**Staff Assembly General Meeting**

**April 7, 2020**

**APPROVED**

**Zoom Conference Meeting**

**3:30 pm**

**Welcome and Remarks**

* **Chris Hightower, Chair,** welcomed everyone and called the meeting to order. There were sixty-six members (66) present plus two (2) guests. A quorum was met.

**Guests**

* **Chancellor, Dr. Victor Boschini** thanked all Staff for their hard work during this unprescendented time. He gave a brief overview of the Board of Trustees meeting. The Board has given TCU a charge to freeze spending, save money, and exercise caution. We will get through this together!
* **Heath Einstein, Dean of Admissions, Undergraduate Admissions** thanked the Admissions and Enrollment team and expressed gratitude for the great work currently being done. There is a Campus wide effort currently taking place. Before COVID-19 we were aiming higher than the current freshman class of 2,159. What we are currently seeing with deposits being held is not unusual for private Universities. Admissions has extended the deadline to make deposits from May 1 to June 1. It would not be unusual to see enrollment up to the fall semester. We are currently focused on current students, faculty online instruction, and the upcoming fall semester. TCU has waived the ACT & SAT requirements for next year’s applicants. Students will not be adversely affected by a Pass/No Credit on their high school transcript. His team has moved to virtual sessions which include one on one appointments, parent to parent sessions, student to student sessions, and prospective student webinars. TCU Faculty are doing welcome videos and departmental welcome webinars for students. The Chancellor has done videos and the University Leadership has implemented a “calling campaign”. They are calling parents for a one on one. The team is also planning do Facebook Live. Intensified “swag” has been implemented for admitted students, which includes coloring books, crosswords, playing cards, etc. On a positive note, great collateral has been developed and will be used in the future for all prospective students.

**Officer Reports:**

* **Chris Hightower, Chair,** asked the committee chairs to take this month to look through your goals. I will need your information for my end of year report to the Chancellor. Enrollment is very important and Admissions needs your help. If you have some spare time jump in and help. The Board of Trustees gave the Chancellor a lot of latitude to engage students next year.
* **Angie Taylor, Chair Elect,** elections are next month at our final meeting. We currently have a person for each elected position for Chair-Elect, Secretary, and Assistant Secretary/Elections. If you are interested in running for an elected office or a Chair position contact me or Philip Dodd.
* **Walter Betts, Past Chair,** the UCAC report was presented to the Board of Trustees; however, the Chancellor asked that the proposal be tabled until next year. There is currently a hiring freeze.
* **Wendy Bell, Secretary,** the minutes from the March 3, 2020 meeting were adopted.
* **Philip Dodd, Assistant Secretary,** no report.
* **Vanessa Roberts Bryan, Treasurer,** no report.
* **Robyn Reid, Historian,** would like to start collecting COVID-19 experiences. Please send her you’re narrative, thoughts, and/or feelings from this experience. The Chancellor looked at the libraries archives of TCU’s history during the Spanish Flu 1917-18 and gave a report to the Board of Trustees of what took place.
* **Ashley Edwards, Parliamentarian,** no report.

**Committee Reports:**

* **College Resource Committee**, Aaron Munoz reported, he would like to host a virtual college night and a virtual campus tour next month. He will keep his committee in the loop.
* **Committee on Committees,** Cheryl Cobb no report
* **Community Service Committee,** Maleta Hill, no report
* **Constituency Committee**, Melissa Garza thanked all who attend TACO TUESDAY on March 10, 2020. The event was a huge success. Please reach out and keep your constituents connected. Also, if you are doing the Buddy System please reach out to your buddy. She will send notes soon for your constituents.
* **Elections Committee**, Philip Dodd reported, division elections are on the way be sure and watch your email. Angie and I have created an election poll for our next meeting. You will receive a Zoom invitation from Angie.
* **Media and Communications Committee,** Diana Selman reported, she is getting all of the minutes transcribed into Spanish and will get those uploaded onto the Staff Assembly website.
* **Policy & Advocacy Committee,** no report.
* **Professional Development Committee,** Sarah Liles reported, the spring event will either be postponed or cancelled.

**Old Business:** None.

**New Business:**  A Resolution to Support Introduction of a Childcare Subsidy Program for Low-Income Student-Parents. The resolution passed with 53 votes.

**Announcements:** Next meeting will be on May 5, 2020 at 3:30p.m. Via Zoom. Angie Taylor will be sending the meeting invite. Staff Emergency Fund can be found on the HR website.

There being no further business the meeting was adjourned at 4:30PM.

Respectfully submitted,

Wendy Bell, Secretary