

# Staff Assembly General Meeting

**Date/Time:** September 7, 2010, 3:30 pm

**Location:** Dee J. Kelly Boardroom

**Present:** Ed Adcock, Mary Jane Allred, Judy Altenberg-Cyr, Lisa Aven, Ann Bailey, Cynthia Baker, Susan Bartlett, Walter Betts, Jeannie Bosillo, Gay Boydston, Bridgit Breslow, Drew Brown, Jason Byrne, Randy Chambers (Chair Elect), Carlene Coover, Craig Elders (Chair), Carolina Enriquez, Mike Fazli, Lindsay Gastorf, Rebecca Glass (Historian), Rosa Gomez, Martha Gonzalez, John Hernandez (Parliamentarian), Mindy Hollan, Leigh Holland, Charlotte Hudspeth, Mary Ruth Jones, Zoranna Jones, Kristin Kirkpatrick, Jef Larremore, Jill Laster (Associate Vice Chancellor and HR-Risk Management Liaison), Joanne Lott, Julie Lovett, Suzie Mahony, Diana Martinez, Barbara McClellan, Beth McLaughlin (Secretary), Sheri Milhollin, Heather Miller, Carrie Moore, Brad Murphey, Betty Nancy, Susan Oakley (Assistant Secretary), Dennis Odom, Gabriel Ogidiagba, Richard Oliver, Sue Ott, Joan Owens, Gabriel Perez, Clyde Ridge, Kathy Smith, Suzanne Stone, Brad Thompson, Gayla Todd, Doris Wallace, Kim Weber (Treasurer), Nancy Weiser, Tiffany Wendt, James Wilder, Sali Xhakupi, Ma'lisa Yost.

**Absent:** Glenda Clausen, Metra Collins, Keri Cyr, Judy Golden, Andrea Heitz, Flo Hill, Zoanne Hogg, Angela Kaufman, Cindy Myers, Lenelda Pennington, Julie Taylor

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**Opening Remarks:** Craig Elders, Chair, opened the meeting by greeting everyone and thanking them for coming. Craig asked that, for anyone not currently assigned to a committee, he has the names and contact information of each committee chair. He introduced the members of the Executive Committee and each committee chair. He also introduced the reporter from the Skiff and welcomed her to the meeting.

Craig informed the assembly that anyone who did not get his or her picture taken today can have it done in Jarvis 227. Pictures will also be taken at next month's Staff Assembly meeting.

Craig then introduced Chancellor Boschini and invited him to speak to the group. The Chancellor told the assembly that he appreciates all the work they have been doing. He said he believes this will be another great year. We have a record enrollment and several new people on campus – he hopes we'll get to meet them. The Chancellor explained that he always tries to attend Staff Assembly meetings, but there are times his schedule does not allow it. When those times occur, Karen Baker will attend in his stead and keep him updated on what's happening in Staff Assembly.

**Old Business:** None.

**New Business:** Ed Adcock stated that some non-exempt staff cannot get internet access and wanted to know if they could bring their personal computers and use the TCU wireless internet.

Rebecca Glass explained that explained that no personal devices are allowed because of security. Devices using the TCU network have to be imaged a specific way to keep them ... and all of TCU... secure and virus-free. Students have their own part of the network to use for their devices. It would be a huge expense to provide a network for staff's personal devices. She also informed the assembly that there is a policy on the Technology Resources website that addresses this issue. Craig explained that students' fees cover the cost of their Internet access and that security and cost are major issues.

The Chair then introduced Richard Oliver who stated that his committee, Community Service, has been working on several ideas. He then introduced his wife, Sherry Oliver, from Starpoint, and another guest, Stacy Bucklin, Assistant Director of the Dallas Science & History Museum. They were at the meeting to represent **First**, an organization that holds Lego robotics competitions. Sherry explained that TCU will be sponsoring an introductory-level meet; kids will be coming from all over the North Texas area. They will need volunteers to help ... they need judges and referees, many people to help. Sherry and Stacey showed a short video that explained what **First** is all about, what the competitions are like and how volunteers can make a difference. Stacey spoke about how these competitions inspire teens to think about career paths in Science and Technology. She said that this is an opportunity for kids who are not athletically-inclined to learn what it feels like to compete. The competition will be held on December 4, 2010, in the Rec Gym.

