

Staff Council End-of-Year Report 2017-2018

Planning and Reflection

- Customer Service Theme was developed
- Plans of work for committees were developed, to reflect theme
- Mid-year retreat in January to reflect on past accomplishments and re-asses goals moving forward



RIT's 10th President

- Welcome President Munson!
- Inauguration
- First Staff Council Meeting on December 14th



Guests to Staff Council

- Lynn Rowoth, Government and Community Relations – Fringe Fest, Brick City Weekend, Four President's Award
- Dr. Jeremy Haefner, Provost – On the hour class start time proposal
- Dr. Keith Jenkins and Dr. David Wick, Diversity and Inclusion – RIT staff diversity
- Dr. Jim Myers, RIT Global - Global education
- Omar Philips, ITS – Multifactor authentication
- Lynne Mazadoorian and Belinda Bryce – Course withdrawal policy
- John Moore and Kate Mason, Facilities Management Services - Parking
- Judy Bender, Human Resources – Compensation update; Benefit changes
- Amy Galiana, Human Resources – E30 Staff Grievance Policy; Benefits changes

Guests to Staff Council

- Evan Zachary, Student Government – Social Responsible Investment Advisory Committee
- Mike Stojkovic, Wellness – C16.0 Tobacco Restricted University Policy
- Dr. Barry Culhane and Heather Cottone – Imagine RIT
- Dr. David Munson and Dr. Kit Mayberry – Strategic plan
- Nicole Boulais and Sue Provenzano – C11.0 Freedom of Expression Policy (three times!)
- Susan Ackerman and Evan Thompson – C13.0 Service and Assistance Animals
- Joe Loffredo, Registrar – Academic calendar
- Gary Moxley & Lynn Daly, Public Safety – Active shooter/armed response update
- Joe Johnston, Student Conduct and Conflict Resolution – D18.0 and D18.2 Student Conduct and Student Appeals Process

Guests to Executive Committee

- Dr. Jim Watters, Finance and Administration
- Lee Twyman, Ombuds Office
- Amy Galiana, Human Resources
- Judy Bender, Human Resources
- Judy DeCourcey, Human Resources
- Dr. David Munson, President
- Renee Brownstein, Human Resources

Customer Service at RIT

- Chose to focus on peer-to-peer, or internal, customer service at RIT
- A constituent Concern Guide was developed
- “It Starts With Us” was selected as our Customer Service theme tagline
- Developed and administered a Customer Service Survey
 - 350+ responses
 - Feedback sent to divisional Vice Presidents
 - Suggestions for Brown Bag Lunches

Customer Service at RIT

- Insights in to RIT Finances
- Enhanced customer service between Executive Committee and Standing Committees
 - Chair/Vice Chair visit committees during meetings
 - Moving forward, a member of Executive Committee will be the chair or co-chair of each standing committee
- Exploring University wide Customer Service initiative
 - Initial meetings with Dr. Heath Boice-Pardee, Student Affairs and Carla Pennello, Center for Professional Development
 - Request to the President to form a steering committee to explore an initiative

Brown Bag Lunch Series

STAFF COUNCIL

It Starts with Us

PRESENTS



John Trierweiler
Vice President/Chief Marketing Officer



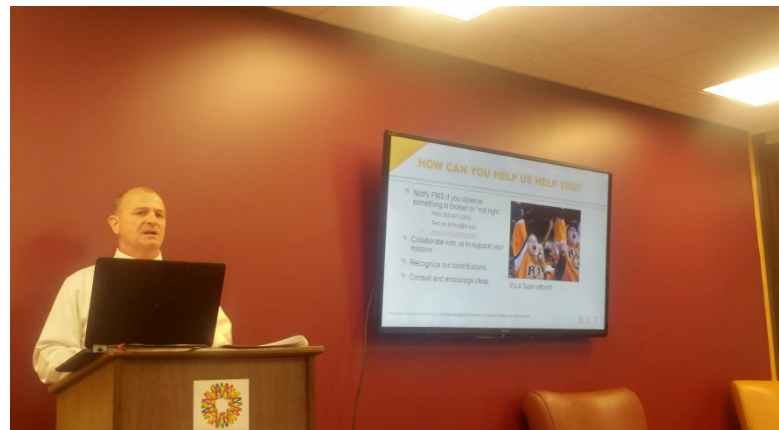
Kin Sejpal
Assistant Vice President,
Marketing & Branding

John and Kin will discuss RIT's marketing and brand initiatives as they relate to the work you do every day at the University.

