

RIT | Staff Council

Thursday, February 22, 2024 | 2:00 – 4:00 p.m.

PRESENT Contreras, Cornwell, Ehrlich-Scheffer, Giasi, Hisert, Inclema, Kamish, Kolash, Lang, Levey, Lezette, Lupinetti, MacCallum, Navas, O'Toole, Oware, Peterson, Ponder, Redman, Santer, Schuler, Smith, St. Jean, Strowe, and Vogler.

EXCUSED Harrington, Heyman, Milliken, and Zehr

ABSENT

PRESENTERS Brendon Strowe

INTERPRETERS Kirsten Borkowski and Emilio Hernandez

MEETING called to order 2:03pm

MINUTES of 2/8/2024 approved

CHAIR'S REPORT

- Thank you to this week's interpreters, Kirsten Borkowski and Emilio Hernandez.
- Good news on the Staff Career Architecture Project
 - HR consulting firm, Segal, was selected last week to assist with this university initiative to better define staff positions, job descriptions, and create clear career ladders for staff across campus — this is excellent news!
 - Thank you to all of the staff and Staff Council for advocating for this project, our partners in HR for talking with us and taking on this work, and university leadership for recognizing these needs of its staff and prioritizing this project.
 - Work is expected to begin in March with extensive listening sessions with staff, including Staff Council and its Executive Committee, and working groups with staff and managers will be formed as job families are identified across the organization.
 - Further details about this project are set to come out via email in the coming weeks with a presentation and opportunity to ask questions about the project coming to a Staff Council meeting later this Spring.
- From HR, [Total Compensation Statements](#) will be available to employees the first week of March on Oracle.
 - All faculty and staff employees will be sent a communication from benefits with information on how to access their personalized Total Compensation Statement.
 - Employees will be able to view this information by visiting [the Oracle Employee Self-Service website](#), and from the home page, navigating to **RIT Employee Self-Service** and then selecting **My Total Compensation Statement**.
 - If you have any questions regarding your statement, please visit the RIT Service Center (RSC) portal at help.rit.edu or call the RSC at 585-475-5000
- The 2012 sustainability policy against the use of individual packaged water by the university — which was suspended during the pandemic — will [be reinstated beginning the 1 of April](#).

- After this date, university funds may no longer be used to purchase still, unflavored, or packaged water. The policy applies to all single-serve water regardless of container material, size, event type, and method of purchase.
- Folks are encouraged to utilize the free hydration stations located in most campus buildings and all dining halls (including the fancy Bubbly flavored soda water stations like the one in Crossroads) or take advantage of the [Reusable Mug Program](#) in which you can bring your own cup to purchase brewed coffee or hot tea for a discounted price when purchased at a dining location.
- Vending machines will still offer bottled water for folks to purchase with their own personal funds.
- In locations without kitchenettes or hydration stations, offices may work with WB Mason to get a free refillable water cooler — just pay for the water.
- If you have any questions on the policy, please reach out to sustainability@rit.edu
- The great North American Solar Eclipse is coming on April 8
 - Campus will be open on this date with normal business operations expected.
 - However, managers are encouraged to demonstrate flexibility with their teams during this time and support adjustments that allow more staff members to take the day off or to work remotely, if possible, to experience this once in a lifetime event.
 - FAQs for employees [can be found here](#).
 - RIT has purchased one pair of certified solar glasses for every student and employee on campus to be distributed in late March or early April.
- As a reminder, Staff Council has a few upcoming in-person events
 - Presidential Awards for Outstanding Staff in Ingle Auditorium on Thursday March 28th at 2pm
 - Staff Picnic in the Gene Polisseni Center on Tuesday May 14.
 - Additionally, a reminder of the changes to our May meeting schedule:
 - The SC meetings on May 16 and May 30 will be canceled and consolidated into one final SC meeting on May 23.
- Upcoming Presentations
 - Imagine RIT: Visiting & Volunteering — 7 of Mar
 - Campus Climate and Focus Group Findings — 7 of Mar
 - Advocate Program through Student Conduct — 7 of Mar
 - Changes to Policy D14.0: Awarding Honorary Degrees — 4 of Apr
 - DSO for Students — 18 of Apr
 - Disability Accommodation Process for Staff — 18 of Apr
 - President Munson's Year-End Remarks — 18 of Apr
 - HR Tiger Cloud ERP Project Update 2 — 2 of May
 - Advancement Overview — 23 of May
- Election season is approaching
 - Nominations for representatives in Blocks 2, 4, and 6 will open the week of March 4th. Be on the lookout for an email with the link. Self-nominations are acceptable!
 - As a reminder, if you are a current rep interested in continuing service on Staff Council, you must still submit a self-nomination.
 - If you're not sure of which representative Block you belong, please [visit our website under the Representatives tab](#) and look for your college, department, or division.

Public Safety

- The team presented a comprehensive overview of the Public Safety Department. Their presentation can be found [here](#). Past Meeting: February 22, 2024.

