EXECUTIVE COMMITTEE PLAN OF WORK 2018-19

MEMBERS

Cathy Clarke – Chair
Lindsay Vallone – Vice Chair
Becky Kiely – Communications Officer
Wendy Wheeler – Events Officer
Jennifer Hinton
Renee Milliken
Joanna Prescott
Gail Quartieri

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 OBJECTIVES

• Continue Staff Council’s initiative to raise the level of customer service across RIT:
  • 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).
  • Plan, promote, and host monthly presentations with RIT service providers for the RIT community.
  • Continue working with the Center for Professional Development, President Munson and Dr. Boice-Pardee to develop and promote a customer service series of classes/workshops.
• Continue to develop mutually beneficial relationships with RIT administrators.
  • Work with Dr. Munson to help execute the Staff component of the revised strategic plan.
  • Invite administration members to present and be our guest at Staff Council meetings.
  • Encourage administrators to hold open forums for the RIT community.
• Take a proactive approach to working with RIT departments who provide services to staff members.
  • Encourage open and transparent communication.
  • Provide staff perspective and insight.
• Engage staff members to learn about and participate in shared governance at RIT.
  • Continue to communicate with staff about Staff Council activities and initiatives.
  • Conduct a survey to solicit suggested topics/issues for SC to focus on.
• 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.
GOALS AND OBJECTIVES (continued)

- 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.
COMMUNICATIONS COMMITTEE PLAN OF WORK 2018-19

MEMBERS

Becky Kiely – Communications Officer and Co-Chair
Megan Bastian – Co-Chair
Mike Bice
Karen Palmer
Madeline Williams

SUMMARY

With an overarching goal of increasing the visibility of Staff Council to the entire University, the Communications Committee will focus on improving communication and engagement with our constituents. We will be a conduit to tell the stories of RIT staff members and RIT Staff Council.

GOALS AND OBJECTIVES

• **Dissemination.** Continue communicating with staff members and find ways to improve.
  • Investigate and implement alternate methods of communicating to staff without regular computer access.
  • Continue developing email templates for representatives to send to constituents.

• **Social Media.** Increase social media engagement by increasing frequency of posts, better utilization of photos and videos, and enhancing interaction with followers.

• **Website.** Increase website visits with more blog posts. Continue updating website with relevant information.

• **Editorial.** Will continue monthly blog post will feature the stories of RIT staff members and RIT Staff Council members. Other planned content includes featuring past achievements of Staff Council.

• **Promotional.** Continue promoting Staff Council and supporting sponsored events.
  • Update “Who’s Who” block posters with 2018-19 members.
  • Update Staff Council brochure.
  • Arrange portraits for Presidential Awards for Outstanding Staff nominees.
  • Promote Community Picnic with flyer and graphics.
  • Create new flyer for picnic.
  • Coordinate with Elections Committee to provide promotional materials if needed.
  • Provide graphics/media for “Block Party” events if needed.
  • Update Staff Council postcard.
MEMBERS

Joanna Prescott – Executive Committee Liaison & Chair
Kira Barnes – Co-chair
Vikki Hammond
Rebecca Ziebarth

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 OBJECTIVES

• Diverse pool of staff candidates for new elections
  • Provide information on the skills that are gained by joining SC: Leadership, team building, communication skills, etc.
  • Splitting of blocks for next round of voting due to departmental changes/adjustments, specifically blocks 2, 4, 6, possibly also 1
  • Have a quick announcement about Staff Council at Onboarding (speak with Carla Pennello and EC about this)
  • Work with managers to encourage/enable electronic voting
  • Work with ITS to provide laptops for voting during large departmental (FMS) meetings for those with limited computer access
  • Printed paper ballots and box to submit in Peg’s office for those who cannot vote electronically, provide schedule for voting

• Elections within Staff Council
  • Continue with iClickers for voting
  • Use paper ballots when necessary, project names and information
MEMBERS

Wendy Wheeler – Events Officer & Chair
Gail Quartieri – Executive Committee Liaison & Co-chair
Neveen Botros
Barb Gasbarre
Jessie Mallon
Jennifer Taylor

SUMMARY

Committee will coordinate all events sponsored by Staff Council and will work with the Staff Council Coordinator to make arrangements for food, staffing of functions, and any ordering of products as necessary.

