

STAFF ASSEMBLY GENERAL MEETING MINUTES

Date/Time: February 4, 2014 3:30pm

Location: D.J. Kelly Center

Welcome: Sheri Milhollin, Chair-Elect

December 2013 Minutes

The December 3, 2013 minutes were approved with no corrections. (Greg Blackwell made motion and seconded by Matt Millns)

Chair Aisha Torrey-Sawyer had a last minute work-related emergency.

Guests:

Don Whelan, Vice Chancellor for University Advancement

Don spoke about what the university is working on in regards to fundraising, what is next?

- There is a physical transformation of the campus emphasis.
- The last campaign for TCU ended in May 2012 raising over \$434 million – over half was for facilities.
- \$100 million went to endowment.
- Fundraising: benefits and contributes to the TCU momentum
- New campaign started June 2012 with a 10 year timeline. It will be based on 3 years at a time
 - 1 - \$150 million – Foundation phase – June 1, 2012 - <ay 31, 2015 – time to inform TCU community – to engage community
 - Funding Priorities: People and Programs
 - Scholarships
 - Faculty
 - Academic Programs
 - Facilities
 - Hoping this will be more heavily weighted towards programs/people (40-42%)
 - Alumni contribution is usually about 22%
 - Happy to inform that 78% of Faculty/Staff supports TCU
 - \$127.1 million raised so far from June 1, 2012 – December 31, 2013
 - 26% Alumni contributed – parents about 6%
 - 2016-2018 – Leadership Gift Phase
 - 2019-2022 – Public Phase – Hope to raise about 40%
- The New Campaign for TCU they hope about 75% will go to Academic Programs and Faculty and 25% to Facilities
- Answering a question he indicated that 99% of the time donations are restricted to a particular cause
- The Neeley Business School has a \$100 Building Program
- Any further questions can be addressed to Don Whelan's office.

Old and New Business

Committee Reports

Committees on Committees – a representative for UCAC was chosen

Media & Communications – Working on the Newsletter, website has been tabled for the time being, and will work with Elections Committee on elections video presentation.

Policy & Advocacy – No report.

College Resources- Spring tutoring started February 3rd, meeting for one hour and are in dire need of volunteers... fear not – you need not do tutoring... just be present in case need arises for assistance in other areas.

Professional Development – No report

Community Services – No report

Elections – Need pictures from the various events we have had this year for the Vide for elections. A 60 second video presentation is in the works with help of media & Communications committee. Working on verbiage/photos that will help encourage voting.

Announcements and Open Forum - no comments

Forum divided according to committees to get up-to-date regarding their activities or pending projects.

Meeting adjourned at 4:40pm – next meeting March 4, 2014

STAFF ASSEMBLY GENERAL MEETING MINUTES (Unapproved minutes as of 11/05/13)

Date/Time: November 5, 2013

Location: BLUU Auditorium

Welcome: Aisha Torrey-Sawyer, Chair

Guests: **Steve Taylor, Information Technology**
Jenny Dick, TCU Human Resources, Systems Analyst

Guest: Steve and Jenny brought up the issue of Phishing and 2nd factor Authentication that will soon be part of TCU's enhanced internet security. For one month, emails were tracked and TCU received about 30 million emails, with increased phishing, all need to be aware of said dangers and what to look for. TCU will never send you a link to go back to TCU and enter your User name and password, nor personal ID. On November 20th, TCU will roll out the 2nd factor authentication for those who access TCU off campus or through other than VPN access. It will be required from Faculty, Staff, Retirees and Student employees who try to access employee services. At present, it will be done via cell phone (be sure to have your numbers updated on Employee Self-Service), you will receive a code to enter to have said access. Again it is only if accessing employee services when not on campus or not using VPN. Other options are in the works. More information is to follow via email, TCU Announce and Employee Self-Service.

Old and New Business

October 2013 Minutes

The October 1, 2013 minutes were approved with minor changes/corrections.

Retirees Board – Chairs of SA and Faculty Senate met with their Ad Hoc committee to see about changes on Medicare Part D in regards to medications. A specific survey was sent to all retirees to get information from them about increased costs due to health issues/concerns.

Conversation was on what can be done and changes vs. what can be or cannot be controlled.

More information as it becomes available.

UCAC - No report.

Community Service Committee – service information – will report with Committee reports.

