

TCU Staff Assembly Meeting Minutes – Approved September 4, 2007

Members Present: Linda Anderson, Chris Arreguin, Pat Austin, Shari Barnes, Martha Barron, Jonathan Brown, Emily Burgwyn, Cheryl Cantu-Mireles, Terri Cain, Randy Cobb, Suggie Dick, Hollis Dyer, Craig Elders, Marilyn Eudaly, Lori Filler, Diane Foucault, Jan Fox, Ervey Garcia, Kurk Gayle, Rebecca Glass, Lisa Hall, Bob Hansard, John Hernandez, Zoanne Hogg, Dorothy Holland, John Householder, Sharon Hudson, Mary Ruth Jones, Gisele Kates, Angela Kaufman, Joael Kelly, Larry Kitchens, Vicki Lawson, Susan Layne, Karin Lewis, Aracely Lopez, Andrea Nordmann, Susan Oakley, Richard Oliver, Sue Ott, Lisa Pena, Lenelda Pennington, Gabriel Perez, Tara Perez, Robin Richey, Shelton Riley, Barbara Savak, Nancy Styles, Darron Turner, Laura Weisbrod, Veronica Whatley, Julie Whitt, Richard Yantis,

Excused: Travis Cook, Audrey Crist, Katherine Edmondson, Stephanie Folse, Flo Hill, Darlene Housewright, Jill Laster, Nancy Stockton, Debby Watson, Ma'Lisa Yost

Absent: Rosa Gomez, David Grebel, Scott Kull

Call to order: 3:40pm

Welcome: Darron welcomed everyone to the first meeting of the year. He looks forward to serving with all SA members. He is glad that each member decided to serve on the Assembly. He views Staff Assembly as an organization which shares ideas that help move the University forward from our own unique perspective.

Minutes: The minutes for May were approved.

- **New Members:** Darron asked all newly elected members of Staff Assembly to stand and introduce themselves. Those present:

Lisa Hall	Lori Filler
Lenelda Pennington	Julie Whitt
Barbara Savak	Andrea Nordmann
Suggie Dick	Richard Yantis
Richard Oliver	Karin Lewis
Kurk Gayle	Bob Hansard

- **Goals:**
 1. Increase participation level of assembly members in the functioning of the organization.
 - a. Making sure that everyone is assigned to a committee and therefore has the opportunity to voice his/her opinion
 2. Continue to Communicate effectively with our constituents through established mechanisms such as the newsletter, Web site, staff meetings and word of mouth
 - a. Word of mouth is extremely important. Let Staff Assembly become part of the lunch hour buzz.

3. Work collaboratively with individuals, departments and divisions to positively effect the standard of living and work for all TCU staff members.
 - a. It is our goal to represent everyone on staff regardless of position.
4. Make relevant recommendations to the University and its administration.
 - a. We will funnel issues through the right channels to affect change.

New Business:

- **Attendance Policy** – as stated in the By-laws

Attendance Policy If a Representative misses two meetings during the year, the Assembly secretary shall notify the incumbent and inquire as to the Representative's intentions. Should the Representative wish to vacate the seat, the person receiving the second highest number of votes will assume the seat. If a third absence occurs, it will be assumed that the incumbent has vacated the seat. Within three (3) weeks of the third absence, a written appeal for reinstatement outlining the extenuating circumstances can be made to the Executive Committee of the Staff Assembly. Prior to the next Staff Assembly meeting, the Executive Committee will inform the Representative of its decision regarding reinstatement or replacement by the first alternate.

If you miss two meetings, we will contact you to see if you still want to serve on the Assembly. If you miss a third meeting we will assume that you have vacated your position and we will appoint someone to take your place. We need you here; we want you here. It is important that you actively participate so that you represent your population of the campus community.

- **Budget**

Darron asked everyone to grab a handout of the proposed budget.

Proposed Staff Assembly Budget
2007-8

College Resource	2800
Professional Development	1000
Community Service	250
Supplies	400
Web Committee	600
Committee on Committees	100
Elections Committee	250
Snacks/Food	350
Suggestion Box	250
Total	6000

Darron paused for a moment to introduce Chancellor Boschini, who stopped by to welcome everyone back for the new academic year. The Chancellor looks forward to working with us in the coming year. He recognizes that last year a lot was accomplished through both the

Faculty and Staff assemblies. He is sure we will have another great year under our new leadership.

Getting back to the budget, Darron itemized the dollar amounts for each committee for a total of \$6000.

Q. My copy shows a total of 5850. Which is correct?

A. Darron explained that he was working with an updated copy of the budget. He instructed us to adjust the figure for Community Service to \$400. With this correction, the total is \$6000.

Q. The dollar amount for a Suggestion Box seems a little high.

A. That is a good observation. We want to award anyone who makes a significant suggestion. We will purchase gift certificates as rewards. Suggestions may be made by any member of the staff.

Q. Taxes will apply to gift certificates as a source of income.

A. Hmmm!

Darron entertained a motion for acceptance of the budget.

Motion offered and seconded.

➤ **By-laws Amendments – Cheryl Cantu Mireles**

Cheryl walked us through the recommended changes step by step and explained the reasoning behind the changes. She asked that we take the next 30 days to carefully examine these modifications as we will vote on these proposals at the October meeting.

Q. After the Assembly votes, will the by-laws be sent to all staff?

A. That is correct.

➤ **Introduction of Committee Chairs:**

Community Service – Sue Ott

Last year I was a member of this committee. We sponsored events at Halloween and Christmas. We've considered doing something with Habitat House. If you are interested in serving or have any ideas that we should consider please contact me.

Committee on Committees - Richard Yantis

Most of our work will be next spring when we nominate appointments to various University committees. We will also offer input for officer nominations for SA. We welcome suggestions from you on any of these positions.

Professional Development – Robin Richey

Our mission is to provide professional development opportunities to staff. Last year we sponsored a tour of the Grand Marc. We had a great turnout for that event. We

worked with HR to offer Spanish classes in the spring of last year. We are open to all ideas. Please contact us.

Policy Review – Angie Kaufman

Angela prefers to think of this as the Big Picture Assessment Team whose job is to assure that directives and initiatives are forwarded to Administration with the proper recommendation and support. Past issues addressed by this committee include tuition benefits, sick leave, health insurance, volunteer time off and other various issues. Look for a survey or two. Feel free to offer advice and ideas. Angie is excited to serve. She assures us that her committee will promote staff ideas and not just committee ideas.

College Resource – Tara Perez

Tara needs some helping hands to disseminate and garner information. Anyone can help by suggesting programs available to us i.e., summer camps. Be connected with the community. Help us develop new programs. Let us know what opportunities are available to 6th and 7th graders who are being invited to join our program. Let's keep the lines of communication open for this program as we continue to develop.

Elections Committee - Mary Ruth Jones

The Election Committee is responsible for initiating, publicizing, conducting and tabulating nominations. We will start earlier this year – right after the first of the year. We will get out the word about those who may be interested in serving on staff assembly.

Web Committee - Stephanie Folse

This committee is responsible for making sure that the Web information is up to date.

➤ **Committee Sessions**

Prior to this first meeting, SA members were surveyed about their choice for committee assignments. As a result, most were placed on their committee of choice. Darron read the member names for each committee. Groups assembled to define their goals for the year.

Policy Review Committee – Chair, Angela Kaufman

Emily Burgwyn
Diane Foucault
Kurk Gayle
Gisele Kates

Vickie Lawson
Andrea Nordmann
Veronica Whatley
Ma'lisa Yost

Elections Committee – Chair, Mary Ruth Jones

Hollis Dyer
Marilyn Eudaly
Zoanne Hogg
Susan Oakley

Lisa Pena
Shelton Riley
Nancy Styles
Laura Weisbrod

Community Service Committee – Chair, Sue Ott

Shari Barnes
Jonathan Brown
Travis Cook
Ervey Garcia
Lisa Hall

John Hernandez
Flo Hill
Dorothy Holland
Darlene Housewright
Nancy Stockton

Committee on Committees – Chair, Richard Yantis
Terri Cain
Randy Cobb
Craig Elders
Larry Kitchens

Susan Layne
Richard Oliver
Barbara Savak

College Resource Committee – Chair, Tara Perez
Linda Anderson
Suggie Dick
Jan Fox
David Grebel
Bob Hansard

Joael Kelly
Karin Lewis
Aracely Lopez
Gabe Perez

Professional Development – Chair, Robin Richey
Martha Barron
Lori Filler
Sharon Hudson

Scott Kull
Lenelda Pennington
Julie Whitt

Web Committee – Chair, Stephanie Folse
Chris Arreguin
Audrey Crist

Kay Edmondson
Rebecca Glass

Darron reminded everyone that committees meet on the second Tuesday of the month. Be sure that your supervisors know that you are serving on an SA committee. Darron will let all of the vice chancellors know that SA members need time to attend meetings.

Adjourned 4:38pm

TCU Staff Assembly Meeting Minutes – Approved October 2, 2007

Members Present: Chris Arreguin, Pat Austin, Shari Barnes, Martha Barron, Terri Cain, Cheryl Cantu-Mireles, Travis Cook, Audrey Crist, Suggie Dick, , Katherine Edmondson, Craig Elders, Lori Filler, Stephanie Folse, Diane Foucault, Kurk Gayle, Rebecca Glass, Rosa Gomez, David Grebel, Lisa Hall, John Householder, Darlene Housewright, Sharon Hudson, Mary Ruth Jones, Gisele Kates, Angela Kaufman, Larry Kitchens, Scott Kull, Vicki Lawson, Susan Layne, Karin Lewis, Aracely Lopez, Andrea Nordmann, Richard Oliver, Sue Ott, Lenelda Pennington, Gabriel Perez, Tara Perez, Robin Richey, Shelton Riley, Barbara Savak, Nancy Stockton, Darron Turner, Debby Watson, Laura Weisbrod, Julie Whitt, Richard Yantis, Ma'lisa Yost

Resource to Staff Assembly: Jill Laster

Excused: Linda Anderson, Jonathan Brown, Emily Burgwyn, Hollis Dyer, Jan Fox, Bob Hansard, John Hernandez, Flo Hill, Zoanne Hogg, Dorothy Holland, Joael Kelly, Susan Oakley, Lisa Pena, Nancy Styles, Veronica Whatley,

Absent: Randy Cobb, Ervey Garcia

Call to order: 3:39pm

Welcome:

Darron welcomed all to the October meeting.

Minutes:

Darron asked to entertain a motion for approval of the September minutes. Pat requested clarification on the SA budget figures. Darron explained that the original budget figures were correct. The minutes will revert to the original budget statement from Darron. The minutes were approved as amended.

Old business:

- **By-laws Vote**

Upon confirming that a quorum was present, Parliamentarian, Cheryl Cantu-Mireles, asked if everyone had received a printed copy of the proposed amendments to the by-laws. All acknowledged receipt of the printed document. A motion to accept these amendments was offered and seconded with no opposition.

- **Verification of Committee Appointments/Information**

Darron wanted to confirm that everyone has had the opportunity to sign up for a committee. He wants everyone to be on a committee that they are excited about.

New business:

**Brief presentation – Institutional Priorities – Dr. Catherine Wehlburg
Office for Assessment and Quality Enhancement**

Dr. Wehlburg and the Quality Enhancement Council have been working hard to create a set of standards that will better define the embodiment of a TCU student upon graduation. She provided us with a draft of her committee's work to this point, *Cognitive and Ethical Capacities for Texas Christian University*. The document focuses on five areas of student development:

- Knowledge of and Ability to Act as an Ethical Leader
- Interactions in the Global Community
- Recognition and Articulation of Elements Included in Civic Literacy and Community Engagement
- Effective Communication of Ideas and Facts
- Critical Thinking and Problem Solving

Dr. Wehlburg explained that as a university we should be able to demonstrate that our students are able to fulfill the ideals that we promise in our Mission Statement. This is a challenge because some of these ideals are difficult to define let alone measure. "Just try to define ethical leader."

The focus in the world of assessment is toward accountability. We are advised by SACS and others to be accountable. We must be able to demonstrate that we are giving our students the education that we promise in our Mission Statement. At the national level, there is discussion about whether or not universities are measuring student learning. Indeed we are but we have not been very good about documenting our findings. We can share anecdotal information but it has little value without documentation. Should SACS ask "How many of your students are ethical leaders and how do you know?" we would have no way to answer them at this time.

Our TCU mission drives much of what we do on campus. Across the University in academic departments, Student Affairs and support units we focus on educating our students. Now, we must create some institutional level outcomes that we can measure. This will allow us to determine not only what we are doing well but it will also give us some understanding of where improvements are needed.

The Quality Enhancement Council is comprised of faculty and staff from across campus. This group crafted the document draft before you. It was developed through on campus conversations plus reference to literature about what other institutions are doing. We built on the efforts of Bob Seal's group which worked on the Q (Quality Enhancement Plan). The purpose of sharing this document widely is to obtain feedback. Our focus is on richness and real heart of what a TCU graduate should be.

Too often we measure only what is easy to measure. We miss the big picture. We miss the critical thinking, problem solving, and communication because they are hard to measure. We want to document more than items on a simple list.

