

The University of Texas at Dallas Staff Council Annual Report FY 2022

The UT Dallas Staff Council is a group of staff members elected to represent the interests of campus staff by advocating on a variety of issues, addressing staff suggestions, and serving in an advisory role to Dr. Benson, the University of Texas at Dallas's President.

The leadership of the council during the 2021-2022 academic year includes Jennifer Klunk, President; Debra Greszler, Vice President; Michelle Rinehart, Chair of the Benefits Committee; Charles Vincent, Chair of the Communications Committee; Michele Brown, Chair of the Staff Development Committee; David Richardson, Chair of the Fundraising Committee.

Highlights and Accomplishments of the year

- Continuation of the work of an ad hoc committee for exploration on Work-from-Home (WFH/Remote Work), surveying the staff and presenting the results to leadership.
- Continuing the work of an ad hoc committee creating a proposal for an Ombuds for staff
- Appointment of an ad hoc committee for Employee Equity
- Completing the work of an ad hoc committee for Parking for Staff Council

Campus Engagement

Members of the Staff Council were engaged in the campus community in many ways throughout the year. Some examples include:

- Collaborations with Academic Senate and the Student Government
- University-Wide Committees
- Publication of *The Solar Flare* which highlights information and news around campus
- Earth Day on April 21st
- Actively participated in Giving Day
- Hosted an information session about retirement with Human Resources and TRS speakers

Staff Council Leadership Updates

President report by Jennifer Klunk

As Staff Council President, I have had the honor of leading the Staff Council this past year. My focus as President has been to ensure that the mission of the Staff Council is carried out, addressing staff questions and suggestions, and being an advocate for our constituents. I have worked closely with the Executive Board to address staff concerns and develop resolutions, finding ways to better represent and support all staff.

Below are key responsibilities completed over the past year.

- Supervision of the Coordinator of Special Programs for the Staff Council.
- Representation of the Staff Council at the Academic Senate, providing a brief update at each meeting.
- Participation in the State of the University as a speaker.
- Staff Representative for the Handbook of Operating Procedures (HOP) Committee.

- Maintained communication lines with the Office of the President and the Chief of Staff.
- Made recommendations to the Executive Board and managed project implementation and follow through.
- Oversaw the work of the ad hoc committees for a staff ombuds.
- Led all Staff Council general meetings and coordinated the invitation of guest speakers; developed PowerPoint presentations for meetings and sharing of documents for review.
- Coordinated with the Office of the President and the Office of Communications for the CARE Awards ceremony for Spring and Fall 2020, Spring and Fall 2021, and Spring 2022 recipients.

<u>FY 2022 CARE Award Recipients</u>	
FALL 2021	SPRING 2022
Amanda Pritchard	Alexander Leyva
Debra Greszler	Edgar Miranda
Franklin Foxworthy	Brooke Schafer
Kim Warren	Mercy Wenger
Rosalyn Green	Julie Heckmann
Toby Glazer	Katie Johnson

- Recruited and delegated volunteers to campus-wide committee vacancies - this year we coordinated communication with the University-Wide Committee members, asking for and sharing reports.
- Regularly sent emails to Staff Council Representatives regarding updates as well as information to share with their districts.

Vice President report by Debra Greszler

The Vice President of the Staff Council maintained attendance records for Staff Council and standing committee participation. In addition, they made the necessary appointments to committees in consultation with the Executive Board.

Staff Development Committee report by Michele Brown

- **Retirement Event:** The goal of the retirement event was to provide staff and retirees with information on future retirement plans. The retirement event was held virtually, which led to a large university-wide attendance. The committee recorded the events for those who could not attend; the event recording was posted on the Staff Council website. The event was an enormous undertaking, and the committee worked hard for it to be successful. The committee members Danny Shen, Beverly Reed, and Pinky Reyes made the retirement event successful for the UTD community.
- **Assigned Suggestion:** The committee was assigned the proposal on staff promotions and merit concerns. Our committee worked with Colleen Dutton, Chief Human Resources Office, and Dr. Rafael Martin, Chief of Staff, to gather information on the proposal topics.
 - After the committee met with Colleen and Dr. Martin, Colleen presented on Merit and Promotion at a general meeting to help begin the discussion over the proposal topics.

