

**TCU STAFF ASSEMBLY
MINUTES –APPROVED
October 7, 2008**

Members Present: Lisa Aven, Cynthia Baker, Josephine Benitez, Jonathan Brown, Terri Cain, David Cooper, Zorina Costello, Audrey Crist, Hollis Dyer, Kay Edmondson, Craig Elders, Mike Fazli, John Festervand, Lori Filler, Stephanie Folse, Paul Fox, Kurk Gayle, Rebecca Glass, Rosa Gomez, Julie Graver, Lisa Hall, Bob Hansard, Flo Hill, Zoanne Hogg, , Leigh Holland, , Darlene Housewright, Guy Housewright, Mary Ruth Jones, Angela Kaufman, Claudia Knott, Karin Lewis, Aracely Lopez, Debbie Mar, Sharon McAteer, Barbara McClellan, Susan Oakley, Sue Ott, Lisa Pěna, Gabriel Perez, Tara Perez, Shelton Riley, Nancy Styles, Dana Summers, Chris Uchacz, Anita Unger, Debbie Watson, Kim Weber, Greg Wendt, Julie Whitt, Richard Yantis.

Members Excused: Martha Barron, Shari Barnes, John Cunningham, Suggie Dick, Dorothy Holland, John Householder, Joael Kelly, Andrea Nordmann, Richard Oliver, Lenelda Pennington, Robin Richey, Totsy Sturm.

Members Absent: Karen Bell, Chris Briones, Randy Cobb, Terrie Harbour, Bryan Lucas, Esco Weatherspoon, Sybil White, Robin Williamson, Sherry Willis, Carrie Zimmerman.

Guests: Rick Flores, Katie Holmes, Tracy Thompson

Call to Order: 3:40

Introductions: Zorina Costello, Leigh Holland

Approval of the September Minutes: Larry asked for a motion to accept the September minutes. Move to accept the minutes for September. Motion seconded. It has been properly moved and seconded to accept the minutes from September 2, 2008.

All in favor-50

Opposed-0

Presentations:

TCU LEAPS – Katie Holmes, the Faculty/Staff Representative for Leaps explained that LEAPS is a one-day community service event bringing over 700 students, faculty, and staff together to help the Fort Worth Community. The goal for this year is to get 200 faculty/staff volunteers for LEAPS. She encouraged SA members to participate on October 18.

Sodexho—Rick Flores thanked SA for the opportunity to present information about the food service available at TCU through Sodexho and described the various venues in the Brown-Lupton University Union Building. He explained that Sodexho will take advantage of the fall break to make improvements to their services. Faculty and Staff have the option of purchasing a meal card for \$300. It enables 50 accesses to Market Square for breakfast, lunch or dinner. The door rates for breakfast, lunch and dinner are \$7, \$8 and \$9. The average cost for a meal with the purchase of a meal card is \$6. The card is valid for as long as Market Square is open. Payroll deduction is now available. Departments can purchase a card and use it for meetings and only be charged for the actual meals sold. The faculty/staff meal card

differs from the student meal card in 2 ways: (1) the balance carries over from year to year and (2) the card can be used by more than one person if you get a generic card.

Mr. Flores also explained that the new program is having a positive impact on the environment. When take-out was available in the Main, Sodexo would use over 4,000 to-go containers per day. Currently the paper waste is being pulped and take-out trays from 1873 and Pond Street are biodegradable.

TCU Benefits Update: Tracy Thompson, HR Benefits Manager, announced that TCU will be offering open enrollment soon and that the same four insurance benefit plans will be available again this year. There will be about a 5% rate increase on medical benefits. The national trend is about a 12% increase in medical costs. There will not be a rate increase for vision or dental traditional plans. There will be a slight increase of 5% on the dental HMO. Annual enrollment will be online this year. There will be meetings and training sessions to help people with the online process. If you're not changing anything, you don't have to do anything unless you are electing to have flexible spending accounts. The Best Doctors program is a group that was started by Harvard Med school doctors and their main service is to ensure diagnosis and treatment options are on target. Although it has no connection to CARES or CIGNA, our membership with them helped make this service available to TCU employees at no cost. Tracy also announced that after the first of the year there will be additional benefit offerings.

Question—When will open enrollment be?

Answer—Normally it would be towards the end of October and we hope to meet that timeframe.

Question—For those people who might have trouble online, is there going to be a paper option?

Answer—No but staff will be available to help people through the process.

Questions—Will it be bilingual?

Answer—It is not bilingual online and we are still addressing that issue.

Larry Kitchens encouraged SA members to direct any questions or problems that they might become aware of to Tracy Thompson.

UCAC Benefit Surveys – Larry Kitchens read the following statement from John Householder:

The sole purpose of this survey is to seek SA's input on the value of TCU benefits as they relate to their **recruitment and retention**.

My biggest worry about this is that it may generate unfounded fear in our TCU community that some or all of our benefits may be on the chopping block. That's why UCAC is coming to Staff Assembly rather than putting out a survey to all employees. Staff Assembly has always been in the forefront of discussions about our benefits and provides sound advice to the Chancellor and University Committees. I'm confident this body will understand the scope and purpose of this survey without generating any false rumors that may cause concern among others.

Thanks to all who participate in this survey for UCAC
John Householder,
UCAC Co-chair

Surveys were distributed to SA members and discussion followed regarding UCAC.

Angie Kaufman explained that UCAC is the University Compensation Advisory Committee and it considers matters relating to compensation, retirement, health insurance and other faculty/staff benefits. It is divided into several sub-committees which consider such matters as child care, compensation and wellness.

Committee Chairmen offered the following:

Sue Ott – **Community Service** – Thanked the committee for bringing candy to be given at the annual Starpoint/Kinderfrog trick or treating event to be held on October 31 at 11 in the concourse of Daniel-Meyer Coliseum. Sue's office is in Ed Landreth 123 if you want to drop off candy for the trick or treating event or you can call Angie Kaufman to have it picked up. If you want to participate in the event you should plan to be at DMC by 10:30 a.m. Fund-raising cards benefiting Starpoint when users shop at Central Market will be available at November's meeting.

Leigh Holland – **College Resource** has been busy and will have four programs this year. The senior and transfer dinner will be held on October 22 at 6 p.m.

Mary Ruth Jones – **Elections** – Begin looking for people in your department who might be interested in serving on SA.

A question has been passed along to the **Policy Committee** regarding whether there should be term limits on representatives to Staff Assembly and the Executive Committee.

Lori Filler – **Professional Development** – Encouraged SA members to sign the theme "Think Purple, Live Green" pledge form on-line. The goal is 5,000 signatures and we currently have 708. The committee will be distributing two forms soon. The first is a Degree Intake form and can be completed with anonymity if desirable. The second is concerning SA mission/purpose and members are urged to discuss the form with their constituents.

Stephanie Folse – **Web**--We will be taking photographs at the November meeting to be posted on the Web. Members can decline if they do not want to have their picture on the web but it is an opportunity to help people get to know their Staff Assembly representatives.

Larry Kitchens suggested that it might be a good idea to have some way of identifying SA members other than the SA pins. Perhaps we could have a placard on our desk identifying us as SA members. It is important that people know that we are available to hear concerns.

Angie Kaufman is looking forward to working on the purpose and mission of Staff Assembly and will be sending out a survey soon.

