# Staff Assembly Meeting

## September 4, 2018

APPROVED MINUTES

**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**

- **Chancellor Boschini** enthusiastically welcomed the assembly and thanked them for their work. He gave us an update on the search for the new Provost.  Finalists for the positions should be determined in November 2018 with a January 2019 hire date for the selected candidate.  Shawn Wagner, immediate past chair of Staff Assembly, serves on the search committee.

- **Brad Thompson, Student Activities,** will be attending all the staff assembly meetings with updates on upcoming activities for students and the TCU community.
  - **September 22 – 29**  Family Week – 7,000 parents and family members are expected
  - **October 19**  Homecoming – Frog Village will officially open this weekend.  This is the area that will stand in for Frog Alley during the construction of the new east side stadium expansion.  A concert by *Walk the Moon* will take place on Friday night in the Commons.
  - **October 30**  TCU Boo – Colby Halloween will again offer treats as a thank you to faculty and staff and their families from 5 p.m. – 7 p.m.
  - **November 27** Annual Tree Lighting – in addition to the annual lighting of the tree, there will be fireworks, reindeer, food and Johnny Flynn in concert.  Last year over 12,000 attended.

- **Todd Waldvogel, Associate Vice Chancellor Facilities and Campus Planning**, presented what will be the first of this year's monthly reports.  Summer was a busy time and the crews are still working hard on numerous projects.  Here is a rundown of the projects and their status:
  - Fraternity housing is finished except to complete the landscaping.  Todd invited everyone to walk around the area and see what's been done.
  - Kelly Center 2nd floor addition is complete.  Currently the tile is being redone in the Rotunda.  Work on the 1st floor will add more meeting spaces, especially for smaller groups.  All work should be done in November.
  - Frog Alley / Stadium East project is creating a lot of congestion on game days and more is expected later in September when two cranes will be added to the construction work. Hopefully this project will be complete in time for the first home football game in 2019.
  - W. Cantey St. on the east side of campus is now open.  The work on the new Interior Design and Fashion Merchandising building is going vertical.  This project should be complete in the summer of 2019.

- o School of Music Performance Hall construction will cause a dramatic change in traffic patterns beginning next week. Princeton St. will be close and watch for rerouting. Estimated completion date is May 2020.
- o Neeley School is scheduled to open December of 2019. The work is progressing well.
- o Parking: Lot 15 parking lot is a little behind schedule. Lot 12 (Sandage) parking will be lost in December 2018 when construction of a hotel begins. There will be parking on Merida and shuttle service offered to McCart parking. Currently we have 2000 excess parking spaces but in the coming months/years parking will be an issue. A dedicated shuttle coordinator has been hired.
- o Human Resources will move to their new location on Berry (across from the CVS) in early 2019.
- o New Administration Building work has begun with utility work on Berry and N. Bellaire. That should be complete in about a week. In February 2019 the work will begin on the 80,000 sq. ft. tailored office building. This will create a new point of arrival on Berry for visitors. Parking that is currently west of the HR building will be lost. Sadler will convert to an academic space. Completion of the new building is expected to be finished in August 2020.
- o New residence halls will create 300 new rooms similar to those in Hays. These should be ready for incoming students in August 2019. A study is being done on the possible demotion of Tomlinson.
- o Questions & Answers
  - Will there be a new parking garage building? *TCU would prefer not to invest $22M - $32M on a parking garage as studies indicate that the nature of vehicular traffic should change in the next 10 years.*
  - How can the pedestrian crossing be improved at the corner of Bellaire N and Stadium? *When Bellaire N is closed (eventually becoming pedestrian traffic only) this will decrease some of the problems at the intersection. A study for traffic is to be done.*

**Committee Activity**

Assembly members were grouped by the committee on which they serve and they worked on listing their answers to four questions about TCU, Staff Assembly and their committee and to list the conclusions. The questions are *what is right?, what is wrong?, what is missing? and what is confused?* The committee chairs were asked to send the responses to Cindy Coffin and then the results will be reviewed by the Executive Committee. The results will be shared with the general assembly at the October 2, 2018 meeting. *Compilation of results is attached*