Q. Do we need to start measuring now for SACS in 2013?

A. Sooner is better than later. SACS typically wants to see data for at least 2 years. However, they often are more interested in the process used to collect data. Do we have mechanisms in place to measure outcomes? Are we using that information to make changes?

Our management software, WEAVE, stores and documents what we do in Assessment and can link general outcomes to individual department outcomes. This will help us answer some of those questions from SACS.

Q. Have we gathered input for this document from alumni?

A. Not yet, but we will. We plan to ask current students and then move on to alums. In fact, the Office of Institutional Research and Assessment have talked about the one year out "alumni survey" and making modifications to it that would reflect the key elements in this document.

Q. Are these expectations sequential or are they more developmental?

A. No, at this point we are just looking at where students should be when they graduate? Some of these are areas that will continue to grow throughout the student's lifetime.

Q. Could transitional teams focus on some of these goals on a sequential level e.g., sophomore, junior etc.?

A. That's a great idea. Once we get our overall outcomes, we might be able to go back and determine that we expect concept A to be developed by a certain year in the academic process.

As this process continues to garner feedback we may add more collaborative teams or change the format of the document to promote more active language. We are striving to create an instrument with essential elements that will not change from year to year. We want these outcomes to remain constant.

Feel free to add any comments to this list. Encourage your constituents to contact the Assessment office with comments, questions and recommendations –

Q. Should we change the language on this and match it with our mission? The "ethical leader" part seems clear but the "responsible citizen" is not as clear.

A. It is very important that we address the language in our Mission Statement. The committee viewed the section about civic literacy and community engagement as being reflective of responsible citizenship but perhaps we need to be more specific.

Q. I would suggest that some of the verbs should be stronger. I would like to move away from the phrase "world religions" and move toward world faith or spiritual development. What is timeline for feedback?

A. No deadline yet. The end of this semester would be great but realistically the end of the spring semester is more viable. There will be ample warning when the deadline is approaching. There will be some form of open meeting and discussion.

Q. Does SACS have a model?

A. No. There is no model. There are institutions that have outcomes but they are called different things. We are not modeling our document after anything that is out there. Our directive from SACS is to measure what is important to us, measure it directly and use that feedback to make necessary changes. In essence, we must close the feedback loop. Assessment has been good at writing outcomes; we've been really good at measuring them. We have files and binder and drawers full of data. Now we must get to a point where we use the data that we collect. Accreditation is the impetus for this drive. We are ahead of the curve in many ways. We will become a model. We are doing presentations at the SACS conference this year. People are very interested in how we are putting this together.

Q. Under the first concept about acting as ethical leaders, there are several bullets about acting as confident, effective leaders. But where and what is ethical?

A. I don't have an answer for that yet and developing an answer will be a challenge. We will never, as an institution, agree on the definition of ethical. For example, business faculty will have a different definition than psychology, nursing, or philosophy faculty. That is understandable. We can agree on a set of definitions that may be based on a student's major field of study. It may be defined by co-curricular activities where ethical standards are in place. We should agree on the context to see how well we are doing in different ways. A single definition is an exercise in frustration. I would rather see how we are defining it currently across campus and see how comfortable we are with those several different definitions. I have a lot of faith in TCU community to define and approximate the understanding of what ethical leadership means.

Q. Our focus here is on student outcomes but I would like to encourage this group to support the use of this study for all members of the TCU community. As faculty and staff, we are not just responsible for teaching and educating our students we are responsible for teaching and educating each other.

A. Good point.

Q. Art Chickering has a book called *Encouraging Authenticity and Spirituality in Higher Education* and in the back of it is an institutional assessment. There are several examples of how to measure some of these nebulous areas. Authentic experiences are cited.

An even broader resource might be *Creating Campus Community: In Search of Ernest Boyer's Legacy*, William M. McDonald (Editor) This book would be very helpful in thinking about applying this to all members of the campus community.

A. That's very good information.

Once we get these outcomes relatively finalized then we can move on to conversations about how to measure these outcomes. Let's say we end up with 6 broad categories of outcomes. We will probably create 6 groups of people across campus. These groups will examine how these outcomes are currently being measured and/or how we could potentially measure them. They will track down existing resources or perhaps create some.

Dr. Wehlburg works with SACS as an evaluator. As such, she visits other campuses. She has seen firsthand that as long as there is a process in place, SACS looks favorably on that. No one knows how to measure some of these areas. We value what we measure; we want to be sure that what we measure is what we value

Right now we are looking at retention rates. We can measure retention rates. They are very important. College education is much more than a retention rate or a graduation rate. It is a complex experience. Outcomes must truly be our values. We will then figure out ways to measure.

Q. What should we be doing that we are not? Should we be looking ahead at what we can do differently?

A. Good point. We don't do a very good job with some things. But by putting them on the level of institutional priority and measuring them we can determine how to fix them. It is essential that we exercise great care when creating this list; we do so with caution and intention.

Q. Will we include anything in terms of respect particularly in regards to day to day conversations?

A. We are not measuring those things at an institutional level. Some specific programs may be looking at certain elements of this but not on an institutional level.

Q. Technology has changed our conversations and made them more anonymous. How do we teach them to value any exchange of dialog with respect?

A. Students share more than they should in non-confidential situations. They don't recognize the difference in settings. First step is to determine what we want our student to be able to do. Once we determine what we want we will get more specific about it. We may raise the bar. This process will be evolving in intentional ways that are beneficial to us.

Committee Reports

Angela Kaufman, Chair of the Policy Review Committee, distributed brief surveys that asked us to rank specific issues by importance and priority. There was room at the bottom of the survey to add comments. She asked that we leave completed surveys on the table after the meeting.

Policy Review may continue to examine the viability of a sick leave pool. They will help edit the Faculty Staff Handbook.

They are using 25 universities and 10 companies as benchmarks for benefit related issues/ comparisons.

Sue Ott, Chair of the Community Service Committee, encourages everyone to come in costume to the Halloween event at Daniel-Meyer Coliseum on 10/31. The event starts at 10:30 and will be over by 11:15. Arrive in costume at 10 to participate. SA members will dispense treats to students from KinderFrogs and StarPoint School. Darron will be accepting candy donations in his office until October 30. He is in SC 111.

Cheryl Cantu-Mireles adds that the Moving with McLean 5k is next weekend. This event raises money for the school. There will be food, music and lots of fun.

Announcements

Wednesday, October 10th, there is a worship service for the blessing of the animals at 5:30pm. Caring for creation in general is our privilege. Please join us.

Adjourned 4:29pm

TCU Staff Assembly Meeting Minutes – Approved November 6, 2007

Members Present: Chris Arreguin, Pat Austin, Shari Barnes, Martha Barron, Jonathan Brown, Emily Burgwyn, Terri Cain, Cheryl Cantu-Mireles, Randy Cobb, Travis Cook, Suggie Dick, Hollis Dyer, Katherine Edmondson, Craig Elders, Lori Filler, Stephanie Folse, Diane Foucault, Ervey Garcia, Kurk Gayle, Rebecca Glass, Rosa Gomez, Lisa Hall, Bob Hansard, John Hernandez, Flo Hill, Zoanne Hogg, Darlene Housewright, Sharon Hudson, Mary Ruth Jones, Gisele Kates, Angela Kaufman, Scott Kull, Susan Layne, Karin Lewis, Aracely Lopez, Andrea Nordmann, Susan Oakley, Richard Oliver, Sue Ott, Lisa Pena, Gabriel Perez, Tara Perez, Robin Richey, Shelton Riley, Barbara Savak, Nancy Styles, Darron Turner, Debby Watson, Laura Weisbrod, Veronica Whatley, Julie Whitt, Richard Yantis, Ma'Lisa Yost

Excused: Linda Anderson, Audrey Crist, Jan Fox, David Grebel, John Householder, Joael Kelly, Larry Kitchens, Jill Laster, Lenelda Pennington, Nancy Stockton

Absent: Dorothy Holland, Vicki Lawson

Call to order: 3:40pm

Welcome:

Darron welcomed all to the November meeting.

Minutes: Darron asked for a motion to approve the minutes for October. One correction must be made. Dan Meyer Coliseum will be changed to Daniel-Meyer Coliseum.

Motion to approve as amended.

Motion seconded.

Minutes approved as amended.

Old business:

- **By-laws Vote**

There was a lot of conversation about one particular area in the by-laws concerning the Chancellor's involvement with SA. The Executive Committee will revisit that passage. We will bring our discussion and recommendations to the body before we move on with this issue.

- **Institutional Priorities**

Darron reminded us that there is still an opportunity to send information to Dr. Wehlburg about some of the institutional priorities that she mentioned during her presentation.

New business:

- **Presentation by Susan Oakley**

Frog Ideas is a program designed to encourage creative thinking. HR asks anyone on staff to submit ideas that will help TCU save money and/or operate more efficiently. Last year, HR received an anonymously sent CD that contained a template for a new open enrollment form. The form was good enough that we implemented its use this year. A little bit of sleuthing on our part determined that Jesse Rangel from Physical Plant was the designer of this form. We would like to thank him with a gift card. Thank you Jesse!

- **Frog House Representatives**

Assistant Director of Student Development Services, Sumer Jordan, has had the privilege to work with the FrogHouse team for the past three years. This year's team of juniors has been hand picked to run the program. Selection was made after an application and interview process. The team includes:

Executive Director	Eric Tabone
Fundraising Director	Chris Volpe
Fundraising Project Managers	Cody Cotten
	Ana Bak
	Melinda Rowe
Marketing Director	Katie Giangreco
Marketing Project Managers	Jordan Aldridge
	Brittany Schmucker
Director of Recruitment and Building	Adrian Busby
Assistant Director of Student Development Services	Sumer Jordan

Katie Giangreco shared a brief slide show highlighting the campaign's motto "Partner in a Dream". Sobering figures from this presentation:

- Poverty in Texas is 16.7% making us 5th in the nation
- Children comprise 25% of poor Texans

The junior class has adopted FrogHouse as their special cause. This year they must raise \$54,500 by December 1. So far they have raised \$22,000. Katie was proud to report that student support has been remarkable. To date, TCU students have donated \$2000. Additional support is needed to help us meet our goal.

When building starts, volunteers are assigned to groups of ten. Students, faculty, staff, parents and members of the community have all supported this project with both time and talent. Information about the program is available on our Web site www.froghouse.tcu.edu

Chris Volpe assured us that FrogHouse team members grow very close to the families who move into these homes. In fact he introduced a member of Staff Assembly who is the beneficiary of FrogHouse. Team members are thrilled that they got to know her and her family. Another of our families lived for years in a refugee camp. Moving into a house was the answer to a dream for them. Yet another, lived in a risky apartment complex. The Dad wanted a safe home environment for his children and now he has one.

We don't know who our family is this year. We do not find out until after the first of the year. Through an application process, we assess need and choose a deserving family. We thank you for the support you have given us over the past three years and rely on your continued support for this worthwhile program.

Q. How do we give money?

A. You may send a check to FrogHouse or go online to www.froghouse.tcu.edu
Checks should be sent to Student Development Services TCU Box 297350.

I want to mention that we will also be conducting a raffle at the next home football game. Tickets are \$5 each and the prize is 2 round trip airline tickets to anywhere in the continental United States. We will also be having another Jeans and Purple day.

Q. How do we donate time?

A. Next semester you will be receiving emails from us asking for volunteer hours. We start construction on February 22. We work Saturdays and Sundays for 8 weeks. You will be able to sign-up via a link on my.tcu.edu.

Q. Where is the house located?

A. We are not told until one month beforehand but the past two years we have built on a corner of Berry near I35. We hope to be in the same location again this year.

- **Shari Barnes, Director of Employee Relations**

Shari encouraged all of us to look over the information in the insurance packets that we received recently. We still have four plans available to us. Renewal rates are based on each plan. The percentage of premium increase is not the same for all plans.

- The national rate of increase is 11%
- OAP 90/80/70 renewal rate increase is approximately 3%
- OAPIN renewal rate increase is 20%

Tomorrow, November 7th, there is a Health Fair in the Rec Center from 9 to 5 in room 48. This is your opportunity to get a free flu shot and/or speak with representatives from Cigna, Spectera and HR about your plan options.

If some of you are on OAPIN and you want to make changes, please come in and talk to us. You may want to change to OAP 90 and save anywhere from \$403.92 per year to \$1130.64 depending on whether you are covering just yourself, yourself and spouse or yourself and family. Once you discuss your options with a health care representative you decide.

A couple of enhancements that I think are important:

- Preventive care is covered at 100%
- This year there is a \$500 cap on preventive care; next year there is no cap.
- More preauthorization will be required
 - We anticipate that this will be more helpful to you. You will know ahead of time what to expect.
 - What is covered-what isn't?

- Does this procedure really need to be performed?
- Certain but not all procedures will require a pre-op.

All of this information is in your packet. Please take the time to go over it carefully.

We were able to negotiate some additional resources this year:

- Oncology programs
- Weight loss programs

Many more are listed in your packet.

