

**TCU Staff Assembly
Meeting Minutes – Approved
September 5, 2006**

Members Present: Linda Anderson, Pat Austin, Lisa Aven, Martha Barron, Emily Burgwyn, Cheryl Cantu-Mireles, Randy Cobb, Travis Cook, Hollis Dyer, Katherine Edmondson, Marilyn Eudaly, Mike Fazli, Stephanie Folse, Diane Foucault, Jan Fox, Ervey Garcia, Rebecca Glass, David Grebel, Bob Hansard, Billie Hara, Zoanne Hogg, John Householder, Darlene Housewright, Sharon Hudson, Mary Ruth Jones, Angela Kaufman, Joael Kelly, Mary Nell Kirk, Larry Kitchens, Scott Kull, Jill Laster, Vicki Lawson, Susan Layne, Joanne Lott, Julie Lovett, Malisa Mann, Susan Oakley, Sue Ott, Lisa Pena, Gabriel Perez, Tara Perez, Tricia Porter, Robin Richey, Shelton Riley, Nancy Stockton, Nancy Styles, Hao Tran, Darron Turner, Laura Weisbrod

Excused: Chris Arreguin, Ann Bailey, Shari Barnes, Jonathan Brown, Craig Elders, Julie Graver, Julie Gray, Gisele Kates, Trey Morrison, Rosa Perez, Mike Strom, Chrys Weyer

Absent: Carolina Enriquez, John Hernandez, Aracely Lopez, Esco Weatherspoon,

Welcome: Chair, John Householder, welcomed everyone and called the meeting to order. He reminded us that we were elected as representatives to our corresponding constituent groups. He expressed high regard for our selection by our peers. He is "honored and humbled" to serve as chair of the group.

John went on to say that everywhere on campus change is apparent. This is true for Staff Assembly as well. The Executive Committee and Chairs for all SA committees met all summer long to establish goals for the coming year. Goals focus on the desire to make long term contributions to the university. As SA members we are responsible to those who elected us. We must "be informed" and "be connected".

John pledges to get the best speakers for SA during the coming year. He urges all members of SA to carry information back to their constituents "without filters". In order to do so, it is vital that members show up for each meeting. Meetings are held on the first Tuesday of every month at 3:30pm. If anyone has a problem getting supervisor approval to attend meetings, please make John or Jill Laster aware of it.

According to the by-laws, the Chair may contact any member who misses more than two meetings to be sure that the representative is still interested in serving on the assembly. Appropriate action may then be taken to insure proper representation for all staff members.

We have invested all of our time today to motivating members to embrace their responsibilities to SA.

Minutes: The minutes for May were approved.

Representative Breakout to determine who we represent:

Groups were asked to assemble by academic division. Pat and Susan distributed extensive lists of all staff members in each division by Vice Chancellor. SA members chose the names of those to whom they would report each month. (Some lists were more labor intensive than others and required additional time at close of business.)

Before moving on to the next item on the agenda, John wanted to make some introductions:

Jill Laster – Associate Vice Chancellor for Human Resources and Risk Management.
As an appointed resource to this assembly, Jill is our “go to” person.

Angela Kaufman – Minister to the University
The SA conduit to “the big Kahuna”.

Hao Tran – Past Chair
The SA conduit to the UCAC, University Compensation Advisory Committee

Darron Turner – Chair-elect
The SA conduit to the BAC, Budget Advisory Committee

Pat Austin – Secretary
Susan Oakley – Assistant Secretary
Tara Perez – Historian
Larry Kitchens – Parliamentarian
David Grebel – Chair, Committee on Committees
Cheryl Cantu-Mireles – Chair, Community Service Committee
Billie Hara – Chair, Policy Review Committee
Stephanie Folse – Chair, Web Committee
Joel Kelly – Chair, College Resource Committee
Julie Lovett – Chair, Professional Development Committee

At each meeting, one of these committee chairs will be making a brief presentation. Julie is first up for Professional Development.

Professional Development—Larry and Julie’s Rules of Disorder

Julie was glad for the opportunity to impart information at the first meeting. She reminded us that the purpose of SA is to promote communication and understanding among staff.

[Ms. New Member raised her hand and stated that she was happy to be elected. She wanted to attend the meetings but wondered if she had to do anything else.]

Julie responded that it is not enough to be elected; we should be a “working group”. She urged us to contribute and be a part of SA; assume responsibility to your constituents. SA meets for an hour and a half every month. Time is limited. Arrive early so that meetings can begin on time. By-laws allow you to take this time.

Julie introduced Larry Kitchens, Parliamentarian. Larry explained that at SA we conduct business according to Robert's Rules of Order instituted by Henry Robert in the late 1800s when Henry was asked to preside over a meeting and had no guidelines to aid him. He created his own list of rules based on laws used to govern parliament. Thomas Jefferson implemented use of similar rules; Henry simplified them.

In brief, a simple majority is required to conduct business. The rules are based on common sense and logic. They provide for the right of an organization over an individual in that they quash outbursts and interruptions. The rules allow for one speaker at a time. Remarks of a personal nature are prohibited.

Larry asked members to take a look at their green handout – TCU Staff Assembly Orientation 2006-2007. Among other things, it defines common terms and procedural issues. He referred to the paragraph on "How to Make a Motion". (Motion – refers to a formal proposal that the meeting take certain action.) He advised that one should give "careful advanced thought" before making a motion. He cautioned that making a motion takes a long time. It is a systematic process that ensures that everyone is heard. Members should come to meetings and make motions when appropriate. Larry will enforce the parameters of the rules.

Julie explained that Committee Chairs were included in all Executive Committee meetings this summer so that they could establish goals for each committee. Chairs will now meet with their committees to implement these goals. Committees meet once a month in addition to the general assembly meeting. She encouraged all to work with your committee; communicate with your constituents; ask for feedback. Remember that those without e-mail need an alternate means of communication. Our goal is to "promote connections". We are eager to see integration and interaction between groups.

Thank you to Billie Hara as Ms. New Member.

Julie directed everyone's attention to their other handout – TCU Staff Assembly Professional Development Survey 2006. Her Committee developed the survey this summer. She asks each representative to communicate with his/her constituents about the questions on the survey. The committee is interested in presenting programs of interest to staff. They would like to receive survey results no later than September 30 so that they can tabulate results. Julie supplied copies in Spanish. She will also send an electronic version via e-mail in the morning. Please take the time to communicate with fellow staff members about their interests.

Committee Assignments and Breakout, Pictures for Web Site, Pin Distribution

John directed all to join in groups by committee for round table discussions with Committee Chairs. He announced that as these meetings take place, members will be called by number to have photos made for the SA Web page. As photos were made, John dispensed SA membership pins. The pins are intended to help our constituents recognize who their representatives are. "Rockers" will be added to your pin for each year of service to SA.

Announcements

Susan Oakley called attention to upcoming events for September.

9/12 Conflict Management with Ben Adkins, 8 – noon, Smith Building

9/21 Valic Representatives "Saving on Taxes", 5:30pm – 7pm, Kelly Center

9/19 How to Deal with Difficult People, 8:30am – 10:30am, Tandy Boardroom

9/15 True Colors, Part 2, Marilyn Eudaly, noon – 1pm, Smith Building

New Business

None requested.

Adjourned 4:52pm

TCU Staff Assembly Meeting Minutes – Approved October 3, 2006

Members Present: Linda Anderson, Pat Austin, Lisa Aven, Ann Bailey, Shari Barnes, Martha Barron, Emily Burgwyn, Cheryl Cantu-Mireles, Travis Cook, Katherine Edmondson, Marilyn Eudaly, Craig Elders, Carolina Enriquez, Mike Fazli, Stephanie Folse, Jan Fox, Ervey Garcia, Rebecca Glass, Julie Graver, Julie Gray, David Grebel, Bob Hansard, John Hernandez, Zoanne Hogg, John Householder, Mary Ruth Jones, Gisele Kates, Joael Kelly, Mary Nell Kirk, Larry Kitchens, Scott Kull, Jill Laster, Vicki Lawson, Susan Layne, Aracely Lopez, Joanne Lott, Julie Lovett, Malisa Mann, Susan Oakley, Sue Ott, Lisa Pena, Gabriel Perez, Rosa Perez, Tara Perez, Shelton Riley, Nancy Stockton, Mike Strom, Nancy Styles, Darron Turner, Esco Weatherspoon, Laura Weisbrod, Chrys Weyer

Excused: Chris Arreguin, Jonathan Brown, Hollis Dyer, Diane Foucault, Billie Hara, Darlene Housewright, Sharon Hudson, Angela Kaufman, Tricia Porter, Robin Richey,

Absent: Randy Cobb, Trey Morrison,

Welcome: Chair, John Householder, welcomed all to the meeting.

Minutes: Exception was taken to some verbiage used in the September minutes. John acknowledged use of the phrase and apologized. The minutes for September were approved.

Presentations: John introduced Will Stallworth, Associate Vice-Chancellor for Facilities. In addition to his busy life at TCU, Will is a retired Air Force Colonel, past President of one of the most active Fort Worth Rotary Clubs and an Elder in his church. He and his wife have housed many TCU students over the years. Will Stallworth is a good friend to TCU.

Will walked us through a comprehensive video presentation of Campus Facilities. Our presentation was accompanied by overhead maps and wonderful graphic representations of the following:

Over a Decade of Change

- Facility master Plan and Facility Audit – 1991
 - Developed Blueprint for Change
 - Identified Needs and Priorities
 - Established Facility standards
 - Cornerstone for Next Frontier Campaign
 - Facility Master Plan Updated in 1999 and 2005
 - Every Facet of Campus Facilities Improved
 - Added 600,000 sq ft
 - Facilities investment Totals \$300 Million
 - \$190 Million in Work/Planned – Adds 455,000 sq ft
- ### Infrastructure Improvements

- Priorities
 - Energy Efficiency
 - Operational Effectiveness/Occupant Comfort
- Comply With EPA Mandates
 - CFCs, PCBs, Asbestos, Lead
- Fiber Optic Network
 - Data, Voice, Video
- Americans with Disabilities Act – ADA
- Classroom Restoring
- Fire Safety
- Roofing

Notable Improvements

- Walsh Athletic Complex
- Ranch Management Building
- Walsh Performing Arts
- Residence Hall Improvements
- Tom Brown-Pete Wright Complex
- Leibrock Village
- Lowden Track and Field Complex
- Garvey-Rosenthal Soccer Stadium
- John Justin Athletic Center
- Dee J. Kelly Alumni Center
- Tucker Technology Center
- Campus Recreation Center
- Lupton Baseball Stadium
- Smith Entrepreneur's Hall
- Schollmaier Basketball Practice Facility
- Varsity Tennis Team Facility
- Buschman Theater
- Music Annex
- Morris Football Practice Fields
- ADA Improvements Daniel Meyer
- Secret-Wible Administrative Annex
- Institute for Behavioral Research
- Campus Police
- Human Resources
- Physical Plant Warehouse
- Completed 1194 New Parking Spaces
- Monnig Meteorite Exhibit
- DEMENT/DIS Building

Projects in Progress

- University Union
 - \$45.7 mil
 - 145,000 sq ft
 - Starts January 2007
- Residence Halls
 - 200,000 sq ft – 4 buildings
 - 630 beds
 - \$46.3 mil
 - Complete Fall 2007
- School of Education
 - \$11.3 mil
 - Renovations and 24,000 sq ft addition
 - Complete August 2007
- Indoor Practice Facility
 - \$7 mil
 - Multipurpose practice facility
 - Turf is in place
 - Complete Spring 2007
- Central Chilled Water Plant
 - \$9 mil
 - 6,000 tons added capacity
 - Infrastructure to support growth and link three plants
 - Complete March 2007
- Surface Parking
 - \$7 mil multi-year effort
 - Completed 1194 (parking spaces)

Projects in Planning

- Bookstore
- Jarvis Conversion
- Milton Daniel Upgrade
- Student Media Center
- Golf Practice Facility
- Student Center Renovation
- Summer 07 Re-shoring

Proposed Projects

- Phases III and IV

Ballet Renovation
Surface Parking
Library Addition
Academic Mall
Greek Village in Worth Hills
Res-horing
Daniel Meyer Renovation
Sid Richardson Atrium
Olympic Sports Facility
Parking Garage
Renovate Clark Residence Hall
Renovate Sherley Residence Hall
Renovate Colby Residence Hall
Amon Carter Stadium Renovation
Golf Practice Area
Chapel Renovation

Long Range Projects

- Phases V & VI
- East Campus Academic building
- Visitor's Center
- Music Performance Hall
- Parking garage with access to Berry Street
- Redevelop Worth Hills Residence Halls

Specifics mentioned during Will's presentation noted:

- As a result of focusing on energy issues, TCU was able to negotiate the best utility rates in Texas for a University of our size. The conversion has resulted in lower utility bills.
- A lot of attention was paid to ADA requirements.
- Classroom re-shoring has remained a constant goal.
- We are being diligent about fire safety in dorms and high use areas.
- Roof leaks are rare in the current climate.

