**Staff Assembly General Meeting**

**April 6, 2021**

**APPROVED**

**Zoom Conference Meeting**

**3:30 pm**

**Welcome and Remarks**

* **Angie Taylor, Chair,** welcomed everyone and called the meeting to order. A total of 79 individuals were in attendance, 59 members, and 20 guests.

**Guests**

* Core Competencies – Pam Hartwell & Kristin Taylor, HR
  + Staff Performance & Success Program
    - A holistic approach to HR management
    - Based on success – HR mission is to serve as champions for employees success
    - For full and part-time employees – not temporary employees at this time
    - PageUp Performance Module Implementation
      * Started last summer; full launch March 2021
    - Resources
      * TCU’s Mission & Values
      * Previous Appraisals
      * National Association of Colleges and Employers (NACE)
      * Office of Diversity & Inclusion
      * Staff Feedback & Evaluation Module Testing Team
      * University Cabinet
    - Mapping Process – attempting to be more in-depth and inclusive; what we do is important but how we do it is more important; future-oriented and a willingness to learn - growth
      * Old - Performance Standards – oral and written communication; job knowledge; problem-solving; relationships; N/A; accountability (applicable for supervisors)
      * New, current measures - Core Competencies – communication; job knowledge/skill application; critical thinking/problem solving; teamwork/collaboration; diversity, equity & inclusion; responsibility & integrity
    - Benefits
      * Establishes expectations
      * Focuses on University mission and values
      * Provides consistency in measurement
    - 2021 Program Overview
      * Dates:
        + Goal setting and planning – March 15
        + Goal check-ins and feedback – May 31 & August 30
        + Self-evaluation – November 1
        + Manager rating and meeting – November 29
        + 2021 cycle ends – January 31, 2021
    - Additional Resouces
      * LinkedIn Learning: my.tcu.edu
      * Performance Management website: <https://hr.tcu.edu/employee-services/manager-toolbox/performance-management/>
      * Email: [HRPerformanceManagement@tcu.edu](mailto:HRPerformanceManagement@tcu.edu)
    - HR is translating everything to Spanish
  + Questions
    - Open to reaching out in other ways – if you have any suggestions please contact them; trying to communicate to all, they encourage all feedback
* Race & Reconciliation Initiative – Dr. Frederick Gooding, RRI
  + April 21, 2021 – A TCU event nearly 150 years in the making – Reconciliation Day will offer the TCU family a chance for reflection, new knowledge, and fellowship.
    - Held between Mary Couts Burnett Library and the Clark Brothers statue
    - Live performances at 11:00 followed at noon by the sharing of some of the RRI discoveries from the past year
    - 1:00 pm – commemorate healing and journey forward with a celebration
    - WEBSITE: <https://www.tcu.edu/race-reconciliation-initiative/index.php>
    - PODCAST: <https://anchor.fm/tcurri/episodes/Reconcile-This-ep2mp6>
* Sexual Assault Awareness Month – Leah Carnahan, CARE
  + A resolution will be presented later in the meeting
  + Denim Day, April 28, 2021 – would like a strong faculty/staff report
  + Reporting from Campus Commons – 1,787 lawn flags to represent the student population
    - 26% of female will experience sexual assault while in college
    - 7% of male will experience sexual assault while in college
    - White flag for the transgender population
  + Women’s Center selling shirts for a fundraiser
    - <https://www.womenscentertc.org/>
    - <https://www.focusdailynews.com/womens-center-of-tarrant-county-brings-awareness-with-campaign-to-turn-tarrant-teal/>
    - <https://www.womenscentertc.org/victory-over-violence-hope-starts-here-campaign/>
  + Instagram for TCU Campus Advocacy, Resources & Education @tcu\_care
* Chair Updates
  + SAAM Resolution (see attached)
    - Staff Assembly unanimously voted to approve this resolution
  + Chancellor Meeting Update
    - Vaccine – update your status – send Sean Taylor an email if you’ve received the vaccine not through TCU so the University is aware
    - Board of Trustees meeting this week
  + Past Presidents’ plaque was found during the cleanup of the Staff Assembly office when moving. It’s very outdated, will be updated and placed in Harrison.
  + Proclamation from SGA to thank the staff for keeping students safe during a winter storm (see attached)

**Officer Reports:**

* **Past Chair** –
* **Chair-Elect** - Vanessa Roberts Bryan – no updates –
  + let her and/or Philip Dodd know if you want to serve on the executive committee
  + Congratulations to Dr. Erin Wilson – defended her dissertation last night!
  + Anyone who has a graduate student in their office – this is Graduate and Professional Student Week
* **Secretary** - Cheryl Cobb -the minutes from the March 2, 2021 meeting were adopted.
* **Treasurer** – Wendy Bell –– Constinuecy Committee spent $533.07 for Taco Tuesday we currently have a balance of $5,497.28
* **Historian** – Robyn Reid – no report
* **Parliamentarian –** Glenn Putnam - no report

