

# Staff Assembly Meeting

December 4, 2018

UNAPPROVED 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 41 members present, 7 excused absences and 39 members not in attendance.

## Guests

- **Todd Waldvogel, Associate Vice Chancellor Facilities and Campus Planning**, gave his monthly update on campus construction as follows:
  - Bellaire Drive – Work continues on Bellaire and major changes to routes, access, etc. will be evident in the next month. The visitor's lot will be configured over the holiday. Some of the parking spaces in Lot 9 will be lost. Reserved parking in the lot next to HR will be moved to the parking garage effective January 2, 2019.
  - Stadium expansion – recent rains have set the opening back to the 2<sup>nd</sup> or 3<sup>rd</sup> home game next year
  - College of Fine Arts – good progress being made
  - Performance Hall – Announced that this will be The Van Cliburn Concert Hall at TCU
  - Neeley – also coming along at a good pace
  - HR – will be moving to their new location early 2019
  - Administration building – construction starts next spring
  - Shuttles – a comprehensive plan on shuttle service is being worked on and Todd reminded us that there may be modifications as we go along.
- **Robyn Reid, Social Science Librarian**, gave us a presentation on many things the library offers to staff members. She considered staff the most underserved population on campus. Staff has access to all resources available. Visit [library.tcu.edu](http://library.tcu.edu) and search the many databases available to us including various subscriptions (i.e. New York Times, Wall Street Journal), films, genealogy research, do-it-yourself projects and much more.
- **Lee Tyner, TCU General Counsel**, reported on his first 7 months as the TCU General Counsel. Although he is new to TCU he is not new to higher education having served as general counsel at the University of Mississippi. He advises TCU on legal issues, helps units achieve their mission and is a "connective tissue" on the leadership team. As necessary and with a department's supervisor's knowledge, advice for in-house legal matters are provided by his office. If a department finds they need to seek outside legal advice, he needs to be involved in that process. An example would be a department needing assistance with an EEOC case.

He also helps "write the story" for the University when there is information about TCU which can prevent incorrect or incomplete information being presented or even to prevent the story from being written.

The General Counsel's office much be contacted right away when an employee has received a legal document (summons, subpoena, etc.) or is visited by a law enforcement agency.

One of his main roles is in the area of risk management. He sees the Golden Rule as being the best way to avoid legal issues. He hopes to instill into the TCU culture a "be kind to people" attitude across campus.

### **Officer and Committee Reports**

- **Chair, Walter Betts**
  - The Action Plan established by the assembly will be reported to the Board of Trustees this week. All members are asked to keep the plans in mind as they work through their committee assignments and chart their progress.
  - Release time for Staff Assembly general meetings and committee meetings has been discussed with the Chancellor and he has affirmed his support for that and his expectation that the time off be given to employees. Please contact Walter Betts if there are any problems.
  - Lead On – One more meeting for 2018 is scheduled to continue work on the strategic plan. The committee has met with the Vice Chancellors to follow up with what activity they have had in their areas of responsibility.
  - Atta Frog nomination forms are available for all to pick up and nominate a staff member to be recognized with an Atta Frog card.
- **Chair-Elect, Chris Hightower**
  - No report
- **Secretary, Cindy Coffin**
  - Cindy presented the minutes from the November 6, 2018 meeting. The minutes were approved as corrected (the Professional Development Committee not the Policy & Advocacy Committee is chaired by Leah Stiles).
- **Past-Chair, Shawn Wagner**
  - Two candidates for the provost position remain after one candidate asked to be removed from consideration. The two have completed campus visits, interviews and town hall meetings. A decision on the selection of the provost now rests with the Chancellor.
- **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**
  - No report at this time
- **Constituency Committee, Vanessa Roberts Bryan and Melissa Garza**
  - No report at this time.

- **Media and Communications, John Singleton**
  - No report at this time.
- **Professional Development Committee, Leah Stiles**
  - No report at this time.
- **Policy and Advocacy, Angie Taylor**
  - No report at this time

#### **New Business**

Walter reported that the Board of Trustees has requested representatives to the Board be appointed from each of the shared governance groups. A proposal will be presented to the Board at their spring meeting.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Cindy Coffin, Secretary

