

Staff Assembly General Meeting

Date/Time: September 6, 2011, 3:30 pm

Location: Dee J. Kelly Chambers

Present: Mary Jane Allred, Lisa Aven, Cynthia Baker, Walter Betts, Drew Brown, Jessica Cates, Randy Chambers, Charme Cone, Carlene Coover, Sherry Crenshaw, Julie Curry, Ervey Garcia, Lindsay Gastorf, Rosa Gomez, Martha Gonzalez, Jim Gribble, Zoanne Hogg, Leigh Holland, Mary Ruth Jones, Zoranna Jones, Jill Kendle, Kristin Kirkpatrick, Jill Laster, Karin Lewis, Joanne Lott, Suzie Mahony, Diana Martinez, Mary Martinez, Beth McLaughlin, Cindy McPherson, Sheri Milhollin, Cindy Mulkey, Brad Murphey, Betty Nance, Susan Oakley, Gabriel Ogidiagba, Sue Ott, Joan Owens, Liz Pettijohn, Sandy Record, Charlene Smith, Kathy Smith, Brad Thompson, Aisha Torrey-Sawyer, Kim Weber, Laura Weisbrod, Nancy Weiser, James Wilder, James Williams, Murielle Wright, Sali Xhakupi

Absent:

Ed Adcock, Judy Altenberg-Cyr, Martha Barron, Terri Cain, Metra Collins, Beverly Cotton, Andrea Heitz, John Hernandez, Angela Kaufman, Stephanie Key, Larry Kitchens, Laurel Overby, Totsy Sturm, Willie Tyler, Doris Wallace, Christopher Wood.

Welcome:

Randy Chambers, Chair, welcomed new and returning members to the first Staff Assembly meeting of the 2011-2012 year.

Guests:

Randy introduced Chancellor Boschini. Chancellor Boschini also welcomed Staff Assembly members and wished them good luck in the coming year. He told the assembly that if they need anything to let him know. The Chancellor spoke about TCU's great class this year and informed the Assembly that the 1900+ freshman class was selected from over 19,000 applicants. He said the campus looks great; the stadium construction is flying along. The Chancellor also informed the assembly of the great renovation job that was done on Erma Lowe Hall and invited everyone to go see it. He informed every one of the upcoming Cabinet retreat and told the assembly that, if they have any ideas, to please email him. The Chancellor then introduced John Buckwalter - Provost at UT Arlington - who is with us this year at TCU. The Chancellor explained that John is here to study us, to learn how another university functions.

The Assembly Chair then introduced Dan Williams, Chair of the Faculty Senate, who also came to welcome staff assembly at the start of the new year. Dan stated that he saw many faces in the chambers he recognized and to whom he felt he owed a great debt. He spoke about "bridging the gap" between Faculty and Staff and invited TCU Staff to this year's Faculty Picnic. Dan informed the group that, this year, Faculty Senate is looking at redesigning the way Faculty are evaluated. He talked about how everything Faculty does is closely aligned with what Staff does and that it takes all of us, working together, to make the university work. Dan thanked the group for everything they do.

Old and New Business:

Chair, Randy Chambers talked about the decline in attendance and emphasized the importance of attending meetings. He also reminded the assembly that it was incumbent upon them to take what they learned in meetings and report back to their constituents. Randy informed the group that, according to the bylaws, if you miss two meetings, you may get a call from the secretary to find out why. If you miss 3 meetings, you need to make a decision. We are not going to pull out a whip, but you all need to make a conscientious effort to attend every meeting.

Randy then informed the group that the Executive Committee sent out several e-mails asking members to select the committees they would like to join. Those who did not respond were assigned to committees. The membership list in your packet shows you which committee you are on and who are your fellow committee members. Randy explained that today the assembly will split into breakout sessions so committee members can get with their chairs to discuss their committee's functions, do some brainstorming, and get some feedback. Afterward there will be time allotted to discuss and list suggested topics, concerns and presenters for this year's meetings. Randy then introduced each chair: (LIST CHAIRS). He told the assembly that Totsy Sturm, Chair of the Elections Committee was not there but Susan Oakley would meet with the committee in her stead. The Assembly then split into breakout sessions by committee.

After the allotted time had passed, Randy resumed the meeting and introduced the remaining members of the Executive Committee: Kim Weber, Chair Elect, Susan Oakley, Parliamentarian, Carlene Coover, Historian, Suzie Mahony, Treasurer and Beth McLaughlin, Secretary. Randy also introduced Jill Laster, Associate Vice Chancellor for Human Resources and Risk Management who serves as Advisor to the Executive Committee.

The Chair then informed the group that we will be taking pictures of Assembly members and that more information will be disseminated in future meetings.

Randy also mentioned that the new name tags were designed to replace the name tents used in past years. He reminded the group to please leave name tags on the table at the end of the meeting. Suzie Mahony, who created the name tags, asked that anyone who did not get a name tag, or anyone needing a change in their name tag, please contact her and she will take care of that in time for the next meeting.

The meeting was adjourned at 5:00 pm.

