**Staff Assembly Meeting**(Approved minutes)

**November 1, 2016**

**Cox B & C**

**3:30 pm**

**Welcome and Remarks**

* **Rodney** welcomed all and called the meeting to order at 3:35
* October minutes approved. Mary Jane Allred made motion to approve and was seconded by Wendy Bell.

**Guest: Dr. Tracy Rundstrom Williams-Associate Director of Study Abroad**

Dr. Williams gave an overview of the Study Abroad program and the grant that her department has received to expand the program to faculty, staff and graduate students and this will assist in their professional development. She outlined the steps that would be necessary to qualify for a $2,500 grant ($25,000 grant split into 10 individual grants).

The Center for International Studies focuses on Learning About the World and becoming Global Citizens.

* Global Credential-approved for undergrads; 12 hours of course work, International learning activities at TCU and a study abroad or local global learning experiences.
* Faculty/staff/Graduate ideas for grant would likely include teaching/learning opportunities in lieu of course work. Involvement in International learning—staff options to participate in Global Grounds book conversations, Global Reality Course, attend lectures, events and activities. Staff could serve as a shadow to a faculty member traveling to connect with TCU students who are studying abroad.

Dr. Williams is still in the beginning stages and asked for staff feedback. Listed below are some of the Q & A:

Q: Will all courses be available? A: Not necessarily, many courses have prerequisites.

Q: Can Frog Camp count as a stepping stone? A: YES, participation in TCU community is key.

Q: What summer study abroad locations are visited? A: India, Costa Rica, South Africa, Ireland, Switzerland just to name a few and each country has a different focus.

Q: Can courses be an entry point to a degree? A: Possibly

Q: Can we be paid while on a study abroad mission? A: That is the goal but will have to work with HR for guidelines.

**Guest 2: Andrea Nordmann-Chief University Compliance Officer**

Andrea made the introduction on Rules, Laws and Policies that apply to TCU. State and Federal regulations on compliance includes staff, faculty, students and Trustees. Reasons for following Compliance Standards:

* Legal Reasons-Higher Education is one of the most regulated. The number of Federal regulations/laws has dramatically increased over the past 10 years. Increased public scrutiny forces institutions for adhere to strict guidelines. By following set guidelines, TCU will be able to detect and prevent violations.
* Business Reasons-TCU will be able to recruit and retain good employees. The TCU reputation and brand is known around the country. Retaining good employees and having clear guidelines improves our efficiency.
* IT IS THE RIGHT THING TO DO. TCU maintains a culture of respect and transparency and this is a tone throughout the university.

Standards are in place to ensure responsibility. We make sure that standards are communicated, monitor existing compliance efforts, promote compliance awareness, foster a culture of compliance, understand risks factors and identify trends. TCU has 13 Compliance Officers and a hotline for concerns.

These are some of the key topics that are areas of focus:

Title IX/Clery Act/VAWA: Sexual Violence

Cybersecurity

Human Resources (FLSA)

NCAA (Athletics)

Research Administration

**Education and Training**-online modules, ethics and compliance hotline (3rd party monitor) and Title IX Coordinator.

**Risk Management Assessment Group**-Identify, Analyze/Evaluate, Prioritize, Manage/Mitigate, Monitor/Audit are procedures already in place and are reviewed on a continuing basis.

**Policy**-statement of University’s approach to an issue and a guide on governing principals.

**Procedures**-defines implementation of the policy and outlines the steps expected.

**Committee Reports**

* College Resources- Hoping to get College Night in this fall, possibly late November. More details to follow via email announcement.
* Elections- Wendy Bell-No report
* Committee on Committees- No report
* Community Service-Flu shot event was a success. Cowboy Santa will be next, watch for details.
* Policy and Advocacy-No report
* Professional Development-Marva Wood reported that November 17th, 4 Day Weekend will provide the professional development workshop for the fall event. Smith A & B, light lunch at 11:00-11:30-12:30 speakers.
* Marketing and Communications-No report

**Announcements and Open Forum**

Open Enrollment continues. Matt Milns stated that about 800 employees have yet to submit their response**.**

Meeting adjourned at 4:53. Motioned by Mary Jane and seconded by Shelley Lopez.