Craig asked Richard to talk about some of the other projects his committee is planning. Richard told the assembly that his group is working on a cell phone drive. They are collecting old, out-of-service cell phones to give out to homeless people so they can call 911 in an emergency. Anyone wishing to donate old cell phones may give them to Richard or leave them at the ID Card Center in the BLUU. His committee is also working with street kids, getting them jobs through Job Corps. They are also having a coat drive, collecting new or gently-used coats for kids and adults. The Community Service committee is also involved in Starpoint Halloween which takes place on October 29, 2010. Terri Cain volunteered to be there. If anyone else wants to help they are welcome. We need everyone here to get the word out. Interested parties may contact Richard at extension 5185 or 817-822-7355 or Kristin Kirkpatrick at extension 7641. They are working on a drop-off location as well. The chair asked if there is a budget. Richard said there are donors who are covering the costs. The chair then called for a vote and asked all in favor of the Community Service committee's endeavors to respond with Aye. Approval was unanimous.

The chair then explained that, in just a few minutes, the assembly would divide into small groups and discuss several issues which he had printed on the back of the agenda. For example: How can we get information about what this group is doing out to all staff members? Craig said that over the years this has been a problem. He explained that he had been hoping to have presentations video taped and put out on the Staff Assembly website but this has not been put in place yet. How can we improve communication?

Another question to discuss is: What can we do to commemorate the 100-year anniversary of TCU in Fort Worth. Craig told the assembly that he has been working for over a year to try to do something big but hadn't been able to get anything off the ground. He talked with Margaret Kelly who had several

smaller ideas and it occurred to him we don't need to do one big thing ... we can do several small things. He'd explained that he wanted the group to come up with some possibilities.

Craig then asked the assembly to divide up and spend the remainder of the meeting discussing these and other issues on their lists. The remainder of the meeting was spent in these small-group brainstorming sessions. There was one note-taker for each group who will forward the results of the discussions to the Chair.

Mr. Elders then adjourned the meeting and dismissed the assembly at 4:50pm to take advantage of a break in the rainstorm.

## **Staff Assembly General Meeting**

**Date/Time:** October 5, 2010, 3:30 pm

**Location:** Dee J. Kelly Boardroom

**Present:** Ed Adcock, Mary Jane Allred, Judy Altenberg-Cyr, Lisa Aven, Ann Bailey, Cynthia Baker, Walter Betts, Gay Boydston, Jeannie Bosillo, Drew Brown, Jason Byrne, Terri Cain, Randy Chambers (Chair Elect), Metra Collins, Carlene Coover, Craig Elders (Chair), Mike Fazli, Lindsay Gastorf, Rebecca Glass, Andrea Heitz, John Hernandez, Flo Hill, Zoanne Hogg, Leigh Holland, Charlotte Hudspeth, Mary Ruth Jones, Zoranna Jones, Larry Kitchens, Jef Larremore, Aracely Lopez, Julie Lovett, Suzie Mahony, Mary Martinez, Barbara McClellan, Heather Miller, Carrie Moore, Cindy Mulkey, Brad Murphey, Betty Nance, Susan Oakley, Dennis Odom, Gabriel Ogidiagba, Richard Oliver, Sue Ott, Lenelda Pennington, Gabriel Perez, Kathy Smith, Julie, Taylor, Gayla Todd, Aisha Torrey-Sawyer, Kim Weber, Nancy Weiser, Tiffany Wendt, Murielle Wright, Sali Xhakupi, Keri Young, Ma'lisa Yost,

**Absent:** Susan Bartlett, Bridgit Breslow, Glenda Clausen, Keri Cyr, Carolina Enriquez, Judy Golden, Rosa Gomez, Martha Gonzalez, Mindy Hollan, Kristen Kirkpatrick, Angela Kaufman, Joanne Lott, Diana Martinez, Sheri Milhollin, Joan Owens, Clyde Ridge, Beth McLaughlin, Amanda Sanchez, Suzanne Stone, Brad Thompson, Totsy Sturm,

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**Old Business:** None.

**New Business:** Ed Adcock stated that some non-exempt staff cannot get internet access and wanted to know if they could bring their personal computers and use the TCU wireless internet. Rebecca Glass explained that explained that no personal devices are allowed because of security. Devices using the TCU network have to be imaged a specific way to keep them ... and all of TCU... secure and virus-free. Students have their own part of the network to use for their devices. It would be a huge expense to provide a network for staff's personal devices. She also informed the assembly that there is a policy on the Technology Resources website that addresses this issue. Craig explained that students' fees cover the cost of their Internet access and that security and cost are major issues.

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Richard said there are donors who are covering the costs. The chair then called for a vote and asked all in favor of the Community Service committee's endeavors to respond with Aye. Approval was unanimous.

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Another question to discuss is: What can we do to commemorate the 100-year anniversary of TCU in Fort Worth. Craig told the assembly that he has been working for over a year to try to do something big but hadn't been able to get anything off the ground. He talked with Margaret Kelly who had several smaller ideas and it occurred to him we don't need to do one big thing ... we can do several small things. He'd explained that he wanted the group to come up with some possibilities.