Vendors, vendor reps, and HR personnel will be at the Health Fair for you. If you've got questions please come and ask. If you're not changing anything, you don't have to return anything to HR.

Q. If two different people are on the same plan do they have to go to the same doctor?

A. No! Each person can choose his/her own physician.

One note of caution – anyone who is looking at the potential of retiring sometime in 2008, must be sure to sign up for the coverage that you will want in your retirement by January 1st. If you should retire in September, you cannot change your insurance at that point. You cannot add anyone. Before you make plans to retire be sure to anticipate the coverage that you will want for retirement.

Q. Is tomorrow by appointment?

A. No appointment is necessary.

Q. As I understand it with the OAPIN plan the doctor takes care of preauthorization; the other plans do not. If you are not in the OAPIN plan but your doctor is willing to take care of preauthorization is that a problem?

A. That's a good question. I will ask the vendor tomorrow. If you attend I encourage you to ask the same.

Q. Will free Pneumonia shots be available this year?

A. No – just flu shots.

Q. Could you mention a little about the EAP.

A. Sure. EAP, the Employee Assistance Program, is helpful in many ways. It is completely confidential. HR is not involved in the loop. Conversations are strictly between you and the person you contact.

The most utilized area is Behavioral Health. Typically, you can get 3 visits with a behavioral health counselor free of charge. There is no co-pay. If more than one person is involved with the issue at hand, you may get another 3 visits for each additional person. When problems are long term, the case goes to the behavioral health side of our insurance. You keep the same counselor and assume a co-pay at that point.

Occasionally, office managers perceive some work issues as behavioral performance problems and they make management referrals. In that case HR does receive information about the case. Nothing of a personal nature is ever disclosed rather HR receives progress reports about compliance with the program that has been structured for the employee.

Other services supplied through EAP include:

- counseling
- legal services
- financial services

If you go in for one visit and you do not like the person you see, you can change counselors. HR may be able to help with this process. They will look at a list of counselors. If they have had positive (or negative) feedback about anyone on the list they will let you know.

Committee Reports

Robin Richey, Professional Development Chair, reports that Angie Taylor presented a wonderful program on the Millennial Generation to a group of about 40 attendees. Content was well received.

Professional Development will sponsor another (different) program next semester.

Sue Ott, Community Service Chair, tells us that the Halloween event for the students from KinderFrogs and Starpoint was a great success. Everyone had a fabulous time. There was plenty of candy on hand.

Tara Perez, College Resource Chair, has been busy during the past month. On Oct. 17, the College Resource program held a listening session at TCU for students and parents from Paschal, South Hills, Southwest and Trimble Tech high schools. This was in conjunction with the FWISD's emphasis on developing community input and involvement regarding improving the graduation rate.

October 30th was the Senior/Transfer Dinner. Sixty people were in attendance. Twelve volunteers contributed to the evening's success.

In early December, they will sponsor a program called "access to systems" which helps parents advocate for their children in the FWISD system.

College Resource will hold a Career Fair that is open to the TCU community

If you know any people with great careers who are willing to share some information with our students please contact a member of the College Resource Committee with that information. We know there is already interest in:

- Veterinary Medicine
- Architecture
- Engineering

Angie Kaufman, Policy Review Chair, recounts that 37 SA members filled out the survey after our last meeting. The survey ranked 6 different issues in order of priority. The committee would like some additional information and clarification on the top two issues.

- Establishing an additional holiday
- Establishing a sick pool

Other issues that will need some clarification at a future date:

- Recycling
- Smoking outside buildings
- Food prices

Kurk Gayle is the contact person for the holiday question.
What day is it that you want as a holiday? Please send clarification to Kurk or Angie.

Ma'Lisa Yost is the contact person for the sick leave question.
Send specifics about sick leave pool suggestions to Ma'Lisa or Angie.

Announcements

Nancy Styles

The United Way deadline is 11/16. Please return sheets or sign up online ASAP

Stephanie Folse

Photos of Halloween event are on the SA website

Angie Kaufman

Don't forget about the Student Emergency funds that are available. These funds have been used for:

- Loss of family member
- Homelessness
- Abusive relationships
- Lack of medication

This program is facilitated by campus ministries and funded by a community member for up to \$750 per individual.

Adjourned 4:25pm

TCU Staff Assembly Meeting Minutes – Approved December 4, 2007

Members Present: Pat Austin, Jonathan Brown, Emily Burgwyn, Terri Cain, Cheryl Cantu-Mireles, Randy Cobb, Audrey Crist, Suggie Dick, Hollis Dyer, Katherine Edmondson, Craig Elders, Lori Filler, Stephanie Folse, Diane Foucault, Ervey Garcia, Kurk Gayle, Rebecca Glass, Rosa Gomez, Lisa Hall, Bob Hansard, John Hernandez, Zoanne Hogg, Dorothy Holland, John Householder, Sharon Hudson, Mary Ruth Jones, Angela Kaufman, Vicki Lawson, Susan Layne, Karin Lewis, Aracely Lopez, Susan Oakley, Lisa Pena, Lenelda Pennington, Gabriel Perez, Tara Perez, Robin Richey, Shelton Riley, Nancy Styles, Darron Turner, Laura Weisbrod, Veronica Whatley, Richard Yantis, Ma'lisa Yost

Excused: Linda Anderson, Chris Arreguin, Shari Barnes, Martha Barron, Travis Cook, Jan Fox, David Grebel, Flo Hill, Darlene Housewright, Gisele Kates, Joael Kelly, Larry Kitchens, Richard Oliver, Sue Ott, Barbara Savak, Nancy Stockton, Debby Watson, Julie Whitt

Absent: Scott Kull, Andrea Nordmann

Resource to Staff Assembly: Jill Laster

Call to order: 3:35pm

Welcome

Darron welcomed all to the December meeting.

Approval of November Minutes

Darron asked for a motion to approve the minutes for November. Three corrections must be made:

- On page 2, the correct spelling for Sumer Jordan's name is with one "m"
- On page 4, paragraph 1 an "s" will be added to question[s]
- Lori Filler will be listed as "present"

Motion to approve as amended.

Motion seconded.

Minutes approved as amended.

Old business

None offered.

New business

John Householder, Co-Chair of the University Compensation Advisory Committee (UCAC)

Suzy Lockwood is my Co-Chair on this committee. We enjoy a great working relationship. One of our goals for this year was to help HR and the University recruit and maintain the best caliber of faculty and staff at TCU.

The membership of UCAC represents you. There are a lot of great people on this committee; the same kinds of people as SA members, those who step up and make a difference. If you are ever asked to be on this committee, I strongly suggest that you take that opportunity.

Members

- Dr. Suzy Lockwood
- Dr. David Addis
- Dr. Carolyn Cagle
- Prof Billy Farmer
- Dr. Don Jackson
- Dr. Chuck Lamb
- Dr. Ken Morgan
- Dr. Don Nichols
- Dr. Ranae Stetson
- Prof Susan Weeks
- John Householder
- Dean Ray Brown
- David Grebel
- Mary Ruth Jones
- Angela Kaufmann
- Dean June Koelker
- Dr. Leo Munson
- Tara Perez
- Ana Rodriguez
- Nancy Styles

No one on this committee is an HR expert. Rather we are a group that listens to your ideas and works to formulate proposals that represent the University community. We do this in sub-groups so that issues can be examined and discussed in detail.

We had our work cut out for us because of the budget timeline. All proposals for consideration must be submitted by mid-October. We were determined to provide some input for this budget cycle. We focused on two areas salaries and wellness. The following proposals are exactly as we presented them to the Chancellor and the Cabinet right before Brian [Gutierrez] met with the Board.

What We Reviewed and How

- Nothing Open from Previous Year
- Little Direction Except for Faculty Salary
- Whole World to Consider in Two Months
- Summer Work groups: Six Broad Areas
 - Tuition, Health Care, Wellness, Child Care, Salaries, and Education Programs
- Focus on two areas for impact in for the current budget cycle: Salaries and Wellness

Salary

Recommendations as Prioritized by UCAC

A little background – there is an annual report that lists what every university pays its faculty. This list does not factor in additional benefits, it strictly addresses salary figures. We fell below the 50% line for what we pay our faculty. Faculty is our front line. Students are recruited to the university by the caliber of the faculty.

1) UCAC Proposal for Faculty Salaries for FY 2008

- **Purpose:** To attract and retain excellent faculty by raising TCU faculty salaries
- **Outcome:** To reach the 50% of AAUP for professor salaries and associate professor salaries
- **Process:** Over a three-year period raise salaries for professors and associate professors

- **Background:** TCU professors' and associate professors' salaries have fallen below the 50% mark and gradually need to be raised to this level. The approximate cost is \$1.4 million and will affect 334 employees. Allocation of funds should not be done on a per capita basis.

While looking at exempt salaries we discovered that we don't really have very good job profiles for our exempt positions. We recommended that we develop profiles as soon as possible so that we can meet the market rate for these salaries.

2) UCAC Proposal for Exempt Salaries for FY 2008

- **Purpose:** To obtain information about job profiles within TCU and also research outside market data for exempt positions
- **Outcome:** By next year, to have job profiles for every exempt job position
- **Process:** Have HR work with departments to obtain job profiles as well as compile outside market data for exempt positions
- **Background:** Due to the lack of exempt job profiles, it is now very difficult to create a market-based salary structure. Having the job profiles and outside data will allow TCU to see how exempt salaries compare to the market and then begin to make necessary adjustments.

The next priority for this committee was to stay the course with our previous commitment to move non-exempt staff to 80% of market rate.

3) UCAC Proposal for Nonexempt Salaries for FY 2008

- **Purpose:** To accelerate the university's five-year nonexempt salary plan and compression adjustments
- **Outcome:** To continue moving nonexempt starting salaries toward 80% of the market average while compensating employees for their years of service at TCU through compression stipends
- **Process:** Continue targeting nonexempt salaries that are below 80% of the market average and adjusting them
- **Background:** Continue working toward the established goal of bringing all nonexempt salaries to 80% of the market average. The first three years have been implemented. The approximate cost is 1.5 million and will affect 388 employees. Minimum starting rate would remain at \$9.00 per hour.

Proposal #4 generated a lot of conversation. Ultimately, we agreed that "as a goal" it would be nice for us to have this opportunity.

4) UCAC Proposal Establishing a *Long Term* Nonexempt Salary Minimum

- **Purpose:** Establish as a *long term* goal that all nonexempt starting salaries are a minimum of 125% of the federal poverty line for a family of four (equal to the Food Stamp limit). Nonexempt starting salaries will continue to mirror 125% of the federal poverty line for a family of four.
- **Outcome:** Allocate funding to raise all nonexempt employees to at least 125% of the federal poverty line for a family of four
- **Process:** Identify the salaries that are below this level and make adjustments

- **Background:** Our recommendation is to adjust salaries of the lowest-paid nonexempt employees who currently start at \$9 per hour. Cost, including compression adjustments, will be in multi million dollar ranges.

The committee felt that those being hired for exempt positions should be offered a minimum wage.

5) UCAC Proposal for Establishing an Exempt Salary Minimum for FY 2008

- **Purpose:** Establish as a benchmark that all exempt starting salaries are a minimum of \$35,000
- **Outcome:** Allocate funding to raise all exempt employees to at least \$35,000
- **Process:** Identify salaries that are below this level and make adjustments
- **Background:** Our recommendation is to all exempt starting salaries to \$35,000. The approximate cost is \$263,000 and will affect 59 employees.

Our goal is for all positions to reach market value so that we can compete for the best applicants available.

6) UCAC Proposal for Exempt and Nonexempt Salaries for future years

- **Purpose:** To attract and retain excellent staff
- **Outcome:** Raise exempt and nonexempt salaries to market average
- **Process:** Identify which salaries are below the market average and adjust them to reach market average
- **Background:** Many exempt and nonexempt staff salaries are below market average and gradually need to be raised to this level. We are not able to calculate the total cost due to the absence of job profiles for many exempt level jobs.

The final proposal was a request to maintain the gains that we make. We don't want to lose ground to cost of living increases.

7) UCAC Proposal for Faculty, Exempt and Nonexempt Salaries future years

- **Purpose:** To maintain TCU faculty, exempt and nonexempt salaries at market average in their respective markets
- **Outcome:** Establish an appropriate mechanism to maintain faculty, exempt and
- **Process:** Designate monies annually to preserve salaries at market average
- **Background:** Previously salary gains have been lost because money was not set aside to maintain the gains. Maintenance pools will preserve these gains and over time reduce compression issues.

WELLNESS Recommendations as Prioritized by UCAC

Wellness issues affect all of us. Exempt and nonexempt status does not come into play. A healthy staff is important to the success of any entity. We decided that we should survey our staff to see just how healthy we are.