Old Business –

Question – At the May meeting there were a couple of things that were mentioned that have not been reported on. One was requesting an extra holiday and the other was regarding TCU implementing a sick pool.

Answer—The Policy Review Committee will be following up on these difficult items.

Announcements:

- Encourage everyone you know who does not have a TCU computer account to sign up before the insurance open enrollment.
- TCU's United Way Campaign is underway
- October 22 free flu shots to first 1,000 TCU employees. If you have insurance, please bring your card so TCU can file an insurance claim.
- October 12 – 16 Anti-hate/Anti-Crime Week
- October 18 – 19 RAD class, 12 – 6 p.m.
- October 28 – 36th Annual Colby Hall Trick or Treat Event, 6 p.m. for children up to 9 years old.
- TCU has a new calendar that can be found at tcu.edu. All departments on campus will have a liaison that will be responsible for updating the information.

Question – How could we get an eye-screening van on campus much like the mammogram van that comes to TCU?

Answer—Susan Oakley from Human Resources will check on this and report back in November.

There being no other business, the meeting adjourned at 4:40 p.m.

**TCU STAFF ASSEMBLY
MINUTES –APPROVED
November 4, 2008**

Members Present: Shari Barnes, Martha Barron, Karen Bell, Josephine Benitez, Jonathan Brown, Terri Cain, Randy Cobb, David Cooper, Zorina Costello, Audrey Crist, John Cunningham, Suggie Dick, Hollis Dyer, Kay Edmondson, Craig Elders, Mike Fazli, John Festervand, Stephanie Folse, Paul Fox, Kurk Gayle, Rebecca Glass, Rosa Gomez, Julie Graver, Lisa Hall, Bob Hansard, Flo Hill, Leigh Holland, Darlene Housewright, Guy Housewright, Mary Ruth Jones, Angela Kaufman, Joael Kelly, Claudia Knott, Karin Lewis, Aracely Lopez, Debbie Mar, Barbara McClellan, Susan Oakley, Richard Oliver, Sue Ott, Lenelda Pennington, Gabriel Perez, Tara Perez, Robin Richey, Shelton Riley, Totsy Sturm, Dana Summers, Anita Unger, Debbie Watson, Kim Weber, Sybil White, Julie Whitt, Robin Williamson, Richard Yantis, Carrie Zimmerman.

Members Excused: Lori Filler, Zoanne Hogg, Jill Laster, Sharon McAteer, Nancy Styles, Chris Uchacz, Greg Wendt.

Members Absent: Lisa Aven, Cynthia Baker, Chris Briones, Terrie Harbour, Dorothy Holland, John Householder, Bryan Lucas, Andrea Nordmann, Lisa Pena, Esco Weatherspoon, Sherry Willis.

Guests: Chancellor Boschini, Vice Chancellor for Student Affairs, Don Mills, Associate Vice Chancellor for Facilities, Will Stallworth and Keith Whitworth, Secretary for the Faculty Senate.

Call to order 3:30 p.m.

Approval of the October Minutes - Chairman Larry Kitchens asked for a motion to accept the October minutes. Move to accept the minutes for October. Motion seconded. It has been properly moved and seconded to accept the minutes from October 7, 2008.

All in Favor: 55

Opposed: 0.

Presentations:

Keith Whitworth brought a challenge from the Faculty Senate to all TCU staff to join the Live Green Pledge which can be accessed at www.themesemester.tcu.edu . The percentage of staff and the percentage of faculty signing the pledge will be determined and the chairman representing the group with the largest percentage of participants will have the opportunity to smash a pie in the face of the chairman of the losing group. TCU's goal is 5,000 participants and we have just now reached 1,000. Larry Kitchens accepted the challenge and implored all Staff Assembly members to sign the pledge by December 1st and to pass the challenge on to their constituents.

Will Stallworth recognized the excellent job Keith Whitworth is doing publicizing the environmental move on campus. The physical plant has been recycling the debris from the academic and administration offices for the past 15 years and will be extending their efforts to the dormitories as well. Mr. Stallworth presented a power point presentation regarding TCU facilities and some of those facts are listed below:

- 272 acre campus
- 98 major buildings
- \$491.8 million facility investment since 1996
 - \$300 million in planning/design/construction
 - Grown from 2.5 to 3.4 million SF
 - Added 2,151 parking spaces
 - Reshoring in classrooms and laboratories over \$41 million
 - Energy and Infrastructure - \$43.4 million
 - Modernization/Quality of Life/Roofs - \$269.3 million
 - Kelly Alumni Center
 - Brachman and Wiggins
 - Sororities and Fraternities
 - Pete-Wright Tom Brown
 - TCU Brite Housing
 - Foster & Waits
 - Recreation Center (won an international design award)
 - University Bookstore
 - Commons Residence Halls
 - Jarvis & Clark
 - University Union
 - Code/Life Safety/Security – 13 million
 - Athletic Facilities - \$54.3 million
 - Academic Facilities - \$111.8 million
- Current and Future Projects
 - Master Plan
 - Library Study
 - Scharbauer Hall
 - Sherley Hall
 - Schieffer School
 - Milton Daniel Hall

- Reed
- Brite Addition
- Olympic Sports
- Annual reshoring
- Admissions
- Colby Hall
- Parking Garage
- Ballet
- Greek Village
- School of Music
- Stadium Renovation
- Circle of Excellence
- SWR Atrium
- Berry Street Initiative

Question – Explain ADA needs at Stadium.

Answer – Currently the only handicap spaces at the stadium are in the end-zone and in the press box via the chancellor’s elevator.

Don Mills presented information regarding the process of developing the Masterplan 2009. He began by reviewing the growth of the TCU campus. The original campus was built on a prairie in 1911. Reed Hall and Jarvis Hall were the first two structures and were built for \$155,000. As needed the campus grew and the first buildings faced University Drive. With the building of the Brown-Lupton Student Center, campus buildings began to face Stadium Drive. The campus became residential by growing serendipitously to the west and academic buildings were added to the east of University Drive. By 1990 we had added many buildings and the campus was filling up and looking for places to grow. The first Master Plan was created in 1991 and has been updated periodically with the current update to be completed in 2009. The Masterplan identifies locations for facilities and identifies types of facilities necessary to support TCU’s Strategic Plan or The Vision in Action.

The Development Guidelines:

- Support TCU’s Strategic Plan
 - Enhancement of academic plan
 - Strong residential presence; pedestrian campus
 - Modest increase in graduate programs
 - National Visibility
- Priority Initiatives
 - Hold steady number of undergraduate students
 - House 2/3 on campus
 - Increase the Graduate Program, increase the institutes, Schieffer, music, etc.

The Process:

- Previous plan review
- Input from stakeholders
 - Interviews
 - Town Hall meetings
 - May have a Charette
- Develop concepts and solicit feedback

- Present recommendations to Cabinet
- Present recommendations to Trustees

The Masterplan 2005 was reviewed. Masterplans identify the edges of the campus and where the campus can expand. When TCU purchased the space where the Brite housing is located, neighbors learned that TCU can help anchor secure neighborhoods. Most of the work in the Masterplan 2005 was in the central part of campus with the addition of residence halls, a new student union and academic space. An indoor practice facility was added in Athletics and land was identified for a future Olympic building. The physical plant also received renovations in order to provide services to the additional facilities.