He highlighted the area west of the new Student Union from the street to Daniel Meyer Coliseum to call our attention to the proposed Circle of Excellence. This is the area of campus where TCU champions from all walks of life will be celebrated.

He took us on a virtual tour of the new Student Union area. He encouraged us to visit <http://tcuphysicalplant.com/> for comprehensive details of all projects on campus.

Plans for the bookstore have changed due to the recent fire. It will be twice as big as the old bookstore. It will be accessed from both sides. We are working in collaboration with Barnes and Noble. A large mezzanine will overlook the main floor. There will also be an outdoor café.

Three parking garages are part of a future plan.

Q. When we open the new dorms will students be restricted from bringing cars to campus?

A. No. We will focus on perimeter parking and use of the shuttle service.

Before introducing our next speaker, John mentioned that one of the goals for SA this year is to direct people to the SA Web page on a regular basis. We want all information at our hands to trickle down to our constituents. We also aim to make sure that information travels both ways, through us as representatives and through interactive links on our Web page.

Stephanie Folse, Chair of the Web page Committee, took us to www.staffassembly.tcu.edu to show us the updated version of the Staff Assembly Homepage. It is a work in progress.

All outdated information has been removed. Content now includes:

- a message from the Chair
- What's new?
 - On the Web site
 - Committee information
 - Updates
 - Announcements
- Annual Reports
- Bylaws
- Chancellor's Award
 - Names and photos of all winners will be added
- Comment form
 - Submission is anonymous
 - Currently, an error message appears when an item is sent; however, the message does go through and the problem will be corrected.
- Committees Page
 - Minutes from the committee meetings
 - Announcements
- Community Service
 - For all staff on campus
 - Useful links of interest
- Members
 - Photos
 - Links with e-mail addresses will be added
- Meeting schedule
 - Will be replaced by a calendar format
- Minutes
 - English
 - Spanish (Thanks to Virginia Raez-Dias)
- Participation Form (for volunteering)

- SA Voice Newsletter
- Staff Award Application
- Staff Award Recipients
- En Español
 - Stephanie would like to see more content under this link

She pointed out that at the bottom of each page there is a direct e-mail link to the TCU Staff Assembly Webmaster. She welcomes any comments, questions or suggestions. Our aim is for this page to accommodate the flow of information in both directions.

Cheryl Cantu-Mireles, Chair of the Community Service Committee, thanked everyone for their generosity. SA members brought many bags of candy for an upcoming Community Service sponsored event. Cheryl explained that the event would be held on Halloween at the Daniel Meyer Coliseum from 10:30 to 11:30 am. Due to construction concerns on campus, children from KinderFrogs and the Starpoint School will be escorted to the coliseum for tricks and treats. Volunteers in costume will greet about 80 children at each entrance as they circle the concourse. Cheryl had a sign-up sheet for participation. Interested staff should be directed to sign-up via the SA webpage - all volunteers welcome.

Another October event for Community Service operates in conjunction with Peter Thompson from the Center for Community Involvement and Service. LEAPS volunteers are sent out to various sites in the Fort Worth community as volunteers to serve in activities ranging from yard work to reading to children – there is something for everyone! Encourage staff to read Cheryl's e-mail from September 27. One may sign up at www.leaps.tcu.edu or www.staffassembly.tcu.edu.

October 14 is also the date for the McLean Fun Run. Interested parties should contact Cheryl via e-mail.

David Grebel, Chair of Committee on Committees and our liaison to the University Compensation Advisory Committee, reports that UCAC has had two meetings so far this year. The most important item being discussed at the moment is the open enrollment period for health insurance. Information about enrollment will be disseminated to all staff shortly. The term that we will be learning is "positive enrollment". Positive enrollment means that you must fill in the form. There is no option to simply continue with current benefits. It is critical that we instruct all of our constituents that they must fill out the form this year.

David expects UCAC conversation to be more pro-active on all compensation and health insurance issues. The committee will be looking at compensation rates for exempt staff. They will be examining participation rates with our health insurance program. They will work in concert with both HR and the Budget Advisory Committee (BAC). Serving with David on UCAC are Mary Ruth Jones, Nancy Styles and Tara Perez. Presently, the committee is in the priority and agenda setting stage. Please raise issues now. Call or E-mail David or your SA representative with all questions and suggestions. He would like to set direction for future meetings.

Q. What are identified as the biggest needs right now?

A. Health insurance is definitely the largest issue currently. HR and CARES are identifying and addressing problems.

Other considerations must include the University budget. In recent years, UCAC monitored salaries on the national level for non-exempt staff and made recommendations accordingly. HR is currently studying the wage structure for exempt staff.

Q. Did the change in pay rates for non-exempt staff reduce turnover?

A. The turnaround rate at TCU is 9% compared to the national average of 12%. This has remained the same.

Q. What can we do?

A. Express your concerns on employee-related issues; make suggestions; describe what others are doing.

Jill reinforced the importance of "positive enrollment". Meetings will be held to discuss the process. One of the meetings will be held in Spanish. Please encourage staff to read all documentation. All options are brand new. You must sign up.

Q. How is time made up when one takes a class? Is there written policy?

A. Policy is printed on the tuition benefits form and in the Faculty Staff Handbook. Policy states that all classes must be approved by one's supervisor in advance. Work time must be made up. Supervisors should work with staff to agree on the way these hours will be made up. Using vacation hours to make up this time is not mentioned in the policy.

Q. When does our insurance start?

A. Insurance is covered by the calendar year. The enrollment period precedes that by about two months. Open enrollment will begin on November 6.

Announcements

Tara Perez reminded us that we all received information about the College Resource Program in our pay envelopes. She asked that we promote this program to anyone with children in grades 8 through 12. Anyone who signs up will receive a timeline for their student depending on grade level. There is a Friday, October 6, deadline for the Senior Dinner.

Susan Oakley thanked SA members for forwarding her HR announcement e-mails to our constituents. As a result, classes have been filling up. Future events include:

- | | | |
|-------|---|----------------|
| 10/18 | Breast Cancer Awareness Lunch with Suzie Lockwood
Kelly Center Ballroom C | 12 – 1pm |
| 10/19 | How to Write Better Business Correspondence
Space is limited to 20 people. | 8:30 – 10:30am |
| 11/18 | Pink-Out Day TCU Football Game | |

To sign up for a course call Joanne Lott at ext. 5577 or e-mail her at j.lott@tcu.edu

Julie Lovett thanked everyone for filling out surveys for Professional Development. The response was good. Her committee will meet next week to start tabulating results.

Mike Fazli reminded us that RAD classes are avail to everyone on 10/14/ and 10/15 in multi-purpose room 2 at the Student Rec Center. One does not have to be affiliated with TCU to attend these classes. For more information call Pam at ext. 7276

New Business

None requested.

Adjourned 4:37pm

**TCU Staff Assembly
Meeting Minutes – Approved
November 07, 2006**

Members Present: Linda Anderson, Pat Austin, Ann Bailey, Martha Barron, Jonathan Brown, Emily Burgwyn, Cheryl Cantu-Mireles, Katherine Edmondson, Craig Elders, Carolina Enriquez, Marilyn Eudaly, Mike Fazli, Diane Foucault, Ervey Garcia, Rebecca Glass, Julie Graver, Julie Gray, David Grebel, Darlene Housewright, John Householder, Sharon Hudson, Mary Ruth Jones, Angela Kaufman, Joael Kelly, Mary Nell Kirk, Larry Kitchens, Julie Lovett, Malisa Mann, Susan Oakley, Sue Ott, Lisa Pena, Gabriel Perez, Rosa Perez, Tara Perez, Robin Richey, Shelton Riley, Nancy Stockton, Mike Strom, Esco Weatherspoon, Laura Weisbrod, Chrys Weyer, Veronica Whatley

Resource for Staff Assembly: Jill Laster

Excused: Chris Arreguin, Lisa Aven, Shari Barnes, Travis Cook, Stephanie Folse, Jan Fox, Bob Hansard, Billie Hara, Zoanne Hogg, Gisele Kates, Vicki Lawson, Susan Layne, Aracely Lopez, Joanne Lott, Trey Morrison, Nancy Styles, Darron Turner,

Absent: Randy Cobb, Hollis Dyer, John Hernandez, Scott Kull, Tricia Porter,

Welcome: Chair, John Householder, welcomed all to the meeting. He promised a "fantastic speaker" to start our program. He also noted that one of the presenter's on the agenda was ill. Angie Kaufman graciously agreed to fill in for Billie Hara as spokesperson for the Policy Review Committee.

John introduced Jim Hille, Chief Investment Officer for TCU since May of 2006. Previously, Jim was CIO of the Teacher Retirement System of Texas, a \$100 billion dollar public pension plan. Jim has also managed portfolios for the Employees Retirement System of Texas and worked as an assistant to the international portfolio manager at a large family office in Fort Worth while earning his MBA from TCU. He has a BS in Engineering from the Naval Academy and served for six years as a Marine Corps officer. He has served as president of the Austin Society of Financial Analysts and as an adjunct finance professor for the University of Texas' McCombs School of Business. Jim and his wife Tammy have three sons.

Presentations: Understanding the Endowment

Jim Hille

Jim began by saying that maintaining the endowment is all about “sustaining ourselves as a great university”. When he was hired, he did a little research on the history of our endowment at TCU. Unlike many schools, TCU has had an endowment since inception. Addison and Randolph Clark understood the need for such a fund. They sold everything they owned to establish the original endowment of \$43,000.

The purpose of an endowment is to maintain independence, provide stability and create a margin of excellence in a competitive marketplace. Our budget is in good shape in regards to maintaining the status quo; for improvement, we must move forward.

Managing an endowment requires manipulating the delicate balance between preserving assets vs. sustaining operations. We need funds for future generations; at the same time, we must protect our assets today. Supporting our budget from year to year requires a 5% payout from the endowment for operating costs; yet, we must be mindful that the endowment’s principal value needs to be protected for future generations of students.

The dynamics for an endowment:

- Spending rate should remain relatively flat
- Endowment income as percent of the operating budget must remain at a comfortable level

We need to earn what we spend plus inflation plus expenses. Currently, that means 9% earnings to stay even. To grow we must make the correct adjustments to our investments. Jim’s job is to anticipate the market and act accordingly – not an easy task. TCU stays current with multiple options like diversification and investment in multiple asset classes available only to institutions. Complex assets such as:

- Oil & gas
- Minerals
- Real estate
- Absolute return (hedge funds)
- Venture capital

In the past year we were ranked in the top decile compared to other universities. In the past 3 years we were ranked in the top quartile.

As CIO, Jim must manage investment risk as well as generate returns. He is cautiously optimistic. The portfolio has returned approximately 14% year-to-date from last year.

Q. How important is the endowment to the budget at TCU?

A. The endowment supplies approximately 20% of the budget - \$55 million per year. Without it, the gap would have to be filled somehow, or University operations would have to be curtailed. Our peers – SMU, Rice and Tulane all maintain healthy endowments. Our endowment is okay; we would like to enhance it and make it better.

Q. Are ethical issues considered when investing?

A. Yes. We must be ethical in our approach to investing. We must remain true to the University Mission.

Q. How is the spending rate calculated?

A. We use a rolling 3 year average to arrive at our percentage figure.

Q. Where does the largest percentage come from?

A. Tuition.

For a comprehensive view of the presentation, please use the link below.

Minutes: The minutes for October were approved.

John acknowledged that Chancellor Boschini was in attendance before continuing with the agenda.

Reports:

College Resource Committee – Upcoming events and VIA Initiatives

Joel Kelly and Tara Perez

As Chair of the committee, Joel explained that the committee was formed to help employees and their dependents understand the processes involved in college enrollment. The committee recognizes that for some families the tuition benefit alone is not enough to cover expenses. They have submitted a proposal for a VIA grant to create a scholarship for additional expenses like fees, books and room and board. The grant was modeled after the Community Scholars guidelines. It will be academically competitive and it will include specific parameters. These students, many of whom are first generation college students, require some “hand-holding” and social support as well as financial support. They will be monitored to promote success.

