



Update on University Staff Advisory Council

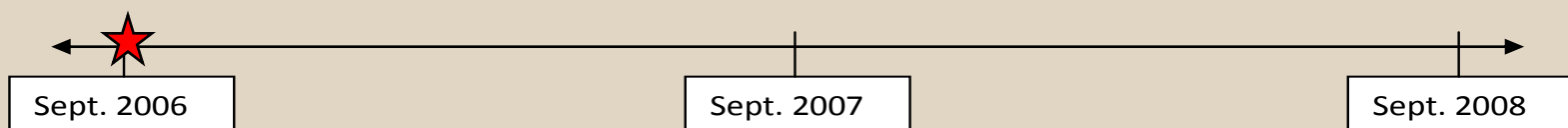
September 11, 2008

Karan Chavis

September 2006

Academic Convocation September 2006

- Former TAMU President Dr. Robert Gates proposed creation of a Staff Council



- Gates noted an “organizational gap” in shared governance at Texas A&M
- Noted a need for a staff organization to address issues that impact staff

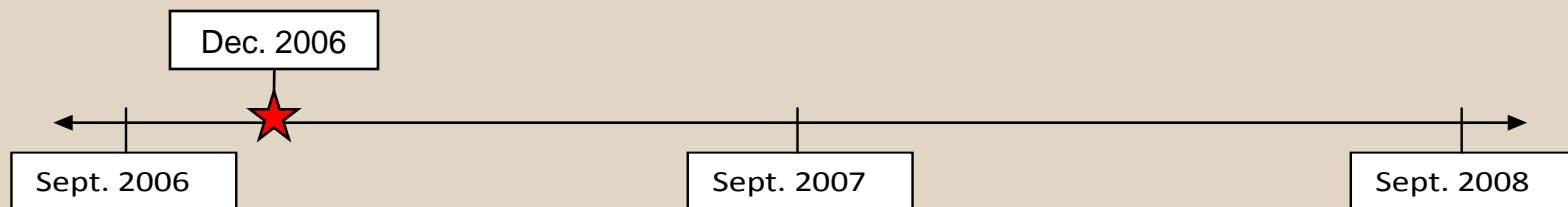
- Ad hoc working group began work on the concept
 - Office of the President:
 - Rodney McClendon
 - Office of the Provost:
 - Nancy Sawtelle, Paul Meyer
 - Division of Finance:
 - Jill Pollock, Karan Chavis (added in December 2006)

Ad Hoc Group

- Researched other university staff councils:
 - organizational structure
 - composition
 - membership selection
 - by-laws
 - term appointments

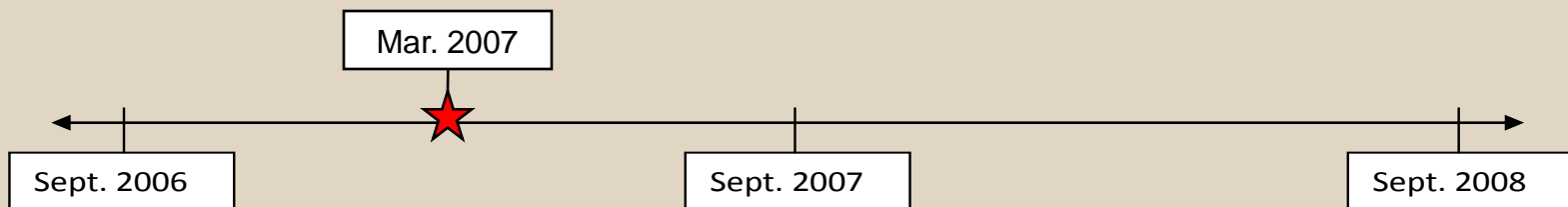
December 2006

- Dr. Gates resigned as President of Texas A&M
- Dr. Eddie Joe Davis named Interim President



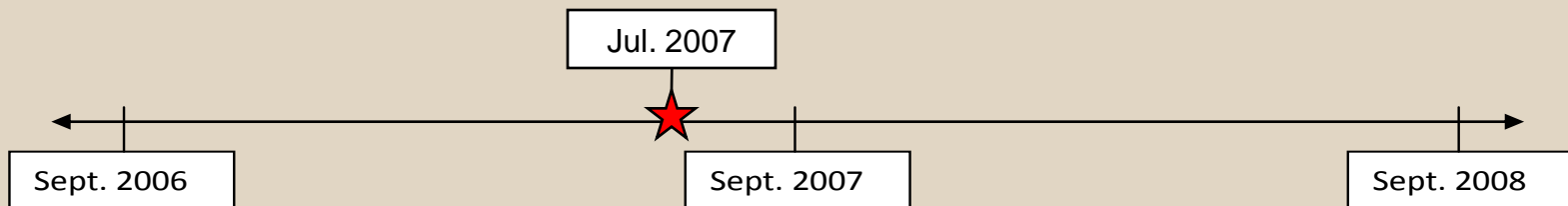
March 2007

- Dr. Davis noted that, “staff members have valuable insights that should be considered in making important decisions affecting the campus community”
- Ad hoc group briefed Dr. Davis on findings on staff councils from other universities



