Minutes of the Staff Council Meeting  
Tuesday, October 13, 2020  
10:30 A.M. Zoom Video Conference

Members Present: Bailey, Ashleigh; Brinser, Krista; Dutschmann, Deidra; Estepp, Michael; Ettinger, Lilly; Ferguson, Melanie; Fisher, Amanda; French, Gina; Glass, Alexcis; Hand, Mike; Haynes, Nick; Hendrickson, Tosha; Higginbotham, Brenda; Humphries, Mariah; Kruse, Ronda; Mathis, Jarrod; McCormick, Drew; McCulloch, Carol; McNamara, Lori; McSpadden, Erin; Price, Nicci; Ray, Denise; Rowell, Kelsey; Rylander, Amy; Scott, Laura; Shoemake, Rick; Sumrall, Laura; Tebo, Aaron; Telep, Andrew; Wheelis, Meaghann; Wilson, Jasmine.

Welcome
The meeting was called to order at 10:31 a.m. on October 13, 2020 by Nicci Price.

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

Guest Speaker
- Open Enrollment
  - Open enrollment occurs November 2 through 16. It is active enrollment and all benefit-eligible staff must elect their choices for the next year even if they are not making changes. Selections can be made using Smartben.
  - A dependent eligibility audit will occur this year to ensure that dependents are eligible for benefits.
  - Virtual information sessions will be offered beginning October 26 and can be accessed through Learning in Ignite. There are also resources available at www.baylor.edu/hr/oe2021
- Staff Voluntary Retirement Incentive Program
  - Revisions were made to the plan after feedback from staff. Eligible employees are those 65 years of age with 10 years of service as of October 1, 2020. Anyone who announced retirement prior to October 1, 2020 is not eligible.
  - Communications will go out to managers of employees who are eligible beginning November 2 and eligible staff will receive communication on November 16. Virtual Q&A sessions will be held November 30-December 18. The deadline to return an expression of interest form to HR is January 18, 2021. For those who participate, the retirement effective date is May 1, 2020 and medical insurance will continue through the end of May.

Old Business
- September Minutes
  - A motion was made to approve the September minutes by Amanda Fisher, and was seconded by Rick Shoemake.

New Business
- Service Project
  - This year’s service project is partnering with Operation Warmth to provide items to help the homeless in Waco stay warm. Two drop off points will be available- one in the lobby of Clifton Robinson Tower and one in the Sid Richardson Career Center (West wing).

Next Staff Council Meeting:
Tuesday, November 10th
Items are needed by November 9th. These include neutral-colored blankets, hats, scarves, gloves, and socks, as well as toiletries. Cash donations are also accepted.

**Staff Council Committee Reports and Breakout**

- **Constitution & Bylaws**
  - Nick Haynes
  - The committee discussed a need for more continuity when membership changes each year and developing new task-based ad hoc committees for items that Staff Council members would like to address.
- **Marketing & Communication**
  - Krista Brinser
  - The committee discussed creating a post-meeting reminder message with presenter slides.
- **Membership**
  - Meaghann Wheelis
  - The committee discussed creating a member packet as well as creating marketing to recruit new members.
- **Service**
  - Deidra Dutschmann and Amy Rylander
  - The committee discussed the upcoming service project as well as ways to make Staff Council more visible.
- **Spirit Shirts**
  - Lilly Ettinger
  - The committee discussed how they can serve as a bridge between the University and staff as well as developing more information for next shirt sale.
- **STEPP Luncheon**
  - Brenda Higginbotham
  - The committee discussed the first virtual STEPP luncheon and plans for the next event to include a service component.
- **Treasurer and Scholarship**
  - Amanda Fisher
  - The committee discussed elevating the visibility and increasing participation for the scholarship. Staff Council will receive letters from scholarship recipients mid-November.

**University Committee Reports**

- **Bookstore Advisory** – has not met
  - Lilly Ettinger
- **Calendar** – has not met
  - Erin Poteet
- **Campus Diversity** – has not met
  - Geoffrey Griggs
- **Faculty Senate**
  - Nicci Price
  - Faculty Senate is discussing a resolution to allow a student organization to be formed on campus. Staff Council may or may not be involved in this resolution.
- **Health** – has not met
  - Laura Sumrall
- **HR Advisory** – has not met
  - Jarrod Mathis
- **Libraries/ITS**
  - Michael Hand
  - The committee discussed changes that have been made due to COVID, including a quarantine for book returns, reduced overnight study hours, and a laptop checkout program available for students. Adobe licensing now includes a user license that can be installed on home computers. ITS and Libraries now have a standardized ticketing system. Jon Allen has been named the Chief Information Officer.
- **Spiritual Life Advisory** – has not met
  - Denise Ray
- **Student Life** – has not met
  - Kimberly Black
- **University Grievance** – has not met
  - Melanie Ferguson

**October Birthdays**

Happy birthday Nick Haynes!

**Adjourn**

The meeting was adjourned at 11:57 a.m. by Nicci Price.

**Next Staff Council Meeting:**

*Tuesday, November 10*th