Tara is the Program Director for College Resource. Two years ago, she and Darron Turner initiated a dinner for the employees of Physical Plant and Housekeeping whose dependents were in high school. The aim of the dinner was to explain the tuition benefit available to them and to prepare them to make use of it. Since then, the program has grown to include the children of all faculty and staff in grades 8 through TCC. There are currently about 140 students in the program.

The committee follows three steps to educate staff and their dependents:

1. Information – This year information was included in the envelope with our paychecks. Within 6 weeks, a Web page will be available. Some items included on the Web page will be:
 - Details about our Tuition Exchange Program
 - Timelines
 - Classes to take
 - Extra-curricular activities to consider
 - Reminders to see the guidance office for ACT and SAT information
 - FAQs
 - Dictionary
2. Dinners with specific formats
 - Fall dinner for seniors and transfer students

- Focus on paperwork processes and TCU policies
- Spring dinner for grades 8 through 11
 - Focus on positive, shared student experiences
- 3. Direct folks to other resources
 - Upward Bound
 - ACT tutoring
 - Engineering Camp

It's very exciting to watch students in this program. We want them to visualize themselves here.

We need your help. Help us identify first generation students whose parents are unaware of programs. Inform us of FAQs and rumors about tuition assistance so that we can address them on our Web page. Give us the names of contact persons for specific questions. Tell us if you are aware of any unique programs out there for high schoolers.

Cheryl Cantu-Mireles recommended a new FWISD program that is funded by the Bill Gates Foundation called the New College High School. It is an excellent program that allows students to graduate with an Associates degree in hand. Tara acknowledged that this is exactly the kind of input that College Resource wants.

The Senior and Transfer Dinner is next week. We have invited the Faculty Senate to send a liaison this dinner. We would like to have a faculty member on the committee in the future. We feel that they have a pulse on a lot of programs available on campus that we might overlook.

Policy Review Committee – Focus on the Issues

Angela Kaufman

Building on comments from the SA Webpage, Policy Review is researching the possibility of a sick pool. Some catastrophic illnesses deplete sick leave and vacation time for employees. Is there anything that we can do for these colleagues that will not incur cost to the university? We currently have optional coverage for long term disability. Is there a possibility that we might add short term disability?

Jill Laster volunteered information in that regard. HR is already researching the possibility of short term disability coverage. More information will be available in January.

Policy Review has met four times. They are in the "heavy research" stage and are looking at policy for other universities such as Duke, Rice, Tulane and the UT system.

Professional Development – Results of the Survey and Staff Scholarship

Julie Lovett

Julie was pleased by the response to the survey. There were 154 responses. Some were individual responses; others were groups that responded as a unit. Professional Development will use these responses to plan activities that fill staff needs. She was pleased to report that the highest rate of return was for surveys that were printed in Spanish. "Gracias!"

The top three requests were for programs in:

- Computer training
- Language training
- Benefits/HR issues

Professional Development is working with TR to come up with very basic level computer training. They are working with HR on both the language training and benefits issues. Professional Development has also taken on the role as "Welcome Wagon" for new hires. A member of the committee attends new hire orientation and gives a brief overview of Staff Assembly and some of the accomplishments of this group.

The first event for Professional Development is to conduct an Open House at the Grand Marc on Thursday, December 7 for all staff. Orientation and tours begin at 3:00pm and will continue until 4:30pm. Each tour lasts about 15 minutes. Holiday refreshments will be available. Don Mills will give a presentation on the Berry St. Initiative. This is a come and go event. It does not last the entire 90 minutes.

Julie's group will be promoting the SA Staff Scholarship available to non-exempt staff taking classes. This is an endowed scholarship. Professional Development is on a fact-finding mission to establish a protocol for application and awarding of this scholarship.

John thanked all of the SA committees for their hard work. He appreciates all of the effort involved in making sure that SA informs all staff of all opportunities available to them.

New Business

None requested.

Announcements

- Susan reminded us that there was one more vendor session for Open Enrollment at 5pm.
- Wednesday morning the vendors will be at HR to answer questions
- Starting on Wednesday at 1pm, HR will be available for all questions about Open Enrollment.
- The vendor's PowerPoint presentation is on the HR Web site.
- Forms are due by November 15.
- Next week, HR will be making phone calls for to those who have not returned their forms to HR.
- Health Fair at the Rec Center, Friday, November 10, 10 am – 6pm
 - Free flu shots for first 400 faculty/staff
 - Free fitness assessment
 - Free glucose screenings
- Morty Herman- Estate Planning, Wednesday, November 8 @ noon
- How to Become a Highly Effective Person: Stephen Covey's 7 Habits for Associates
 - November 16, 8am to noon – Kelly Enter, Cox A
 - November 21, 1pm to 5pm – Kelly Center, Cox A

Adjourned 4:37pm

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Members Present: Linda Anderson, Chris Arreguin, Pat Austin, Lisa Aven, Ann Bailey, Shari Barnes, Emily Burgwyn, Cheryl Cantu-Mireles, Randy Cobb, Travis Cook, Hollis Dyer, Katherine Edmondson, Craig Elders, Carolina Enriquez, Marilyn Eudaly, Stephanie Folse, Diane Foucault, Jan Fox, Ervey Garcia, Rebecca Glass, Julie Graver, Julie Gray, David Grebel, Billie Hara, John Hernandez, Zoanne Hogg, John Householder, Darlene Housewright, Sharon Hudson, Mary Ruth Jones, Gisele Kates, Joael Kelly, Susan Layne, Joanne Lott, Julie Lovett, Malisa Mann, Susan Oakley, Sue Ott, Lisa Pena, Gabriel Perez, Rosa Perez, Tara Perez, Robin Richey, Shelton Riley, Mike Strom, Nancy Styles, Darron Turner, Laura Weisbrod, Chrys Weyer, Veronica Whatley

Excused: Martha Barron, Bob Hansard, Angela Kaufman, Mary Nell Kirk, Larry Kitchens, Scott Kull, Jill Laster, Vicki Lawson, Nancy Stockton,

Absent: Jonathan Brown, Mike Fazli, Aracely Lopez, Trey Morrison, Tricia Porter, Esco Weatherspoon,

Welcome: John welcomed all to the meeting.

Minutes: The minutes for November were approved.

John introduced our guests and asked our first speaker to take the floor.

Brian Gutierrez, Vice Chancellor for Finance and Administration has responsibility for financial planning, reporting operations and controls, human resources, asset and liability management, management of business services, printing and mailing, post office, telephone service, conference services, insurance and safety, and the physical plant - including building maintenance and non-residence custodial services, facilities planning, landscaping and grounds, and utility services.

He joined Texas Christian University in June of 2005. Previously, Mr. Gutierrez served as the Associate Vice President and Controller for the University of Texas at Austin.

Brian's responsibilities in higher education have included budget, treasury and investment functions, financial and grants accounting, payroll, capital planning and funding, facilities management, information technology, auxiliary business services, institutional research, and financial enterprise software development and training. Prior to his career in higher education Mr. Gutierrez worked at the accounting and consulting firm of Deloitte & Touche.

He is a graduate of The University of Texas at Austin, with a Bachelor of Business Administration. He holds a Master of Public Administration from The University of Texas at Arlington where he has also completed a portion of the academic work in the doctoral program. He is a Certified Public Accountant in the state of Texas and has experience with implementing portions of the Sarbanes-Oxley Act in higher education.

Brian is married, with 5 children. He is a busy man but he still manages to frequent the rec center regularly at 6:00 am.

Presentations: Brian Gutierrez, Vice Chancellor for Finance and Administration

Brian reported that the process for carry over spending is changing. Recent practice has been that monies not spent are carried over to the next year and available to budget managers as perceived need arises. The new process requires budget managers to inform their Vice Chancellor that they would like to spend this money. The Vice Chancellor forwards the request to the Budget Office, which then tracks carry over spending to ensure that the over all University budget remains balanced. While the possibility of limited resources may exist and some requests for spending may not be immediately approved, Brian did not believe that this process would significantly change a department's ability to use carry over funds in view of historical spending patterns.

He further clarified that each year all TCU expenses are actually funded from the current year's revenue and budget reserve. So it was possible under the old process of carry over spending that if every division decided to use their total available carry over in the same fiscal year, the University's budgeted reserves in the operating budget would not be adequate to balance the budget.

At this year's meeting with the Board of Trustees, TCU administration proposed a 7.2% tuition increase. The purpose of the .2 is to eliminate the enrollment fee. Studies of peer institutions reveal that few universities require an enrollment fee.

The Board questioned the conservative figure and suggested an 8% increase in tuition. The 8% tuition recommendation was supported by the full Board. Tuition next year will be \$24,820.

Brian explained that in setting the tuition rate, the University undertook a price sensitivity analysis. The analysis resulted in a predictive model which indicates that the University would continue to be attractive to prospective students relative to its peer institutions.

The evidence in the study that TCU is an attractive option for high school seniors is manifest both in consumer survey information and applications received. Applications this year are projected to be as high as 10,000+, which is an increase from last year's record year of 8,000+. Because of increased interest, an additional \$100,000 in expense was incurred in the Admission's Office to manage initial expressions of interest by high school seniors. The initial expressions of interest by rising seniors is a very good sign. Demand for enrollment at TCU is high.

When it comes to total amenities available on campus in the form of facilities and student services, TCU is viewed very favorably as compared with some of our peer institutions. Visitors express amazement at the important physical changes of our institution. Those who live in the TCU neighborhood are excited about the changes as well. Board members consider TCU a "hot spot" which means TCU is in high demand.

The Board approved a resolution for a 3% merit pool raise. This number represents the pool of money available. Individual raises are performance based and may or may not reflect a

3% increase in salary. UCAC, the University Compensation Advisory Committee, continues to work with Human Resources on a 5 year plan to bring our salary structure for non exempt staff to 80% of market rate. This will take some time; although, the additional .8% of the tuition increase will help salaries in part.

Total new revenues for fiscal 2007-2008 are approximately \$19.6 million. TCU practices conservative budgeting that allows us to be well positioned and gives us a resource base. Most institutions of higher learning do not budget for depreciation. We do. If depreciation is not factored into the budget structure, the physical infrastructure of the university suffers. We are well maintained because we do figure depreciation costs in our budget. The current cost of additional building depreciation is \$2.5 million in fiscal 2007-2008.

Additionally, in our building projects, we have taken on some low cost debt and kept our money invested in our endowment. Our endowment strength also allows us to borrow at a lower rate.

Brian expressed kudos to HR and UCAC for making very important decisions about health care last year. Together they determined that remaining with Texas True Choice was detrimental to the university due to cost considerations. Jill and her staff have worked tirelessly during the conversion to Cigna. Jill serves as a catalyst for change on the CARES board.

We expect a lot more from Cigna. We have a contract with them that can be terminated if we are not satisfied with performance. We did ask staff to make some choices and staff responded. Enrollment was down from last year by less than 1%. Indicators' in Jill's presentation are very positive, and Brian will make HR's Health Plan statistics available to us.

We enjoy a rich benefits package at TCU. Total benefits at TCU are over 40% of full time benefits eligible salaries. These included the full tuition benefit for staff (and family), health care and a generous retirement contribution.

With multiple high profile projects on campus, VIA funding has been operating in the background. We plan to aggressively fund VIA next year. If possible, \$3.2 million will be set aside for the program.

We plan to hire somewhere between 10 and 16 new faculty members. Our current faculty/student ratio is 13.9 to 1. By adding faculty we aim to reduce the ratio to 13 to 1 over the next several years. This is comparable to elite institutions of higher learning.

After all is said and done, we have about \$5+ million to allocate after expenses. Budget hearings allow everyone to promote budget issues. The Chancellor's Cabinet then makes recommendations on where to spend the money.

Brian is encouraged by the forward progress at TCU. We have made remarkable, positive changes. Our significant, ongoing Capital Campaign has shattered records. To date, we have over \$70 million pledged. He asked us to reflect on how the campus looked 5, 10 and 20 years ago.

Jim Hille, Chief Investment Officer for TCU, is instrumental to building the endowment. This is accomplished through sound investments in diverse funds which keep generating money. We rely on gifts and fund raising as additional resources.

Scholarships and professorships will take TCU to the next level. With a visionary Chancellor such as Victor Boschini we will accomplish important initiatives that benefit the university.

Q. Will additional scholarship money be for graduates as well as undergraduates?

A. Total scholarship money will also be raised 8% to match the tuition cost increase. The 8% represents 8% of total institutional aid spent on graduate and undergraduate financial aid programs.

John introduced our next speakers.