1) Proposal for a Wellness Survey Instrument

- **Purpose:** To obtain in-depth data about critical employee health and wellness needs, perceptions of wellness, services desired, and expected involvement.
- **Outcome:** We will have data that guides the university in prioritizing the health, wellness and work-life needs of faculty and staff and the strategic use of university resources.
- **Process:** Assess options for a human capital impact-driven survey from an outside provider. Use the results along with internal data to develop a long-term wellness & health plan.
- **Background:** Human Resources has identified through collaboration with Cigna the top diagnostic codes used to identify health issues for faculty and staff (inc. diabetes, hypertension, COPD, skeletal –muscular disease). However, this does not include data a survey provides (i.e. - identifying causes & preventive measures, work-life issues and broad wellness needs beyond physical health).
- **Costs: \$5000 one time cost**

We talked about expanded funding for wellness education programs such as Brown Bag Lunches.

2) Proposal for Expanded Funding for Current Health & Wellness Education

- **Purpose:** Provide expanded funding for low-cost health & wellness education programs
- **Outcome:** Faculty and staff will have increased access to a larger and more diverse pool of health and wellness education programs.
- **Process:** Using data addressing employee needs & high ranking diagnostic codes, expand the current FrogLife workshop options offered by HR. In addition, create a Wellness Library & Resource Center both on campus and online.
- **Background:** The majority of FrogLife programs rely solely on volunteer facilitators which can limit our ability to address critical needs of employees. In addition, flexible resources online and in a library can supplement what EAP and other HR related programs currently offer.
- **Costs: \$2500-\$5000 annually**

More expensive health & wellness programs require a bigger budget. Currently, programs are funded with surplus monies that may not always be available. We would like to establish a fund earmarked for these programs.

3) Proposal for Permanent Funding for Current Health & Wellness Programs

- **Purpose:** Provide permanent funding for existing, but unfunded wellness programs.
- **Outcome:** Successful existing programs can continue on an annual basis leading to reduced health costs and increased employee knowledge of healthy behaviors.
- **Process:** Provide funding and support for the Rec Center's Pedometer Challenge & Free Flu Shots Program for faculty & staff. Support and fund current work with Cigna to bring expanded Health Fair resources to campus while continuing the Health Fair that started last year.
- **Background:** Employee health fairs are standard practice in today's workplace and basic programs such as the two-year old Pedometer Challenge, the Health Fair and the Free Flu Shot Program have only been funded through one time department

budget surpluses. Past costs of the health fair, flu shots, & the pedometer challenge have been on average \$1500, \$6,000-\$7,000 & 20,000 respectively.

- **Costs:** \$27,500-28,500 annually (w/ 250-300 participating in flu shots)

Biometric health screenings are confidential, basic health profiles. Early detection of symptoms prompts education and treatment. This leads to a healthier campus community and brings our health costs down. The cost is significant but we wanted to get the information on the agenda for consideration.

4A) Proposal for Biometric Health Screenings for Employees

- **Purpose:** To provide biometric health screenings for employees.
- **Outcome:** TCU will aid its employees in early awareness of their own health risks and have a better understanding of the overall health of the employee population.
- **Process:** Biometric health screenings administered confidentially on-site from Cigna for (Cigna enrollees only) provide cost-effective and time-saving access to information including cholesterol, glucose levels, blood pressure, and body mass index (BMI) as well as access to a on-site health coach. These screenings can be offered during a health fair or as a separate event. "Cost A" below includes Cigna fees for testing and shipping. An additional "Cost B" offers a one-time incentive of \$150 off health insurance premiums for each employee (one per family).
- **Background:**
 - Cost A: \$9000-\$11,000 annually (based off 250-300 participating)
 - Cost B: \$37,500 – \$45,000 annually (based off 250-300 participating)

Rather than have individual groups offering programs throughout the year, we would like to establish a permanent committee for wellness.

4B) Proposal for an Ongoing Wellness Steering & Advisory Committee

- **Purpose:** To provide long-term direction regarding broad wellness issues, needs and initiatives.
- **Outcome:** TCU will address in an ongoing and strategic manner, wellness needs & initiatives of faculty & staff, keeping pace with the changing demographic of employees.
- **Process:** Establishment of ongoing Wellness Advisory Committee including representation from Human Resources, Recreation Center, Harris College of Nursing & Health Sciences, the Health and/or Counseling Center, UCAC, Faculty Senate, Staff Assembly etc.
- **Background:** Historically, wellness initiatives have occurred collaboratively, but often informally. A Steering & Advisory Committee allows not only for long term assessment and planning, but helps TCU identify wellness concerns particular to faculty and staff, separate from initiatives addressing student needs, and takes advantage of faculty research and talents. This group can also address staff resources dedicated to wellness initiatives for employees and give attention to current long-term suggestions such as a health/nursing center for employees.
- **Costs:** \$0 annually

We felt that the best way to get people involved in wellness is to offer incentives. Other universities, corporations and businesses have such programs. Some programs utilize a point system to identify participation levels.

5) Proposal for An Employee Wellness Incentive Program

- **Purpose:** To improve employee health and productivity while reducing health care costs for individuals and the university.
- **Outcome:** A well-marketed incentive program that encourages employees to engage in health screenings, wellness education, fitness/dietary programs and disease/health management.
- **Process:** Using data from Cigna, Human Resources and the wellness survey instrument, begin the planning process for a permanent incentive program to be facilitated by Human Resources for faculty, staff & retirees. This would include a 3 tiered point system (i.e. bronze, silver, gold) that rewards employees for involvement in a broad range of activities (i.e. in areas of "body, mind, spirit"). We assume most rewards will be donated internally and may include internal options such as extended ed classes, rec. center passes, parking, vacation days, etc.
- **Background:** Institution-sponsored wellness programs offer significant benefits for employees and employers including reduced health care costs, reduced medical-based absenteeism, improved community and morale, etc. Comparable universities are increasingly sponsoring incentive based programs (see SMU, Vanderbilt, Drake, Swarthmore, George Washington, etc.) The \$40 per person costs covers orientation & awards meals each year plus additional prizes.
- **Costs:** \$10,000-\$12,000 annually (based off \$40 per employee & 250-300 participating)

Our next proposal was discussed at length. The concept is something that we wanted to put on the agenda for further discussion.

6) Proposal for a Physical Wellness Release Time Option

- **Purpose:** Provide employees flexible time to practice healthy behaviors, especially physical activity.
- **Outcome:** Overall improvement in health & morale of employees, reduced health costs.
- **Process:** Offer flexible release time for employees engaging in physical exercise and work with the Human Resources & the TCU Rec. Center in creating a tracking program for individuals using this benefit.
- **Background:** A growing number of employers offer individuals an additional 30 minutes for lunch 2-3 times a week if that full lunch period is used for fitness or wellness activities. This addresses the fact that 60 minute lunch breaks do not offer adequate time for travel, workout, and dress.
 - Three options exist for what this release time can encompass: 1) only workouts at the rec. center; 2) workouts or exercise elsewhere (i.e. walking around campus); or 3) physical activity or wellness workshops offer through human resources.
 - Because procedures regarding lunch breaks vary within the university, alternative options could include using the time at the beginning or end of

the work day. Overall this time would be treated similar to the current community service release time.

- **Costs:** \$0 annually

We got a letter back regarding these proposals within three weeks of our presentation.

Results

1. Improve the lowest full-time wage for nonexempt staff and continue to raise salaries to 80% goal---\$972,569.
2. Continue paying stipends to staff with more than 3 years service.
3. Support faculty salary study in progress.
4. Begin to address lower level exempt staff salaries, bringing them closer to market.
5. Create merit pool of 3% for faculty and staff-----\$2,940,725.
6. Study and Support Wellness Initiatives

The folks that were on the UCAC this year really rose to the challenge. Motivated by time constraints and lively debate they kept on working to create an opportunity for these proposals to be heard. We represent a cross section of the University community.

Pat Austin was appointed as non-voting Secretary to the group to record minutes for future UCAC committees.

Next Steps

- Reconstitute Working Groups: (Wellness, Childcare, Compensation, Education, Tuition Benefits, Health Insurance, Retirement Studies)
- Seek continued input from SA, FS, working models outside TCU and other sources.

As a committee we continue to seek advice and counsel from Staff Assembly and Faculty Senate. We will examine Web pages from various universities, corporations and industries to garner information about salary and wellness issues. We now have 8 months to fine tune our proposals. We appreciate feedback. Our efforts rely on good information.

Jill added that HR is very enthusiastic about the wellness proposals. Three of our insurance plans were recently renewed at a rate increase of less than 3%. The national average saw an increase of 8 to 11 %. We can continue to do this if we participate in wellness programs. HR is distressed that the percentage of employees who get an annual physical is very low. This is a free benefit. Please encourage colleagues to take advantage of all of our benefits for preventive care. Participation makes us a healthier campus community and helps to keep costs down. We had a great response to the free Flu Shot program this year. Participation increased from last year. We would like to see more programs like this promoted.

Comment: It would help to know what will be offered. I got my flu shot before I realized that free shots would be available on campus.

Response: This is part of the reason that we would like to have permanent funding for some of these programs. If we have a budget to work with we can create a calendar of wellness events.

Forrest Lane, Student Development Services, Director of Student Organizations

We have reached a point in time when we need to share some information about Student Organizations on campus. Changes are being made that may affect you.

A little background about me that influences the way I act in terms of the decisions I make about student organizations. I was employed at A&M in 1999 at the time of the Bonfire collapse, an event that has definitely influenced my actions in working with student organizations. Though not directly involved, the impact of this tragedy changed my life. I left the university and became an energy trader for about 5 or 6 years. The work was not meaningful to me so I decided to return to a university setting.

Now I am directly involved with student organizations and I must maintain a standard dictated by state law. As of May 2007, advisors to student organizations must attend mandatory training. I am required to meet with student organizations' officers, presidents and advisors annually to confirm training. I must keep records for 5 years.

Unfortunately, there have been incidents on college campuses that highlighted the need for better training and supervision. I perceive this as a really positive step in creating better relationships with student groups and advisors. I know that not everyone will work with student groups; but you are more involved than you think. My experience in 1999 taught me that some situations are life altering even on the peripheral level.

Recognized student organizations are strictly defined. They cannot be active on campus if advisors have not been trained within one year. There are many groups on campus that are not sanctioned student organizations; however, they act very much like student organizations. One of the things that we are working to improve is a more cohesive process for approving organizations. What kind of training goes into the development of these organizations?

Our approach is to develop a tiered process. Groups that have the most activities or high risk activities on campus will have some type of support system and expectations in terms of training. We envision three tiers with descending levels of activities.

Q. Are you finding that advisors are withdrawing?

A. Some no longer want to be advisors. Fewer than I thought but it is still real issue and concern. If faculty and staff do not want to support our students because they are concerned about liability and risk, that's a real problem. Part of establishing this tiered process allows us to examine organizations by the activities they offer and the programs that they sponsor. This identifies the amount of support required for those organizations. That way, as an advisor, one doesn't feel overwhelmed.

Q. Where is the line drawn? We get involved on many levels. At what level of involvement must you be trained?

A. No training is required for those groups that are not sanctioned student organizations.

Q. Is there a list of recognized organizations published anywhere?

A. Yes, on the SDS Web site @ sds.tcu.edu

Recognized means that they have submitted an application and have someone that is willing to be an advisor.

The time may come when all groups will follow the same guidelines. A risk free environment is not possible. Our goal is to implement good practices now. We have invited specialists to visit us on campus to help us develop a philosophical framework for working with student organizations. We must do a reasonable job of managing responsibility for our student organizations.

Q. Is there a place where staff can get more information?

A. For now, they should contact me [Forrest Lane] at Student Development Services. There are so many different groups with different interests, I am happy to serve as a conduit to connect volunteers with organizations.

Comment: I went to student training and it was invaluable. In a couple of hours I learned not only about liability issues but about a multitude of resources available to both students and advisors. I recommend it. I suggest that we keep a running list of those who might want to serve as advisors at some point.

Response: There is a list of current organizations and advisors on the Web site @ sds.tcu.edu. Right now, I am approving a new organization once per week.

Q. What are the parameters imposed by the state?

A. The state doesn't really define parameters. We are creating our own approach.

Please direct any questions to me in room 220 at the Student Center ext. 7855.

Mary Ruth Jones, Chair of the Elections Committee

Mary Ruth would like us to start thinking about people who might be interested in serving on Staff Assembly. After the first of the year we'll start to create voting lists. We would like to see more people get involved.

Other Business

None offered.

Committee Reports

Tara extended an invitation to a Q & A session with top representatives from FWISD on Thursday, December 6th at 6:30pm. Translators will be on hand. Please encourage anyone who is interested in better communication with their child's educators to attend. We will meet in the Student Center – room 207.

Announcements

Two announcements for programs this evening

- 7pm Senior Dance Recital
- 7:30pm Choral group that is going to Carnegie Hall – Ed Landreth

Angie relates that the time listed for Carols by Candlelight was listed incorrectly in TCU This Week. The correct date is Monday, December 10th, 8pm.

