

Staff Assembly
September 1, 2009
Approved Minutes

Members Present: Ed Adcock, Lisa Aven, Ann Bailey, Cynthia Baker, Martha Barron, Josephine Benitez, Gay Boydston, Drew Brown, Terri Cain, Randy Chambers, David Cooper, Carlene Coover, John Cunningham, Keri Cyr, Craig Elders, Rebecca Glass, Judy Golden, Rosa Gomez, Mindy Hollan, Leigh Holland, Charlotte Hudspeth, Mary Ruth Jones, Mary Kaszynski, Angela Kaufman, Joael Kelly, Claudia Knott, Aracely Lopez, Joanne Lott, James Lutz, Debbie Mar, Heather Miller, Susan Oakley, Richard Oliver, Sue Ott, Lenelda Pennington, Gabriel Perez, Shelton Riley, Amanda Sanchez, Kathy Smith, Suzanne Stone, Totsy Sturm, Dana Summers, Gayla Todd, Anita Unger, Kim Weber, Greg Wendt, Tiffany Wendt, Sybil White, Robin Williamson, Ma'lisa Yost, Keri Young.

Members Excused: Jason Byrne, Larry Kitchens, Sharon McAteer, Clyde Ridge, Chris Uchacz, Carrie Zimmerman.

Members Absent: Karen Bell, Jeannie Bosilla, Glen Bradford, Jonathan Brown, Rafael Chavez, Paola Chernosky, Glenda Clausen, , Mike Fazli, John Festervand, Paul Fox, Terrie Harbour, Julie Lovett, Beth McLaughlin.

Guests: Chancellor Boschini, Art Busbey, Allison Erickson, Sherry Mulholland, Mike Siquefield, and Evan Spoon.

Chairman Angela Kaufman welcomed everyone to Staff Assembly and recognized new members. Mike Siquefield from the TCU football office shared information about the fall football agenda. The department is very excited about the upcoming season. He fielded questions about football tickets and voting for SuperFrog. To buy tickets visit the ticket office in Daniel-Meyer Coliseum or call 817-257-7967.

Art Busbey, Chairman of Faculty Senate, brought greetings from the Senate and said that it is nice to know that the Faculty Senate and Staff Assembly have power to influence change. The Faculty Senate is working on community issues and plans to have the First Annual Faculty Picnic in Frog Alley in March, 2010. They will have boxed lunches and a Celtic band. They will extend an invitation to staff members and students to attend.

Angela Kaufman spoke of the chair's goals for the year. The members of Staff Assembly will determine the goals. Staff Assembly will have internal and external goals. The first goal was prompted by Past-Chair Larry Kitchens who asked that the Assembly look ahead to the next ten years and where we want TCU to be. An ad hoc committee, Missions and Visions, has been formed to address this goal. The second goal will be to discover each staff assembly members' expertise. The third goal is to continue what works. Externally we are going to work on the three C's: Community, Communications and Connections to unite 1,300 staff members.

Housekeeping: The minutes for May were reviewed. A motion to accept the Minutes was made by Mary Ruth Jones and seconded by Lisa Aven. The motion passed. Staff Assembly will try something new this year and go on a "road tour". Meetings will be held throughout the campus this fall. The October meeting will be at the Pepsico Recital Hall.

The attendance policy was reviewed. It is understandable that members may need to miss meetings during the year and members should notify the Staff Assembly secretary, Terri Cain, when they need to miss a meeting. If an assembly member misses more than two unexcused meetings, the member will be notified by the secretary and asked if he/she wants to continue to serve on Staff Assembly. After a third absence, it will be assumed that the member can no longer serve. Staff Assembly members will be released from their jobs in order to attend meetings. If anyone has a question about release time, or if a supervisor has questions about it, please contact a member of the Executive Committee.

Committee assignments were reviewed. For a full committee roster for 2009-10 see www.staffassembly.tcu.edu. Angela attempted to place members on one of their three choices. Committees will meet as needed not as required in the By-Laws.

The Executive Committee is reviewing the By-Laws. It is hoping to have the revisions ready for the October Staff Assembly meeting in order to have changes in place for the election process. Another change being considered is the addition of a Treasurer to oversee the budget. Angela invited anyone who has an interest in the By-law revision to attend the Executive Committee meeting on September 15. The meeting will be on the first floor of Jarvis Hall at 3:30 p.m.

Angela welcomed Chancellor Boschini to Staff Assembly. The Chancellor greeted Staff Assembly members and welcomed everyone back for the new school year. He is excited about the new year, the upcoming class and the positive atmosphere at TCU. He thanked SA members for their work on campus. He is grateful for the 1,821 students in the upcoming class but does not expect our class size to exceed 1,600 in the future. The extra money from enrollment will go into the endowment fund for scholarships and other ways to help students.

Following the Chancellor, the next item on the agenda was the 2009 – 2010 proposed SA budget. Angela explained that we have a carryover from past years and have approximately \$7,300 available to us this year but at this time we only plan to spend \$6,620. The budget (below) was reviewed and a motion to approve it was made by Ed Adcock. The motion was seconded by Susan Oakley and the motion to approve the 2009-2010 SA budget passed.

STAFF ASSEMBLY
PROPOSED 2009 – 2010 BUDGET

<u>Category</u>	<u>Amount</u>
College Resource	\$3,900.00
Professional Development	\$920.00
Community Service	\$75.00
Elections (print/mail)	\$350.00
Secretary	\$50.00
Hospitality	\$400.00
Student Staff	\$300.00
Community on Campus	\$200.00
Policy Review	\$75.00
Web/Communications	\$75.00
Mission and Vision	\$75.00
Gifts and Thank Yous	\$200.00
Total	\$6,620.00

Committee Reports:

Community on Campus is an ad hoc committee chaired by Craig Elders. Craig said that his committee has met and is considering several ideas to show concern for others on campus:

- Purple Notes – cards from SA members to constituents to give encouragement or congratulate – a way to let people know we're one family.
- Planting a tree in remembrance of lost loved ones at a home, a church or a park.
- Random Acts of Purple – find ways of acknowledging good deeds by staff members.
- Caring for Frogs website – central clearinghouse for news – great way to organize food during an illness.

College Resource Committee – Chairman Leigh Holland discussed the dinner for high school seniors and transfer students on November 3, 2009. Her committee will have a tutoring program and essay workshops for high school seniors and transfer students.

Policy Committee – Martha Barron Chair – The catastrophic sick bank program is being tweaked by HR and will be presented back to the Chancellor's cabinet for approval. The goal for this year is to do a proposal for an additional holiday, the day before Thanksgiving.

Web – Chair Keri Cyr, Chair, has met with her committee. Their plans for the website are:

- Get SA members to take a look at the refreshed website
- Find times to explore ways to communicate with staff effectively
- Tap into social networking

Community Service Chair, Sue Ott, shared her enthusiasm about the Trick-or-Treat event to be held in the Daniel-Meyer concourse at 10:30 a.m., Friday, October 30. The annual Halloween party gives staff, StarPoint and KinderFrog students a chance to wear costumes. Candy donations can be brought to the October Staff Assembly meeting or to Sue at Ed Landreth Hall, Room 120.

LEAPS is on October 24 and there are five or six fun runs during the month with opportunities to volunteer.

Professional Development – Kim Weber, Chair is hoping to offer a training opportunity each semester and will be coordinating programs with HR. Her committee is considering changing up the Advanced Spanish class and making it more work friendly. If anyone has ideas for programs, let Kim know.

