



STAFF ASSEMBLY

Membership Meeting Minutes

October 4, 2022 – 3:30 PM Zoom

Approved Minutes

Welcome & Call to Order - Evie Richardson, Chair

A total of 70 individuals were in attendance, 47 Staff Assembly members and 23 guests.

Guests

- Brooke Ruesch, Director of Project Management, Construction update
 - Sadler Hall Repurposing
 - Substantial completion, November 10, 2022
 - Move in January 2023
 - Key features: 17 classrooms; 8 team rooms; 3 all gender restrooms; 1 lactation room; Honor's College; SIS; Academic Advising, Center for International Studies
 - TCU School of Medicine
 - Building piers complete
 - Crane erection 9/27
 - Grade beams ongoing
 - Target move in is July 2024
 - Key features: clinical skills and SIM Space; anatomy lab; forum/event space; library; exercise facility; all gender restrooms; lactation room; café; facilitate compassion and empathy to train the physicians of tomorrow
 - East Campus Housing & Dining
 - 2 dorms and dining hall just east of Neeley
 - Franchise utility construction ongoing
 - Site demolitions to begin spring 2023
 - Target completion is August 2024
 - Key features: 286 beds; 550 seats dining hall with student collaboration space; strengthen student experience in east campus precinct
 - Questions:
 - Parking study happening currently to see what new parking needs need to be addressed for the future
 - Some intersections and streets will be closed for construction
 - Can reach Brooke for additional information or questions at b.ruesch@tcu.edu
- Kim Adams, Assistant Vice Chancellor, AMP Update
 - Administration Modernization Projection (AMP) Update – Governance Groups, October 2022



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- Focus on processes for this initiative – contract management with invoicing and supplier management as well as reimbursement and university credit card program management
- Why change is necessary
 - The size and complexity of TCU's operations
 - Significant process inefficiencies in contract, invoice and reimbursement approvals
 - Internal control gaps
 - The Race & Reconciliation Initiative recommended that TCU understands the diversity of suppliers used by the university
- What this means
 - The SDA policy is changing how contracts get signed and invoices get approved at TCU
 - The process for approving contracts and invoices will be the same across campus, which will:
 - Improve service levels
 - Enhance clarity of the processes for end users
 - Contracts signed by leaders in the operating units (new expectation at the university)
 - Invoices approved using a consistent approach based on org structure
 - Enabling technology focuses on automation, and streamlining impacted process
 - Better user experience
- New systems
 - SAP Concur
 - The concur cloud-based platform is the industry leader in travel and expense enterprise solutions.
 - Jaggaer
 - Jaggaer is a cloud-based business automation platform for institutional spend management, e-procurement, contracts, invoicing, and supplier management
- New tools for travel
 - New Resources
 - Anthony Travel
 - Travel Card Program
 - Process Changes
 - Travel request (pre-trip approval)
 - Approvers (Supervisor and Financial)
 - Per Diems/Travel Allowances (USGSA-domestic only)
- Project timelines
 - Finalizing testing across Concur and Jaggaer now
 - Concur



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- Gong live with pilot November 1st
 - Campus wide going live late January
- Jaggaer
 - Putting departments on system for contracts now
 - Invoicing – going live October 24th
 - Training for invoice submitters week of October 17th
 - Additional training for several weeks
 - Existing processes still available to use for some time
 - November invoicing begins
- Question
 - Who submits the invoices? Basically, by division who submitters will be, will start communicating with those individuals regarding training
 - How did you decide who would be in the pilot group? Combination of factors, lots of interest from different departments; enough people they could test all pieces of the system without having too many; don't want to overwhelm AP and reimbursement team; combination of academic and non-academic departments for a good cross section
 - Email Kim with additional questions or comments: kim.adams@tcu.edu
- Michelle Whitely, Matt Millns, Robin Scruton - Human Resources Benefits update
 - Open enrollment – not a lot of changes this year, should be an easy year
 - Should receive postcard about benefits fair, same day as flu shot – 10/19; rec center
 - Open enrollment October 24th – November 4th MUST go in and select this each year (HSA and FSA)
 - TCU is self-funded and we get to affect our plan, try to keep cost as low as possible; last few years we've had increases lower than market
 - 2023 medical rate 5.2% increase (5.2% for employee and 5.2% for TCU)
 - Dental and vision rates are not changing
 - Slight change on high deductible amount increase Individual deduction is \$200 a year/ family \$600 year
 - Good year to dig into ancillary benefits you may not know about, i.e. Tria Health and Surgery Plus