Craig then asked the assembly to divide up and spend the remainder of the meeting discussing these and other issues on their lists. The remainder of the meeting was spent in these small-group brainstorming sessions. There was one note-taker for each group who will forward the results of the discussions to the Chair.

Mr. Elders then adjourned the meeting and dismissed the assembly at 4:50pm to take advantage of a break in the rainstorm.

## **Staff Assembly General Meeting**

**Date/Time:** November 2, 2010, 3:30 pm

**Location:** Dee J. Kelly Boardroom

**Present:** Ed Adcock, Mary Jane Allred, Judy Altenberg-Cyr, Lisa Aven, Ann Bailey, Walter Betts, Gay Boydston, Drew Brown, Jason Byrne, Terri Cain, Randy Chambers,, Metra Collins, Carlene Coover, Craig Elders (Chair), Carolina Enriquez, Mike Fazli, Lindsay Gastorf, Rebecca Glass, Martha Gonzalez, Andrea Heitz, John Hernandez, Flo Hill, Zoanne Hogg, Mindy Hollan, Leigh Holland, Mary Ruth Jones, Zoranna Jones, Kristin Kirkpatrick, Angela Kaufman, Larry Kitchens, Jef Larremore, Jill Laster, Shelly Lopez, Joanne Lott, Julie Lovett, Suzie Mahony, Mary Martinez, Beth McLaughlin, Sheri Milhollin, Heather Miller, Brad Murphey, Betty Nance, Dennis Odom, Richard Oliver, Sue Ott, Joan Owens, Lenelda Pennington, Gabriel Perez, Amanda Sanchez, Kathy Smith, Suzanne Stone, Totsy Sturm, Julie Taylor,

Doris Wallace, Kim Weber, Nancy Weiser, Tiffany Wendt, James Wilder, Murielle Wright, Keri Young, Sali Xhakupi, Ma'Lisa Yost

**Absent:** Cynthia Baker, Susan Bartlett, Jeannie Bosillo, Glenda Clausen, Keri Cyr, Judy Golden, Rosa Gomez, Charlotte Hudspeth, Barbara McClellan, Carrie Moore, Cindy Mulkey, Susan Oakley, Gabriel Ogidiagba, Brad Thompson, Gayla Todd, Aisha Torrey-Sawyer

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**Opening Remarks:** Craig passed around an oversized note of appreciation for Ann Loudon, thanking her for all she did for Frogs for the Cure. He asked Staff Assembly members to sign it. He also informed the group that on the back of the agenda there is an announcement about the last football game in the stadium before the renovation begins and all the activities that will be happening. He told the assembly that they may be getting a lot of calls from people wanting to know about the stadium renovation, ticket prices, etc. Craig said he asked the Athletics Director to come and visit with us and answer these questions in the near future.

**Old Business:** Craig then commented on all the projects Staff Assembly had last month. At the Water Cooler was a big success, 45-50 cell phones and 165 coats have been collected for the cell phone and coat drives. We are making a difference in the community. Craig then asked Richard Oliver if he had anything to add. He said we still need coats. For the toy drive, people can use the same distribution points as they have been using for the coats. They chair recognized everyone on Richard's committee and thanked them for their service.

**New Business:** Jill Laster reminded everyone that open enrollment begins November 4<sup>th</sup>. Representatives will be in the Rec from 9:00 am – 4:00 pm. Please come and bring your questions – and your constituents. There will be lots of give-aways.

There we no committee reports.

Susan Oakley introduced a special guest, Susan Whittenberger, from the City of Fort Worth who was here to talk about Cowtown Santas. Cowtown Santas distributes toys to needy children in Tarrant County. Susan informed the group she is also collection old computer items; they can be dropped off on November 6<sup>th</sup> at Seminar Town Center – you can drive up and drop them off. This is to raise funding to purchase more toys. Susan asked the group to bring in new, unwrapped toys. She needs volunteers – people to go the warehouse and bag up 8 different gifts for each kid. Susan then mentioned a wish list – different items they need that are hard to find. She suggested the group, and their constituents, go to [www.cowboysantas.org](http://www.cowboysantas.org) for details. She also told the group that if there is anyone they know who is having a tough time with Christmas, Cowboy Santas is an opportunity for them to have a nice Christmas for their kids. Susan gave the assembly a hand out with information on how to apply and register for this program.

Brad Murphey introduced Colby Bannister from Special Olympics. He gave an inspiring speech about how much Special Olympics has done for him and many others.