Elections Committee Chair, Mary Ruth Jones, reviewing By-laws which may change the election process. Looking for a way to self nominate and for people who want to serve. Talk to constituents in your area who might be interested in serving.

New Business:

- Sheri Milhollin – Has a plan to get departments across campus to look in their supply closets and pull out things that they aren't using and swap them for things they need. It would be much like the Trash for Treasures program. It will reduce supply costs and recycle things that aren't being used. Anyone interested in contacting Sheri may reach her at s.milhollin@tcu.edu.
- 10th Anniversary - Looking for volunteers who want to help organize an event to celebrate the 10th anniversary of Staff Assembly.
- Constituents Liaison - Looking for volunteers to be constituents by dropping a line to connect with 10/20/30 people in your department .
- Skiff Reporter – Allison Erickson – Looking forward to meeting everyone.
- New Member event – Executive Council will be inviting you to an event to get to know you.

Announcements

- Ma'lisa Yost is looking for the digital file for the people holding hands around a circle.
- Get your photograph taken for the website.

The meeting adjourned at 5 p.m.

Staff Assembly
Unapproved Minutes,
October 6, 2009

Members Present: Ed Adcock, Lisa Aven, Ann Bailey, Cynthia Baker, Martha Barron, Karen Bell, Jeannie Bosillo, Gay Boydston, Drew Brown, Jason Byrne, Terri Cain, Randy Chambers, Rafael Chavez, Glenda Clausen, Carlene Coover, John Cunningham, Keri Cyr, Craig Elders, John Festervand, Paul Fox, Rosa Gomez, Mindy Hollan, Leigh Holland, Charlotte Hudspeth, Mary Ruth Jones, Mary Kaszynski, Joael Kelly, Larry Kitchens, Claudia Knott, Jill Laster, Aracely Lopez, Julie Lovett, James Lutz, Sharon McAteer, Beth McLaughlin, Heather Miller, Susan Oakley, Richard Oliver, Sue Ott, Gabriel Perez, Clyde Ridge, Shelton Riley, Amanda Sanchez, Totsy Sturm, Dana Summers, Gayla Todd, Chris Uchacz, Greg Wendt, Tiffany Wendt, Sybil White, Keri Young.

Members Excused: Josephine Benitez, Jonathan Brown, David Cooper, Mike Fazli, Terrie Harbour, Andrea Heitz, Joanne Lott, Debbie Mar, Lenelda Pennington, Kathy Smith, Suzanne Stone, Kim Weber, Robin Williamson.

Members Absent: Glen Bradford, Paola Chernosky, Bryan Lucas, Anita Unger, Ma'lisa Yost, Carrie Zimmerman.

Guests: Allison Erickson, Dr. Paul Cortese, Brett Major, Dr. Phil Hartman.

Angela Kaufman called together the October meeting of Staff Assembly.

The minutes from the September meeting were approved as amended.

Dr. Paul Cortese welcomed everyone to the Pepsico Recital Hall. The Hall is acoustically sound, seats 325 people and hosts student and faculty recitals and concerts. Check out their website: www.music.tcu.edu to find out what's going on in the music school. Upcoming events include Arturo Rodriguez, a TCU graduate and a TV and Film major who will perform during the Latin American Festival, November 13 – 19. There will be events during the day as well as the evening. The annual Christmas Concert will be on December 7 at 7:30 p.m. in Ed Landreth Hall. Most of the concerts are free.

Old Business –

- Angela is looking for people who want to commit to being official constituent liaisons. Everyone in SA is supposed to be a liaison to the people in their respective areas. The “official” liaisons will be responsible for making contact with 10/15/25 folks in an attempt that every person on campus has a liaison and knows who it is in addition to their representative.
- Office Swap— If you're interested in helping with the Office Swap program, please sign up.

Committee Reports:

College Resource – Leigh Holland, chair, explained that the purpose of her committee is to help dependents of TCU employees go to college and allow them to take advantage of the tuition benefits TCU has to offer. Her committee also connects TCU employees and the community to Upward Bound and other programs that are available at TCU. Workshops for grades 9 – 12 on time management and study skills are offered. On November 3 at 6:30 p.m. in the D.J. Kelly Alumni Center there will be a Senior/Transfer Dinner. They will try to answer most of the questions families may have about the admission process at the dinner. They have a program called “accessing the system” where they get one-on-one help with admission essays and help with FASFA. Their goal is to have every kind of workshop or program a student might need to succeed in college. They will have a tutoring program which will be concentrated in February. Future program possibilities include: career fair, essay writing workshop for 9th – 12th grades and a scholarship writing workshop for 6th – 8th grades.

Q—Have you considered including veterans?

A—Joael Kelly or Amanda Sanchez are the Admissions persons for contact, and Stephanie Hules is the Certifying Official, and certifies the students each semester for the use of their VA benefits, and she is located in the Registrar's Office, Sadler Hall room 17.

Q—How can we help your committee?

A—Departments are welcomed to underwrite expenses or offer opportunity to share an expertise in a workshop.

Q—Is the Admissions office helping?

A—Hoping they will help with a mailing

Web/Communications Committee -- Hoping everyone will have their photos taken for the SA website. They are working on refreshing the website. They are also looking at how to survey people.

Professional Development – Has narrowed the number of programs for the year down to four but goal is to offer one training session each semester. They welcome any suggestions for programs.

Policy Review – Martha Barron – HR is still working on the Catastrophic Sick Leave program. The Policy committee had a great meeting with the folks in Human Resources.

Jill Laster reported that the Catastrophic Sick Leave program is getting close to being ready—still working on the dollars. Jill also explained that the process for getting maternity or adoption leave has been updated.

AK – On the SA website there is a place to post comments and concerns regarding staff welfare.

MB - Committee is still working on trying to get the Wednesday before Thanksgiving as a holiday.

Mission and Vision Committee – Carlene Coover introduced the members of her committee. Their first step is to examine the mission statement for SA and decide if it should be updated. They will also develop a vision statement for SA—to look to the future to see if we’re meeting the needs of TCU staff and to ask the question, “ what will SA be like in 10 years?”.

Community Service – Sue Ott – SA members are invited to pass out candy at the Halloween event on October 30. Be there by 10:15 in your costume. Sue is collecting candy for the trick-or-treaters from the Star Point and KinderFrog programs. You can drop off your candy donation at Sue’s office in Ed Landreth Hall, Room 102, or in John Festervand’s office in Daniel-Meyer Coliseum, room 104.

TCU LEAPS will be October 24th. SA will also be donating trees to Frog House and will be giving trees in memory of staff members who have lost a loved one.

AK—there has been some talk in EC about resurrecting the old costume contest by inviting the campus community over for a lunch snack after the trick-or-treaters leave. Also regarding the LEAPS event, people can volunteer individually or with a group.

Community on Campus – Craig Elders , Chair, passed out stationery, “purple notes”, out to SA members to use for sympathy, congratulations, get well, etc. just to let people know you’re thinking about them. It was mentioned that Terrie Harbour’s mother passed away and Robin Williamson had hand surgery. Craig has additional stationery in his office, Jarvis 228. The notes should be personal notes.

AK—Let others know joys and concerns of staff members. *TCU This Week* is online and there is a section called “Milestones” where you can get information concerning TCU employees.

Presentations:

United Way Campaign – Dr. Phil Hartman - Told SA that it is very important to support the campaign for those in need in our county and beyond. TCU’s goal is to raise \$115,000 during the campaign from October 12 – 30. Please encourage your constituents to give as they can.

