**Staff Assembly General Meeting**

**November 3, 2020**

**APPROVED**

**Zoom Conference Meeting**

**3:30 pm**

**Welcome and Remarks**

* **Angie Taylor, Chair,** welcomed everyone and called the meeting to order. There were a total of 102 attendees, sixty-eight (68) members and thirty-four (34) guests. A quorum was met.

**Guests**

* **Finance Report** – Brian Gutierrez & Tammie Sibley
  + Brian thanked each of us, we’re all in challenging circumstances and he’s thankful for all that we’re doing to keep the campus going for the students.
  + This is Board week – several weighty decisions
    - $65 million in additional financial aid; will help us in a post-pandemic to continue to help families and students; changing age demographics – smaller population of students from which we’ll be recruiting
    - Cost reductions – in November 2019, the Board asked us to find ways to make the university more accessible, increases are not sustainable for students if the value doesn’t increase as well
    - Tuition – probably no increase for the next fiscal year; we are tuition dependent
  + Asked everyone to voice concerns to Vanessa Roberts Bryan and she will bring those to the Budget Committee
  + Question asked to Brian:
    - Will we be looking at budget cuts in the Spring? Our total budget deficit this year is close to $90 million, due to athletics, room and board decisions, etc. Brian does not expect that the modifications that we’ve made will be the same as next year – he’s trying to isolate the one time events. The recurring event is financial aid. We don’t know where the pandemic is going to go, but if we stick to our goal of $65 million and use non-permanent strategies for anything over that.
    - How do you reconcile the fact that TCU is concerned with decreasing applicant pools while trying to raise total enrollment? It’s a question of whether the market will respond. Even with a smaller pool, we’ll be able to attract the students we want, due to our brand.
* **HR/Open Enrollment** – Michelle Whiteley
  + Passive open enrollment this year – if you don’t have any changes, you don’t have to do a thing, those benefits will automatically roll over for you
    - Exceptions – HSA and FSA plans – you are required to re-elect those every year
  + Can make changes to life insurance any time during the year
  + New for 2021
    - Benefits eligible staff members – automatically enrolled in the short-term disability
    - Pharmacy benefit company has been ESI for several years, RX Benefits is our new contractor – uses the same vendor; will get a new card in early December
    - Premiums on medical and dental are changing
      * Medical PPO 80, HDHP and CDHP plans going up 2%
      * PPO 90 – going up 10%
    - In 2022 we will no longer offer the consumer driven plan and will make additional plan changes that will be beneficial for employees
  + If you have a benefit plan, you have the benefit of Surgery Plus – only responsible for paying your deductible
  + BVA – Benefit Value Advisor – if you have any issues, they can help you with that
  + EAP – Employee Assistant Program – have 5 free visits per circumstance
  + UNUM – true open enrollment on long-term disability without having to answer medical questions
  + **Open enrollment closes November 6th at midnight**
* **Chair Updates**
  + Chancellor Meeting Update
    - Time off to vote – two hours (thanks to Drew Brown)
    - Raises came through and received the salary letters
  + Shared Governance Meeting – Staff Assembly, Faculty Senate, SGA, GSS
    - Found a charter in the library that discusses what shared governance is, it stated Faculty Senate, Administratiion and the Board, was only written five years ago
    - Pushing that we get a new declaration revised and updated, expect to get push back from Faculty
  + COVID
    - Planning for Spring
    - No cases contracted on campus
    - We expect bump when students return
    - TCU has ordered 14,000 vacinnations – working out priorities; two shot process; cannot require anyone to get it, voluntary
    - Anticipating fall to be similar to this year, probably not back to normal until spring 2022
  + United Way – email went out this week – shooting for 80% participation, all on-line, if you do it online on your computer you can do payroll deduction

**Officer Reports:**

* **Past Chair -** Chris Hightower – UCAC meeting this Thursday at 3:30, if anyone has any concerns let him know so he can bring it up in the meetingt
* **Chair Elect -** Vanessa Roberts Bryan – primarily working with UBAC, will discuss later in this meeting
* **Secretary -** Cheryl Cobb **-** the minutes from the October 6th meeting were adopted.
* **Treasurer -** Wendy Bell - Budget report given (attached)
* **Historian -** Robyn Reid – no report
* **Parliamentarian -** Glenn Putnam – no report

**Committee Reports:**

* **College Resource Committee**, Matt Burckhalter –
  + College Admission help – 6 college advisors that are willing to help any faculty/staff and their dependents with any financial aid, they are doing this through Thanksgiving break, but the link will stay active; their team speaks 8 different languages. Email sent today, hope to send another email next week.
  + Committee starting to talk about College night for rising seniors
* **Committee on Committees,** Evie Richardson – no report
* **Community Service Committee,** Maleta Hill –
  + Frog it Forward for November – working with TCU Alumni on the Lend a Horned Frog Hand Project
  + Collecting can goods for Thanksgiving – goal of 1,000 cans – if anyone needs a box, let her know. All proceeds will go to the Como Mobile Pantry
* **Constituency Committee**, Marva Wood –
  + staff appreciation Popcorn pickup – held outside Harrison Buidling with social distancing guidelines
  + Planning to hold spring event in March
  + Atta Frogs nominations
    - Gabriella Pineider
    - Amy Schroer
* **Elections Committee**, Philip Dodd – have a couple of positions open due to retirements and stepping down for various reasons – will reach out
* **Media and Communications Committee,** Diana Selman – committee last week, went over newsletter layout
* **Policy & Advocacy Committee,** Mica Bibb – meeting later this week, Andrea Nordman will join them and share new policy
* **Professional Development Committee,** Reggie Jennings – no report

**Old Business:**

**New Business:**

* UBAC Statement (redo this section)
  + Vanessa Roberts Bryan shared the FY 21 and FY 22 Budget Recommendations that were made by the Univeristy Budget Advisory Committee (attached)
  + Need definition of “mission critical”
  + Faculty Senate wrote a response
  + UBAC Statement from Staff Assembly – important to make statement
  + Discussion or comments:
    - Kristen Queen – tone she’s receiving it that this is causing infighting, territorialism, and the community is being pitted against each other. The talk should be about coming together.
    - Caroline Albritton – are there metrics? We need to make hard decisions based on data due to retirements. These conversations should be happening on department and division levels.
    - Kristen Queen commented that we need to look at data with fresh eyes. Just because something doesn’t have a lot of investment, it shouldn’t be overlooked. We should be leaning more into DEI. This HAS to come into the equation; we are already behind. It needs to be data informed and not data driven.
    - Motion passed – will send to UBAC committee for advisement
  + Kristen Queen – worried about staff’s well being right now, no suggestions but we need to be very intentional right now in all we do.

**Announcements:** Next meeting will be on December 1, 2020 at 3:30p.m.

There being no further business the meeting was adjourned at 4:57 PM.

Respectfully submitted,

Cheryl Cobb, Secretary