Don Mills, Randy Cobb and Jonathan Roark were our next guests. They spoke about emergency preparedness. Don Mills informed the group that “safety is at the top our list.” Five officers have been added to Campus Police which has become more precinct-oriented. The idea is to have as many eyes around campus as possible. Everyone at TCU has to help with safety by notifying us of leaks, spills, holes. Dr. Mills informed the group that there is a structure in place to make sure everyone is safe in case a tornado strikes, or a fire breaks out, or any disaster occurs. He told the group that TCU is ready to work with police, fire department, Red Cross, etc. There is also a communication plan. There are alarms around campus and are always looking for additional ways to improve the notification process. Dr. Mills said his staff works very carefully to detect students with problems before they get to the point where something terrible could occur; they are very proactive.

Jonathan Roark showed a film called “Shots Fired,” which showed methods of dealing with an active shooter situation.

Randy Cobb talked about his experiences as a survivor of the Wedgewood Baptist Church shooting and emphasized important points from the film: “Get out, hide out, call out, take out.” He also told the group that whenever they see a door propped open, be sure and remove the prop so that unauthorized personnel cannot enter the building. Randy encouraged the assembly to, when they get back to their offices and work stations, to spend some time thinking about what they would need to do in a situation like this – where they could hide; how they could get out of the building, etc. He also suggested that everyone go to the Emergency Preparedness web page and familiarize themselves with the material there. Randy also said that, for every minute that passes, one person is killed or wounded. He said it is our right to fight to survive.

Sheri Milhollin asked about making this training watching this film mandatory for everyone on campus. Don Mills said the film on its own would not be an adequate training tool. It should be used only as part of a training program with experts who could discuss issues and aspects the way we have done here today. He explained that there are presentations planned for late Spring 2011.

Dr. Mills then spoke briefly about the issue that has been raised re allowing guns on campus. He said TCU has testified as to why we think this would be very dangerous. He said TCU has prevailed but this issue will come up again and TCU will continue to lobby hard against it. The way the bill will be written, schools can choose to opt out. He then reminded everyone of the TCU emergency number: 7777. This number can get you help faster than dialing 911. In almost every case when there has been a shooter, there are people who come out and say that they knew something was wrong. If you suspect something’s wrong with someone, call and notify Human Resources. There are ways to intercede. Trust your gut feelings.

Ed Adcock asked if there was a version of the film for employees who speak English as a second language. Randy Cobb told him there is not one available at this time.

Dr. Mills reiterated that, in an emergency, we should call 7777. He said that most Campus Police officers have been long-term employees of the Fort Worth Police Department and they are trained in neutralizing campus shooters.

Don then stressed the importance of the emergency telephones with blue lights that are located all over campus. He said all you have to do is press the button and talk. If you don't have time to talk; press the button and run. Campus Police's technology will pinpoint your location and send help immediately. If you see anything suspicious – call! It's better to call and have it turn out to be nothing, than not to call and have something terrible happen. Remember: You have a responsibility to call 7777.

Meeting adjourned at 4:50 pm.

## **Staff Assembly General Meeting**

**Date/Time:** December 7, 2010, 3:30 pm

**Location:** Dee J. Kelly Boardroom

**Present:** Ed Adcock, Mary Jane Allred, Judy Altenberg-Cyr, Lisa Aven, Ann Bailey, Cynthia Baker, Walter Betts, Gay Boydston, Drew Brown, Jason Byrne, Randy Chambers, Metra Collins, Carlene Coover, Craig Elders, Carolina Enriquez, Ervey Garcia, Lindsay, Gastorf, Rebecca Glass, Judy Golden, Martha Gonzalez, Andrea Heitz, John Hernandez, Zoanne Hogg, Mindy Hollan, Leigh Holland, Charlotte Hudspeth, Mary Ruth Jones, Zoranna Jones, Kristin Kirkpatrick, Larry Kitchens, Jill Laster, Shelly Lopez, Joanne Lott, Julie Lovett, Suzie Mahony, Mary Martinez, Barbara McClellan, Beth McLaughlin, Heather Miller, Brad Murphey, Betty Nance, Susan Oakley, Dennis Odom, Gabriel Ogidiagba, Richard Oliver, Joan Owens, Lenelda Pennington, Gabe Perez, Clyde Ridge, Kathy Smith, Suzanne Stone, Totsy Sturm, Julie Taylor, Brad Thompson, Gayla Todd, Aisha Torrey-Sawyer, Doris Wallace, Kim Weber, Nancy Weiser, Tiffany Wendt, James Wilder, Murielle Wright, Ma'lisa Yost.

**Absent:** Susan Bartlett, Jeannie Bosillo, Terri Cain, Glenda Clausen, Keri Cyr, Mike Fazli, Rosa Gomez, Flo Hill, Angela Kaufman, Diana Martinez, Sheri Milhollin, Carrie Moore, Cindy Mulkey, Sue Ott, Amanda Sanchez, Keri Young, Sali Xhakupi.