One Book One TCU Campaign – Brett Majors—A program which encourages every person on campus to read the book entitled *Tuesday’s With Morrie* written by Mitch Albom. There will be several discussion groups and an opportunity to see Mitch Albom on October 15, at 6:30 p.m. in the D. J. Kelly Alumni Center. TCU purchased 350 books and Brett had six left to be distributed to SA Members. Additional books may become available if there is a need for them. The idea is to pass the books

along to other folks who want to participate. Registration and information about One Book One TCU Campaign can be found online . The program would like to get all the books back at the end of the semester to pass along to a local high school.

AK: Encouraged members who are interested in joining a discussion group to check out a book. Also, she will be having a discussion group on *Have a Little Faith*, another book written by Mitch Aldom.

New Business:

- New Member Lunch – AK will be sending out an invitation to new members on a website called doodle.
- Wellness Ambassadors – Pat Jolley is looking for wellness ambassadors from different areas. You may contact Pat.
- AFLAC – Last spring HR offered the opportunity with Aflac and not everyone heard about it. This is open enrollment period for the program. AFLAC representative will be at HR on Oct. 19 from 8 - 5 and Oct. 29 from 8 a.m. to 1 p.m. Aflac offers six plans. Staff can also learn more about AFLAC by going to the HR website under benefits and then under additional voluntary insurance information. AFLAC can be a safety net when health issues arise which provides money for out-of-the-pocket expenses like for an insurance deductible. Totsy Sturm in HR can help answer questions about AFLAC.
- October is Cyber Security Awareness Month - Carlene Coover – During October different areas of cyber security will be presented to keep you, your computer, your data and your identity safe. HR and Technology Resources are co-sponsoring several presentations:
 - Computer Security @ Home – October 8 – Noon to 1 p.m.
 - How to Prevent Identity Theft – Oct. 16 – 3:30 – 4:30
 - Secure Social Networking – Protect Yourself and Your Children, October 21 – Noon to 1 p.m.
- Electronic W2 forms are much more secure and faster than paper W2s that are mailed to your home.

NEXT MEETING: November 3 in Dee J. Kelly Alumni & Visitors Center.

Meeting Adjourned.

Staff Assembly
Approved Minutes
November 3, 2009

Members Present: Ed Adcock, Lisa Aven, Ann Bailey, Gay Boydston, Drew Brown, Terri Cain, Randy Chambers, Carlene Coover, John Cunningham, Keri Cyr, Craig Elders, Paul Fox, Rebecca Glass, Andrea Heitz, Leigh Holland, Mary Ruth Jones, Mary Kaszynski, Angela Kaufman, Claudia Knott, Aracely Lopez, Joanne Lott, James Lutz, Debbie Mar, Beth McLaughlin, Heather Miller, Susan Oakley, Richard Oliver, Lenelda Pennington, Clyde Ridge, Shelton Riley, Suzanne Stone, Dana Summers, Gayla Todd, Anita Unger, Kim Weber, Greg Wendt, Tiffany Wendt, Sybil White, Ma'lisa Yost, Carrie Zimmerman

Members Excused: Cynthia Baker, Martha Barron, Josephine Benitez, Jonathan Brown, Jason Byrne, Glenda Clausen, David Cooper, John Festervand, Judy Golden, Rosa Gomez, Terrie Harbour, Mindy Hollan, Charlotte Hudspeth, Joael Kelly, Larry Kitchens, Julie Lovett, Sharon McAteer, Sue Ott, Totsy Sturm, Chris Uchacz, Robin Williamson.

Members Absent: Karen Bell, Glen Bradford, Rafael Chavez, Paola Chernosky, Mike Fazli, Bryan Lucas, Gabriel Perez, Amanda Sanchez.

Guests: Allison Erickson (Skiff), Kristi Hoban, Manfred Reinecke.

Angela Kaufman called the November meeting of Staff Assembly to order.

The minutes for the October Staff Assembly were approved as written.

The Executive Committee continues to review the Bylaws. Members were asked to look at Bylaws on the SA website and consider any changes/comments that need to be made.

New Business

The University Compensation Advisory Committee (UCAC) has spent a lot of time considering tuition benefits. UCAC does not make policies but makes recommendations that are sent to Brian Gutierrez and Nowell Donovan. The issues under consideration are that all retired faculty and staff would receive tuition benefits and be allowed to audit classes.

Manfred Reinecke, retired faculty member presented the following information to SA: The way the rule reads now only emeritus faculty can receive tuition benefits. A motion was brought to UCAC in 2008 to review the rule to allow all benefit-eligible retired employees to receive tuition benefits. There was a subcommittee formed in the summer of 2009 of several faculty, several staff people, and several people from Human Resources to consider not only this issue but to review all of the tuition policy with two major differences: the inclusion of all retired faculty and staff who meet the Rule of 75 are eligible for (1) tuition benefits and (2) to audit classes.

Will this be something that will cost the university a lot of money? We don't think so-- In the last 7 years only one emeritus faculty person had used the benefit. In contrast to the program for current employees, that for retirees does not apply to sending a dependent to other schools, so there would be no direct cost to the university, only a potential loss of tuition funds assuming the person would have enrolled in TCU anyway. The other part that would change is the auditing portion of the policy would enable all employees, active and retired to audit classes without working toward a degree subject to approval by their supervisors and the professor.

A survey of 15 private peer schools revealed that 9 of them addressed tuition benefits for retirees and none of them had a provision limiting benefits to emeritus faculty. One question that was posed asked if this is a good time to propose these changes in policy. Some feared the economic climate and others feared that the university would eliminate all tuition benefits but the committee passed the recommendations and sent it to the Provost and Vice Chancellor for Fiscal Affairs and who will have to decide if it should go to the Cabinet.

Q-How can we show our support for this recommendation?

A-I don't know what formally has been done but my impression is that nothing will be done this year.

AK-If we as a body decide that we support the recommendation we would send a resolution of support to Brian and Nowell.

Q-Have you thought about splitting the recommendation?

A-We sent our advice and they can take any, all or part of it.

There was a motion and it was seconded that Staff Assembly show their support of the recommendation in the form of a resolution.

Discussion followed.

Jill Laster clarified that the policy now reads that emeritus faculty receive tuition benefits and the proposed change was for all eligible retired faculty and retired staff to receive tuition benefits and the ability to audit courses without seeking a degree.

The recommendation that Staff Assembly send a resolution in favor of the proposed changes passed unanimously.

Presentation:

Kristi Hoban, Associate Vice Chancellor - Alumni Relations presented information about TCU's alumni association. The job of alumni relations is to actively engage as many alumni as possible in the life of the University. As soon as a student crosses the stage at commencement they have completed their time as a TCU student but they are starting their time as a TCU alum which is a relationship for a lifetime. At this point they automatically become members of the Alumni Association and they join alumni from every state and in seven countries.

There are 74,300 TCU alumni and 30 percent of them live in the Fort Worth area. Fifty percent of alumni live in the DFW/Houston area. There are several ways the alumni association engages its members. Traditional alumni programs are organized chapters, reunions and homecoming. The Alumni Association plans one football trip each season and organizes the football bowl trips. Their website is www.froglinks.com. Alumni also organize as special interest groups.

Old Business:

There are handouts for those who have signed up to be a constituent liaison. These liaisons will email or be contacting approximately one-third of TCU staff in an effort to reach out to the TCU community. Anyone interested in becoming a liaison should contact Angela Kaufman. The goal is to have enough constituents to reach all of the TCU staff.

Committee Reports:

College Resource – Leigh Holland – Will have its Senior/Transfer Dinner tonight.

Committee on Committees – Paul Fox-His committee's job to make appointments to all University committees.