Adjourned 4:27pm

**TCU Staff Assembly
Meeting Minutes – Approved
February 5, 2008**

Members Present: Linda Anderson, Pat Austin, Martha Barron, Emily Burgwyn, Terri Cain, Audrey Crist, Suggie Dick, Hollis Dyer, Katherine Edmondson, Craig Elders, Lori Filler, Stephanie Folse, Diane Foucault, Ervey Garcia, Kurk Gayle, Rebecca Glass, David Grebel, Lisa Hall, Bob Hansard, Zoanne Hogg, Dorothy Holland, Sharon Hudson, Mary Ruth Jones, Gisele Kates, Angela Kaufman, Joael Kelly, Larry Kitchens, Vicki Lawson Susan Layne, Karin Lewis, Aracely Lopez, Barbara McClellan, Andrea Nordmann, Susan Oakley, Richard Oliver, Sue Ott, Lisa Pena, Lenelda Pennington, Gabriel Perez, Robin Richey, Shelton Riley, Nancy Stockton, Nancy Styles, Darron Turner, Debby Watson, Laura Weisbrod, Julie Whitt

Excused: Shari Barnes, Jonathan Brown, Travis Cook, Rosa Gomez, John Hernandez, Flo Hill, John Householder, Darlene Housewright, Scott Kull, Jill Laster, Tara Perez, Veronica Whatley, Richard Yantis, Ma'Lisa Yost

Absent: Chris Arreguin, Cheryl Cantu-Mireles, Randy Cobb,

Call to order: 3:40pm

Welcome:

Darron welcomed all to the first SA meeting for the spring semester.

Minutes: Darron asked for a motion to approve the minutes for December.

Motion offered.

Motion seconded.

Minutes approved.

Old business:

None offered.

New business:

Presentation by Don Mills, Vice Chancellor for Student Affairs

Though completion dates seem to change on a daily basis, we will move into the new Student Union on August 10th; students arrive on campus - August 12th.

Summer of change

- We are renovating Clark Residence Hall. It will be a coed residence hall and will be ready in August for students to move in.
- Jarvis Hall has been taken offline as a residence hall. It will be mostly a student services building.

- 1st floor offices will include the Office of Religious and Spiritual Life and the Career Center.
- 2nd floor will house offices for Community Service, International Student Services, Inclusiveness & Intercultural Services, an extension of the Career Center and Student Affairs Informational Services
- 3rd floor will be the School of Music.
- An appealing new back entrance to the building will provide a visual connection to the Commons.

The Commons

- Final landscaping will be installed after the Annual Fund Campaign kick-off in April.
- The fountain starts pumping water as we dedicate it on March 17th.

The Union - will be finished during the first part of August 2008.

Third Floor

- The entire 3rd floor of the Union is a conferencing center, which contains a governance chamber where Staff Assembly, Faculty Senate and the Student Government Association will hold their respective meetings.
- The ballroom seats 600 for a seated meal; 1000 for a lecture
 - It can be divided into 5 smaller rooms.
 - It is equipped with AV features including large screen projection.
- There are a variety of smaller meeting rooms that complete the 3rd floor.
- The Chancellor's dining Room will be located on the south end of the 3rd floor.

Second Floor

- The main dining hall on the north end of the second floor will feature 7 separate serving stations.
 - This facility will open at 7am and remain open until 9pm
 - Another dining spot, 1873 Grill, will be open from 11am to 3am. Combined hours for these facilities make food available from 7am to 3am.
- The south end provides a couple of small meeting rooms along with some student services offices - Greek Affairs, Student ID Center, TCU Leadership Center to name a few.

First Floor

- Offices for the building are located on first floor south.
 - Offices include the Heritage Center, where we will celebrate various aspects of the history of TCU as well as what is going on in present day.
 - SGA offices, Student Organizations offices and an auditorium that seats 350 will also share first floor space.
- 1st floor north will have a spirit shop. It will be run by Barnes & Noble and it will have TCU paraphernalia as well as school supplies.
- A print shop and a convenience store, The Corner Store, are on this level.
- A restaurant, 1873 Grill, is located in the north wing on the first floor.
 - 1873 will open at 11am and stay open until 3am. Before 9pm you may order from the full menu. After 9pm it will be sports bar fare – hamburgers, chicken wings, etc. After 9pm, we expect that the primary customers will be students. Lots of TVs and a few pool tables are available at 1873.

The Union features a two story archway. In effect, this building will never be closed. You will always be able to walk through that archway. You will always be able to enter the Commons and you will always be able to walk around in the arcade that surrounds the building.

The 24 hour campus

- At this point we plan to keep The Corner Store open 24 hrs.
- Next fall, the Library will be open 24 hours 5 days a week.

As we move in this direction, I try to be realistic. We believe we've anticipated everything necessary to operate a 24 hour entity but I'm sure we'll be surprised by something. We will face some management challenges.

We are trying to recognize that students operate on a different time clock than we do; if you don't think so, visit campus about 1:30am. Students are out doing things, engaging with one another. There's quite a bit of activity. The library stays busy late into the evening. The small facilities between Samuelson and Carter Halls are occupied with students all night long.

The 24/7 campus is for real. The implications for staff are pretty strong. Some jobs will be being classified as 1pm to 10pm. We are looking at more people in night manager positions - more police on duty. Keeping the library open 24/5 will require an additional 4 staff people. But that is what the students want and need.

At this time not all buildings will be open 24 hours because of security concerns. But we may move more and more in that direction as demand increases for services. We must do this in a way that ensures the safety of our students and staff. The 24/7 campus will get much more intense. Remember, this is a generation that never saw a TV station sign off at night. They are used to services at any time of the day. I challenge you to help us find out what kinds of things we can do at the Commons to accommodate 24 hour activity.

Between the two legs of the u-shaped Union there will be a patio with a water feature and a grassy amphitheatre that will seat about 300. Additional seating areas around the Commons include retaining walls, etc. Overall we think the Commons will seat about 3,000 people. If we have a concert event, we can accommodate a large crowd. What other events can be held in this space? Can we use it for some senior projects? Can we perform plays in this space? One notion for consideration is that beginning next year freshmen will meet in the Coliseum for the Chancellor's Convocation and march from the Coliseum through the archway into the Commons; when students graduate, they will congregate in the Commons and walk back through the archway into the Coliseum. This will establish a great tradition.

Student autonomy

In addition to the Commons, we are creating spaces between the Union and Colby Hall and the Union and Milton Daniel. We've created new spaces to the north and south of the new residence halls; Quad spaces that we have never had before. How are those going to be used? We have some ideas about how they will be used but this group of students see themselves as autonomous. They will choose how to use space. They will determine how all

of these new facilities will work. Ultimately, students will determine what the menu will be. It is up to us to pay attention to what students are saying and make any adjustments so that student life can continue in a productive way.

Students are connected to each other and their parents. Many students will say that their parents are their best friends. Does this interfere with their autonomy - not at all? Though they talk to their parents about everything and ask for their parent's advice, they do not always take that advice.

Students are connected to peers and friends. Thanks to technology, students are never out of touch with anybody. Access is world wide. Our challenge is to keep up.

Q. When will the landscaping be completed?

A. Final landscaping will be installed after the Annual Fund Campaign kick-off in April.

Q. Can you tell us something about the new building that is replacing Brown-Lupton?

A. Brown -Lupton is going away after graduation. It will be demolished during the summer. The original building was erected in 1954; the addition was built in 1967. The current structure takes up a big footprint. We considered renovation but it was not cost effective. The new building, Scharbauer Hall, will be taller and will create a smaller footprint. Access from both the north and south of Scharbauer Hall will create a nice gateway for entering the Commons. Together, Reed and Scharbauer will house most of AddRan, Honors and other units (yet to be determined). The space between Reed and Scharbauer may include a water feature and debating circle. Construction of Scharbauer Hall will begin early next fall and be completed by 2010.

Q. What's going to be in Reed?

A. It won't be all classrooms. Classroom will be upgraded. Some faculty offices will go back to being classrooms. Reed will have a restoration not renovation after other buildings are complete.

Q. What about Sadler Hall? Is Administration moving to the new Union?

A. Administration is not moving to the Union. The main post office will move to the new Union. One of our goals was to get trucks out of the middle of campus. Food service, the post office and the print shop had to be moved. A small postal station will remain in Sadler for your convenience.

Political Science will move over to Scharbauer Hall. Leo Munson is leading the effort to determine what will happen with vacated space in Sadler Hall.

The architecture of Scharbauer Hall will be very similar to the other new buildings in the Commons. We will use the same architectural firm. Scharbauer Hall will complete the Commons area. We want an academic building at the east end of the commons.

Traditionally, from the Student Center to the west has been a student area; from the Center to the east has been academic. Scharbauer Hall will serve as a lynchpin that will tie together student life and academic life - a nexus point. We are pleased that it will house AddRan, the oldest academic college on campus.

Tracy Thompson, Human Resources

This year we had very few changes to our health care plan. Some great enhancements were added.

1. Preventative services no longer have a maximum. These services include:
 - Mammogram
 - PSA Test
 - Colonoscopy
 - Routine wellness exam
 - Immunizations (including travel immunizations)

Your service provider must use the correct code when submitting the claim. If, at any time, you feel that a routine visit has been filed incorrectly, call me and I will contact Cigna.

2. Prior authorization for some procedures:
 - Assures that the facility is covered under our plan.
 - Assures that you are getting the appropriate level of care
 - Triggers additional help for disease management
3. Some outpatient procedures may need prior authorization:
 - Radiology services
 - Petscan
 - Catscan

WellAware disease management already covered:

- Diabetes
- Heart disease
- Low back pain
- Asthma
- C.O.P.D

This year they have added:

- Weight complications
- Comprehensive oncology program

Q. Sometimes one is directed to get a test "right now". Can authorization be obtained that quickly?

A. Yes. Turnaround time is merely a phone call away and there is always some leeway in emergency situations.

Q. Does our policy cover the cervical cancer vaccine for teenage girls?

A. Yes.

Mary Ruth Jones, Assistant Secretary – Chair of the Elections Committee

We are going to start the election process a little early this year. We will be sending out ballots at the end of February. We need you to talk to your constituents about the privilege of serving on Staff Assembly. Invite people to be ready for possible nominations. We will send out the names of everyone who is eligible. Remind co-workers that they need to vote

and help to choose new members. Be watching for the first ballot in the next couple of weeks.

Craig Allen, Director of Residential Services

Within a week information about the new dining plans will be available via our website, posters, flyers, handouts, etc.

The new dining hall will be operational in August. Craig is holding informational meetings in all of the residence halls to tell students that things are changing. Upper classmen will find the dining plan a significant change. Freshmen will accept it as the norm.

Why are we changing the meal plan?

One of the biggest reasons is the Chancellor's vision for the Commons to be the center of campus. We want to build community within the student population. In that regard, the Commons will be akin to Sundance Square. There will be entertainment, food, outdoor festivals and music events. Most things happening on campus will happen there. We will all come to feel that the Commons is the center of the TCU campus.

As we implement new dining plans, please be aware that all considerations had some implications regarding cost. We spent a lot of time and did a lot of research. One of the most useful things we did was travel to the University of Pittsburgh where Sodexo opened a facility similar to what we are planning. Student input was a major component in designing the final product for TCU.

Key terms to remember

One key term is "all access"

- Membership to the new dining area is all access from 7am to 9pm. Once students are on the plan they can come and go as often as they like every day of the week. This means 116 days of the fall semester - the one exception being 3 days during Thanksgiving break.

Next term "block plans"

- These are for non resident students or students living in Tom Brown/Pete Wright. With a block plan you may enter the dining area a set number of times. Each time you go in one visit is deducted from your total. You may still enter as often as you like but each time you enter one visit is deducted from your total.

Another term "Frog Bucks"

- The dollar amount that students have on their cards will be referred to as Frog Bucks. Each dining plan comes with a set number of Frog Bucks. If a student wants to add more they can do so. Non resident students may choose to purchase Frog Bucks only but always have the option to purchase any of the meal plans as well.

Students living on campus including Worth Hills are required to purchase one of the all access plans. [Exception Tom Brown/Pete Wright]

Frog pass/passport plans (name yet to be determined) – all come with unlimited access and a certain number of Frog Bucks.

- Silver 100 Frog Bucks
- Gold 200 Frog Bucks

- Platinum 450 Frog Bucks

Benefits of this plan

- We believe that this encourages students to base their eating decisions more on what is good for them rather than how much money is left on their card. Right now we have a strictly retail format. As students start to run out of money, they alter their food choices. This plan is more convenient and has more variety.
- All of the food items that are now available plus new items will be in this one location.
- Late night food option at 1873 Grill
 - With the all access plan a limited menu is available at no additional cost from 9pm to 3am
 - Cash, credit card or frog bucks will be accepted at any time

The new kitchen will allow more flexibility for Sodexo to meet different student needs. We will be able to provide sick trays. Student interns, who leave campus early will be able to place a food order the night before that will be ready for pick up in the morning.

Frog Bucks add flexibility. They can be used at all campus locations:

- Pond Street Grill
- NRG
- Corner store
- Restaurant in the Union
- Sub Connection
- Bistro Burnett

Though no contracts have been confirmed yet, many restaurants within walking distance have been invited to accept Frog Bucks. Some of them:

- Dutch's
- Pot Belly
- Which Wich
- Lennys

We are focusing on creating healthier eating habits. Traditionally, students converged on the dining hall during specific hours and ate as much as they could. The "come and go" option with multiple food options is a better approach.