**Guest**

- **Greg Stephens, Chair – Faculty Senate** brought greetings from the Faculty Senate and is looking forward to the collaboration and support this year among the TCU governance groups. Currently the Faculty Senate is working on a new class in the core curriculum consistent with the Diversity Equity and Inclusion initiative. The Staff Assembly's recommendation for an Ombuds position at TCU, which the Faculty Senate supports, is now being reviewed in the General Counsel's office. A question was asked of Greg about the establishment of a Testing Center. Greg said this will probably not happen due to space constraints, cost, and a general inconvenience to students.

**Officer and Committee Reports**

- **Chair**
  - o Greg Stephens, Abbey Widdick and Walter are serving on the Lead On Steering Committee which works to prioritize the planning and scheduling of this phase of strategic planning for TCU.
  - o Atta Frog!  This will be a way to recognize and celebrate staff members' who do super things as well as recognizing successes, achievements, good news, etc. by sending them an Atta Frog card from the assembly.  The Constituency Committee is continuing to formulate the plan for putting this into place.  It is suggested that Murielle Wright might be the first recipient for her work on translating the minutes each month as well as having recently translated the Staff Assembly Bylaws into Spanish.
- **Secretary**
  - o Cindy presented the minutes from the May 4, 2018, meeting.  There being no corrections or additions, the minutes stand approved as written.
- **Assistant Secretary/Elections**
  - o No report at this time
- **Treasurer**
  - o Zoranna reminded all the committees to use the funds that have been budgeted for the work they are doing.
  - o
- **College Resource**- The committee will be meeting soon.
- **Committee on Committees** – Cheryl reported that the committee has met several times via email.
- **Constituency Committee**
  - o The list of each member's constituent group is available for those who have not already received it.
  - o The committee hopes to have a template of meeting notes that people can use when sending out their reports to their constituents.
  - o Working on a way to submit Atta Frog recommendations.
- **Community Service-** No report at this time.
- **Elections --**  No report at this time.
- **Media and Communications** – No report at this time.
- **Policy and Advocacy** – No report at this time.

**New Business**

Walter emphasized the importance of the committees and their work.  Everyone is reminded to attend their committee meetings and communicate their work to the general assembly.


There being no further business, the meeting was adjourned.

Respectfully submitted,

Cindy Coffin, Secretary

| Team | What is right? | What is wrong? | What is missing? | What is confused? | Conclusions |
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| Executive | • Staff Assembly exists<br>• Reaching out to our staff community in an intentional way<br>• We have a voice<br>• Represent people from across the University<br>• Collaborate with other governance groups<br>• Involvement is up – engagement on committees<br>• Taking issues from grass roots and moving forward listening/responding/doing<br>• Recognizing staff and individuals and what they're providing<br>• Staff Assembly is part of University leadership team – voice and vote<br>• Provide opportunity for service to the community and TCU<br>• Confirms authentic presence – legitimizes role of staff<br>• Staff Assembly leadership – energy, respect and voice<br>• Gather information and disseminate – communication<br>• *Constituency Committee*<br>• *Dynamic* | • We don't represent everybody – whose voice is not at the table?<br>• Only as strong as our weakest link – accountability<br>• Ambiguous (policies)<br>• Inconsistency between officers, supervisors (raises – not merit or are merit, not tied to evaluation)<br>• Committees don't meet regularly enough or report regularly enough<br>• Expectations change year to year / inconsistent<br>• "Informal TCU" functions in background and impacts staff vs. "formal TCU"<br>• Communication could always be improved<br>• | • More staff recognition<br>• Diversity<br>• Recognition of different roles of staff on campus (breadth and depth). Consistent recognition between departments and colleges and divisions<br>• Opportunities to mingle and connect – networking<br>• Pathway for complaints and critique<br>• Ombudsman<br>• Communication<br>• Stronger voice – more "oomph"<br>• Voice for non-English speakers; language barriers<br>• Technology barriers<br>• Communication between Student Affairs and Academic Affairs<br>• Collaboration<br>• | • Written vs. unwritten; formal vs. informal<br>• Inconsistencies across campus<br>• Communication<br>• Role of Staff Assembly members<br>• | • Work to be done . . . but good foundation<br>• Invisible network<br>• Communication<br>• Diversity and representation<br>• Employee recognition<br>• Inconsistency<br>• |

