
Executive Committee

Members:

Cathy Clarke – Chair	Becky Kiely
Lindsay Vallone – Vice Chair	Renee Milliken
Joanna Prescott – Communications Officer	Shawn Thomas
Gail Quartieri – Events Officer	Holly Stiner

Summary:

As liaison between Staff Council and the RIT Administration, the Executive Committee will encourage clear and open communication and will foster improved internal customer service. The Executive Committee will serve as ambassadors for all staff members of RIT by executing the objectives described in this document.

Goals and Charges:

- 1. Address negative consequences of salary increases and benefit deduction tier changes.** When employees receive a salary increase for any reason, resulting in increased deductions for medical benefits, this sometimes results in negative net pay for the employee because the increase isn't enough to cover the higher premiums when the employee moves from tier 1 to tier 2.
 - **Update:** This change has already been implemented for the current merit cycle; we will continue to ensure that this is carried out for employees receiving increases at other times during the year.
- 2. Improve internal communication and encourage transparency.** As a natural extension of Staff Council's customer service initiative, we will seek ways to improve our communication with staff, and encourage other areas on campus to do the same.
 - **Action Items:**
 - i. Make time in Staff Council agendas for a forum-type item that focuses on a topic or issue and may include a guest speaker.
 - ii. Encourage better communication by being a conduit between RIT service providers and administration and staff.
 - iii. Be a partner in educating the RIT community about important initiatives.
 - iv. Investigate staff use of Pawprints or another petition tool.
 - v. Conduct a survey of Staff Council members.
 - vi. Conduct a survey of RIT staff members.
- 3. Encourage promoting from within to fully engage staff and increase morale.**

- **Action items:**
 - i. Work with Human Resources to create a library of job descriptions available to the RIT community.
 - ii. Investigate implementing a mentoring program for employees.
 - iii. Offer to work with CPD about development topics and options.
 - iv. Learn about employee expectations for career progression at RIT.

Ongoing Efforts:

- Support the onboarding of new SC Coordinator and facilitate a smooth transition.
- Ensure that any changes to the reporting structure for Staff Council are appropriate and do not present a conflict of interest for the office or the RIT staff members we represent.
- It is vital for the Staff Council office to have a visible presence in a central location on campus. We also recognize the needs of other offices and the needs of students. SC must ensure that these needs are taken into consideration as space allocation in the SAU is reviewed.
- Serve as a role model for excellence in customer service through our interactions with administration, SC members, RIT staff constituents, and with one another.
- Encourage and empower constituents to take proactive steps to address their own concerns (helping them to realize their own potential power and impact), while also serving as a resource to staff for issue resolution (when reasonable and appropriate).
 - Encourage reps to utilize the Constituent Concern Guide
- Continue to develop mutually beneficial relationships with RIT administrators.
- Engage Staff Council representatives in SC’s mission and goals for the year.
 - Build unity within Staff Council.
 - Encourage reps to be ambassadors for Staff Council.
 - Encourage reps to be active participants in Staff Council meetings and events.
 - Assist our committees in achieving their goals for the year.
 - Act as a role-model for being a solution-driven group, rather than problem-focused.
 - Continue to educate and encourage members to utilize our voting procedures and representative expectations.
 - Oversee block captains to ensure constituent communication is being done in a timely manner.

Budget & Resource Allocation Committee

Members:

Renee Milliken – Chair
 Shawn Thomas – Co-chair

Jennifer Liedkie
Carol Reed
Laura Kleiman

Summary:

The Budget Resource Allocation Committee's primary goal of 2019-20 is to disseminate all relevant information regarding RIT's budgetary and resource allocation matters to Staff Council. The collection of information will be completed via exploratory meetings with RIT budgetary and resource management personnel.

Goals and Charges:

Charge 1: Explore opportunities for a long-term, sustainable POW. As a newly formed committee, and one that aims to be established as permanent, it is necessary to determine our long-term goals in order to adequately meet expectations of Staff Council and serve RIT staff.

Charge 2: Determine appropriate method(s) of information dissemination. The Committee plans to collect and disseminate information relevant to budgetary and resource allocation matters. To be successful, appropriate and sustainable methods for information sharing must be developed.

