

Staff Assembly General Meeting Minutes

(Approved as of 10/7/14)

Date/Time: September 2, 2014 at 3:40pm

Welcome and Remarks: Sheri Milhollin, Chair

Sheri reminded members to remember our goal – Use Voice Given – be the voice of your constituents. Be not afraid to voice your concerns and ask questions. She introduced Chancellor Victor Boschini.

Chancellor's Welcome

Dr. Boschini gave a warm welcome and reiterated Sheri's words on using your voice. He recommended and emphasized for the Staff Assembly to work through the governance system. Employees have issues and they need to be addressed. We need to voice them and work through the system.

Guests

- **Jan Quesada, Faculty Senate Chair**
 - Thanks for being invited – both Faculty Senate and Staff Assembly are working in tandem, it is good to get out of our niches, meet people and work with colleagues across campus.
- **Faith Perkins, Associate VC of Human Resources**
 - **Working at TCU** - TCU is a place of employment where it is a great privilege to work at. The year started with a big bang – the excitement of her first football game, the TCU recruitment process. Then for the first time Human Resources' Debby Watson, was a co-recipient of the Chancellors Staff Award.
 - **Compensation Statements**
 - She described how it will now be in my.tcu.edu and a poster like summary of data/facts on the various benefits TCU has to offer to employees will be sent out
 - **Compliance training**
 - The rollout was during the weekend to stay on line with the deadline of September 2nd roll out. Employees will receive emails from Workplace Answers eLearning. All employees will have to complete 2 surveys and those in supervisory roles will need to complete a third. Student employees must also complete the first two surveys. This training is being conducted in response to new federal mandates.
 - **Extra Holiday in 2014-15**
 - As the holiday calendar was being reviewed it was noted that January 1 is a Thursday and someone commented on how strange it would be to

come back for just one day. The Chancellor agreed - January 2, 2015 is also a holiday for the 2015 holiday.

Old and New Business

- Approval of May minutes
 - May minutes were approved with a motion by Aisha Torrey-Sawyer and a second by Mary Jane Allred
- UCAC update
 - Aisha Torrey-Sawyer shared that UCAC continues to meet and discuss pay equalization. Human Resources completed several studies and the changes necessary to equalize pay are almost complete.
- Staff Assembly folder
 - Each Staff Assembly member was given a folder which contained a copy of the committees and their membership.

Committee Reports

- Elections- Janet Martin
 - No report
- Committee on Committees- Zoranna Jones
 - Explained what her committee does – helps to select staff for the various University Committees
- Media and Communications- Joshua Tooley
 - Working on website and newsletter – Committee chairs need to communicate information to Joshua – Set your dates ahead to ensure dissemination of information
- Policy and Advocacy Committee – Joael Kelly
 - This committee is already discussing several issues and will share those when more information has been gathered.
- College Resources-Matt Millns and Kim Weber
 - First event coming up in 2 weeks – at Kelly Center – Chick-Fila – September 16th – High School College Night
 - Ideas in the works are:
 - College Tour
 - Writing camp – to help write application essay
 - Help with Common Application
- Community Service- Stephanie Key and Shawn Keane
 - Faculty/Staff Soccer Tailgate – September 26, 2014
 - There will be a table at the tailgate spot to pick up tickets and -will also be handing out tickets for the meal combos. We plan to have music, a tent, and use our new Staff Assembly table cover. We hope to have 300 participants. A volunteer list was circulated.
 - Qualtrix survey to go out and when making reservations, participants will decide on food item to be ordered... choices are: Pulled pork sandwich, chips and soda or Hot Dog, chips and soda
 - At the Water Cooler – Flu Shot Clinic

- October 8th. Staff Assembly will again provide the “At the Water Cooler” table. We will ask Sodexo to donate the cookies. We will need volunteers.
- Professional Development- Mary Jane Allred & Kathryn Schrubal
 - Working on several ideas – Lunch & Learn and perhaps Breakfast & Learn

Announcements and Open Forum

Sub-Committee Meetings

Adjourn: 5:00 P.M.

Staff Assembly Meeting Minutes

(Approved Minutes)

October 7, 2014
Kelly Center, Cox A & B
3:30 pm

Welcome and Remarks

Meeting Started at 3:40pm

- **Sheri Milhollin, Chair Presiding**
 - TCU Kudos: Forbes placed TCU # 9 among its “Rising Stars: 10 Top Colleges to Watch”
 - 4th year in row TCU was ranked one of the “Great Colleges to Work For” receiving high marks in 11 out of 12 categories
 - United Way Partner Fair- October 23-BLUU Ballroom
 - Goal \$120,000
 - Purpose of Partner Fair is to provide information about how United Way funds are allocated and to whom
 - First 100 faculty/staff attendees who present a visitors punch card that has been punched by all partners will receive a free lunch in the ballroom
 - Which agencies have been invited?
 - Alzheimer’s Association
 - Big Brothers Big Sisters
 - Catholic Charities
 - Presbyterian Night Shelter
 - SafeHaven
 - United Way
 - VITA (free tax prep for low income families)
 - Women’s Center