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**Opening Remarks:** Craig Elders, Chair, welcomed everyone to the meeting. He asked if anyone had changes for the minutes. No one responded. He asked for a motion to accept the minutes of the November meeting. Motion was called and seconded. The minutes were accepted unanimously.

**Old Business:** Craig then asked for reports from the Committee chairs.

Susan Oakley announced that Ervey Garcia has returned to fill a recent vacancy; the assembly welcomed him back.

Richard Oliver announced that the coat drive will end on Thursday, December 9, 2010. He asked that anyone who still had coats to contribute please contact him and he will get them picked up. He said his committee has collected over 600 coats, 100 cell phones and 500 toys. Richard told the assembly that there are toy drive boxes all around campus to support Cooks Children's Hospital, Child Protective Services and Cowboy Santas. Toys have to be donated by Friday, December 17, 2010. Richard added that after the first of the year, his committee will start working with The Warm Place, a safe haven for kids.

**New Business:** Craig Elders announced that he is leaving TCU in January; he is retiring. While he regrets having to leave his post as chair midterm, he has ailing parents that need much more of his time than he could give them if he were to continue working. Craig informed the assembly that Randy Chambers, Chair-Elect, will be taking over the duties of the chair in Craig's stead. He then handed the gavel to Randy.

Randy informed the assembly there would be two special guests today: Brian Gutierrez, Vice Chancellor for Finance and Administration, who would be speaking about the budget and Rick Flores, from Sodexo, who would be talking about upcoming changes in Sodexo's catering menu and showing ways to save money when arranging catering for events.

Randy then introduced Vice Chancellor for Finance and Administration, Brian Gutierrez, who gave a presentation on the preliminary FY12 budget, and he began with a discussion of the endowment payout. Although the endowment payout should have decreased in recent years, the Board of Trustees instead approved a level payout. They did this to provide a constant source of funds for the operating budget and to help sustain the momentum on campus; otherwise, there would have been dramatic budget cuts.

Although there is more economic stability now than there was last year, the natural endowment payout is based on the past three years of performance and is projected to reach a low point in FY13. The university has an obligation to pay back the excess payout that was approved by the Board with annual budget surplus funds. For example, the university paid \$5.2 million to the endowment earlier this fall, which was funded by the FY10 surplus of \$13 million. Similarly, last year \$7.2 million was paid back to the endowment from the FY09 surplus.

He then reviewed a list of issues related to the FY12 budget. Gutierrez said that the Board believes TCU has much to offer and should continue expanding its offerings. The 8% increase in tuition will help provide the resources to do this.

Though enrollment has grown over the last two years, the university is striving to keep the level of quality where it is and maintain the special TCU experience. For example, TCU's low student/faculty ratio is a point of pride and the university is trying to sustain it. The Chancellor's Cabinet has been working to identify flash points, or areas that might be at risk due to higher enrollment levels, to address them before they cause problems.

The university has been able to keep health insurance increases low in recent years, and even though employee premiums are increasing 5% next year, this is still below average. Wellness efforts have had a positive impact on insurance costs, and he urged everyone to continue wellness initiatives.

Gutierrez pointed out that TCU receives \$5.6 million of financial aid grants from the state of Texas through the Tuition Equalization Grant program, but due to the state's budget woes this funding is at risk for next year. The university is closely monitoring the developments in Austin.

The Strategic Initiative Fund associated with the Vision in Action program is expected to have \$1 million in funds available in the FY12 budget. Although this program is administered through the Provost's office, it is a university-wide program and proposals may be submitted from all departments.

Looking forward, the FY12 budget will continue to be refined in the coming months and then submitted to the Board of Trustees for approval at its meeting in April.

Randy then introduced our second guest, Rick Flores, from Sodexo. Rick demonstrated upgrades to Sodexo's website and talked about ideas Sodexo has for serving TCU in the future. He explained that Sodexo is setting up a Casual line of catering options which can save money on event costs. These options involve buffet-style service rather than plated options. By using fewer Sodexo staff members to service an event, Sodexo can pass its savings on to the customer.

Mr. Flores also demonstrated Sodexo's online nutrition information gathering guide.

Rick also talked about the fact that during the summer, Sodexo provides hot meals for children of single-parent families at a community center in Fort Worth. Rick informed the assembly that TCU partners with Sodexo in this endeavor.

The new chair then announced that the next Staff Assembly meeting will be February 1, 2010. He asked the group to think about topics they'd like to see introduced in future Assembly meetings and to please contact him with their ideas.

Meeting was adjourned at 5:00 pm.

