



Baylor University
STAFF COUNCIL

MINUTES OF THE STAFF COUNCIL MEETING

September 13, 2022 10:30 A.M. Sid Richardson, Room 340

Members Present: Bailey, Ashleigh; Becker, Meghan, Beverly, Doriann; Black, Kimberly; Branson, Jenny; Chavez, Cynthia; Cowan, Tranquility; Derry, Chelsea, Diaz-Espinoza, Crystal; Ehlers, Libby; English, Lexi; Estep, Michael; Gardell, Reese; Garrett, Rachel; Gibson, Brett; Hendrickson, Tosha; Hoke, Lori; Holland, Amanda; Johnson, Jenifer; McCulloch, Carol; Muhl, Lauren; Shoemaker, Rick; Telep, Andrew; Whiting, Luke

Welcome

Crystal Diaz-Espinoza

The meeting was called to order at 10:35 a.m. on September 13, 2022 by Crystal Diaz-Espinoza.

Bible verse

Come to me, all you who are weary and burdened, and I will give you rest. Take my yoke upon you and learn from me, for I am gentle and humble in heart, and you will find rest for your souls. Matthew 11:28 – 30

Prayer Requests & Invocation

Denise Ray

Devotional offered and then prayer; no prayer requests submitted

Guest Speakers

Will Telfer, *Information Security Analyst (ITS)* shared the following information.

- Phone call authentication is no longer available for Microsoft Office software; duo Mobile passcode is not available either - all in an effort to prevent fraudulent/malicious access; Duo Hardware Token (at bookstore is an option) and U2F Security Keys - cost from \$25 - good to use as a secondary device to log into Duo.
- **NEW - Universal Duo Login** - most secure way to use Duo is through Push; If you lose your device or it is not functioning, contact ITS for emergency token
- **Universal Duo Login with Verified Push** - will be communicated via advertising campaign; will not be an overnight change, but will take place beginning October (verified Push will begin later)
- To report potential scam emails - forward to **Abuse@Baylor.edu**

Hank Steen, *Director of Benefits (HR)* shared the following information.

- Open Enrollment - Oct 18-Nov 1; Active enrollment, but log in to make election for next year even if you are not making any change
- Dependents must be enrolled in each specific plan in order to be covered
- PPO and HDHP options are still available for 2023; review plan elections and premiums
- New voluntary insurance offering available through AFLAC-switching to group programs-premiums paid through payroll deduction
- Premiums increasing for medical (4.4%) and dental (3.4%) - across the board; does not mean everyone's premium is going up at this rate
- BenefitFocus via Mobile App access available
- FSA balance must be at \$0.00 on Dec 31st for medical; having any money will delay new money from being added until May 1, 2023!
- Mailouts reaching homes next week; information sessions available Oct 12th; Benefits Counselor 1-on-1 meeting begin Oct 18th



Baylor University

STAFF COUNCIL

Old Business

Crystal Diaz-Espinoza

- **August Minutes** - Motion to approve made Rick Shoemake; Seconded by Chelsea Derry second
- **New SC appointments** - Daniel Ramirez taking over as webmaster; Hannah King is Marketing & Communication Chair; welcome new member Keagan Rogers
- **Working groups** - Not required, but offered to help cover issues brought up by the Council at the beginning of the semester. List of groups suggested;
 - Flex work
 - Staff Ombudsperson - majority approved
 - Tuition remission - majority approved
 - Advocacy for Aramark employees - more information needed because Aramark's contract is currently under review; need to find out if Faculty Senate has this issue on their radar; we will gather more information to bring to October meeting
 - Campus Transportation Master Plan - gap addressed regarding navigating from buildings, shuttles, accessibility issues (ramps to nowhere)- majority approved
 - Required onboarding and ongoing training for new managers - majority approved
- **HR Meeting update** - Formerly met with Michelle Hughes; this year meeting with Stephanie Venti and others between the following Becky Ivy, Hank Steen, Casidy Orand; Agenda is driven by Staff Council reps
- **Committee Reports**
 - **HR** - Baylor is launching strategic enrollment management plan - Crystal will send extensive list to be added to minutes; Staff Forum will be virtual for Fall, in-person for Spring; there is an Ombudsperson staff can
 - **Scholarship** - met and discussed ways to donate to SC scholarship (movie night), and Financial Aid decide which students get an award, but they are moving toward one student getting a larger amount; need to change our perspective and view it as a 4 year scholarship, if we award to different students each year, we can leave some with a gap
 - **Service** - met on 8.23 and will try to have something once a semester (partner with the Store, which has an Amazon wish list)
 - **STAAF** - reviewing budget and hope to have something this spring
 - **Marketing/Communication** - vanity URL created to get people to give to scholarship

New Business

Crystal Diaz-Espinoza

- Budget inquiry-in conversation with Human Resources to ask for an increase as budget, which has not changed since the inception of Staff Council

September Birthdays acknowledged

Adjourn

A motion was made for the meeting to adjourn by Luke Whiting, and was seconded by Rick Shoemake. Meeting adjourned at 12:05pm.