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| College Resource | • TCU's academic profile is continually improving<br>• The TCU brand is growing more valuable<br>• The Lead On initiative is strategically helpful<br>• There is support for Staff Assembly on campus<br>• Staff Assembly cares for employees and tries to reach all constituent groups<br>• The hands-on activities (tutoring, essay writing workshop, etc.) of the College Resource Committee benefit dependents<br>• The College Resource Committee is knowledgeable about resources available on campus | • Directional signage needed on campus for visitors to facilitate parking<br>• Pedestrian crossings on University should be consolidated | • A telecommuting option should be more prevalent<br>• Succession planning<br>• 2$^{nd}$ shift (& 3$^{rd}$ shift) communications could be improved<br>• Tuition waiver for dependents of retirees | • Visitor parking<br>• College application process for dependents | • TCU is going in the right direction<br>• The College Resource Committee is in a great position to share its resources<br>• There needs to be clarification of how to access Staff Assembly resources (like the network drive, web site information, etc.) |
| Comm. on Comm. | • Allow people to get involved outside of their department<br>• Get updates (monthly) on University happenings<br>   o Refine the communication structure to constituents<br>• Provide resources to entire staff community<br>• Opportunity to meet new people from different departments<br>• Provide social opportunities | • Committees don't always meet<br>• Not allowed to participate<br>• Suggestions not heard<br>• Too many projects that don't come to fruition | • Engagement<br>• Lack of dialogue<br>• Empowerment – lack thereof (feeling)<br>• Not leading initiative | • What is our role?<br>• What is our responsibility? | • 1$^{st}$ meeting – orientation for ALL Staff Assembly Members<br>   o Website<br>   o Purpose of committees<br>• Determine role on entire campus as a group |

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| Community Service | • Trying to make a difference while being cognizant of people's work obligations and schedules<br>• Being supportive of the TCU and Fort Worth community<br>• Making an effort to give back/pay it forward | • All very busy – hard to execute big ideas<br>• Hard to get many volunteers due to work and family responsibilities | • Frequent Communication of events – way too many TCU emails to catch things, new committee members didn't realize they could sign up to help with things last year<br>• Experience – all of the committee is new except for chair<br>• Knowledge of what's expected of us because we are new to staff assembly and committee | • What's our mission?<br>• How does each committee work together/fit with each other? Collaboration opportunities? | |
| Constituency | • TCU connection culture—Building relationships and growing them<br>• Human resources does a good job—good benefits<br>• School spirit/loyalty<br>• The way staff provide service to students<br>• Beautiful landscape—tulip time<br>• Great place to work<br>• Using resources well/stewardship<br>• National positive recognition<br>• Teachers/scholar model<br>• Opportunities for growth<br>   o i.e. Professional development | • Parking on East campus<br>• Decentralized/Siloed<br>• Lower pay grades compared to market standards<br>• Catastrophic sick pay being run by HR (conflict of interest)<br>• Fear of fixing things that already work well<br>• Lack of transparency<br>• Changes are not communicated well<br>• No input for changes to staff impacted | • Do we get campus cash?<br>• Benefits are confusing—HR staff give different answers<br>• Websites<br>   o HR website<br>   o New website, can't find what we need<br>   o People Soft<br>• Intranet for campus communication/info<br>• Prior notice for early release<br>• What rec facilities are available for staff use?<br>   o Ex. Tennis courts, track, etc.<br>. | • Summer flexibility<br>• Standards<br>• Accountability/standards for mangers and staff<br>   o Different standards for different departments<br>• Dining<br>   o Faculty staff dining space/lounge<br>   o Dining space on East Campus—get a cafeteria!<br>   o Swipes for staff at local restaurants (campus cash)<br>• Comp time when we work overtime<br>• Lines between staff who are students is blurry… especially for grad students. For example, if as grad students, they pay fees, why don't they get prints at the library (as students) or access to the rec center for free (as students) | • Balancing communication<br>• Great resources<br>• Consistency and transparency for all policies<br>• Human Resources<br>   o Good benefits<br>   o Need better communication<br>• Need dining/parking but overall good facilities<br>• Interest in being informed in clear formats<br>• Provide options for work/life balance for all, flexible ways to work |

