

# **Staff Assembly Meeting**

**February 6, 2018**

(Approved Minutes)

**Kelly Center, Justin Boardroom**

**3:30 pm**

## **Welcome and Remarks**

- **Shawn Wagner, Chair** welcomed all and called the meeting to order at 3:33 p.m. There were 59 Staff Assembly members present and 9 excused absences. A Quorum was declared.
- Shawn congratulated Janet Martin for receiving the Air Force ROTC Southwest Region University Employee of the Year award. This award recognizes civilian administrative assistants and clerical staff who provide significant contributions to AFROTC.

## **Guest: Brad Thompson, Director, Student Affairs**

Brad gave an update on the student activities available to TCU students and reminded the Staff Assembly that we are welcome to stop by his office anytime.

- The Tree Lighting activities on November 28, 2017 were attended by approximately 10,000 students, faculty and staff members, and members of the community. It has become not only a popular TCU event but a Fort Worth event as well.
- Frogs First Family Dinner program continues to be a big success. Last August, 2200 incoming freshman and transfer students were treated to a family style dinner at 80 homes. Brad thanked those involved for their participation.
- Fall of 2018 activities include Family weekend September 28 – 29; Homecoming October 20; Annual Tree Lighting November 27<sup>th</sup>.
- Be sure to visit the What2Do@tcu website ([what2do.tcu.edu](http://what2do.tcu.edu)) for an updated calendar of activities on campus for student.
- theEnd is a semi-monthly Friday night campus event which features bands or comedians as a way to encourage students to stay on campus. Faculty and staff are always welcome to attend. Chris Lane will be performing February 9<sup>th</sup>. In April, comedian Adam Devine will be featured. Visit [what2do.tcu.edu](http://what2do.tcu.edu) for all theEnd events scheduled.

## **Guest: Rodney Baker, University Compensation Advisory Committee (UCAC) Update**

Rodney reported the University Compensation Advisory Committee (UCAC) made the following recommendations to the Chancellor at the January 2018 meeting:

- A merit pool of 4% for faculty and staff during the 2018 salary planning process. After discussion, a merit pool of 3.5% was agreed upon. **This will be recommended to the Board of Trustees by the Chancellor.**
- The creation of a task force to begin the conversation about what will happen after the bridge program for TCU Retirees ends in December of 2019. Two representatives from Staff Assembly will sit on this task force. If anyone is interested in serving, please contact Shawn Wagner. **This will be recommended to the Board of Trustees by the Chancellor.**
- Retiree dependent benefit – a request was on the table to offer tuition benefits to eligible dependents of TCU retirees. **The Chancellor will not recommend this item to the Board of Trustees.** The rationale for this is that the Board is not in favor of the tuition benefit. If we begin to explore options with this benefit the board may decide to delve more deeply into this benefit and the Chancellor is concerned that the current benefit may be negatively impacted.

Other items discussed at the UCAC meeting include:

- Human Resources will present what upgrades they are developing (time clocks, new evaluation forms) as they work through those processes.
- The Provost's office will work on concerns raised regarding adjunct professors such as adjunct pay, benefits, required office-hours, and those professors who work at more than one campus.
- A salaries market data analysis will be done to help with 2019 merit raise recommendations.
- The Compression issue will be dealt with through Human Resources and directors.

## **Guests: Aisha Torrey-Sawyer and Karen Steele, co-chairs Diversity, Equity and Inclusion (DEI) committee**

Aisha and Karen reported to the Assembly about the work of the DEI committee. The committee, which has been in existence just over one year, was brought together to explore solutions to ensure the issues of diversity, equity and inclusion are being addressed at TCU. The charge of the DEI committee is to monitor all existing and future initiatives regarding diversity, equity, and inclusiveness on campus; actively participate in developing a vision for diversity, equity, and inclusiveness that represents the entire campus community; and make recommendations to the Chancellor based on this vision.

The committee identified the issues to address as:

- A need for a campus committee response team to educate individuals on the effect of any insensitivities yet does not take disciplinary action.
- Establish curriculum
- Training which will be multi-dimensional and will encourage any necessary adjustments in the workplace
- Partnering with the Fort Worth community and interact with existing community outreach
- Recruitment and retention of faculty and staff
- Campus culture – study the behaviors (inclusive and exclusive) of the TCU family

As the issues have been identified and discussed, the following recommendations to include in the DEI strategic plan have been made:

- Create a response team. Recently methods to register issues have been set up on Campus Life, Student Affairs, TCU Police, and Title IX websites.
- Create a DEI award
- Ensure that a faculty diversity advocate is in place for each college – currently ½ the colleges have an advocate.
- Develop a post-doctoral fellowship program
- Acquire more data to assist with formulating the strategic plan to include surveys of faculty, staff, graduate students and undergrads and compare that to other universities.

A recent student focus group on DEI issues led by a class of undergraduate students has shown significant recurring themes. The Vision in Action (VIA) team and the DEI committee have been working together and have had great collaboration. As TCU aspires to excellence, it needs to be diverse and multicultural.

Aisha has just been named as the Director of the Diversity, Equity and Inclusion program. Their website ([inclusion@tcu.edu](mailto:inclusion@tcu.edu)) will go live soon. Findings of focus groups and surveys will be reported to Staff Assembly when available. The current confidential staff survey rolled out this week has already got a 26% response rate which is good but Aisha and Karen encourage more staff members to participate.

*The power point presented at today's meeting will be available on the Staff Assembly website as part of these minutes.*

## Committee Reports

- College Resources- Matt Millns
  - Matt reported the committee will be meeting soon to brainstorm ideas for new events as well as working on the regular programs of this committee. College Night is usually held in early May and most likely be scheduled during that month this year. This event helps families begin the process of preparing for college tours, working on college applications, etc. with the help of Admissions, Financial Aid, Human Resources, and representatives from Tarrant County College.
  - A writing class will be held in June facilitated by Dan Williams. This resource for TCU dependents began as a way to help first generation college students.
  - Matt encouraged the members to share their resources and ideas with him or any member of the College Resources committee.
  