Community Service-Sue Ott-Thanked everyone who contributed to the Halloween event.

Community Focus –Craig Elders-Is planning a Thanksgiving Luncheon for staff assembly members on Tuesday, November 24. (This luncheon was later cancelled.) Will start sending out purple notes to campus folks. Also he is talking to people in the city department about putting trees in a park.

Elections-Mary Ruth Jones-Wants staff assembly representatives to start talking to their constituents to find out who would like to be nominated to be a SA representative. The election process will be online this year. If you are going to nominate someone else, please check with the person before you make the nomination. The committee is reviewing the way the number of representatives each division has on SA is determined. We want to be as diverse as possible but an adjustment from the present method (1 representative per 20 staff members) will require a bylaws revision.

Mission and Vision-Carlene Coover-Her committee is working on a vision statement for SA.

Professional Development-Kim Weber-Dr. Don Mills will present a program titled *Millennials Go To College*, Tuesday, December 8, 2009, Noon – 1 p.m., Room 139 in Tucker Technology Center. You may register through Employee Self-Service.

Angela Kaufman thanked committees for their work for Staff Assembly. The Bylaws state that the work of Staff Assembly is carried out through its committees.

Announcements:

Jill Laster – Open enrollment online until November 20. There were no increases in any of the policies. TCU Alert will be tested on November 5.

The Office Swap will be on December 18, take items to BLUU ballroom 8:30 – 11:30 and it will open from 1 – 4 p.m.

The next Staff Assembly will be on December 1, 3:30 p.m. in the Betsy and Steve Palko Hall, room 130.

Staff Assembly
Approved Minutes
December 1, 2009

Members Present: Lisa Aven, Ann Bailey, Martha Barron, Karen Bell, Josephine Benitez, Gay Boydston, Jonathan Brown, Terri Cain, Randy Chambers, David Cooper, Carlene Coover, John Cunningham, Keri Cyr, Craig Elders, John Festervand, Paul Fox, Rebecca Glass, Judy Golden, Rosa Gomez, Mindy Hollan, Mary Ruth Jones, Angela Kaufman, Joael Kelly, Larry Kitchens, Aracely Lopez, Joanne Lott, Julie Lovett, James Lutz, Debbie Mar, Sharon McAteer, Beth McLaughlin, Heather Miller, Susan Oakley, Richard Oliver, Clyde Ridge, Shelton Riley, Amanda Sanchez, Suzanne Stone, Totsy Sturm, Dana Summers, Gayla Todd, Anita Unger, Greg Wendt, Tiffany Wendt, Sybil White, Ma'lisa Yost.

Members Excused: Ed Adcock, Cynthia Baker, Jeannie Bosillo, Glenda Clausen, Terrie Harbour, Andrea Heitz, Leigh Holland, Charlotte Hudspeth, Jill Laster, Sue Ott, Lenelda Pennington, Kim Weber.

Members Absent: Glen Bradford, Drew Brown, Jason Byrne, Paola Chernosky, Mike Fazli, Mary Kaszynski, Claudia Knott, Bryan Lucas, Gabriel Perez, Kathy Smith, Chris Uchacz, Robin Williamson.

Angela Kaufman welcomed all to the December Staff Assembly meeting.

The November minutes were approved as written.

Craig Elders passed around a congratulatory banner for the football program to be signed by members of Staff Assembly.

Presentations:

Daniel Terry presented information regarding Community Renewal University at TCU wherein TCU seeks to pilot a campus-based version of Community Renewal International's (CR) holistic approach to creating a safe, caring and sustainable community. Through social technologies such as WeCare, a trained student RenewalCorps, and the building of an eco-friendly Friendship House for the purpose of community outreach, TCU seeks to foster a culture of care and mutually-enhancing relationships on campus and in the neighboring community.

Grounded in CR's model, we assume that communities—including campus communities—thrive if positive, committed attention is given to human relationships. Our campus-based model will be implemented in three phases, the first phase to being in January 2010. The second phase will be implemented January 2011 and phase three will be implemented January 2012.

Any questions regarding Community Renewal University at TCU may be addressed to Daniel Terry. His office is located in the BLUU, Student Affairs.

Q-How soon will you be taking the program to other universities?

A-Hoping to be ready in three years.

DT-There will be connections that make sense between the Community Renewal University at TCU initiative and the SA ad hoc committee.

Angela Kaufman-Staff Assembly is about connecting staff to one another and communicating among staff, educating staff and advocating not only for staff but for the whole TCU community. We listen to what's going on and take it on to our constituents.

Brian Gutierrez, Vice Chancellor of Finance and Administration, presented information regarding the 2011 budget. The downturn in the economy has impacted TCU's endowment, but TCU is fortunate that the Investment Committee and Fiscal Affairs Committee agreed to keep the endowment payout flat for FY2010 and to gradually step down the payout in future years. Each year the University's Administration and Board of Trustees will evaluate repayment to the endowment for the difference between the actual endowment payout and the natural endowment payout. This evaluation will be on-going over the course of the next few years if annual operating budget surpluses are large enough to fund the repayments. In fact, the Administration already paid back \$7.2 million to the endowment.

In November, the Board of Trustees agreed to increase tuition by 6.2% for FY2011 to help preserve the current momentum of the university. The Board also agreed to increase financial aid by 6.2%. Right now, there is approximately \$5 million of uncommitted revenue that needs to be allocated for the FY2011 budget. We have already committed \$9 million to financial aid, benefits and interest expense.

Q-Did we have most of the funding in hand to build all the new buildings?

A-Yes, we have the cash on hand before we begin construction on new buildings. For buildings that are funded by donors, we never have more than \$5 million of pledges outstanding before we start construction.

Q-Any plans to have a larger freshman class next year?

A-No. We were not expecting such a large class this year, and we are not planning for another large class next fall.

Q-What is our situation with bonds?

A-We issued \$80 million of debt in 2006 to help build the Union and the Commons. We issued another \$40 million in 2007 to complete the Union, the Commons, and Scharbauer Hall. These projects were also made possible with generous contributions from many donors.

Q-Do we have a goal to keep the endowment over a billion?

A- We want the endowment to be as large as it can be, not so that we can just say we have a large endowment, but because we want to be able to offer more scholarships to students. We are concentrating the remainder of the capital campaign effort primarily focusing on scholarships. The endowment is affected by the economy. Our goal is for the endowment to provide at least a 5% return to cover the annual payout plus another 3.5% to cover expected inflation.

Q-Where do we stand with drilling for natural gas?

A-We have started drilling but the drill site is south of campus (not on TCU property). They are drilling all of the TCU and neighborhood gas from a pad site near a warehouse site. All gas revenue will go directly into the endowment.

Q-Will the 3% cost of living raise be around this year?

A-The cabinet has been working on this issue and it will take some more time to assess the compensation question.

Q-Do you actually look at market salaries?

A-Yes. There was a push to get non-exempt salaries to approximately 80% of market. That effort started five years ago and is coming to an end. The Cabinet will be discussing market questions with Human Resources.

Old Business – The Office Swap or Free Cycle that Sheri Milhollin told us about earlier in the year will be held December 18. Watch your email and start looking through your closet to find things you might want to swap. There is something called Frog Trade, Dec. 3 from 12 – 5 p.m. where gently used items can be swapped.

Committee Reports –

Elections – We have some cards we'd like you to take a few to give to your constituents to help get folks to get involved in the election process.

Community Focus – Anyone who needs purple notes should see Craig Elders.

College Resource – February will be tutoring month.