Rick Flores, General Manager for Dining Services at TCU, has been with Dining Services for 10 years, and is employed by Sodexo. Prior to becoming the general manager, he was the Catering Director here at TCU. He attended Texas A&M in Kingsville, is married, and has two daughters.

Legia Abato, Catering Director for TCU Dining Services, is employed by Sodexo. A graduate of Loyola University in New Orleans, she is a member of the Fort Worth South Rotary Club. She is married and spoils two dogs.

Rick and Legia teamed up to give us an overview of challenges that await Dining Services as they anticipate moving to the new facility.

The Mission Statement for TCU Dining Services is:

To create and offer services that contribute to a more pleasant way of life for people wherever and whenever they come together.

While Dining Services is aware that students want change, it is their job to consider the nutritional value of the items served in various dining locations on campus. Two years ago, they implemented a program designed to educate students. One element of this program is to send nutrition counselors to residence halls to speak with students. Another component is the Balance, Mind, Body and Soul program, an integrated approach to wellness and fitness that considers the whole person.

Students can access www.balancemindbodysoul.com directly or via the Dining Services Web site. Here, students may view and select menus from four categories: carb-friendly, vegan, vegetarian and well-balanced. Packaged items and food served at the Main bear the "item identifiers" defined on this Web site. They can use the Nutrition Calculator to plan meals and monitor their fat, calorie, carb, etc. intake. Essentially, students can build personal menus each day.

Dining Services is excited about the prospect of moving in to the new Brown Lupton Union. Food Service Support offices will be located on the ground floor of the new Union as will a conference center and a specialty retail shop (convenience store). Ground level will also

have a coffee shop and a restaurant with terrace seating. The restaurant will offer a bistro feel with an open kitchen where you can observe the cooks preparing menu items.

The main dining area will be on the second floor of the Union. This large open space offers an "all you can eat" program. Patrons will pay at the door. Once inside they will enjoy a variety of options. Students will enjoy the natural light provided by a glass wall. Seating will be in different formats. The room will have the feel of a euro-kitchen. Multiple action stations will offer grilled items, pizza, salad, deli, etc. On occasion, international cooking classes will be taught. A small private dining area will also be available on the second floor.

Dining Services is offering a special promotion for the holidays – iced Cinnamon Rolls in the shape of a Christmas tree. For more information contact Legia or visit <http://www.diningservices.tcu.edu/> for more information.

Q. Will employees enjoy a discount at the new facility?

A. With a door rate in the Main, that may be a possibility.

Q. Is it a cash operation?

A. Cash unless students set up a plan that will allow them to swipe their card.

Q. Will we still have outside vendors like Pizza Hut and Taco Bell?

A. Yes but the locations have not yet been determined.

Q. Now that freshmen and sophomores will have to live on campus how will that impact dining?

A. There will be a heavy impact next year. We must accommodate students in our existing space until 2008. Currently, we have seating for 250. In the future we will have seating for 750.

Q. Will the restaurant be table service? Will tipping be expected?

A. We have yet to decide whether to go with table service or a format similar to Café Express. Tipping may be a viable option depending on the decision.

Q. Will students be able to hang out with their friends in the Main?

A. Only if they have paid the door rate to get in to the dining area. A "carte blanche" card will be available for a price. The Main is for dining. The ground floor will be more conducive to hanging out.

Q. With "all-you-can-eat" are you concerned about nutrition?

A. We are educating students to make good decisions.

Q. What about trash?

A. Hopefully, students will respect this new facility.

Q. Will there be heavy duty furniture on the second floor?

A. The furniture will be durable.

New Business: None proposed.

Old business: None offered.

Announcements: Susan Oakley lauded Sodexo for being so "accommodating and wonderful" before announcing a cooking experience sponsored by them on:

January 10 Main Cafeteria 11:30am to 1pm

Enrollment for this class is limited and must be booked through Joanne Lott at ext. 5577. This is a team building experience. Others interested in booking such an event for a specific group should contact Rick Flores @ ext. 7283.

Julie Lovett, Professional Development, reminded us of the event at the Grand Marc on Thursday, December 7 from 3 to 5. She thanked her committee members for helping her organize this event.

Professional Development is working in conjunction with Human Resources to offer two Spanish classes during the spring. Starting in mid January and continuing for 8 weeks these classes will offer Spanish for Office Personnel and Spanish for Custodial Services. Classes will take place from 11am to 1pm. These courses will focus on work-related phrases. You may register and get more information through Human Resources.

Cheryl Cantu-Mireles, Community Service, announced that there will be a Christmas dinner for KinderFrogs and Starpoint students next Friday, December 15 from 10:30 to 11:30am in the Student Center Ballroom. Volunteers who would like to sing carols and/or pass out candy canes may contact Cheryl at ext. 7029.

John reminded us that there is no SA meeting in January. He suggested that we take some time today to meet with our committee groups informally to discuss any pressing matters. He told us that he would be taking SA Web site pictures of at the close of the meeting.

Adjourned 4:40pm

TCU Staff Assembly Meeting Minutes – Approved February 6, 2007

Members Present: Linda Anderson, Chris Arreguin, Pat Austin, Lisa Aven, Ann Bailey, Martha Barron, Emily Burgwyn, Cheryl Cantu-Mireles, Randy Cobb, Hollis Dyer, Katherine Edmondson, Carolina Enriquez, Marilyn Eudaly, Mike Fazli, Stephanie Folse, Diane Foucault, Jan Fox, Ervey Garcia, Rebecca Glass, Julie Graver, Julie Gray, David Grebel, Bob Hansard, Zoanne Hogg, John Householder, Sharon Hudson, Mary Ruth Jones, Gisele Kates, Angela Kaufman, Joael Kelly, Larry Kitchens, Scott Kull, Aracely Lopez, Joanne Lott, Julie Lovett,

Susan Oakley, Sue Ott, Lisa Pena, Gabriel Perez, Tara Perez, Tricia Porter, Robin Richey, Shelton Riley, Nancy Stockton, Mike Strom, Darron Turner,

Excused: Shari Barnes, Jonathan Brown, Travis Cook, Craig Elders, Billie Hara, John Hernandez, Darlene Housewright, Mary Nell Kirk, Jill Laster, Susan Layne, Rosa Perez, Nancy Styles, Chrys Weyer, Esco Weatherspoon, Veronica Whatley

Absent: Vicki Lawson, Malisa Mann, Trey Morrison, Laura Weisbrod,

Welcome: John welcomed all to our first meeting of the New Year. He introduced Skiff Reporter – Erick Moen.

Minutes: The minutes for December were approved.

Old Business: None offered.

John introduced our primary speaker Dr. Nowell Donovan, Provost and Vice Chancellor for Academic Affairs

Dr. Donovan is the senior member of the Chancellor's staff and acts for the Chancellor in his absence. The Provost convenes and chairs meetings of the Provost's Council and undertakes special assignments at the request of the Chancellor. He has primary responsibility for all academic divisions and programs including AddRan College of Humanities and Social Sciences, M.J. Neeley School of Business, College of Communication, School of Education, College of Fine Arts, College of Health and Human Sciences, College of Science and Engineering, the Mary Coats Burnett Library, Admissions, and the Honors Program.

Working with the Provost/Vice Chancellor are several Associate Vice Chancellors and Assistant Provosts. They have administrative oversight of various academic support units including: the Center for Academic Services, Center for Instructional Services, Center for Teaching Excellence, Center for Writing, Institute of Behavioral Research, Intensive English Program, Ranch Management Program, TCU Global Center, TCU Press, and the offices of Assessment, Enrollment Management, Extended Education, Financial Aid, Institutional Research, International Education, Research and Sponsored Projects, and the Registrar.

Presentation: Remarks from the Provost, Dr. Nowell Donovan

Dr. Donovan began by telling us that last May he watched as his daughter crossed the stage and received her degree from Chancellor Boschini. As the Chancellor shook her hand and offered congratulations, Nowell pondered the significance of that simple exchange, which he refers to as the "Handshake Moment". He believes that the "Handshake Moment" defines the success of the university experience. It allows one to take a look back at the college adventure from culmination toward inception. This view invites introspection. The primary message of that handshake is that the student has earned a degree of the highest quality, which is fundamentally what we are all about. For the student, there is a sense of triumph and thankfulness. For the parents, there is relief. For both there is a sense of pride and

anticipation. For those of us who work at TCU there is validation of promises redeemed. We, collectively, have helped that student rise to his/her potential.

The handshake triggers a "Moment of Assessment" when we ask ourselves how it is that we have helped this student rise to his/her potential. Academic departments consider the skills, values, knowledge and ethical considerations required to rise to one's potential and analyzes how well we have provided those elements. Is this graduate equipped to take the path s/he has chosen? Have we done everything we could?

One aspect of academic assessment is the accrediting process managed by SACS. It is the job of the Provost to survey this procedure. In preparation for SACS (2013), he is working with the Quality Enhancement Council. This body oversees the academics mission of the university. The Council examines performance in regards to our mission. Are we making the grade? What can we do better?

Approached from a visionary point of view, we behold a campus community that is bound together by a series of promises. Administration, faculty, parents, students and staff are committed to success. "We are bound to each other by a full series of promises." We all work to "create an environment to create..."

The Blue Sky view of assessment tends to have us spending more time assessing what we do rather than doing what we do.

While information gathered is of great value, the process takes a significant amount of time. We must make assessment work for us efficiently. To expedite results and minimize time spent analyzing data we use a program called Weave which sorts the data and reduces committee time by about 80%.

On becoming Provost, Nowell pursued the "strange act" of creating a stone circle megalith on the lawn in front of the Ballet and Education Buildings. This megalithic structure represents some very significant values critical to growth. The central stone is the teacher stone; from it collateral stones form a circle; three supplemental outer stones are positioned to draw attention to specific points of interest.

- ❖ The stone pointing to the education building represents "passing the torch" - by educating future generations.
- ❖ The stone facing the steeple of the Chapel represents the search for "meaning" – "one of the great threads of humanity".
- ❖ The stone reflecting the Ballet building is the "stone of happiness" – "happiness is knowledge."

At TCU, "passing the torch" occurs daily as we learn from each other. We communicate within the campus community and beyond. Let's look at our academic experience from the perspective of "passing the torch".

TCU's report card:

- ❖ Students of distinction who can respond to the opportunities that are available A-

- We are attracting students of a higher caliber. This year's potential applicants are very strong academically.
- ❖ Noteworthy faculty who exemplify the TCU teacher/scholar model A-
 - Attracting a considerable number of faculty with exceptional profiles.
- ❖ Improving academic facilities B
 - We have a long way to go until we have strong facilities to support teaching and research. The new Student Union is fine but we must attend to academic buildings. Many employees are working in unnecessarily close conditions.
- ❖ Responsive and far-sighted administration Q

Hallmarks of the TCU academic experience:

- ❖ Distinctive undergraduate core curriculum
- ❖ High quality undergraduate programs ("our bread and butter")
- ❖ Distinctive undergraduate capstone experience
- ❖ Attractive, high quality graduate programs
- ❖ Research record of renown
- ❖ Alumni who realize their potential

"We've got to create happy frogs. Our survival depends on it."

Institutional support:

- ❖ Distinctive library
- ❖ Effective technology
- ❖ Outstanding and modern facilities
- ❖ Sound fiscal practices

Above all, "A university is a place that should be honorable in what it does"

Our progress in recent years is commendable. We have implemented a New Core curriculum. The core is that collection of courses which:

- ❖ allows us to make connections which enhance our ability to think critically
- ❖ puts a lot of bits of information into context
- ❖ allows us to have conversations with each other from one end of the campus to another

What's good on the academic highway?

"To further improve the TCU experience and to align the University with other selective schools, I propose that we reduce the faculty/student ration to 13 to 1 from the current 14.7 to 1. While this is an ambitious goal, it is an attainable one. Since 2003, we have added 41 new faculty positions. In order to reach the 13 to 1 ratio, we will need 59 additional positions." Chancellor's address - 2005

We hired 18 new faculty members last year and 12 new faculty members this year.

In 2005 Faculty had a significant role in the publication of:

- ❖ 19 books
- ❖ 382 refereed papers

- ❖ 85 productions and presentations
- ❖ 7 premiers
- ❖ 66 externally funded grants

What's tricky?

