

Staff Assembly Meeting

(Approved minutes)

November 3, 2015

Justin Boardroom

3:30 pm

Welcome and Remarks

- **Jay Iorizzo, Chair**, welcomed all and called the meeting to order
- October minutes approved. Mary Jane Allred made motion to approve and was seconded by Wendy Bell.
- Jay introduced the United Way campaign and the impact that donations to the United Way have on our community. Robin Moore (TCU grad) is our Donor Relations Manager for the United Way was unavailable for Staff Assembly meeting. Our goal this year is \$125,000. Last year TCU raised over \$120,000.
- United Way and Open Enrollment ends Friday, November 6, 2015.

Guests: Randy Cobb, Jonathan Brown, Paul Fox and George Steen

- Randy Cobb led discussion. In his 27 years at TCU he has seen great improvements to the safety of our campus. Law enforcement and safety personnel have learned a lot from past events such as the shootings at Virginia Tech and Wedgewood Baptist Church.
- TCU has implemented the Mass Notification system which consists of 1) TCU Alert, 2) Outside Warning system, and 3) Inside system (Fire alarm with messaging capability)
- TCU has made changes in departmental training. Active shooter training has been implemented. George Steen spoke about the importance of safety in active shooter situations. 1) Get out 2) Hideout 3) Take out. Call x7777 when safe to do so as well as 911. Police are trained to eliminate the target immediately. TCU PD has increased personnel to have more of a presence on campus. 24-hour guards in parking garage, foot patrol officers, etc.
- Officer Steen also gave information on RAD classes offered free of charge at TCU.
- Jonathan Brown presented information on training that is available. Jonathan is trained in CPR, AED, chemical spills, weather emergency and golf cart certification. AEDs are in every building and in each police vehicle. Contact Jonathan at x7220 for training.
- TCU also has Emergency Floor Officers (EFO). EFO's help with evacuations, assisting in handicap needs and distributes information relevant to their particular building.
- Paul Fox spoke on the importance of campus safety and reporting things that might be hazardous and workman's compensation claims. Paul stressed the importance of informing supervisor and safety compliance office as soon as possible if an accident has occurred.

Old and New Business

- Board of Trustees will meet on November 11, 2015. Staff Assembly (Jay) will be able to present to the Board.
- Staff Assembly initiated Employee tuition benefit has moved forward through UCAC to the cabinet for approval.
- Employee Emergency Fund and Camp Fire Program (child care programs) have moved forward through UCAC to the cabinet for approval.
- Merit Pool will be discussed in the November UCAC meeting.

Committee Reports

- College Resources- No report given
- Elections- Wendy Bell-No changes
- Community Service-Stephanie Key and Shawn Keane
 - Halloween event for Kinderfrogs/Starpoint was a success. Soccer game was rained out originally and replayed. Committee will have money left for other events.
 - Cowboy Santa in December-will need collection sites for the boxes.
- Marketing and Communications
 - Working with various groups to get information out. Quick Link on portal for SA.
- Policy and Advocacy-Terence Kennedy
 - The Policy and Advocacy committee is reviewing all TCU Leave Policies. They will examine the policies for understanding.
- Professional Development-Kathryn Schrupa
 - Lunch Roulette was successful and well attended. Survey feedback was very positive.

Announcements and Open Forum

- There will be a Town Hall meeting on November 16, 2015. The event begins at noon in the incubator lab at Rees-Jones Hall.
- Student Affairs workshop in Multi-Purpose Dining Facility November 6, 1-5 pm.
- Shawn Keane reminds everyone about Veterans Week (Nov 9-13). Many different events planned for Veterans Week.
- Zoranna Jones had an employee ask about TCU promoting the advancement of employees. Brad Polly asked about any formal processes for employees to evaluating supervisors.

Adjourn: 4:50 Motioned by Shawn Wagner and seconded by Lori Stowe