**Staff Assembly General Meeting Minutes**

**APPROVED**

September 1, 2020

Zoom Meeting

3:30 pm

**Welcome and Guest Speakers**

Called to order at 3:30 – 122 in attendance (72 Staff Assembly members and 50 guests)

* Welcome - Angie Taylor, Chair
* Chancellor – Victor Boschini, Jr.
  + thank you to all staff for all the extra effort that was taken to get the students back on campus.
  + Enrollment - 11,384 students, 9,707 undergrad 1,677 grads; 8.2% increase in graduate students. Enrollment number 2% less than budget number. Only losing $5.5 million in enrollment. Huge leap in financial aid. Discount rate from 39% to 48%; $65 million more in financial aid that we’re spending this year. This will probably be a permanent expense; it’d be difficult to take away in the future. Fallout will be 3-6 years from this pandemic. It has forced us to put our financial aid in line with peer schools.
  + Race and Reconciliation – group looking at history of TCU, how it relates to confederacy, racism and how it affects our campus today. Townhall meeting last week – over 400 attended.
  + Covid-19 update – over 400 cases but our numbers are going down. We have many that will roll off this week. As far as we know all the cases have been contracted through social settings, not academic settings. Zero hospital beds.
  + Future – indoor commencements are out of the question until at least May 2021. It affects us because of the anger of students and parents
    - If we do outdoor graduation, we can only have 25%; 7 graduations!
  + Sadler Hall reshoring to academics
  + Women’s sports – triathlon – held off on that for this year, will do next year $250,000 gift for that
  + Search committees
  + Increased government regulations
  + Aging employee base – it affects the culture of TCU
  + Increased scrutiny on tuition hikes
  + Race relations
  + Prepared for less ACT & SAT – feels it’s biased against poor; students and families are more vocationally than ever before
  + 55 colleges in America have closed their doors permanently since January 1st – more will follow
    - Will put on market those who needs jobs
    - More excellent candidates for the jobs we will have
  + Endowment will be slow to grow in next 3-6 years – we get 5% to spend each year
  + Concerned about mental health of students and faculty/staff
* Vice Chancellor – Human Resources – Yohna Chambers
  + About 330 eligible for VRIP – rollout August 24th; consideration period August 25th – September 25th; once an employee signs their commitment they have 7 days to revoke
    - 36 employees enroll to date
    - Not refilling positions – critical positions may have to be retrained; will not leave services undone, possible temps
    - Can’t say we’ll never have furloughs or layoffs, but have identified with savings on those exiting on their own, that limits having to take drastic measures
    - Hoping for 25% to take advantage of this program
  + Page Up – new hiring tool; performance management; starting to advertise Page Up webinars; super intuitive; work flow built into it
  + Will review jobs, but not until next year
  + Start selection committee training
  + Open enrollment coming up soon
  + No Labor Day holiday for employees, however we do get the Wednesday before Thanksgiving
  + Winter Break – closed Monday, December 21st and return Monday, January 4th
  + Office of Institutional Equity – DEI/Title IX/Title VI/Title VII
    - Sharon Gooding, Director of Institutional Equity
    - Office will take all claims – protected class inequity; they’ll investigate
    - HR will now handle ONLY employee relations – disputes
* Faculty Senate – Sean Atkinson
  + Would love to continue our strong relationship between Faculty Senate and Staff Assembly
  + Mental health – more important than ever this year
  + Periodic review of core curriculum is due
  + DEI added to core – will finalize the committee this week
    - Question – when can we expect this to be in place
    - Registrar will not let them exercise this until they have enough classes on the schedule to facilitate this – start seeing this as core element next summer, but not a requirement for graduation is the registrar’s call
  + AAUP – American Association of University Professors – formalize relationship with them and senate
  + SGA – work with them on health and safety; honor code implemented that was passed last year; pass/no credit system
  + Communication is super important at any time for well-functioning relationship; more important now due to Covid; wants to work on that; encourage people to speak
  + Question about faculty no-confidence
    - Felt they weren’t given a choice – health and safety
    - Issues of transparency
    - Issues of race and inequality on campus
    - Took the vote of no confidence away for now since the faculty were given a choice
    - Aspect of shared governance
  + The spring schedule will come out by the end of this week, important to know for advising
* Chair Updates
  + Holidays – will send out holiday schedule to Staff Assembly members; please forward it to your constituents
  + VIRP
  + COVID – check dashboard, it’s updated daily