The Masterplan 2009 Committee will consist of: Consultant- Perkins+Will, Co-chairs Nowell Donovan and Don Mills, representatives of faculty, representatives of staff, representatives of students, specialists (telecommunications, technology), and representatives of administration. The Masterplan 2009 will:

- Identify facility and infrastructure support for the strategic plan
- Concentrate on a 5 – 10 year time frame
- Acknowledge 10 – 20 year changes
- A pathway to future facility growth
- Complete by May 2009

Dr. Mills emphasized that the TCU community will have opportunities to be a part of the process through townhall meetings that will begin after the first of the year.

Question—Where will the Admissions Office be located?

Answer—Currently the plan is to build it in the parking lot south of the Recreation Center

Question—Will the Masterplan 2009 follow TCU’s commitment to live green?

Answer—TCU has made a commitment that all new facilities will be built to a LEED (Leadership in Energy and Environmental Design) Silver Certification. The University Union is built to a LEED Silver Certification.

Chancellor Boschini addressed the Staff Assembly regarding the ever changing economic situation and its effect on TCU’s endowment and of his recent response to the University Compensation Advisory Committee. Dr. Boschini explained that his goals were: first – to not have to lay off any TCU employees. And, second—to have the lowest tuition increase possible while still giving a raise of some percent to current employees. He explained that the endowment has dropped from 1.4 billion to 1.0 billion dollars and that TCU lives off of 5% of that endowment. Dr. Boschini also recognized that TCU has a lot of momentum going for it now and while being mindful of the unstable economic situation he plans to recommend to the Board of Trustees next week the following:

- Modest tuition increase of 5%
- Merit increase of 3%: \$3.7 million
- Non-exempt compression: \$180,000
- Faculty compression: \$400,000
- Federal minimum wage increase: \$460,000 (\$6.55 to \$7.25 student salaries)
- Third shift differential: \$27,000

Chancellor Boschini also explained that TCU’s increased costs in energy and health care are not being passed along to its employees. [CORRECTION: The Chancellor later reported his remarks should have been: “Chancellor Boschini explained that TCU’s increased costs in energy will not be passed along to its

employees. In regard to healthcare expenses, he reported that the University's cost will increase 5% as will the contribution for employees who enroll in healthcare programs.”]

There will also be a 5% increase in financial aid plus an additional \$350,000 because we can't afford to lose any students. For every fluctuation of 100 students it is \$2 million in our budget. He will be asking each department to decrease its budget by 8% with a few exceptions. Admissions, development and fund raising travel, and advertising are all expenses that the University cannot decrease because they help the university make money. Student travel for athletics will not be decreased. The University's debt is about \$273 million which is incredibly low for a university of our size and considering all of our new facilities. Our endowment is hovering at \$ 1 billion. Dr. Boschini emphasized that all of this needs to be first approved by the Board and then is also subject to change due to unforeseen events in the current economic climate.

Question: Will TCU continue to recruit international students?

Answer: Absolutely.

Question: Will salaries be cut?

Answer: No. Dr. Boschini will cut positions before he reduces salaries. We are slowing down on the compression programs but he would like to increase the lowest paid non-exempt hourly rate from \$10.85 to \$11.00. Third shift differential pay is for people who work odd hours; for instance, policemen and people who work all night in the library or union.

Larry Kitchens thanked Dr. Boschini for delivering his message in person.

Angie Kaufman: Anyone interested in learning more about LEED can go to www.usvgc.org.

Approval of the 2008 – 2009 Budget: Chairman Kitchens explained that the total amount of \$8,000 includes a temporary part-time staff person to help coordinate the College Resource Program. He stressed that there was no commitment to fund this position again next year. Move to accept the 2008 – 2009 Budget. Motion seconded. It has been properly moved and accepted to accept the 2008 – 2009 Budget.

All in favor: 55

Opposed: 0

Committee Reports:

Angie Kaufman – Distributed information about the Staff Assembly Self Study with an invitation for volunteers.

Leigh Holland -**College Resource:** Senior transfer meeting went great on October 18.

Sue Ott - **Community Service:** Thanks to all who donated candy for the Halloween trick or treating event. It was a success.

Mary Ruth Jones – **Elections** – The elections committee will be meeting soon. Elections will be made electronically with a possibility of a self-nomination process.

Martha Barron – **Policy Review** – The committee has been working and will have exciting news for SA at the December meeting.

Stephanie Folsie – **Web Committee** –Is taking pictures of SA members. If anyone has any security questions, contact her and she will remove your picture from the web.

Announcements:

- The Michael R. Ferrari Award nominations are due by Nov. 14. The award is given to someone in the TCU community who has done something extraordinary.
- If you want to view TCU's environmental "report card" go to www.greenreportcard.org.
- Another effort to encourage TCU going green is tomorrow when there will be a light bulb exchange.

There being no further business, the meeting adjourned.

**TCU STAFF ASSEMBLY
MINUTES –APPROVED
December 2, 2008**

Members Present: Lisa Aven, Cynthia Baker, Shari Barnes, Martha Barron, Jonathan Brown, Terri Cain, David Cooper, Audrey Crist, Hollis Dyer, Kay Edmondson, Craig Elders, Mike Fazli, John Festervand, Lori Filler, Paul Fox, Kurk Gayle, Rebecca Glass, Rosa Gomez, Julie Graver, Lisa Hall, Bob Hansard, Flo Hill, Dorothy Holland, Leigh Holland, Darlene Housewright, Mary Ruth Jones, Claudia Knott, Karin Lewis, Debbie Mar, Sharon McAteer, Barbara McClellan, Susan Oakley, Richard Oliver, Lisa Pěna, Lenelda Pennington, Gabriel Perez, Tara Perez, Robin Richey, Totsy Sturm, Dana Summers, Chris Uchacz, Anita Unger, Debbie Watson, Esco Weatherspoon, Kim Weber, Greg Wendt, Sybil White, Julie Whitt, Robin Williamson, , Richard Yantis, Carrie Zimmerman.

Members Excused: Josephine Benitez, John Cunningham, Stephanie Folsie, Angela Kaufman, Joel Kelly, Aracely Lopez, Sue Ott and Nancy Styles.

Members Absent: Karen Bell, Chris Briones, Randy Cobb, Zorina Costello, Suggie Dick, Terrie Harbour, Zoanne Hogg, John Householder, Guy Housewright, Bryan Lucas, Andrea Nordmann, Shelton Riley, Sherry Willis.

Guests: Keith Whitworth and Brian Gutierrez

Call to Order: 3:35 p.m.

Approval of the November Minutes—Chairman Larry Kitchens asked for a motion to accept the November minutes. Move to accept the minutes for November. Motion seconded. It has been properly moved and seconded to accept the minutes from November 4, 2008.

All in Favor: 50

Opposed: 0

Special Recognition: Staff Assembly member Tara Perez is the 2008 Michael J. Ferrari recipient.

