ORIENTATION AGENDA

I. Staff Council Organization
II. Staff Council Meetings
III. Suggestions
IV. Representative Responsibilities
V. September Staff Council Meeting (9:00)
I. STAFF COUNCIL
ORGANIZATION
Seven districts organized geographically
Elected to two-year, overlapping terms
Currently 38 members

1. ECS, HH, NSERL
2. BE, FA, FN, FO, ROC, SLC, WSTC
3. AS, ATEC, MC, JO
4. AB, CN, JSOM, RHs, SSB, SU
5. FM, PD, SB, SG
6. AD, NB, NL
7. CBH, CD, CR, GC, GR, VP
President and Vice President
- Elected annually in September
- One-year terms
- Maximum of four consecutive terms
PRESIDENT

- Preside at all Staff Council meetings
- Chair of the Executive Board
- Serve as liaison to the Faculty Senate
- Serve as liaison to the UT Dallas President
- Prepare Annual Report on the Staff Council’s activities and progress
VICE PRESIDENT

- Preside over meetings in the absence of the President
- Maintain Staff Council calendar of events
- Maintain attendance records
- Make committee appointments
- Responsible for the duties of the Secretary if necessary
SECRETARY

- Not an elected position
- Regular UT Dallas employee
- Works half-time for Staff Council
SECRETARY DUTIES

- Record and distribute meeting minutes for Staff Council and Executive Board
- Ensure that presiding officers abide by Robert’s Rules of Order during meetings
- Serve as Historian and repository for minutes and all official correspondence
- Notify members of meeting dates and distribute agendas before meetings
SECRETARY DUTIES

- Maintain Suggestions and Proposals logs
- Responsible for all financial matters
- Operate under UT Dallas accounting procedures
- Responsible for monthly budget reports and an annual financial statement
One year after end of term

Ex-Officio member of the Staff Council

Advisor to the Staff Council and the Executive Board
STAFF COUNCIL COMMITTEES

- Standing Committees
  - Benefits
  - Communications
  - Fund Raising
  - Staff Development
- Executive Board
- Ad Hoc Committees
This committee shall review staff members' concerns regarding benefits and make recommendations to the Staff Council. The Director of the Office of Human Resources or designate will serve as an ex officio member of the Benefits Committee.

Projects

- Awards Staff Council Scholarships
- Works on staff tuition and fee waivers
Staff Council Bylaws

This committee shall plan and coordinate activities at which constituents can meet their representatives and learn about Staff Council activities; serve as the public relations committee of the Staff Council while working with the UT Dallas News and Information Office to publicize the Staff Council and its activities; and generally promote the Staff Council as opportunities arise. The committee chairperson shall be responsible for dispensing information.

Projects

- Publishes SUN Newsletter
- Maintains Staff Council web site
- Promotes Staff Council on social media
Staff Council Bylaws

This committee shall design, propose and facilitate all activities to raise funds for Staff Council Scholarships. The committee chairperson will be responsible for reporting the plans and results of fund raising activities and coordinating the efforts of the committee members.

Projects

- Coordinates all fund raising in support of the Staff Council Scholarship
- Valentine’s Day balloons and holiday poinsettias sales
- Ink jet and laser toner recycling
Staff Council Bylaws

This committee shall review ways in which constituents can benefit from training programs and may address such issues as career and professional development, orientation/mentoring, diversity training, and basic skills development. The Director of the Office of Human Resources or designate will serve as an ex officio member of the Staff Development Committee.

Projects

- E2E Mentoring program
- Staff Appreciation events
- Staff survey
AD HOC COMMITTEES

- Bylaws Review Committee
- Staff Tuition Benefit Committee
- Staff Council Election Committee (created annually when needed)
II. STAFF COUNCIL MEETINGS
TIME AND LOCATION

- ECSS 2.102 (TI Auditorium)
- Second Wednesday of each month
- 9:00 AM
TYPICAL AGENDA

- Guest speaker
- Committee and officer reports
- Old business
  - Proposals needing further action
- New business
  - Suggestions
Secretary will record official meeting minutes

Secretary may record meetings to compile minutes

All audio recordings are for Secretary’s use only and they will not be kept permanently or redistributed
MEETING LENGTH

- Average length is about $1\frac{1}{2}$ to 2 hours
- Bylaws limit meetings to 2 hours
- By rule, meetings can be extended by majority vote
III. SUGGESTIONS
Critical part of the Staff Council function
Allow for “anonymous” suggestions from any staff member
Initiator identity known only to the Executive Board
Often handled by a Standing Committee
SUGGESTION PROCESS

- Initiation form online
- Staff Council approval and action
- Committee research and discussion
- Resolutions
  - Rejected
  - Proposal to the President or VP
  - Adopted by Staff Council
IV. REPRESENTATIVE RESPONSIBILITIES
Two-way communication is paramount
- From constituents to Staff Council
- From Staff Council to constituents
- Discussions in your department
- Share feedback with peers
Two monthly meetings

- Regular Staff Council meeting
  2\textsuperscript{nd} Wednesday, 9:00 AM
- Standing committee meeting

Possible Ad Hoc meetings
- President’s Staff Council Report
- Questions from the staff
- All Staff Council members invited to attend
- Recognition of CARE awardees and staff scholarship winners in conjunction with UT Dallas President’s State of the University address or Staff Appreciation
Informal gatherings with the President
Four coffees held annually
Ten guests per coffee
Council Members asked to assist Secretary in arranging interested constituents to attend
Staff Council Bylaws

Representatives shall be excused from their regular working hours up to six (6) hours per month to devote to Staff Council work, inclusive of time spent at Staff Council meetings. Additional time for Staff Council officers' work or assignments may be negotiated with each officer's supervisor.

Summary

- Policy UTDPP1073
- Bylaws, Article III, Section C, Clause 6
- Six hours per month
- Allowed by the President
STAFF COUNCIL ORIENTATION

September
Staff Council Meeting
9:00 AM