



# Baylor University

STAFF COUNCIL

## Meeting Minutes

*September 19, 2023, 10:00am, Foster 143/144*

*Call to order 10:06am Tranquility Gordon second Hannah King*

**Welcome** Kimberly Black

**Spiritual Formation** Brett Gibson

### **Old Business**

- August Minutes Kimberly Black
  - Motion to accept: Rick Shoemake 2<sup>nd</sup> Daniel Ramirez
- Staff Council Budget Update Kimberly Black
  - Budget was increased by \$1,000. Total budget of just over \$6,000.
- Faculty Senate Update Lauren Muhl
  - Guest Speaker: OGC Changes with non-conventional lodging policies
    - Short-term rentals are only allowed with an exception request, process/forms online. You must request in advanced. If not approved, you will be out of pocket for the expense.
    - Baylor policy will trump grant policies if more strict
    - The committee who reviews the requests say it takes about 2 weeks to review, and you must provide 3 comparable locations.
    - Goal of the policy is to reduce Baylor's liability
    - The committee takes the following into consideration
      - Safe location
      - Competitor sites
      - Internet security
      - Parking/cameras/security
      - Local and national law enforcement
    - Questions? [Alt\\_Lodging@baylor.edu](mailto:Alt_Lodging@baylor.edu)
  - Significant Discussion on Faculty Senate Priorities for 2023-2024 (appendix A)
  - Discussed updates to the retirement policies with HR
- University Committee Reminders Lauren Muhl
  - <https://universitycommittees.web.baylor.edu>

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- All Staff Council spots have been filled; you should receive invitations to University Committee Meeting Invites
- If you haven't heard from your University Committee in the next few weeks, feel free to email Lauren or Kimberly.
- HR Updates Kimberly Black
  - Childcare Update
    - Care.com
  - Pay Band Review and Salary Benchmarking

## Guest Speaker

Hank Steen

- Updates to 2024 Open Enrollment
  - 10/17-10/31 in BenefitFocus
    - Active Enrollment, so all employees must select your 2024 choices.
  - Baylor dental Plan is changing to United Healthcare
    - No plan design changes.
    - Premiums will be lower in 2024 and stay the same in 2025.
    - [www.myuhc.com](http://www.myuhc.com) Network: National Options PPO30 to check your dentist.
    - You will be able to look at your Dental information in the UMR Member Portal
    - Should increase the ability to coordinate care for issues that can go through both Medical and Dental insurance.
    - No physical cards will be provided, but your provider can look up your coverage via SS#
  - HSA Bank will be the new provider for HAS and FSA plans effective 2024.
    - Expanded investment options and resources through TD Ameritrade
    - No Monthly HAS Participant account fees (investment fees will apply)
    - UMR Claims payment capabilities.
    - Global Transfer from BenefitWallet with Member Consent. February or March timeline
      - Members will get an email to consent to have Baylor transfer your funds from BenefitWallet to HSA Bank
      - Non-taxable event, Baylor is covering the transfer fees if transferred during the Global Transfer process

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- The same debit card can be used for HSA, HC-FSA, or DC-FSA
- Care.com effective September 1.
  - Baylor has provided premium memberships to Care.com for faculty and staff.
  - Send Hank any feedback on the program.
- HDHP Deductibles will change in 2024 due to IRS Guidelines
  - HDHP Deductibles will change to \$1,600 for individuals and \$3,200 for family coverage.
- No other changes to co-pays, deductibles, and out of pocket maximums
- Healthcare Premiums will increase about 6% across both medical plans.
- Dental Premiums will decrease about 5.2%
- No other premiums will change.
- Next Steps
  - Brochures will be sent to your home.
  - Open Enrollment sessions available for attendance
  - Open Enrollment 10/17-10/31
  - Meet virtually with a benefits counselor.

## New Business

- Working Group Interest Lauren Muhl
- Committee Reports Committee Chairs
  - Chairs will drop updates in the Teams Channel
  - STAAF Committee: Staff Council will be sponsoring the Kona Ice truck at the Faculty/Staff Appreciation Night

## Guest Speaker

Tiffany Hogue

- Strategic Planning Listening sessions
  - Strategic Plans in Higher Education are lasting about 5 years
  - Strategic Planning Group
    - Faculty, Staff, and Students who are really thinking about the strategic plan each day.
    - The list is available online, they are charged with thinking of Baylor and not specific departments or divisions.
  - 93 listening groups that cover a variety of stakeholders.
  - Survey is for all external and internal stakeholders.
    - Due October 31
  - White papers for just the internal faculty, staff, and students

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- Due October 31
- Strategic Planning Group will recommend a plan to President's Council, Regents will affirm the strategic plan.
  - New strategic plan May 2024
- Remain committed to our Christian Mission, Quality Undergraduate Education, Maintaining R1, Maintaining performance in Arts and Athletics.

