MINUTES OF THE STAFF COUNCIL MEETING  
TUESDAY, JUNE 9, 2020  
10:30 A.M., TEAMS VIDEO CONFERENCE

Members Present: Bailey, Ashleigh; Black, Kimberly; Brinser, Krista; Diaz-Espinoza, Crystal; Dutschmann, Deidra; Estepp, Michael; Ettinger, Lilly; Ferguson, Melanie; Fisher, Amanda; French, Gina; Glass, Alexis; Griggs, Geoffrey; Haberman, Donna; Hand, Mike; Haynes, Nick; Hendrickson, Toshia; Higginbotham, Brenda; Humphries, Marijah; Kruse, Ronda; Mathis, Jarrod; McCormick, Drew; McCulloch, Carol; McNamara, Lori; Price, Nicci; Poteet, Erin; Ray, Denise; Rowell, Kelsey; Rylander, Amy; Scott, Laura; Shoemake, Rick; Sumrall, Laura; Tebo, Aaron; Telep, Andrew; Wilson, Jasmine.

Welcome
Donna Haberman
The meeting was called to order at 10:30 a.m. on June 9, 2020 by Donna Haberman.

Prayer Requests & Invocation
Jarrod Mathis
Jarrod Mathis led the group in prayer request and invocation.

Guest Speaker
Nicci Price - Update of Fall Class Schedule
The University is electing to follow 6-foot social distancing guidelines from the CDC for the safety of our community. The Fall schedule has been adjusted to accommodate this. Given the time and date constraints of our current Fall schedule, the number of available classrooms has been reduced from 328 to 65. This includes non-traditional space such as Waco Hall and event spaces. If the CDC guidelines are relaxed, it is possible that more seats can be made available face-to-face.

The Provost and President’s Council charged the Registrar’s office with adjusting the schedule to have 1/3 of sections online, 1/3 of sections hybrid, and 1/3 of sections face-to-face. More than 1/3 of classes will be offered face-to-face and more seats will be added to face-to-face and hybrid sections in the coming weeks.

The University has received complaints about the new schedule, and it’s important to keep in mind that these guidelines are in place for the safety of our faculty, staff, and students. Additionally, online does not mean “less than” the Baylor standard of education and the Libraries are providing support to faculty over the summer for those who are teaching online in the Fall. Faculty who are high-risk will teach online in the Fall, which means that some courses taught by one faculty member are automatically being offered online without the option for face-to-face. As representatives from Staff Council, we can support the changes by reiterating these positive messages. Parent and student concerns or complaints can be directed to coronavirus@baylor.edu.

The Registrar’s office is working with directly with departments with hands-on courses (such as fine arts and labs) to accommodate 6-foot social distancing. Some lower-level courses will be offered online while upper-level courses that are more hands-on will be offered face-to-face. Guidelines for applied music courses are more strict with a 12-foot minimum distance and the University is working with local churches to use sanctuary space that will allow for more distance.

A number of parents have questions about discounted tuition for students whose schedule is all or primarily online. Baylor does not offer a discount on tuition for online versus face-to-face undergraduate courses in the full semester. Students are encouraged to reach out to their advisor to look for alternative sections that have seats available. An official statement from the University is expected soon.

There are concerns that freshmen may not receive the “Baylor experience” if all of their courses are online. The Registrar’s office has focused on moving courses with more continuing students online and hybrid, while working

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Tuesday, July 14th
with departments for New Student Experience (NSE) courses and entry-level major courses to be offered face-to-face as much as possible. A number of large freshman level courses will be offered in Waco Hall.

A number of possible scenarios for the end of the Fall semester (after Thanksgiving) have been reviewed by the President’s Council and those decisions have not been shared. The Project 8.24 team is working to provide information on the University’s FAQ page before an announcement is made.

HR presented a scenario that the University may need to adjust the academic calendar to ensure that the appropriate number of days of instruction are provided, and asked which University holidays may be “traded” for these days. For example, using the Friday before Easter for instruction (no longer a University holiday for staff), and provide another holiday for staff such as the Friday of Spring Break (hypothetically). Staff Council recommended that these holidays be set for all staff instead of providing floating holidays which may not be used consistently across all areas. None of these decisions have been made or shared with Staff Council at this point. If you have concerns/questions/suggestions, let Nicci and Donna know so they can share those with HR.

Old Business

- April and May Minutes
  - A motion was made to approve the April and May minutes by Nicci Price, and was seconded by Amanda Fischer.

New Business

- The Executive Committee is developing a survey to learn more from our membership about why they joined Staff Council and what areas they would like to see the group focus on this year. This information will be used to inform the goals and actions of Staff Council moving forward. The survey is expected soon.
- Committee Chairs and Vacancies
  - Continuing members are encouraged to consider joining a new committee if there is another group that interests them. Please contact Meaghann if you have questions or would like to join a committee. Committee chairs are encouraged to meet monthly, keep records of meeting minutes and activities, and provide information back to Staff Council each month.
- Implemented Changes to Constitution and Bylaws
  - This item was tabled for the July meeting.
- Moving forward for the summer via TEAMS
  - Due to social distancing guidelines, Staff Council meetings will be held virtually through Teams throughout the Summer and Fall semesters. All of our meetings will be recorded.
- HR Retirement Plan and Group Health Committee
  - There are two HR committees with specific guidelines that need Staff Council representation. Contact Donna and Meaghann if you meet the guidelines and are interesting in serving on one of these committees.
  - A question was raised about how Staff Council can form a relationship with and support the Black Faculty and Staff Association. Donna will reach out to the group to learn how we can partner with them. In response to a recommendation that Staff Council make a formal statement, it was suggested that we show our support of the President’s message rather than creating a new statement and focus on how we can take action to support groups on campus. For example, adding a link to the President’s message on our website with a brief statement of support and our actions. There have
been reports of parents and students posting emails they have received from Baylor faculty and staff on social media - keep in mind that emails and communications can be shared when making a statement as a representative of the University.

**Staff Council Committee Reports**

No committee reports as committees have not met.

- Constitution & Bylaws
  - Nick Haynes
- Marketing & Communication
  - Krista Briner
- Membership
  - Meaghan Wheelis
- Service
  - TBD
- Spirit Shirts
  - Lilly Ettinger
- STEPP Luncheon
  - Brenda Higginbotham
- Treasurer and Scholarship
  - Amanda Fisher

**University Committee Reports**

No committee reports as committees have not met.

- Bookstore Advisory
  - Lilly Ettinger
- Calendar
  - Erin Poteet
- Campus Diversity
  - Geoffery Griggs
- Faculty Senate
  - Nicci Price
- Health
  - Laura Sumrall
- HR Advisory
  - Jarrod Mathis
- Libraries/ITS
  - Michael Hand
- Spiritual Life Advisory
  - Denise Ray
- Student Life
  - Kimberly Black
- University Grievance
  - Melanie Ferguson

**June Birthdays**

Congratulations to the June anniversaries!

**Adjourn**

The meeting was adjourned at 11:39 a.m. by Donna Haberman.