From the academic perspective:

- ❖ Not enough space for faculty
- ❖ Need more classrooms
- ❖ Selective enrollment preferences
 - Some majors are enormously popular; this puts pressure on select programs to make more space for students who are interested. It creates a space management problem for hot disciplines vs. cold disciplines.
- ❖ Support for the financially disadvantaged student

Diversity of the faculty:

- ❖ Asian
- ❖ African-American
- ❖ Hispanic-American
- ❖ Indian

Ethnicity	2002/3	2003/4	2004/5	2005/6	2006/7
Asian	17	16	20	21	20
African/Amer	11	11	9	11	12
Hispanic	12	14	15	19	20
Amer. Indian	3	3	4	5	7
% faculty	10.8	10.9	11.4	11.9	12.1

1986 12 faculty represented 3.7%

2006 59 faculty represented 12.1%

Looking at the figures for the last 5 years, most categories are on the upward trend. African-American faculty are in high demand. Universities compete with salaries.

Moving Towards an Honors College

This college is being planned for students who want to enhance their intellectual life. They are not necessarily the best students academically but rather students who want to expand and expose themselves to the liberal arts. When the old Student Union is refurbished it will offer academic space. One of the entities planned for that space is the Honor's College. The

Dean of the College will reside there. This is a good location as it is close to the geographical center of the University. This effort honors what we are all about which is academic excellence.

One exciting project underway is the Undergraduate Research and Creativity Commitment. We believe that we need to provide a capstone experience for those students who are interested. "The single most important capstone experience is one that allows a student the pride of having achieved something independently; a piece of creative activity, a piece of scholarship, a piece of research which they can claim some sort of intellectual ownership for."

A capstone experience might be:

- ❖ The opportunity to perform a piece of music that is recorded
- ❖ Collaboration with a professor on a scientific paper

"It is something very different, very singular, very distinctive and very personal." We have a commitment to this program which reaches a crescendo during Honor's Week when the entire campus will enjoy a 2-day celebration of the Undergraduate Creative Experience.

We must think about increased Global opportunities for our students. We espouse this value in our Mission Statement. By venturing out to locations with rich histories in the arts and sciences students discover another dimension of learning. These excursions allow students to "stretch their minds". Imagine the conversations that might take place at these sites.

Global Task Force

"I have asked Provost Nowell Donovan to bring together some of the best minds on campus to address these issues, to clarify TCU's interests abroad and to determine how this university can best fulfill the vital global aspect of our mission." Chancellor's address – 2006

We have our global Task force.

Strategies employed include:

- ❖ Providing financial packages for students to offset costs
- ❖ Dedicating a budget for international education
- ❖ Increasing the number of short-term programs, simultaneously increasing the enrollment of international students at TCU
- ❖ Sending students abroad to study

Additional strategies include:

- ❖ Interaction between U.S. and international students
- ❖ Internationalism embedded in the general operation of the university
- ❖ International offices taking the lead in writing grants to support faculty efforts
- ❖ Departments and colleges defined in the capital plan for internationalism
- ❖ Faculty and Administration actively and collectively involved in internationalism developing strategic alliances with global institutions

Some peer institutions are doing a better job in this area.

University of St Thomas	61.6%
Pepperdine University	61.5%
Georgetown University	58.9%
Wake Forest University	58.8%
Dartmouth University	58.1%
Notre Dame University	53.6%
Duke University	49.4%
TCU	21%

Why do we do this? Look at the world we live in. We must educate students to understand what is going on globally. The focus of war shifts as do the focus of politics and the focus of development. We must understand what that means to us. All future TCU graduates should enjoy an international experience. This does not necessarily mean traveling abroad; though, hopefully 55% of our students will study/travel abroad.

Stone of Happiness

"And God said I have put happiness in knowledge. Do not look for it in ignorance." – The Koran

That could be translated to the mission of the University.

We are not a large university. We can't be all things to all people. We are not a megaversity (like UT). What are some of the ways that we can lend impetus to the search for knowledge and happiness? The Vision in Action Strategic Initiative Fund selectively awards grants to projects that will enhance the learning experience. VIA relies on the trustees to provide grants, which allow us to start making the moves necessary to transform various parts of the university. Some Pathways grants recently awarded include:

- ❖ Center for Civic Literacy
- ❖ TCU Fort Worth Opera Institute
- ❖ GIS Certification Program – an outreach to the community
- ❖ TCU engineering internships
- ❖ FWISD Workplace Spanish Institute – “wildly successful”
- ❖ Strengthening TCU Through Service Learning
- ❖ Establishing TCU Center in Guanajuato, Mexico

Select transformational grants include:

- ❖ SERC - Science & Engineering Research Center
- ❖ Research Initiative in Nursing and Health Sciences
- ❖ Academic Advising Center
- ❖ Real World Advertising and Public Relations
- ❖ Neeley Leadership Initiative

Grant money can expand horizons. A noteworthy and compelling success for authors David Cross and Karen Purvis, Department of Psychology, is the publication of their recent book, [The Connected Child](#) which addresses issues for children who are developmentally

challenged. With proper grant funding we can train graduate students to continue the important work of these authors.

The Theater Arts Festival at Edinburgh, Scotland is one of the biggest in the World. Several students traveled there to put on a play "Girl of 10,000 Smiles" which was written by TCU faculty member. The feedback from students who participate in such programs is really quite extraordinary.

"There are no words that can describe how much this trip has changed my life. I have never experienced something so incredibly wonderful..."

Some academic programs have the potential to serve as catalysts to propel the University to greater academic distinction. Some of the programs include:

- ❖ School of Music
- ❖ Schieffer School of Journalism
- ❖ Institute of Childhood studies
- ❖ Center for Ethical Leadership
- ❖ Liberal Arts
- ❖ Institute for Environmental Studies
- ❖ School of Design & Merchandising
- ❖ Institute of Behavioral Studies
- ❖ Institute for Student Creativity and Activity
- ❖ Neeley School of Business
- ❖ Theater and Dance Program

These units and others are entities that we can define and be proud of.

However, none of this takes place without large sums of money. "Out there we have parents and students who pay an extraordinary amount of money to send their children to us. That is a huge responsibility to make sure that we deliver the best we can."

The Barnett Shale

As we all know the Barnett Shale is a hot topic of conversation. You may have heard rumors about the University drilling on campus.

- ❖ The university is assessing whether or not it will drill on campus
- ❖ We have a financial responsibility to TCU's future to do so
- ❖ We will not move forward until we have examined all the safety issues.

Geology lecture

Most Hydro carbon rocks include:

- ❖ Discreet Source rock which is something that will produce oil and gas
- ❖ Reservoir rock where that oil and gas will migrate underground and be trapped
- ❖ Trap rock which makes sure that there is no way that the oil and gas escape to the surface

Barnett Shale's uniqueness is that it combines all 3 elements. Other drilling sites may experience a 30% recovery rate upon drilling. The Barnett shale enjoys a 100% recovery

rate. It is already the largest gas field of its capacity in the United States and may be the largest of its type in the world.

A local snapshot of the process depicts:

- ❖ Shale as 5,000 to 10,000 feet below the surface (at TCU 7,000 feet down)
- ❖ Initial vertical drilling goes down 7000ft
- ❖ There, horizontal drilling extends for ½ mile
- ❖ At that point fracturing occurs (This involves forcing water down the line to crack the rock and release the gas.)

The estimated value of returnable gas from the Barnett Shale is more than 10 trillion cubic feet and the life expectancy is 50 years. The Barnett Shale is one of the least risky investment opportunities available. It creates some general opportunities for TCU as the Industry needs:

- ❖ Petroleum engineers
- ❖ Petroleum geologists
- ❖ Landmen – people who know how to negotiate the deal

We have formed an Energy Institute at TCU. The initial purpose of the Energy Institute is to see how we can impact the Barnett Shale development. Long term interest is to help this nation transform itself with a realistic energy policy.

Search for Meaning

"A university should answer important, profound questions and require deeper thought. We are not a trade school. We have got to be place where people can start to find deeper answers. How well do each of us in this room illuminate the landscape?"

What's our edge at TCU?

- ❖ Personal relationships between faculty and student – one faculty member will sit and talk with one student. That's profound education.
- ❖ Providing settings for deep thoughts. We are all about creating that sort of environment.

"By design TCU is a small university with a large ambition."

Our students must lead. We are outnumbered. There are 60,000 total alumni for TCU as compared to the current UT enrollment of 55,000. In order to compete, we must offer more than just a degree. We must teach our students when and how to lead.

Leadership is something that is not there all the time. There are time s when you don't need a leader. Sometimes it's an act of leadership to realize that you don't need one. Decipher when to make your actions count.

Leaders understand

- ❖ Root causes
- ❖ Best knowledge to apply
- ❖ Dynamics persistence
- ❖ Practical citizenship

- ❖ How to create a sense of urgency
- ❖ Leaders know their job
- ❖ They know where to go and what to do when they get there
- ❖ Above all, leaders know...themselves

Students must be brave and stand by their dreams.

The task of a leader is not to determine whether the glass is half full or half empty. The task of the leader is to fill the glass.

It's not as much about where we are as it is about where we are going.

Remarks from Angie Kaufman, University Minister

Angie enlightened us about a Student Emergency Fund that was established back in 1989. This fund was created to assist students in times of family crisis. It allowed students some financial flexibility during difficult times. Travel expenses were available for family medical emergencies or a death in the family.

After hurricanes Katrina and Rita, this fund was depleted. Fortunately, a generous donor supplied \$50,000 to re-institute the fund. The fund now provides a safety net for students in need. Students can access money in a short amount of time - up to a maximum of \$750 within 72 hours. A committee regulates the fund. Once an application is processed, the committee meets to determine the viability of the request. Details of the fund are available on the Web sites for both Student Affairs and Campus Ministry. Anyone who wants to serve on this committee should contact Angie.

Q. How do students know about it?

A. It is listed in the Student Handbook.

Remarks from David Grebel, University Compensation Advisory Committee:

David assures us that the UCAC is focusing its attention on compensation issues. They are monitoring starting wage adjustments for non-exempt employees, which the task force began a few years ago. They recommended the next implementation of that process. Over the next few months, they are going to be looking at a specific class of employees who have fallen quite a bit behind the market.

Health care remains as the single biggest issue before the committee. David commended HR for the recent transition to Cigna. He praised the effort put forth in both group and one-on-one sessions. UCAC is studying "consumer driven health care" and trying to understand what that is about. It appears to put the decision making on the consumer. The theory is that we will buy less if more is at stake. We don't know where we stand on that issue yet. It requires further discussion.

A small task force is studying exempt staff wages. This is an ongoing concern.

The thing that touches all of us is health care. Some questions raised by the committee but not yet answered:

- ❖ What are the highest priorities?
- ❖ What can we realistically afford?
- ❖ Should we consider offering some kind of basic coverage for every employee regardless?
- ❖ Should there be a set amount of benefits that employees can select from?
- ❖ Do we need a safety net approach to it?

UCAC is meeting monthly and doubling up in several months. They meet with HR when their input is needed. They meet with BAC on items related to compensation.

Any questions for the committee should be directed to David by phone or e-mail. "My roll is to give voice to your concerns."

Remarks from Julie Lovett, Chair of Professional Development

The December event at the Grand Marc exceeded expectations. More than 100 staff members enjoyed the tour.

The programs offering Workplace Spanish have also been a huge success. A total of 37 staff members are enrolled. Spanish for Office Personnel has an enrollment of 24 (it overbooked quickly). Spanish for Custodial and Maintenance Supervisors has an enrollment of 13.

Professional Development serves as a welcome wagon for new hires during orientation.

We are always looking for feedback for future efforts.

Announcements:

Joint Assembly meeting 2/15 Smith 104 @3pm discussing Child care at TCU

Mike Fazli reminds us of RAD class March 24 and 25

Cheryl Cantu-Mireles, Chair of Community Service gave us advance notice of the Race for the Cure 4/7. TCU is fielding one team in a joint effort of support. We will be receiving more information in the weeks ahead.

Remarks from Hector Martinez of Prudential regarding Short Term disability

Why do we need Short Term Disability?

- ❖ Income protection
- ❖ Protect your check
- ❖ Salary continuation

Social Security payments are limited to disabilities of 12 months or more. Short Term Disability is easiest to get through the workplace. If you sign up with the inception of plan, no medical questions are asked. You may still sign up at any time after that but you will then be required to answer some medical questions.

Disabilities resulting from on campus incidents are covered by workmen's compensation. Disabilities not connected with campus injuries are covered by short term disability.

There are two options to choose from:

- ❖ Option A is a richer plan that enjoys 13 day start point (elimination period)
- ❖ Option B is less expensive but requires 29 day start point (elimination period)

The total benefit is for 6 months. Employees must use sick leave/vacation before benefit becomes available. Sick leave/vacation often covers the elimination period. This benefit is tax free.

Pre-existing conditions are excluded for 1 year. Refer to your booklet (or the HR website) for price tables and your enrollment kit.