Professional Development has a program on December 8 with Don Mills titled Millennials Go To College and a program in January on reducing energy bills. They are also working on Command Spanish.

Jonathan Brown – There are AEDs (automated external defibrillator) all over campus in cabinets. They are machines that analyze your heart's rhythm and if necessary provide a shock to a victim of cardiac arrest. They are very easy to use. Instructions are on the back in pictures. You press the on button and you follow the directions. Don't be afraid to help someone if they collapse. Call for help—7777 or 817-257-7777. Campus police will call for help. You don't have to be trained to use an AED. There is a Good Samaritan law which protects you from liability. First Aid and CPR training is available through Jonathan's office. Class size needs to be from 8 to 12 people. The classes are 5 hours for CPR/AED and first aid would be another 3 – 3 ½. If you're not interested in getting certified but just want the knowledge, Jonathan can give an hour long program.

Q-How many times have you had to use an AED?

A-Once in 8 years.

Q-Could you add the locations to the ITCU Apps?

A-Great idea.

Announcements:

Richard Oliver is looking for toys for 60 abused children. He works with children who are escaping abusive homes.

There are many holiday events going on campus.

The next meeting will be on February 2, at a location to be announced.

Staff Assembly
Approved Minutes
February 2, 2010

Members Present: Ed Adcock, Lisa Aven, Ann Bailey, Cynthia Baker, Martha Barron, Karen Bell, Josephine Benitez, Drew Brown, Jason Byrne, Terri Cain, Glenda Clausen, David Cooper, Carlene Coover, Keri Cyr, Craig Elders, John Festervand, Paul Fox, Rebecca Glass, Judy Golden, Rosa Gomez, Leigh Holland, Charlotte Hudspeth, Mary Ruth Jones, Mary Kaszynski, Angela Kaufman, Joel Kelly, Larry Kitchens, Claudia Knott, Aracely Lopez, Joanne Lott, Julie Lovett, James Lutz, Debbie Mar, Brad Murphey, Susan Oakley, Sue Ott, Lenelda Pennington, Clyde Ridge, Suzanne Stone, Dana Summers, Gayla Todd, Kim Weber, Greg Wendt, Tiffany Wendt, Sybil White, Robin Williamson, Ma'lisa Yost, Keri Young and Carrie Zimmerman.

Members Excused: Jeannie Bosillo, Gay Boydston, Jonathan Brown, Randy Chambers, John Cunningham, Carolina Enriquez, Andrea Heitz, Mindy Holland, Sharon McAteer, Heather Miller, Richard Oliver, Shelton Riley, Totsy Sturm and Chris Uchacz.

Members Absent: Terrie Harbour, Mindy Hollan, Bryan Lucas, Beth McLaughlin, Gabriel Perez, Amanda Sanchez and Anita Unger.

Chairman Angela Kaufman welcomed everyone to the first meeting of Staff Assembly for the new year.

The December Minutes were reviewed and a motion was made by Lisa Aven to accept them as submitted. Aracely Lopez seconded the motion.

Old Business

- The Chancellor's cabinet has reviewed the request that all retired faculty and staff would receive tuition benefits and be allowed to audit classes. They have decided that all benefit eligible retirees will be allowed to audit classes but tuition benefits will not extend to all benefit eligible retirees.

Q- Did they give a reason why they did not approve the tuition benefits?

A-During these uncertain financial times, the University is working to maintain current benefits.

New Business

- TCU is partnering with Camp Fire to help the TCU community connect with child care services. The program will begin in April. If you have not completed the child care survey sent out by Pat Jolley, please do so now.

Committee Reports

Committee on Committees: Paul Fox announced that there have been three positions filled on the University Compensation Advisory Committee.

Community Focus: Craig Elders noted that the *SKIFF* has given Staff Assembly good coverage recently. He also reported that he will be planning another luncheon in the BLUU for SA members and will send out an email letting everyone know the two dates for the gatherings.

College Resource: Leigh Holland reported that she has 40 students who are attending tutoring sessions during the month of February.

Elections: Mary Ruth Jones reminded members that the new electronic election process depends on getting the word out to staff to self-nominate and to nominate those folks who have an interest in becoming Staff Assembly representatives. She will be sending out an email asking for nominations soon. Responses will be due back to her by February 15.

Q—Will the new election process follow the requirements as stated in the Bylaws.

A—Yes.

Angela Kaufman reported that the Executive Committee has been reviewing the Bylaws and will present suggested changes at the March SA meeting.

Representatives broke out into work groups to discuss the following issues:

1. 10 Year Anniversary Celebration Project (Sue Ott, facilitator)
2. Making a Professional Development Wish List (Kim Weber, facilitator)
3. What is the Future of Staff Assembly (Carlene Coover, facilitator)
4. Advocating and Serving Staff: What Do We Do? (Martha Barron, facilitator)
5. Selecting Guests and Speakers for the Spring (Craig Elders, facilitator)

Announcements:

The next Staff Assembly meeting will be on March 2 at a place to be determined.

STAFF ASSEMBLY
APPROVED MINUTES
March 2, 2010

Members Present: Ed Adcock, Lisa Aven, Ann Bailey, Cynthia Baker, Martha Barron, Gay Boydston, Drew Brown, Terri Cain, Randy Chambers, Glenda Clausen, Carlene Coover, John Cunningham, Keri Cyr, Craig Elders, Carolina Enriquez, Paul Fox, Ervin Garcia, Rebecca Glass, Andrea Heitz, Flo Hill, Charlotte Hudspeth, Mary Ruth Jones, Mary Kaszynski, Angela Kaufman, Joael Kelly, Larry Kitchens, Claudia Knott, Shelly Lopez, Joanne Lott, Julie Lovett, James Lutz, Beth McLaughlin, Heather Miller, Brad Murphey, Susan Oakley, Dennis Odom, Richard Oliver, Lenelda Pennington, Clyde Ridge, Shelton Riley, Amanda Sanchez, Suzanne Stone, Totsy Sturm, Dana Summers, Gayla Todd, Chris Uchaca, Anita Unger, Kim Weber.

Members Excused: Karen Bell, Josephine Benitez, Jonathan Brown, Judy Golden, Rosa Gomez, Mindy Hollan, Debby Mar, Sharon McAteer, Gabriel Perez, Greg Wendt, Tiffany Wendt, Sybil White.

Members Absent: Jeannie Bosillo, Jason Byrne, David Cooper, John Festervand, Kelly Ham, Terrie Harbour, Leigh Holland, Bryan Lucas, Sue Ott,

Chairman Angela Kaufman welcomed all to the March meeting of Staff Assembly.

The minutes were approved as written.

Mary Ruth Jones introduced the following new representatives:

- Ervey Garcia
- Kelly Ham
- Brad Murphey
- Dennis Odom
- Carolina Enriquez
- Flo Hill

Presentations:

Dr. Jeff King, Director of the Center for Teaching Excellence, presented a program entitled: Multi-Tasking or Multi-Distracting. Although the presentation was written for educators and students, the material had useful information for staff. Some of the points made during Dr. King's presentation were:

- There are many distractions in today's environment which impede concentration and learning, i.e. Cell phones, email, Facebook, Youtube, Google.
- Even the most brilliant students cannot concentrate on two things at one time--our brains don't work that way.
- Multi-tasking is in reality multi-switching and is not productive. If you want to do your best work, concentrate on one thing.
- If you're driving and talking on your cell phone, you are four times more likely to have an accident.
- If you're driving and texting on your cell, you are eight times more likely to have an accident.
- Memorizing is not the only way to study in a college (work) environment. We need to be able to be creative.

