

2018 – 2019 TCU STAFF ASSEMBLY ACTION PLAN

4 QUESTIONS							
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
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					
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	Physical Plant Quarterly Meetings
Media & Comm	SA FAQs on website 1	Promote website / include human interest and bilingual content	Pathway for complaints / concerns 6 Ombuds	Bylaws (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	Staff emergency fund

BYLAWS ACTIONS				OTHER BUSINESS			
Executive	Schedule monthly general & executive board meetings	Annual review of bylaws	Prepare annual report for April Board meeting and Chancellor	Program speakers for general meetings	Staff endowed fund for dependent graduation expenses	Translation of bylaws into Spanish	
Elections	Set monthly meetings/cancelled as necessary	Prepare for elections, solicit nominations for officers					
College Resource	Set monthly meetings/cancelled as necessary	Present plan for programs for TCU employees & dependents	College night 5/28	Writing Seminar (Summer 2019)	Freshman tour (March)		
Comm on Committees	Set monthly meetings/cancelled as necessary	Nominate members for university committees	Recommend candidates for appointed officers				
Community Service	Set monthly meetings/cancelled as necessary	Present plans for community outreach projects			Flu Clinic (10/3) Veteran's Lunch (11/14) A Very Purple Christmas	Office Supply Swap 3/27	Reading Frogs Book Drive Chill Out 5/15
Constituency	Set monthly meetings/cancelled as necessary	Maintain constituents lists	Plan events that foster a sense of community	Welcome newly hired staff (Mix & Mingle 2/7)	Fall Break Coffee & Donuts 10/16	Taco Tuesday	Chill Out
Media & Comm	Set monthly meetings/cancelled as necessary	Maintain website			Action Plan on Website		
Policy & Advocacy	Set monthly meetings/cancelled as necessary	Make recommendations regarding policies, procedures, etc.		Staff rep on Board of Trustees	Alliance for Children training 7 Partner Benefits	Election Day Holiday	Handbook for Student Workers Maternity/Paternity Leave
Professional Dev	Set monthly meetings/cancelled as necessary	Present plan for staff development programs (at least 1 per semester)	Tuition Benefits	Learn from each other			

Complete	Working	Planning	Abandoned
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