Questions should be referred to Tracy Thompson, ext. 5017

New business: None offered.

Adjourned 4:58pm

TCU Staff Assembly Meeting Minutes – Approved March 6, 2007

Members Present: Linda Anderson, Chris Arreguin, Pat Austin, Lisa Aven, Shari Barnes, Martha Barron, Jonathan Brown, Emily Burgwyn, Randy Cobb, Travis Cook, Hollis Dyer, Katherine Edmondson, Craig Elders, Marilyn Eudaly, Mike Fazli, Stephanie Folse, Diane Foucault, Ervey Garcia, Rebecca Glass, Julie Graver, Julie Gray, Bob Hansard, , John Hernandez, Zoanne Hogg, John Householder, Darlene Housewright, Sharon Hudson, Mary Ruth Jones, Gisele Kates, Mary Nell Kirk, Larry Kitchens, Susan Layne, Aracely Lopez, Joanne Lott, Julie Lovett, Malisa Mann, Susan Oakley, Lisa Pena, Rosa Perez, Robin Richey, Shelton Riley, Mike Strom, Nancy Styles, Darron Turner, Veronica Whatley

Excused: Ann Bailey, Cheryl Cantu-Mireles, Jan Fox, David Grebel, Billie Hara, Angela Kaufman, Joael Kelly, Scott Kull, Jill Laster, Trey Morrison, Sue Ott, Gabriel Perez, Tara Perez, Tricia Porter, Nancy Stockton, Chrys Weyer,

Absent: Carolina Enriquez, Vicki Lawson, Esco Weatherspoon, Laura Weisbrod,

Welcome: John welcomed everyone to the meeting.

Minutes: The minutes for February were approved.

Old Business: None offered.

By way of introduction for our first speaker, John explained that the Board of Trustees requested input from the Staff Assembly regarding our relationship with Chancellor Boschini. As Chair, John composed such a document on our behalf. He used the text of the letter to introduce the Chancellor.

Remarks from the Chancellor, Victor Boschini

The Chancellor began by thanking us for the opportunity to address the assembly. He was asked to speak to us about the "State of the University" and was more than happy to do so. He explained that he would touch on some highlights that are exciting news for the University. He hoped to take questions at the end of his presentation.

He began by affirming:

- We continue to do a good job growing our reputation nationally and globally.
 - He believes that all of us contribute in this regard. We all work together to make TCU a better place.
- We continue to strengthen our role in the rankings for colleges.
 - One of the top selling magazines every year is the special issue of U.S. News & World Reports that lists college rankings.
 - As we increase our student/faculty ratio, we expect that our ranking will continue to rise. This year we will add 20+ faculty/staff positions.
- We have invested in technology.
 - We implemented the Internet 2 Project (instantaneous internet connection for collaborative teaching).
 - We expect to be a totally wireless campus next year. All 258 acres will be wireless. There is money dedicated to make this happen.
- We have had tremendous success in admissions.
 - Admissions have increased dramatically in last 7 years with record numbers of applications
 - To date, we have 11,500+ applications for 1550 spaces.
 - Last year we had 8700 applications.
 - In 2000, we had 5055.
 - This year will probably reach 12 or 13 thousand.

These are pretty amazing statistics. Other admissions news worth mentioning:

- SAT scores for applicants are 10 points higher than last year
- Commitments for the class of 2011 are starting to come in
- There are more minority applications this year than in the history of TCU
- Campus is changing physically.
 - 8 different facilities are works in progress
 - They have started to brick the new dorms in the Campus Commons. The residence halls in the Commons will change the campus - not just the look but the culture of campus.
 - Student Union will be open to all – students, faculty, staff, alumni and community members.
 - The Baugh Indoor Practice Facility (for football) will be dedicated on May 10. Generous donors contributed \$7 million to build this facility.
 - The JE & LE Mabee Foundation Education Complex is well underway

- New windows have been installed in the old building. It looks stunning.
 - Work commences soon on a new 34,000 sq. ft. TCU Barnes and Noble Bookstore with enough parking to accommodate business.
 - We are trying to return to our residential heritage. In the sixties and seventies we housed a much higher percentage of students on campus. Over the years, the student population has grown but the infrastructure has not. We readily identified the need to increase both the number of faculty and the number of beds. We continue to add faculty and staff but we have not added beds. In fact, Moncrief which was built in 1988 is still considered the “new” residence hall.
 - We will add 600 beds in the quad which will put a lot of students right in the heart of campus.
 - The Grand Marc on Berry has 600 beds.
 - We don’t own the building but we own the land beneath it.
 - The Housing Office will enjoy space on the lower/garden level of one of the new residence halls
 - The first 2 residence halls will open this August 2007
 - The other 2 will open in January 2008
 - They will be completed in October
 - The endowment is still growing. We have topped the billion dollar mark. We are in the top 60 schools with endowment. Our new CIO, Jim Hille, is doing a great job.
 - We are looking at the possibility of drilling for gas on campus.
 - We sit on 258 acres of prime Barnett Shale. Negotiations to drill are ongoing. As yet, we do not have a contract. Nothing is secret. Details will be made available as soon as we have a contract.
 - Administration is trying to support individual colleges on campus.
 - The Chancellor is working with the Provost’s Office to identify specific needs for each college and tailor staffing requirements to fit those needs.
 - He is confident that we are positioned to deliver a “world class, value-centered university experience” but the only way we can do it is with help from staff. “The people in this room, all of us, we do a lot of work”... “I appreciate that you’re doing that work.”
 - We are in the beginning phase of a comprehensive campaign to raise money for TCU. So far we have raised \$90 million. Things are going much better than anticipated. Our goal was to reach \$81 million by March; we reached \$90 million as of January 1. Yesterday we got a \$1 million donation for the Harris College of Nursing and Health Sciences
 - This donation will allow us to set up a rotation for our nursing students in the field of oncology. Cancer care is a big part of healthcare. Many hospitals in the area would benefit from such a program.

“In general, I appreciate all the work you do. And anyone that you can tell about what we’re doing at TCU – go ahead and tell them. Let them know what’s happening at Texas Christian University.”

Q. With everything that’s happening on campus do you have a priority?

A. Fund raising. We have plenty of ideas but not enough money to implement them. Other institutions have plenty of money and no ideas. We are active with fundraising. Faculty,

staff and Advancement promote projects. This active involvement led to the donation we just received for Harris College of Nursing. We need to continue in that vein.

Remarks from David Bedford, Faculty Senate

David expressed delight at the opportunity to speak with the Staff Assembly. On behalf of the Faculty, he offered thanks for "all that you do for us". He acknowledged that we enjoy a phenomenal support system here at TCU.

Outside the classroom, David has had most contact with TCU First Year Experience. He is impressed by the incredible work that touches the lives of our young people - things such as Frog Camp and Connections.

David wanted to talk to us about a recent Joint Assembly Meeting that focused on the issue of Child Care on campus. It appears that the need is great and it is growing. Four years ago a survey was taken to assess need at TCU. Attention was given to what other universities are doing. The study was completed but the process stopped there.

In conjunction with Staff Assembly and Student Government, Faculty Senate decided that the time is right to revisit this issue. A Joint Assembly meeting was held on February 15 – attendance numbered 45. Staff had the largest representation. Seating was arranged so that faculty, staff and students were represented at each table.

The presentation at this meeting included comparative studies of on campus day care at other universities and various models of how benefits and services might be delivered. After the presentation, each table was asked to discuss their reactions to the models shown. Questions were provided as a guide. There was one spokesperson for each table. Answers and suggestions were written on that person's handout. Each spokesperson reported elements of his/her table discussion and submitted the written document to the committee for further study.

David received a considerable amount of e-mail after the meeting. Those who could not attend contributed input via e-mail. Comments and discussions will be consolidated into a report that may be posted on the Faculty Senate Web site.

Faculty Senate would like to develop a comprehensive plan for on campus child care that can be presented to Administration. We must determine:

- Ways to pay for this program
- Facilities on or adjacent to campus that would be adequate
 - Proximity seemed to be a major component of the feedback
- State Certification needs
- Accreditation needs
- Responsibility for building
- Donations for building

If you have any input on this topic please contact David via e-mail.

John mentioned that the SA Policy Review Committee is working with the Faculty Senate on this project.

Remarks from Mary Ruth Jones, as requested by the Community Service Committee

Mary Ruth reminded us of the upcoming Race for the Cure in Fort Worth. TCU has always demonstrated strong support for this cause. Our TCU team currently has 29 members. You may sign-up for the team or donate to the cause via the website.

The race will be held on April 7, 2007. Cheryl Cantu-Mireles, Chair of the Community Service Committee, will send a reminder with specifics about the event. This race is now larger than the Cowtown Marathon. It has grown from 1500 to 15, 000 participants.

Remarks from Shari Barnes, Director of Employee Relations

Short Term Disability is no longer an option at TCU. Participation parameters set by the underwriter of the policy were not met. Prudential required 25% participation. Our participation rate was 10%.

We may offer this benefit again at some point in the future. Long Term Disability did not make quota on the first try. Now it is a viable program.

Speculative reasons for failure to meet the quota:

- We already enjoy a very rich extended sick leave program at TCU
- This was not attractive to faculty due to the nature of their scheduling
- Employees were responsible for total cost.

Q. How did this benefit us? Do you have examples of where it would help?

A. Short Term Disability would be a good benefit for people in certain circumstances. Employees with a lot of sick leave saw no need for this benefit. The benefit is not immediate. All sick leave and vacation must be used before the benefit kicks in. Some felt that it was not equitable for those who are always out of sick leave to pay the same price as those with hours banked.

HR offered the program to accommodate staff. They are always open to explore other benefits.

Shari stressed that Long Term Disability is a good thing. She encourages folks to sign up.

John labeled our next agenda item as very important. He stressed that we want to make sure that everyone on staff understands how Staff Assembly elections work. We want to make sure that staff understands the entire process. We want to let you know how to get on the committee that you want. It wasn't easy this past year. We had to do a lot of things at the last minute. John wanted Susan and this committee to talk to you early so that you can find out how best you can be involved.

Remarks from Susan Oakley, Assistant Secretary and Chair of the Election Committee

Elections are coming up. Susan reminded us that the names of those elected last year will not appear on the ballot because the elected term is good through 2008. Those not appearing on ballot are:

Linda Anderson
Chris Arreguin
Pat Austin
Ann Bailey
Martha Barron
Jonathan Brown
Emily Burgwyn
Cheryl Cantu-Mireles
Travis Cook
Diane Foucault
Jan Fox
Ervey Garcia
David Grebel
John Hernandez
Sharon Hudson
Mary Ruth Jones
Gisele Kates
Joel Kelly
Larry Kitchens
Scott Kull
Vicki Lawson
Susan Layne
Aracely Lopez
Malisa Mann
Susan Oakley
Sue Ott
Rosa Perez
Shelton Riley
Nancy Stockton
Darron Turner
Laura Wesibrod
Veronica Whatley

Ballots will be sent out next week. Nominating ballots are broken down by Vice-Chancellor. One representative is elected for every 20 staff members in each Chancellor's/Vice Chancellor's division. Vacancies for 2007-2009 by division are as follows:

Chancellor's Office	1
Athletics	2
Nowell Donovan	10
Brian Gutierrez	10
Larry Lauer	1
Don Mills	2
Don Whelan	3
Brite Divinity	0*

*There will be no ballot for Brite this year since their representative will serve for another year.

The first paper ballot will ask for twice as many nominees as will be elected. After that ballots will be available both online and in paper. Encourage your colleagues to vote online.

Anyone interested in being an officer or serving on a particular committee should contact Susan, Darron or John.

Elected positions include Chair-elect, Secretary and Assistant Secretary. Historian and Parliamentarian are appointed positions. Committee Chairs are appointed positions. Again, let us know if you are interested in serving in a particular capacity.

March 22 is the deadline for nominating ballots.

Q. Is there a list of committees?

A. On the website

Susan commended Emily Burgwyn and Craig Elders for streamlining the election process.

Pat encouraged everyone to be proactive about running for SA. Let your associates know that you would love to serve.

Ballots are color-coded by division for easier tabulation.

