MINUTES OF THE STAFF COUNCIL MEETING
Tuesday, March 9, 2021
10:30 A.M. Zoom Video Conference

Members Present: Bailey, Ashleigh; Black, Kimberly; Brinser, Krista; Dutschmann, Deidra; Estepp, Michael; Ettinger, Lilly; Ferguson, Melanie; Fisher, Amanda; Griggs, Geoffrey; Haberman, Donna; Hand, Mike; Haynes, Nick (Proxy); 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.

Welcome
The meeting was called to order at 10:34 a.m. March 9, 2021, by Donna Haberman.

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

Old Business
- February Minutes
  - A motion was made to approve the February minutes by Amy Rylander and was seconded by Rick Shoemake.

New Business
- Open Executive Council positions for 2021-2022
  - Chair-Elect, Secretary, Chaplain, Parliamentarian/Historian, and Marketing and Communications committee chair positions are open. Contact a member of the Executive Committee if you are interested or would like more information.
- Policy search updates
  - There is not an overarching University policy related to academic freedom for staff. Each division is different and policies may depend upon staff roles. This is being discussed with equity groups on campus. If you have specific questions related to your position, contact your HRC. If you would like to be more involved in this conversation, contact Donna Haberman.
- Dependent verification/Performance evaluations/Floating holiday
  - Dependent verification and performance evaluation deadlines are approaching.
  - Floating holidays must be used by May 31, 2021.
- Divisional communication footprint
  - Communications are needed to share important staff updates with divisions outside of the monthly minutes. Staff Council members should share this information with their areas. Digital marketing could also be created to share on campus screens. Distribution channels are still under discussion.
  - Links to the minutes will be provided to HR to share in their news updates.
- Committee annual reports
  - All committees should provide a summary of their activities this year to Donna.

Next Staff Council Meeting:
Tuesday, April 13th
Open discussion

Some resources that have been requested by staff are already available. Staff Council may promote these more regularly through the website to remind staff of different benefits, including wellness, trainings, and professional development opportunities.

Review of University Committee membership is needed to determine if Staff Council representatives should continue to serve on committees that do not meet and if there are other committees where Staff Council should serve.

If you are interested in serving a 3-year term on the Group Health Committee, please contact Donna Haberman or Nicci Price.

Staff Council Committee Reports

- **Constitution & Bylaws** – no updates  
  Nick Haynes
- **Marketing & Communication**  
  OPEN
- **Contact Donna Haberman if you are interested in the chair position or would like more information about the role. Student workers with Marketing experience would also be appreciated.**
- **Membership**  
  Meaghan Wheelis
- **There are 61 nominations for Staff Council members. Elections open March 29 – April 9.**
- **Service**  
  Deidra Dutschmann and Amy Rylander
- **Thank you to everyone who helped market the Store during the storm. Volunteers are needed for the Farmers Market on March 25th. Members can sign up for a time to volunteer through a Google doc shared in the meeting.**
- **Spirits**  
  Lilly Ettinger
- **The Spring Spirit Shirt sale had a total of 163 orders and most shirts have been delivered.**
- **STEPP Luncheon**  
  Brenda Higginbotham
- **The luncheon will be held virtually at noon on April 1. Staff Council are asked to promote the event with colleagues and share the registration link.**
- **Treasurer and Scholarship**  
  Amanda Fisher
- **$470 were raised for the scholarship!**
- **The scholarship received $470 from the Spirit Shirt sale.**

University Committee Reports

- **Bookstore Advisory** – no updates  
  Lilly Ettinger
- **Calendar**  
  Erin Poteet
- **Decisions were made regarding the Spring schedule due to the changes with winter weather.**
- **Campus Diversity**  
  Geoffery Griggs
- **The committee discussed grants for student organization events and will discuss the COACHE survey at the next meeting.**
- **Faculty Senate** – no updates  
  Nicci Price
- **Health** – no updates  
  Laura Sumrall
- **HR Advisory**  
  Jarrod Mathis
- **The committee discussed wellness initiatives that faculty and staff would be interested in utilizing.**
- **Libraries/ITS** – no updates  
  Michael Hand
- **Spiritual Life Advisory** – no updates  
  Denise Ray
- **Student Life** – no updates  
  Kimberly Black
- **University Grievance** – no updates  
  Melanie Ferguson

Next Staff Council Meeting:
**Tuesday, April 13th**
Department Spotlight

- The Office of Institutional Research (IR) conducts research in order to provide information for internal decision-making and external reporting. IR conducts detailed analysis for improving student success and provides data for individual department requests. Additionally, IR administers a number of student and employee surveys throughout the year and conducts course evaluations for the University.
- The primary customers of the IR office are administrators in both academic and administrative units. IR also provides data to external reporting agencies for the University.
- Staff Council can provide support by directing people to [www.baylor.edu/ir](http://www.baylor.edu/ir) for more information about the office and to view reports.

March Birthdays
Happy birthday to March birthdays!

Adjourn
The meeting was adjourned at 11:57 a.m. by Donna Haberman.