Committee Reports

Media & Communications – Josh Tooley discussed that the next Voice Newsletter will be out soon. Committee Chairs need to pass on information they want publicized. Some new changes may/will be upcoming to the website soon.

Policy & Advocacy – No reports.

College Resources- Kristin Kirkpatrick announced the tonight (November 5th) was the last night of the Fall tutoring session. They had 42 people sign up, but an average of 10 students showed on any given night. They may have to re-visit the fall tutoring option. Next College Resource program will be in February with Tutoring once again.

Professional Development – Lisa Aven and her committee advised Strength Quest Lunch & Learn program will be December 3rd from 11:30am – 1:00 pm in Tucker 139. They will work with Susan Oakley to arrange for sign up via Employee Self-Serve. Max. 40. If you have had this training, please allow those who have not to attend.

Community Services – Cindy Rodriguez presented the Holiday projects we will be involved with. The benefiting non-profit organization this year is the Union Gospel Mission of Tarrant County. We will have a new and/or gently used coats (any sizes) and blankets drive, starting today. There are over 200 people in residence at any given time at the Union Gospel Mission and these are much needed items. Drop off locations on campus are needed. Another project we will be doing which also benefits the Union Gospel Mission of Tarrant County is a toy Drive for their Toy Store. At present there are 43 children in residence, and the age group we will be providing toys for are the newborn-Age 3 group. They already have an Angel tree sponsor. The mission provides a Toy Store for parents to go and “purchase” up to 5 toys per child. Cindy reminded everyone about the Mattel Toy Store Outlet on Meacham Blvd, where TCU employees get 20% off regular prices and from the 1st to the 7th of every month the discount is 30% off. Collection for both drives will be through December 13th. If you would like to volunteer time to help set up the toy store, please contact Cindy Rodriguez at c.m.rodriguez@tcu.edu or call her at X 7830.

Elections- Janet Martin welcomed newest member Kelly Ham, TCU Police.

Announcements and Open Forum-

Jerry Cullum wanted to know status on his past request of possibility of increasing maximum benefits on dental plan (wanted to know who to contact).

Matt Millns and Shari indicated they were locked on amounts for this year but it will be something to look at for benefits starting January 2015. They are ones to contact.

Meeting adjourned at 4:30pm

STAFF ASSEMBLY GENERAL MEETING MINUTES

(Approved minutes w/corrections as of 11/05/13)

Date/Time: October 1, 2013

Location: BLUU Auditorium

Welcome: Aisha Torrey-Sawyer, Chair

Guests: Cory Henderson, United Way of Tarrant County
Tracy Thompson, TCU Human Resources

Guest: Cory Henderson, TCU Alum, gave a video presentation of the United Way program in our community. Cory talked about the different programs that United Way was involved in, such as Early Childhood Initiative, Middle School resources, low income household assistance, and the Health Initiative. The Health Initiative primary objective is the aging community. They also provide Alzheimer's resources, education, and group counseling.

Guest: Tracy Thompson, HR, discussed the upcoming Open Enrollment. She went over procedures for AFLAC, flexible spending accounts, medical and dental. Open enrollment is October 28th –November 15th.

Old and New Business

September 2013 Minutes

The September 3, 2013 minutes were approved with no changes.

Staff Assembly Budget

Cindy McPherson and Aisha Torrey-Sawyer displayed the projected budget and expenditures on the overhead. Various committees have submitted proposed budget needs.

Committee Reports

Media & Communications – Josh Tooley discussed the changes made to the Staff Assembly Newsletter. Received favorable feedback from the new look of the newsletter. Information deadline for October issue is 10/22/13.

College Resources- Matt Millns gave report on the LEAP event. Last year's turnout was about 100 participants, this year 250 people participated. Huge success and offered many thanks for the help that was provided. Kristin Kirkpatrick announced the next event was tutoring provided by TCU students and staff. Starting October 7th, Mondays and Tuesdays, tutoring will be 6-8pm.

Professional Development – Lisa Aven and her committee are working on a Strength Quest training program. Still discussing funding and probability.

Community Services – Karen Bowerman and Sheri Milhollin reminded the Staff Assembly members about the ‘At the Water Cooler’ table at the flu shot event. Sheri thanked everyone for signing up and filling all of the slots.

Policy and Advocacy- Leigh Holland briefly updated that her committee was discussing employees with less than 1 year employment and catastrophic leave. More details as they move forward.

Elections- Janet Martin welcomed newest members Terence Kennedy and Sassan Sahba.