The dining facility will be called Market Square. Market Square will have:

- Outdoor seating on the terrace
- Booth seating
- Table seating
- High top seating
- 7 or 8 LCD TVs throughout the dining area
- Quiet booth areas – nooks –no TV

For those who like to compare all costs are per semester
 Vanderbilt 19 meals per week 150 flex dollars \$2080

Tulane	all access	250 flex dollars	\$1900 no late night/offcampus
Trinity	all access	no flex dollars	\$2000
Baylor	all access	no flex dollars	\$2149
SMU	all access	50 flex dollars	\$2047
		150 flex dollars	\$2126 no off campus

(SMU prices will be going up about 5 to 7%)

TCU Plan cost per semester

Silver	all access	100 Frog Bucks	\$1799
Gold	all access	300 Frog Bucks	\$1979
Platinum	all access	450 Frog Bucks	\$2099

These are the choices for students living on campus including Worth Hills [exception Tom Brown/Pete Wright residents]

Students residing at Tom Brown/Pete Wright, the Grand Marc, off campus apartments or home may purchase any of the plans listed above.

Other options for them:

Limited plan	50 swipes	250 Frog Bucks	\$625 (required Tom Brown/Pete Wright)
Limited plan	100 swipes	200 Frog Bucks	\$950

Add-ons are available dollar for dollar

Door rate for Market Square

\$6.50 breakfast

\$7.50 lunch

\$8.50 dinner

These figures are all plus tax. Market Square will accept cash, Frog Bucks and credit cards for door rate.

Q. Have you heard the complaint that the location is too far away from academic buildings?

A. Yes and I tested the theory personally. From Tandy, it took only 8 1/2 minutes from door to door. This included with a few stops along the way.

We must work to overcome the perception of this location being "so far away". We want to get away from the grab and go mentality. Let's encourage students to sit down and eat. It's healthier. It will take a while. Our freshmen won't know the difference.

Q. What about staff? Can we grab and go?

A. Market Square is dine-in only. You can pick something up at the Corner Store.

q. Can faculty/staff buy Frog Bucks?

A. Yes! We would love to see faculty and staff sharing lunch space with students. In the future, block plans may also be a possibility for faculty and staff.

Q. So you have to pay door rate to enter the facility?

A. Yes.

Q. Can you bring your own lunch?

A. Not to Market Square.

Q. Are the rest of the facilities take out?

A. They are dine in or take out.

Next year credit cards will be accepted at all eating facilities on campus.

Other Business:

Our April SA meeting time conflicts with the kick-off celebration for the Annual Fund. Darron asked if we could move the SA meeting to 2pm. All agreed that this time change was acceptable.

Committee Reports

Policy Review - Chair, Angela Kaufman

The next meeting will be held in Angie's office on 2/12 at 3pm.

Professional Development-Chair, Robin Richey

Fall program – brown bag with Angie Taylor about the Millennial Student was well attended. Spring Program, cosponsored with HR, is command Spanish. Classes are booked and there is a waiting list.

We may have a program at the Fort Worth Contemporary Arts Center on Berry across from the Grand Marc. The gallery highlights artworks by TCU students and faculty.

College Resource- Joael Kelly reporting for Chair-Tara Perez

Accomplishments

- Enrolled over 200 TCU families
- Senior/transfer dinner program
- FWISD listening session
- Accessing the system meeting
- Monthly newsletters
- Notifications of program students can participate in
- Personal follow-ups with 12th graders

Future plans

- TCU tour for 6th and 7th graders – 2/9
- Program for 8th-11th graders 2/26
- Career Fair 4/5 open to all TCU employees (not just college resource)
- Notifications of summer camps, programs, classes. (Tara already has some scholarship commitments.

Committee on Committees-Darron turner reporting for Chair-Richard Yantis

In March, they will start looking for individuals to serve on various campus committees.

Announcements

None offered.

Adjourned 4:53pm

**TCU Staff Assembly
Meeting Minutes – Approved
March 4, 2008**

Members Present: Linda Anderson, Pat Austin, Shari Barnes, Emily Burgwyn, Terri Cain, Audrey Crist, Suggie Dick, Craig Elders, Diane Foucault, Ervey Garcia, Kurk Gayle, Rebecca Glass, Rosa Gomez, David Grebel, Lisa Hall, Bob Hansard, John Hernandez, Flo Hill, John Householder, Darlene Housewright, Sharon Hudson, Mary Ruth Jones, Gisele Kates, Angela Kaufman, Larry Kitchens, Scott Kull, Vicki Lawson, Karin Lewis, Aracely Lopez, Barbara McClellan, Andrea Nordmann, Susan Oakley, Lisa Pena, Tara Perez, Robin Richey, Nancy Styles, Darron Turner, Debby Watson, Laura Weisbrod, Julie Whitt, Richard Yantis, Ma'lisa Yost

Resource to SA: Jill Laster

Excused: Martha Barron, Jonathan Brown, Cheryl Cantu-Mireles, Randy Cobb, Travis Cook, Hollis Dyer, Katherine Edmondson, Lori Filler, Stephanie Folse, Zoanne Hogg, Dorothy Holland, Joael Kelly, Richard Oliver, Sue Ott, Lenelda Pennington, Gabriel Perez, Shelton Riley, Nancy Stockton, Veronica Whatley,

Absent: Chris Arreguin, Susan Layne

Call to order: 3:37pm

Welcome: Darron welcomed all to the March meeting for Staff Assembly.

Minutes: Darron asked for a motion to approve the minutes for February.
Motion offered.
Motion seconded.
Minutes approved.

Old business:
None offered.

New business: Brain Gutierrez is ill today. Kenneth Janak will speak in his stead.

Presentation by Kenneth Janak, Director of Budgets & Financial Planning
Kenneth has been with the University since October 2007. He arrived in the middle of the budget season and has had a busy few months. Today, he'll talk to us about how the budget is put together. First, he introduced Megan Cederburg, Budget Analyst, who works in concert with him to administer and manage budgets on campus all year long. They put together a presentation to share some highlights of how next year's budget is going to look.

In November we met with the Board of Trustees and presented them with some general assumptions and expectations about next year's budget. We discussed revenue projections and particularly what we thought tuition increases should be. This was a high level

discussion with the Board that included topics such as compensation, goods and services and dining services. They approved a formal increase in tuition of 8.4%, making tuition this coming year \$26,900. They also approved a healthy increase in Financial Aid of 18%. We met with the Chancellor's Cabinet in December to discuss how the budget should be allocated between departments. The Cabinet reviewed this information and in January they approved final allocations for each Vice Chancellor.

Budget worksheets were opened in late January/early February and budget managers input their budget increase requests for individual departments. Similarly, Human Resources opened salary planning screens in February for budget managers to plan their compensation budgets. We collected information from approximately 400 departments on campus. Currently, we are totaling these requests to make sure that they add up to what the Board expects and what the Cabinet approved. As you can imagine the process takes a while, and we're probably a little more than half way through it. Our goal is to review all departments and ensure the totals are correct before the next Board meeting the first week of April. We can then go to the Board with all of the details that support these budget requests.

The fiscal year ends in May. On June 1, we start managing the budget for the new year. By September, we will begin addressing the budget for the following fiscal year, so annual budget planning is a 7 or 8 month process for us.

To illustrate budget allocations, I have a few slides to show you. The first illustration is a pie chart that represents the allocation of the incremental budget for 2009 which starts on June 1. If you add up all the pieces of the pie, they total about a \$30 million, which is a pretty healthy increase.

- * The largest portion of next year's increase is for Financial Aid which is growing by \$11 million signifying an 18% increase approved by the Board.
- * Next largest is compensation. We have several compensation initiatives going on. For the first time in recent history, we have compensation initiatives going on for all employees – nonexempt staff, exempt staff and faculty. The \$8,513,000 total for these initiatives is the second largest portion of the total \$30 million increase, or 27.8%.
- * The next largest piece is Physical Plant/Utilities and depreciation. Briefly on depreciation, I can tell you that it is going up about \$4 million next year. All of the new construction on campus is driving that number. When we spend millions of dollars constructing a new building, we don't have to expense that money today. We can expense it out for many years. Over time, spreading out the depreciation expense on multiple buildings adds up.
- * The other increases are not as big.
 - o Academic Programs supports the Provost and his programs
 - o Student Experience funds are administered by Don Mills, and include operation of the new union.

Q. What kinds of things do you mean when you say institutional support?

A. Institutional support includes Finance, Marketing, and the Chancellor's Office.

The second illustration displays the same information for the current year's budget. As you can see the biggest difference is Financial Aid. This year it went up only \$4.6 million; next year's budget will increase by \$11 million. If you add up all of the numbers for 2008 you

come up with around \$20 million, compared to the \$30 million increase for next year's budget.

The third chart shows the total budget for next year, not just the increases. Next year the University's budget will be about \$345 million. By far, the largest portion of that goes to compensation and benefits. Beyond that the next largest piece is Financial Aid at \$74 million which includes the \$11 million increase.

The fourth chart shows the comparable numbers for this year. The total is \$315 million. You can see the \$30 million increase. Again you can see that the pieces of the pie have not changed that much.

The last two charts address how the budget supports the University's strategic goals:

- * Recruit and retain students, faculty and staff who can achieve their full potential at TCU.
- * Design a vibrant learning community characterized by distinctive curricular, co-curricular and residential programs.
- * Sustain an environment in which rich personal interaction is enhanced by outstanding facilities and appropriate technology.
- * Accelerate our connection with the greater community: Fort Worth, Texas, the nation, and the world.
- * Couple wise financial stewardship with a well planned entrepreneurial approach to academic opportunities.

We make sure that the budget is aligned with these goals to support the University's Mission.

The last chart shows this year's budget on the bottom and next year's proposed budget on top. It defines how the \$20 million increase this year and the \$30 million increase next year support those goals. It's no surprise that the biggest increase is for recruiting, which includes the increase in Financial Aid.

Q. In terms of the carryover budget, will there be any changes in the process?

A. Not at this point.

Other Business:

Darron made one adjustment to the agenda so that the Policy Review Committee could bring something forward to the assembly.

Angela Kaufman, Chair for the Policy Review Committee, explained that in a previous Executive Committee Meeting it was agreed that her group should craft a proposal for a change in the language of the Community Service Leave policy. As it stands, the policy was written to accommodate the Reading Frogs program. We would like to broaden the scope to include other TCU approved programs such as:

- Frog House
- SA sponsored Halloween Party
- TCU Leaps
- TCU Meals on Wheels

Comment: A few years ago we expanded the policy to help victims of Katrina.
Response: That is a great example of what we're talking about.

Reading from the Handbook for Faculty Staff

*Community Service Leave. Staff members may use up to 12 hours of paid time per year off during regularly scheduled work hours to participate in **the Reading Frogs Program, a collaborative effort with Fort Worth Independent School District.***

We want to change from:

...the Reading Frogs Program, a collaborative effort with Fort Worth Independent School District.

to:

...University related and sponsored community service programs.

I would like to make a motion on behalf of the Policy Review Committee that we at SA support changing the policy to include **university related and sponsored community service programs.**

Motion seconded.

It has been properly moved and seconded that the SA Policy Review Committee is bringing forth a policy change in terms of Community Service Leave. Will you accept a motion to change the language from Reading Frogs to more general language to include other University service related opportunities?

Discussion

Q. What is the process for time off?

A. Supervisor approval. Reading from handbook:

Staff members must secure supervisor approval and must complete satisfactory documentation. Volunteer hours are considered release time from normal duties and should be reported as hours worked. Volunteer hours are not intended to add additional hours to the staff member's regularly assigned hours. Volunteer hours do not accumulate and may be used only during the specified trial period for this program. Volunteer hours are not paid upon termination.

Comment: A good example of University related service is participation in various College Resource Programs. Currently, some of our leaders who work the night shift take off work and use vacation time to help with our evening programs. If proposed changes to the language of the policy are adopted, these leaders could participate in a dinner program for students and parents without taking vacation time.

Q. What if your supervisor doesn't believe that your request fits the criteria?

A. The supervisor has final discretion. Response will vary from supervisor to supervisor.

Comment: We do want to be clear that it would be University related service and not just personal preference.

Q. How many hours per year are allowed?

A. Twelve hours a year. But we do have a second motion

Q. Any other discussion in relation to this motion?

A. No.

It has been properly moved and seconded that we move on the general language for Community Service to change the language away from Reading Frogs to a more general community service.

All in favor say aye. 43

All opposed have the same right 0

Motion passed.

Second motion for the Policy Review Committee

We would like to suggest that the language that says staff members may use up to 12 hours of paid time per year be changed to 24 hours.

There is a motion on the floor.

Motion seconded.

It has been properly moved and seconded that we change the language from 12 hours to 24 hours - any discussion?

Q. Why?

A. The rationale is that 12 hours was created for the Reading Frogs program to accommodate 1 hour per month. Many other commitments take longer, e.g., Frog House or Meals on Wheels. However, if you work on Frog House for 8 hours, you do it only once per year. We thought that 24 hours is a more realistic number. We don't think it will bite into the productivity of the University community. When policy was created, we did not yet have our Mission Statement in place. We believe this reflects the same kind of commitment that we expect from our students.