Presentations:

Keith Whitworth – Secretary for Faculty Senate reported that the TCU Staff won the Live Green Sign-Up Challenge and that the Theme Semester “Live Green” has been extended to the spring. He also presented information to help us all Think Purple Live Green. Some of the points he presented are listed below:

- As of 12.2.08 TCU had 1,571 Live Green Pledges—goal of 5,000
- The concept of sustainability—of going green—is using resources today so we don’t compromise the resources of future generations. We must consider what will happen if we continue to use our resources at the same rate we are using them today.
- The USA is using 25 per cent of the world’s resources yet it comprises only 5 per cent of the world’s population.
- Three reasons why population will go green—
 - Moral obligation
 - Regulatory
 - Economic incentives
- What is TCU doing?
 - Recycling
 - TCU Purple Bike Program
 - TCU Wind Initiative
 - Sustainability and the TCU Curriculum
 - Improved University’s rating from D- to C- over last three years
 - Attempting to link up with the Fort Worth community with initiatives
- Consider how your buying habits can be consistent with Living Green

Brian Gutierrez—Vice Chancellor for Finance and Administration presented information regarding TCU’s 2010 budget. TCU is very fortunate compared to other institutions and is seeking ways to cut the budget without affecting the rise in popularity of the school. Over the last few years we have added faculty and staff to become more elite. The Fiscal Year 2010 budget assumptions are listed below:

| | |
|----------------|---------------|
| ▪ Tuition | \$28,250 |
| ▪ Total Budget | \$363 million |
| ▪ Compensation | \$123 million |
| ▪ Benefits | \$ 40 million |

Q-Is the new Admissions building still in the works?

A-Yes it is as well as the athletic Olympic building and stadium renovations. However these athletic facilities will depend on donor funding.

Q-Will University departments be able to reduce goods and services in their budgets by 8%?

A-The University wants to have an idea of how the departments will reduce their budgets by Christmas break. These plans will need to be finalized in January 2009.

Committee Reports:

Policy Committee—Martha Barron reported that her committee has a Catastrophic Sick Leave proposal to submit to the Staff Assembly but due to time restraints and many questions concerning the proposal it was decided that information would be sent to SA members before the next meeting in February and discussion of the proposal will resume at that time.

Community Service—Richard Oliver distributed Central Market fundraising cards to benefit TCU's Starpoint School.

The meeting adjourned at 4:50.

**TCU Staff Assembly
MINUTES –APPROVED
February 3, 2009**

Members Present: Cynthia Baker, Martha Barron, Josephine Benitez, Jonathan Brown, Terri Cain, David Cooper, Audrey Crist, John Cunningham, Suggie Dick, Hollis Dyer, Kay Edmondson, Craig Elders, Mike Fazli, John Festervand, Stephanie Folse, Paul Fox, Kurk Gayle, Rebecca Glass, Rosa Gomez, Julie Graver, Flo Hill, Dorothy Holland, Leigh Holland, John Householder, Mary Ruth Jones, Mary Kaszynski, Joael Kelly, Claudia Knott, Karin Lewis, Aracely Lopez, Joanne Lott, Larry Kitchens, Debbie Mar, Sharon McAteer, Barbara McClellan, Susan Oakley, Richard Oliver, Sue Ott, Lisa Pena, Lenelda Pennington, Gabriel Perez, Shelton Riley, Nancy Styles, Dana Summers, Chris Uchacz, Debby Watson, Kim Weber, Greg Wendt, Sybil White, Julie Whitt, Robin Williamson, Richard Yantis and Carrie Zimmerman.

Members Excused: Judy Altenberg-Cyr, Shari Barnes, Mike Fazli, Lori Filler, Lisa Hall, Terrie Harbour, Darlene Housewright, Guy Housewright, Angela Kaufman, Robin Richey, Totsy Sturm and Anita Unger.

Members Absent: Zorina Costello, Zoanne Hogg and Bryan Lucas.

Guests: Ellen Schwaller, Anthony Meyers, Susan Whittenberger, Jeff King, Pat Jolley
Call to Order

Chairman Larry Kitchens welcomed everyone back to Staff Assembly and to the New Year.

Announcements:

- Chair Elect Angie Kaufman gave birth to Connor Reece Poehlman-Kaufman on January 29.
- Tara Perez has resigned from Staff Assembly and TCU. She is now an education coordinator with Allied Communities of Tarrant County.
- Staff Assembly has several new members: Judy Altenberg-Cyr, Caroline Enriquez, Joanne Lott and Mary Kaszynski.
- Be sure that you sign in on the attendance sheet located on the front table. You're counted absent if you don't sign in.

Approval of the December Minutes: The December Minutes were corrected to reflect that Nancy Styles was excused from the December meeting. Chairman Larry Kitchens asked for a motion to accept the December minutes as amended. Motion seconded. It has been properly moved and seconded to accept the minutes from December 2, 2008.

All In Favor: 53

Opposed: 0

Presentations:

Susan Oakley, Staff Assembly member and representative from Human Resources presented Jeff King with a \$25.00 gift card from the Frog Ideas Suggestion Program for suggesting TCU adopt an eco-friendly, toner/ink-saving font on all printers. You can download the font at www.ecofont.eu (note where you save the file on your computer so you can navigate to it later). Install the font on your machine by going to Control Panel> Fonts, and then clicking on “File” and “Install New Fonts...” from the drop-down. Then just select the drive and/or folder where you saved the font so that “Nanonymo Eco Sans Regular (True Type)” appears in the “List of fonts” box. Highlight the font name, and click, “OK.”

The font will show up in your font listing as, “Nanonymo Eco Sans.” *One way to spread the word about the font is with a tag line about it in one’s email signature.* Jeff’s suggestion is: “Green idea for when you must print hard copy: www.ecofont.eu to download an Arial-looking font that saves 15% of ink/toner when printed.”

Ellen Schwaller, Social Justice Educator in the office of Religious and Spiritual Life shared information about TCU’s Heal Hunger Campaign. This year’s Hunger Week will be held March 30 – April 3. Hunger Week is one of the oldest and longest lasting social justice advocacy groups on campus and has been in existence at TCU since 1982. One new great way for TCU employees to get involved this year is to submit recipes for a cook book, *TCU’s Recipe to Heal Hunger*. Recipes can be submitted to (deadline February 13). An auction will also be held and solicitations are being sought not only from Fort Worth Community members but from the TCU community. The TCU community is also encouraged to bid on auction items during the week. Hunger Week proceeds will benefit The Tarrant County Food bank which assists 16 different counties. Last year TCU raised \$50,000. Other events will be held like the CANSTRUCTION in the Rec Center and a candle light vigil—watch *TCU Announcements* for more information.

Pat Jolley, Human Resource Director of Compensation, introduced representatives from the City of Fort Worth who shared information about the Tip Top Program. TCU has signed an agreement with the City of Fort Worth and the Tip Top Program to work with them to facilitate people entering into the program. Anthony Meyers, Assistant Director Parks and Community Services Department explained that the purpose of his office was to implement programs to assist the citizens of Tarrant County who usually find themselves economically challenged and going through tough times. Not only is the program designed to assist those citizens who are destitute and cannot work or find jobs, but those individuals who are working yet finding it very difficult on a daily basis to maintain employment and deal with life.