- The committee and S.C. representatives concluded the proposal topics needed to be discussed more thoroughly; therefore, an ad-hoc committee was formed to evaluate employee equity.

Overall, Staff Development committee was proud of the outcome of the retirement event and how many staff members learned about their retirement futures. COVID was the primary barrier for the Staff Development committee to schedule events for staff appreciation.

Communications Committee Report by Charles Vincent

- **Staff Council Newsletter:** The committee continued publishing *The Sun's* quarterly newsletter, which focused on issues affecting UTD staff, highlighted and celebrated the accomplishments of UTD staff, and included Staff Council updates relevant to employees and the UTD community. Additionally, the committee collected images and stories from staff across campus and distributed a special holiday collection of staff member experiences.
- **Assigned Suggestion – District Lead Program:** The committee proposed a District Lead Program and performed a pilot test of the program with two districts in the Summer of '22.
- **Communication Operations:** The committee continued to expand the UTD Staff Council Instagram and Facebook accounts to share updates and activities while engaging a broader audience within the UTD community. The Committee ran an “Instagram Takeover” pilot program in which staff members from different parts of campus shared their perspectives at the university over course of a day. Additionally, The committee started a new Microsoft Teams channel that can be opted into by any staff member.
- **Staff Council Marketing:** The committee helped drive sales for several Staff Council fundraising events including cookbook sales, holiday and graduation bear sales, holiday plant sales, and the spring walking event.

The Communication's committee accomplished the goal of bringing awareness of the Staff Council to the UTD staff community through marketing strategies and newsletters. The committee documented how their approach helped reach the staff community in various locations. COVID restrictions impacted Staff council events; therefore, the committee emphasized the importance of communication between the Staff Council and the staff community.

Benefits Committee Report by Michelle Rinehart

- **Benefit Operations:** The Benefits committee continued the process of scoring the Staff Council Scholarship applications and subsequently gave out 10 scholarships each semester. The Benefits committee brainstormed ideas for increasing the visibility for the Staff Council Scholarship in the hopes of increasing the pool of applicants.
- **Staff Council Scholarship Revisions:** The Benefits committee revised the Scholarship application to provide applicants the ability to elaborate on their awards and services. In addition, the committee updated the application to ensure greater ease of use.
- The Benefits committee began updating the scholarship website to make the site more user-friendly and easier to navigate.

- **Assigned proposals:** The committee was assigned two proposals: Staff Mental Health benefits and Childcare for the campus community. The committee has begun researching, the best way to approach the two proposals, and documented the research for the FY 23 Benefit committee to continue the research.

The Benefits committee was able to achieve the goal of awarding ten scholarships per semester. As the year comes to an end, the committee hopes the revision of the scholarship application will encourage an increasing pool of applicants.

