



STAFF ASSEMBLY

General Membership Meeting

March 4, 2025, Kelly Center, Cox A

APPROVED MINUTES

Welcome & Call to Order at – Courtney Hendrix, Chair, called the meeting to order at 3:31pm. There were present 34 present, 34 Staff Assembly Members and 0 guests.

Guests

- Amy Shackelford (University Giving)
 - xx
- Taelor Cruz (Frog Camp) – Courtney gave the report
 - Learn more about serving as a Frog Camp facilitator:
<https://lsi.tcu.edu/nsfp/frog-camp/frog-camp-facstaff/>

Officer and Committee Reports

- Chair – Courtney Hendrix
 - UNLF applications are open (email went out week of March 3)
 - Reception for Provost Wormley, March 13 at 3:30pm in the BLUU
- Chair Elect – Matt Millns (*absent*)
 - No Report
- Past Chair – Robyn Reid
 - No Report
- Secretary – Sarah Jung
 - No Report
- Treasurer - Marva Wood
 - Review of budget report
- Historian – Mica Bibb
 - If you have pictures, please send them to Mica for a year in review
- Parliamentarian – Catherine Serrano
 - No Report
- Committees
 - Assistant Secretary/Elections – Brenda Byars
 - Surveys for elections were sent out Friday, February 28 via email
 - 21 non-members have responded. 12 were interested in being a part of Staff Assembly while 9 were not.
 - College Resources – Sarah Jung
 - No Report
 - Committees - Susan Mayhew (*absent*)
 - Susan will email her committee when we're ready to set up committees in May (or June).
 - Community Service – no chair
 - ReFrog is coming up on May 7-11 from 2-7pm, Saturday 10-2
 - Please consider volunteering



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- Constituency – Franchesca Scott
 - Taco Tuesday will be happening on March 18 (breakfast tacos)
 - Facilities will have tacos delivered for 2nd shift
 - Medical School will also get a delivery
- Marketing & Communication - Mallory Odom
 - If you have a scooter, the Police Dept is etching them with personal ID numbers on campus week of March 3 and week of March 10 (check out the TCU Police Instagram for details)
- Policy & Advocacy – Molly Kanthack
 - Request from constituent: develop a scooter policy for campus as they are being parked on ADA ramps, etc
 - Possibly using some of the budget to make sure there are feminine products in all of the bathrooms (SGA did pass a bill about this, but unsure where this stands in being campus-wide, especially in academic buildings)
- Professional Development - Carrie Franklin
 - Rolling out monthly professional development sessions.
 - Next one is about Emotional Salary by Teri Green
 - Committee is discussing the possibility of doing a scholarship for professional development. If your department has a budget for this for staff to do something outside of TCU, please reach out to Carrie to share details.
- University Compensation Advisory Committee – Carrie Franklin
 - No Report
- University Budget Advisory Committee – Matt Millns (*absent*)
 - No Report

Request from the floor for Staff Assembly to discuss with Lee Tyner, Jonathan Benjamin-Alvarado, Yohna Chambers-Hastings, or Aisha Torrey-Sawyer regarding Executive Orders that are happening. Courtney will invite one of them to come speak to us at the April meeting. There was agreement from the floor for this to occur.

Request from the floor about updates on campus parking: East side parking garage will be started this summer (northeast of the new dorm). This was recently covered in a previous Staff Assembly meeting when the Master Plan was presented.

Request from the floor for an update on Community Service committee goals: no update that Courtney is aware of outside of ReFrog. Another constituent mentioned that other companies offer time to employees to volunteer outside of their vacation time. There is a campus Meals on Wheels initiative. Reach out to Courtney if you are interested in getting involved.

Adjourn – at 4:06pm Courtney Hendrix, Chair

Next Meeting: April 1, 2025, at 3:30 pm – Kelly Center, Cox C



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