



## STAFF ASSEMBLY

### General Membership Meeting

October 7, 2025, Kelly Center, Cox A

#### APPROVED MINUTES

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Welcome & Call to Order at – Courtney Hendrix, Chair, called the meeting to order at 3:32pm. There were present 42 present, 39 Staff Assembly Members and 3 guests.

#### Guests

- Advancement: TCU Gives day
  - TCU Gives Day is a 24-hour celebration of giving (Oct 7-8, noon to noon)
  - No gift is too small (or too big!)
  - For every student that makes a donation, there is a purple pinwheel that is put up outside of Sadler (importance of philanthropy)
  - There are challenge gifts that can be unlocked
  - Staff Development Fund: new this year
  - Beto Cruz award for Physical Plant that benefits staff
  - Question: how to redirect donation (reach out to Adam Baggs – [a.baggs@tcu.edu](mailto:a.baggs@tcu.edu) )
- HR Benefits Update for 2026: Matt Millns
  - 2026 Open Enrollment will occur between October 27 through November, 7, 2025.
  - General Sessions will be held during the following dates and times:
    - Monday, October 27 at 10am in the BLUU Beck and Geren room
    - Tuesday, October 28 at 4pm in the Dee J. Jelly Alumni and Visitor's Center Cox C (Spanish Session)
    - Thursday, October 30 at 2pm on Zoom
    - Friday, October 31 at 10am in the BLUU Beck and Geren room (Spanish Session)
    - Tuesday, November 4 at 4pm in Rees-Jones 112
    - Wednesday, November 5 at 2pm on Zoom
    - Thursday, November 6 at 10am on Zoom
  - The HR Computer Lab will be open during the following dates and times:
    - Wednesday, October 28 between 12pm and 5pm
    - Wednesday, November 5 between 8am and 5pm
  - 2026 Open Enrollment will be a “positive” open enrollment meaning everyone needs to make an election. FSA and H.S.A elections always need to be entered each year as well. There are many new and exciting changes happening this year including the pharmacy benefit, dental benefit, vision benefit, short-term disability, long-term disability, new critical illness plan offerings, and a partnership with a local medical clinic. Please be on the lookout for official benefit materials and information in the coming weeks both through email and in person at any one of the open enrollment meetings.
- Frogtoberfest
  - upcoming this Thursday (3rd annual)
  - The event is appreciation for fac/staff, all invited:



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- early risers 7am yoga, all other events begin at 9am including donuts at 9am from Staff Assembly, t-shirts available for first 100 to complete an activity, some events are new/many returning, email from 10:09am details the events, some are come and go and other require registration through PageUp,
- RecCenter – 10/9-10/12 those with ID cards can go for free and bring up to 5 guests with you- their website has more information- friends, food and fellowship
- Meals on Wheels: Vanessa Roberts-Bryan
  - Leadership and Student Involvement office has coordinated a TCU Meals on Wheels route. Have had the same route for 25 years. Steps include: going to Meals on Wheels HQ and pick up the meals to deliver for the assigned (Southside 7) route.
  - Every Thursday: 10:30am-12noon
  - Looking for an office or group of individuals that would be interested in taking on the 1<sup>st</sup> Thursday of the month. If interested in joining the TCU volunteer team, reach out to Vanessa ([v.r.bryan@tcu.edu](mailto:v.r.bryan@tcu.edu))
  - Also looking to build a substitute list: reach out to Vanessa if you would like to be added as a substitute.

### Officer and Committee Reports

- Chair – Courtney Hendrix
  - Inauguration Nov 6 – email went out Oct 6 for tickets
  - Tom Wavering will be speaking at our next General Meeting. Bring questions that you have regarding the Strategic Plan
  - Johnny Trevino will be in our next General Meeting. If you have specific questions send them to Courtney in advance
  - Parking reminder: if you have more than one vehicle, you need to attach all of those vehicles to your permit
- Chair Elect – Matt Millns
  - No Report
- Secretary – Sarah Jung
  - Please scan the QR code on the table to check in
- Treasurer - Marva Wood (*absent*)
  - Review of budget report
  - Reviewed budget report
- Historian – Mica Bibb
  - If you take fun pictures at Frogtoberfest, please send them to Mica
- Parliamentarian – Catherine Serrano
  - No Report
- Committees
  - Assistant Secretary/Elections – Brenda Byars (*absent*)
  - No Report



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- College Resources – OPEN
  - Committee does not have a chair
  - Please let Courtney know if you would be interested
- Committees - Susan Mayhew
  - No Report
- Community Service – Crystal Page
  - Thanks for volunteering at the Flu Shot Clinic
  - Coat Drive with Morningside Elementary in November
- Constituency – Franchesca Scott (*absent*)
  - campus connection culture, in the spring tacos and frogtoberfest donuts
- Marketing & Communication - Mallory Odom (*absent*)
  - No Report
- Policy & Advocacy – Kate Lovelady
  - No Report
- Professional Development - Carrie Franklin (*absent – Suhail Johnson presented*)
  - See Exhibit A for slides that were presented
  - We have awarded our very first Professional Development Grant!!! We received seven (7) amazing and thoughtful applications and after a thorough review, we have awarded the grant to Alfonso Lopez, Project Specialist in AddRan College of Liberal Arts.
  - The spring deadline for grant applications is February 1st.
  - Our Taste of Professional Development this month was, Networking with Confidence: Skills, Strategies and Balance. Please check it out and feel free to suggest any other topics.
  - TCU Gives Day: Please support the Staff Professional Development Grant by donating!! <https://advancement.tcu.edu/new/give/staffdevelopment>
  - We will be at Frogtoberfest!! Come by, say hi and share your professional development suggestions!!
- University Compensation Advisory Committee – Carrie Franklin (*absent*)
  - No Report
- University Budget Advisory Committee – Matt Millns
  - No Report

Adjourn – at 4:50pm Courtney Hendrix, Chair

**Next Meeting: November 4, 2025, at 3:30 pm – Smith 1520**

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