Guests

- **Brad Thompson, Assistant Director of Student Activities**
 - theEnd
Brad handed out a booklet that introduced the new initiative from Student Development Services offering activities for students focused on their weekend. Explained where the funding came from. Also spoke of the What2do@TCU website, that averages 2,000 hits every 6 days. To date the concerts and events on the weekends have surpassed expectations and attendance has been incredible.
- **Faith Perkins, Associate VC of Human Resources**
 - Preparing for 2015 Open Enrollment
 - Gave brief highlight on what to expect from Open Enrollment such as:

- Adding one new insurance plan option
 - This is an Active Enrollment Year – you must re-enroll to get benefits – not as in past 8 years...
 - There will be educational and Informational meetings
- Discussed the key issues in benefits
 - Managing to new federal regulations (Affordable Care Act)
 - Containing costs
 - Claim costs continue to rise for TCU employees
 - Informing employees about a more focused approach to health care
 - Increase awareness of the nature of self-funded plans
 - Encourage a thorough decision process in managing medical spending
- Changes in plans
 - Existing PPO and High Deductible plans will stay in place
 - Medical premiums will increase across all plans due to higher claim expenses
 - Dental and Vision programs will have no increase in 2015
 - Adding a Consumer Driven Health Plan (CDHP) option with Health Care Account (HCA). TCU will do a start-up contribution (Tax-free money) of \$500 for an individual and \$1,000 for family. Administered by Blue Cross Blue Shield (BCBS)
 - Adding a Health Savings Account (HSA) for the High Deductible Plan (these funds do not expire, are portable – can put up to over \$6,000/yr for a family – TCU will start it for you with \$200-individual/\$400-family)
 - Active Enrollment – every benefit eligible employee will have to make an active selection.
 - HR will partner with TCU community
 - NO ENROLLMENT = NO COVERAGE!
- Little perspective since last time Active enrollment (2006)
 - iPhone did not exist
 - TCU planned a new bookstore
 - Nintendo invented the Wii
 - Current Freshmen were in 5th grade

REVIEW:

- FSA
- HCA – TCU contributes \$1,000 – family; \$500 – individual
- HSA – with High Deductible plan ONLY – TCU will make a onetime contribution of \$200 – individual / \$400 – family – Some individuals could save up to over \$6,000/year
 - Updates from Human Resources
- Family coverage – no expiration, portable, rolls over from year to year
- Open Enrollment (OE)
 - October 27 – November 14
 - Meetings across campus – including in Spanish
 - Extended HR Office hours in HR Building
 - Technology sessions for hands-on assistance
- Review your OWN elections
 - Check your medical/prescriptions expenses for 2014
 - There will be 8 sessions around campus during open enrollment
 - BE SURE TO INVEST TIME in reviewing your materials
 - LOG-ON and ELECT!
- **Cory Henderson, Senior Donor Relations Manager –United Way**
 - TCU alum 2010
 - Collaborator
 - Community Impact
 - Expanded on what United Way does for our community:
 - Works with ISDs on programs for parents to prepare so they can in turn help their children
 - In the Education field – Partners with High Schools and Early Childhood Development programs – Teaching letters, numbers, sounds
 - Help provide financial stability through VITA – Volunteer Income Tax Assistance – to families earning \$52,00 or less a year – this service is free
 - Health – Tarrant has a large aging population – provides services such as: Alzheimer’s care; Diabetes initiative with Meals on Wheels to make sure recipients have healthy food alternatives at home
 - Job Skills training
 - Works with Catholic Charities to help families learn about budgeting
 - Joined up with 12 Middle Schools with problems of grades, attendance/College/Career Readiness Courses.. have partnered with Crowley ISD and FWISD
 - Reminded us of the United Way Partner Fair on October 23 – TCU BLUU

Old and New Business

- Approval of September 2014 minutes – Motion to accept with slight corrections by Stephanie Key and seconded by Mary Jane Allred.
- UCAC Update – Aisha Torrey-Sawyer – not much to report as meeting will be October

21st – will present at next meeting.

- Shuttle Buses- Janet Martin- Thanks to go to DeAnn Jones in ensuring busses are on schedule and they only stop at designated stops to ensure regular schedule with minimal wait time. Any concerns or need to use in late hours, call TCU Police at X 7777 as there is always one shuttle on call after hours until morning.
 - Update on Foot vs Auto traffic at corner of Stadium and Bellaire Drive by Janet Martin –
A study may be conducted on viability of traffic light but right now the pedestrian traffic with new construction in Worth Hills barely meets city of Ft. Worth's metric for a traffic light, so it is feasible to consider a signal. TCU is partnering with the city to determine other potential traffic modifications at this and other campus area locations that could help improve crossing safety, with and/or without a traffic light. This information provided by Todd S. Waldvogel, P.E.
- Budget- Update and Review – Sheri requested a little more time to review and tweak the budget, specifically to re-evaluate the cost of the Faculty/Staff Spring baseball game.