- Gary Moxley, Tony Yazback, Rod Lezette and Luke Decker shared an overview of the department the responsibilities that each of them take care of:
 - Gary - Executive Director
 - Tony - Director of Operations and Investigations
 - Rod - Director of Physical Security & Technical Applications
 - Luke - Manager of Emergency Preparedness Planning and Communications
- They covered the trainings that the dept. offers as well as who to contact with concerns. This included Mental Health First Aid (offered though Wellness) as well as Work Place Safety/Armed Intruder training. This also included phone numbers, emails and the TigerSafe app.
- Q and A
 - Can the Community Relations Officer age out of their position? They do not believe so.
 - One person shared that their main office has a panic button. How do they go about testing it and having it checked out? They were advised that whenever they are ready to test, call 585-475-2853 (the non-emergency phone line) or text 585-205-8333 and let Public Safety know they are going to test the button. If PS is available during that time they will have the staff member press the button and they will let the staff person know if it worked correctly and if any future action needs to be taken.
 - Is Public Safety consulted during the design phase of new buildings? Can you talk about the general consulting that you folks do? Also would you add a follow-up on the specific concerns on the SHED building? They do review and are consulted at the beginning. The SHED: most classroom and workspaces have Panic Buttons with a direct link to the Public Safety Office. In general there is a misconception when it comes to glass. It is construction grade glass. The SHED doors can be locked remotely. Gary feels the SHED may be one of the safest buildings on campus with the technology it encompasses. When it comes to safety, the saying, "if you see something, say something" always rings true.
 - Can the mobile Blue Light be located within buildings? How do you troubleshoot for dead spots, such as in basements or other remote places? They use GPS. When you call please give as much information as you can. They can locate what building you are in but perhaps not what floor. If you are outside they can follow you as you move.
 - If a staff member has a concern about a student or a co-worker how does one file a report? For a student concern call PS or file a Tiger Concern Report. If it is an emergency **call** them. For a concern about a staff member you can visit RIT's [Reporting an Incident page](#).
 - There is also the ethics and compliance hotline. This is an anonymous report.
 - No matter how insignificant the issue may seem give them a call and they will steer you in the right direction for next steps.

Old/New Business

- Concerns over the RIT Campus not being closed for the North American Solar Eclipse were shared. Brendon will bring this up at the next University Council meeting in March. The issue of staff having to take vacation time when student workers are allowed 30 minutes of approved time with pay was also questioned.
- Little Free Library on campus at the entrance of Eastman facing Monroe Hall is in need of donations. Books, CDs, Magazines, etc.
- Follow-Up on having MLK Day off as a holiday. The decision was made to have Juneteenth a holiday, rather than MLK, Jr. Day, based on the staff focus group survey work done by Dr. Keith Jenkins and his team which was presented to President Munson who ultimately made the decision.
- Follow-Up of concerns for JDQ adjustments. HR recommends starting with one's manager and if need be speak with manager's manager followed by talk with HR Business Partner if needed.
- Follow-Up on concerns raised over Shipping and Receiving Dept. There has been a discussion about ways staff can potentially get more information, especially regarding how often things are delivered to

campus to the various buildings and steps they can take if they have items that need to be expedited. Brendon has reached out and will share an update once he has received more information.

Committee Updates

- **Outreach and Engagement:** Finalizing plans for the Staff Appreciation Picnic, May 14, 2024. They are working on bringing the car show back again this year. Yard games and taco bar are being planned as well. Contact Jon Santer for more information.
- **Policy Review:** Wrapped up the remote staff council member recommendation and sent it to Executive Council for review. There are 3-4 other policies that are being reviewed. They started looking at the Staff Grievance policy as well.
- **Divisional Update:** Survey is complete on what are the best methods of receiving communications on campus by staff members. The committee will now review.
- **Elections:** The call for nominations will be March 4th through March 20th. Remember if you are interested in serving, you are more than welcome to self-nominate.

University Committees Update

- **Parking and Transportation Advisory Group:**
 - Lot D will be decreased by about a third for the stadium construction project. The closing of parking spaces will happen during Spring Break in March. Parking and Transportation will monitor the lot and change the distributions as to how many spaces per type of permit as needed. A walkway will also be provided.
 - There has also been an adjustment of reserved permit parking spots in J lot.
 - There will be an increase of cost of parking permits next year. The percentage has not been established yet. The dept. is hoping to become self-sufficient.
 - R Lot construction is slated to finish October 2024.
 - ParkMobile is still available in J Lot.
 - Replacement of aging fleet of buses is being discussed. Electric buses are not an option due to the amount of time to recharge.
 - They are looking at alternative green options, such as hydrogen fuel. They are looking at what other potential options may exist other than just electric.
 - They also had a recent appointment, one of their staff members to Regional council of other universities and businesses who look into transportation options where RTS doesn't serve. They're working to see what alternate transportation options can be provided to campus working with other universities and businesses in the area.
 - Parking and transportation is aware of the continued issues there have been during the implementation phase of the Passio GO! app. They are working on the issues that have presented.

ERP (Oracle replacement) Project

- Joan Graham introduced Theresa Steward who presented on the **ERP (Oracle replacement) Project**
- The presentation can be found [here](#). Past Meeting: February 22, 2024.
- What is an ERP? ERP stands for enterprise resource planning. It's a software system that includes tools and processes required to run a company/institution, including HR, payroll, finance, and budgeting activities. RIT's current ERP is Oracle eBiz/eBusiness Suite
- A new ERP will:
 - Modernize core business technology that is at end of life.
 - Make finance, budget and HR tasks executed by the RIT Community more intuitive and easier to execute.
 - Transform our foundational technology to support the RIT Strategic Plan.
 - Position RIT to optimize, transform and modernize organizational processes.
 - Increase the availability and use of quality data to drive institutional decision-making.

- Workday has been selected as the new ERP. Many other universities use Workday, such as University of Rochester and Cornell. It's a modern, cloud-based platform.
- Timeline:



- Visit the project website for current news, timelines and updates.
- Someone asked if the new system will be able to handle stipends. The answer was yes.

MEETING adjourned at 3:52pm

Staff members are encouraged to contact their [Staff Council representative](#) with comments or questions on these or any other topics.

The **voice of staff** in shared governance

Staff Council is an advisory body to the President (or his/her representative) on issues and decisions which impact RIT. Staff Council Members communicate to staff about university news, events and initiatives, and act as a conduit providing staff feedback and insights on university issues. Additionally, Staff Council initiates policy proposals and revisions, and raises issues for university consideration.

Share your suggestions!

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