## **September Birthdays**

## **Adjourn**

- Hannah King motion 11:26am, Rick Shoemake seconds

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## Appendix A

### PROPOSED Senate Priorities for the 2023-2024 Academic Year

#### Statement of Intent: Priorities, Goals, and Issues for Discussion and Action

The Faculty Senate at Baylor University will agree to spend the 2023-2024 academic year working on behalf of the faculty to accomplish the priorities, goals, and issues outlined in this bullet point priority list.

- Seek clarity and improvement in the evaluation of teaching excellence and effectiveness (30)

There is a significant disparity across schools in how teaching is assessed in the annual performance evaluation. The Provost's directives are that student evaluations are to be formative and a tool for faculty to improve their teaching. However, in many departments student course evaluations continue to be used for evaluative purposes on Annual Performance Reviews and in T&P reviews, sometimes as the lone factor, despite an abundance of research demonstrating a lack of correlation between student evaluations and student learning as well as research showing that women and minorities are unfairly assessed in such course evaluations. The Senate encourages the upper administration to review the existing proposed guidance developed by the ATL in coordination with the College of A&S on what other factors should be considered.

- Finalize Senior Lecturer promotion opportunities and guidelines (29)

The Senate and Provost's Office have worked together to revise BU-PP 716 to provide a third tier of promotion. The Senate supports finalizing this policy so that schools may develop promotion guidelines. The Senate will work with the upper administration to consider additional ways to promote inclusion and respect for faculty on this track, including through continued discussions about revising titles.

- Seek clarity and improvement in full-time faculty workload allocation (24)

There is significant disparity across schools in how workload is allocated across teaching and creative or scholarly activities, particularly for non-tenure-track faculty. For all faculty, service is expected but not considered as part of workload, contributing to disparate impact across faculty members. The Senate encourages the upper administration to review the determination of workload and setting of service expectations for all full-time faculty ranks.

- Reassess mid-career promotion guidelines (22)

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The Senate encourages the upper administration to review how promotion guidelines for Associate Professors teaching a 3/4 or 4/4 teaching loads as well as those in administrative positions support their efforts to find a path toward promotion to Full Professor rank. The Senate also encourages the upper administration to conduct a similar review for Clinical Associate Professors seeking promotion to Full Clinical Professor rank and for Senior Lecturers seeking promotion to the third-tier rank once that policy revision is finalized. The Senate will work alongside any related working groups that emerge from the next COACHE survey.

- Address issues surrounding summer compensation (22)

The Senate encourages the university to offer summer stipends to faculty in administrative positions including but not limited to Undergraduate Program Directors, Graduate Program Directors, First-Year Writing Director, M.A., and PhD. Supervisors, etc., whose work continues beyond their 10-month contracts. The Senate supports a consistent policy of support commensurate with summer workload across the university.

- Provide continuing advocacy for staff and contract employees (21)

The Senate supports ongoing efforts to increase staff median and minimum salaries, to re-evaluate staff titles, salary bands, and pay increases, provide flexibility in work arrangements, and offer robust tuition remission opportunities. The Senate supports including employee wages and benefits as a significant consideration in the contracting process for food service and facilities management.

- Seek clarity in policies and processes surrounding student conduct and microaggressions (21)

While Baylor policies are clear with respect to faculty conduct towards students in and out of the classroom, the policies are less clear about processes for faculty experiencing student misconduct, including microaggressions, which has a disparate impact across faculty. The Senate will work with the administration to improve these processes.

- Provide continuing student support (20)

The Senate supports ongoing efforts with campus partners to mitigate the financial burden students experience related to food insecurity and prohibitive textbook costs. The Senate supports the use of Open Educational Resources and encourages the university to expand the Libraries' efforts to support faculty who want to create OERs. The Senate also encourages the university to support faculty development in universal design principles to improve course accessibility and reduce the need for accommodations. In addition to continuing to support GAMMA as an unofficial student group, the Senate will continue to work with Student Life to ensure the LGBTQIA+ student group PRISM affirms the full

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dignity and worth of students in this community and is supported on par with other BU approved student groups. Finally, the Senate supports efforts to provide transportation to students affiliated with university programs and majors in off-campus buildings including the BRIC, School of Social Work, the Psychology Clinic, and the Piper Center.

- Address issues surrounding flat departmental budgets (20)

The Senate encourages the university to review departmental operational budgets, which have remained flat for multiple years. Budgets have not accounted for growth in the number of faculty or students nor for the increased need for, and cost of, travel for research and teaching development. The Senate encourages the upper administration to evaluate different department funding models and to identify clear channels for departments to advocate for increased funding.

- Address issues of support for retiring faculty (floor addition)

The Senate appreciates the University's efforts to improve the availability of information regarding retirement. However, the timeline to opt into the two year contract plan has been moved up a semester from when the plan was originally created, and it is not clear on the website that the required contract prohibits a faculty member from applying for promotion after that point. In addition, office move-out assistance is not from the office to home as it once was. The Senate encourages the administration to review the policies, procedures, and communication around retiring faculty in order to ensure the close of their career with Baylor is appropriately respectful of their years of service to the University.

- Unanticipated matters

This list of priorities for the 2022-2023 academic year will not preclude the Senate from turning their attention to other matters of import that develop over the course of the fall and spring semesters.

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