



STAFF ASSEMBLY

General Membership Meeting

February 4, 2025, BLUU Chambers

APPROVED MINUTES

Welcome & Call to Order at – Courtney Hendrix, Chair, called the meeting to order at 3:30pm. There were present 40 present, 39 Staff Assembly Members and 1 guest.

Guests

- Robyn Reid
 - Celebrating 100th anniversary of the Library and Mary Coutts Burnett's donation
 - Library Resources for employees:
 - Library 100th Anniversary Events
<https://library.tcu.edu/library100/events.asp>
 - Library Resources for Faculty and Staff (and students) **anyone with login credentials*
https://libguides.tcu.edu/staff_basics
 - New York Times Online Access
<https://library.tcu.edu/PURL/connect.asp?NYTimes>
 - Wall Street Journal Online Access
<https://library.tcu.edu/PURL/connect.asp?WSJournal>
 - Feb 4 Library event was postponed and new date will be shared as soon as it is rescheduled
 - Library is for staff too (not just faculty & students)
- Matt Millns
 - Employee Benefits regarding classes and tuition (*See Exhibit A slides*)
 - TCU Tuition Benefit
 - Added TCC classes for TCU employees
 - Brite-separate tuition policy (for dependents, not employees)
 - No medical tuition covered
 - No differential tuition
 - Hr.tcu.edu: HRTech policies – Tuition Policy
 - Who is eligible?
 - 75% FTE in a regular position
 - 6 credits per semester (3 during work hours)
 - Audit a class (no grade, no credit, no fee)
 - Procedures
 - Normal degree: submit your tuition form through my.tcu.edu to waive the \$2,100/credit tuition cost
 - Audit: Submit your tuition form through my.tcu.edu to waive the \$750/semester audit fee
 - Also need to complete an HR form with permission of the professor
 - Also need to visit the Registrar on the 2nd day of class



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- TCC:
 - Pay upfront and then send HR/Fin Aid a copy of your TCC class schedule and paid invoice for reimbursement.
- Cost
 - Tuition—Fees—Taxes
 - \$25/credit fee
 - MBA-\$1,900 fee per semester
 - Online fee? Lab fee? Differential Tuition? – you may see these fees and you would need to pay these
 - Graduate Taxes (\$5,250 annual exemption) – example slide
- Dependent Children
 - 50% Tuition after 1 year/100% tuition after 3 years
 - \$925 fee per semester
 - Differential tuition for Neeley (\$250/credit)
 - No taxes on undergraduate education
 - Legal dependent per the policy
 - One undergraduate degree at TCU
 - 100% credits towards a degree (block tuition) – as long as students take over 12 hours per semester and if they bring in credits from high school employee should not have to pay tuition (in most cases)
 - Matt to double check if there is an age limit
 - Tuition Exchange (www.tuitionexchange.org)

Officer and Committee Reports

- Chair – Courtney Hendrix
 - If you did not go to the Strategic Plan launch, there are notebook and handouts at the front that you are welcome to take with you.
- Chair Elect – Matt Millns
 - No Report
- Past Chair – Robyn Reid
 - No Report
- Secretary – Sarah Jung
 - No Report
- Treasurer - Marva Wood
 - Review of budget report
- Historian – Mica Bibb
 - No Report
- Parliamentarian – Catherine Serrano
 - No Report
- Committees
 - Assistant Secretary/Elections – Brenda Byars
 - No Report



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- College Resources – Sarah Jung
 - No Report
- Committees - Susan Mayhew (*absent*)
 - No Report
- Community Service – Robin Scruton
 - No Report
- Constituency – Franchesca Scott (*absent*)
 - AttaFrog for Erin Pierson for “going above and beyond”
- Marketing & Communication - Mallory Odom
 - Staff Assembly sticker at your seat – thanks to Marketing Committee for helping with design
- Policy & Advocacy – Molly Kanthack (*absent*)
 - No Report
- Professional Development - Carrie Franklin
 - Rolling out next Professional Development opportunity through LinkedIn on Emotional Intelligence & Feedback (will be included when Minutes are sent out)
- University Compensation Advisory Committee – Carrie Franklin
 - No Report
- University Budget Advisory Committee – Matt Millns
 - No Report

Adjourn – at 4:13pm Courtney Hendrix, Chair

Next Meeting: March 4, 2025, at 3:30 pm – Kelly Center. Cox C

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