



STAFF ASSEMBLY

Membership Meeting Agenda

November 7, 2023 BLUU Beck & Geren/Zoom

APPROVED MINUTES

Welcome & Call to Order – Charles Dewar, Chair-Elect Charles welcomed everyone. Robyn Reid is out sick. Reece monitoring chat and Q&A.

There were 39 present, 14 in-person members, 19 Zoom members; 1 in-person guest, and 5 Zoom guests.

Guests

Religious & Spiritual Life Resources for Staff & Students - Rev. Todd Boling

- Presentation attached
- Rev. Boling shared ways that Religious and Spiritual Life support students at TCU and you, as employees, can also get plugged into and be a part of as well.
- Their office exists to support all students, not just those who are religious, as they define spirituality as that which gives your life, purpose, and meaning, so regardless of what your religious or spiritual perspective might be, their office is here to support you and care for you.
- Pastoral and Spiritual Care
 - One of the things they do is support students and even employees at times. They can't support employees with the magnitude they do with the students because they don't have enough time and resources, and they want to focus on the student body. He stressed that everyone has a bad day and if they need a safe place to unload they are there, to join you on your journey in a safe and confidential space. Since they are ordained, they are not mandatory reporters and we are safe to share with them as they are legally protected as well.
- Spiritual Support Groups
 - Bringing students together with like-minded students at the beginning of each semester and pivoting with specific needs
- Student Religious Organizations
 - We currently have 20 religious organizations here at TCU, representing the Christian, Muslim, Jewish, and Hindu traditions.
 - If you know of a student who is struggling to find a place to connect, send them to their office
- University Workshop Services
 - They offer 4 University led workshop services throughout the year, planned and led by their office
 - Frogs First – worship specifically designed for first year students
 - Blessing of the animal service, usually the end of September or the beginning of October
 - Carol's by Candlelight happens in December
 - Ash Wednesday



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- Connected Spirit Programming – happens every Monday through Friday, from noon to 1:00, offering students a way to connect.
 - Monday's – meet for lunch in Market Square
 - Tuesday's – meet at the Founder statue for tacos and learn about religious communities
 - Wednesday's – burritos and belonging where students can explore what it means to be in a community with people and feel a sense of belonging
 - Thursday's – contemplative hour, also for employees, open the chapel, spiritual exercise journals; meditative music; self-directed; quiet hour; come and go
 - Friday's - lunch and learn, where they bring area churches into their office to help students connect with an area church.
- Interfaith Engagement
 - Teach people how to live in a community with people who might believe something different from them.
- Grief & Loss
 - Office takes a lead, every time we lose a student; if it's a current student they offer a vigil in their honor and their memory bringing the community together so they can process this grief and loss
- Sacred Spaces
 - Robert Carr Chapel – open most of the time to use the space as you need to
 - Multi-faith Prayer and Meditation Room – first floor of Jarvis Hall, open anytime Jarvis is open

Staff Assembly Social Media Marketing Plan - Reece Harty & Mallory Odom

- Introduced Mallory Odom, marketing media guru who runs TCU Yearbook and has been instrumental in updating our website as well as helping us become much more digital and accessible on all of the social media channels. Follow us on Instagram and Facebook.
- They have updated the website, so now there is a contact form that routes your questions to the appropriate person rather than trying to figure out who your representative is or whatever your question relates to.
- Sharing Atta Frog moving forward on those platforms as well
- Beginning with this meeting, the Secretary will be distributing the minutes to all Staff members. You will still continue to have constituents and be their point person and support them.
- Bi-semester newsletter, if you have anything you want to share, use that contact form

Officer and Committee Reports

- Chair - Robyn Reid
 - Not present – sick, no report
- Chair-Elect – Charles Dewar
 - UCAC
 - Continuing to meet monthly to discuss issues other than merit raise
 - Simple ideas that do not require data



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- Offer letters to include total compensation and benefits
 - Annual salary letters to include current, new and % increase wage
 - More difficult discussions that do not require data
 - %of median market target5s
 - Transparency in job listings and salary table
 - Annual pay increase language, “merit”, “COLA”?
 - Parking fees
 - Very difficult questions regarding overall compensation that will require financial data
 - If you have any questions about compensation or benefits that would benefit the entire staff, or any concerns, please reach out to Charles. They’re always looking for ideas that could make life a little easier for our employees
- Past Chair - Evie Richardson
 - Not present
 - Secretary - Cheryl Cobb
 - October minutes were approved by the Executive Committee and sent to everyone. Please remember to share with your constituents
 - Please remember to sign the check-in sheet
 - Treasurer – Marva Wood
 - Spent money last month
 - College Resource Committee held their event and spent \$811.03 and \$220 outstanding which will leave them \$168.97
 - Community Service Committee has a \$100 expense brought over from last year. We purchased some Atta Frog cards and snacks for the general meeting last month
 - Constituency Committee held their event and spent \$658.81 leaving them with a total of \$941.19
 - Historian - Wendy Bell
 - Not present – no report
 - Parliamentarian - Rose Davis
 - No report
 - Committees
 - Assistant Secretary/Elections - Reece Harty
 - No report
 - College Resources - Heather Confessore
 - College Night event was a success, 125 people registered, approximately 100 attended
 - Planning another event for the spring, but used more funds for their event than planned
 - Committees - Susan Mayhew
 - All committees are filled
 - Community Service - Courtney Hendrix



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- Want to remind people about the event the library is hosting all week, Cards for the Troops for the holidays, can stop by anytime this week
- Constituency - Robin Scruton
 - Shameless plug on benefits – it's open enrollment, you've only got a few days left, and it ends this Friday, 11/10/2023. It is passive, but if you are renewing or re-enrolling into an FSA or an HAS you must do that because it won't roll over.
 - Atta Frogs
 - Patricia Kirk for going above and beyond
 - Lynn Mueller for service
 - LaJean Sturman for service
 - Weldon George for service
 - Cameron Potter for service
 - Jowelle Mitchell for service
 - Michelle Walker for service
 - Mallory Odom for going above and beyond
- Marketing & Communication - Reece Harty & Mallory Odom
 - Reported earlier
- Professional Development - Carrie Franklin
 - No update, but if anyone has any suggestions on any professional development they'd like to see please reach out to her
- Policy & Advocacy - Matt Millns
 - Not present
- University Compensation Advisory Committee - Charles Dewar
 - Presented above
- University Budget Advisory Committee - Evie Richardson
 - UBAC has drafted its final recommendations and sent the draft letter to the committee members for final approval. When they have that final approval, Evie will share the recommendations.
- Other Business
 - Investiture for President Pullin is on Thursday afternoon
 - First Generation Celebration week is happening, and all first generations are invited
 - December Commencement is Saturday, December 16th
 - 9:00am – College of Fine Arts, Neeley
 - 2:00 pm – Brite Divinity, College of Communications, College of Education, College of Science and Engineering and Harris College of Nursing and Health Sciences

Adjourn – Charles Dewar, Chair-Elect

Next Meeting: December 5, 2023 at 3:30pm – Kelly Center, Cox A / Zoom



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150 Years of Success – Keep Going – *Lead On*