Fundraising Committee Report by David Richardson

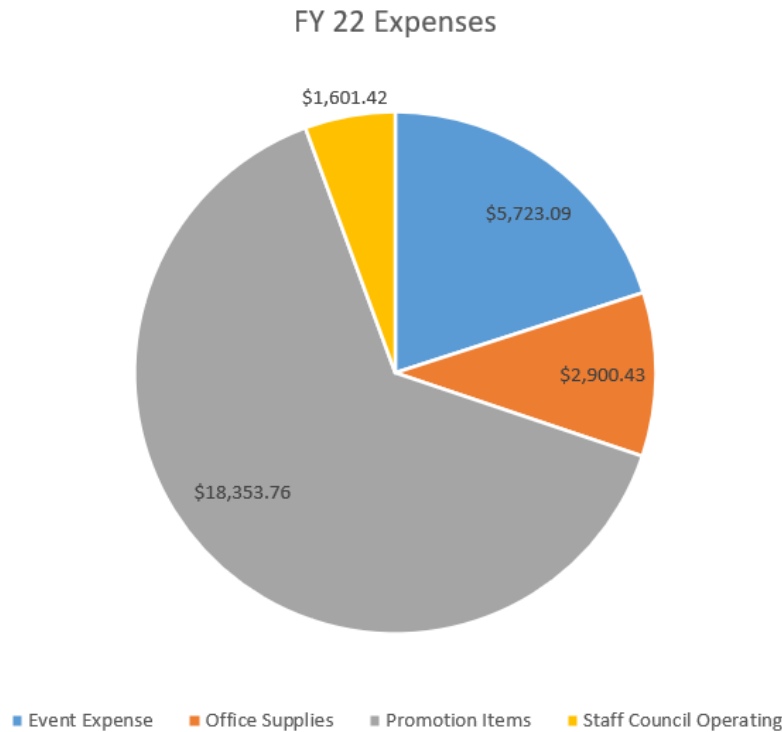
- **Fundraising Operations:** The Fundraising committee created and discussed a fundraising plan to include in-person and remote staff participation for the events.
- **Fundraising Events:** The Fundraising committee devoted the time to creating an event per semester, as well as continually supporting the year-round fundraising events selling bears and virtual cookbooks.
 - *Christmas Plant Sale:* The fall event was the Christmas plant sale, which raised \$1,160.000 for Staff Council Scholarships.
 - *Walk-a-thon:* The spring event was a virtual 5k to encourage staff to be active while donating \$145.00 to support staff scholarships
 - *Teddy bears:* The bear sale raised \$81.90 for graduation bears. Additionally, the Valentine's and Christmas bear sales raised \$94.00
 - *Cookbook:* The cookbook sale raised \$384.00 throughout the fiscal year
 - *Giving Day:* The Fundraising committee collaborated with the Communications committee to help create a marketing strategy for giving day to help raise \$602.00 for Staff Scholarships

The Fundraising committee sought to fundraise efficiently with COVID restrictions affecting their efforts. The funds raised by the committee will be applied to the Staff Council Scholarship cost center.

Treasury Report by Deanna Dallal

Staff Council began the year with its annual budget allocation and funds for a Coordinator of Special Programs full-time staff position. Due to Covid-related hiring difficulties, the position was not filled until the spring semester. Staff Council allocated the use of the fall salary for purchasing promotional items, office supplies, and other materials for future use. This was a one-time option for funds.

Staff Council Annual Expenses FY 2022



Staff Council Operating Expenses

Office Supplies	\$ 2,900.43
Event Expenses	\$ 5,723.09
Staff Council Operating	\$ 1,601.42
Promotional Items	\$ 18,353.76
<i>Total</i>	<i>\$ 28,578.70</i>

Staff Council Scholarships

Scholarship	Number Awarded	Amount
SC Scholarship Endowed	10	\$ 3,000.00
Jody Nelsen Endowed	3	\$ 900.00
Staff Scholarship	5	\$ 1,500.00
Rick Dempsey Endowed	2	\$ 1,000.00
<i>Total</i>	<i>20</i>	<i>\$ 6,400.00</i>

Closing out FY 2022

- New representatives and alternates have been elected and will begin their term on September 1st, 2022. Onboarding sessions were held on August 18 and 26, 2022.
- Elections of the President and Vice President will occur at the September 2022 Staff Council meeting; nominations will be taken via email and interest confirmed prior to the meeting as voting will be done virtually while still taking nominations from the floor.

Final thoughts from the Staff Council President

I would like to offer a big thank you to the members of the Staff Council who worked tirelessly to move this year's many agenda items forward. As Staff Council President, it has been an honor to serve and work with each of you.

Respectfully Submitted by Jennifer Klunk

August 31st, 2022