

**From:** Distribution List A [mailto:DIST-A@TAMU.EDU] **On Behalf Of** Sawtelle, Nancy L  
**Sent:** Wednesday, October 10, 2007 10:06 AM  
**To:** DIST-A@TAMU.EDU  
**Subject:** University Staff Advisory Council Open Forums

*The following message should be forwarded to all supervisors on behalf of Dr. Davis.*

On September 13, 2007, I announced the appointment of a University Staff Advisory Council (USAC) Task Force, chaired by my Chief of Staff, Dr. Rodney McClendon. The purpose of the task force is to provide recommendations to me on how to move forward in establishing a staff advisory council to discuss issues that impact non-faculty budgeted staff and to serve as a source of advice to the President. To gather a sense of staff expectations as to how such a council would be formed and what it would do, the Task Force has scheduled a series of 10 open forums that will take place October 15-26 in various locations around the campus. I need your personal assistance in encouraging and supporting your staff at all levels of your organization to attend and participate in at least one of these open forums.

Later today and throughout the time of the scheduled forums, the USAC Task Force will announce broadly the purpose and locations of the forums. Supervisors should be flexible with any employee who chooses to attend a forum, and attendance should be considered a part of employees' work day if done during their normal work schedule. To be clear, working closely with their immediate supervisors to coordinate their work schedules, every employee should have an opportunity to participate in an open forum, and no employee should be penalized financially or forced to take annual leave to attend an open forum. Our encouragement, flexibility and support of our staff to participate in the open forums will be an early signal to our staff that we value their contributions and genuinely seek their input into university governance.

Thank you in advance for being a positive force in the successful creation of a university staff advisory council.

Eddie J. Davis  
President