- If you're tempted to listen to music and concentrate, don't listen to vocal music or instrumentals if you know the words.

Much of Dr. King's presentation can be viewed at:

http://elearning.tcu.edu/onlineresources/youtube/Faculty_Senate_2010.asp

Margaret Kelly, Executive Director of Special Projects, presented information regarding how TCU and the City of Fort Worth will be celebrating their 100-Year partnership. TCU is proposing that historical markers be placed at sites on campus and downtown where TCU had its beginnings:

- Reed Hall
- Jarvis Hall
- Bailey Building
- Gymnasium (ballet building)
- Heritage Trails marker at the corner of Commerce and Weatherford Streets

Campus activities to celebrate this anniversary will include:

- Campus tours to focus on history during Family Weekend
- Chancellor's remarks at Convocation, Commencements and other university events to include information on *Century of Partnership*.
- Themed Opening Luncheon for all faculty and staff in Fall 2010
- Commencement programs to include information on special relationship between TCU and the City of Fort Worth commemorating the *Century of Partnership*
- Incorporation of *Century of Partnership* information and photos in the Founders' Celebration display that is in the library reading room every fall

Opportunities with TCU Athletics include:

- The Jumbotron at Amon Carter Stadium for football games and Daniel-Meyer Coliseum for basketball games to be used for video "Welcome to Horned Frog Country" where historic moments 30 seconds to 1 minute in length will be shown.
- Before the football games we will have a mid-field event where we will recognize and honor prominent Fort Worth citizens who have been key players in both Fort Worth and TCU.
- A special insert in the football program concerning the *Century of Partnership* for a key game like Baylor.
- The Fall 2010 Media Guide will have information on *Century of Partnership* and our unique history with the City of Fort Worth.
- The *Century of Partnership* wordmark to be used as concrete graphics on east side of stands or concession areas as well as on the bottom portion of season tickets.

City Partnership Opportunities will include:

- TCU is to be a part of the program for the Chamber of Commerce Annual Luncheon meeting to be held on Thursday, June 3, 2010. The *Century of Partnership* wordmark to be used in the printed program and on the video screen.
- Participation in the Parade of Lights in Fall 2010
- Downtown Fort Worth, Inc. downtown banner program
- Fort Worth Center to have rack cards and touch screen of computer to link to Web site

Margaret encourages anyone with ideas of ways that we can celebrate TCU's partnership with the City of Fort Worth to contact her. Craig Elders suggested that perhaps the tree planting project could help recognize TCU's relationship with the City of Fort Worth.

Old Business:

- The Executive Committee was been reviewing the By-laws and hopes to present the changes to Staff Assembly in April.

- We will be sending out the highlights from the February small-group discussions.

Special Presentation:

Susan Oakley, Human Resources, presented Sheri Milhollin, Student Affairs Information Services, with a gift card for her efforts in the Office Swap. The Frog Ideas program recognizes TCU employees who find ways to save the University money.

Committee Reports:

Mission and Vision – Carlene Coover presented the current and proposed revised version of the Mission Statement and the proposed Vision Statement for Staff Assembly:

CURRENT MISSION STATEMENT:

The mission of the Staff Assembly is to promote communication and understanding, provide a forum for the expression and exchange of ideas, and address concerns of the Staff with the goal of fostering a superior University.

NEW MISSION STATEMENT:

The mission of Staff Assembly is to initiate communication among staff by providing a forum for expression and exchange of ideas and serve as an advocate for staff with administration.

NEW VISION STATEMENT:

The vision of the Staff Assembly is to foster a superior work environment with highly-motivated staff.

Elections: Mary Ruth Jones –We have received many nominations but there are some groups that need more:

- Finance and Administration – Needs 10 new representatives, has 7 nominations
- Academic – Needs 15 new representatives, has 16 nominations
- Student Affairs – Needs 7 new representatives, has 14 nominations
- Athletics – Needs 3 new representatives, has 2 nominations
- Advancement – Needs 2 new representatives, has 2 nominations
- There are no openings in the Chancellor's office, Marketing and Communications or Brite

Mary Ruth will be accepting nominations until March 15 and then on-line voting will begin. Clyde Ridge suggested that she post information regarding Staff Assembly elections on the Physical Plant bulletin board. Mary Ruth is going to find the best method to reach those staff members.

Sheri Milhollin presented information regarding the Relay for Life cancer campaign. Sheri shared the following facts:

- There's a one in two lifetime chance for getting cancer for men.
- There's a one in three lifetime chance for getting cancer for women.
- The number one cancer killer for men and women is lung cancer.
- The American Cancer Society's research is responsible for developing the Pap smear, mammogram and the PSA test for men and many of the drugs cancer patients use.
- Approximately 1.5 million people were diagnosed with cancer in 2009.

- The Relay for Life cancer campaign has been in existence for 26 years. Participants raise \$100.
- There are 15 teams of TCU students.
- The event will be on April 9 from 6 p.m. – 6 a.m. on April 10.
- Sheri would be glad to answer questions

Announcements:

- Sybil White had a death in her family.
- Darlene Housewright's husband passed away last week.
- The faculty senate picnic will be on March 27 and staff is invited to come listen to the music of the Kildare's from 2 - 4 p.m.

STAFF ASSEMBLY
APPROVED MINUTES
April 6, 2010

Members Present: Ed Adcock, Lisa Aven, Cynthia Baker, Martha Barron, Karen Bell, Josephine Benitez, Gay Boydston, Drew Brown, Jonathan Brown, Jason Byrne, Randy Chambers, Glenda Clausen, Carlene Coover, John Cunningham, Keri Cyr, Craig Elders, Carolina Enriquez, John Festervand, Paul Fox, Ervin Garcia, Rebecca Glass, Judy Golden, Rosa Gomez, Flo Hill, Mindy Hollan, Leigh Holland, Mary Ruth Jones, Angela Kaufman, Larry Kitchens, Claudia Knott, Jill Laster, Shelly Lopez, Joanne Lott, Julie Lovett, James Lutz, Debbie Mar, Sharon McAteer, Beth McLaughlin, Brad Murphey, Susan Oakley, Dennis Odom, Richard Oliver, Shelton Riley, Totsy Sturm, Dana Summers, Gayla Todd, Aisha Torrey-Sawyer, Kim Weber, Greg Wendt, Tiffany Wendt, Sybil White and Robin Williamson.

Members Excused: Ann Bailey, Jeannie Bosillo, David Cooper, Andrea Heitz, Charlotte Hudspeth, Mary Kaszynski, Joael Kelly, Heather Miller, Gabriel Perez, Clyde Ridge, Anita Unger, Suzanne Stone, and Sybil White.

Members Absent: Sue Ott, Lenelda Pennington, Amanda Sanchez, Chris Uchacz, Ma'lisa Yost and Keri Young.

Chairman Anglea Kaufman called the April meeting of Staff Assembly to order at 3:37 p.m.

The March Minutes were approved as written.

Presentations:

Shari Barnes of Human Resources presented information about the Catastrophic Sick Leave Bank Program which has been approved for TCU staff. The Catastrophic Sick Leave Bank Program gives staff a chance to support co-workers who are experiencing a catastrophic illness or injury. The program allows eligible staff to donate accrued vacation hours to a catastrophic sick leave bank program to be used by other eligible staff members. This program was developed to create a caring environment and because members of the staff have expressed a desire to assist their co-workers. While the program establishes a mechanism for vacation leave transfers, participation is entirely

voluntary. Hours will be allocated on a first come, first serve basis. Once the pool is exhausted in any given year, the program will cease to operate for the balance of that year.