John asked if everyone was comfortable with the process of nominating and volunteering for offices and committees. He thanked Erick Moen from the Skiff for being in attendance

Adjourned 4:27

**TCU Staff Assembly
Meeting Minutes – Approved
April 3, 2007**

Members Present: Linda Anderson, Pat Austin, Lisa Aven, Ann Bailey, Martha Barron, Emily Burgwyn, Cheryl Cantu-Mireles, Randy Cobb, Hollis Dyer, Katherine Edmondson, Craig Elders, Carolina Enriquez, Marilyn Eudaly, Stephanie Folse, Diane Foucault, Ervey Garcia, Bob Hansard, , Billie Hara, John Hernandez, Zoanne Hogg, John Householder, Sharon Hudson, Mary Ruth Jones, Gisele Kates, Joael Kelly, Mary Nell Kirk, Larry Kitchens, Vicki Lawson, Susan Layne, Aracely Lopez, Joanne Lott, Susan Oakley, Sue Ott, Lisa Pena, Gabriel Perez, Rosa Perez, Tara Perez, Robin Richey, Shelton Riley, Nancy Stockton, Mike Strom, Esco Weatherspoon, Chrys Weyer, Veronica Whatley

Resource for Staff Assembly: Jill Laster

Excused: Shari Barnes, Jonathan Brown, Travis Cook, Jan Fox, Rebecca Glass, David Grebel, Darlene Housewright, Angela Kaufman, Scott Kull, Julie Lovett, Malisa Mann, Nancy Styles, Darron Turner,

Absent: Chris Arreguin, Mike Fazli, Julie Graver, Julie Gray, Trey Morrison, Tricia Porter, Laura Weisbrod,

Welcome: John welcomed everyone to the meeting.

Minutes: The minutes for March were approved.

Old Business: None offered.

Remarks from Leo Munson, Associate Vice-Chancellor for Academic Support

As faculty/staff representative for the Annual Fund for 2007, Leo explained that he believes there are three things involved in motivating people to take action.

- a reason to act
- a cause that they believe in
- and some benefit that they derive from taking action

He shared his personal reasons which derive from the "value of life experience" that his two children gained while they were at TCU. Upon graduation they were prepared to be successful and they have realized that success. This is the Munson family's primary reason for supporting the Annual fund.

Leo and his wife determine causes by discussing planned giving strategies. They currently support 4 specific funds at TCU. He reminded us that we all have the opportunity to be selective with our causes.

Benefit is the intrinsic value derived from giving. It feels good. An additional benefit is realized when external donors look at internal participation for any organization. The positive image of faculty and staff who believe in this University is critical for attracting donations.

Though he encourages us to come up with our own reasons, our own causes and our own benefits, Leo hopes that we will all participate on some level. He would like to see as close to 100% participation as possible. He thanked us for all that we do for the University.

John introduced our next speaker as the son of a military family. He was born in Germany. His family returned to the United States one year later. He attended high school in Mineral Wells. Started college at UT before transferring to Concordia University in Illinois where he majored in Education with the intention of going on to seminary. Instead he went on to the University of Michigan where he earned his Master's degree. He became the Director of Admission at Lawrence University. He served as Associate Dean of Students at the University of Chicago's Graduate School of Business. Before coming to TCU he served as Dean of Undergraduate Admission at Marquette. He has been the Dean of Admissions at TCU since 2000. When he arrived we had about 5,000 applications per year. This year we topped 11,000. He is a wonderful family man and a "man I am proud to call my boss" – Ray Brown.

Remarks from Ray Brown, Dean of Admissions

Ray began with a simple graphic image of the Admission Funnel. Components of this funnel include prospects, applicants, admits and those who enroll. Prospects numbered 85,000; applicants were narrowed down to 11,700; admits totaled 5500 and enrollment will be 1650. All numbers are approximate as they change daily.

The Admissions process, however, starts before prospects are even identified. Students who take the PSAT check a specific box on the exam that asks if they want to receive mail from colleges. Universities buy the names of those students. For 26¢ per name, TCU learns the student's name, address, high school, general interests, class standing and other assorted demographic information. These students then become known as "suspects". The suspects (350,000 students) receive an introductory e-mail from us. "We're TCU. This is what we represent. If you're interested, click here." One click and they become prospects.

The numbers reveal that we do a good job prospecting.

- In 2000 we had 48,000 prospects
- Today we have 85,000 prospects
- During February alone we received 67,000 responses

A mail house in Richmond, Virginia lists 200 of the finest schools in America as clients. Last year, we were their #1 one school in terms of response rate. This year we are putting even more distance between us and #2.

From our 85,000 prospects we have 11,711 applicants to date. That is a really good ratio. The rule of thumb in Admissions is about a 10 to 1 ratio, which would be 8500. We will extend offers to about 5500 students in an effort to enroll 1650 students.

Years ago, students applied to 2 or 3 schools. Today's students apply to 5, 6 or 7. Application figures are ballooning everywhere because of these increased numbers. Admissions programs in the United States, celebrate a 3, 4 or 5% increase in applications. In this past year, we have increased our applicant pool by 37.8%.

We are experiencing the same pattern with transfer students. Transfer applications are ahead by 35% in the past year. Half of that increase is for one program – nursing. It is the toughest program to get into nationally; it may be the toughest major to get into in this country. Our transfer applications reflect that trend.

Of the 6,000 students not receiving offers from us, 5,000 were perfectly acceptable. How do we make our decisions? What criteria are used to determine selection?

1. The Classes

- Rigor and challenge
- Senior Year/College Courses

Course work has always been important. It is now taking on greater importance than ever. Students must not slack off during their senior year.

2. The Grades

- Varies according to selectivity
- Considered in context of school & classes

Transcripts are important. They define the rigor of curriculum and class rank. The reality is that course work counts for about 50 to 60% toward the admission decision.

3. SAT and/or ACT scores

- National scale
- Mid-50% Range
- One of many factors

Standardized exams count about 25%.

4. Additional Factors

- Resume (Activities, Honors, Work, Service)
- Essay
- Letters of Recommendation
- Interview
- College/University Priorities
 - » Majors
 - » Legacy
 - » Diversity – all types

The popular press leads us to believe that the more involvement in extra-curricular activities the better. That is simply not true. The vast majority of Admissions Offices look for significant involvement in 2 or 3 things - involvement that fosters leadership.

Also important to a student's resume is the essay. The SAT now has 3 sections:

- Critical reading
- Math
- Writing

Each section of the SAT is worth 800 points, raising the perfect score to 2400. The writing element was first administered in March 2005. This new component assures the authenticity of the essay.

Here is a snapshot of what the middle student at TCU looks like academically:

Transcript

- 3.4 GPA; top 20% of the class
- College Preparatory Curriculum
 - 4 years English
 - 4 years Math
 - 4 years science
 - 4 years Social Science
 - 3 or 4 years of a foreign language

Test Scores (*mid-50%*)

ACT: 23-28

SAT: 1570-1870 (CR + M + WR)

good, solid, above-average students

"Thank you for making all of this success so very possible for us." I know you have played a role in making my life better. And you play a role in the success of TCU that makes this a place that folks across this land are talking about.

John affirmed that tuition is the #1 driver of our budget. Tuition comes from students. Students are here as a result of Ray Brown's work.

Q. Are there other ways to judge the rigors of a high school curriculum?

A. There are differences between high schools. Making a B at one school is equivalent to making a C at another. The Admissions Office follows up to determine a school's scholastic reputation.

Q. One of the rumors going around is that preferential treatment is given to private school vs. public school applicants. Is this true?

A. I know of no Admissions Officer in the private sector that would make a generalization like that. We are aware that there are some bad private schools out there and we know that there are some really terrific public schools.

John recognized the Chancellor's presence and thanked him for coming.

Remarks from Professor Gina Hill, Nutrition Students Jennifer Hunt and Chrissy Chester, Nutrition

All of our nutritional science students are required to complete a research project before they graduate. A local organization contacted us to ask if we would determine the feasibility of a home delivery meals program in Tarrant County. We are here to ask for your help. We have developed a brief survey that we would like you to fill out and return to us at the end of this meeting.

Students, Jennifer Hunt and Chrissy Chester distributed confidential consent forms and surveys to SA members.

Q. Does this involve just one meal a day? Are special dietary needs a consideration?

A. Various meals are provided. The survey asks about preferences. Specific dietary needs are available.

Committee reports

Susan Oakley, Elections Committee Chair, reports that elections are in progress. She thanked her committee members Chris Arreguin, Marilyn Eudaly, Zoanne Hogg, Mary Nell Kirk, Rosa Perez, Tricia Porter, Mike Strom and Laura Weisbrod. They spent a fair amount of time contacting nominees to inquire about willingness to serve on Staff Assembly. The names of those who agreed to do so will be available online tomorrow. Please vote online if you have that option. Those who do not respond to the online ballot will receive a paper ballot. Jackie Callanan, retired, has helped with the paper ballots. Anyone interested in running for office should contact a member of the Elections Committee. Those elected to Staff Assembly will be contacted prior to the May 8th meeting. Officers will be elected at the May meeting.

Cheryl Cantu-Mireles, Community Service Chair, reminded us that this Saturday, April 7, is the Race for the Cure. The TCU Team, FrogLegs, currently stands at 62 members. Our goal was to raise \$1000. So far, we have raised over \$3000. You may add your contribution to the website . We will meet to have a team photo made on the day of the race. Watch your e-mail for time and place.

David Grebel, Committee on Committees Chair and liaison to UCAC, is attending a conference in Atlanta. There is no report at this time.

Billie Hara, Chair of the Policy Review Committee, contends that Policy Review is the "best committee ever". Committee members include, Diane Foucault, Bob Hansard, Sharon Hudson, Gisele Kates, Angie Kaufman, Scott Kull and Malisa Mann. Billie came across a quote recently, "A committee is a cul-de-sac down which ideas are lured and then quietly strangled. ..." Fortunately, that was not the case for Policy Review. This diverse group works hard to represent every staff member of the University. This year the committee:

- Worked on the concept of banking sick hours.
 - How can we donate our sick hours to another person who might need them?
 - How do other institutions address this issue?
- Worked with HR to resolve a problem with a graduate tuition issue.
- Looked at FMLA benefits

We talked about and researched a lot of issues. Policy Review makes recommendations to the appropriate organizations to initiate change. We don't make the changes.

John interjected that we enjoy a great relationship with HR. He thanked Jill Laster for being with us and being such an important part of what we do.

Julie Lovett, Chair of Professional Development, is attending a conference in Atlanta. There is no report at this time.

Stephanie Folse, Chair of the Web Committee, started working on the Web page last summer. She tells us that thanks to Virginia Dias the minutes are now available in Spanish. They will be posted to the Web site shortly. The comment forms are still problematic.

Stephanie has contacted TR for help with this anomaly. This committee is focusing on Web site design. Some ideas for next year include adding links to information pages for all of the SA committees. One committee, College Resource already has a link available.

Joel Kelly, Chair of the College Resource committee, demonstrated the link to College Resource home page. Joel credited Tara Perez with supplying all of the information for the Web site. Joel served as Web site creator, designer and editor. Everything on the page is broken down by grade level. There are separate checklists for students and parents. There is a section that explains tuition benefits. FAQs simplify procedures for those who may not know a lot about college. A dictionary of terms helps familiarize users with college terminology. Again, thanks to Virginia Dias, pages are available in both English and Spanish. Joel decided that hers is the best and biggest committee. Membership is not restricted to SA only. College Resource transcends Staff Assembly; volunteers from other departments contribute to the success of this committee.

College Resource did submit a proposal for a VIA grant this year which was denied. They are disappointed but not discouraged. They will try again until they are successful.

Tara announced that you must be enrolled for the May 3rd dinner listed on the Web site.

Tara explained that people who want to participate in the College Resource Program should be encouraged to enroll in August so that they may receive information about all programs available to them.

Last year a TCU engineering professor allowed 5 kids from the College Resource program to attend a summer engineering camp. Tara stayed in contact with this professor throughout the year. As a result, College Resource will have 15 spots available for engineering camp this year.

Joe Lipscomb from Finance runs a camp for 11th graders called the High School Investment Program. Fifteen students live on campus for one week. They are given a virtual \$1million portfolio that they must manage for one year. If at the end of the year the student decides to enroll at TCU they are given college credit for the course. There is one \$500 scholarship available to the College Resource Program for this camp.

Dow Jones Newspapers camp is another opportunity. Again, about 15 students live on campus. They work together with the Star Telegram to produce a paper. They write the stories, take the pictures, work with layout and design, etc. This camp is open to 10th and 11th graders.

Anyone who knows about any other camps, please contact the College Resource Committee. Tara is eager to talk to the sponsors of these camps.

Our next program is the May 3rd dinner. This event is for 8th to 11th graders. Students and parents share a meal with the committee before splitting up into smaller groups where workshops will be conducted. One workshop is dedicated to Spanish speaking only. A panel of folks from Admissions and Financial Aid will answer questions. A special panel of current TCU students will share their experiences with college life. Parents may attend a panel

discussion about the subtleties of understanding tuition benefits. There will also be an Upward Bound workshop. Please spread the word about College Resource. We are here to introduce the college experience to students of our own staff.