MARCH 28 · 12-1PM · SAU MOSAIC CENTER
REQUEST ACCESS SERVICES AT [MYACCESS.RIT.EDU](https://myaccess.rit.edu) · DESSERTS WILL BE PROVIDED

This is the first presentation in Staff Council's Customer Service series with RIT service providers. Presentations are open to RIT community members, and all staff are encouraged to attend!

RIT staffcouncil.rit.edu
facebook.com/ritstaffcouncil
twitter.com/RITStaffCouncil



STAFF COUNCIL

It Starts with Us

PRESENTS

John Moore
Assistant Vice President for
Facilities Management Services

Learn about what is happening in
Facilities Management Services!

APRIL 25 · 12-1PM · SAU MOSAIC CENTER
REQUEST ACCESS SERVICES AT [MYACCESS.RIT.EDU](https://myaccess.rit.edu) · DESSERTS WILL BE PROVIDED

This is the second presentation in Staff Council's Customer Service series with RIT service providers. Presentations are open to RIT community members, and all staff are encouraged to attend!

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Resources & Budget

- Began the exploration of a Staff Council committee on University resource allocation and budgets
- Informational meeting with Steve Zilora, chair of the Academic Senate Resource Allocation and Budget Committee
- An ad hoc committee in Staff Council will be formed next year that will explore and plan for the possibility of a full, standing committee

Policies

- Policy E30 Staff Grievance Procedure
 - Gathered feedback from representatives on Staff Grievance Policy questions. This guided the work of UIP.
- Policy E12. 4 Staff Recognition Awards
 - Many thanks to the Staff Recognition Awards Committee led by Peg Meyers
- Policy C13.0 Service or Assistance Animals (feedback collected from our constituents)
- Policy C11 Freedom of Speech and Expression (feedback collected from our constituents)
 - Thank you, Joanna Prescott
- B05.0 Development, Review, Approval, and Promulgation of University-Level Policies (Policy on Policies)

Feedback and Endorsements

- Collected feedback on the new class start time proposal
 - Staff Council voted to endorse
- Informally collected feedback on the merit process and sent to Human Resources
- Motion to request an audit of data on sexual harassment and assault that was sent to the President was endorsed
- Revised Strategic Plan
 - Staff Council provided suggestions and edits to the Staff portion of the revised Strategic Plan

Feedback and Endorsements

- Endorsed adding 6th day to Final Exam schedule next year
- Endorsed the 2023/2024 academic calendar.
- SG 66.01 Resolution on Establishment of a Socially Responsible Investment Advisory Committee.
- Staff Council By-laws were edited to reflect the change of Institute Council to University Council.

