



Baylor University

STAFF COUNCIL

Meeting Agenda

November 28, 2023, 10:00am, Sid Rich 340

Welcome

Lauren Muhl

Luke Whiting moves at 10:05, Rick Shoemake seconds

Spiritual Formation

Luke Whiting

Old Business

- October Minutes Chelsea Derry
 - Rick Shoemake Moves to approve as presented, Lexi English Seconds

- Welcome to New Members Lauren Muhl
 - Christina Gaona-Marketing Communications
 - Shelly Oliver ITS
 - Andrew Charbine-Athletics
 - Quentin Hendershot-Athletics
 - Teresa Reid-Music
 - Kristin Henry-Finance
 - LaDonna Roberts-Finance
 - Nancy Plotts-Truett
 - Whitney Cortner-Nursing

- Ombudsperson Update Lauren Muhl
 - Kim and Lauren are meeting with the different staff resource groups on campus to band together to have a united front to bring the issue up again to HR and potentially President's Council. All Employee resource groups are being included and interested in joining Staff Council with continuing to pursue a Staff Ombudsperson at Baylor.

- Childcare on Campus Next Steps Lauren Muhl
 - HR Gave an update that they track the number of enrollments of Care.Com Premium memberships. More people are continuing to enroll in the resource.

Next Staff Council Meeting:

Tuesday, December 19, 2023



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- Staff Council wonders what our next steps are, should we create a resource document for available childcare providers. Exec discussed this and there are concerns about liability for accuracy of information, this document being seen as a recommendation on behalf of the University.
- The document would be for faculty/staff that are looking for childcare, there isn't accessible information on what facilities are available. The Document could list that this is not an endorsement.
- Is the Care.com listing sufficient or does Staff Council need to fill a gap.
- Action Items
 - Mar/Comm committee will work to get this posted with HR on their communications, HR News Digest
 - Exec will follow up with HR to make sure this benefit is included in On-Boarding

New Business

- HR Hiring Policy Update Lauren Muhl
 - For current employees looking to move internally, there is a policy online BU-PP 120, the policy details the responsibilities for all parties when doing an internal hire.
 - They do everything they can as HR to maintain confidentiality during a search process. The policy requires the employee to notify current supervisor at the point where you are identified as a finalist (final round of interviews).
 - Recommendation to Policy Committee to provide more clear language on the candidate's responsibilities.

- Faculty Senate Updates Lauren Muhl
 - Faculty Senate received a Financial Update from our Co-Interim Chief Business Officers.
 - See attached PPT
 - Strategic planning group is in the assessment phase so they are going through all the data from white papers, listening sessions, and surveys.
 - New Guidelines for R1
 - Update to Senate Constitution and By-Laws
 - Senate eligibility, clarifying rules on representation
 - Attendance policies
 - Virtual meetings are not addressed in By-Laws
 - Elections and how to handle insufficient nominations in the document

Next Staff Council Meeting:

Tuesday, December 19, 2023

- Staff Council Swag Lauren Muhl
 - Support for lapel pins for Staff Council

- Committee Updates
 - Spirit store is up and available, delivery will be before Christmas if ordered before 12/13. Luke Whiting
 - STAAF Food Drive starts this week and will run through Finals to fill The Store prior to end of term. Chelsea Derry
 - Constitution Committee would like to present a cleaned-up version of constitution and bylaws. Jenny Branson
 - Marketing and Communications-Spirit Shop and Spirit Shop email will come out either Thursday or Friday of this week. Daniel Ramirez

- University Committee
 - Calendar Committee discussed Fall Break could be moved to 2 days, to include either a Monday/Tuesday or Thursday/Friday
 - HR Advisory Committee
 - April 1 the Baylor Retirement plan will be auto enrolled, employees will be able to opt out.
 - 2025 IRS requires all retirement plans to be auto enrolled.
 - Dec. 1, new EAP will be in place.
 - Psychiatry services are unavailable in McLennan County in network, so use of the EAP is encouraged.

November Birthdays

Adjourn

- 11: 33am Daniel Ramirez moves to adjourn, Luke Whiting seconds

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