



**Texas A&M University
Employee Services**

**USAC Forum Minutes
Size and Structure of Council**

Recorded in the order mentioned:

- One frontline staff member and one supervisor from each area
- Model Student, Graduate Student and Faculty Senates
- Non-voting members
- Percents based on number of employees in a work unit
- Represent maintenance areas (North Side & South Side)
- 15- 20 members- out reach through open forums
- At large representation
- Appointments by EEO job codes to ensure broad representation
- 50/50 split on inclusion of agencies
- President pulls information from varied existing departments on subject matter
- Model other university staff councils
- Follow Faculty Senate model
- Structure should guide size
- Create an executive board
- Facilitate involvement for staff with limited or no computer access
- Staggered terms and representation or rotate department representation through a cycle- Not all departments represented at one time but each department is represented at some point
- Suggest change in name for Staff Advisory Council to "Staff Senate"
- Model Faculty Senate By-laws
- Every staff member is considered a council member
- Model after Faculty Senate
- > 10 members
- Representation by exempt/non-exempt status
- Large enough to facilitate campus wide communication
- Membership proportioned by size
- Representation based on non-academic departments
- Model other councils or universities
- Represented by job classifications
- Representation by units
- Ensure that all staff are represented, including administrators
- 50-100 members
- Ad hoc committees as needed
- By-laws and executive committees established to require communication to staff constituents
- Multiple year and staggered terms
- Committees meet every other month at a minimum
- Provide monetary support via budget
- Have a representative from the staff advisory council to sit on the President's advisory council
- 2 reps
- Classifications

- Councils at unit levels send rep to USAC
- Large enough to facilitate campus wide communication
- Large council, not all members voting members
- By-laws and Exec. Committee w/ provisions to remove poorly performing members
- Equity of representation and vote for all levels of staff
- Structure should prevent upper level administrations from "taking over" the council
- Use Faculty Senate model
- Facilitate involvement and communication for staff w/ limited or no computer access
- Provide monetary support via budget
- Academic and non-academic depts.
- Based on job type/category
- Designated representative by colleges and dept
- Special interest groups
- Large council w/ subcommittees
- Proportional representation by job category
- By-laws w/ provision to remove poorly performing members
- Exec. Committee to be selected by vote
- Modified Faculty Senate
- Less than 20-30 people
- Select members from existing councils to serve on the USAC
- As large as necessary to ensure representation of all staff
- Suggest an ex-officio-type member from HR who serves as informational support to the council
- Inclusion of HR rep might stifle the council
- Open Meetings
- Split on inclusion of agency employees
- Create "At-large" positions
- Multi-year and staggered terms
- By-laws
- Use staggered terms to allow old members to overlap new members
- Staggered terms
- 1-3 year terms
- Twice size of Faculty Senate based on comparative size of staff to faculty
- Large enough to ensure representation but small enough to be manageable
- Caucuses whose leadership comprise staff council
- Model Graduate Student Council
- Model U.S. or State House of Representatives
- Model other Staff Councils
- Group by position category
- Proportional representation
- Same # representatives for all depts./work groups regardless of size
- By-laws provide for 2-way communication (ex: newsletter), define representation of constituents, reporting, roles and responsibilities, support democratic process
- Provide for removal of ineffective members and facilitate staff presentation of issues to the council
- Caucuses councils w/ representatives who serve on the staff council
- Suggested 2 representatives per "population"
- Rotating terms
- Create sub-committees
- Proportional representation based on # of employees in dept.
- Representation that is not based on dept. size

- By-laws require members to report back to constituents
- Representation should be proportional to department size
- Represent every functional area
- Model Faculty Senate
- Model other staff councils
- Large enough to be effective but not too large to manage
- Establish council sub-committees
- Caucuses at dept. level w/ representatives who make up the council
- Representatives should have alternates
- Representation based on job categories
- Keep council small
- Use staggered terms
- Design laws to balance power for all levels of employees, communicate w/ President, determine frequency of meetings, and ensure transparency of council operations
- Consider existence of other TAMU councils
- Provide opportunities for staff to have open forums w/ council members
- Too large will be ineffective
- Provide opportunity for employees to present issues to council members
- Proportional representation of units based on size
- Ensure that all position levels are represented
- Model other existing councils
- Construct by-laws to address council membership when employee leaves area from which elected
- One representative from each unit/dept.
- By-laws should provide insulation so council members are not afraid to serve effectively
- By-laws should ensure members are qualified (knowledgeable, professional, good public speaker)
- Proportional representation (management not included)
- By-laws should support staff access to council members
- Consider means to staff to express concerns anonymously
- Have at least one bilingual representative on the Task Force
- Staff council should be a Staff Senate
- Create opportunities for new employee concerns to be handled by council
- Model USAC after existing councils such as the one in the College of Education
- Consistent representation on all university committees
- Proportional representation