July 2007

- Dr. Davis e-mailed the university community of his decision to proceed with formation of a Staff Council
- In late July, Dr. Davis appointed Dr. Rodney McClendon to chair the University Staff Advisory Council Task Force (USACTF)



Call for USACTF member nominations

- Dining Services
- Student Affairs
- Facilities
- V.P. Diversity
- Athletics
- Dean's Administrative Liaison Council
- Research
- Library
- Information Technology/CIS
- Admissions & Records/Financial Aid
- Texas A&M Professional Support Staff (TAPSS)



USACTF Members

- *Rodney McClendon, President's Chief of Staff
- Felix Flores, Area Maintenance Foreman
- Michael Jackson, Library Specialist III
- Venesa Flores, Associate Registrar
- Otis McGresham, Residence Hall Director
- Nydia Riojas, Customer Service Associate, Dining Services
- *Karan Chavis, Executive Director for Administrative Services
- Victor Frysinger, SIMS Lead Security & Training Coordinator
- Mona Osborne, Program Coordinator, Athletics
- *Paul Meyer, Assistant Provost Academic Affairs
- Kimberlee Pottberg, Administrative Asst.
- Shannon Prescott, Sr. Administrative Asst. (Deans Administrative Liaison Council)
- *Jill Pollock, CHRO
- Joseph Reibenspies, Sr. Research Instrumentation Specialist
- *Nancy Sawtelle, Director of Communications, Provost's Office
- Rosemary Schoenfeld, Asst. to Assoc. Director (Agriculture Agency)
- Albert Broussard, Professor

Charge to USACTF

- Gather a sense of staff expectations
- Propose a mission for the Staff Advisory Council
- Propose an outline for an original implementation plan
- Propose a timeline for implementation of the first year council

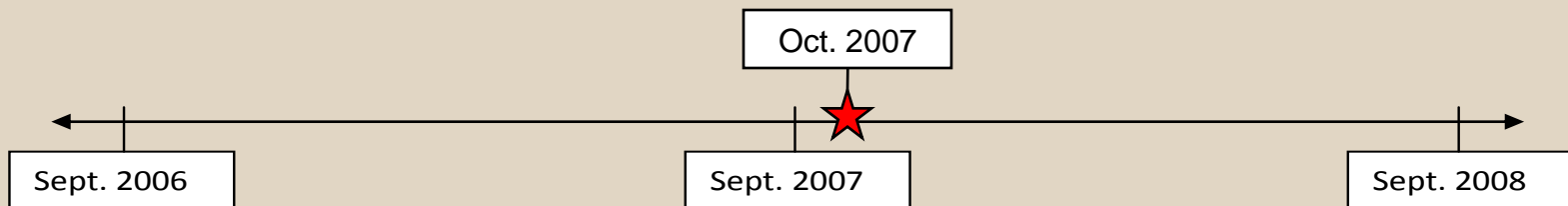
Additional Work of USACTF

Lay framework for first year council member to:

- Propose a permanent organizational structure
 - Determine how to renew the council by selecting members and offices for future councils
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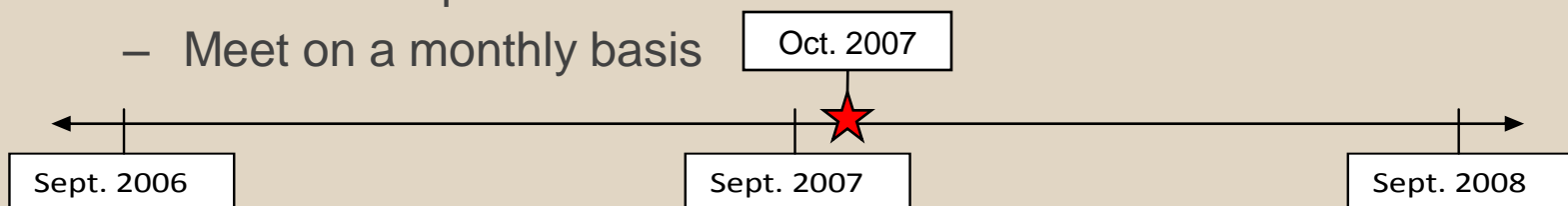
October 2007

Dr. Davis met with USACTF to review charge, answer questions and request the delivery of final report/proposal by end of February 2008



