**Staff Assembly Meeting**(Approved minutes)

**October 4, 2016**

**Justin Boardroom**

**3:30 pm**

**Welcome and Remarks**

* **Rodney** welcomed all and called the meeting to order at 3:30
* September minutes approved. Wendy Bell made motion to approve and was seconded by Lori Stowe

**Guest: Michelle Whitely-Human Resources**

* Gave an overview of 2017 Open Enrollment. Benefit Vendor Fair is October 5th in Rec. Center
* Open Enrollment-email blasts will start arriving in inbox and mail. Every employee must log on to My.TCU.EDU and confirm benefits even if everything stays the same or if you have no coverage.
* Blue Cross/Blue Shield will remain the TCU provider. Dental and vision will remain the same.
* Best Docs and Teledoc remain under-utilized.
* TCU is self-funded and employees control their benefit plans
* Changes: Premiums to increase 8%, High deductible plans $1,000 for individual/$1,500 for family.
* UNUM is the new life insurance company. Employees have the option to increase their insurance amount up to $330,000.
* 2 prescription plans: Standard and Buy Up plan will merge and become one. TCU pays 67-80% of drug costs.

More details will come out with the Open Enrollment information. Benefit related videos are on the HR website.

**Guest 2: Todd Waldvogel & Kathy Cavins-Tull**

For the past 18-20 months, committees have been working on the master plan for TCU growth and campus expansion. After the 2009 plan was shelved for further review, the 2016 committees have communicated the need, challenges and variables to move forward with expansion.

* Just as the Commons provided more student space, the movement of students, vehicles, green space, utility improvements and academic buildings have been considered in the new plan.
* TCU can double our space (academic & residential) by rerouting roads, redesigning existing buildings and land acquisitions.
* Some of the changes included: Frog Alley entrance (completed), Greek Village, Worth Hills Parking Garage, Ed and Rae Schollmaier Arena, Neeley School of Business expansion, Fine Arts remodel, renovation of Kelly Alumni Center, and Administration Buildings.

Todd used many slides as he spoke (a lot of information), I have the link to his presentation listed below. This is the data available for public release: <http://www.physicalplant.tcu.edu>

**Committee Reports**

* College Resources- No report
* Elections- Wendy Bell-No report
* Committee on Committees- No report
* Community Service-Flu shots in Rec Center. Starpoint is working with another department for their Trick or Treat.
* Policy and Advocacy-No report
* Professional Development-Marva Wood reported that more details will be released soon.
* Marketing and Communications-No report

**Announcements and Open Forum**

Sheri Milhollin reported on UCAC updates. The Board has approved an emergency fund to be funded by TCU. The Board approved $20,000 annually for this fund.

Merit raises/performance reviews continue to be discussed. Inconsistencies across the university pose many problems. The committee is working to distinguish categories for the review process.

Staff Assembly Endowment: Rodney made a call for a motion to move forward. He will work with Janine Krause (Annual Giving) to write the guidelines for the disbursement of monies once the endowment has reached maturity. The endowment must outline the specific payouts. Suggested that cap/gown and framing of diploma be the primary goal. Once the endowment grows, staff assembly can vote on policy to expand the payout options.

Walter Betts made the motion to move forward with endowment. Marva Wood seconded the motion. Rodney asked for those in favor, opposed and the motion was approved by Staff Assembly members present.

Meeting adjourned at 4:48. Motioned by Walter Betts and seconded by Lori Stowe.