

**The University of Texas at Dallas
Staff Council Annual Report FY 2021**

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 the Dr. Benson, University of Texas at Dallas's President.

Leadership of the council during the 2020-2021 academic year includes Naomi Emmett, President; Debra Greszler, Vice President and Acting President; Jennifer Klunk, Chair of the Benefits Committee; Melanie O'Brien, Chair of the Communications Committee; Fatema Syeda, Chair of the Staff Development Committee; Joey White-Swift, Chair of the Fundraising Committee.

Highlights and Accomplishments of the year

- Appointment of an ad hoc committee to outline and further detail a proposal and process for an additional Staff Award
- Appointment of an ad hoc committee for exploration on Work-from-Home (WfH) Remote Work
- Appointment of an ad hoc committee for Redistricting and Representative Term balancing
- Appointment of an Ad Hoc Committee for Parking for Staff Council
- Updated scholarship information and procedures to include the Rick Dempsey Endowed Scholarship
- Continued virtual meetings due to COVID-19, which resulted in higher attendance of staff council general meetings

Campus Engagement

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

- Participation in University Task Forces and Working Groups
- Collaborations with Academic Senate and the Student Government
- Campus-Wide Committees
- Publication of *The Solar Flare* which highlights information and news around campus

Staff Council Leadership Updates

President Naomi Emmett

- As Staff Council President, I have had the honor of leading Staff Council this past year. We have over 2,500 staff at UT Dallas, and I have done my best to increase our visibility across campus and open lines of communication. As President, my focus has been to ensure that the mission of 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 developing resolutions; finding ways to

better represent and support all staff. Below are key responsibilities that I have completed over the past year.

- Revision of the administrative support role for Staff Council
- Representation of Staff Council at Academic Senate, providing a brief update at each meeting
- Staff Representative for the Handbook on Policy (HOP) Committee
- Maintained communication lines with the Office of the President
- Made recommendations to the Executive Board and managed project implementation and follow through
- Oversaw the work of the ad hoc committees
- 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 video ceremony for fall 2020 winners
 - Due to COVID-19, we collaborated to create a care package to send to the fall 2020 and spring 2021 winners of the award
 - AY 21 recipients were:

<u>FALL 2020</u>	<u>SPRING 2021</u>
John Patterson	Dresden Goldberg
Bryan Sherwood	Gary Cocke
Jaqueline Prince	Irene Marroquin
Dee Lambert	Mike Nehus
Cynthia Percival	Monica Krause
Bonnie Dougherty	Rocky Shen

- Recruited and delegated volunteers to campus wide committee vacancies
- Regularly sent emails to Staff Council Representative regarding updates as well as information to share with their districts

Vice President Debra Greszler

- The Vice President of 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 Fatema Syeda

- The 2020-2021 Staff Development Committee focused on providing multiple ways for constituents to benefit from professional development and staff appreciation. Our biggest events were the Thankfulness, Gratitude, and Wellness Initiative and Staff Council Professional Development and Networking Session. Both were well received by campus. We received 74 responses to the TGWI survey and 91 people attended our live Professional development session.
- Other events we discussed and will host in the upcoming years include:

- Resume building 101
- Yoga Session
- Grab and Go appreciation event
- Benefits and Retirement in conjunction with the Benefits committee.

Communications Committee Report by Melanie O'Brien

- The Communications Committee suspended the publication of *The Solar Flare* newsletter and focused more on distributing information via digital communication channels, including Microsoft Teams and social media platforms.
- The Communications Committee created a UTD Staff Council Instagram account to share Staff Council updates and activities and engage a broader audience within the UTD community.
- The Communications Committee continued to publish *The Sun* 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.
- The Communications Committee suggested establishing Staff Council District email addresses for the use of District representatives, to communicate with each other more effectively within Districts. These email addresses can also be used by constituents to contact their respective Staff Council Representative. The UTD Staff Council Executive Board was in agreement with this recommendation and Vice President Debra Greszler generated the new email addresses.

