

Staff Assembly Meeting

November 7, 2017

(Approved Minutes)

BLUU Auditorium

3:30 pm

Welcome and Remarks

- **Shawn Wagner, Chair** welcomed all and called the meeting to order at 3:34 p.m. There were 47 Staff Assembly members present.
- **George Steen, SA Member and TCU Police** gave an update regarding the Active Shooter Alert. Thank you to all for your help today. Students saw Staff and followed suit. If you have any feedback or questions please contact one of the following: Adrian Andrews, Robert Rangel, or George Steen. George encouraged everyone to attend the Active Shooter Training November 15, 2017 from 5-6pm in the BLUU Auditorium.

Guest: Kelly Lee, Student Affairs Activity Coordinator

In October TCU hosted the X Ambassadors and we had two mazes for Faculty/Staff/Students. Kelly announced, TCU Holiday T-Shirts are currently on sale until November 15, 2017 and the Tree Lighting will be on November 28, 2017 from 6:30-8:30pm. Johnny Swim will be performing. You can find all this information at the following link holidays.tcu.edu.

Guest: Yohna Chambers, Vice Chancellor, TCU Human Resources

Yohna announced she has completed one year at TCU! HR has added a few new positions to the department. Mariam MacGregor, Director, Employee Engagement & Organizational Strategy. She is currently working on outward faculty development, onboarding "New to TCU", Campus tour- Engage and Embrace, Management Leadership training, and ways to utilize the talent within TCU. Cheryl Taylor, Affirmative Action Officer, works with Policy and Plan Development and is currently rewriting TCU Policies. Natasha Antonetty, HR Recruiter, seeks passive job seekers, she comes from JPS Health Network and has tremendous experience. There is a job opening for a Compensation Analyst in HR, the job has been posted. TCU has purchased a LinkedIn membership to help with recruitment. Natasha utilized LinkedIn with some openings in IT and was very successful.

Q & A

Employees who have been here a while and have experience but not a degree, the system automatically rejects you. Are there any options for this employee?

Yohna said, in some positions yes; however, if a degree is required than no. The HR Compensation Analyst will look at this issue.

HR has purchased Page Up Software and will replace iGreenTree. Page Up is one of the best packages on the market. The software will do the following: on boarding, position description, performance management, and track training. There is an option to purchase succession planning. The committee of fifteen (15) looked at four (4) vendors. HR hopes to roll out the new software this summer.

Compliance Training- Workplace Solutions has been replaced by Everfi. The hope is to roll out the trainings next week. There will only be two (2) modules, these trainings are higher-ed, more engaging, and interactive.

The time clock will be called "Frog Time". The "Frog Time System" will roll out in June 2018 to Student and hourly Temporary employees. Some departments are already using the timeclock and approximately 67% of non-exempt employees use this system. Automated records are easier to keep than paper records. The system will have built in fail safes and your manager/supervisor will approve hours. Manager/Supervisors are gathering data from their users. The device looks like an iPad and the employee can log in with a computer or tablet. The cell phone is currently under consideration as another option for logging in. This system will insure employees are paid for the time they have worked; for example, overtime for the non-exempt employee. Hours worked are only tracked for the non-exempt employee, Federal Law does not require exempt employees to track their hours, they are exempted from overtime. Fair Labor Standards Act defines overtime as hours worked more than 40 in a workweek. Non-Exempt employees that work over 40 hours in a week will either need to have overtime approved by their manager/supervisor or take off during that work week, no time is carried over in to the next work week.

Q &A

Some departments have students working multiple jobs, how will this work with the system?

The system can do scheduling, they are also working on all sorts of scenarios within the system.

Who is gathering the data from the "Frog Time System"?

Employees currently using the system and the manager/supervisors managing the employees' time.

How would a non-exempt employee record time when working an event off campus?

This would be accounted for at the end of the work week with their manager/supervisor.

Is the “Frog Time System” only for the hourly employee?

Initially the system will only be for the hourly employee, will work on rest later.

What if you take the TCU Shuttle and you are late to work? It is not unusual to wait on the shuttle for ten-fifteen minutes.

You can work with your manager/supervisor. Will need to address shuttle delays.

What would a department do with overtime?

The non-exempt employee would either use flex time during the same work week or have overtime approved by manager/supervisor. An example of flex time would be: a non-exempt employee who has worked 35 hours by Thursday the employee would only work 5 hours that Friday. No comp time is allowed, you cannot carry over hours worked over 40 to the next work week. The non-exempt employee would need to be paid overtime, per the Fair Labor Standards Act. This is a Federal Law.

TCU Culture- how do we bridge the culture change?

This would require a slow entry, and is why the initial roll of “Frog Time” is with Student and hourly Temporary employees.

Workforce Data:

TCU has 2,162 full time employees. There are 682 full time Faculty and 1,479 full time Staff. There are 429 employees who are eligible for retirement, 148 Faculty and 281 Staff. TCU pays the following in Premiums: 17.9 million in health insurance, 15.6 million into the retirement system, and 9.4 million in tuition benefits. There are 369 employees or their dependents utilizing the tuition benefit.

HR is currently working on many initiatives.

Creating “Purple Sheets” in the Spanish language for all TCU communication, currently TCU employs over 300 Spanish language preferred employees.

TCU is a Blue Zones workplace. Thank you to all who signed up.

Open Enrollment has finished, as of today only eight employees did not elect insurance. HR will follow up with these employees.

CARES- TCU will withdraw from the consortium on December 31, 2017. This will benefit the University as there was a cost to belong and this will have cost savings. The only change will be your insurance card will no longer have CARES and will have TCU BCBS.

HR is currently working on salary planning. Performance Management evaluations will take place in January, be on the lookout for trainings.

HR will use the Lead On branding. Information sessions on the four Vision In Action (VIA) Goals will be held in Spanish. You can currently view taped VIA sessions on YouTube. Search Lead On TCU.

Shawn Wagner will ask Yohna Chambers for her presentation PowerPoint.

Committee Reports

- Treasurer Report- Chris Hightower gave an update regarding the Staff Assembly budget.
- College Resources- No report
- Committee on Committees – No report
- Community Service – Janet Bryant and Ashley Edwards reported Cowboy Santa’s and Canned Food Drive will begin sometime in November. Watch for the email! Ashley thanked those who signed up to help with the Veterans Luncheon. Also this is the last day to RSVP for the luncheon.
- Elections – No report
- Marketing and Communications – No report
- Policy and Advocacy – No report
- Professional Development – Toni Broussard reported “True Colors®” is scheduled for November 15th from 11:00 – 12:30 at the Kelly Center, Cox B. Lunch will be provided. You must register through the HR training enrollment site. Attendance is limited to fifty (50). Currently, there are fourteen (14) on the wait list. She plans to offer this again in spring. She thanked her committee and Gigi.

Old Business

- October 2017 minutes stand approved as presented.

New Business

Shawn Wagner will obtain the document regarding possible tax impact on tuition benefit. She announced that Mary Jane Allred is no longer with the University and therefore cannot continue as Staff Assembly Secretary. Please email Shawn Wager s.wagner@tcu.edu or Wendy Bell w.r.bell@tcu.edu if interested in running for Secretary by November 17, 2017. The election will be held at the December Staff Assembly General Meeting. Nancy Conway asked about the Catering review and if there had been a decision made; Shawn announced the survey was still open for feedback and that the committee will meet sometime in November.

Meeting adjourned at 4:46pm.