## **Staff Assembly General Meeting**

**Date/Time:** February 15, 2011, 3:30 pm

**Location:** Dee J. Kelly Boardroom

**Present:** Mary Jane Allred, Judy Altenberg-Cyr, Lisa Aven, Ann Bailey, Cynthia Baker, Susan Bartlett, Jeannie Bosillo, Gay Boydston, Drew Brown, Jason Byrne, Terri Cain, Randy Chambers, Carolina Enriquez, Ervey Garcia, Lindsay Gastorf, Rebecca Glass, Martha Gonzalez, Andrea Heitz, Zoanne Hogg,

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**Absent:** Ed Adcock, Walter Betts, Jessica Cates, Glenda Clausen, Metra Collins, Carlene Coover, Keri Cyr, Mike Fazli, Judy Golden, Rosa Gomez, Julie Graver, John Hernandez, Flo Hill, Leigh Holland, Zoranna Jones, Larry Kitchens, Jill Laster, Cindy Mulkey, Sue Ott, Gabriel Perez, Suzanne Stone, Julie Taylor, Aisha Torrey-Sawyer, Kim Weber, Nancy Weiser, Tiffany Wendt, James Wilder, Sali Xhakupi, Ma'lisa Yost

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**Opening Remarks:** Randy Chambers, Chair, welcomed everyone to the meeting. He asked if anyone had changes for the minutes. No one responded. He asked for a motion to accept the minutes of the December meeting. Motion was called and seconded. The minutes were accepted unanimously.

**Guests:** Randy introduced Shirley Bowen from The WARM Place. Shirley explained that The WARM (*What About Remembering Me*) Place is for children and teens who are grieving. It is free of charge and anyone who needs it can attend for as long as they need to. The WARM Place does not provide formal counseling or therapy, it is purely a support group that provides activities and opportunities for kids to discuss their losses and share with others of their own age who are experiencing similar issues during their grieving process. Doris Wallace, who volunteers at the WARM place, explained that it exists solely by donations. Please see the WARM Place website to donate or check out their wish list at <http://www.thewarmplace.org/Donate/WishList/tabid/499/Default.aspx> for a list of items they need.

Totsy Sturm supplied this month's HR Update. She informed the Assembly that the Catastrophic Sick Leave policy has been a success. The first enrollment period garnered 1,083 hours. Four employees qualified to take advantage of the policy and used a total of 422.5 hours. During this year's enrollment period, TCU staff donated 1,331 hours.

**Old/New Business:** Chair, Randy Chambers, informed the assembly that changes in the staff executive committee have resulted in two vacant posts. Kim Weber, formerly the treasurer, is now chair-elect which leaves the Treasurer post vacant. The former chair of the Web/Communication Committee has resigned so we will need a new chair for that committee as well. Randy informed the committee that he had spoken with Brad Thompson, a current member of the Web Committee who stated that he would be willing to co-chair if someone else would work with him. Randy then asked anyone interested in taking on either of these two posts to please contact him.

**Committee Reports:** The chair introduced Cynthia Baker, chair of the Policy Review Committee. Cynthia discussed her committee's proposal for changes/additions to TCU's tornado signage and severe

weather education procedures. Clyde Ridge stated that, two years ago, TCU's Storm Shelter Program committee made sure there were signs in every building by the elevators, after a representative from FEMA came on campus to determine where the best places for shelters and signs should be. Several Assembly members expressed concern about the visibility of these signs as well as the need for training on this topic. Joanne Lott informed the committee that Human Resources is in the process of creating a brochure supplying information on this topic. It was proposed that Cynthia and her committee meet with the Safety Director and his staff to discuss what was already being done on campus before presenting the proposal.

Keri Young, Chair of the Professional Development Committee announced that on March 2, there will be a brown bag on Professional Etiquette. Keri informed the Assembly that she has received over 40 reservations to date. Keri brought flyers about this program for anyone at the assembly who wanted to take them back to their constituents.

Sheri Milhollin spoke for the chair of the Community Service committee who was unable to attend the meeting. She informed the group that her committee will collect for The WARM Place through the end of March. Donation boxes will be placed at the same locations as they were for the toy and coat drives. At the end of March the Community Service Committee is planning another office swap. This year they will open it to the entire campus. Sheri also told the group that there will be an overnight relay-walk for Cancer on April 15. Please contact Sheri to sign up or for further information. The Community Service committee will also be collecting big plastic Easter eggs and Easter candy for the Starpoint Easter egg hunt. Candy and eggs can be left at the usual collection points.

**Announcements and Open Forum:** The Chair asked if anyone had any announcements or topics they wished to discuss. Susan Oakley announced an upcoming seminar on the compensation: paying people correctly and making sure TCU is in compliance. Please contact her in HR or sign up through HR Self Service if you, or anyone you know, wishes to attend.

Susie Mahony volunteered to fill the post of Treasurer. Everyone was thrilled. We know she'll do a great job.