Benefits Committee Report by Jennifer Klunk

- The Benefits Committee continued the process of scoring staff scholarship applications, revising the application form to provide a new essay question for applicants, as well as the scholarship website.
- The Benefits Committee was tasked with developing a process for the Rick Dempsey Scholarship. The committee had many discussions about how to integrate into current scholarship processes, what criteria to use, and how to best promote this new scholarship to the campus community.
- The Benefits Committee had many discussions with our ex-officio HR representative Marita Yancey about retirement information. We saw materials updated for use in the retirement process and are still looking to collaborate with Staff Development and the Retiree Association on a retirement event.

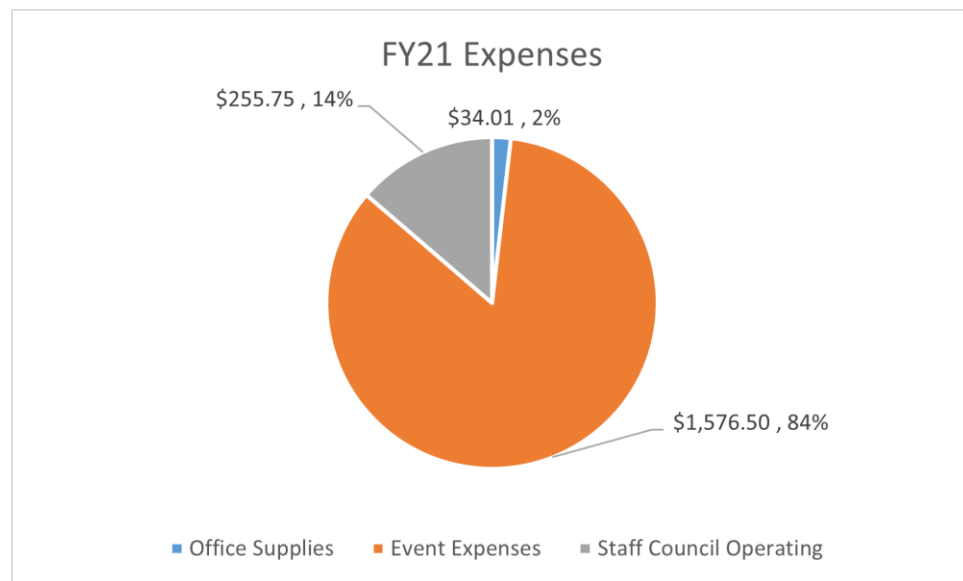
Fundraising Committee by Joey White-Swift

While a number of things were considered early on, it became clear that anything that we attempted to do in person would not result in any reasonable outcome. Therefore, we looked at pivoting to items that could be done on Teams, but what ultimately won out was making a virtual cookbook, with the added advantage that 100% of the proceeds could then go to staff council. This process included planning, working with the communications committee to solicit

recipes campus wide, processing those responses, and formatting the cookbook (with color!). We will set up the cookbook to sell into the next year utilizing Raiser's Edge, so that the next committee can focus on what we expect will be more of the traditional in person fundraising events for staff council.

Treasury Report

Staff Council Annual Expenses FY 2021



Staff Council Operating Expenses

Office Supplies	\$34.01
Event Expenses	\$1576.50
Staff Council Operating	\$255.75
Misc. Expenses	\$0.00
<i>Total</i>	\$1,866.26

Staff Council Scholarships

Scholarship	Number Awarded	Amount
SC Scholarship Endowed	8	\$ 2,400.00
Jody Nelsen Endowed	6	\$ 1,800.00
Staff Scholarship	5	\$ 1,500.00
Rick Dempsey Endowed	1	\$ 500.00
<i>Total</i>	<i>20</i>	<i>\$ 6200.00</i>

Staff Council Fundraising

Expenses		Revenue	
		Fundraising Account	\$50.00
		Revenue Account	\$0.00
		<i>Total Revenue</i>	<i>\$50.00</i>

Initiatives before closing out FY 2021

- New representatives and alternates have been elected and will begin their term on September 1st, 2020. Onboarding sessions were held on August 18 and 26, 2021.
- Elections of the President and Vice President will occur at the September Staff Council meeting; nominations will be taken via email and interest confirmed prior to the meeting as voting will be done virtually.
- The proposal for a Staff Ombudsman has been submitted to the Office of the President.

Final thoughts from the Staff Council President

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

Respectfully Submitted by Debra Greszler

August 31st, 2021