- Services provided are:
 - Direct assistance: food, clothing, medical, shelter, utilities, etc.
 - Referrals to social service agencies/community based organization
 - Case management: assist client in developing a higher standard of living
 - Transportation assistance: bus passes to job-related activities, medical appointments and referrals
 - Seminars and workshops: health information, crime/fire prevention, energy and water conservation, money management
 - Counseling Referrals: personal, family, substance abuse, legal
- Program Services provided are:
 - Budget/Money Management Classes
 - Assistance with electric/water bills
 - Energy Efficiency Programs
 - Rental/Mortgage Assistance
 - Career/Life Counseling

- Holiday Food Baskets
- Silver Stars Holiday Program (Christmas gifts for senior citizens)
- Cowboy Santas (holiday toy program for children 12 and under)
- Plus referrals to an extensive network of legal, medical, employment/training and social service agencies

The Tip Top Program is free and available to anyone who is willing to make the time commitment to work with Tip Top coaches on an individual or group basis. For more information about the program and application forms, please refer to the human resource website.

Q—Who would you say yes to and who would you say no to? A—Most of the programs have income guidelines to receive certain assistances as with rental or energy bills, but no one would be turned away. A person with a higher income might not receive direct support in dollars but Tip Top coaches would be available to give money management advice, make referrals, provide workshops and give support.

Q-How confidential is it? A-Very confidential.

Q-Do you have to be a resident of Fort Worth? A-No but you do have to be a resident of Tarrant County.

To register complete a Tip Top Program form and return by mail, fax (817-392-5729), email or make a telephone call (817-392-5785).

Q-Is this a one year program? A-It's multiyear.

Q-Do you get involved through your employer? A-It's self-referral.

Jill Laster - TCU will work with Tip Top but it doesn't have to be someone at TCU. It can be someone in your family, a neighbor or someone in your church. It is such an incredible resource.

Q-Is it federally funded? Answer-from federal to state to us.

Question-Are there limits on how many times a person can receive assistance? Answer-We'll work with the individual.

Question-Not everybody at TCU lives in Tarrant County. How can they receive help? Answer-We will refer them to other programs that don't have the restriction or help them locate an agency in their county.

Question-What is Cowboy Santas? Answer- It's a program that has been around for 27 years. Go to CowboySantas.org.

Chairman Larry Kitchens thanked everyone who participated in providing the information about the Tip Top Program.

TCU Wellness Program - **Pat Jolley** reviewed the annual calendar for the new Employee Wellness Program that TCU launched in January. The calendar lists the different themes for each month, and events and challenges that will be going on during the month. Also you will be

receiving emails at the first of each month telling you about events and challenges. There have also been several training programs scheduled and more to be announced. The Chancellor appointed a committee a year ago to design this wellness program for TCU. The wellness website is www.wellness.tcu.edu. “The mission of the TCU Wellness Program is to educate, support, and empower faculty, staff, dependents, and retirees to improve and maintain their overall health and well-being through healthy lifestyle choices and to create a culture of wellness throughout the TCU community. Wellness is a state of physical, spiritual, intellectual, social, emotional and occupational well-being and not merely the absence of disease or infirmity.” Wellness points can be earned by participating in the program. Question – How do we register points? Answer – www.wellness.tcu.edu

Steve Kintigh –Director of the University Recreation Center. There are 60 teams enrolled in this month’s challenge program, the 4th Annual Frog Legs Pedometer Challenge. Every week there is an incentive to encourage walkers. Incentives for the highest steppers include free cooking classes at Central Market, certificates for messages, and 100 entry fees in the Cowtown Classic.

Chairman Larry Kitchens called for discussion of the proposed Catastrophic Leave Sick Bank Program. Staff Assembly has been working for a number of years to develop a sick bank program. The distinction that needs to be made is that this proposal would make use of unused vacation time not sick leave. Individuals who have used all of their sick leave and vacation time can apply for assistance from the Sick Bank Program. Discussion followed regarding whether the proposal should require applicants to have been employed at TCU for one year.

A Motion was made that the proposal be adopted with the inclusion of 4th criteria that the receiving staff would have to be employed at TCU for three consecutive months in a regularly budgeted position. Discussion followed and a second amendment to the proposal was made that a receiving staff member would be allowed a maximum number of 480 hours per calendar year (January – December). It was also noted that there were several grammatical mistakes in the document.

A Motion was made and seconded to table the motion on the floor and that changes be made to the proposal and a revised proposal be emailed to Staff Assembly members before the March meeting. It was also determined that the revised document should define quarterly and be free of grammatical errors.

Committee Reports:

College Resource – Implementing their tutoring program starting February 10th – April 29th on Tuesdays and Wednesdays, 6 – 8 p.m.

Committee on Committees is in the process of replacing Tara Perez on UCAC.

Community Service – The Community Service Committee will be donating several trees to the FrogHouse. It would like to invite all SA members to come to the house when we deliver and plant the tree. SA members will be notified when a date to plant the tree is selected.

Elections – It is not too early to be thinking about some positions that we will have open. If you know someone you would like to nominate or if you would be interested in a position on the executive committee contact Mary Ruth Jones. The committee is working on developing an easy way to vote on-line.

There being no other business, the meeting adjourned.

**TCU STAFF ASSEMBLY
MINUTES –APPROVED
March 3, 2009**

Members present: Judy Altenberg-Cyr, Lisa Aven, Cynthia Baker, Shari Barnes, Martha Barron, Jonathan Brown, Suggie Dick, Hollis Dyer, Kay Edmondson, Craig Elders, Mike Fazli, Lori Filler, Stephanie Folse, Paul Fox, Kurk Gayle, Rebecca Glass, Terrie Harbour, Zoanne Hogg, Leigh Holland, Darlene Housewright, Mary Ruth Jones, Mary Kaszynski, Larry Kitchens, Karin Lewis, Aracely Lopez, Debbie Mar, Sharon McAteer, Barbara McClellan, Lenelda Pennington, Gabriel Perez, Shelton Riley, Nancy Styles, Dana Summers, Anita Unger, Debby Watson, Kim Weber, Greg Wendt, Sybil White, Julie Whitt, Robin Williamson, Richard Yantis, Carrie Zimmerman

Members excused: Karen Bell, Josephine Benitez, Terri Cain, David Cooper, Audrey Crist, John Cunningham, Carolina Enrizez, Jujlie Graver, Lisa Hall, Bob Hansard, Flo Hill, Angela Kaufman, Joael Kelly, Claudia Knott, Joanne Lott, Susan Oakley, Richard Oliver, Sue Ott, Lisa Pena, Robin Richey

Members Absent: Zorina Costello, John Festervand, Rosa Gomez, Dorothy Holland, John Householder, Guy Housewright, Bryan Lucas, Totsy Sturm, Chris Uchacz

Guests: Chancellor Victor Boschini, Chuck Dunning, TCU PD Chief Steve McGee, DeAnn Jones

Call to Order

Chairman Larry Kitchens welcomed everyone and checked to see if we had a quorum.

Approval of the February minutes: Suggie Dick moved that the printed minutes be approved and Craig Elders seconded the motion. Minutes were approved - all in favor – 40 opposed – 0.

Presentations:

Chancellor Boschini reported that the University is being conservative at this time of economic tumult and noted that he is visiting all three governing bodies at TCU – Staff Assembly, Faculty Senate, and Student Government Association – and seeking collaboration and support. He commented that one only has to watch the daily news and hear a wide variety of opinions to know that the world is navigating uncharted waters. He is receiving inquiries from families with concerns about their students' future and how to finance college.

Chancellor Boschini reported that we are fortunate at TCU in that our endowment, due to a conservative approach and prudent management, has experienced success in recent years. At one point last year, the endowment was \$1.4 billion dollars, but is now \$933 million. The decrease impacts the University's annual budget planning process as a percentage of the endowment is authorized by the Board of Trustees.