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| Elections | <ul><li>TCU's People</li><li>TCU's Community</li><li>Great place to work for.</li><li>Beautiful Campus</li><li>The equality of Staff Assembly members through the different departments.</li><li>It's productive.</li><li>It helps communicate with all TCU staff.</li><li>It looks out for the TCU community.</li><li>It is effective.</li><li>It is streamlined.</li><li>The members are always on task.</li></ul> | <ul><li>There is not enough parking for TCU community.</li><li>TCU's balance of space is not equal.</li><li>TCU is not as family oriented as it was in the past.</li><li>TCU seems to be headed towards a larger more corporate institution.</li><li>TCU needs more housing for students.</li><li>TCU needs more room for staff.</li><li>TCU needs more diversity.</li><li>TCU is encountering growing pains.</li><li>Staff Assembly needs more consistency.</li><li>Some staff members feel that their departments will not allow them time off in order to serve on staff assembly.</li></ul> | <ul><li>Parking spots</li><li>TCU does not recognize staff members involved in research.</li><li>Departments need strong supervisors.</li><li>Training needed for how to be an effective supervisor.</li><li>Clarity</li><li>Consistency</li><li>Staff Assembly members need more guidelines, especially for new members.</li><li>More compassionate (passionate?) leaders.</li><li>Could use a technology upgrade like iClicker.</li></ul> | <ul><li>The rules (SOP) are either unknown or not there at all. There are differing responses to questions regarding TCU rules.</li><li>There is confusion regarding the overview of TCU's plan for the future.</li><li>Staff members don't know what is expected of them.</li><li>What is the role of Staff Assembly?</li><li>What is a member's role in Staff Assembly?</li></ul> | <ul><li>The community needs to work together as a whole.</li><li>Staff Assembly has consistency and communication challenges to deal with.</li><li>Staff Assembly members need clear, concise guidelines.</li><li>The committee works smoothly now but there is a chance of improvement with the use of technology.</li></ul> |
| Media & Comm. | <ul><li>Inclusion, diversity and modernizing (TCU)</li><li>Network for sharing ideas / good representation (Staff Assembly)</li><li>Website is current / gathering information / a way to connect Staff Assembly (M&C Committee)</li></ul> | <ul><li>Don't receive advance notice as to the committee you're on and/or receive a welcome email from the chair</li><li>Chair should come to all meetings</li><li>Involve everyone even if it means training</li><li>Provide technology training</li><li>How to communicate with constituents</li><li></li></ul> | <ul><li>Missing a committee handbook/notebook so a good foundation can be determined (would include any recaps, past feedback, resources)</li><li>Have at least one past member on committee</li><li>A maintained training manual on what technology is used so anyone can jump in and update info</li><li>Other social media presence</li><li>Landing page for faculty and staff</li></ul> | <ul><li>Lack of knowledge or preparation provided/planned for new people</li><li>Make-up of the committee – should have tech skills or at least inquire what skills members have, past group members</li><li>Confusing on how to make sure tasks are assigned</li><li>How to use all members of the committee</li></ul> | <ul><li>Need to put together a "how to" book</li><li>Chair needs to communicate with the committee members before the meeting</li><li>Review website and give feedback</li><li>Need to have scheduled committee meetings to update/assign/follow up on tasks and prepare for the reports to give in the meetings</li></ul> |