Randy mentioned that, during our first meeting of the year, assembly members broke into subgroups and discussed topics they would like to see addressed in subsequent meetings. He told the assembly that if they have anything else they would like to see Staff Assembly discuss or present, please let him know.

The meeting was adjourned at 5:00 pm.

# Staff Assembly General Meeting

**Date/Time:** April 05, 2011, 3:30 pm

**Location:** BLUU Chambers

**Present:** Ed Adcock, Mary Jane Allred, Lisa Aven, Ann Bailey, Cynthia Baker, Walter Betts, Drew Brown, Jason Byrne, Terri Cain, Jessica Cates, Randy Chamber, Metra Collins, Carlene Coover, Julie Curry, Carolina Enriquez, Mike Fazli, Ervey Garcia, Lindsay Gastorf, Rebecca Glass, Judy Golden, Rosa Gomez, Martha Gonzalez, Andrea Heitz, John Hernandez, Flo Hill, Zoanne Hogg, Mindy Hollan, Leigh Holland, Mary Ruth Jones, Zoranna Jones, Kristin Kirkpatrick, Angela Kaufman, Shelly Lopez, Joanne, Lott, Julie Lovett, Suzie Mahony, Mary Martinez, Barbara McClellan, Beth McLaughlin, Sheri Milhollin, Heather Miller, Carrie Moore, Brad Murphey, Betty Nance, Susan Oakley, Dennis Odom, Richard Oliver, Sue Ott, Joan Owens, Lenelda Pennington, Amanda Sanchez, Kathy Smith, Suzanne Stone, Totsy Sturm, Brad Thompson, Gayla Todd, Aisha Torrey-Sawyer, Kim Weber, Nancy Weiser, Tiffany Wendt, James Wilder, Sali Xhakupi, Ma'Lisa Yost.

**Absent:** Judy Altenberg-Cyr, Jeannie Bosillo, Gay Boydston, Glenda Clausen, Keri Cyr, Julie Graver, Charlotte Hudspeth, Larry Kitchens, Jill Laster, Cindy Mulkey, Gabriel Ogidiagba, Gabriel Perez, Clyde Ridge, Doris Wallace, Murielle Wright, Keri Young.

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**Opening Remarks:** Randy Chambers, Chair, brought the meeting to order and welcomed the assembly

**Guests:** Randy then introduced our first guest, Janine Kraus, from the Annual Campaign who did a presentation showing why it is important to donate and how the donations are used. Janine informed the group that the university is well on its way to meeting this year's goal but, to succeed, they need help from everyone. Please encourage your constituents to donate.

Our next guests were Elaine Brown and Matt Millns from Human Resources who did presentations detailing the salary surveys Human Resources does and how they gather data to make determinations on starting salaries for non-exempt staff positions.

Our final guest was Randy Cobb, safety director who demonstrated the Risk Management website: <http://www.saf.tcu.edu>. He drew our attention to the two buttons on the bottom, **Storm Shelters** and **EFO Homepage**. Clicking the **Storm Shelters** button will give you a list of the best places to go in the event of a storm emergency. Randy emphasized that there is no room or building on campus that was specifically built to be a storm shelter, but these rooms were designated by FEMA as being the safest place to go in each building. Clicking on the **EFO Homepage** button gives the Emergency Floor Officers and anyone who is interested, a wealth of information in dealing with weather emergencies and other types of emergencies as well. There are also training videos, like *Shot in the Dark*, a film about what to

do in the event of an active shooter, available to you at the click of a button. Please take some time to explore this website; educate yourself and be safe.

**New Business:** Randy discussed the fact that we are in the middle of elections. We are supposed to have one representative for every 20 staff members, which is a total of 67 assembly members. Somehow we had about 80 staff assembly members so some people whose terms end this year will not be replaced. Randy asked the assembly to encourage their constituents to vote.

**Committee Reports:** The Community Service Committee reported that they have had a very successful year and the annual office swap went very well. TCU is well represented in Relay for Life. The WARM Place still needs supplies; you can check their website for a list of needed items. Three hundred eggs were stuffed for the Annual Easter Egg Hunt on April 21. If anyone would like to help with the hunt, please arrive at 9:00 am.

**Announcements:** Randy Chambers announced that the next meeting will be held at the MMAC Four Sevens Suite. We have invited the new members and will be having a reception for them after the end-of-year meeting.

The meeting was adjourned at 5:00 pm.