Committees

EXECUTIVE

Kathleen Schreier Rudgers – Chair

Jake Griffin – Vice Chair

Cathy Clarke – Communications Officer

Anne Zachmeyer – Events Officer

Gail Quartieri

Dianne Simpson

Lindsay Vallone

Wendy Wheeler

COMMUNICATIONS

Cathy Clarke – Chair

Megan Bastian

Jenn Hinton

Joanna Prescott

ELECTIONS

Lindsay Vallone – EC Liaison & Chair

Kira Barnes

Phyllis Walker

EVENTS

Anne Zachmeyer – Events Officer & Chair

Gail Quartieri - EC Liaison

Wendy Wheeler – EC Liaison

Neveen Botros

Barb Gasbarre

Vikki Hammond

Sharon Kompalla-Porter

Jennifer Taylor

Kari Young

UNIVERSITY ISSUES/POLICIES

Dianne Simpson – EC Liaison

Michael Bice

Donna Black

Gina Coyne – Chair

Becky Kiely

Autumn Madden

Tom Mix

Katie Pastecki

Paul Smarsh

Shawn Thomas

Events Committee

- **Members** – Events Officer & Chair - Anne Zachmeyer, EC Liaison - Wendy Wheeler, EC liaison - Gail Quartieri, Barbara Gasbarre, Jennifer Taylor, Kari Young, Sharon Kompalla-Porter, Vikki Hammond
- **Regular Yearly events coordinated and worked on by committee:**
 - *Presidential Awards for Outstanding Staff* – October 19, 2017
 - *Benefits Fair* – October 24-25, 2017
 - *United Way* – March 9, 2017
 - *Staff and Community Picnic* – May 15, 2018
 - *Retreat* – June 28, 2018
- **Newest event:**
 - RIT FoodShare Drive



This was a new initiative for the events committee to coordinate and proved to be a huge success. We planned the drive to be a contest between the blocks and the winning block would receive money towards a celebration party. This ran during October and ended just before Thanksgiving break.

Food Share Competition

	POINTS	POUNDS	CASH
Block 1	894	3343.6	\$125
Block 2	1417	9241.82	\$5
Block 3	418	1636.55	\$0
Block 4	809	4077	\$210
Block 5	602	2009.5	\$150
Block 6	1388	4964	\$164
TOTALS		25,272.47	\$654

Communication Committee

- **Members:** Communications Officer & Chair - Cathy Clarke, Megan Bastian, Jenn Hinton, Joanna Prescott
- Increased social media presence – steady increases in page likes and followers on Facebook and Twitter. So far this year, the committee has made 193 Facebook posts!
- Written 14 blog posts this year, including 7 interviews with staff members.
- Developed 9 “official” email templates for representatives to send to constituents.
- Developed print and digital promotional materials for several events and initiatives: block posters, Staff Council postcard, ad for News & Events emails, staff picnic, and “It Starts with Us” customer service talks.
- Developed “FAQ for Reps” document.



University Issues and Policies Committee

- **Members:** EC Liaison - Dianne Simpson, Chair - Gina Coyne, Michael Bice, Donna Black, Becky Kiely, Autumn Madden, Tom Mix, Katie Pastecki, Paul Smarsh, Shawn Thomas
- **Tobacco Restricted Policy** - This policy was discussed and will be brought to President Munson's administration for their perspective on this policy
- **Leave of Absence Policy** - Updated to reflect semester information
- **Flex Time/Scheduling** - Topic discussed with Human Resources and currently there is no policy regarding this issue. Human Resources will continue to research this topic.
- **Sick Bank** - This policy will remain as written. No changes.
- **Staff Grievance Policy** – The committee worked closely with Human Resources and RIT Legal Affairs to make changes to this policy. The Staff Grievance Procedure policy is currently in the midst of the approval process.

Elections Committee

- **Members:** EC Liaison & Chair – Lindsay Vallone, Kira Barnes, Phyllis Walker
- **New Onboarding Procedure:** Procedure in place for when someone joins Staff Council in the middle of a term
- **Elections:** We coordinated elections for: Block 2 (5 new members), Block 4 (5 new members), and Block 6 (5 new members)
 - Created paper ballots for nominations and voting
- **Proposed new voting block division:** Due to low amounts of nominees for Block 2 and a large amount of Block 6 nominees, the elections committee initiated a proposal to update block assignments

Executive Committee

- Members: Chair – Kathleen Schreier Rudgers, Vice Chair – Jake Griffin, Communications Officer – Cathy Clarke, Events Officer – Anne Zachmeyer, Gail Quartieri, Dianne Simpson, Lindsay Vallone, Wendy Wheeler
- We help Staff Council Go!

