**Staff Assembly General Meeting**

**October 1, 2019**

**APPROVED**

**Kelly Center, Justin Boardroom**

**3:30 pm**

**Welcome and Remarks**

* **Chris Hightower, Chair,** welcomed everyone and called the meeting to order. There were fifty-seven (57) members present and ten (10) members with excused absences. Three (3) guests attended.

**Guests & Monthly Reports**

* Todd Waldvogel, Associate Vice Chancellor, Facilities & Campus Planning gave the following Capital Projects update.
* The first floor of Neely is open and in use. Courtyard and top floors to open in December.
* Fine Arts building is finished. The School of Music projected completion May 2020 and should be ready for fall 2020.
* AGC Stadium Building should be completed by April 2020.
* Intellectual Commons has improved pedestrian traffic. TCU is working with the City of Fort Worth regarding crosswalk enhancements.
* Administration Building progressing well, should be ready summer 2020.
* Sadler Hall to be renovated.
* Hyatt Place Hotel should be finished September 2020.
* Teresa Abi-Nader Dahlberg, Provost Vice Chancellor Academic Affairs gave a brief update regarding the VIA Lead On-Strategic Plan. This has been a two-three year effort of the TCU Board of Trustees. Provost Dahlberg referenced the priorities for Academic Affairs, these can be found on the Provost website. The main theme will be related to DEI and making the process tangible with a narrowed focus.

The big four are:

* Supporting faculty and integrating DEI into the Core Curriculum. Claire Sanders has been named the Provost’s Faculty Fellow and Inaugural Academic Affairs DEI Advocate.
* DEI Inventory and integration of DEI practices into institutional structures
* DEI messaging as an educational imperative, necessary to fulfill our mission of graduating ethical leaders and responsible citizens in the global community
* DEI integration into PageUp to facilitate faculty and staff recruiting, onboarding, and career development
* David Nolan, Associate Vice Chancellor, Development gave the background on Lead On and how it started. The first phase was the TCU branding initiative, phase two is the VIA Lead On Strategic Plan, and phase three is the Lead On Campaign for TCU. On October 24, 2019 University Advancement will launch a public giving event and on October 25, 2019 will be the Frog Fest Community Celebration. The main theme for the campaign are: people, programs, and endowment. These encompass the strategic plan goals.
* Erin Wilson, Associate Director, Community Engagement Program-Student Services spoke about taking the Lead On service in the community. TCU has had a twenty year partnership with Meals on Wheels. Maleta Hill will be sending out information regarding how to volunteer for Meals on Wheels. Erin asked Staff to lead the way and set an example for the TCU students. TCU day of service will be on November 2, 2019 from 8:30am – 1:00pm. TCU will have students at multiple sites all over the city. Please mark your calendars and plan to attend! Erin will send information to Maleta Hill.

**Officer Reports:**

* **Chris Hightower, Chair,** emailed the history regarding Frog Fountain to all Staff Assembly members. He has been asked by the Board of Trustees about his vision of what TCU would be in the future. If you have any suggestions, please email [c.hightower@tcu.edu](mailto:c.hightower@tcu.edu).

* **Angie Taylor, Chair-elect,** reported that she did not have any updates from the Budget Advisory committee. She passed out the compendium of the Staff Assembly Goals for 2019-2020. If you have any edits, please email [a.d.taylor@tcu.edu](mailto:a.d.taylor@tcu.edu).
* **Walter Betts, Past Chair,** reported in January he will co-chair UCAC. He also spoke about the charge to UCAC from Chancellor Boschini regarding future employee benefits. The current benefits are not sustainable. These will be for **FUTURE EMPLOYEES ONLY** and will not effect current employees. Walter reviewed the points from the working group meeting with Brian Gutierrez. The following are points referenced in the meeting: demographic changes, student debt, capping of tuition increases, and strengthening the endowment. If you have concerns and/or thoughts please let Walter know and he will take them back to UCAC and the small working group.
* **Wendy Bell, Secretary,** minutes from September 3, 2019 were adopted and have been uploaded to the Staff Assembly website.
* **Philip Dodd, Assistant Secretary,** reported he is currently working on some Staff Assembly openings. Stay tuned!
* **Vanessa Roberts Bryan, Treasurer,** no report.
* **Robyn Reid, Historian,** no report.
* **Ashley Edwards, Parlimentarian,** no report.

**Committee Reports:**

* **College Resource Committee**: Matt Milns announced theTuition Exchange Lunch and Learn will be scheduled, watch for information in your emails.
* **Committee on Committees:** No report
* **Community Service Committee:** Maleta Hill reminded everyone about the TCU Flu Clinic on October 2nd. Next month with be the Veterans Luncheon and she will send information regarding volunteering soon. Also, if you are a non-exempt employee you will need approval from your supervisor before signing up for Meals on Wheels.
* **Constituency Committee**: Melissa Garza recognized the following as Atta Frogs for October they are: Sue McClellan-Chancellor’s Staff Award; Timeka Gordan- Wassenich Award; and Zoranna Jones – Ferrari Award. Our first event will be on October 15, 2019- Coffee and Donuts. What your email for a new staff event: Frog Friends.
* **Elections Committee**: no report.
* **Media and Communications Committee:** Diana Combs-Selman working on getting the website updated.
* **Policy & Advocay Committee**: Jennifer Pearson reported her committee has met for the first time. The committee will maintain confidentiality around concerns brought to the committee. Things to be considered need to relate to all staff. The HR website has suspended Faculty/Staff Conflict Resolutions. The team is currently reviewing the policies. If you need help contact the employee relations team at [resolve@tcu.edu](mailto:resolve@tcu.edu) or extension 7790. As a reminder you need to speak with your supervisor before accepting membership on Staff Assembly. If you have any questions or concerns contact [j.pearson@tcu.edu](mailto:j.pearson@tcu.edu).
* **Professional Development Committee:** Sarah Liles reported the committee is planning “How to Communicate with Gen Z”, this should be held in February/March. The fall event “Wellness and Health Benefits” will be in November after the Staff Assembly General Meeting. She will announce the date at the meeting.

**New Business:**

Yohna Chambers, Vice Chancellor Human Resources encouraged everyone to sign up for the Leadership Conference on October 14, 2019. The conference usually fills up fast.

Cheryl Cobb announced Melissa Austin-Weeks through the Alumni office is having a clothing drive for the Center for Transforming Lives. Bring donations to the Dee J. Kelly Center.

There being no further business the meeting was adjourned at 4:30PM.

Respectfully submitted,

Wendy Bell, Secretary