Charge 3: Determine how to manage knowledge transfer for future committee members and maintain adequate record-keeping. In order to maintain the Committee as permanent, there must be a sustainable system to transfer and maintain knowledge.

Ongoing Efforts:

Complete exploratory interviews per Dr. Watters' direction.

Long-term Goals:

Address goals as iterative processes reveal need.

Communications Committee

Members:

Joanna Prescott – Communications Officer and Chair
Karen Palmer
Marge Ryan
Madeline Williams
Dave Ziebarth

Summary:

The Communications Committee keeps constituents updated and informed about Staff Council accomplishments and activities by proactively gathering and disseminating information in a timely and effective manner through the Staff Council website, newsletters, meeting minutes, and other media. We plan to work on and either complete or make significant progress on the following goals and charges:

Goals and Charges:

1. **Focus on personal outreach and increase general awareness of RIT Staff Council.**
2. **Increase reach of Staff Council social media.** Increase number of followers for Facebook and Twitter accounts, increase blog posts to “tell the story” of our diverse and amazing RIT Staff.
3. **Promote Staff Council.** Continue promoting Staff Council and supporting sponsored events.

Ongoing Efforts:

- Ensure SC website is up to date
- Manage SC Slack messaging tool
- Update SC Social Media (Facebook, Twitter, blog)
- Develop and update promotional materials

Additional Charges: As needed throughout the year.

Elections Committee

Members:

Becky Kiely – Co-Chair & EC Liaison
Rebecca Ziebarth – Co-chair
Tarra DeFelice
Jennifer Taylor

Summary:

The Elections Committee’s goal this year is to make the process of electing Staff Council representatives more easily accessible, as well as increase diversity of Staff Council candidates. We have an incredibly diverse campus, and that should be well reflected in our governance groups.

Goals and Charges:

1. **Coordinate elections for blocks 2, 4 and 6**

2. **Make voting accessible for those who do not have access to electronic voting**
3. **Work with managers to encourage participation in Staff Council and in voting, either electronically or on paper**
4. **Coordinate elections within Staff Council**
5. **Review voting in Qualtrics** – add done button on bottom of nominations and elections surveys

Ongoing Efforts:

Work with Communications committee to get the word out in advance of nominating periods and voting periods

Long-term Goals:

Increase percentage of RIT staff who vote in Staff Council elections

Events Committee

Members:

Gail Quartieri – Chair
Susan Lindsay – Co-chair
Gina Reeder
Jessica Mallon
Elisha Abrams
Neveen Botros

Summary and Measurable outcomes: Together with the committee members we will coordinate all events sponsored by Staff Council while working with the Staff Council Coordinator to make arrangements for food, staffing of functions, and any ordering of products as necessary for the following events:

Presidential Awards for Outstanding Staff – October 8th, 2019

RIT Food Share Drive – October through middle of November

Benefits Fair – October 23rd & 24th, 9:00-3:00

Spring Service Project – (date to be determined)

Staff and Community Picnic - May

Staff Council Retreat – (June 2020)

Prior to each event the committee will meet and assign required tasks completed so that every member is involved in the planning process

Assessment plan: Committee will keep track of event outcomes for process improvement throughout the year

University Issues & Policies Committee

Members:

Holly Stiner, Chair
Gina Coyne, Co-Chair
Janelle Aimi
Lindsay Cohen
Laurie Conrad
Elizabeth Lockwood

Summary:

The UIP Committee intends to focus our attention on issues brought forth by the council and its constituents as well as university policies that are up for review by RIT's shared governance groups. We also plan to work on and either complete or make significant progress on the following goals and charges:

Goals and Charges:

- 1. One of the ongoing issues that comes up at staff council meetings consistently is smoking outside of designated areas. UIP plans to work with the other governance groups, HR and Student Wellness areas, as well as public safety to review and possibly revise the current smoking policy C16.0 TOBACCO-RESTRICTED UNIVERSITY POLICY.**

Ongoing Efforts:

- Contacted Sue Provenzano to get a listing of policies up for review for 2019-2020
- Policy C7.0 Privacy Policy
- Parking for DAS/Visitors/Students—Waiting to see how RIT Mobil Works Out

Long-term Goals:

- Career Ladders/Internal Promotions
- Holiday Pay for 9/10 Month Employee