Chancellor Boschini noted that, while some universities and colleges have had to implement cuts in their working ranks, TCU has been fortunate that we have not. He commented that the University's priority, as of January 2009, has been to fill vacant faculty positions but to hold on filling many vacancies occurring in staff positions.

He reported he welcomes ideas about how to save money. There is a new web site to catalogue these ideas and give a more global discussion for cutting costs. He is trying to be transparent – he does not have a corner on the market for ideas and would love to have new ones. He said to call or write his office with ideas.

Chancellor Boschini noted TCU's rich history of success for over 100 years, longer than most armies and more than three-fourths of the countries in the world. He expressed appreciation for the work staff does to ensure smooth operations for the University. Mutual respect and a positive attitude among staff carry over to the way students are treated and he thanked the staff for their continuing service to our students who, in his opinion, may not yet be feeling the effects of the economic downturn.

Chancellor Boschini asked for questions. Discussion included the following points:

- The budget will be announced in March or April but subject to revision daily in this uncertain economic environment.
- In regard to fund raising, efforts continue. He reported that \$190 million has been raised to date of the \$250 million capital campaign. He reported that Texas and the DFW Metroplex remain prosperous as compared to Chicago and California, recent places he has visited.
- In regard to student recruitment, he reported that even though the California economy has suffered, the state is up by 59% for paid deposits for students coming to TCU from that state. Enrollment reports reflect only 190 applications less than last year at this time.

In jest, Chancellor Boschini concluded that a monorail would be likely when the economy rebounds.

Chuck Dunning, Student Development Services and Director of TCU Transitions brought us information about the Mission Statement Scholarship. There is \$6000 available to give three \$2000 scholarships to rising TCU seniors who are living the mission statement. Money for the scholarships come from private donors and some out of the Transitions budget. The students have to write an essay about what they plan to do to be a Horned Frog for the rest of their lives and how they have addressed the parts of the mission statement during their time at TCU. They had 34 students that applied last year. The applicants will be narrowed down to six finalists and they will be presented to the Chancellor and the Provost for the final three selections. Chuck said that they are needing recommendations for students. He said that seniors are going to be

saddled with much debt and they will be looking to reach out to those students that have a specific financial need. They also want to recognize students that are doing community work. Applications started on March 9 and the deadline is March 27. Students graduating In December 2009 or May or August 2010 are eligible for these scholarships. The web site to nominate is .

Chief Steve McGee and DeAnn Jones from the TCU Police department gave the next presentation regarding Campus Visitor Parking. Chief McGee said that no one is completely happy with parking, but if everyone followed the ethical leader statement, we would not have these problems. He admitted that the Campus Police have been lax on the rule about visitor parking, but the rule has been in effect for the past fifteen years. It is listed in the parking information that is passed out with our parking permits each year. They do not have staff to cover the three visitor parking lots. They have never charged a visitor and the back of the ticket tells what to do when a visitor receives a ticket. They have mailed checks back to visitors who paid the ticket. There are guards at the Union and the library, but the biggest problem on campus is burglary of motor vehicles. Some schools even charge for visitors to park. Visitor passes are required by UNT, SMU, Rice, and others. Legitimate visitors are okay, but some students take advantage of these lots if there is no sticker on the car. Several years ago they looked at closing a street and building a parking garage. It would have cost \$8 million for 350 parking places. If we could afford to build one, the location would benefit only certain areas of the campus. A guard stand on Stadium Drive near the Union is in the long term plan and they have asked for this for some time. DeAnn said the police department gets calls every day about visitors coming to campus. These calls are handled professionally and most are happy with the information. Larry stated that we need to get this information about the need for visitor passes 24/7 out to all staff and faculty. Carrie Zimmerman said there is a need for signs and maps at each of the visitor parking lots. Hollis Dyer, Physical Plant, said they are working on Way Finding Signs and hopefully they will have this up soon.

Chairman Larry Kitchens said we would revisit the Catastrophic Sick Leave Bank Program as our main business of the day. He thanked Richard Yantis for helping Martha Barron format it to incorporate the changes from the January meeting and get it reduced to two pages. Martha recognized her Policy Review committee and also said she had

editing help from an English professor. There were questions about how the system will work. The quarterly request time was to help Human Resources. Jill Laster asked what if someone requests 480 hours – does this leave any for other applicants? Shari Barnes stated that requests will be predicated on what HR helps them work out with their vacation, sick leave, and FLMA. It was noted that these minor changes needed to be made: spelling of Web Site on Donations #1 and Requesting Hours #6. Hours on that section was changed to “Leave”. Under Requesting Leave #3 the wording is now “in a benefit eligible position” instead of a regular budgeted position. Carrie Zimmerman moved that we accept the proposal with the noted changes. There were several seconds and the proposal was unanimously approved.

Larry said the proposal will be corrected and sent to the Chancellor. He applauded Martha and the Policy Review committee for all their time and work. He thanked everyone for their patience and participation.

The meeting was adjourned at 5:00 p.m.

Respectfully submitted:

Mary Ruth Jones
Assistant Secretary

**TCU STAFF ASSEMBLY
MINUTES –APPROVED
April 7, 2009**

Members Present: Judy Altenberg-Cyr, Lisa Aven, Cynthia Baker, Shari Barnes, Martha Barron, Karen Bell, Josephine Benitez, Terri Cain, David Cooper, Audrey Crist, John Cunningham, Suggie Dick, Kay Edmondson, Craig Elders, Carolina Enriquez, Mike Fazli, John Festervand, Stephanie Folse, Paul Fox, Rosa Gomez, Lisa Hall, Bob Hansard, Flo Hill, Zoanne Hogg, Dorothy Holland, Leigh Holland, Mary Ruth Jones, Joael Kelly, Claudia Knott, Karin Lewis, Aracely Lopez, James Lutz, Debbie Mar, Sharon McAteer, Barbara McClellan, Susan Oakley, Richard Oliver, Gabriel Perez, Robin Richey, Shelton Riley, Totsy Sturm, Nancy Styles, Debbie Watson, Kim Weber, Greg Wendt, Sybil White, Robin Williamson, Richard Yantis and Carrie Zimmerman.

Members Excused: Lori Filler, Rebecca Glass, Terrie Harbour, Angela Kaufman, Sue Ott, Lisa Pena, Lenelda Pennington, Chris Uchacz, Anita Unger and Julie Whitt.

Members Absent: Jonathan Brown, Zorina Costello, Hollis Dyer, Kurk Gayle, John Householder, Darlene Housewright, Guy Housewright, Mary Kaszynski, Joanne Lott, and Bryan Lucas.

Guests: Ellen Schwaller, Ashley Alaniz, Matt Martin, Janine Kraus, Brian Gutierrez and Kenneth Janak.

Welcome: Chairman Larry Kitchens welcomed all to Staff Assembly.

Presentations:

Hunger Week: Ellen Schwaller presented information regarding Hunger Week and its cookbook fund raiser *TCU's Recipe to Heal Hunger*. The books are \$10.00 and available through the office of Religious and Spiritual Life.

