Minutes of the Staff Council Meeting  
June 11, 2019  
10:31 a.m., Sid Richardson 340


Absent: Julia Bales, Heather Beck, Mia Casey, Gina French, Geoffrey Griggs, Josh Millet, Amy Rylander, Laura Scott, Erin Shoemaker, Meaghann Wheelis

Welcome

The meeting was called to order at 10:31 am by Heather Guenat, Chair of Staff Council.

Prayer Requests and Invocation

Heather Guenat asked for prayer requests, Jarrod Mathis gave the invocation.

Old Business

Chair Heather asked for a motion to approve May 2019 minutes. A motion was made by Pam Diaz and seconded by Ann Westbrook. The motion passed.

New Business & Open Discussion

Chair Heather opened the floor for new business and open discussion. Nick Haynes voiced concern about the removal of payroll deduction via ID cards.

Chair Heather led introductions of new and existing staff council members.

Guest Speakers

Susan Anz, Vice President of Finance, spoke on the Ignite project and analysis of existing systems and three upcoming payroll changes. The objective of the analysis was to ensure we are being good stewards of the university’s resources. Another objective was to be sure we are providing predictable and accurate income to all of our employees and to be agile for future processes.

There are three areas that came up from the analysis. The first is simplifying payroll cycles. We have had 11 different, unique payroll cycles. We are going to two payroll cycles – one monthly and one biweekly. This step has already been completed, both cycles are now aligned.

The second is the leveling of deductions—taking all of the regular deductions and standardizing them across all of the pay periods, resulting in even pay checks instead of the current high/low pay. For employees who may have scheduled payments to come out of the first, high check, a letter from payroll will be available on the Payroll website, in the Payroll office, or through BearWeb that employees can provide to their lenders to explain the changes coming and to request that the lender work with the individual to adjust their payment dates accordingly because it is not something the individual is doing.
They are also working on a paycheck estimator, to be up and running on the Payroll website in a few days following the meeting.

The third area is replacing payment options. In the future, employees will not be able to use their ID as a payment method. Areas that will be impacted include dining, bookstore, Piper, ticket office, Wellness department/OsoFit and museum memberships. Giving will still be done through payroll deduction. Employee discounts will remain the same, you will show your ID to verify you qualify for the discount. For an ID swipe payment, it takes four different systems, manual key entry and four different departments with hours of employee work to process this payment method. Correcting errors can take weeks and can be difficult to identify, the system is not transparent and takes over 1400 hours a year to make happen. Payroll is working with Aramark to make sure the transition is as seamless as possible.

Things that are staying the same: health and retirement benefits, gifts to Baylor including KWBU and United Way, regulatory and tax items, and parking tickets.

Changes and updates are communicated through email, letters, signage at points of sale and via in-person meetings scheduled with university groups.

**Committee Reports**

Chair Heather mentioned committee formation is still in progress.

Constitution and Bylaws: No Report
Marketing: No Report
Membership: New members may pick up their binders and nametags near sign in if they have not already
Service: No Report
Spirit Shirts: No Report
Treasurer and Scholarship: No Report

**University Committee Reports**

Bookstore Advisory: No Report
Calendar: No Report
Campus Diversity: No Report
Faculty Senate: No Report
Heath: No Report
Spiritual Life Advisory: No Report
Student Life Advisory: No Report
Libraries/ITS: No Report
University Grievance: No Report

**Old Business**

**Adjourn**

Chair Heather adjourned the meeting at 11:15

*Respectfully Submitted,*  
*Staff Council Secretary 2019-2020*