## **Staff Assembly General Meeting**

**Date/Time:** May 03, 2011, 3:30 pm

**Location:** Meyer-Martin Athletic Club

**Present:** Ed Adcock, Mary Jane Allred, Judy Altenberg-Cyr, Lisa Aven, Ann Bailey, Cynthia Baker, Susan Bartlett, Walter Betts, Gay Boydston, Drew Brown, Jason Byrne, Terri Cain, Randy Chambers, Metra Collins, Carlene Coover, Charme Cone, Cotton, Beverly, Sherry Crenshaw, Carolina Enriquez, Rebecca Glass, Judy Golden, Rosa Gomez, Martha Gonzalez, Julie Graver, Jim Gribble, Andrea Heitz, John Hernandez, Zoanne Hogg, Charlotte Hudspeth, Zoranna Jones, Jill Kendle, Kristin Kirkpatrick, Larry Kitchens, Laster, Jill, Karin Lewis, Shelly Lopez, Joanne, Lott, Diana Martinez, Mary Martinez, Barbara McClellan, Cindy McPherson, Beth McLaughlin, Sheri Milhollin, Carrie Moore, Betty Nance, Susan Oakley, Richard Oliver, Sue Ott, Joan Owens, Gabriel Perez, Sandy Record, Kathy Smith, Suzanne Stone, Brad Thompson, Gayla Todd, Aisha Torrey-Sawyer, Taylor, Willie, Kim Weber.

**Absent:** Martha Barron, Jeannie Bosillo, Jessica Cates, Glenda Clausen, Keri Cyr, Mike Fazli, Ervey Garcia, Lindsay Gastorf, Flo Hill, Mindy Hollan, Leigh Holland, Mary Ruth Jones, Stephanie Key, Julie Lovett, Suzie Mahony, Heather Miller, Cindy Mulkey, Brad Murphey, Dennis Odom, Gabriel Ogidiagba,

Lenelda Pennington, Clyde Ridge, Amanda Sanchez, Totsy Sturm, Julie Taylor, Doris Wallace, Laura Weisbrod.

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**Opening Remarks:** Randy Chambers, Chair, brought the meeting to order and welcomed the assembly. He then thanked everyone for their service this year. Randy also informed the Assembly that Rebecca Glass, who has been a member of Staff Assembly since its inception, would not be returning next year. The Chair then expressed his appreciation of all Rebecca has done and the assembly gave her a large round of applause.

**Guests:** Vice Chancellor for Finance and Administration, Brian Gutierrez, gave a presentation on the budget for Fiscal Year 2012, which begins June 1, 2011. He began by talking about the 8% tuition increase for next fall. This relatively large increase is an indication that the Board of Trustees has a tremendous degree of confidence in TCU and believes that TCU offers a great education and student experience which is highly sought after, and we need to be more competitive with our peer institutions.

The Board of Trustees also continues to support the university through allowing an endowment payout that is larger than it normally would be. Almost all other universities have seen their endowment payouts drop significantly in recent years due to the market downturn, but the Board approved the endowment payout floor in order to continue sustaining the momentum that has been established on campus.

He discussed TCU's transition to the Big East conference, which will be effective July 1, 2012. We hope to create many positive relationships across the campus with other Big East universities. Our tuition and cost of living compare favorably to other private schools in the conference, and we will begin to have many visitors from these schools – faculty, families and athletes – who may consider sending their children to school here.

The majority of the new funds for next year will be directed toward compensation, benefits, financial aid and goods and services. He noted that another way the Board supports TCU is shown in its approval of the 3% merit pool for next year. Several new staff positions will be created in areas that work directly with students, such as the career center. With regards to aid, it is expected that externally-funded aid will decrease next year and we have provided for the reduction by increasing the amount of aid that TCU will provide to its students. Much of the increase in goods and services is for the academic colleges to help them address needs related to a growing student population. He mentioned that the Chancellor's Cabinet will have a retreat in July to address the size of the university in the coming years.

He reviewed recent trends on major benefits expenses, including health insurance costs, which are budgeted to be \$12 million next year. Another significant expense for the university is the cost of providing medical benefits for our retirees; next year's budget for this expense is \$4 million, and the university also has an approximate \$50 million liability on its balance sheet in recognition of future years' expenses.

He also provided an update on capital projects. A summary of projects outlined in the university's facilities master plan that could be built in the next ten years shows that there is a balanced mix of future projects among academic affairs, student affairs, athletics and institutional support. There is still quite a bit of work to be done as outlined in the master plan, and annual operating surpluses are a critical source of funding for these projects. He closed with a review of the football stadium construction, showing total costs to be almost \$150 million. With the exception of \$1.9 million provided from athletic revenues, the entire project is to be paid for with funds raised from donors; approximately \$130 million has been raised to date.

**New Business:** The Chair informed the Assembly that the elections process had been completed and asked the Chair of the Elections committee for a report.

**Committee Reports:** Remaining committee chairs were asked to report on each committee's accomplishments for the year.

**Announcements:** Randy Chambers announced that the next meeting will be held on Tuesday, September 6, 2011. He then invited everyone to a reception, with refreshments, that was set up across the hall and adjourned the meeting.