LEAPS: Ashley Alaniz and Matt Martin shared information regarding LEAPS, a one-day community service event bringing together over 700 students, faculty, staff and alumni to serve the Fort Worth community on April 18. Volunteers should report to Daniel-Meyer Coliseum for the following shift times: 8 a.m. – 12:00 p.m., 12:00 p.m. – 4:00 p.m. or all day. Register at my.tcu.edu (click on Event Registration) & visit www.leaps.tcu.edu for sites information.

TCU Faculty/Staff Annual Fund Campaign: Janine Kraus shared information regarding the Faculty/Staff Annual Fund Campaign. Last year 66% of TCU faculty and staff participated in the campaign and raised \$385,000.00. Every gift to TCU makes a difference. Employees can make their gift on line by visiting www.annualfund.tcu. or by returning the form in their packets through April 23. Larry Kitchens and Sheri Neill co-chair the campaign.

Larry Kitchens: Last year TCU staff pledged more money to the Annual Fund Campaign than faculty members. TCU Staff and Faculty had a challenge last year to see which unit would give more to the campaign and the staff won. Larry encouraged all staff members to give this year. TCU has one of the highest percentages of staff participation in university fund raising campaigns in the nation. Nationally giving is down and the need for faculty/staff participation is greater than ever.

Announcement: The Catastrophic Leave Sick Bank Program proposal has been sent to the Chancellor for his approval and Larry gave a special thank you to the Policy Committee for their hard work on this project.

Approval of the March Minutes: A motion to approve the March Minutes was made by Aracely Lopez and seconded by Craig Elders. The Minutes were approved.

All in Favor – 48 Opposed – 0

Staff Assembly Elections: Mary Ruth Jones asked that nominations for secretary and assistant secretary be sent to Richard Yantis. Paper ballots have been distributed to TCU staff members and are due back to her committee by April 15 and then the remainder of the voting process will be on line on April 20 or 21.

TCU 2009-2010 Budget: Brian Gutierrez and Kenneth Janak presented information regarding the 2009-2010 budget. Some of the highlighted points were:

- Projected enrollment figures do not reflect a forecast of expected class sizes; they are steady enrollment levels which reflect prudent budget assumptions.
- The allocation of tuition revenue between undergraduate and graduate students will remain fairly constant from this fiscal year to the next.
- Undergraduate institutional aid is growing at a faster rate of increase than undergraduate tuition rates.
- Dining and housing revenues have increased as more students now live on campus in the new campus commons residence halls.
- Athletics revenue budgets are established under the assumption that our teams will not qualify for postseason play.
- On a national basis, giving to not for profit organizations has increased every year since 1998. However, giving in 2009 on a national basis is expected to drop by 2% compared to 2008.
- Giving to the TCU Annual Fund has grown dramatically in recent years. Next year's budget, though, is equal to this year's budget of \$4.1 million, which is substantially below recent trends.
- The endowment's value has dropped over the past year. However, the endowment payout in FY10 will remain equal to the amount established in FY09 of \$58.5 million, as approved by the Board of Trustees. The payout for FY11 will be reviewed in the coming months.
- While all areas of the university were asked to decrease their *discretionary* budgets next year, budgets in *total* are going up as a result of merit increases as well as increases in benefits, financial aid and interest expense on University debt service.

FY2010 Operating Budget
(Amounts in Thousands)

| | FY09 Budget | Change | FY10 Budget |
|--------------------------|------------------|-----------------|------------------|
| Academic Affairs | \$108,122 | \$2,160 | \$110,282 |
| Advancement | 7,207 | 255 | 7,462 |
| Athletics | 18,422 | 957 | 19,379 |
| Chancellor | 2,782 | (21) | 2,761 |
| Finance & Administration | 6,161 | (363) | 5,798 |
| Physical Plant | 59,302 | 337 | 59,639 |
| Marketing | 3,249 | 53 | 3,302 |
| Student Affairs | 27,597 | 676 | 28,273 |
| Interest Expense | 7,325 | 2,128 | 9,453 |
| Benefits | 37,402 | 3,123 | 40,525 |
| Financial Aid | 73,742 | 3,831 | 77,573 |
| Total | \$351,312 | \$13,135 | \$364,447 |

- The allocation of the FY10 budget among functional areas will be very similar to the FY09 allocation.
- Funding for capital expenditures (excluding major capital projects) will no longer be set equal to the university's total depreciation expense. It will be set at \$30 million, which reflects the actual expected cost of maintaining buildings and funding annual capital projects and equipment.
- Spending on capital projects is budgeted at \$61.8 million in FY10. Actual commitments will be evaluated in the summer of 2009.

FY10 Capital Budget (Amounts in Millions)

| | |
|------------------------|-------------|
| Annual Projects | \$6.5 |
| Equipment | \$4.1 |
| Computers | \$1.9 |
| Library Books | \$0.9 |
| Reshoring | \$4.0 |
| Major Capital Projects | \$44.4 |
| | |
| Total | 61.8 |

- Each year the University's budget is always subject to factors that impact both revenues and expenses. The following is a list of potential risks that could impact the current budget assumptions for FY10:
 - Enrollment and Financial Aid
 - Compensation
 - Annual Fund
 - Endowment
 - Major Capital Gifts

- Capital Financing
- Capital Projects
- General, Property and Casualty Insurance Premiums
- Legal Fees

Question: Where will the revenue from the Barnett Shale go?

Answer: The Endowment

Larry Kitchens remarked that we are grateful for the stability that TCU provides and that we are fortunate to be spared the major budget cuts that many universities across the country are experiencing.

Old Business: None.

New Business: Richard Yantis, Chairman of the Committee on Committees, brought a resolution from his committee to reduce the term of University Committee appointments to three years. The resolution read: "Be it resolved that the TCU Staff Assembly proposes that University Committee appointments be for a length of three years, instead of the current length of five years." Richard Yantis moved that the resolution be approved by the Staff Assembly. The Motion was seconded by Mary Ruth Jones and was passed by the Staff Assembly without opposition. The resolution will be taken to the Chancellor for his consideration.

Larry Kitchens made the following announcements:

- Emphasized that anyone who wants to run for an office or nominate someone for an office should contact Richard Yantis.
- May's Staff Assembly meeting will be on May 5 and will be held in the Justin Board Room of the Kelly Alumni Center. **(The location was later changed to Rooms A & B in the Brown-Lupton University Union Building Ballroom.)**
- Next month we will recognize outgoing members and welcome new Assembly members. SoDexHo will also be making a report regarding dining services over the summer months and other times when the University is open but classes have recessed.
- Craig Elders invited any comments or questions regarding parking at TCU. He, Richard Oliver and Richard Yantis will be attending the Master Facilities Planning Committee meeting next week.
- The new Admission's Office will be located at the southwest corner of the parking lot located at Berry and Stadium Drive.

There being no other business, the meeting adjourned at 4:30 p.m.