Comment: Reading Frogs was once per week so it actually was 4 hours per month. A lot of people did it on their lunch hours.

Comment: I think it's important to note that, realistically, if you do something away from the campus your commute time adds to your service time.

Comment: Do we have a record of how many people have used those hours?

Response: We have no records for that number.

Response: During Katrina we had 3 forms turned in; yet, there were more volunteers than that.

Q. Would there be paper trail?

A. Some programs have sign-up sheets.

Comment: In the past we have tried to track volunteer hours but it is almost impossible to get a handle on it. People volunteer for many events but don't report those hours. A lot of people volunteer on their own time.

Comment: I think we should have a healthy discussion about how to capture these hours

One of the things that SA does is report on how we support the University. If we can quantify the number of hours that we have given to the community, that is valuable information from many perspectives.

Comment: We are required to fill out a leave form. Since volunteer hours require supervisor approval, we could add volunteer hours to that form for the purpose of tracking. It would enable us to see where our people are involved. It would be an attractive piece of information.

Comment: People are hesitant to sign-up if they think they are being tracked.

Q Should we incentivize folks?

A. We could market this concept. There are 24 hours in a day – how many have you given to others?

Q: I wasn't even aware that we had this policy. If we create a form should we have separate listing for time off during work hours vs. non work hours?

A. The motion on the floor is for TCU hours only.

Move to call to question.

There is a motion on the floor to move from 12 to 24 hours.

All in favor say aye 43

All opposed have the same right 0

Motion passed

Darron asks that the Policy Review Committee meet with David Grebel and Shari Barnes to research who best to track this information and then come back to the body and report.

Comment: I think it's important to get not just numbers but the stories behind some of these hours.

Angie Kaufman and her committee will follow up on how to keep track of volunteer hours. She will include someone from Community Service as well as Community Outreach so that different entities on campus are not duplicating efforts.

Comment: There is an initiative through HR that approaches Volunteer Work from the other direction. We're building a program for people who want to come and do volunteer work at TCU. Placement will be for meaningful tasks. If you feel that there is an opportunity for volunteer placement in your department that is task specific, please contact Shari Barnes. This is a pilot project.

Joint Assembly Meeting about "going green"

SA presented a PowerPoint at the Joint Assembly Meeting. One of the things we realized at this meeting was that TCU already does a lot in this regard. The joint groups will meet again to discuss where we go from here. How do we get other folks involved? If you're interested in the effort to "go green" contact Darron via email.

Serving on SA and University Committees

Before we move on Darron announced that Pat is stepping down after this term as Secretary. He thanked her for her service. Pat encouraged all to avail themselves of the opportunity to serve.

Richard Yantis, Chair of the Committee on Committees, is going to start looking at vacated University committee positions as well as SA officer positions in the near future. We need people on these committees who will make a difference; a lot of people already have. We're looking for that next group of individuals who will continue that legacy. We need your information. We need your unique perspective. We need your skills. All of these will help move the University forward. This involvement gives you the opportunity to see the University from a different perspective.

Some things become so much a part of our culture that we forget to create policy guidelines for them. It's our job to sit down, address the need and formalize policy. We help make policy a reality. Please consider running for officer positions in SA as well as serving on University committees.

Committee Reports:

Mary Ruth Jones, Chair of the Elections Committee, will meet with her committee soon. They will have preliminary ballots available soon.

Announcements:

Our next meeting will be at 2pm rather than 3pm so that we can all attend the Annual Kick-off Campaign immediately afterwards.

Angie announced that during the first week of April TCU will sponsor the 26th Hunger Week campaign. Students are collecting cans and will construct something from the cans. We have already had a donation from one VC of 500 cans. There are lots of events during that week. All proceeds go to the Tarrant food Bank. Please lend your support. Come and enjoy the activities.

Parting words of wisdom from Darron.

Don't donate the peas that are five years old. "If you don't rotate your peas then don't go to the back of the cabinet."

Enough said.

Adjourned 4:20pm

**TCU Staff Assembly
Meeting Minutes – Approved
April 1, 2008**

Members Present: Linda Anderson, Chris Arreguin, Pat Austin, Martha Barron, Emily Burgwyn, Randy Cobb, Audrey Crist, Suggie Dick, Hollis Dyer, Katherine Edmondson, Craig Elders, Lori Filler, Stephanie Folse, Ervey Garcia, Kurk Gayle, Rebecca Glass, Rosa Gomez, David Grebel, Bob Hansard, John Hernandez, Flo Hill, Zoanne Hogg, Dorothy Holland, Darlene Housewright, Sharon Hudson, Mary Ruth Jones, Joael Kelly, Larry Kitchens, Scott Kull, Vicki Lawson, Susan Layne, Aracely Lopez, Barbara McClellan, Andrea Nordmann, Richard Oliver, Sue Ott, Lisa Pena, Lenelda Pennington, Gabriel Perez, Tara Perez, Robin Richey, Shelton Riley, Nancy Stockton, Debby Watson, Laura Weisbrod, Julie Whitt, Richard Yantis, Ma'Lisa Yost

Excused: Shari Barnes, Jonathan Brown, Terri Cain, Travis Cook, Diane Foucault, Lisa Hall, John Householder, Gisele Kates, Angela Kaufman, Karin Lewis, Susan Oakley, Nancy Styles, Darron Turner, Veronica Whatley

Call to order: 2:05pm

Welcome: In Darron's absence, Larry welcomed all to the April meeting for Staff Assembly.

Minutes: Larry asked for a motion to approve the minutes for March.
Motion offered.
Motion seconded.
Minutes approved.

Old business:
None offered.

Larry noted that the food court out in the hall was supplied by Rick Flores and his staff. We thank them for their generosity.

New business:

Presentation by Rick Flores, General Manager – TCU Dining Services

Rick introduced some staff who will continue to work with him at the new facility. Student intern, Claudia, works on Tuesdays and Thursdays as part of her course work. Legia Abato is Marketing Manager for Dining Services. A new member to the staff, Yves Duguay, will be Director of Specialty Dining.

Legia reports that Dining Services hopes to be in the new Union by July 1. She explained that the wing closest to Stadium Drive is pretty much Dining Services with the exception of the 3rd floor ballroom and the 1st floor post office.

Market Square, the new dining facility, is a lot larger than the current Main. It will showcase 7 stations for food service.

Stacks- Deli station

- Lunch and dinner served
- Made to order sandwiches
- Specialty sandwiches each day

Il Trattoria – Pizza and pasta station

- 16" pizzas
- Electronic version of a wood burning oven – watch the pizza being cooked
- Pasta

Cook House – Comfort station

- Traditional fare
- Everything is served as a complete meal. Multiple stops are not necessary - Meat, gravy, veggies, etc. are all served on the same plate
- Fresh hot cookies available all day long

Five strategically placed beverage stations will make it easy to complete your meal.

The three stations listed above are all on one side of Market Square. Cheese, meat and vegetarian items are all available at each of these stations.

Shuffles – features the Chef's meal of the day

- rotating items that the chef prepares

Trinity Grill – basic grill items

- Hamburgers, grilled chicken sandwiches, etc
- All items will be made when you order them
- Separate condiment station
- Will always feature a signature sandwich

Expeditions – International station

- Rotating menu that will feature food from around the world

We put chafing dishes at this station because there are two entrances to this location; the traffic pattern will be heavy. We want to make sure there is not a bottleneck. This is also going to be a training station. Students will prepare and cook on Tuesdays and Thursdays.

The Oasis - largest station in the center

- salad bar
- soup
- made to order salads
- breakfast all day

The production area is visible for all of these stations since they are working stations. You will be able to see the flames and smell the aromas. It will be a sensory experience.

Another key component of this new dining arrangement is china service. We are keenly aware of the concern about disposable products and their impact on the environment. Our china service will eliminate a lot of waste. We will not be making 18,000 to go items per week.

Market Square will have

- 600 interior seats
- 75 seats on one terrace
- 150 seats on another terrace
- some quiet corners on the stadium drive side of the room
- 2 private rooms for group meetings - available by reservation

We were looking to build a community where there is food. I think we have done that.

Q. Since you will have china service how will you pre-plate the food?

A. Food production is happening in real time. Nothing is being parked. There is no need to stack plates.

Q. What are your hours going to be?

A. Hours have not yet been finalized but we have proposed a schedule of 7am to 9pm, Monday through Friday and 10am to 9pm on Saturday and Sunday.

This is going to be quite a culture shift for this campus. The value rate for what you will get is good. Door rate is between \$7 and \$9 depending on the meal - breakfast, lunch or dinner. Once you are through the door it's a matter of eating whatever you want in whatever quantity you desire. You can eat healthy or not. Options are vast.

Q. What is seating capacity for the private rooms?

A. One room seats 40; the other seats 60.

Q. Are they equipped with multimedia?

A. Yes. These are great locations for department meetings, parties, etc.

Other food service in addition to Market Square:

- The Corner Store which will be open 24/7
- 1873 Grill – the late night late night option
 - Service here will be similar to a Café Express. Place your order with the cashier and receive a pager.
 - Inside 75 seats with audio/ visual enhancement
 - Outside 75 seats on terrace

We hope you will all appreciate the different textures on the inside that create a different feel. Flooring includes some terrazzo/ some carpet and we are surrounded by windows.

Q. Did I see a hot dog cart on campus?

A. Yes you did. Whenever weather permits we will have a hot dog cart on the library mall. In the future we may serve barbeque, burgers, etc. in the Sadler Mall on Tuesdays and Wednesdays.

Q. Will there be a soft opening of Market Square for staff?

A. Possibly the first week of August.

Q. Where does one find food service after May?

A. We will operate until the end of May. The main kitchen will then move to Pond Street for production for summer camps and conferences. We will not have a full service arrangement from May 10th until we open up in August. We don't have a facility to do what Frog Bytes did over the summer last year. At Pond Street We will be concentrating on camps and conferences.

We will have two facilities open on campus but just not what you normally see during the summer. Bistro Burnett at the Library and NRG in the Rec Center will be open.

Q. Will this information all be posted on the web site?

A. Everything should be on the web site by the 2nd or 3rd week of June.

Julie Whitt, Capital Campaign

Co-chairs for the Faculty and Staff Annual Campaign are Stuart Youngblood and Darron Turner.

First I want to thank you for your participation last year. Faculty and staff contributed:

- \$302,164
- 65% participation rate
- 1100 faculty and staff members

This is a wonderful example of how passionate we are about supporting TCU.

Some of you may ask why we ask faculty and staff to give back to the University. The answer is simple. We need to raise budget supporting dollars to keep TCU strong and growing. We enjoy support from alumni, parents, friends, corporations, foundations and you.

I've been here for two years and it's been wonderful to see how passionate TCU faculty and staff are about helping our students achieve what they want to do in the future, and making sure that TCU is a bright, shining institution.

Make no mistake, the Annual Fund does not construct new buildings, but it does make possible many of the things that go on inside those buildings.

- software, hardware and computer technology in the classrooms
- equipment that students will be using in their chosen professions
- periodicals in the library
- scholarships and grants

A comprehensive fund-raising effort, The Campaign for TCU, has been in place since 2005. This is a special year because the public kick-off will take place in April.

All gifts given to TCU including those given through the Faculty Staff Campaign, Scholarship Endowment and the Annual Fund are included in the Campaign for TCU. When you hear the progress of the campaign goal today, I think you will be happy to see how the Fort Worth community, our alumni and friends feel about TCU.

In addition to financial support, we ask that you share your stories with us. You've been here in the trenches. You've seen how TCU has changed lives. Please share any such stories with us. We may use your story in publications across campus, alumni publications, etc. In the packet you received, there is a form that you can fill out or you can go to our website to share your story. Some stories are included at the end of this presentation.

Please understand that your participation is what is important. We don't set a dollar goal; we set a participation goal. We don't want you to take anything away from your other commitments. We would just like you to add TCU to that list. We would love to have 100% participation.

Please consider making your gift in the next few days. There is a form in your packet that you can return or you can make your gift online @ www.annualfund.tcu.edu

Payroll deduction is available in any amount. Illustrations below are informational only:

\$5/month = \$60 annually

\$8.34/month = \$100 annually

\$83.34/month = \$1,000 annually

You may also choose to give an outright gift.

You can support the effort by also considering TCU in your estate plans and promoting this effort to your colleagues.

Q. Hypothetically, is a one time donation of \$5 okay?

A. Yes. It counts as participation which is very important to us.

Comment: One thing to remember is that a lot of foundations investigate the employee participation rate before they contribute.

Some of you may want to check and see if your spouse's employer has a matching gift program. The Annual fund Web site has a list of companies that are matching gift organizations.

For any additional information feel free to contact Julie Whitt or Janine Kraus at the Office of Annual Giving.

Other Business:

None offered.

Committee Reports:

Mary Ruth Jones, Chair of the Elections Committee

Please turn in your ballot ASAP. The election committee will start counting ballots this week.

