

Detailed Assessment Report for 2005 - 2006 Staff Council

MISSION

The Staff Council, in keeping with the mission of The University of Texas at Dallas, is an advisory body through which eligible staff members can convey information and make recommendations to the President regarding interests and concerns of the staff of the University. The Staff Council is constituted with the goal of continually improving University operations and the well-being of UTD's employees. The Staff Council is constituted to address matters of general concern to the UTD community and, in particular, to members of the UTD staff and is not intended to supplant existing procedures for addressing individual grievances.

OUTCOMES/OBJECTIVES

Outcome/Objective 1:

Endowing the Staff Council Scholarship

Full Description:

by utilizing money raised by the Staff Council to endow a scholarship

A Student Learning Outcome? No

Strategic Plan Initiatives:

- [V-2](#): Enhanced Quality of Life

Institutional Priorities:

- [SP-4](#): Tell UTD's Story Better
- [SP-5](#): Improve Annual Giving and Endowment

Related Measures:

- [M. 1](#): Report on Raise Funds for Staff Council Endowment

Related Actions:

- [A. 1](#): Continue to raise money

Outcome/Objective 2:

Make proposal to Change Staff Educational Benefit

Full Description:

by creating an Ad Hoc Committee, creating resolutions and proposals through research, and presenting the information to the UT Dallas President.

A Student Learning Outcome? No

Strategic Plan Initiatives:

- V-2: Enhanced Quality of Life

Institutional Priorities:

- SP-4: Tell UTD's Story Better

Related Measures:

- M. 2: Report on the creation of an Ad Hoc Committee
- M. 3: Report on research and proposal
- M. 4: Report on presentation to the President

Related Actions:

- A. 2: The charge given to the chair & 7 committee members
- A. 3: Agreed to the resolution & present it to the President
- A. 4: Follow up the proposal under review

Outcome/Objective 3:

Establish a Permanent Paid Secretary Position

Full Description:

by presenting information to the UT Dallas President, and requesting the new position take over current responsibilities of the Staff Council's Secretary, Treasurer, Historian, and Parliamentarian.

A Student Learning Outcome? No

Related Measures:

- M. 5: Report on hire a Secretary for Staff Council

Related Actions:

- A. 5: Work together with Academic Senate

Outcome/Objective 4:

Address current needs of the UT Dallas staff

Full Description:

by monitoring our online suggestion form, and presenting those suggestions to the Staff Council. We will forward those suggestions to the appropriate university personnel or create an Ad Hoc Committee to address the suggestion.

A Student Learning Outcome? No

Strategic Plan Initiatives:

- [V-2](#): Enhanced Quality of Life

Institutional Priorities:

- [SP-4](#): Tell UTD's Story Better

Related Measures:

- [M. 6](#): Report on monitor Online Suggestion form monthly

Related Actions:

- [A. 6](#): Follow up the suggestions

MEASURES

Measure 1:

Report on Raise Funds for Staff Council Endowment

Measure Full Description:

Report on fund raiser for staff council endowment. Time frame: once a year

Related Outcome(s)/Objective(s):

- [Obj. 1](#): Endowing the Staff Council Scholarship

Target Level:

Raising \$5000 to put toward a Staff Council Endowment

Findings:

The Staff Council and its Fund Raising Committee raised \$8000 for fiscal year 2005-2006. Dr. Daniel awarded the Staff Council \$12,000 to supplement the funds raised by the Staff Council. A total of \$20, 000. An endowment is being started for the Staff Council Scholarship.

Target Level Achievement: Met

Further Action Planned? Yes

Measure 2:

Report on the creation of an Ad Hoc Committee

Measure Full Description:

Create an Ad Hoc Committee to perform research. Time frame: by August 2006

Related Outcome(s)/Objective(s):

- [Obj. 2](#): Make proposal to Change Staff Educational Benefit

Target Level:

Present the idea to Staff Council, and get the measure passed.

Findings:

In May 2006, a Committee was established, and Chris Dickson was made chair

Target Level Achievement: Met

Further Action Planned? Yes

Measure 3:

Report on research and proposal

Measure Full Description:

Report on Ad Hoc Committee research on reviewing current benefit, examine changes needed, examine other universities in the state and nation to make logical comparisons. Submit survey to Staff. Time frame: by August 31, 2006

Related Outcome(s)/Objective(s):

- [Obj. 2](#): Make proposal to Change Staff Educational Benefit

Target Level:

Ad Hoc Committee should review current benefit, examine changes needed, examine other universities in the state and nation to make logical comparisons. The Committee should put together a resolution with 4 main proposals.

Findings:

Committee put together a resolution with 4 main proposals. They created a 250 page document to present to the council detailing changes which needed to be made.

Target Level Achievement: Partially Met

Further Action Planned? Yes

Measure 4:

Report on presentation to the President

Measure Full Description:

Make a Presentation to the UT Dallas President for the research, resolution, and proposal. Time Frame: by August 31, 2006

Related Outcome(s)/Objective(s):

- [Obj. 2](#): Make proposal to Change Staff Educational Benefit

Target Level:

Present findings of Research, Resolution, and Proposals to the UT Dallas President

Findings:

A meeting was scheduled and made regarding the requested changes

Target Level Achievement: Met

Further Action Planned? Yes

Measure 5:

Report on hire a Secretary for Staff Council

Measure Full Description:

Report on focus on hiring one person to fulfill the duties of the following positions on the Staff Council: Secretary, Treasurer, Historian, and Parliamentarian

Related Outcome(s)/Objective(s):

- [Obj. 3](#): Establish a Permanent Paid Secretary Position

Target Level:

Making a proposal to the UT Dallas President which would result in getting a person hired for that position.