Respectfully submitted,

Terri Cain
Secretary for Staff Assembly

**TCU STAFF ASSEMBLY
MINUTES –APPROVED
May 5, 2009**

Members Present: Ed Adcock, Lisa Aven, Cynthia Baker, Karen Bell, Josephine Benitez, Gay Boydston, Drew Brown, Jonathan Brown, Jason Byrne, Terri Cain, Rafael Chavez, Paola Chernosky, Glenda Clausen, Carlene Coover, John Cunningham, Suggie Dick, Hollis Dyer, Kay Edmondson, Craig Elders, Carolina Enriquez, John Festervand, Stephanie Folse, Paul Fox, Kurk Gayle, Rebecca Glass, Judy Golden, Rosa Gomez, Lisa Hall, Bob Hansard, Zoanne Hogg, Leigh Holland, Charlotte Hudspeth, Mary Ruth Jones, Angela Kaufman, Joael Kelly, Larry Kitchens, Claudia Knott, Karin Lewis, Aracely Lopez, Joanne Lott, James Lutz, Debbie Mar, Sharon McAteer, Beth McLaughlin, Richard Oliver, Sue Ott, Lenelda Pennington, Gabriel Perez, Clyde Ridge, Shelton Riley, Kathy Smith, Totsy Sturm, Nancy Styles, Dana Summers, Gayla Todd, Anita Unger, Debbie Watson, Kim Weber, Greg Wendt, Tiffany Wendt, Sybil White, Julie Whitt, Richard Yantis, and Keri Young.

Members Excused: Martha Barron, Lori Filler, Flo Hill, Mindy Hollan, Darlene Housewright, Mary Kaszynski, Heather Miller, Lisa Pena, Suzanne Stone, Robin Williamson, and Carrie Zimmerman.

Members Absent: Judy Altenberg-Cyr, Ann Bailey, Jeannie Bosilla, Glen Bradford, Randy Chambers, David Cooper, Zornia Costello, Audrey Crist, Mike Fazli, Terrie Harbour, Dorothy Holland, Guy Housewright, Julie Lovett, Bryan Lucas, Barbara McClellan, Susan Oakley, Robin Richey, Chris Uchacz, , and Ma'Lisa Yost.

Guests: Chancellor Boschini, Mary Lane, Jean Andrus, Karen Baker, David Grebel, John Householder, SoDexHo staff.

Welcome: Chairman Larry Kitchens welcomed all to Staff Assembly and announced that 68% of TCU staff members have participated in the Annual Fund Drive.

Chancellor Victor Boschini thanked SA members for their work over the past year. We have the biggest freshman class coming in next fall and have better retention numbers than we've had in the past but he is not celebrating those figures until final enrollment in the fall due to the economy and the chance that parents may elect to send their students to state schools. The Chancellor acknowledged that TCU has many hard working individuals.

Larry Kitchens recognized all of the 2008-09 staff assembly members and thanked them for their contributions to the university and to SA. He also recognized the former SA Presidents who were present at the meeting: Mary Lane, Jean Andrus, Karen Baker, David Grebel, and John Householder.

Larry Kitchens recognized the executive committee and committee chairmen and thanked them for their service during the year.

Mary Ruth Jones introduced the new SA representatives who were present.

Approval of the April Minutes: A motion to approve the April Minutes was made and seconded. The Minutes were approved.

All in Favor – 48

Opposed - 0

Jill Laster, Associate Vice Chancellor for Human Relations and Risk Management, announced that there are no cases of H1N1 flu (aka swine flu and North American flu) on campus and that TCU is staying updated with local and state health services. The TCU community is reminded to wash their hands, cover their mouths and get plenty of sleep.

Presentations:

Rick Flores and other representatives from SoDexHo shared information about dining services over the summer. Although Market Square will be closed for most of the summer, it will be open for orientations in June and other venues will be open throughout the summer.

TCU employees who currently have an Employee Meal Plan will be able to continue to use swipes *in Market Square for lunch from 12 Noon until 1 pm, on the following dates only:*

| Sunday | Monday | Wednesday | Thursday |
|---------------|---------------|------------------|-----------------|
| June 7 | June 8 | June 10 | June 11 |
| June 14 | June 15 | June 17 | June 18 |
| June 21 | June 22 | June 24 | June 25 |
| June 28 | June 29 | | |

Market Square will not be open to summer school students, faculty or staff during the months of May, July and August.

These dining facilities will be open Monday-Friday beginning Monday, May 11 through approximately August 16. Meals can be purchased with cash, credit cards, or with pre-paid Frog Bucks*.

Bistro Burnett (library) 8am to 2pm
NRG (rec center) 9am to 6pm
The Corner Store (BLUU) 7:30am to 5pm
1873 Sports Grill & Café (BLUU) 11am-8pm

1873 Sports Grill & Café will be offering daily specials priced at \$4.99 and \$5.99. These specials will be posted daily at www.tcludiningservices.com.

*Frog Bucks can be purchased by bringing a MasterCard, American Express or Discover or a check made payable to TCU to the ID CENTER, located in the Brown Lupton University Union, 2nd floor, room 2033. The funds added can be used at any on campus dining facility as well several off campus participating restaurants. For a complete list of off campus restaurants that accept Frog Bucks please visit [the frogbucks website](http://thefrogbucks.com).

Q-Will you be providing food for camps and conferences?

A-Yes. It will be the first summer that we have the opportunity to show the community what we have to offer at Market Square.

Q-Will the Sub-Connection be open?

A-No.

Old Business:

Larry Kitchens reminded the SA that we have two resolutions that have been sent to the Chancellor for his consideration:

1. The Catastrophic Leave Sick Bank program.
2. Changing the term of University Committee appointments from five years to three years.

Committee Reports:

- College Resource Committee – Leigh Holland, Chair
 - College Resource Senior/Transfer Dinner was held in October.
 - College Resource Tutoring Program, February 2009 – April 2009
 - College Resource Logo Contest was held in April.
- Community Service Committee—Sue Ott, Chair
 - Halloween event for Star Point students
 - Fund raising cards benefiting Star Point
 - Trees to be planted at frog house
- Elections Committee—Mary Ruth Jones, Chair
 - Got everyone elected either electronically or by ballot
 - Asked representatives to encourage constituents to run for election next year
- Policy Committee, Martha Barron, Chair
 - Contacted several universities regarding term limits for staff assembly representatives and found that they did not have term limits
 - Catastrophic Sick Bank Program proposal sent to Chancellor
- Professional Development Committee—Lori Filler, Chair
 - Spanish Class is full
- Web Committee—Stephanie Folse, Chair
 - Changing system over to red dot
- Committee on Committees—Richard Yantis, Chair
 - Made 18 appointments to university committees
 - Sent resolution to Chancellor proposing that term limits for university committees be changed from five to three year terms.
 - Prepared the slate of officers for next year.

New Business

Richard Yantis presented the slate of officers for next year:

Terri Cain – Secretary

Mary Ruth Jones – Assistant Secretary

Chair Elect – Craig Elders

Larry Kitchens asked if there were any nominations from the floor and Carlene Coover was nominated for chair-elect. After a review of the Bylaws it was ascertained that since Carlene was a new member of the SA, she was not eligible for the office. The nomination was retracted and the slate of officers was elected unanimously as proposed.

Larry Kitchens called all of the past chairmen to the front and presented a plaque to be hung in the BLUU Chambers. The plaque has a name and date plate for each SA chairman for the past ten years.

PASSING THE GAVEL

Larry Kitchens then turned the meeting over to Angela Kaufman who thanked the SA representatives and welcomed new members. She also thanked Larry Kitchens for his year of service and presented him with a plaque with a Certificate of Appreciation. Angela Kaufman is looking forward to the next year and asked representatives to be thinking about what we want to have had accomplished in Staff Assembly ten years from now and more importantly what we want to accomplish next year.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Terri Cain
Secretary for Staff Assembly