

## **Staff Assembly Meeting**

**September 5, 2017**

**Justin Boardroom**

**3:30 pm**

### **Welcome and Remarks**

- **Shawn Wagner, Chair** welcomed all and called the meeting to order at 3:30pm.
- Name tags are being ordered for new members

### **Guest: Chancellor Victor Boschini**

Chancellor Boschini was unable to attend this meeting.

### **Guest: Kathy Cavins-Tull, Vice Chancellor for Student Affairs**

Dr. Cavins-Tull thanked all for their service on Staff Assembly.

Sodexo Food Services has been contracted by TCU since 1988. The current contract expires in August, 2018. In preparation for a new contract with any vendor, there is a year-long “due diligence” in seeking feedback regarding food service; i.e. what is going well and what would we change? The only operations large enough to service a campus like TCU is Sodexo, Aramark, and Chartwells. Two Open Forums are scheduled for September 13<sup>th</sup> in the BLUU and September 18<sup>th</sup> in Tucker 139. An email has been created for feedback: [foodservicesreview@tcu.edu](mailto:foodservicesreview@tcu.edu). In addition, a survey will be sent out from Angie Taylor. There are heavy food service users all over campus. Feedback is requested and needed.

Angie Taylor reported a “lookout” email will be sent on September 11<sup>th</sup> with the actual survey deployed on September 15<sup>th</sup>. Random respondents will receive a \$100 gift card for their participation in the survey.

Darron Turner is now TCU’s Chief Inclusion Officer. Dr. Mark Kamimura will become our next Assistant Vice Chancellor of Student Affairs for Multicultural and International Student Services and will begin on September 18th. Adrian Andrews has been selected as the first Assistant Vice Chancellor of Student Affairs for Public Safety. Adrian comes to us from the Secret Service and will also start on September 18<sup>th</sup>. This new role will bring together our policing, parking and shuttle services with our emergency planning and management team.

All Sorority chapter houses were opened in August. The remainder of the project will be completed in August of 2018. Dr. Cavins-Tull is hopeful there will be a campus walk through to see all the improvements.

**Guest: Carlene Coover, IT Department Trainer**

Carlene reported she conducts training for TCU employees on Microsoft Office, PeopleSoft, etc.

She presented opportunities for participation in Tech Tuesdays. These are short webinars with one to two lessons on a particular process. These presentations can be completed from your computer or your phone. All presentations are recorded for future viewing. If there is a particular topic you would like covered, contact Carlene Coover or Danyelle Williams Ackall. You do not have to register for the courses; however, there is a link that will connect you to the presentations.

**Guest: Brad Thompson, Assistant Director of Student Activities**

Brad was unable to attend this meeting.

Brad has asked to be at Staff Assembly meetings each month to provide a 3-4 minute presentation on what is happening with student activities.

Shawn announced “The End” events were started. These are events that occur late night, usually on Friday and Saturday nights. Friday nights are typically first-run movies and Saturday nights are typically concerts. The intention of these events is to keep our students safe and on campus.

“Lead On” is part of TCU’s strategic plan. There is a large committee serving this emphasis. Shelley Hulme reported there are four committees. There is one committee to represent each of the four Strategic Imperatives for the University’s Vision in Action. “Lead On” is the third iteration of the University’s Strategic Plan. The Board of Trustees has set the strategy for each committee. The University has these committees to identify the tactics to help achieve these strategic objectives. A website is being developed: [strategicplan.tcu.edu](http://strategicplan.tcu.edu). Open forms will be held across campus in October.

**Committee Reports**

- College Resources – No report
- Committee on Committees – Zoranna Jones reported the purpose of this Committee is the match staff members with University Committees as well as Staff Assembly Committees.

- Community Service – - Janet Bryant reported to watch for flu shot clinic in October
- Elections – Wendy Bell reported there are 80 Staff Assembly members to date
- Marketing and Communications - Melissa Garza reported they are working on the website
- Policy and Advocacy – Deidra Turner reported they have scheduled monthly meetings. She welcomed any suggestions regarding changes staff would like to see.
- Professional Development – Tonie Broussard reported they are looking at a personality assessment test, “True Colors”, with possible dates in November.

### **Old Business**

- May 2017 minutes were approved as presented
- Tobacco Free Initiative became effective August 1, 2017
- UCAC Update – Rodney Baker, past Staff Assembly Chair, reported from the fall UCAC meeting.
  - The Board of Trustees approved the HR Staff Emergency Fund
  - As of January 1, 2018, TCU will no longer participate in CARES
  - Address the Chancellor and Board of Trustees with the salary compression issue.
  - HR is implementing a new talent management and time clock system. This is to help with evaluations and applicant pools. iGreentree will no longer be used.

Shawn reported Michele Whitely has been asked to present at the October meeting regarding benefits package and possibly Open Enrollment.

### **New Business**

Shawn spoke to Staff Assembly roles. She asked each member to make sure they sign in at each meeting. Please let the Secretary know (Mary Jane Allred, [m.allred@tcu.edu](mailto:m.allred@tcu.edu)) if you are unable to attend a meeting.

TCU created 22 new staff positions last academic year.

We frequently ask Staff Assembly members to take information back to their constituents. Most members do not know who they need to go back and relay information to. Each Staff Assembly member has been assigned a list of constituents by Division. Please reach out to your constituents as frequently as possible. If you choose to send unapproved minutes, please clarify that they are “unapproved” until the following meeting.

Each person introduced themselves, stated in which department they work, and what Staff Assembly committee they are on.

Shawn announced there were “Hot Topics” forms and asked groups to be formed to list any suggestions for Staff Assembly to consider. The compiled list is attached.

Meeting adjourned at 4:50. Motioned by Vanessa Roberts Bryan and was seconded by Janet Martin.