



**Unapproved**  
**Staff Assembly Meeting**  
**May 7, 2002**

**Present:** Jean Andrus, Ross Bailey, Karen Baker, Chris Briones, Elaine Brown, Emily Burgwyn, John Butler, Alice Carter, Nancy Carter, Lela Cardona, Rafael Chavez, Carlene Coover, Kay Edmondson, Marilyn Eudaly, Laurie Fetter, Roger Fisher, Terri Gartner, Rebecca Glass, Marshall Gordon, Julie Graver, Nancy Grieser, Ida Hernandez, Jack Hesselbrock, Sharon Hudson, Harriet Hunt, Roger Ivy, Donna Jackson, Pam James, Jacobo Juarez, Mary Lane, Joe Laster, Tommy Love, Jennifer Lowrance, Debbi Mar, Jake Martinez, Dennis Odom, Tara Pope, Barbara Savak, Bob Seal, Donna Shepherd, Kathy Smith, DeVonna Tinney, Esco Weatherspoon

**Guests:**Chancellor Michael Ferrari, John Weis, Barbara Standlee, and new Assembly delegates

**Absent:** Judy Alter, Victor Baeza, Dorothy Holland, Mary Kaszynski, Alison Trinkle

The meeting was called to order at 3:35 p.m.

After brief opening comments and introductions by Chair Bob Seal, the agenda was accepted.

The minutes were approved as written.

Assistant Secretary Carlene Coover as election chairperson passed out ballots for the new Executive Committee members – Chair-elect, Secretary and Assistant Secretary.

**Chair's Report:** Bob Seal called the attention of the members to the latest draft of the Volunteer Time-Off Proposal. It has been submitted to the Chancellor and upon his approval, will go to the Cabinet. Also, the Recommended projects and activities for 2002-03 print-out coming out of the joint meeting of the Student Government Association, Faculty Senate and the Staff Assembly was passed out.

Miscellaneous announcements: Bob encouraged participation in TCU Leaps on September 28, 2002. He also called our attention to the Spanish class being offered for staff next fall.

Bob introduced the newly elected delegates to the Staff Assembly, along with recognizing the departing members. Bob then recognized some special Friends of the Assembly: Brandon Ortiz (Skiff reporter), Virginia Diaz (Spanish translator), Dr. Ferrari, Tara Pope, Barbara Standlee, Kay Edmondson, the Executive Committee, and John Weis.

Bob then called the attention of the Assembly to the print-out of the Accomplishments of the Staff Assembly for 2001-2002.

**Chancellor's Remarks:** Dr. Ferrari recognized the leadership of Bob Seal and the past Chair's of the Assembly—Mary Lane and Jean Andrus; there will be over 1,000 graduates on May 11, 2002; there have been about 6,100 new applications for admission to TCU (a record number); and he recognized the remarkable accomplishments of the Staff Assembly in the three short years of it's existence.

**Human Resources – John Weis:** John reported that the Focus Group discussing Paid Time Off, after reviewing policies, pros and cons, has decided to not recommend PTO. They did, however, recommend there be changes and improvement to the current vacation policy.

### **Committee Reports:**

Community Service – Mary Lane reported that a Maple tree was planted on Arbor Day near Tom Brown Hall; at Mayfest, Score-a-Goal in the Classroom had a successful exhibit where children could read, see books, and receive TCU shirts; and Reading Frogs is going well with over 40 volunteers from TCU.

Committee on Committees – Rebecca Glass thanked members for volunteering for Staff Assembly offices and urged new members to be ready to serve on committees next year. Also, she urged members to fill out the form on the Web site showing interest in serving on University committees.

Web Site – Kathy Smith announced that new members and officers will appear on the Web Site by tomorrow.

Election – Carlene Coover announced that the election is OVER.

Recreation Center Advisory Committee – Karen Baker reported that the fee for joining the Rec Center (upon it's completion) will be \$5 per month for faculty and staff. She hopes to have a

committee report and perhaps a walk-through at a Fall meeting of the Assembly.

Staff Award – John Butler announced that the 1<sup>st</sup> annual TCU Staff Award will be given during the Faculty/Staff luncheon at the beginning of the Fall semester, 2003.

The Chair then requested that members think about how to improve the Assembly and its meetings and let the new Chairperson know what their suggestions are.

New Officers were announced: Chair-elect – David Grebel; Secretary – Tara Pope; and Assistant Secretary – Emily Burgwyn.

The gavel was passed to Karen Baker in her capacity as Chair of the Staff Assembly. She recognized past Chairs and called on all members to participate and attend all regular meetings and committee meetings. Karen then presented a plaque signed by all Staff Assembly members to Bob, along with a clock.

The meeting was adjourned for refreshments at 4:35 p.m.

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