Committee Reports

- **College Resources** – Matt Millns & Kim Weber – College Resource Night was successful with approximately 150 participants. Had presentations from HR/Admissions/Financial Aid. They provide information to help students get on the right track. Collected a list for emails to send info on what to look for when applying to college.
 - Future plans:
 - SAT/STAR Test tutoring
 - Spring Campus Tour
 - Any more ideas?
- **Committee on Committees**
- **Community Service**
 - At the Water Cooler-Flu Shot Clinic- TOMORROW, October 8, 2014 - 8am – 3pm
- **Elections** – Janet Martin – all but one recent position have been filled from runner ups, alternates
- **Marketing and Communications**
- **Policy and Advocacy**
- **Professional Development** – Fall Luncheon – 31OCT14 – Cox A from 12Noon -1:30pm – Dr. Johny Garner – Diplomacy & Professionalism – COX A – Register via my.tcu.edu – HR registration

Announcements and Open Forum

Sub-Committee Meetings

Adjourned: 5:10pm

Staff Assembly Meeting Minutes

Approved Minutes

November 4, 2014

Brown Lupton University Union Auditorium

3:30 pm

Welcome and Remarks

- Meeting started at 3:40 pm
- Sheri Milhollin, Chair
 - Updated that United Way has raised \$81,000 - need \$39,000 to make goal of \$120,000

Guests

- **Brian Gutierrez**, Vice Chancellor of Finance & Administration
- **Don Whelan**, Vice Chancellor for Advancement
- **Ray Brown**, Dean of Admissions
- **Mike Scott**, Director of Scholarships Financial Aid

- **Brian Gutierrez** detailed the University's Vision in Action-The Academy for Tomorrow: Enrollment (10,000), student ratio, campus environment, profile and reputation. TCU has the 'IT' factor; the personal touch is the difference. Brian walked us thru the endowment cycle and the importance of the donor gifts. Donor gifts—to Endowment Investments—to Investment Returns—to Endowment Payouts—to Endowment Balance. Budget support for student-faculty ratio 13-1 currently, \$3.4 million has been invested in technological advances, \$130 million financial aid budget this year, great places to live and learn. \$690 million will have been spent by the end of the decade on major capital projects around campus.

- **Don Whelan** explained the endowment process and investment payoffs. Board of Trustees 2012 meeting they discussed the future vision of TCU. 10 year campaign (thru 2022) focusing on People and Programs. TCU would like the endowment to grow with new donors. TCU has invested wisely and is able to sustain the current growth. Don expanded a little more on Brian's initial PowerPoint slides and gave further explanation on the projections, growth and payouts necessary to maintain the future projects.

- **Ray Brown** gave us insight on the Admissions process and all the different aspects related to bringing in a new class. Admissions has a database of 500,000 email contacts. This fall's incoming freshman class was 1,891 freshmen. He has to weigh the strength of applicants, SAT, diversity, geographical breakdown, transfer and international considerations. Admissions will work hand in hand with Financial Aid to make possible the best class of students that will be successful at TCU. Only 45% of freshmen are Texas residents and 20% are students of color.

Current cost of attending TCU is \$53,000 for the academic year, including tuition, room, board, books and miscellaneous expenses.

- **Mike Scott** explained how the Financial Aid Office works in conjunction with Admissions. They have to find the balance of recruitment and retention. Factors that need to be considered are: headcount (# of students), academic profile, international, athletics, fine arts, veterans, diversity, gender balance, in-state, and out of state applicants. The University has to consider the Discount Rate which is financial aid awarded as a percentage of tuition revenue. TCU has tried to increase yield at the top by awarding room and board grants to students of the highest academic caliber. The University is also trying to find ways to decrease the amount of student debt. The Financial Aid Office awarded 366 students additional money in the form of loan reductions just before graduation.

Meeting was opened for questions. Panel reviewed again the need for capital repairs, restorations and resources. Overall, the University is in good financial shape.

Old and New Business

- Approval of October 2014 minutes *(due to length of November meeting this will be done in December.)*
- UCAC Update *(due to length of November meeting this will be done in December)*
- Open Enrollment Update- Shelli Barr
Shelli Barr from HR stressed the importance of employees completing the online benefits. 1200 employees still have not completed the online benefit options.

Committee Reports *(due to length of November meeting this will be done in December.)*

- College Resources- Matt Millns and Kim Weber
- Committee on Committees-Zoranna Jones
- Community Service-Stephanie Key and Shawn Keane
 - Starpoint Halloween Report
 - Next project- Christmas
- Elections-Janet Martin
- Marketing and Communications-Josh Tooley
- Policy and Advocacy-Joael Kelly
- Professional Development-Kathryn Schrubba and Mary Jane Allred
 - Event Update

Announcements and Open Forum

Invite someone to come with you to the December Meeting

Sub-Committee Meetings

5:05 pm Adjourn