

Staff Assembly General Meeting

December 3, 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-two (52) members present and four (4) members with excused absences. Three (3) guests attended.

Guests

- Brooke Ruesch, Manager of Construction Projects, Facility Planning & Construction gave the following Capital Projects update.
 - School of Music – May 2020 completion date expected
 - Neeley School of Business – currently moving staff into building
 - Renovating first floor lobby of Tandy Hall during winter break through March 2020
 - Hotel Project – Sept 2020 expected completion date
 - Intellectual Commons – additional traffic lights on University over Summer 2020
 - Sadler Hall repurposing project – exploring classroom and departmental moves during Summer 2020
- Kim Adams, Interim Associate Vice Chancellor & Controller
 - Domestic Per Diems – primary purpose for university related travel is to simplify reimbursements process – more straightforward and quick
 - Looking at high or low cost locations for IRS prescribed rate
 - Targeting June 1, 2020 implementation date for new budget year
 - Add this for feedback from constituents
- Chris Stolarzyk, United Way Campaign Update
 - United Way campaign has started, please email your constituents.

Officer Reports:

- **Chris Hightower, Chair**, no report.
- **Angie Taylor, Chair-elect**, no report
- **Walter Betts, Past Chair**, UCAC report: Working group within UCAC brings recommendation to larger body by Jan 2020 and will be voting on proposal in Feb 2020. UCAC Co-Chairs recently reported to Cabinet regarding the merit pool, UCAC recommended 3.5% merit pool.

- **Wendy Bell, Secretary**, minutes from November 5, 2019 were adopted.
- **Philip Dodd, Assistant Secretary**, no report
- **Vanessa Roberts Bryan, Treasurer**, TCU Meals on Wheels is looking for a TCU Department to adopt route for the 2nd or 3rd week of every month. Expect approximately an hour and half time commitment. December 12, 2019 delivery of holiday gifts.
- **Robyn Reid, Historian**, no report.
- **Ashley Edwards, Parliamentarian**, no report.

Committee Reports:

- **College Resource Committee:** Aaron Munoz reported, College tour is in the works.
- **Committee on Committees:** no report
- **Community Service Committee:** Maleta Hill reminded everyone, Faculty/Staff toy drive from December 2 – 13 for Safe Haven. Boxes will be placed in various areas across campus. Please remind your constituents.
- **Constituency Committee:** Melissa Garza reported, she will be sending an updated list of constituents. Atta Frog: Julie Whitt for all her work in the TCU Campaign launch.
- **Elections Committee:** no report.
- **Media and Communications Committee:** Diana Combs-Selman reported, the Staff Assembly website has been updated and changes being made the launch expected by next meeting.
- **Policy & Advocacy Committee:** Jennifer Pearson reported, Email concerns to her or the committee members. The committee is reviewing the catastrophic leave policy. HR will be visiting their next Policy/Advocacy meeting.
- **Professional Development Committee:** no report

New Business: None.

There being no further business the meeting was adjourned at 4:45PM.

Respectfully submitted,

Philip Dodd, Assistant Secretary/Elections Chair