2012.
  - National student mobile use for school: e-mail, course curriculum, class material, schedules, grades, transit schedule, assignments
  - Baylor student use of smartphones: 92.6% – texting, 90.1 – telephone, 82.8 – check information, 81.8 – email, 45 – stream music, 41.1 – games
  - Mobile webpage (m.baylor.edu) – facilitating apps for Lariat and Baylor Business Review, planning for Banner/Bearweb access, and developing additional mobile web for resources as it makes sense.
A motion to adjourn was made by Chris Diamond and seconded by Will Telfer.

Respectfully submitted,
Jan Holmes, Staff Council Secretary