

# Staff Assembly Meeting

October 2, 2018

Kelly Center, Cox B & C

3:30 pm

## Welcome and Call to Order

- **Walter Betts, Chair**, called the meeting to order and welcomed everyone. There were 56 members present, 9 excused absences and 17 members not in attendance.

## Guests

- **Abbey Widick, Student Government Association president**, joined us to give an overview of SGA and also thanked Staff Assembly for connecting and working with SGA as shared governance boards. This year's SGA focus is on mental health, sexual abuse, and diversity. October 22 -26 SGA will observe a Week of Action of support and training to help prevent sexual assault. A resolution was introduced by Chris Hightower which supports the SGA cabinet's *It's On Us* statement. After a motion by Chris that Staff Assembly ratify the resolution and a 2<sup>nd</sup> by Brad Stewart, the assembly approved the motion. Information will be posted on the Staff Assembly website to help publicize and inform the assembly. The Resolution and the Student Government Statement are attached to these minutes.
- **Brad Thompson, Student Activities**, shared the following information:
  - **October 19** Homecoming – Student Activities will combine efforts with Alumni Relations to host Frog Fest outside of King Family Commons. There will be fireworks, food, activities and concerts by Walk the Moon and Josh Weathers. Stadium and Bellaire streets will be closed to vehicular traffic.
  - **October 30** TCU Boo – Fun family activities will take place in the Commons from 5:30 – 7:30 as an appreciation to faculty and staff.
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- **Todd Waldvogel, Associate Vice Chancellor Facilities and Campus Planning**, gave an update on the campus construction, in particular streets in the area:
  - Bellaire Drive N (near McDonald's) should be completed within the month.
  - Wabash – utility work being done which will take a couple of months
  - N. Princeton – closed to vehicular and pedestrian traffic and will not come back for driving but will eventually be pedestrian only
  - N. Greene – ½ of a block is closed to vehicular and pedestrian traffic
- **Christina Elandary, Office of Loyalty Giving** shared an update on Philanthropy Week which will be November 5 -8. This week celebrates the generosity of donors and encourages staff, students and faculty to participate in the annual campaign particularly on Thursday which is "*Thank a Donor Day*". Donors have pledged a \$50,000 contribution if 2000 gifts of any value are received that day. Visit [TCUGivesDay.tcu.edu](http://TCUGivesDay.tcu.edu) for more information
- **Adrian Andrews, Assistant Vice Chancellor for Public Safety**, spoke to the assembly about all the work doing in the interest of public safety on campus. Some of what is being done that is

not always seen by the campus in general include major safety precautions on ESPN's College Game Day (including a SWAT team in place); preparations are already being done for the Christmas Tree lighting where over 10,000 people will be on campus. Meal cards were provided for all the Game Day staff to help as well.

- New safety measures that have been implemented include "Frog Shield", a free mobile app that allows users to quickly and easily contact TCU Police in case of an emergency. Anonymous tips can be sent in through the app. There is a Friend Watch option where friends you choose can be kept up with your locations. Other options will include maps and routes. Adrian asked that we all share this information with our constituents and co-workers.

TCU alert now has 7 emergency messages (down from 44). Which are broken down to 3 emergency responses identified by **LESS** is more:

**LOCKDOWN** – situations such as an active shooter situation

**EVACUATIONS** – situations such as a fire or a gas leak

**SEEK SHELTER** – situations such as severe weather

In the case of an active shooter remember to run; hide if you don't know where the shooter is; or fight when there is no other alternative. Active Shooter training is offered 2 or 3 times a year. All buildings on campus can be locked at one time for the safety of those inside. Flyers will be placed in all campus buildings with safety information. Staff Assembly will post information on its website.

- **Michele Whiteley, Director of Benefits**, informed us that Open Enrollment will take place October 22 – November 2. Everyone is encouraged to attend an information session that HR will offer. Everyone must update their medical insurance benefit and re-elect their FSA/HSA preferences. Dental insurance and vision insurance will roll over without an update. 2019 benefits stay the same however rates are increasing due to what the plan costs TCU as they are self-insured. PPO 80 and the High Deductible options will show an increase in premiums of 3%. PPO 90 premiums will increase by 8.7% and enrollment is closed to anyone other than those already under that plan. Any changes to your life insurance through TCU can be changed at any time.

The Benefits Fair will take place October 3, 2018.

## **Officer and Committee Reports**

- **Chair, Walter Betts**
  - Walter reported that his work with the Lead On committee continues to be a matter of prioritizing the information received by the special groups which met earlier this year.
  - Action items have been developed for all areas from the *Four Questions* activity the assembly did in September. A chart of topics discussed and assigned was distributed to all members. Each month the action items will be reviewed and categorized as *yellow – planning stage; green – in progress; and red – completed*.
  - An ad hoc committee was established with Chris Hightower as chair. Their task is to review the staff assembly orientation process, committee assignments, and information available to them regarding their position on Staff Assembly.
- **Secretary, Cindy Coffin**

- Cindy presented the minutes from the September 4, 2018, meeting. There were no corrections or additions and the minutes stand approved as written.
- **Assistant Secretary/Elections**
  - No report at this time
- **Treasurer, Zoranna Jones**
  - No report at this time
- **College Resource, Aaron Munoz**
  - No report at this time
- **Committee on Committees, Cheryl Cobb**
  - **No report at this time**
- **Community Service, Ashley Edwards**
  - Assignments are being made for those working the Flu Shot Clinic who will be handing out cookies and entering attendees in a drawing.
- **Constituency Committee**
  - The committee will have a meet and greet on October 16 at either the BLUU or Rees-Jones to engage the staff. Information will be sent out soon.
- **Elections** -- No report at this time.
- **Media and Communications** – No report at this time.
- **Policy and Advocacy** – No report at this time.

#### **New Business**

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

Respectfully submitted,

Cindy Coffin, Secretary

