Staff Council Orientation
August 9, 2006
Orientation Agenda

I. Staff Council Organization
II. Staff Council Meetings
III. Suggestions
IV. Representative Responsibilities
V. August Staff Council Meeting (9:00)
I. Staff Council Organization

Membership
Officers
Committees
Staff Council Membership

- Seven districts organized geographically
- One representative per 30 constituents
- Elected to two-Year, overlapping terms
- Currently 36 members
Staff Council Officers

- Chairperson and Vice Chairperson
  - Elected annually in September
  - One-year terms
  - Maximum of two consecutive terms
Chairperson

- Preside at all Staff Council meetings
- Chair of the Executive Committee
- Serve as liaison to the Faculty Senate
- Serve as liaison to the UTD President
- Prepare Annual Report on the Staff Council’s activities and progress
Vice Chairperson

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

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Secretary

- Not an elected position
- Regular UTD employee
- Works half-time for Staff Council

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Secretary Duties

- Record and distribute meeting minutes for Staff Council and Executive Committee
- 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 UTD accounting procedures
- Responsible for monthly budget reports and an annual financial statement
Past Chairperson

- One year after end of term
- Ex-Officio member of the Staff Council
- Advisor to the Staff Council and the Executive Committee
Staff Council Committees

- Benefits
- Communications
- Fund Raising
- Staff Development
- Executive
- 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.

- Handles Staff Council Scholarships
- Worked on staff tuition and fee waivers
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 U.T. 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.

- Publishes SUN Newsletter
- Maintains Staff Council web site
- Promotes Staff Council candidates on the web site
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.

- 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 cookbooks
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.

- Developed online Staff A to Z Guide
- Developing mentoring program
- Working on staff survey
Ad Hoc Committees

- UTD Wellness Committee
- Guidelines Review Committee
- Staff Tuition Benefit Committee
- Staff Council Election Committee (created annually when needed)
II. Staff Council Meetings

Time and Location
Typical Agenda
Meeting Minutes
Meeting Length
Time and Location

- SOM 1.502 (Executive Education Wing)
- Second Wednesday of each month
- 9:00 AM
Typical Agenda

- Guest speaker
- Committee and officer reports
- Old business
  - Proposals needing approval
- New business
  - Suggestions

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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 1½ to 2 hours
- Meetings are limited to 2 hours
- By rule, meetings can be extended by majority vote

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III. Suggestions

Suggestions?
Process
Suggestions

- Critical part of the Staff Council function
- Allow for “anonymous” suggestions from any staff member
- Initiator identity known only to the Executive Committee
- Often handled by a Standing Committee
Suggestion Process

- Initiation form online
- Staff Council approval and action
- Committee research and discussion
- Resolution
  - Rejected
  - Proposal to the President or VP
  - Adopted by Staff Council

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IV. Representative Responsibilities

Communication
Meetings
Fall Forum
President’s Coffees
Allowed Time
Two-way communication is paramount

- From constituents to Staff Council
- From Staff Council to constituents

Discussion in your department

Share feedback with peers
Meetings

- Two monthly meetings
  - Regular Staff Council meeting
    2nd Wednesday, 9:00 AM
  - Standing committee meeting
- Possible Ad Hoc meetings
Fall Forum

- Annual Fall Forum
  - Chairperson’s Staff Council Report
  - Recognition of CARE and scholarship winners
  - President’s Town Hall Meeting
  - Questions from the staff

- All Staff Council members asked to attend
President’s Coffees

- Informal gatherings with the President
- One coffee held annually per district
- Council Members asked to arrange district constituents to attend
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.

- Guidelines, Article III, Section C, Clause 3
- Six hours per month
- Allowed by the President
Staff Council Orientation
August Staff Council Meeting
9:00 AM