Staff Assembly General Meeting

Date/Time: October 04, 2011, 3:30 pm

Location: Dee J. Kelly Chambers

Present: Ed Adcock, Mary Jane Allred, Judy Altenberg-Cyr, Cynthia Baker, Walter Betts, Drew Brown, Jessica Cates, Randy Chambers, Metra Collins, Charme Cone, Carlene Coover, Beverly Cotton, Ervey Garcia, Rosa Gomez, Martha Gonzalez, Jim Gribble, Andrea Heitz, Zoanne Hogg, Leigh Holland, Mary Ruth Jones, Zoranna Jones, Jill Kendle, Kristin Kirkpatrick, Joanne Lott, Beth McLaughlin, Suzie Mahony, Diana Martinez, Mary Martinez, Cindy McPherson, Cindy Mulkey, Brad Murphey, Betty Nance, Susan Oakley, Sue Ott, Laurel Overby, Sandy Record, Clyde Ridge, Charlene Smith, Kathy Smith, Totsy Sturm, Brad Thompson, Aisha Torrey-Sawyer, Kim Weber, Laura Weisbrod, Nancy Weiser, James Wilder, James Williams, Murielle Wright, Sali Xhakupi

Absent:

Lisa Aven, Martha Barron, Terri Cain, Sherry Crenshaw, Julie Curry, Lindsay Gastorf, John Hernandez, Angela Kaufman, Stephanie Key, Larry Kitchens, Karin Lewis, Sheri Milhollin, Gabriel Ogidiagba, Joan Owens, Liz Pettijohn, Willie Tyler

Welcome:

Randy Chambers, Chair, welcomed everyone to this month's meeting. September minutes were approved.

Guests:

Randy introduced Catherine Wehlburg and Ed McNertney who spoke about SACS (Southern Association of Colleges and Schools) ten year reaffirmation of accreditation. Catherine and Ed explained that without our accreditation we would lose state funding. There is a peer evaluation system in place, a process where people look at what we do and how we do it. With this accreditation comes a process we have to build in. A lot of work, time and effort are involved and TCU is preparing to host a visiting team from other universities. We have about 90 sets of principles and we have to provide documentation showing we are doing them. There is nothing that we are not already doing; we are probably in compliance with all of them. We demonstrate that by creating documentation which will be reviewed internally, revised, then given to an external reviewer. They will send us a report letting us know where we have demonstrated compliance and where we haven't, and why. We will revise the report again. Then we will have an onsite review. There will be a group creating a quality assessment proposal (QEP). QEP is new. It's an effort on the part of our staff to be sure that we are doing something that we should be doing and working to enhance what we do. We have to come up with a plan that is going to be a minimum of 5 years that will enhance the education of students. We started with two town hall meetings, then a survey. Now we'll try to get people who come up with ideas to work together to come up with preliminary proposals.

Randy then introduced Kathy Cavins-Tull, Vice Chancellor for Student Services who let us know that she prefers to be called Kathy and that she has an open-door policy; we are always welcome to come and see her, as long as she hasn't closed her door for a meeting. Kathy explained that she is an

advocate for what Students need to help them learn more, and will hold them accountable for their behavior, to produce leaders. Kathy explained that she's very concerned about that fact that in 18 months there were 4 suicides – a major wake-up call for us. She is trying to address issues on mental health. When students with mental health issues receive the right support and counseling, they can be very successful. One issue the university is addressing is housing; when they are many people in a small space, it creates stress and conflicts. Getting people the appropriate amount of space is important to Kathy. The university has plans to build additional dorms to address this problem. She also believes students need more spaces for studying and is looking into library enhancements and other ways of addressing this issue. Kathy then took questions from Staff Assembly on a wide variety of issues.

Old and New Business:

Chair, Randy Chambers told the assembly that he continues to be contacted by people who want to bring their personal laptops and other devices on campus and connect to the TCU network. He asked Carlene Coover (Historian) to address this issue. Carlene said that it is being looked into and the requests have been taken seriously.

Committee Reports:

Leigh Holland, Chair of the College Resources committee announced that at 6:30 pm on November 1, in Smith 104b we are having a dinner for you and any high school senior in your life: children, grandchildren, nieces, nephews. Approximately 60 people have already signed up. Leigh also distributed flyers advertising this event.

Charlene Smith, chair of the Professional Development committee reported on the results of their survey. She said "Communication on Campus" came in first and "Etiquette" came in second. She and her committee will be working toward providing a program on Communication on Campus.

Lisa Aven, chair of Committee on Committees reported that, at this time, all positions are filled.

Murielle Wright gave the report for the Community Service committee. She informed the assembly that the committee will be holding "At the Water Cooler" again on October 14th, Flu Shot Day.

Cindy McPherson, co-chair of the Policy and Advocacy committee reported that her committee is researching vacation policies at peer universities.

Announcements and Open Forum:

Susan Oakley announced that there were 4 slots left for the Crucial Confrontations classes coming up from 12:00 – 5:00 pm on October 12, 14, 18 and 20. (You must attend all classes.) If anyone is interested in signing up, please go to HR or contact Susan.

The meeting was adjourned at 5:00 pm.