

## Staff Assembly Meeting

March 5, 2019

### APPROVED MINUTES

Kelly Center, Cox B & C3:30 pm

#### Welcome and Call to Order

- **Walter Betts, Chair**, called the meeting to order and welcomed everyone. There were 38 members present, 20 excused absences and 30 members not in attendance. A quorum was not established. Walter gave an update on the Atta Frog cards that have been sent out this year. A list is attached as part of these minutes.

#### Guests

- **Vince Yauger, Facilities and Campus Planning**, gave an update on campus construction:
  - Bellaire N is now partially closed as construction of the new Administration Building has begun.
  - Worth Hills – construction around Pond Drive has that area partially closed.
  - Stadium – there have been delays because of the recent rains but the crews are working hard to get back on schedule.
  - School of Music – work is continuing and good progress is being made. This project is currently ahead of schedule.
  - Neeley – there will be some areas opening this fall with the balance to be completed by December.
  - Worth Hills – Buildings 4 and 5 will open this fall.
- **Cheryl Taylor, Human Resources**
  - The *Great Colleges to Work For* surveys will be sent to a random selection of 600 staff and faculty on 3/11/2019 and will close 4/6/2019. The responses to the survey are completely confidential and the participants are encouraged to provide honest feedback. TCU has been rated as a top college the last eight years, last year receiving an honor roll recognition. Last year's survey yielded a 52% response rate where 40% is the average.
- **Shannon Marshall, K.C. Mendez, Aracely Rose and Sarah Liles from the Athletic Academic Services Office (AASO)**
  - This group gave a presentation on the work their office does with student athletes sharing AASO's vision, mission and principles. The advisors work as life coaches and mentors helping the student athletes build their tool box to be successful in life not just athletics. Much of this is done by encouraging the students to use resources available to all students and to take responsibility for their education in addition to the work they do in their particular sport. Much of their work is helping them progress toward their degree with an IEP – individual education plan. Learning specialists analyze a student's skill set, prepare learning inventories and provide a profile for the student to build a plan. Each week there are between 600 and 900 tutoring sessions. The plans include expectations for the student athletes to be challenged academically and to *Show Up, Grow Up and Learn*.

## Officer and Committee Reports

- **Chair, Walter Betts**
  - Walter reviewed the current Action Plan for the working committees and noted the progress being made. A blue colored item indicates that it is an item that will not be undertaken this year.
- **Chair-Elect, Chris Hightower**
  - Chris reminded the assembly of upcoming SA elections and asked everyone to consider volunteering for a position.
- **Secretary, Cindy Coffin**
  - The minutes of the February 5, 2019 Staff Assembly meeting were adopted. Minutes can be accessed at <https://staffassembly.tcu.edu/minutes>
- **Professional Development, Sarah Liles**
  - The Money Week information session has been cancelled. A lunch and learn event entitled “Wisdom Share” will be held on April 17, 2019. This will be a time to bring together new staff with experienced staff to discuss working at TCU. This could also include a Q&A session.
- **College Resources, Aaron Munoz**
  - College Resource Night is scheduled for May 28, 2019
  - A writing seminar is planned to help students prepare their college application essays. This will be held on June 8, 2019 from 9am to noon. Dan Williams will facilitate the seminar.
- **Community Service, Ashley Edwards & Philip Dodd**
  - A book drive for new and like-new books for grades Kindergarten through 6<sup>th</sup> grade will be held March 18 – 29, 2019. The books can be dropped off at the Student Development Services office (2<sup>nd</sup> floor of the BLUU) or the Center for Academic Services (Sadler 1022).
  - The office supply swap will be held on March 27<sup>th</sup> from 9 am – 11 am in Rees Jones. More information will be shared through email.
- **Constituency Committee, Vanessa Roberts Bryan and Melissa Garza**
  - On March 12<sup>th</sup> during spring break a BREAKfast Taco Tuesday will be held in the Palko Gallery for all staff from 9 am – 10:30 am courtesy of the Staff Assembly and hosted by the Constituency Committee.
  - A Lunch Buddy program is being developed to bring together TCU staff members. More information will be forthcoming.
- **Policy and Advocacy, Angie Taylor**
  - The P&A committee is currently working on a proposal for summer flex time.
  - A link has been set up on the SA website where concerns/complaints can be submitted. These will be reviewed by a member of the SA Executive Committee.
  - The committee is currently discussing a Staff Assembly endorsement of keeping partner benefits as is; FMLA; time clock usage; updating the Faculty/Staff handbook to address time commitments for staff assembly members to attend meetings and do committee work; and a student worker priority statement.
- **Elections, Wendy Bell**
  - Wendy was unable to be present at today’s meeting so Chris Hightower presented her written report (attached to these minutes). The report details information for nominations for the 2019 – 2020 Staff Assembly as well as elected and appointed positions. Please contact Chris Hightower if you are interested in holding a position.

