



**Staff Assembly Minutes**  
**November 6, 2001**

**Present:** Angelina Acosta, Jean Andrus, Victor Baeza, T. Ross Bailey, Karen Baker, John Butler, Emily Burgwyn, Lela Cardona, Alice Carter, Carlene Coover, Kay Edmondson, Marilyn Eudaly, Roger Fisher, Terri Gartner, Rebecca Glass, Marshall Gordon, Julie Graver, Nancy Grieser, Ida Hernandez, Jack Hesselbrock, Dorothy D. Holland, Sharon Hudson, Harriet Hunt, Donna Jackson, Pam James, Jacobo E. Juarez, Mary Kaszynski, Mary Lane, Debbie Mar, Dennis Odom, Christen O'Neal, Tara Pope, Barbara Savak, Bob Seal, Kathy Smith, DeVonna Tinney, Esco Weatherspoon, John Weis

**Guests:** Wendy Crowley, Barbara Standlee

**Absent:** Judy Alter, Chris Briones, Nancy Carter, Chris Erwin, Laurie Fetter, Roger Ivy, Jennifer Lowrance, Joe Laster, Joan Owens, Alison Trinkle

Chair Bob Seal called the meeting to order at 1:10 p.m. Minutes were approved.

New members Marshall Gordon, and Jacobo Juarez were introduced and welcomed.

**Chair's Report:** There have already been 600 replies to the Staff Self-Study survey. It was requested all staff complete this survey as it very important to the SACs accreditation process.

**Announcements:** Thanks to Virginia Diaz who has done the Spanish translation of the Staff Self-Study survey. Jean Andrus has been appointed to the University Budget Advisory Committee. The emergency fund proposal presented at the last meeting by Tara Pope is still under advisement. The Executive Committee will make every effort to come to a conclusion by the December Staff Assembly meeting.

**Chancellor's Report:** In the absence of Chancellor Ferrari, Associate Vice-Chancellor Leo Munson welcomed the Staff Assembly to the TCUGlobalcenter.

**Program:** Julie Lovett, Extended Education Coordinator for Corporate Training and Continuing Education, spoke to the Assembly and explained the workings of the Globalcenter.

**Committee Reports:**

**Community Service-**Mary Lane reported that this committee met 4 times since the last

Staff Assembly meeting. Reading Frogs and Score a Goal in the Classroom were discussed and staff was urged to participate.

**Committee on Committees**-Rebecca Glass reported that the committee is working on a process for compiling a list of interested staff for recommending people to fill vacancies on University committees.

**Policy Review**-Sharon Hudson reported that the committee hopes to submit a revised policy to the Executive Committee before their next meeting. Also, the Policy Review committee met with the Professional Development committee twice.

**Web Page**-Kathy Smith reported that changes were made to the Assembly web page that will improve it, and exhorted everyone to look at the web page.

**Professional Development**-Jean Andrus announced the workshop *HOW TO HANDLE PEOPLE WITH SKILL & TACT...* will be held on Thursday, Nov. 11<sup>th</sup> and urged that we get the word out about it.

**Election Committee**-Carlene Coover asked for feedback and suggestions on conducting the spring elections online.

**Incentive Awards**-John Butler expressed gratitude to Human Resources for their help in suggestions for incentives. Final recommendations will come later.

**Parking**-Nancy Grieser reported that plans for a parking garage have been submitted to Building and Grounds. The plans are in limbo even though spaces will be lost for next semester due to construction on campus.

**Update:** John Weis informed the Assembly that packets concerning renewal of health insurance have gone out. There is considerable change, including a substantial increase in premiums. John announced that a bilingual Human Resources staff member is available to address questions.

Delegates Tara Pope and Julie Graver presented to the Assembly written suggestions for the upcoming letter to Chancellor Ferrari on salaries and benefits. Additional comments were made by delegates Jacobo Juarez and Esco Weatherspoon. Mr. Seal said he would incorporate the remarks into the letter. He and John Weis will be meeting soon with Dr. Ferrari and Carol Campbell to discuss the Staff Assembly's input on compensation.

The meeting was adjourned at 3:00 p.m.

[Return to Minutes index](#)