

The University of Texas at Dallas Staff Council Annual Report FY 2023

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 staff council during the 2022-2023 year includes Jennifer Klunk, President; Charles Vincent, Vice President; Michelle Rinehart, Chair of the Benefits Committee; Brooke Johnson, Chair of the Communications Committee; Rachel Enloe Chair of the Staff Development Committee; Krystyna Swindle, Chair of the Fundraising Committee.

Highlights and Accomplishments of the year

- Continuation of the work of the ad hoc committee on Work-from-Home/Remote Work
- Continuing the work of the ad hoc committee focused on drafting a proposal for an Ombuds for staff
- Continuing the work the ad hoc committee for Employee Equity focused on reviewing the current policy and practice related to pay equity.
- Proactively collaborating with various departments on campus to review adopted proposals.
- Reviewed and edited the current bylaws per the planned 2 year review

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, Student Government, Graduate Assembly
- University-Wide Committees
- Publication of *The Solar Flare* which highlights information and news around campus
- Collaborated with Office of Risk and Safety to participate in Earth Day on April 20th
- Actively participated in Giving Day and received record breaking donations for staff scholarships
- Collaborated with Office of Information Technology to host a Staff Development training on Microsoft Excel
- Collaborated with Employee Resource Group to host the Staff Appreciation event

Staff Council Leadership Updates

President report by Jennifer Klunk

As Staff Council President, I was honored to serve and lead Staff Council for a second year. My focus was strengthening our relationships across campus and improving staff council's processes, with the end goal of staff council's mission being advanced for the benefit of all staff. Working with the Executive Board resulted in stronger leadership of staff council committees as we reviewed staff concerns and established effective resolutions to better support staff at UTD.

Below are key responsibilities completed over the past year.

- Supervision of the Coordinator of Special Programs for the Staff Council
- Representation of 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
- Led all Staff Council general meetings and coordinated the invitation of guest speakers; developed PowerPoint presentations for meetings and sharing of documents for review
- Managed the CARE Award process by updating the secret ad-hoc committee for selection of the CARE award recipients and overseeing the scoring process of over 100+ nominations for FY 23
- Served as a member of the Employee Advisory Council for UT System which represents over 96,000 staff employees

<u>FY 2023 CARE Award Recipients</u>	
FALL 2022	SPRING 2023
Cortlandt Collins	Asiah Claiborne
Jeremy Piering	Pearl Gutierrez
Yi Tian	Wendi Kavanaugh
Chelsea Villareal	Lauren Kobee
Roopa Vinay	Courtney Lozano
Beverly Williams	Michelle Rinehart

- Recruited and delegated volunteers to campus-wide committee vacancies - this year we continued asking for and sharing reports from the the University-Wide Committee members,

Vice President report by Charles Vincent

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

As Vice President, I was assigned the proposal focused on the distant learning fee related to JSOM classes for Staff. After communicating with the Bursar's Office and JSOM, the agreement was made that the JSOM learning fee will waived for staff employees.

Staff Development Committee report by Rachel Enloe

- Professional Development Event: *Excel Essentials*
 - The goal of the event was to provide interested staff members basic Excel skills that could be applied to a wide variety of university jobs. Staff Development partnered with OIT (Office of Information Technology), spearheaded by Amanda Pritchard, to put on this training for staff members. It was held virtually, and over 100 staff members were in attendance. The committee recorded the event for those who could not attend and sent out to all staff members who signed up for the event.
- Staff Appreciation Event: *Another Day in Pair of Dice* –
 - The 2023 Staff Appreciation Event was a three hour in-person event held in the Galaxy Rooms. We brought in the following vendors: Carte Blanche Casino Entertainment & Rentals, which included poker tables, roulette tables, and blackjack tables (as well as dealers) for the night; Royal Catering, which included a dessert bar

with casino-themed toppers, as well as beverages. The event included a wide variety of prizes that were given away and raffled off. This included donated swag items from various departments and Staff Council swag. The items that were raffled off were purchased from Amazon. Additionally, we had non-casino games such as cornhole, and a prize wheel that gave staff members the opportunity to get swag or additional raffle tickets.

- We partnered with EEI (Employee Equity Initiatives), who provided a Kona Ice truck outside of the galaxy rooms, as well as swag bags from their department. This event had a large attendance from staff and received positive feedback from attendees. Overall, the Staff Development committee members worked incredibly hard and pulled off a very successful event.

Communications Committee Report by Brooke Johnson

- **Assigned Suggestions**
 - **District Lead Program:** The committee assigned one District Lead for each district, who took up the responsibility for e-mailing their district each month. It started communications by e-mailing meeting recaps and then converted those communications into Solar Flare e-mails.
 - **Campus Tours:** Much research and planning has been done on this proposal and the committee looks forward to concrete steps in the new year.
- **Resources & Training:** The committee is in the planning stages to publish the curated list of resources along with a *Did You Nova?* program to spread news of training and information across campus.
- **Staff Council Newsletter:** The committee revamped and relaunched the *Solar Flare* monthly newsletter. This included a recap of that month's general meeting, as well as news, information, and event announcements of interest to staff.
- **Social Media:** The committee continued the use of the Teams UTD Staff Council Connection and UTD Staff Council Instagram. They advertised campus events on both and continued to run an "A Day in the Life" series on Instagram, highlighting various staff members and departments across campus. Also, the UTD Staff Council LinkedIn page was created to aid in the outreach of Staff Council across campus.
- **Staff Council Marketing:** The committee helped advertise and drive sales for several Staff Council fundraising events including holiday plant sales and Comets Giving Days. They spread the news about Staff Council awards and nominations, resulting in a record year for CARE Award nominations.
- **How to Staff Council document:** We wrote up and published a document to help all our representatives, especially new reps, more easily get onboarded into the Staff Council process.