**Officer Reports**

* Past Chair – Chris Hightower
  + co-chair of UCAC, meeting tomorrow, will have report next meeting
* Chair-Elect – Vanessa Roberts Bryan
  + budget advisory committee, meeting tomorrow with Brian Gutierrez
    - schedule recurring meetings
    - full understanding of TCU budget model and timeline and educate
    - participate in annual operating budget
    - make recommendations
    - participate in discussion of furloughs and reduction of salaries if necessary
    - goal to have first meeting in September
* Secretary – Cheryl Cobb
  + Minutes – share with your constituents
  + Share zoom link with constituents
* Treasurer – Wendy Bell
  + Haven’t spent any money
* Historian – Robyn Reid
  + Please continue to send Covid stories to special collections
* Parliamentarian – Glenn Putnam – not in attendance

**Committee Reports - Goals**

* College Resource Committee – Matt Burckhalter
  + Met yesterday to discuss goals; committee helps TCU staff to navigate the college system
  + FASFA month
  + Videos of how things work
  + College night next year for Sophomore and Junior families to learn more about TCU
* Committee on Committees – Evie Richardson
  + Been filling both Staff Assembly Committees and University Committees
* Community Service Committee – Maleta Hill
  + First meeting will be next week – will go over goals next meeting
* Constituency Committee – Marva Wood
  + Inform TCU staff members of staff assembly proceedings and communicate on regular basis; paired each member with list and email template or create your own
  + Will also send out unofficial notes on meeting in case of time sensitive
  + Will update staff assembly website to find their representative
  + Hosting two events, one per semester for all staff
  + One person will attend Medical School event to promote Staff Assembly
  + Atta Frogs – what it is and how to nominate
    - Work on digital card, as opposed to hard card we used to send out
    - Angie doing videos at this time
    - August
      * Cheryl Taylor – making over 400 masks by hand
      * Sean Taylor – keeping us all safe
      * Campus Police/Volunteers/Residence Life – helping move 13,000 cars for move in
* Election Committee – Philip Dodd
  + Oversees election process and officers (4 members)
  + Ensure that people are more informed about the process
    - Hold information session
    - Create marketing campaign that highlights current members and promoting opportunity
    - Provide more information to those who have been nominated or running for executive committee or general membership
* Media and Communications Committee – Diana Combs-Selman
  + Responsible for promoting Staff Assembly events and creating staff assembly website
  + Promote Staff Assembly to a wider audience
  + Newsletter content
  + Create more engagement with website and web traffic
  + Create a form on the website to give a shout out to others, not a committee nomination process, just giving recognition that they deserve
  + Atta Frogs will be on the website next week
  + Andrew Arvay, co-chair
  + General Assembly minutes are in English and Spanish and on the website
* Policy and Advocacy Committee – Mica Bibb
  + Makes recommendations as they relate to staff
  + Add a couple of questions to survey that goes out in spring
  + Want representation on Page Up system
  + Remain flexible as things come in
* Professional Development Committee – Reggie Jennings
  + Want to do 2 events a semester
  + Provide professional opportunities
  + Culturally based trauma September 17th
  + Professional development articles, podcasts, etc. on website
  + Having a quote of the week on TCU Today – positive motivation
  + Please share training with constituents and others on campus
  + No DEI committee updates – first meeting next week

**Old Business**

* DEI Self-Assessment Results Presentation
  + will record that presentation and post it on website and will discuss at next month’s meeting

**New Business**

* DEI Committee Liaison – Reggie Jennings

**Announcements and Hot Topics**

**Adjourn**

Meeting adjourned at 4:58 pm