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| Policy & Advocacy | • TCU is cutting edge- Looking for what's better education and facilities<br>• Strive for excellence<br>• Staff build strong communities<br>• Staff facilitates communication amongst with staff<br>• Great Leadership opportunities<br>• Policy has both print and online version<br>• We have a voice in policy<br>• Ombudsman program<br>• Shared governance- not just administrative decisions<br>• Implemented many policy changes- Responsive<br>• Get things done<br>• Bridging exempt/ nonexempt gap<br>• Our publications are in multiple languages<br>• Accessibility is being addressed<br>• | • TCU is difficult to get to work and guests<br>• Parking issues<br>• Growing pains<br>• Terms of service is too long? Others disagree<br>• Staff Assembly could have more participation<br>• Need better attendance at committee meetings<br>• Having a purpose helps | • Need S.A. meeting minutes distributed better so we can get it to our constituents<br>• Better email spam filter<br>• Use TCU announce<br>• Reduce organizational emails w/ intranet<br>• Increase in faculty & staff to match increase in students/facilities<br>• Missing spaces (lag behind enrollment)<br>• Staff Emergency Fund (BNSF Model) | • Will we ever top out on student ID numbers?<br>• Will on-campus residency get moved to upper classman?<br>• Parking equity?<br>• Paying for parking and then not being able to use it on game day?<br>• Why positive correlation between rising price and rising applicants?<br>• Performance appraisals in December to get a raise in June? | • Most of our problems are 1st world problems.<br>• Need a cap on how much we grow.<br>• We want to get deep (take care of what we have), not spread out (keep adding more).<br>• Want to keep campus personal.<br>• What happens if enrollment levels off or declines? |

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| Prof. Develop. | <ul><li>Growing</li><li>Inviting Campus</li><li>Future Oriented/Strategic</li><li>Academic Rigor</li><li>Personal attention for students</li><li>Campus Life</li><li>11.5% Retirement</li><li>Sick time/vacation</li><li>Communication</li><li>Organization</li><li>Tuition Benefits (staff/faculty/dependents)</li><li>Professional development specific for staff vs. faculty</li><li>Feel supported in professional development</li></ul> | <ul><li>Lack of opportunities to promote in area/department</li><li>Career advancement within TCU is lacking</li><li>$=turnover</li><li>Lack of opportunity to count work experience as equal to a degree</li><li>Shuttle/Parking</li><li>Pay rate is too low</li><li>Lack of opportunities for staff</li><li>Timing—some opportunities have been in the summer when a lot of staff take vacation</li><li>Some commitments take too much time</li><li>Lack of opportunities to promote</li></ul> | <ul><li>Staff do not receive Athletics Tickets</li><li>Family/Maternity Leave—must use up vacation and sick leave</li><li>Accountability for alcohol misuse—parents & alumni at tailgates model poor behavior for students</li><li>Testing Center/Tutoring for all—and another note I can't read; I think we discussed Disability Services</li><li>Centralized Advising (Pre-major/some current advisors lack knowledge of core curriculum)</li><li>Lab computers are not on replacement plans and cost too much too replace</li><li>Lack of emergency response/active shooter training for all staff</li><li>Lack of working with minors on campus training that is specific to TCU</li><li>Professional Development</li></ul> | <ul><li>Shuttle/Parking—doesn't always adjust to needs/construction</li><li>Staff expectations by faculty</li><li>For example, certain faculty members expect facility services to set up rooms to be a certain way, even in between classes (what is staff's job vs. faculty)</li></ul> | <ul><li>TCU is a great place to work</li><li>Constantly improving</li><li>Student satisfaction is high</li><li>Good academics</li><li>Lack of opportunities for advancement</li><li>Support from alumni/Ft. Worth is high</li><li>1:1 experience/Approachable and accessible faculty</li></ul> |