



**Texas A&M University
Employee Services**

**USAC Forum Minutes
Points for Consideration**

Recorded in the order mentioned:

- Bylaws should allow for removal of ineffective members
- Council should provide 2-way communication
- Consider career ladder for all employees, even those who work in lower-level jobs
- The majority of employees feel unappreciated and made to keep quiet
- The "Advisory" nature of the council means that it has no power so why bother?
- Concern expressed that departments whose employees are part of the staff council should be given some assistance to accommodate absent employees
- Establish by-laws of officers and include ways to remove ineffective members.
- Conduct open council meetings so that employees may observe and participate
- Inform employees of council meetings and activities and provide a mechanism for feedback
- Post council meeting minutes, agendas, and initiatives on a website and/or have a newsletter
- Provide paid release time for council members
- Determine means to cross language technology across communication barriers
- Publicize council member names, contact information, and provide opportunities for members to be accessible to staff
- Culture of departments needs to encourage supervisor to support employee interest in council meetings
- Staff council should be present in any administrative forum that includes the Faculty Senate
- Provide monetary support to the council to cover associate costs such as communication
- Conduct a post forum survey to ensure all staff have opportunity for input
- Emphasize two-way communication
- Staff council should be present in any administrative forum that also includes Faculty Senate and SGA
- Task force keep updates on university collected research on staff councils
- Staff advisory council would increase visibility/status/value of staff
- Configure USAC website for submission of staff issues
- Provide suggestion boxes for staff without computers
- Thank you, this has been missing
- Consider overtime compensation for members who are hourly and do not have flexible schedules or are part-time
- Council work time should be considered as paid work time
- Create a USAC support office w/ staff
- Is this to represent staff or advise the President?
- Clarification from the President on extent of input and whether any topics are off limits
- Need bi-lingual accommodations
- Staff council should be present in any administrative forum that also includes the Faculty Senate
- Educate President on the importance of staff
- Council & HR will need to work collaboratively

- Council needs to provide input to other organizations that affect staff, such as HR, TS, campus planning
- Improve communication to staff regarding organizations, committees, benefits
- Build community among staff through social functions
- Concern about access to the USAC members and meetings, be able to attend during scheduled work time?
- Ensure duties of USAC members are covered in their absence to serve
- Provide staff & budget to handle administrative duties of council
- By-laws should allow for removal of ineffective members
- Needs authorization of release time for council members to attend meetings
- Need to find ways to keep people motivated and involved
- Ensure broad communication of staff council efforts
- Staff would like feedback from President regarding the results of the forums
- Backup work support and release time for council members
- Establish open lines of communication.
- Create Staff Council support office & provide budget
- Provide a website (meeting minutes and info collection)
- Consider "electronic" meetings for council
- Conduct survey on staff to determine priorities
- Tie council leaders to SEBAC representatives for better staff input on benefits
- Split between including supervisors on the council
- Hold group meetings by job classification, supervisors do not attend, report outcomes of discussion to Staff Council
- Broadly distribute Task Force Report (staff section in the Battalion, website, additional forums, blog page, campus portal)
- Provide paid positions to support council (clerical & web support)
- Provide website through which individuals submit comments or vote
- Facilitator observation: there was a palpable lack of trust
- Staff members need insulation from repercussions for raising issues
- Council members should be paid during service to council (mandated to supervisors)
- Offer incentives (stipend, paid leave, lunch at meetings, certificate of service) to council members
- Provide rational/explanation when administration cannot approve a request from the staff council
- Paid staff positions to support council
- Really happy to see that this is happening and would like to see that it is successful
- General fear of reprimand (concerns of "getting in trouble" or "being reassigned to other groups" if/when raising questions)
- Interest in viewing forum minutes