### **New Business**

- The Executive Committee would like to propose that the Executive Committee approve the general meeting minutes no later than 2 weeks after the general meeting. This will get the information to the membership in a more-timely fashion and will allow the minutes to be posted to the website earlier. Because a quorum was not present, this will be tabled until the April meeting.
- Shelley Hulme, Parliamentarian, is reviewing the bylaws and will make any recommendations for updates at the April meeting.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Cindy Coffin, Secretary

## Atta Frog recipients 2018-2019

- Murielle Wright – translated Staff Assembly by-laws into Spanish
- Allison Kirchner – passed the Academy of Certified Archivists exam
- Cynthia Montes – Wassenich nominee
- Jeffery Waite – Wassenich winner
- Timeka Gordon – IDE award nominee
- John Singleton – IDE award nominee
- David Grebel – for the work organizing A Very Purple Christmas
- Ashley Edwards – for the work organizing A Very Purple Christmas
- Christmas Tree Lighting event team (Student Activities and University Unions)
- Adrian Andrews – for his work on improving security and safety on campus
- Mailing Services
- Facilities Services
- Tracy Hull – reserving meeting space for Staff Assembly
- Joe McDonald – Library Staff Excellence Award
- Dennis Odom – Library Staff Excellence Award

Staff Assembly General  
Meeting March 5, 2019  
Report  
Wendy Bell, Assistant Secretary and Elections  
Chair

The first survey for nominations will be sent out in March after the email from the Chancellor is sent regarding Staff Assembly and University Committees. I have emailed all current Representatives who have a term ending or another term. If you have any questions, please feel free to contact me.

I would like to give you the following information regarding **elected** and **appointed** positions.

1) The following Officers are **elected** by the Staff Assembly Membership at the May General Meeting.

**Chair-Elect**- responsible for assisting the Chair in planning the agenda for Staff Assembly meetings, serve as the Chair of the Staff Assembly in the absence of the Chair, and represent the Staff Assembly within University Committees as appointed by the Chancellor.

**Secretary**- responsible for taking minutes at all formal Assembly meetings, at least one week before the next meeting, distribute the minutes of the previous meeting to all Representatives, take attendance and record it in the minutes, notify Representatives that have missed two meetings during the year and inquire as to the Representative's intentions per the Attendance Policy, receive and present to the Executive Committee any member appeal to remain on the Staff Assembly after three or more absences, and distribute the agenda for any Assembly meeting or special meeting.

**Assistant Secretary/Elections Chair**- responsible for conducting the annual Staff Assembly elections in coordination with the Staff Elections Committee, obtain an official staff list from Human Resources, determine the number of Representatives allocated from each unit of the University, canvas eligible staff members as to their willingness to serve on the Staff Assembly, conduct a survey to gather staff nominations, conduct an election for **each division and, if necessary, a final, runoff ballot, fill vacancies which may occur between elections, and conduct** any other elections required by the Staff Assembly.

If you know of anyone interested in an elected position please have them contact me either via email or telephone.

2) The following Officers/Committee Chairs are **appointed** by the Chair:

Parliamentarian

Historian

**Treasurer**

College Resource

Committee on Committees

Community Service

Policy and Advocacy

Media and Communications

Constituency

More information regarding Committees can be found in the Staff Assembly Bylaws.

Respectful

ly, Wendy

Bell

Assistant Secretary/Elections Chair