Additional Committee Work

AdvanceRIT Dual Career Assistance Program Steering Committee

Sharon Kompalla-Perter

403-B Advisory Group

James Macchiano

Campus Aesthetics Committee

Lydia Palmer

Diversity Committee of the Board of Trustees

Kathleen Schreier Rudgers

Human Resources Benefits Advisory Group

Robin Amico

Steven Parish

Nancy Popolizio

Stephanie Rankin

Kathleen Rydelek

Dawn Severson

Individual Conflict of Interest / Commitment Committee - 3 year term

Vacant - 2015/16 - 2017/18

Robyn Reafler - 2016/17 - 2018/19

Jake Griffin – 2017/18 - 2019/20

Intellectual Property Policy Committee – 3 year term

Janelle Aimi– 2016/17 – 2018/19

Isaac L. Jordan Sr. Pluralism Award Selection Committee – 1 year term

Dianne Simpson

Ombuds Advisory Committee – 2 year term

Exempt: Kari Young – 2016/17 – 2017/18

Non-Exempt: Wendy Wheeler – 2017/18 – 2018/19

Outstanding Teaching Award for Non-Tenure-Track Faculty Selection Committee – 1 year term

Lindsay Vallone

Oversight Committee for Sponsored Projects – 3 year term

Autumn Madden – 2017/18 - 2019/20

Parking Advisory Group – 2 year term

Vikki Hammond – 2017/18 – 2018/19

Sharon Kompalla-Porter – 2016/17 – 2017/18

Parking Appeals Board – 2 year term; max 2 consecutive terms

Jake Griffin – 2017/18-2018/19 (1st term)

Dave Woodhams – 2016/17-2017/18 (2nd term)

Policy C11.0 - Demonstrations on Campus Review Task Force

Joanna Prescott

Policy C07.0 - Privacy Review Task Force

Wendy Wheeler

RIT Henrietta Campus 50th Anniversary Planning Committee

Jennifer Hinton

Search Committee - SVP Enrollment Management & Career Services

Kathleen Schreier Rudgers

Search Committee - Provost & SVP Academic Affairs

Jenn Hinton

Search Committee - Ombudsperson

Peg Meyers

Staff Recognition Awards Selection Committee - 1 year term

Becky Kiely

Suggestion Program Committee

Kira Barnes, Donna Black, Jennifer Lana

University Budget Hearings – 1 year term

Kathleen Schreier Rudgers, Jake Griffin

University Council – 1 year term

Cathy Clarke, Jake Griffin, Joanna Prescott, Gail Quartieri, Kathleen Schreier Rudgers, Dianne Simpson, Paul Smarsh, Lindsay Vallone, Phyllis Walker, Wendy Wheeler, Anne Zachmeyer

University Council Alternates – 1 year term

Kira Barnes, Becky Kiely, Sharon Kompalla-Porter

Notes and Accomplishments

- We welcomed Dr. Tomicka Wagstaff from Diversity and Inclusion to our meetings as a regular attendee
- Enhanced internal communication through Google Team Drives and Slack
- Staff Council met with the Provost position search firm to provide input and feedback on this position
- Helped promote a branding survey on behalf of the Division of Marketing and Communication
- Improvements to traffic lights around campus, lighting, and sidewalks being made, in part, based on Staff Council feedback

Notes and Accomplishments

- Convened a Staff Council 25th Anniversary Committee
- Shared the Board of Trustees minutes with our constituents per the Middle States re-accreditation recommendation
- Updates/changes to the merit letter were made based on suggestions from previous Staff Councils
- Provided the Final Operating Budget for Fiscal Year 2018 to our constituents per the Middle States re-accreditation recommendation
- New benefit reduction program for employees who work at least 9 months but less than 12 months a year (starting January 2019)

Block Parties and Accomplishments

- **Block 4** – Hosted a “roving” Block Party last November. This was a meet and greet with refreshments provided by the Block 4 representatives. They also collected donations to the RIT FoodShare challenge!
- **Block 5** – Laid the ground work for a NTID Staff Governance Group. Bylaws have been written which are now with the Legal Affairs.

Peg!

- Celebration of her 25 years of service to RIT!
- Retirement transition planning has begun
- Staff Council passed a proposal to allow the next Chair and Vice chair to serve a two-year term





Thank you for all you
have done for Staff Council
and for the staff at RIT!