The Communication's committee accomplished the goal of bringing awareness of the Staff Council to the UTD staff community through marketing strategies and newsletters.

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 scholarships each semester.

- **Staff Council Scholarship Revisions:** The Benefits committee reviewed the layout of the Staff Council Scholarship webpage to increase ease of use
- **Assigned proposals:** The committee was assigned two proposals:
 - Well Being Leave
 - The Well Being Leave proposal has moved forward to the stage of being put into university policy, thereby allowing employees 8 hours per fiscal

- year of leave to be used for well-being (doctor's appointments, mental health wellness, attending on-site wellness seminars, etc.)
 - The proposal was retired in August 2023. The Well Being Leave Policy is being led by the Office of Human Resources
- Childcare
 - The Childcare proposal has been adjusted to be "Caregiving" to be more inclusive of all forms of caregiving. This proposal has been given to the University's IDEA committee

The Benefits committee awarded staff scholarships each 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 Krystyna Swindle

- **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.
 - *Holiday Plant Sale:* Our Annual Holiday Plant sale went very well this year! We raised \$1,027
 - *Spring Staff Polo Sale:* We sold staff polos during the months of February and March. We raised \$2,410
 - *Comets Giving Days:* The Fundraising committee collaborated with the Communications committee to help create a marketing strategy for giving day to help raise \$1,326 for Staff Scholarships. Donors of more than \$19.69 were gifted a UTD Clear Stadium Bag

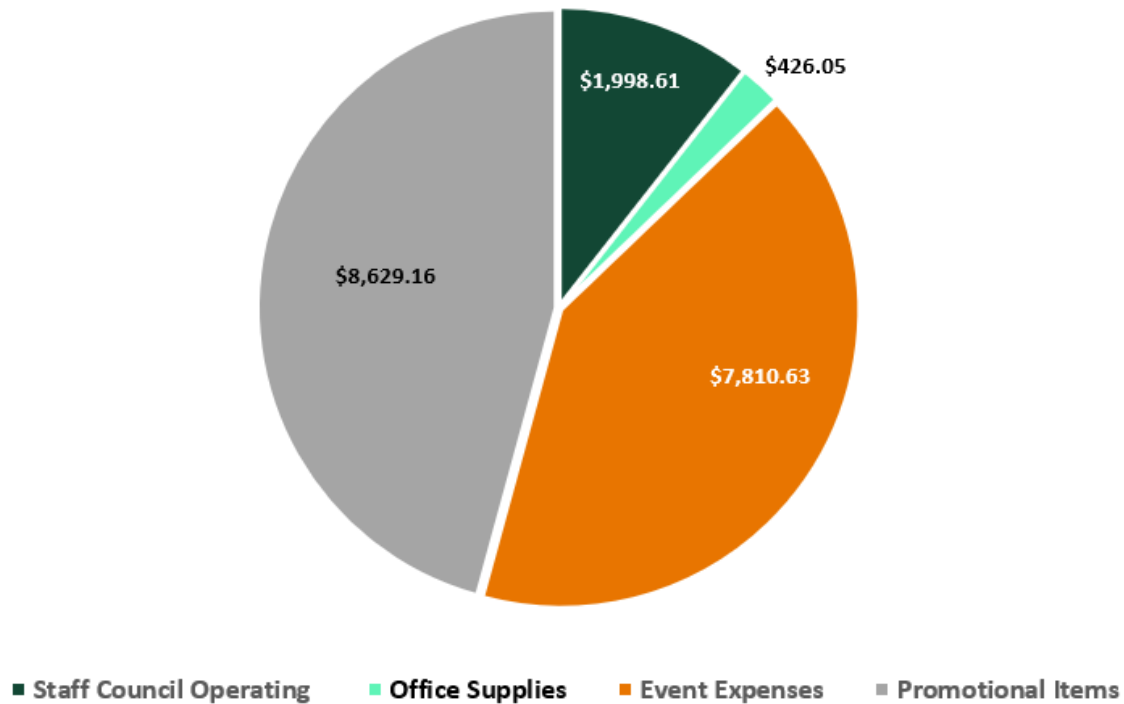
The funds raised by the committee will be applied to the Staff Council Scholarships.

Treasury Report by Deanna Dallal

Staff Council began the year with its annual budget allocation. The budget was used for an in-person meeting, a staff development event, and a staff appreciation event.

Staff Council Annual Expenses FY 2023

FY 23 Expenses



Staff Council Operating Expenses

Office Supplies	\$426.05
Event Expenses	7,810.63
Staff Council Operating	1,998.81
Promotional Items	8,629.16
<i>Total</i>	18,864.65

Staff Council Scholarships

Scholarship	Number Awarded	Amount
SC Scholarship Endowed	11	\$ 3,300.00
Jody Nelsen Endowed	2	\$ 600.00
Staff Scholarship	4	\$ 1,200.00
Rick Dempsey Endowed	2	\$ 1,000.00
<i>Total</i>	<i>19</i>	<i>\$ 6,100.00</i>

Closing out FY 2023

- New representatives and alternates have been elected and will begin their term on September 1st, 2023. Onboarding sessions were held on August 21 and 23, 2023.
- Elections of the President and Vice President will occur at the September 2023 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, 2023