**Staff Assembly Meeting**(Approved minutes)

**April 4, 2017**

**Justin Board Room**

**3:30 pm**

**Welcome and Remarks**

* **Rodney** welcomed all and called the meeting to order at 3:30pm.
* March minutes were approved. Lori Stowe made motion to approve and was seconded by Mary Jane Allred.
* Distribution of Ballots to vote SGA Resolution 103-07 (Adoption of a Tobacco Free Campus Policy) to all Staff Assembly member present. It was determined we did not have a quorum present and were unable to vote. We will vote at the May meeting.

**Guest: Elyse Menger, Director of Constituent Engagement**

Elyse spoke about the Faculty/Staff Annual Campaign. The official email went out April 3, 2017 to all full time benefits eligible employees. Please encourage your constituents to participate in the campaign. Last year, we had 80 percent participation. Each school, department, or college has a designated person appointed by their Dean. Employees are encourage to participate and do not have to give a specific amount, as it is based on participation. TCU has amazing benefits! It basically comes down to we just love working here! That is the main reason employees participate. You can give online through payroll deduction through my.tcu.edu. You can also designate where you would like your gift to go on campus. If you have any questions, please feel free to reach out to Elyse.

**Guest 2: Aisha Torrey-Sawyer and Dr. Karen Steele, Co-Chairs: Diversity Equity and Inclusion Committee**

Dr. Karen Steele is out sick with the flu, she was unable to attend today.

Aisha reported, the Diversity Equity and Inclusion Committee (DEI) comprises nearly two dozen members of key campus stakeholder groups. The committee’s charge is to develop a vision for diversity, equity and inclusiveness across campus. The DEI Committee will conduct a campus survey this fall to assess bias, identify barriers and review university programs and structures. Survey results will provide further insight into diversity on our campus to ensure the environment we desire will allow everyone to thrive. Additionally, they have several complementary initiatives in place, including the long-standing Gender Equity Committee, which reviews opportunities and challenges among our faculty, as well as the creation of an Inclusiveness Initiative Certificateand the expansion of curricula to engage students in the scholarship of diversity, inclusion and community. Dr. Darron Turner is working with these groups and will be responsible for helping to implement many of the approved recommendations that result from their efforts. His responsibilities also include the creation of a dedicated team that will determine appropriate campus-wide response when acts of bias occur in our community. You can send your questions, concerns, and ideas to [inclusion@tcu.edu](mailto:inclusion@tcu.edu). The email goes to the co-chairs of the DEI Committee.

**Announcements and Open Forum**

Ricardo Avitia requested to speak to Staff Assembly. He spoke about the role as a member on Staff Assembly. He reported that we are nominated by our peers and are given time to participate by the University. He encouraged everyone to go to the TCU Staff Assembly website and read the opening page. He stressed the importance of attending meetings and questioned committees who have not followed up regarding issues. In November there was a question regarding the policy on Personal Leave which is for Non-Exempt Staff. He feels that documentation needs to be presented. He is concerned that this matter has not been resolved. Much discussion followed about the two hours personal leave for non-exempt staff and compliance. Ricardo feels that committees need to be functioning and fully advocate for staff. Rodney announced that HR is working through the details and would either define the leave or it will be removed as a benefit. Another Staff Assembly member brought up a question regarding Maternity leave for Staff vs. Faculty and the fairness between the two leaves. It was stated that Faculty do not receive Sick Leave or Vacation as they are contracted by the University.

**Committee Reports**

* College Resources- No report.
* Committee on Committees- No report
* Community Service- Janet reported, Brown Bag event is scheduled for 5/19/17. We are getting a lot of donations of swag. Keep advertising. Deadline for swag is 5/1/17.
* Elections- Wendy announced, the Staff Assembly and University Committee surveys have been deployed. Look for Division nominating survey soon. If you are interested in holding an office send an email to Wendy Bell, Janet Martin, or Rodney Baker.
* Marketing and Communications: No report
* Policy and Advocacy- No report.
* Professional Development- Mary Jane reported their next event will be “Bystander Intervention: Sexual Violence Prevention on Campus”, presented by Leah Carnahan, Assistant Director of Title IX Advocacy & Education. The event will be on 4/10 from 11-12 Justin Conference Room (includes Spanish translation) and on 4/12 in the BLUU Chambers. You can sign up through HR on my.tcu.edu.

Meeting adjourned at 4:45. Motioned by Eilene Theilig and was seconded by Lori Stowe.