October 2007

- USACTF Reviewed Staff Councils at 31 Other Universities (included Big XII schools and Vision 2020 institutions)
- Found Most Councils:
 - Provide staff perspective on policies, benefits and executive decisions
 - Facilitate 2-way communication between staff and university administrators
 - Report to the President or other senior administrator close to the President
 - Elect members based on a structured process
 - Require regular meeting attendance by members in order to remain on council
 - Provide a representation of all levels of staff
 - Meet on a monthly basis



October 2007

- Open forums were scheduled to gather a sense of staff expectation, concerns about formation of a council, look at specific issues for the council to address, provide input on council structure and composition, suggest selection process for members, concerns, input
 - A website was created to facilitate 2-way communication
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Open Forums

- 12 forums held between October 12 and November 5
 - Attended by approximately 650 employees representing 77 departments or organizational units and 51 varied job titles
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Outcomes from Forums

Staff Expectations

- Council meetings should allow open attendance
- All non-faculty employees should be represented (student workers not included)
- Members should receive commentary and concerns from staff constituents
- Council Should:
 - Provide 2-way communication
 - Convey staff concerns to other committees (ex. SEBAC)
 - Advocate for staff professional development, equity and benefits
 - Be involved in staff recognition and award programs
 - Propose ideas and solutions to President
 - Promote importance of staff

Concerns Related to Formation of a Staff Council



- Remove the word “advisory”; implied “no power”
- Limits on council topics for input
- Include provision in by-laws for removal of ineffective members
- Insulation for members from supervisor retaliation
- Avoid over-representation of upper level administrators
- Provide representation for part-time night shift employees
- Council members should receive support from home department to serve
- Council should have early input in university decisions
- Council should receive resources to operate effectively

Issues Staff Council Should Address



- Communication
- Staff treatment and recognition of staff value
- Parking
- Employee benefits
- Compensation equity
- Tuition assistance, professional development/education, consistent perks
- Supervisor training
- Policies and regulations impacting staff

Composition of Staff Council

- All non-faculty employees
- Include graduate students
- Include agency employees
- Include System employees
- Should not include student workers

Selection Process for Council Members



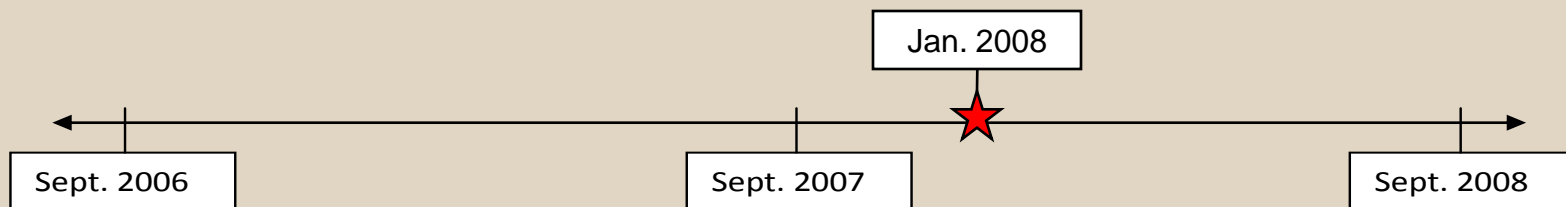
- General nomination and election through Single Sign-On
- Nominate and elect within division
- Department, division or unit head nominations
- Appoint first year, elect thereafter

Size and Structure

- 15-20 members – outreach through open forums
 - A large council with some non-voting members
 - Model after the Faculty Senate
 - Model after other university staff councils
 - Model after U.S. Senate or U.S. House of Reps (base representation on geographic breakout of campus districts)
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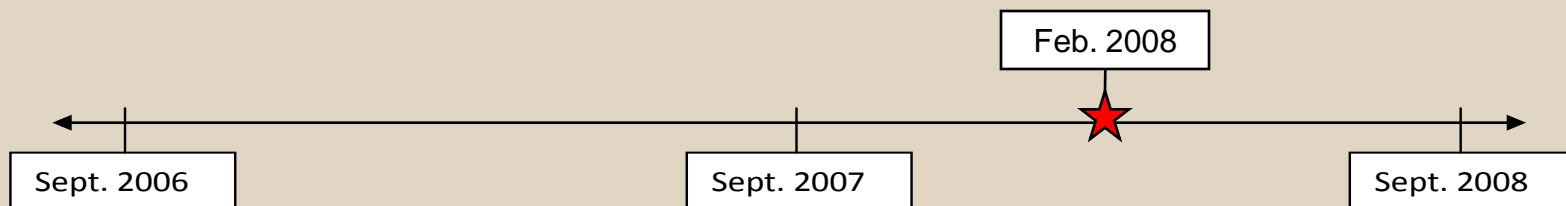
January 2008

