

Staff Assembly Meeting
(Approved minutes)

December 1, 2015
Dee J. Kelly Center, Cox B&C
3:30 pm

Welcome and Remarks

- **Jay Iorizzo, Chair**, welcomed all and called the meeting to order
- November minutes approved. Shawn Wagner made motion to approve and was seconded by Lori Stowe.
- Jay introduced Kristen Taylor, Director of Employee Relations, TCU Human Resources. Kristen presented on Performance Appraisals and more.

Guest: Kristen Taylor

- What is a performance review? It is an annual opportunity to reflect on past performance and talk about upcoming goals.
- Why does TCU do performance reviews? To have a scheduled process to focus discussion that is hopefully occurring throughout the year.
- What is my role as a manager in a performance review? To compile and prepare documentation that presents a summary of the year in review, schedule and conduct a conversation to talk through strengths and concerns and to make a recommendation for a pay increase based on performance.
- What should I do to get ready for my performance review? You need to gather summaries of your work over the past year and provide your manager with the following: key accomplishments, goals and milestones, what you did well, what you wished you had done better, and your thoughts about next year's work.
- When should I be thinking about my performance review and when should my manager think about my performance review? You both should be thinking about the reviews all year especially NOW. HR offered training to both individuals and managers in November. Submission deadline to HR is Friday, January 29, 2016.
- How are my performance review and my pay linked? The performance review process is designed to occur prior to salary administration opening. The administering of any available merit money is left up to the individual department's discretion for Vice Chancellors final approval on pay recommendations.
- How do staff members provide feedback as part of the performance review? The formal feedback process is determined at the departmental level. HR can help individuals phrase questions. You will need to prepare your thoughts in advance and be prepared for a productive conversation.
- How is the TCU Merit Pool determined? HR provides merit pool data to the Budget Office and UCAC each year. UCAC considers information and then submits a recommendation to the Chancellor's Cabinet at the annual budget meeting in December. The Cabinet determines the Merit Pool taking into account available funds and other budget requests. The Board of Trustees approves the budget including the Merit Pool in April.

- What is the difference between Cost of Living increase and Merit Pool increase? TCU's annual budget for salary increase is designed to link with your performance which makes it merit based. The TCU inflation rate is a lower than the TCU Merit Pool.
- Outside of the merit process, what are other ways that individuals might see pay increases? Promotions, job evaluation/reclassification, and market adjustment are ways to possibly see a pay increase.
- Gathering your information before the holiday break will help insure you are ready for the January review cycle. You can learn more at hr.tcu.edu- search performance. Kristen will share presentation with Jay for Staff Assembly members.

Old and New Business

- Staff Assembly initiated Employee tuition benefit has moved forward through UCAC to the cabinet for approval.
- Employee Emergency Fund and Camp Fire Program (child care programs) have moved forward through UCAC to the cabinet for approval.
- A five percent increase in the Merit Pool has moved forward through UCAC to cabinet for approval.
- Hot Topics list are on your table to view during meeting. If you have anything you would like to add please make a note and leave on the table.
- Bingo with a Holiday Twist

Committee Reports

- College Resources- Matt Millns
 - The committee will meet soon to get ready for the tutoring event. Please look out for an email before the holiday break.
- Elections- Wendy Bell-No changes
- Committee on Committees- Zoranna Jones- No report
- Community Service-Stephanie Key and Shawn Keane
 - Cowboy Santa -Boxes will be picked up December 16th if you have any questions please email Shawn or Stephanie. Look out for an email to all TCU Faculty/Staff.
- Marketing and Communications
 - The Staff Assembly website is up and working, please go to staffassembly.tcu.edu and check it out. You can also access the website through your my.tcu.edu portal.
- Policy and Advocacy-Terence Kennedy
 - The Policy and Advocacy committee will continue reviewing all TCU Leave Policies and will examine the policies for understanding. They will also look at a possible retiree tuition benefit.
- Professional Development-Kathryn Schruba- No report

Announcements and Open Forum

- There were no announcements.

Adjourn: 4:50 Motioned by Murielle Wright and seconded by Walter Betts.