To be eligible to receive hours from the program, a staff member must:

- Exhaust all sick and vacation leave in order to apply
- Meet all Family Medical Leave Act requirements
- Meet eligibility of three years employment. No waivers will be granted.
- Have donated 8 hours of vacation during January 1 – 31 (this year's donations can be made during May 1 – 31).

The benefit is limited to once in a calendar year and qualifying staff members are eligible to receive an award of up to 240 hours. There will be an opportunity for staff to attend an informational meeting on April 8, 10 a.m. – 12 p.m. in the Human Resource Conference Room.

Q – Will the donation be sick leave or vacation hours?

A- The donations will come from vacation hours.

Q-Why do the sick bank hours have to go away at the end of the year?

A-Each year will stand on its own.

Faculty/Staff Annual Campaign – **Jeannine Kraus**, Director of the Annual Fund presented information regarding this year's campaign:

- Angela Kaufman and Art Busbey are co-chairs
- TCU faculty and staff raised \$391,000+ last year
- Participation is important—any dollar amount appreciated
- Only 80% of what a student pays covers their education. The other 20% must be covered by donations or scholarships.
- Need \$48 million to complete scholarship initiative.
- The average student who comes to TCU owes \$40,000 in college loans
- Contributions can be taken through payroll deduction, credit card, bank draft or check.
- Campaign closes on April 23.

Dr. Darron Turner presented information about the Martin Luther King Scholarship:

- The scholarship is open to all TCU students who demonstrate a financial need and an expressed commitment to a career in service to humanity.
- Donations to the scholarship in any amount are appreciated.
- For freshman applicants, a high school class rank of top 25% is required. For current students, a TCU cumulative GPA of 3.0 is required and for transfer students a transfer GPA of 3.0 is required.
- Two letters of recommendation from TCU faculty, staff, or high school teachers, counselors, or principal must be submitted in support of the application.
- Applications, essay, and letters of recommendation must be submitted to the Office of Scholarships and Student Financial Aid by May 15.
- Martin Luther King, Jr., Scholars must reapply annually.
- For more information on this scholarship or for an application form, please contact the Office of Scholarships and Financial Aid.
- If you are TCU staff and wish to contribute to the Martin Luther King, Jr., Scholarship, please contact TCU Advancement.

New Business:

- Mark your calendar for 10 year Anniversary Staff Assembly reception, April 29, 11:30 or 12:00
- BLUU Auditorium Gallery.

By-Laws Review:

- Each year the Executive Council reviews the By-Laws. This year the EC has reviewed them monthly.
- Staff Assembly will vote on recommended changes at May meeting.
- Some of the By-Laws amendments include:
 - New Mission and Vision Statements
 - Adding a treasurer
 - Expanded Web Committee
- There were no questions asked regarding the By-Law amendments. Angela asked that representatives review the By-Law amendments prior to the May SA meeting.

New Business:

- Staff Assembly will be welcoming new members in May. Do we want to have a new member orientation?

Committee Reports:

Elections – Mary Ruth Jones reported:

- Voting will cease on Wednesday, April 7 at noon.
- All voting was on-line except grounds and facility services.
- There may not be many run-offs.
- Please remind your constituents to vote.

Committee on Campus—Craig Elders reported:

- The tree planting in honor of Larry Housewright went very well
- Has had people offer to contribute money for the tree planting fund but we don't have things in place at this time to receive donations.
- The Committee on Campus will be an Ad-hoc committee again next year.

Announcements:

- This week is the 28th Annual Hunger Week at TCU. There's an auction on April 8, 2 p.m., Sadler lawn.
- Kanstruction Can Building Competition in BLUU was held on Monday, April 5. Cans were donated by Albertsons.
- Spring Frog Fest is on Saturday, April 10. Anyone bringing a canned food item to Frog Alley will receive a \$5 coupon to Albertsons.
- Another way Albertsons is teaming up with TCU is by selling \$10 bags of canned food items to be donated to the Tarrant County Food Bank.
- Many events on campus this month—please check the University calendar.
- Staff Assembly will be voting on officers next month. Anyone interested in running for an office should contact Paul Fox.
- Jill Laster announced that salary information will be on-line this year, April 15 – June 1.
- Seven years ago TCU began goal to bring TCU's salaries up to 80% of market average and has accomplished this goal.
- TCU is a family – get involved!

STAFF ASSEMBLY
UNAPPROVED MINUTES
May 4, 2010

Members Present: Ed Adcock, Mary Jane Allred, Judy Altenberg-Cyr, Lisa Aven, Cynthia Baker, Martha Barron, Susan Bartlett, Josephine Benitez, Walter Betts, Gay Boydston, Bridgit Breslow, Drew Brown, Jason Byrne, Terri Cain, Randy Chambers, Carlene Coover, John Cunningham, Keri Cyr, Craig Elders, Carolina Enriquez, John Festervand, Paul Fox, Ervin Garcia, Lindsay Gastorf, Rebecca Glass, Judy Golden, Rosa Gomez, Martha Gonzalez, Lisa Hall, Andrea Heitz, John Hernandez, Leigh Holland, Charlotte Hudspeth, Mary Ruth Jones, Zoranna Jones, Angela Kaufman, Kristin Kirkpatrick, Larry Kitchens, Shelly Lopez, Suzie Mahony, Debbie Mar, Beth McLaughlin, Sheri Milhollin, Carrie Moore, Brad Murphey, Cindy Myers, Susan Oakley, Dennis Odom, Richard Oliver, Sue Ott, Joan Owens, Lenelda Pennington, Clyde Ridge, Shelton Riley, Amanda Sanchez, Suzanne Stone, Totsy Sturm, Dana Summers, Julie Taylor, Brad Thompson, Aisha Torrey-Sawyer, Anita Unger, Doris Wallace, Kim Weber, Nancy Weiser, Greg Wendt, Tiffany Wendt, Sybil White, Robin Williamson, Murielle Wright, Ma'lisa Yost, and Sali Xhakupi.

Members Excused: Karen Bell, Glenda Clausen, Kelly Ham, Mindy Hollan, Joael Kelly, Claudia Knott, Jill Laster, Joanne Lott, Julie Lovett, Heather Miller and Kathy Smith.

Members Absent: Ann Bailey, Jeannie Bosillo, Jonathan Brown, Metra Collins, David Cooper, Terrie Harbour, Flo Hill, Mary Kaszynski, Jef Larremore, James Lutz, Diana Martinez, Sharon McAteer, Barbara McClellan, Betty Nance, Gabriel Ogidiagba, Gabriel Perez, Chris Uchacz, and James Wilder.

A motion was made (Larry Kitchens) and seconded (Richard Oliver) to accept the minutes as written.

Chairman Angela Kaufman gave a brief overview of the key changes that were proposed for the Bylaws:

- Appropriate grammatical cleanup
- Added a new Mission Statement
- Added a Treasurer position
- Changed some of the committee names
- Changed some of the committee names to reflect what we're really doing

AK asked for any discussion concerning the proposed Bylaws revisions.

Q-Clyde Ridge asked if we would have to wait for 30 days to vote.

A-We sent the proposed revisions to Staff Assembly representatives 32 days ago. The next step is to send the proposed revisions to all of TCU staff for their vote, via email.

Q-Ed Adcock asked about changing the ratification process.

A-Angela explained that the EC felt that the 72 members of Staff Assembly represent their constituents and rather than having approximately 1,300 staff members vote on the Bylaws revisions, that SA representatives should be the key stakeholders in voting.