Q. When are those due?

A. They were due yesterday.

Q. If ballots were not distributed to some employees can they have one more day?

A. We will wait another day to start tallying the vote.

Jef Larremore, Student Affairs Information Services, will post the second ballot information online. Please encourage your constituents to vote online when possible. We must generate paper ballots for anyone who does not respond online.

Richard Yantis, Chair of the Committee on Committees

There are about 20 staff slots available on University committees. If you or someone you know is interested in serving send Richard an email.

Tara Perez, Chair of the College Resource Committee

We are exploring the possibility of a workshop for 6th, 7th and 8th graders this summer. We talked with an English professor who has agreed to pay an instructor to work with these kids for one week to improve their reading skills. These students will spend two hours in the morning and two hours in the afternoon in class. We need to know what other fun things are available for them to do on campus when they are not in class. There will be 20 students in the program. Please give me your feedback about other activities that may engage them.

Announcements:

Larry asks that we start thinking about programming and project ideas that Staff Assembly might take responsibility for next year. Between now and our May meeting give it some thought. We will provide cards for you to fill out at the next meeting.

Lori Filler, Professional Development Committee, works in School and College Programs. She reminds us that we have a new TCU art gallery called Fort Worth Contemporary Arts – the Art Galleries of TCU. The gallery is on Berry Street across from the Grand Marc. The curator comes to us from the Houston Museum. He is originally from Scotland. We are trying to get a more international feel here on campus. The next exhibit is *Artists who walk the artistic line, socially, politically and ethically*. The gallery is open Thursday - Sunday from 1pm to 6pm. Lori will be sending an email about having a reception for faculty and staff. Your response is appreciated.

Barbara McClellan, Technology Resources, reminds us of an Identity Theft Brown Bag that will be held on Wednesday, April 23 at noon in the Student Center, room 207.

Adjourned 3:00pm

**TCU Staff Assembly
Meeting Minutes –Approved
May 6, 2008**

Members Present: Linda Anderson, Chris Arreguin, Pat Austin, Martha Barron, Jonathan Brown, Emily Burgwyn, Terri Cain, Randy Cobb, Travis Cook, Suggie Dick, Hollis Dyer, Katherine Edmondson, Craig Elders, Lori Filler, Stephanie Folse, Diane Foucault, Ervey Garcia, Rebecca Glass, David Grebel, Lisa Hall, Bob Hansard, John Hernandez, Zoanne Hogg, Dorothy Holland, John Householder, Darlene Housewright, Sharon Hudson, Mary Ruth Jones, Gisele Kates, Angela Kaufman, Joael Kelly, Larry Kitchens, Susan Layne, Karin Lewis, Aracely Lopez, Andrea Nordmann, Richard Oliver, Sue Ott, Lisa Pena, Lenelda Pennington, Gabriel Perez, Tara Perez, Robin Richey, Shelton Riley, Darron Turner, Laura Weisbrod, Veronica Whatley, Julie Whitt, Richard Yantis, Ma'Lisa Yost

Excused: Shari Barnes, Audrey Crist, Rosa Gomez, Flo Hill, Scott Kull, Barbara McClellan, Susan Oakley, Nancy Styles, Debby Watson

Absent: Kurk Gayle, Vicki Lawson, Nancy Stockton

Newly elected members: Chris Briones, John Cunningham, Julie Graver, Guy Housewright, Ofelia Mendez, Chris Uchacz

Guests: Chancellor Boschini, Stuart Youngblood

Call to order: 3:38pm

Welcome and Remarks: Darron welcomed all to the meeting with gusto and an entertaining story. He recognized two guests Chancellor Boschini and Stuart Youngblood, Chair of the Faculty Senate. The Chancellor thanked the Assembly for all of the good work that we do. Stuart is looking forward to working with Darron on the University Compensation Advisory Committee (UCAC).

Approval of the April Minutes: Darron asked for a motion to accept the April minutes. Move to accept the minutes for April.

Motion seconded.

It has been properly moved and seconded to accept the minutes from last month.

All in favor- 49

Opposed-0

Old business:

None offered.

New business:

Elections

Richard Yantis, Chair of the Committee on Committees, announced the names of the three declared candidates for officer positions:

Chair Elect – Angela Kaufman
Secretary – Terri Cain
Assistant Secretary – Mary Ruth Jones

Darron asked three times for nominations from the floor. None being offered, Darron entertained a motion to close the nominations for officers.

Move to close the nominations.

Motion seconded.

All in favor – 49

Opposed – 0

Darron entertained a motion to vote by acclamation for the slate of nominees.

Move to vote by acclamation.

Motion seconded.

All in favor – 49

Opposed – 0

For the record, newly elected officers for 2008-2009:

Chair Elect - Angela Kaufman

Secretary - Terri Cain

Assistant Secretary - Mary Ruth Jones

Mary Ruth Jones, Chair of the Elections Committee, announced the names of the newly elected SA members for the term 2008-2010 with the exception of those from Academic Affairs division. The ballots were not correctly printed for that division. Second ballots have been distributed and the Elections Committee will be tabulating those results shortly.*

Brite

Linda Anderson

Advancement

Charme Cone – Development

Guy Housewright - Development

Athletics

John Cunningham – Athletics

John Festervand – Athletic Marketing

Christopher Uchacz – Athletic Academic Services

Finance & Administration

Lisa Aven – Physical Plant Administration

Josephine Benitez - HR

Chris Briones - Facility Services

Jonathan Brown – Safety

Paul Fox – AVC HR, RM

Rosa Gomez – HR

Susan Oakley – HR

Shelton Riley – Facility Services

Totsy Sturm – HR
Esco Weatherspoon – Grounds Maintenance

Student Affairs

Karen Bell – Campus Life
David Cooper – Residential Services
Mike Fazli – TCU Police
Julie Graver – Residential Housekeeping
Mary Ruth Jones – Residential Life
Robin Williamson – Residential Services
Carrie Zimmerman - Student Development Services

Academic Affairs

To be announced at a later date via email.

Before moving on, Darron recognized Pat Austin for her service as Secretary to the Staff Assembly during the past three years.

Passing the Gavel:

Darron passed the gavel to Larry Kitchens who assumes the role as Chair of Staff Assembly.

Larry's first order of business was to present a plaque to Darron for his time, direction, humor and class as Chair during the past year. The inscription reads:

The TCU Staff Assembly expresses its sincere gratitude to Darron Turner for his leadership and guidance as Chair of Staff Assembly 2007-2008.

In recognition of the time that Darron has given to Staff Assembly, Larry presented him with a TCU watch. In homage to his sartorial splendor, Darron was presented with a purple and white hair piece which he donned immediately.

Larry took time to thank all Assembly members for their services during the past year. He asked current members to stand and be recognized. He then asked newly elected members to stand and be recognized.

He directed everyone's attention to the two handouts that were left on the tables. He urged everyone to complete these forms.

1. TCU Staff Assembly Standing Committee Charges
 - After reading through committee descriptions, please indicate your preferred committee assignment in priority order, 1 through 7. These will be collected at the end of this meeting. When the Executive Committee gets together in a couple of weeks, we will establish committee composition from these forms.
2. TCU Staff Assembly 2008-2009 Suggestions
 - Presentations/speakers for our monthly meetings
 - Issues/concerns to be addressed
 - Projects that you would like to see us undertake
 - Other

This is your staff assembly. We look for participation on all levels. Committee assignments should be complete within a couple of weeks.

Staff Assembly has done an amazing job of representing the staff on this campus. I would like to take this opportunity to brag about the staff. For the Annual Fund campaign, Stuart [Youngblood] and I challenged each other as to which group would show the highest participation rate – faculty or staff. I am happy to announce the results.

Faculty participation rate	64%
Staff participation rate	66%

Even more remarkable:

Exempt staff	60%
Nonexempt staff	74%

Good Job!

You will all receive a calendar with the SA meeting schedule for the coming year. The first meeting will be September 2. Others follow on the first Tuesday of every month except January (no meeting). Right now, I am not sure where we will meet. Once the Union is ready we will meet in the Governance Chamber in that building.

Committee Reports:

Angela Kaufman, Chair of Policy Review Committee, recognized her committee for all of the hard work they did this year. They conducted a survey at the beginning of the year asking what their priorities should be. Responses in order of importance:

1. Possible pool for sick time
2. One additional holiday
3. Family issues
 - a. day care
 - b. maternity leave
 - c. paternity leave
4. Understanding the TCU recycling policy
5. Smoking close to building entrances
6. Health issues in general

The team researched some of these issues with the following results:

- Physical Plant provided us with lots of information about recycling of all materials on this campus. We are working with faculty and the AV environmental club to serve as a green information clearing house. By next fall you will be able to go to www.green.tcu.edu to see what's going on with the green project initiative on campus.
- We are working on how to support staff with daycare, sick leave and holidays. We have been working on these issues with HR for a year and a half. We hope to make significant progress within the next year.
- Most recently, we suggested a change to the University's Community Service Policy. Current policy allows staff to volunteer for up to 12 community service hours per year for the Reading Frogs Program. Our proposal suggests 24 hours and broadens the policy to include other TCU sponsored events like Frog House, Meals on Wheels,

etc. The Executive Committee and this body voted to forward the proposal to the Chancellor's Cabinet.

Tara Perez, Chair of the College Resource Committee explained that the goal of her committee is to provide information to TCU parents of 6th thru 12th graders about how to prepare for college. Currently 200 families are enrolled in the program. College Resource presents 5 programs a year. Information is so bountiful that we have added a newsletter so as not to overload attendees with too much information. We have done a good job connecting with outside resources like FWISD. Now when children don't hear about programs at school, they hear about them from us. We have expanded our summer camps every year.

This committee is about forming relationships with other employees; answering their questions and being there for them. This is a very exciting committee. We like to think big. Consider us when you look at your list of standing committee charges.

Tara recognized all current members of her committee. She then recognized two newcomers who served above and beyond expectations - Bob Hansard and Suggie Dick.

She acknowledged two ladies who have been involved with CR for several years. They have been instrumental in recruiting from their areas and have helped CR become a bilingual program by offering their skills - Ofelia Mendez and Aracely Lopez.

One more person truly deserves recognition. In order for us to really communicate with our population we must translate our communications into Spanish. Virginia Dias no longer works at TCU. In fact, she is living in Hong Kong. Yet she continues to work for us. Throughout this year she has translated all of our communications as well as the SA minutes. Please recognize Virginia for her service.

Richard Yantis, Chair of the Committee on Committees, has accomplished a lot via email. We are still working on some assignments to University committees.

Sue Ott, Chair of the Community Service Committee, commended her committee for the events they sponsored this year. First was a Halloween Costume party for students from KinderFrogs and Starpoint School. Committee members and other staffed dressed in costume to pass out treats to the students at Daniel-Meyer Coliseum. She thanked Ross Bailey for the use of the coliseum. The second event was a hot dog fund raiser for a student at Starpoint School.

Mary Ruth Jones, Chair of the Elections Committee, recognized her committee members and thanked them for doing a grand job. She thanked Jackie Callanan, who is retired from TCU, for supplying the committee with a disc containing balloting process information. Mary Ruth will send her a note of appreciation.

Robin Richey, Chair of the Professional Development Committee, mentioned the programs sponsored by her committee. In the fall Angie Taylor presented a program about the Millennial Student. Feedback from this program was positive from the approximately 40 attendees. In the spring we co-sponsored the command Spanish class with HR. Almost

immediately; there was a waiting list for these classes. Another spring promotion came from Lori Filler who gave us information about the Art Galleries at TCU which we were happy to share. Robin recognized her committee for their good work.

Stephanie Folsie, Chair of the Web Committee, noted that last year we concentrated on getting the sight updated; this year we added more content to the site. The Web site currently has the minutes in English and Spanish, Committee Reports, membership list and photos and a lot of information about the College Resource Program. Those considering work on this committee should not be scared off by the technology. You do not have to be a techhie to be on this committee. We need committee members who will stay in contact with others committees and get content from them about everything that is going on as far as meetings, minutes, reports, etc. Stephanie recognized the members of her committee.

Larry expressed his appreciation to all of the Chairs. TCU is a great place to work. One of the wonderful things about SA is that we are always looking for ways to make it an even better place to work and we all look for ways to give something back to the University. We appreciate what each of you is doing to share this information with your constituents.

Announcements:

Commencement is this coming Saturday 10am and 3pm.
It's not too late to give to the Annual Campaign.

Other Business:

Q. Who is collecting the sheets that we have filled out?

A. Give those to Larry after we adjourn.

Adjourned 4:16pm

*Addendum to the minutes

The following staff from Academic Affairs have been elected to Staff Assembly 2008-2010

Cynthia Baker – Engineering
Martha Barron – AddRan College
Terrie Harbour – Customer Services
Joael Kelly – Undergraduate Admission
Claudia Knott – English
Bryan Lucas – Technical Services
Debbie Mar – Scholarships/Financial Aid
Sharon McAteer – AVC, Academic Support
Sue Ott – Music
Dana Summers – History
Anita Unger – Graduate Studies
Kim Weber – Technology Resources
Greg Wendt – Entrepreneurial App. Serv.
Sybil White – Nursing/Health Sciences
Sherry Willis – College of Education