## Executive
- Committees & officers should create a notebook (file in shared drive) with timelines & standard operating procedures.
- Chairs should be in frequent communication to the SA Chair / chairs in contact with committees.
- Consistency in following up on tasks assigned.
- Keeping campus personal as it grows (maintain culture) 2.
- Prioritize & balance messages.
- Clearly define committee and office roles 4.
- Ensure that SA members are allowed to attend general & committee meetings, and participate in activities / meeting with supervisors as necessary.

### 4 QUESTIONS

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<th>Executive</th>
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### BYLAWS ACTIONS

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<tr>
<td></td>
<td>Schedule monthly general &amp; executive board meetings.</td>
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<td>Annual review of bylaws.</td>
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<td>Prepare annual report for April Board meeting and Chancellor.</td>
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<td>Program speakers for general meetings.</td>
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<td>Staff endowed fund for dependent graduation expenses.</td>
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<td>Translation of bylaws into Spanish.</td>
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### OTHER BUSINESS

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### Ad Hoc Orientation
- SA FAQs card as part of orientation materials 1.
- Improve SA Orientation process.
- SA mentorships for new members.
- Clearly define committee and office roles 4.

### Comm on Committees
- Clearly define committee and office roles 4.
- Committee memberships: 2 year terms, balance between exempt and non-exempt.
- Communication within SA can be improved.
- Keeping campus personal as it grows (maintain culture) 2.
- Improve campus communication (liaison reports).
- Recognition of staff.
- Pathway for complaints / concerns 6.
- Ombuds.

### Constituency
- SA FAQs card as part of orientation materials 1.
- Communication within SA can be improved.
- Keeping campus personal as it grows (maintain culture) 2.
- Improve campus communication (liaison reports).
- Recognition of staff.
- Pathway for complaints / concerns 6.
- Ombuds.

### Media & Comm
- SA FAQs on website 1.
- Promote website / include human interest and bilingual content.
- Pathway for complaints / concerns 6.
- Ombuds (English & Spanish) on website.

### Policy & Advocacy
- Work with HR to clarify benefits (more information needed) / more up-front notice to reduce gossip about changes.
- Traffic: parking, shuttle and pedestrian crossing issues; signage for visitors.
- Inconsistent practices across campus.
- Appraisal & merit raise consistency.
- Flex time (summer & year-long).
- Pathway for complaints / concerns 6.
- Ombuds.

### Constituency
- Work with HR to clarify benefits (more information needed) / more up-front notice to reduce gossip about changes.
- Traffic: parking, shuttle and pedestrian crossing issues; signage for visitors.
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- Pathway for complaints / concerns 6.
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### Comm on Committees
- Nominate members for university committees.
- Recommend candidates for appointed officers.
- Present plans for programs for TCU employees & dependents.
- College night 5/28.
- Writing Seminar (Summer 2019).
- Freshman tour (March).

### Community Service
- Present plans for community outreach projects.
- Flu Clinic (10/3).
- Veteran’s Lunch (11/14).
- A Very Purple Christmas.
- Reading Frogs Book Drive.
- Chill Out 5/15.

### Constituency
- Maintain constituents lists.
- Plan events that foster a sense of community.
- Welcome newly hired staff (Mix & Mingles 2/7).
- Staff rep on Board of Trustees.
- Alliance for Children training 7.
- Election Day Holiday.

### Media & Comm
- Maintain website.
- Action Plan on Website.

### Policy & Advocacy
- Make recommendations regarding policies, procedures, etc.
- Staff rep on Board of Trustees.
- Alliance for Children training 7.
- Partner Benefits.

### Professional Dev
- Present plan for staff development programs (at least 1 per semester).
- Staff rep on Board of Trustees.

### Complete | Working | Planning | Abandoned

### Other Business

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3/19/2019