**Staff Assembly Meeting**(Approved minutes)

**March 1, 2016**

**Justin Boardroom**

**3:30 pm**

**Welcome and Remarks**

* **Jay Iorizzo, Chair,** welcomed all and called the meeting to order
* February minutes approved. Shawn Wagner made motion to approve and was seconded by Mary Jane Allred.
* Jay introduced Dr. David Upton, HR, Wellness Program updates.

**Guest: Dr. David Upton**

* Wellness program will have modifications to enhance quality of service to employees
* Focuses on desires and wants of employees and TCU being self-insured and the benefits of good health and healthy habits.
* Human Resources conducted a survey using Survey Monkey (253 responded) and Spanish paper surveys (64 responded)
  + Survey of 30 questions 1-11 all answered (12-19 Wellness gold participants answered) 20-30 all answered
  + Of the respondents 76% were female and 81% were staff members
  + 85% of the respondents are TCU medically insured and 67% are Rec Center members
  + 60% of the respondents were between the ages of 45-59
* Survey revealed the #1 primary motivator is improving and maintaining good health and a reward program is a big incentive
* Barriers—TIME according to 51%
* Role of TCU in health and wellness: Of the survey respondents 50% believe in a shared responsibility, 42% believe employee is responsible. 2% are not interested
* Most information comes from Media 87%, most employees prefer email notifications and employees are most likely to participate during weekdays and during lunch hour.
* Most employees would be inclined to participate in educational classes, health screenings and health assessments.
* Insurance Cost Drivers: Metabolic Syndrome—Musculoskeletal—Cancer
* Top 5 Topical Areas—General Fitness-Cholesterol/Heart health-Bone/Joint health-Diabetes-Financial Wellbeing/Retirement Planning
* Program Delivery—TCU will continue Wellness Gold with 6 week groups, expansion of wellness incentives and new points program. Details to be available soon.
* Biometrics Screenings for benefit eligible employees **March 30, April 6 and April 13 and a workshop**
* TCU is a part of the Blue Zone Project. See Fort Worth Blue Zones Initiative [www.bluezones.com](http://www.bluezones.com) for more information.

* **Q & A**: Most questions revolved around insurance. Will the survey results will be revealed soon? When will new program start? If employees did Wellness Gold in the past, can they rejoin? Email Dr. Upton at [d.upton@tcu.edu](mailto:d.upton@tcu.edu) for more information regarding Wellness Gold.

**Old and New Business**

* UCAC report from Sheri Milhollin. This committee looks at benefit related items like Wellness Gold. They also look at MERIT increases (actual vs. perceived). We will receive an email from UCAC on how merit raises are distributed. Is it level and consistent across the board? 5% merit increase was proposed and Board countered with 3.5%. Board will supply ‘seed money’ for the Employee Emergency Fund. Adhoc committee formed to start the process. Camp Fire provides child care services such as researching facilities and funding as well as parenting classes, professional development and grief counseling. Board DECLINED the proposal of tuition reimbursement for employees attending TCC.
* Q & A: Training for supervisors? How does one justify excellent performance evaluations but less than basic merit increase? Will TCU consider a ‘promotion ladder’ meaning salary step increases for years of service, training, education, etc.? Sheri agreed with questions and comments but did not have all of the answers. Much discussion evolved from questions.

**Committee Reports**

* College Resources- Jay stated that this committee is working on summer programs and an assessment tool.
* Elections- Jay/Zoranna- asked for nominations for spring elections. Emails/surveys are starting to be distributed
* Committee on Committees- Zoranna Jones- 2 surveys (1 email) for the Staff Assembly/University Committee nominations
* Community Service-Easter egg hunt-need large plastic eggs and items to stuff. April 16th is SA day at TCU Baseball. Tickets are 1st come 1st served, up to 4 tickets which includes hot dog, chips and drink. Ticket pick up begins at 2:30 until tickets are gone.
* Policy and Advocacy-Terence Kennedy stated that the answer to the request regarding Employee Tuition benefit was declined. Committee looking into ‘restroom’ upgrades. (toilet paper and seat covers). Jay mentioned Recycling as a possible Hot Topic.
* Professional Development-Mary Jane-April 18th at 3:30 with a presentation on Myths and Savings Plans. Matt Millns will do the presentation.
* Marketing and Communications-No report

**Announcements and Open Forum**

* Preparing for elections. Members asked to submit nominations for officers and Jay reminded everyone to ask

**Adjourn: 4:50 pm. Motioned by Mary Jane Allred and seconded by Vicki Lawson.**