- Committee on Committees – No report
  
- Community Service – Ashley Edwards
  - Ashley Edwards thanked everyone who helped with the December collection of items for the Women’s Center of Tarrant County. There was a great response.
  - The Community Service committee will be coordinating with LEAPS to assist with a service project the first weekend in April on campus.
  - The 2<sup>nd</sup> annual Chill Out will be held the Friday after commencement.
  
- Elections -- No report
  
- Media and Communications – Melissa Garza
  - Melissa reminded the assembly to send her any information to be shared and it will be posted to the Staff Assembly website.
  
- Policy and Advocacy – Angie Taylor
  - Angie met with an HR representative – Cheryl Taylor – to present the committee’s concerns about the additional work policy. Cheryl was very receptive and indicated that timing was perfect as HR is looking at all policies and instituting a “sunshine” policy where they review each policy every 2-3 years to check for relevance, legality, and clarity. Cheryl also mentioned that our recommendations were in line with the recommendations made by the consultant that HR had hired. HR was also very receptive regarding the idea of an Ombudsman position, however, this is very much in the infancy stage as we have a meeting with several members of Faculty Senate to discuss further.
  
- Professional Development – No report

## Old Business

- December 2017 minutes stand approved as presented.
- The following revisions to the bylaws were presented to the assembly for approval by Walter Betts and Chris Hightower.
  - A motion was made by Walter to approve changes to Section IV.A.1 regarding members of the executive committee. This change will include the chairs of our standing committees as members of the executive committee. No 2<sup>nd</sup> was necessary as the recommendation comes from committee. **The motion carried.**

### **IV:A.1 Officers**

*The Executive Committee shall be comprised of the Officers of the Assembly: the Chair, Chair-elect, Immediate Past Chair, Historian, Parliamentarian, Treasurer, Secretary, ~~and~~ Assistant Secretary, and Standing Committee Chairs.*

- A motion was made by Chris to approve changes to Section IV.A.3 regarding appointed positions on the executive committee. This change will limit appointed officers from serving no more than three terms. No 2<sup>nd</sup> was necessary as the recommendation comes from committee. There was discussion as to whether the parliamentarian might be exempt from term limits since the position has a special skillset. There was also discussion on the desire to have a good rotation of membership and progression of leadership and not exempt any position. **The motion carried.**

### **IV:A.3 Appointed Positions**

- Parliamentarian: By the first meeting the Chair shall, with the approval of the Executive Committee, appoint a Parliamentarian for the following year from among the elected members. No member may serve more than three concurrent terms in this office.*
  - Historian: By the first meeting the Chair shall, with the approval of the Executive Committee, appoint a Historian for the following year from among the elected members. No member may serve more than three concurrent terms in this office.*
  - Treasurer: By the first meeting of each year, the Chair shall, with the approval of the Executive Committee, appoint a Treasurer from among the elected members. No member may serve more than three concurrent terms in this office.*
  - Standing Committee Chairs: By the first meeting of each year, the Chair shall, with the approval of the Executive Committee, appoint the chairs of each Standing Committee from among the elected members. No member may serve more than three concurrent terms as the chair of a Standing Committee. At the discretion of the Chair, two qualified members may serve as co-chairs of a Standing Committee.*
- A motion was made by Walter to approve changes to Section IV.B, the list of standing committees. This change will include the new Constituency Committee, starting in the Fall of 2018. No 2<sup>nd</sup> was necessary as the recommendation comes from committee. **The motion carried.**

### **IV:B Standing Committee**

#### *d) Constituency Committee*

- A motion was made by Chris to approve an addition to Section V.K, regarding standing committee chair's responsibilities. This addition mirrors other sections in Section V which outline the responsibilities and duties of other members of the executive committee. No 2<sup>nd</sup> was necessary as the recommendation comes from committee. **The motion carried.**

#### **V:K Standing Committee Chair's Responsibilities**

- 1) Lead the standing committee in accomplishing its charge.
  - 2) Convene regular meetings of the standing committee, and report actions back to the Executive Committee.
  - 3) Promptly submit all purchase requests and invoices to the Treasurer.
  - 4) Recommend to the Chair members who are ready for leadership roles.
- A motion was made by Walter to approve changes to Section VI regarding charges to our standing committees. This change updates charges for the Committee on Committees, the Election Committee and adds a charge for the Constituency Committee. No 2<sup>nd</sup> was necessary as the recommendation comes from committee. **The motion carried.**

#### **VI Standing Committee Charges**

B. The **Committee on Committees** represents the interests of the Staff in the structure, functions, and membership of the University Committees, and through the Executive Committee, to nominate members for all University Committees. The committee also **nominates recommends to the Chair** candidates for **appointed** Assembly Offices.

D. The **Election Committee** shall assist with the initiating, publicizing, conducting and tabulating of nominations and results for all necessary elections. **The committee will solicit nominations for elected Assembly Offices.** The chair of the Election Committee shall be the Assistant Secretary.

H. **The Constituency Committee** shall be responsible for maintaining a list of **current employees, assigning constituencies for each member, planning events that foster a sense of community for TCU staff and Staff Assembly, and for welcoming newly hired staff members.**

#### **New Business**

There was no new business to be discussed.

#### **Announcements**

Shawn reminded everyone that there is a lot going on around TCU and to follow What2Do@TCU.

There being no further business, the meeting adjourned at 4:35 p.m.

Respectfully submitted,  
Cindy Coffin