Announcement

Vince Pankey's retirement party is taking place at the Walsh Center until 5pm.

Susan Oakley tells us that the Fort Worth Magazine has a list of the best places to work in Fort Worth and TCU is on the list. A total of 24 companies are listed.

John asks that we please fill out the surveys and turn them in to Gina Hill.

Joel Kelly suggests the Staff Scholarship Award as one of the choices available for Annual fund contributions.

Next month our meeting will be on May 8. Don Mills is our guest speaker.

Adjourned 4:39

**TCU Staff Assembly
Meeting Minutes – Approved
May 8, 2007**

Members Present: Chris Arreguin, Pat Austin, Lisa Aven, Ann Bailey, Jonathan Brown, Emily Burgwyn, Travis Cook, Hollis Dyer, Katherine Edmondson, Craig Elders, Carolina Enriquez, Marilyn Eudaly, Mike Fazli, Diane Foucault, Rebecca Glass, David Grebel, John Hernandez, Zoanne Hogg, John Householder, Darlene Housewright, Sharon Hudson, Mary Ruth Jones, Angela Kaufman, Joael Kelly, Mary Nell Kirk, Larry Kitchens, Scott Kull, Aracely Lopez, Joanne Lott, Julie Lovett, Susan Oakley, Sue Ott, Lisa Pena, Gabriel Perez, Rosa Perez, Tara Perez, Robin Richey, Nancy Stockton, Mike Strom, Nancy Styles, Darron Turner, Laura Weisbrod, Chrys Weyer, Veronica Whatley

Excused: Linda Anderson, Shari Barnes, Stephanie Folse, Bob Hansard, Billie Hara, Gisele Kates, Jill Laster, Susan Layne, Malisa Mann, Shelton Riley

Absent: Martha Barron, Cheryl Cantu-Mireles, Randy Cobb, Jan Fox, Ervey Garcia, Julie Graver, Julie Gray, Vicki Lawson, Trey Morrison, Tricia Porter, Esco Weatherspoon

Welcome: John welcomed everyone to the meeting.

Minutes: The minutes for April were approved.

Old Business: None proposed; none offered from the floor.

**Remarks from Carrie Zimmerman, Student Development Services
Craig Allen, Residential Services**

Carrie gave us an overview of the Commons project with some background information as to why we are making this tremendous change. She explained that the reasons are two-fold:

- Fulfill the needs of the Millennial Generation
- Solidify TCU's stature as a bona fide residential community

In years past, students drove to classes and parked as close to academic buildings as possible. That was the culture at the time and our physical structure accommodated that culture.

Millennial students are a different breed. They crave interaction and community. They are very invested in their education. As a group, they are technologically savvy. They have already abandoned e-mail in favor of text messaging. They eagerly anticipate the next form of instant communication. They embrace new technology. While we are apprehensive, they jump right in and do it.

Time has narrowed the gap between generations. In previous years a generation was defined as 20 to 25 years. Nowadays, a generation span is closer to 18 years.

Freshmen arriving on campus in the fall of '08 were born in 1989. Current students on campus were born between 1985 and 1988. This is the largest generation since the Baby Boomers. This group is invested in pop culture. Technology is not a new and exciting thing for them. It is just an extension of who they are. It is second nature to them. Politics, as yet, does not appeal to them though they do become involved at the campus level.

This is a group that is very connected to their parents and friends. They call their parents 6, 7, and 8 times a day. They walk with their classmates but they are on the phone talking to some one else rather than conversing with their classmates. These familial connections make it easier for them to stay segregated from the college community. We need to change that. We have to create a physical environment for face to face communication – a “high touch” space where students will run into one another.

These students are very career oriented. They see college as a means to get a job. They want a job that will make an impact on the world. The job market is intense. A generation ago, a bachelor's degree was a big advantage over your competition. Now a bachelor's degree is similar to what a high school degree was several years ago.

Millennial students enjoyed high school success without a lot of hard work. Standardized tests measured their success. They did not have to learn to think critically. They lack problem solving skills. Complex problems perplex them; multiple-choice has been their learning experience.

A residential community creates an atmosphere where students live together and learn together. Leadership develops through this interaction. Students figure out what it means to be in a diverse community. Many of them did not experience that at the high school level.

They have high expectations. They are close to their families. For them it's all about community. We often hear that the reason students choose TCU is because of the sense of community they observe when they visit. People are friendly.

For many years the only students required to live on campus were first year students not from Fort Worth. Sophomores moved to the Greek or off campus. Not a lot of juniors and seniors were staying on campus. With the addition of the Tom Brown/Pete Wright apartments, we started to affect a change. Since then we have observed that the mentoring going on by upper classmen was invaluable to underclassmen. We will now require freshmen and sophomores to live on campus. Craig Allen is in charge of developing the structures that will best accommodate this interaction.

Craig presented a slide show of the new Commons residence halls. Two of the halls have been named.

- Amon G. Carter Hall
- Teresa and Luther King Hall

Features of the new residence halls on the Commons:

- Two Media/technology Centers that will be open 24/7
 - ID card swipe is required for entrance.
 - Rooms will accommodate about 20 to 30 students.
 - They may be used for studying or socializing.
 - One of them will be entertainment oriented with TVs and such; the other will be wired for computer access study areas.
- Great light and windows in the building. At night, the center of campus will glow.
- Buildings were marketed as the "suite life"
 - Sophomore, junior and senior residents
 - Everything is suite style
 - Coed floors
 - Laundry room
 - Meeting room

Projected opening dates for some of our new facilities:

- School of Education Fall 07
- First 2 dorms on the Commons August 07
- Second two dorms January 08
- Student Union Fall 08
- Indoor practice facility August 07

Construction on the Bookstore was impacted by the fire. Kudos to staff at the bookstore for the smooth transition of services.

How will the new blueprint of campus impact staff?

- Several hundred more students will be on campus day to day

- Students here 24/7
- This will be their home - where they live
- Their emergencies are often after hours
- Mind shift considerations for hours, offices and services
 - When facilities are open
 - When food is available
 - When services are available
 - Extra staffing needs
 - Extra facility needs
 - Extra wear and tear
- We will no longer be a campus facility that works from 8 to 5, Monday - Friday
 - A positive experience for our students requires a shift in our responsibilities
 - Some of us will work different shifts as we provide different programs
 - Development and learning will continue to take place after hours
 - Faculty and staff will experience more face to face contact with students
- Parking impacted
 - Pedestrian campus

Residence Hall composition

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| ● Colby & Sherley | freshmen female halls |
| ● Waits | coed sophomore, junior, senior hall |
| ● Foster | coed freshmen hall |
| ● Clark | upper classmen coed hall |
| ● Tom Brown/Pete Wright | stays the same |
| ● Milton Daniel | coed and honors hall for freshmen |
| ● Wiggins | ½ fraternities and ½ overflow (transfers) |
| ● Brachman | stays the same |
| ● Moncrief | stays the same |

Goals and visions for the university as part of a 24/7 residential community:

- Supply places and opportunities for faculty and students to become engaged with each other, to get to know each other
- Have learning continue outside a classroom

To help facilitate these connections we have created five living and learning communities. These programs will be specific to dorms. They will start as programs for upper classmen. Eventually, freshmen will be incorporated into the programs.

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| ● Faith and spirituality | Starts in Clark will move to a new hall |
| ● Global experience | new hall |
| ● Upper classmen honors | Carter Hall next fall |
| ● Music and fine Arts | Waits |
| ● Healthy Living | Clark |

These will be smaller living and learning communities within the residence hall. These communities afford the opportunity for students with similar interests to congregate. Faculty and outside speakers will be invited to conduct seminars. Core groups of 15/16 will be enrolled in these learning programs; others will be invited and encouraged to attend. (The Honors group is considerably larger – close to 90 participants.)

Q. When will Clark go offline?

A. Dorms that will go "offline" as they are being reconfigured include:

- Clark offline Jan 2008 will reopen Fall 2008
- Sherley offline May 2008 will reopen August 2009

Followed by

- Milton Daniel
- Colby
- Moncrief

Q. What will Jarvis become?

A. Jarvis will become academic office space with some classrooms possible. Nothing has been decided officially.

Q. How many media technology centers will there be in the new commons?

A. Two - one on each side of the commons between the new residence halls. Access will be via card swipe. They will be available to all currently enrolled students 24/7. These common spaces do not require residency for entrance.

Food Service changes significantly with the completion of the new Union. With the full "Board Plan" students must eat in. This complements the residential experience.

Q. Will staff have access to texting equipment?

A. This is being reviewed. For emergency purposes we may use texting.

Q. What is the projected completion date for the bookstore?

A. The target date for the bookstore opening has moved to Fall 08.

Elections – Susan Oakley, Chair of the Elections Committee

Susan read the names of those newly elected to Staff Assembly:

Sally Broyles	Karin Lewis
Lela Cardona	Andrea Nordmann
Audrey Crist	Richard Oliver
Suggie Dick	Lenelda Pennington
Lori Filler	Barbara Savak
Lisa Hall	Debby Watson
Flo Hill	Julie Whitt
Dorothy Holland	Richard Yantis

Those, currently serving, who were re-elected:

Shari Barnes	John Householder
Randy Cobb	Darlene Housewright
Hollis Dyer	Angela Kaufman
Kay Edmondson	Gabe Perez
Craig Elders	Tara Perez
Marilyn Eudaly	Robin Richey
Rebecca Glass	Nancy Styles
Zoanne Hogg	

The next order of business was to elect the officers for next year. Three elected positions are available: Chair-elect, Secretary and Assistant Secretary. The Elections Committee knew of one nominee for each of these positions. Susan asked for additional nominations from the floor. None were offered. Since there was only one nomination for each position, she asked if members were willing to take a voice vote rather than cast a paper ballot. All agreed. As the names were called, the assembly voted with a show of hands. Results:

- Chair-elect - Larry Kitchens
- Secretary - Pat Austin
- Assistant Secretary - Mary Ruth Jones

John Householder now becomes past Chair.

Announcements

John urged SA members to consider serving on the Executive Committee. It is a privilege to do so and enthusiastic volunteers contribute greatly.

He explained that David Grebel and Darron Turner are now responsible for nominating staff for committee positions on various University committees. Please let them know if you are interested in serving on a particular committee or if you know someone who would be "just perfect" for the job. Many positions are open to all staff. University committees do have an impact on campus. Your knowledge and interests could make a difference.

John urged us to be willing to devote time to committee work. "Advertise to constituents know that you are an active committee member." Build a level of trust with your fellow committee members across departmental barriers.

John took time to award Certificates of Appreciation to:

Darron Turner	As incoming Chair Darron will be a busy man
Stephanie Folse	Stephanie kept our Web page up to date and informative
Larry Kitchens	Parliamentarian who kept a close eye on procedure
Jill Laster	Jill is a wonderful advisor to us; she helps us present our concerns to the Cabinet.
Susan Oakley	Susan has served two terms as Assistant Secretary & Chair of the Elections Committee.
Tara Perez	who, as Historian, compiled a scrapbook for us
Cheryl Cantu-Mireles	Cheryl was responsible for all Community Service events sponsored by SA
Pat Austin	Pat served as my cheerleader. She helped get our point across with the SA Voice Newsletter
David Grebel	David had to replace committee members on various University committees soon after taking office. He is great to work with.
Billie Hara	Billie worked with HR to address the issue of tax implications on tuition for graduate students, among other things

Joel Kelly	Joel helped to familiarize staff and their children to the college application process. Her committee applied for a VIA grant to enhance the program. They will reapply.
Julie Lovett	Julie was responsible for the wonderful programs offered this year through Professional Development.

John ruminated that as Chair of Staff Assembly, he will be on the stage when his son receives a master's degree. It will be a special moment for him when he shakes his son's hand on the platform.

The College Resource Committee recognized two of its members for outstanding service. Aracely Lopez and Carolina Enriquez worked hard to boost enrollment in the College Resource Program for Facility Services by 50% in the past year. Tara presented them with Certificates of Appreciation.

As Historian, Tara created an SA scrapbook available for viewing after the meeting.

John passed the gavel to Darron Turner as the incoming Chair for SA. Before closing the meeting, Darron thanked John for all of the work that he has done. He presented John with a TCU watch for a year of outstanding service to the Staff Assembly.

Darron assures us that as the new Chair of Staff Assembly he is accessible to all. He asks us to stop by SC room 111 or call ext. 5566 with any suggestions for SA or to simply visit.

Adjourned 4:35pm