Findings:

A proposal was sent to the UT Dallas President making a request. A Secretary was hired for the Staff Council and Academic Senate to share

Target Level Achievement: Met

Further Action Planned? No

Measure 6:

Report on monitor Online Suggestion form monthly

Measure Full Description:

Monitor the online suggestion box of the Staff Council

Related Outcome(s)/Objective(s):

- [Obj. 4](#): Address current needs of the UT Dallas staff

Target Level:

Presenting those suggestions to the Staff Council, and then either forwarding those suggestions to the appropriate university personnel or create an Ad Hoc Committee to address the suggestion.

Findings:

These suggestions are reviewed monthly, and are sent to the appropriate university official or create an Ad Hoc Committee.

Target Level Achievement: Met

Further Action Planned? Yes

ACTIONS

Action 1:

Continue to raise money

Full Description

We are having cookbook sales, poinsettia sales, pansies sales, looking at donations, and we are looking at new innovated ways to raise funds. Our hope is to raise another \$8000

Related Objectives:

- [Obj. 1](#): Endowing the Staff Council Scholarship

Related Measures:

- [M. 1](#): Report on Raise Funds for Staff Council Endowment

Person/group responsible for the action Rochelle Pena, Fund Raising Committee Chair

Target date to implement the action 08-31-2007

Priority Med

Additional resources

Additional Fund Raisers or donations to raise the necessary funds

Action 2:

The charge given to the chair & 7 committee members

Full Description

The committee was created, and the charge was given to the chair and 7 committee members

Related Objectives:

- [Obj. 2](#): Make proposal to Change Staff Educational Benefit

Related Measures:

- [M. 2](#): Report on the creation of an Ad Hoc Committee

Person/group responsible for the action

Chris Dickson, Chair Staff Council

Target date to implement the action

8-31-2006

Priority

High

Additional resources

Institutional funds are needed to get the other two proposals passed by the UTD president

Action 3:

Agreed to the resolution & present it to the President

Full Description

In September 2006, the committee voted and agreed to the resolution and proposals, and request a meeting with the UT Dallas President

Related Objectives:

- [Obj. 2](#): Make proposal to Change Staff Educational Benefit

Related Measures:

- [M. 3](#): Report on research and proposal

Person/group responsible for the action

Chris Dickson, Chair Ad Hoc Committee

Target date to implement the

8-31-2006

action

Priority High

Additional resources

Institutional funds are needed to get the other two proposals passed by the UTD president

Action 4:

Follow up the proposal under review

Full Description

2 of the 4 proposals have been passed by the UT Dallas President, and the other two are under further review.

Related Objectives:

- [Obj. 2](#): Make proposal to Change Staff Educational Benefit

Related Measures:

- [M. 4](#): Report on presentation to the President

Person/group responsible for the action Chris Dickson, Chair Staff Council

Target date to implement the action 8-31-2006

Priority High

Additional resources

Institutional funds are needed to get the other two proposals passed by the UTD president

Action 5:

Work together with Academic Senate

Full Description

Secretary is hired. The secretary serves the Staff Council and the Academic Senate.

Related Objectives:

- [Obj. 3](#): Establish a Permanent Paid Secretary Position

Related Measures:

- [M. 5](#): Report on hire a Secretary for Staff Council

Person/group responsible for the action Chris Dickson, Chair Staff Council

Target date to implement the action 8-31-2006

Priority Med

Additional resources

Training needed for the secretary to complete her duties.

Action 6:

Follow up the suggestions

Full Description

When forwarded to the university official, we follow-up to see how the issue was addressed. If an Ad Hoc Committee is formed, we perform research and present proposals to university officials

Related Objectives:

- [Obj. 4](#): Address current needs of the UT Dallas staff

Related Measures:

- [M. 6](#): Report on monitor Online Suggestion form monthly

Person/group responsible for the action Chris Dickson, Chair Staff Council

Target date to implement the action Monthly

Priority Low

Additional resources

Updating of the Staff Council website

ANALYSIS

Strength

The assessment showed we are making progress in the areas of answering suggestions, creating a new position, and creating a Staff Council Endowment

Scholarship.

Attention Needed

The assessment revealed the Staff Council will need to work on closing the loop on the Staff Educational Benefit. We need to work monthly and continue our interaction with the community through our online suggestion form. We need to continue to raise funds to support the endowment.

ANNUAL REPORT

Executive Summary

The Staff Council, in keeping with the mission of The University of Texas at Dallas, is an advisory body through which eligible staff members can convey information and make recommendations to the President regarding interests and concerns of the staff of the University. The Staff Council is constituted with the goal of continually improving University operations and the well-being of UTD's employees. The Staff Council is constituted to address matters of general concern to the UTD community.

Contributions to the Institution

The Staff Council has contributed money to created a Staff Council Scholarship Endowment to assist staff in continuing their education. We have established CARE awards to honor outstanding staff members of UTD. We have offered free flu shots to assist staff in their medical needs. We made proposals to change the current Staff Educational Benefit.

Highlights

The UT Dallas President contributed \$12000 to assist the Staff Council in establishing its' Scholarship Endowment. This brought the endowment to \$20,000. The proposal made to the UT Dallas President regarding the Staff Educational Benefit has been well received, and two of the four proposals have been implemented at this time.

Teaching Activities

None, other than attempting to educate staff about community involvement.

Research and Scholarly Activities

The Ad Hoc Committee for Staff Educational Benefits provided a 250 page research document supporting a change to the benefit.

Public/Community Service

Provide free flu shots to employees and provide staff scholarships to assist employees with higher education costs.

International Activities

None

Challenges

Some of the challenges we face are upgrading the Staff Council Scholarship, communicating the needs of the Staff Council to our constituents, and getting staff involved in the operations of the university.