Officer and Committee Reports

- Chair - Evie Richardson
 - TCU Boo on October 25th in Campus Commons
 - 10/12 – 150th anniversary session – we'll have our own presentation next meeting
 - 10/19 – Flu Clinic
 - United Way Campaign – October 31st – November 11th
 - Presidential search – on schedule to make a recommendation to the chancellor in December if there are any questions you want to ask, please email e.richardson@tcu.edu; excited about pool of candidates; narrowed down to 7, gender; racial and professional diversity; fabulous group



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- Chair-elect - Robyn Reid
 - UCAC
 - Met and submitted their final merit recommendation to Chancellor and VC's – will announce next semester
- Past Chair- Vanessa Roberts Bryan
 - No report
- Secretary - Cheryl Cobb
 - Last month's minutes were approved by the Executive Committee and sent to all Staff Assembly members in English and Spanish
- Treasurer's Report - Wendy Bell
 - Have not spent any money so far - \$5,685.50
- Historian - Marva Wood
 - Nothing to report at this time
- Parliamentarian - Glenn Putnam
 - No report
- Committees
 - Assistant Secretary/Elections - Reece Harty
 - Still have spots to fill
 - College Resources – Heather Confessore
 - No report
 - Committees - Charles Dewar
 - Traffic Appeals Committee needs
 - “Four to five committee members meet weekly concerning parking violations by students and faculty/staff. We discuss each violation and sometimes hear appeals from students and report back our findings to Campus Police. Time commitment is dependent on the amount of violations within that week's package, I normally carve out an hour for each meeting and as an individual we meet about 4 times a semester.”
 - Community Service – Courtney Hendrix
 - Flu Clinic – 10/19 – email going out for volunteer needs
 - Tarrant Area Food Bank possibility
 - Constituency - Robyn Reid & Caroline Sahba
 - Donuts for everyone on October 6th at Harrison and TCU Medical School – come be social and help us promote Staff Assembly
 - Atta Frogs
 - Jowelle Mitchell – Business Attire pop-up shop
 - Diana Selman – continued service to Staff Assembly, even though she's not a current member
 - Kelcia Righton – work with student scholars
 - Marketing & Communication - Rob Glenn
 - No report
 - Professional Development - Carrie Franklin



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- Will be doing a survey with Staff Assembly to see if there is a gap with what HR training
- Policy & Advocacy - Wendy Gilbert
 - Parking – keeping a pulse on this issue; if you have positive suggestions send to Adrian Andrews, David Coriano and Ruth McCurley
 - ID card proposal – Nate Faust, gender resource office; allow individuals to put preferred name on ID card; moving forward, need to go to the cabinet via DEI Committee
 - Tuition Reimbursement Benefit to employees to take classes at TCC
 - Interim compensation – more individuals taking on interim roles. University has guidelines but not included in the handbook
- University Compensation Advisory Committee - Robyn Reid
 - Reported earlier
- University Budget Advisory Committee - Angie Taylor
 - Met last week – question and answer time
 - lot of discussion around the medical school
 - good debt schedule to pay off our existing debt
 - maintenance of residence halls; difference maintenance plans depending on what building; residence halls showing a lot of wear
 - putting forth recommendations of budget – priorities where we see fit; if you have any input or suggestions of how the budget should be prioritized, contact Angie – will give to the Chancellor’s cabinet in December
 - even though their department is not about compensation, compensation is a large part of the budget and have stressed the importance

Adjourn – Robyn Reid, Chair-Elect, adjourn at 4:35 pm

Next Meeting: November 1, 2022 at 3:30pm – Zoom

150 Years of Success – Keep Going – Lead On

- “If at first you don’t succeed, try try again.”
Legend of the Spider, Robert I, King of Scots, Clan of Bruce 1274-1329
- “I have not failed. I've just found ten thousand ways that won't work.” “Many of life's failures are people who did not realize how close they were to success when they gave up.”
Thomas Alva Edison, 1847-1931 Inventor of the light bulb