Dr. Elsa Murano assumes duties as
President of Texas A&M



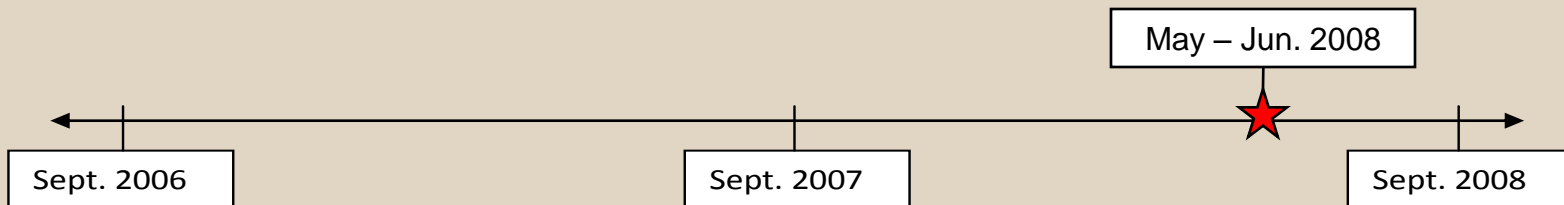
February 2008

The USACTF Report that was requested by Dr. Davis was submitted to Dr. Murano



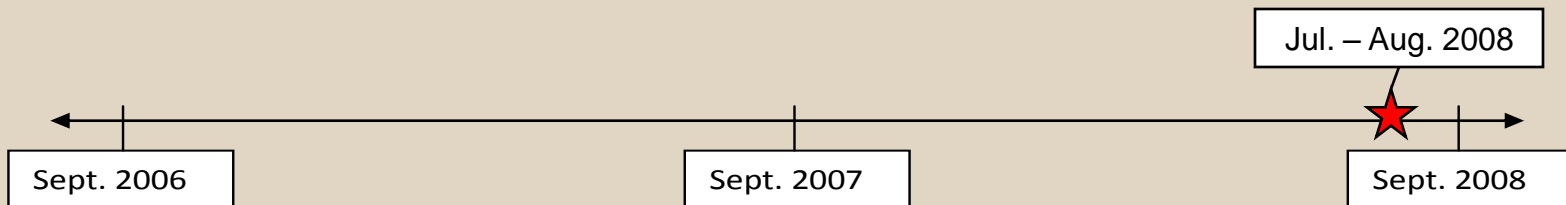
May and June 2008

- Dr. Murano met with USACTF
- Proposed representation of all divisions to comprise a council of less than 25 members
- USACTF recommendation – minor adjustments proposed membership of 23
- Dr. Murano accepted recommendation



July – August 2008

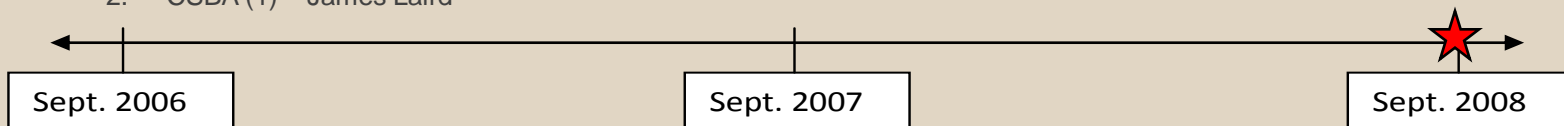
Dr. Murano solicited nominations from her executive staff, the USACTF, and the university



September 2008

Dr. Murano has appointed 23 member staff council

- Executive VP for Operations
 1. Business Affairs (2) – Jen Potter & Patti Urbina
 2. Facilities (2) – Lawrence Vega & Carla Wiseniske
 3. At-Large (1) – Debbie Hoffman
- Executive VP & Provost (11)
 1. IT (CIS & EIS) (2) – Lori O'Bannion, Vic Frysinger
 2. Provost Direct Reports (2) – Jeannie Laird & Kimberlee Pottberg
 3. Colleges (4) – Robert Pottberg, Ron Carter, Missy Amos, Lisa Blum
 4. Student Affairs (2) – Jeff Vilson & Kathy Collins
 5. At-Large (1) – Venesa Flores
- VP & CFO (2)
 1. FMO (1) – Monica Poehl
 2. Depts. not encompasses in FMO (1) – Dean Endler
- President's Office & Athletics (1)
 1. At-Large (1) – Olga Martinez
- Agency Representatives (2)
 1. Agriculture (1) – Rosie Schoenfeld
 2. Engineering (1) – Diane Hurtado
- Ex-Officio Members/Resources (2)
 1. DOF – HRMS (1) – Jackie Caruso
 2. CSBA (1) – James Laird



DOF Representation

- Monica Poehl, Financial Accountant III, FMO
- Dean Endler, Executive Director for Contract Administration
- Jackie Caruso, Assoc. Director of HR, *Ex-Officio Resource Member for HR*