Announcements and Open Forum-

Jerry Cullum wanted to let everyone know about VarsityBuys.com. The website allows faculty and staff to buy software at reduced prices.

Janet Martin asked about faculty/staff having access to WI-FI. Josh Tooley stated that the university is working on the network support for that.

Meeting adjourned at 4:30

Staff Assembly General Meeting Minutes

(Approved minutes as of 10/01/13)

Date/Time: September 3, 2013

Location: D.J. Kelly Alumni Center

Welcome: Ms. Aisha Torrey-Sawyer, Chair

Guests: Chancellor Victor Boschini
Chris Sawyer, Faculty Senate Chair

Guest: **Chancellor Victor Boschini**

Dr. Victor Boschini extended a warm welcome to all members of the Staff Assembly to the new 2013-14 Academic year and reminded all to be sure to support the Chairs of the Staff Assembly and Faculty Senate as they work with the administration. "Make your voice be heard" was his main message. He asked if there were any questions, and none were asked. He wished us success in this new year.

Guest: **Chris Sawyer, Faculty Senate Chair**

Chris recalled his last time at the Kelly Center, and wanted to share something with staff assembly. He reminded us how much the faculty appreciates what the staff does and how it could not do without their help. There is a message – we all have similar concerns, we are striving together to make this the greatest place to work. Faculty Senate will stay in contact with Staff Assembly. He gave a warm welcome and greeting and wishes his best for all!

Old and New Business

May 2013 Minutes

The May 7, 2013 meeting minutes were accepted as presented with no recommendations for changes.

Introduction of members

Introductions were made around the room with name and unit represented. Aisha welcomed Kayla McLain with TCU 360 who will be walking around the room taking pictures and getting some information to share with the TCU community.

Staff Assembly Perceptions and Recommendations Resolution

It was once again displayed on the overhead. Recapped that what it basically means is, if there any changes to be made the Staff, Faculty, retirees and Board representatives would meet before changes were to be considered.

Break into Committee groups

Assembly was divided by committees and allowed about 10-15 minutes to meet and/or revisit what their program will be for the upcoming year and then will report back to the main Assembly.

Committee Reports

- **Media & Communications** – Joshua Tooley was not able to attend, Sheri Milhollin reported that the group had met last week and two sub-groups were formed. First is the design group who will present and decide on what new format to move to in order to update the newsletter. Then there will be the Content group who will be in charge of the actual content/information on the

newsletter. The re-design of the newsletter will be an HTML email format to include links to other information on the website. It was decided the newsletter will be published twice in the fall and spring semesters.

There will be deadlines: September 17 – information deadline – Publish: 23 September
October 22 – information deadline – Publish: 28 October

- **College Resources** - Matt Millns described the purpose of the committee – to bring employees up to date on what to do to attend college. They met two weeks ago, and these are the future events/dates:
 - **September 30 – *What it takes to succeed at TCU- 6:00- 8:00pm*** – Geared toward Middle and High School students, there will be presenters from TCU, TCC Admission offices. BBQ. There will be a form/flyer distributed next week to allow TCU employees to register their qualifying dependent children. It should also be posted on the website.
 - **Starting October 7 – Mondays/Tuesdays - *Tutoring – 6:00 – 8:00 pm*** – Duration: 1 month. Free tutoring for 6-12 grade dependents. There will be TCU students and Staff Volunteers to assist 2 times a week for one month. This program will be repeated in the spring semester as well, due to high response and request
 - ***TCU Tour during Spring break***
 - ***Writing seminar during the summer***

- **Policy and Advocacy** – Leigh Holland was unable to attend and David Grebel reported. The committee will continue to work with Faculty Senate and Retiree group and will keep an eye on the Resolution adopted on May 7, 2013.

- **No other reports from other committees.**

Announcements and Open Forum:

Susan Oakley from Human Resources asked to make an announcement that for the third consecutive year, *The Chronicle of Higher Education* has selected TCU as one of the top universities honored as a “Great Colleges to Work For” institution, and because it scored well in more than four categories, it was also named to the Honor Roll.

TCU was honored in eight of the twelve categories including:

- Collaborative Governance
- Professional/Career Development Programs
- Teaching Environment
- Compensation & Benefits
- Facilities, Workspaces & Security
- Job Satisfaction & Support
- Confidence in Senior Leadership
- Respect and Appreciation

Congratulations, TCU!

The meeting adjourned at 4:35pm.