

# Staff Assembly Meeting

February 5, 2019

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 45 members present, 6 excused absences and 39 members not in attendance. A quorum was established. Walter reminded those present to use the nomination form for an AttaFrog award if they have someone to nominate.

## Guests

- **Sam Werschky and Vince Yaegar from Facilities and Campus Planning**, gave the monthly update on campus construction as follows:
  - West Side – Be aware of a great number of trucks off of Pond Drive due to the work being done in that area.
  - Stadium – The work is going great which may bring the work back on schedule. Work will begin soon on a new scoreboard.
  - Residential dorms – Progressing well and plans are to have it open by early August. Where demolition is being done will be a green space.
  - Administration Building – The HR building will be taken down soon. In April the foundation will be laid and the structure will start to go up in May.
  - East Campus – Much of the work in settling down. Parking lots are open on McCart and Merida; the hotel work on Berry and Sandage should begin in a couple of weeks; some spaces in the Neeley building will open this fall including 16 classrooms; construction on the new music center will begin in the summer of 2020; bricks will be placed on the new Fine Arts center this summer.
  - Moudy N – A remodel is planned.
  - Landscape improvement – In the University Intellectual Commons more donor opportunities will be available as well as more green spaces. Current donor items around The Brothers Statue will be enhanced.
  - Safety – A transportation consultant has been hired to review the safety of pedestrian traffic on University. TCU is looking at 3 main crossings along with barriers to help with safely getting people across.
- **Megan Soyer, Assistant Provost's Office**, gave an update on the search for the new deans. Currently an aggressive process is underway to hire deans for Neeley, Harris and Research/Graduate Studies with appointments expected by mid-May. A search firm has been used in the process. Semifinalists will be interviewed between March 1 – 31, finalists in April. The final decision will be Dr. Dahlberg's.
- **Andrea Nordmann, Chief University Compliance Officer and Kristen Taylor, Human Resources Director of Employee Engagement** presented proposed updates to TCU Policy Number 1.001

Affirmative Action and Equal Employment Opportunity. The updates added language to the definition in Section II, Affirmative Action Program as well as Section III, Resources. Section IV, Administrative Responsibility was updated to note the Vice Chancellor for Human Resources or designee is responsible for the administering and interpretation of the policy.

Policy 2.007, Drug and Alcohol Abuse is updated every two years. The updates made mirror the language in the students' policy.

All of these are pending approval. The revisions to each policy are attached to these minutes.

HR brochures were made available with information about the Employee Assistance Program available to all staff. This includes resources on legal assistance (estate planning, family law) and financial coaching, licensed professional counselors, self-guided programs in the area of health and overall well-being. And more. For more information, call 1-800-327-1393 or visit the HR webpage.

- **Darron Turner, Chief Inclusion Officer** gave us statistical information on the number of complaints and reports filed with his office and with the CCRT: Campus Community Response Team. The response team was established to advise the Chief Inclusion Office on allegations of bias-related incidents which have occurred on campus and impact the TCU community. The complaints can be anything from a report of inappropriate language to a report of sexual assault. His office is available for discussion with students, faculty and/or staff if they feel there is a need to report. As part of his Diversity, Equity and Inclusion responsibilities, Dr. Turner is working with the schools and colleges as they develop their own DEI plans and core curriculum.

### **Officer and Committee Reports**

- **Chair, Walter Betts**
  - Lead On Steering Committee has been working on presenting a strategy based on feedback from the TCU community last fall with a deadline for completion in late March. The strategy should be presented to the Board of Trustees this summer.
  - The Action Plan was reviewed and the progress of each committee's work was noted.
  - A report on the Catastrophic Sick Leave Bank was made. In 2018, there were 16 applications and a total of 2527 hours were distributed.
  - 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**
  - Chris shared that elections will be held for next year's officers and asked those who are interested in an elected position to let him know of their interest.
- **Secretary, Cindy Coffin**
  - Cindy presented the minutes from the December 4, 2018 Staff Assembly General 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**
  - No report
- **Assistant Secretary/Elections**
  - No report at this time

- **Treasurer, Zoranna Jones**
  - No report at this time
- **College Resource, Aaron Munoz**
  - The committee continues to plan for the College Writing Seminar and the College Resources night, both to be held later this year.
- **Committee on Committees, Cheryl Cobb**
  - The committee was asked by Kathy Cavins-Tull to recruit two Staff Assembly members to serve on the Fraternity/Sorority Life Internal Review Committee. The request was filled.
- **Community Service, Ashley Edwards**
  - The committee is working on the upcoming Chill Out which will be held in May.
- **Constituency Committee, Vanessa Roberts Bryan and Melissa Garza**
  - All members of the Staff Assembly were reminded to be in communication with their constituency group and keep them informed of what is going on at each Staff Assembly meeting.
  - The committee has scheduled a New to TCU mix and mingle event with any new staff members who have joined the TCU community within the last year and a half. This will be held Thursday, February 7, from 3:30 to 5:00 p.m. Outreach continues to those employees who work non-traditional hours.
  - Melissa Garza will be sending out updated constituency lists and a sample letter/template that can be used by everyone when communicating with their constituents.
- **Media and Communications, John Singleton**
  - No report at this time.
- **Professional Development Committee, Leah Stiles**
  - The next scheduled event will be the end of February or early March.
- **Policy and Advocacy, Angie Taylor**
  - A Resolution on Staff Representation on the Board of Trustees was presented by Angie, a copy of which is attached to these minutes. Upon recommendation of the committee to accept this resolution, the assembly voted unanimously to accept it. It also recommended that the Staff Assembly bylaws be amended to reflect this change. A copy of the resolution will be delivered to the Chancellor's office.

### **New Business**

The next meeting of the Staff Assembly will be March 5, 2019 in the Kelly Center, Cox A & B. There being no further business, the meeting was adjourned.

Respectfully submitted,

Cindy Coffin, Secretary