A motion was made (Lisa Aven) and seconded (Ed Adcock) to accept the proposed revisions to the Bylaws as written. It has been properly moved and seconded to accept the proposed revisions to the Bylaws.

Presentations:

Dr. Robin Williamson and John Mark Day of Student Development Services presented information regarding the incoming class of horned frogs. SDS will be working with not only incoming students and their parents but with staff and faculty volunteers over the summer through academic orientations and frog camps.

- There will be eight academic orientation sessions in June.
- They are two-day, one-night programs for first year students and parents.
- Opportunities available for staff volunteers to participate at dinners.
- There will be a two-day orientation session in August for first year students.
- There will be a one-day orientation session in August for transfer students.
- When a student or family member visiting campus asks questions or directions and you don't know the answer, call SDS.
- Encourage TCU employees to wear purple clothing and to wear "Welcome Frogs" buttons to help identify those who work on campus.
- Orientations help students get ready for life inside the classroom.
- Frog Camps help students get ready for life outside the classroom so they begin to feel like Horned Frogs.
- There are 10 sessions of Frog Camps throughout the summer. The camps are held in various locations from Waco, Tyler, a hotel in Fort Worth, Colorado, Rome and London.
- Each camp will have at least one faculty or staff member—if you're interested in attending one of the Frog Camps, contact the SDS office or frogcamp.tcu.edu/faculty.asp.
- Participation by faculty and staff make a huge impact on incoming students.
- If you need a "Welcome Frogs" button, they are available in the SDS office in the BLUU, 2003.

Brian Gutierrez, Vice Chancellor for Finance and Administration gave the following presentation:

As we look forward to this fall, there is a little more optimism compared to last year, both from a national perspective and from the level of interest expressed in TCU in particular. For example, the crowds attending the Mondays at TCU program continue to increase as people are interested in seeing the great things going on here. As a result, when we planned the FY2011 budget, we planned with a little more boldness than we did for the FY2010 budget.

Next year's budget has a strong emphasis on instruction and student success. Over the past few years, student services budgets have been prominent, but this year the focus turned to instruction. Of the \$14 million of additional resources available in next year's budget, \$5

million will go to instruction and \$7 million will be allocated to financial aid to help promote students' success both in the classroom and in financing their education.

Other areas receiving additional resources include safety and security, instructional support, research grants and Vision In Action (VIA). \$300,000 has been allocated for additional security positions, and lighting around campus has also been improved. Academic advising will receive \$250,000, as this program, which originated within VIA, has been so successful that the Chancellor's Cabinet decided to provide permanent funding. There has also been a small amount of funding allotted to junior faculty research.

Over the past five years, approximately \$15 million has been spent on new initiatives through the VIA program, and although the initial five-year phrase of this program is now concluding, next year's budget includes \$300,000 to keep the momentum going. A committee is studying both the accomplishments and the shortcomings of VIA and will report to the Chancellor's Cabinet and the Board of Trustees later this year.

From an employee perspective, the budget includes a 2 ½% merit pool based on performance. Also, there will be no increase in health care premiums for employees, but the university will absorb some additional costs related to health care.

In summary, the overall picture is positive, but the university should not become content with its success. Students this fall will pay \$30,000 to attend TCU and we must continue to be diligent in watching expenses while maintaining the superior level of service that people have come to expect from TCU.

Question: What is the status of the stadium renovation and how will it impact ticket prices?

The stadium renovation is quite a challenge for the university because it is a big project and will have to be accomplished with a unique financing structure. Whereas most other universities would raise money for this type of project by issuing debt, our renovation will be financed through fund-raising. A decision will be made mid-summer to determine whether or not to go forward after the end of this fall's football season.

It is still very early in the process, but ticket pricing is being studied.

Committee Reports:

Leigh Holland – Community Resource had two major programs during the year—the senior dinner and tutoring program. Committee is looking at some new ideas for the upcoming year. LH thanked her committee.

Carlene Coover –Mission and Vision--thanked her committee.

Sue Ott—Community Service—Main project was the trick-or-treating event at Halloween. SO thanked her committee.

Martha Barron – Policy Committee—thanked her committee for their hard work in getting the Catastrophic Sick Leave Policy passed.

Keri Cyr—Web Committee—thanked her committee.

Mary Ruth Jones—Elections Committee—thanked her committee for their help. The new elections process saved her committee a lot of time and paper. She introduced the Staff Assembly representatives for 2010 - 2012:

Academic Affairs: Mary Jane Allred, Cynthia Baker, Susan Bartlett, Walter Betts, Lindsay Gastorf, Zoanne Hogg, Zoranna Jones, Larry Kitchens, Suzie Mahony, Barbara McClellan, Cindy Myers, Betty Nance, Sue Ott, Julie Taylor, Doris Wallace, Kim Weber and Murielle Wright.

Advancement: Andrea Heitz and Carrie Moore.

Athletics: Judy Altenberg-Cyr, Joan Owens and Nancy Weiser.

Finance/Administration: Lisa Aven, Metra Collins, Rosa Gomez, Martha Gonzalez, Lisa Hall, Kristin Kirkpatrick, Joanne Lott, Diana Martinez, Susan Oakley, Totsy Sturm, James Wilder, Sali Xhakupi.

Student Affairs: Bridgit Breslow, Mike Fazli, Mary Ruth Jones, Jef Larremore, Sheri Milhollin, Brad Murphey, Gabriel Ogidiagba, Kathy Smith and Brad Thompson.

MRJ reminded representatives to mark their calendars for the first Tuesday in the month, 3:30 – 5 p.m. for SA meetings. We will be sterner about missed meetings than in the past.

Angela Kaufman welcomed new and returning representatives. She also emphasized the importance of attending meetings. If you're not attending most of the meetings, you're not going to know what is going on in SA and you're not following the Bylaws.

Chair Elect Craig Elders passed out the purple notes for SA representatives to write notes to fellow staff members. The notes are for recognizing good deeds, offering condolences or encouragement, etc. Another way SA is showing appreciation to staff members is by planting a tree when a loved one is lost. Also, TCU will be celebrating 100 years of partnership with the city of Fort Worth. Perhaps we can adopt a park or plant trees in city parks.

Angela Kaufman thanked everybody and reminded them that the Bylaws state that Staff Assembly's work is done by committee efforts. The Bylaws changes in committee titles reflect expansion of duties in both the *Web and Media* and *Policy and Advocacy* committees. A special thanks to all of the chairs and executive counsel.

Election of New Officers –

The nominations are –

- Chair- Elect – Shelton Riley and Randy Chambers
- Secretary – Beth McLaughlin
- Assistant Secretary – Susan Oakley

Nominations were opened to the floor and no nominations were made. A vote was taken and Beth McLaughlin was confirmed as secretary. A vote was taken and Susan Oakley was confirmed as assistant secretary.

The nominees for Chair Elect introduced themselves to the assembly. A ballot vote was taken and Randy Chambers was confirmed as Chair-Elect.

PASSING OF THE GAVEL: Craig Elders assumed the duties of Chair and confirmed that the work of committees accomplish the mission of Staff Assembly. Forms were circulated requesting SA members to indicate their top three choices for committees next year. The executive council meets on the third Tuesday of each month. The first Staff Assembly meeting in the fall will be held on September 7th.

Craig Elders presented a certificate of appreciation from Staff Assembly to Angela Kaufman for her service as Chair, 2009 – 2010.

Announcements:

- There will be new ID cards for students, faculty and staff for next year.
- The Catastrophic Sick Leave Open Enrollment period is going on currently through May 31st.