**Committee Reports:**

* **College Resource Committee**, Matt Burckhalter
  + Still in the process of planning College Resource Night – TCU/ TCC and University benefits
  + Had to push back from April to May, will inform campus when they have the date; will do the date virtually
  + Will receive information from Admissions
  + In-person tours and possibly a take-home dinner
  + Perfect for those who have Sophomore, Juniors or Seniors
  + Always willing to help with FASFA or any other issues – email Matt or Angie
* **Committee on Committees,** Evie Richardson – no report
* **Community Service Committee,** Maleta Hill –
  + Chill Out will be held in May
  + Covid 19 Vaccination Clinic has obtained all the volunteers they need
* **Constituency Committee**, Marva Wood - no report
* **Elections Committee**, Philip Dodd
  + Elections are upcoming – encourage members to talk to other people who are staff on campus and urge their interest in serving on Staff Assembly
  + If you are interested in returning, let Philip know by Thursday at 5:00 so you can be on the ballot
  + If you have any questions, please contact Philip
  + If you’re interested in serving on the Executive Committee, let Philip, Vanessa, or Angie know
* **Media and Communications Committee,** Diana Selman
  + Three videos are up on StaffAssembly.tcu.edu – at bottom of page
  + Please share videos with constituents
  + Thank Joe LeConte for helping with videos
  + Link at the top of the website for Professional Development -
    - Presentations on the website to view at any time
* **Policy & Advocacy Committee,** Mica Bibb
  + Call back policy on how people should be paid when asked to return to campus when not scheduled.
    - TCU has a practice of paying people a minimum of 4 hours in these situations, but the premium pay policy (5.0001), doesn't outline that. When questioned HR stated they will be updating this summer
    - This will help with inconsistency
* **Professional Development Committee,** Reggie Jennings –
  + Collaborate with other committees on networking event in May
  + LinkedIn Learning – my.tcu.ed – Employee Portal – icon for LinkedIn Learning

**Old Business:**

* Atta Frog Recipients – none submitted for this month

**New Business:**

* Changes to University Compensation Advisory Committee (UCAC), University Budget Advisory Committee (UBAC), and Diversity Equity and Inclusion (DEI)
* UCAC
  + Current
    - Calendar Year
    - Co-Chairs
      * Immediate past chairs Faculty Senate and Staff Assembly
    - Membership
      * Past co-chairs
      * Chairs of Faculty Senate and Staff Assembly
      * 9 faculty
      * 9 staff
      * President of Retiree Association
      * Past President of Retiree Association
      * 1 additional retiree
  + Change
    - Academic Year
    - Co-Chairs
      * 1 Faculty/1 Staff chosen by the body
      * Be on UCAC for 1 year
    - Membership
      * 1 rep each from Faculty Senate, Staff Assembly, and Retiree Association
      * 4 faculty
      * 4 staff
* UBAC
  + Current
    - Academic year
    - Co-chairs
      * Chair-elect of Faculty Senate and Staff Assembly
    - Membership
      * 5 faculty
      * 4 staff
      * 1 student
  + Change
    - Academic year
      * Co-Chairs
        + 1 Faculty/1 Staff chosen by the body
        + Be on UBAC for 1 year
    - Membership
      * 1 rep each from Faculty Senate and Staff Assembly
      * 4 faculty
      * 4 staff
      * 1 student
* DEI
  + Current
    - Academic Year
    - Co-Chairs
      * 1 Faculty/1 Staff appointed or chosen
    - Membership
      * 7 faculty and 1 Faculty Senate representative
      * 7 staff
      * 1 graduate student
      * 1 undergraduate student
  + Change
    - Academic Year
    - Co-Chairs
      * 1 Faculty/1 Staff appointed or chosen
    - Membership
      * 6 faculty
      * 6 staff
      * 1 representative each from Faculty Senate and Staff Assembly
      * 1 graduate student
      * 1 undergraduate student

35 voted yes – many had already left the meeting, so we didn’t have enough to vote/pass

**Announcements and Hot Topics**

* Diana Selman – Student Affairs Tik Tok (@tcustudents) – can highlight programs and events taking place on campus
* Caroline Albritton – Neeley project collegiate recovery community – Frog Funding Campaign
  + <https://frogfunding.tcu.edu/p/FrogsinRecovery/>
  + Feel free to share – part of their project – Senior Legacy
* The next meeting will be on May 4, 2021, at 3:30 pm

There being no further business the meeting was adjourned at 4:56 pm.

Respectfully submitted,

Cheryl Cobb, Secretary

"A Resolution to Declare April as 'Sexual Assault Awareness Month and April 28, 2021, as 'Denim Day' at Texas Christian University"

Whereas: The United States Government has declared April as "Sexual Assault Awareness Month" and Peace Over Violence has declared April 28, 2021, as "Denim Day," and

Whereas: Every two minutes, somewhere in America, someone is sexually assaulted, approximately 1-in-5 women are sexual assaulted during their lifetime, and youth under 18 account for about 44% of all reported assaults, and

Whereas: At least 25% of women experience sexual harassment in the workplace, about 75% of harassment victims experience retaliation when they reported it, and

Whereas: With proper education on the matter and comprehensive prevention projects, sexual violence and its traumatizing effects are preventable, and

Whereas: “Sexual Assault Awareness Month” is intended to draw attention to the fact that sexual violence remains a serious issue in our society, and

Whereas: “Denim Day” also brings awareness towards sexual assault prevention and education, standing with survivors by wearing denim on April 28th, 2021, and

Whereas: The members of the Staff Assembly at Texas Christian University strongly support the efforts of the TCU Campus Advocacy, Resources & Education Office to educate persons on campus about the true impact of sexual harassment, abuse, and assault in our global community; therefore,

Let it be proclaimed by the Staff Assembly at Texas Christian University:

(1) The Staff Assembly joins with communities and organizations across the TCU campus and nation to recognize April as Sexual Assault Awareness Month

(2) The TCU campus joins in the international "Denim Day" on April 28, 2021, urging staff and members of the campus community to wear jeans as a visible means of protest against the misconceptions around sexual violence and the movement to end sexual violence in our society.