GOALS AND OBJECTIVES

- **Presidential Awards for Outstanding Staff**
  - Order food through Brick City Catering.
  - Get count for corsages from Peg and order through Chase Floral.
  - Use our silk floral arrangements for the table and podium.
  - Hand out programs, pin corsages, work the event.

- **RIT FoodShare Drive – October 1st through November 16th**
  - Coordinate donation drive and competition between blocks with Sharon Kompalla-Porter.

- **Spring Service Project**
  - Get feedback from full Staff Council to see if there is something we would like to support in the spring, similar to the Habitat for Humanity we supported in the past.

- **Staff and Community Picnic**
  - Reserve Field House
  - Decide on a give-away item and order
  - Meet with RIT Brick City Catering for menu
  - Hank Parker (tables and chairs)
  - Contact Knox Amusement for the table games and arcade games
  - Look into possibilities for what to put on tables
  - Better Me and Massages by Peace Partners – Mike Stojkovic
  - RIT Young Professionals
  - Get table coverings – COD Wholesale
  - C-Shift Workers get $10 Tiger Bucks (FMS - Derek Sylvester) (Public Safety – David J. Robinson) (ITS – Deb Fitts).
GOALS AND OBJECTIVES

- **Staff and Community Picnic** (continued)
  - Sound and power provided by Tech Crew.
  - Design a new invitation that is more inviting.
  - Create a gift basket (less than $50) to be raffled off for people who bring a donation for the food pantry. Suggestions included an RIT umbrella and items from Barnes & Noble.
  - Order RITchie costume online.
  - Make sure we have enough tickets to pass out - Two tickets handed out at buffet line (one for ice cream and one for give-away).
  - Contact Dave Harris to put together Bob Howie car show.
  - Create spreadsheet of SC volunteers and job duties.

- **Staff Council Retreat**
  - Decide on a location and reserve space.
  - Decide food menu. We used Crossroads last time and placed menu order online. Melissa Frey was our contact.
UNIVERSITY ISSUES & POLICIES COMMITTEE PLAN OF WORK 2018-19

MEMBERS

Jennifer Hinton – Executive Committee Liaison & Co-chair
Gina Coyne – Co-chair
Janelle Aimi
Emily Heyman
Elizabeth Lockwood
Tom Mix
Holly Stiner

SUMMARY

The UIP Committee intends to focus our attention on issues brought forth by constituents and university policies that are up for review by shared governance groups. In doing so, we will be responsive to other issues impacting staff (i.e. change in benefits) that may arise. We will communicate with the appropriate departments/colleagues to investigate, support, resolve, and share the information with constituents. We aspire to be both proactive and reactive when managing issues and policies with a solution-based focus.

GOALS AND OBJECTIVES

The UIP Committee intends to take a proactive approach to our work. To date, we have completed the following steps to do this:

- Established bi-weekly “working” committee meetings for the academic year
- Contacted Assistant Vice President for Academic Affairs/University Policies Office Sue Provenzano to request a list of university policies that are up for review
- Contacted Amy Galiana, Associate Director, Human Resources to introduce UIP team, schedule a summer meeting and extend an invitation to our working committee meetings

POLICIES TO FOCUS ON

- Policy C23.0 – Policy on Circumstances When Consensual Relationships Must Be Mitigated
- Terminated employee grievance policy and procedures (potential need for a new policy as a result of this being removed from the newly implemented staff grievance policy)
- Review other policies that are up for review this academic year
MEMBERS

Renee Milliken – Executive Committee Liaison & Chair
Shawn Thomas – Co-Chair
Carol Reed
Jennifer Liedkie

SUMMARY

We would like to create a committee representing Staff Council and learn more about the budget and resource allocation process at RIT. Academic Senate has created a committee to look at the university’s budget/resource process. Our primary goal this year is to have Staff Council represented at the university budget meetings.

GOALS AND OBJECTIVES

• Identify Committee Responsibilities
  • Create a name for the committee
  • Enlist the help of EC to determine what our responsibilities will be
  • Determine what other members we might need on the committee who bring more budget experience

• Staff Council seat in budget hearings
  • Invite key university budget professionals to meet with committee to understand their budget process within RIT
  • Look at online budget training options for committee members