

Staff Assembly Meeting

May 7, 2019

APPROVED

Kelly Center – Cox B & C

3:30 pm

Welcome and Remarks

- **Walter Betts, Chair**, welcomed everyone present and called the meeting to order. There were 46 members present and 6 members with excused absences. 17 visitors/incoming members were present.
 - Walter expressed his appreciation for the work of this year's Staff Assembly and their many accomplishments. He stated that his thanks are echoed by the Administration and Board of Trustees.
 - The big poster that was to have been signed by Staff Assembly members and presented to Dr. Donovan was not available.

Elections

- A quorum was established and reported by Shelley Hulme, Parliamentarian. The slate of officers for the 2019 – 2020 Staff Assembly was presented:
 - Chair** – Chris Hightower
 - Chair-elect** – Zoranna Jones and Angie Taylor
 - Secretary** – Wendy Bell
 - Elections/Assistant Secretary** – Philip Dodd

The slate was approved and there were no nominations from the floor

Zoranna Jones and Angie Taylor were each introduced and allowed a few minutes each to present themselves and their goals, staff issues they would like to address as chair. Zoranna touched on her desire that, if elected, the Staff Assembly, as representatives of the staff, be inclusive, representative and that all voices have an opportunity to be heard. Angie if elected would like her term to focus on ways to manage change, FMLA and the consistency of implementing employment policies. The members of the assembly were asked to mark their ballot for either Zoranna or Angie and the ballots were collected for tabulation.

Wendy Bell and Philip Dodd were elected by acclamation.

Officer and Committee Reports

- **Walter Betts, Chair**, reported on the presentation of the Lead On committee's work which was presented to the Board of Trustees with favorable reception. The committee synthesized the information from focus groups regarding the four Lead On goals established by the Board and

came up with three overarching goals: diversity and inclusion; student experience and student support.

- **Chris Hightower, Chair-elect**, reported that the TCU governance groups met earlier today. The Student Government Association has set as their target areas for 2019 – 2020 as honor code and loneliness. Chris hopes the Staff Assembly will focus on the strategic plan, the ombuds position pending with administration, and ways to track resolutions presented by Staff Assembly.
- **Cindy Coffin, Secretary**, presented the minutes from the April 2, 2019 meeting which had been approved by the Executive Committee. A grammatical correction was noted and the misspelling of Vince Yauger's name were noted and will be corrected.
- **Zoranna Jones, Treasurer**, reported that the financial status of the Assembly is good. Two major events which will result in additional expenses for this year are the Chill Out and College Resource Night.
- **Walter Betts, Chair**, announced that the election results for Chair-elect were very close with Angie Taylor being elected. Walter thanked all members of the Assembly for such a successful year. The gavel was passed to Chris Hightower who thanked Walter for his service and leadership this year then presented him with a crystal vase to show the appreciation of all of the members.

Committees Info Session

- **Constituency Committee** is established to develop and strong sense of connectedness among the Assembly members and is in place to help members share information with staff members across campus.
- **Professional Development Committee** works to bring relevant programming and information to staff members. Recent examples are the Wisdom Share workshop hosted by the committee and the cooperative training event on benefits with HR.
- **Community Service Committee** plans events for the Fort Worth community and for TCU. This year they worked on the upcoming Chill Out, a staff appreciation event; helped with the flu shot program; Veteran's luncheon and a book drive for 5-12 year olds.
- **Policy & Advocacy Committee** deals with issues related to employment policies for staff. They research what peer institutions have in place as part of how they determine recommendations for policy updates or changes.
- **Media and Communications Committee** keeps the Staff Assembly website current and helps with the flow of information in both directions move well.
- **Committee on Committees** fills open positions not only on Staff Assembly committees but on University Committees as well. The committee works hard to ensure committees are a good representation of the many divisions and departments on campus and that a person's interest in committees' work is reflected
- **College Resource Committee** works to be sure information is shared with TCU employees which benefit their college-bound dependents through various workshops and information sessions.

- There being no further business the meeting was adjourned and everyone was encouraged to enjoy snacks and beverages to celebrate they year as well as to welcome the incoming members who attended today's meeting.

Respectfully submitted,

Cindy Coffin, Secretary