Divisional Update Committee

Plan of Work 2022 -23 | RIT Staff Council

Members

Brian Baxter — Block 3
Kathy Ehrlich-Scheffer — Block 6
Tonya Holmes — Block 4
Maureen Gallagher — Block 5
Dylan Schuler — Block 2
Michael Starenko — Block 1

Chair & Co-Chair

Gabrielle Harrington — Block 6
Brendon Strowe — Block 1

Summary

The Divisional Update Committee (DUC) is new this year. As such, our goal is to lay the groundwork and run this committee as a sort of pilot program determining what will work long-term. We will identify areas across campus with whom we can liaise and establish working relationships between them and us as Staff Council representatives. Our overall goal is to make the dissemination of staff-relevant information easier across campus. To break down the silos of each division and make communication between them more possible through Staff Council.
Goals and Charges

1. Identify Key RIT Community Members

Identify departments across campus which perform work most relevant to staff interests. Liaise with members of those departments to obtain updates pertaining to their ongoing work.

Measurable Outcome

Determine who specifically from each identified department is willing to communicate with an assigned committee member.

Action items

1. Identify key departments across campus that would be most valuable to connect with for gathering information for staff.
2. Identify potential staff within those departments to reach out to.
3. Create an outreach email template to use when communicating with each liaison. This will provide guidance for and consistency among committee members and help these departments understand our purpose and objectives.
4. Match committee members with those liaisons identified.
5. Have committee members send an outreach email to their respective matched liaisons.
6. Send a follow-up email to any unresponsive departments.
7. Finalize key liaisons.

Estimated Timeline

1. Send initial outreach email by end of September 2022
2. Send any necessary follow-up emails by mid-October (Fall Break week)
3. Complete list of liaisons and respective committee member partners by end of Fall 2022.

Responsible Committee Member(s)

All committee members will be assigned departments with whom to work.

Partners

Those within each identified department with whom to liaison. Dinese Acton to help identify liaisons if connecting with a department proves difficult.
2. Attend Divisual Meetings / Town Halls

Attend divisional meetings/town halls on behalf of Staff Council and record minutes/notes regarding updates in each area.

Measurable Outcome

- A schedule of when these meetings occur is created.
- Committee members are assigned meetings to attend.
- Committee members come away from these meetings with notes to share with Staff Council.

Action items

1. Identify key divisions across campus that would be most valuable to connect with for gathering information for staff.
2. Identify potential staff within those departments to reach out to.
3. Create an outreach email template to use when communicating with each division. This will provide guidance for and consistency among committee members and help these departments understand our purpose and objectives.
4. Match committee members with those divisions identified.
5. Have committee members send an outreach email to their respective matched divisions.
   a. Inquire about meetings, if they have any existing minutes/notes we could utilize, and what information they are comfortable sharing with all of staff.
6. Send a follow-up email to any unresponsive divisions.
7. Finalize key divisions and a potential liaison for communication about meetings & town halls.

Estimated Timeline

1. Send initial outreach email by end of September 2022
2. Send any necessary follow-up emails by mid-October (Fall Break week)
3. Complete list of liaisons and respective committee member partners by end of Fall 2022.

Responsible Committee Member(s)

- All committee members will be assigned departments with whom to work.

Partners/Liaison

Those within each identified division with whom to liaison. Dineese Acton to help identify liaisons if connecting with a division proves difficult.
3. Prepare Regular Reports

Provide a report on the divisional meetings during regular Staff Council meetings.

**Measurable Outcome**

- Report templates are created which are then used to disseminate information to Staff Council.

**Action items**

1. Create a report template which outlines the types of information we’re looking to gather and how it should be presented.
2. Determine the best frequency in which to deliver our update reports.

**Estimated Timeline**

1. Create a template by mid-Fall semester so it can begin to be utilized for delivering reports starting this Spring.

**Responsible Committee Member(s)**

- TBD

**Partners**

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4. Disseminate Information Equitably

Work with Staff Council Leadership to identify areas of inequity and other concerns.

**Measurable Outcome**

Create and disseminate reports in ways that are easily accessible to all staff across all areas of campus. Whether it’s FMS janitorial staff or a staff assistant in the President’s office, all staff should be able to access our reports with the same minimal barrier to information.

**Action items**

1. Determine the frequency which reports should be shared with Staff Council.
2. Determine the format(s) in which reports can be most accessible to folks across different areas of campus and styles of work (office, field work, kitchen, etc.)

**Estimated Timeline**

Methods should be identified this fall semester as to be utilized come spring when our update reporting begins.
Responsible Committee Member(s)

- TBD

Partners

Ongoing Efforts

- Work with divisional leadership to promote Staff Council and disseminate information. Schedule time each semester (if possible) to discuss Staff Council during one of these meetings.

Long-Term Goals

List additional goals/charges to work on if time allows.

- Establish working relationships between divisions and Staff Council.
- Observe from this first pilot year of the committee what sort of information ends up being most valuable (and what was not).
- Utilize those working liaison relationships to identify potential speakers at future staff council meetings.
- Help potentially fill in full-time positions that are available across campus.

Committee Assignments

Academic Affairs - Michael & Brendon

- Reach out Sue Provenzano — Brendon
- Reach out to Dr. Grandberg: Pamela Spencer <provost@rit.edu> — Michael
- Provost Office Hours
- Not on the staff distribution list - how are we able to receive that information

Student Affairs - Tonya Holmes

- Campus Life
- Other areas?
- Athletics?
These are the areas under student affairs...

Finance & Administration - Dylan Schuler
  • Determine key people
    □ Reaching out to the senior staff assistant for Dr. Watters

Enrollment Management - Kathy Ehrlich-Scheffer
  • Reach out to senior staff assistant for Ian Mortimer, Marian Nicoletti

Advancement - Gaby Harrington
  • Ask emily/senior staff assistant

Research - Michael Starenko & Maureen Gallagher (NTID Research side)
  • Ryanne Raffelle/staff assistant/connections

GCR - Brendon Strowe

Diversity & Inclusion - Kathy Ehrlich-Scheffer, Tonya Holmes, Dylan Schuler
  • Lead in sending email - Kathy
    □ Senior staff assistant of Keith Jenkins
    □ Cc tonya and dylan

Marketing & Communications - Gaby Harrington & Michael Starenko
  • Amy Button & Ramen (former staff council rep)
  • Gaby takes lead in email

NTID - Maureen Gallagher
  • Gerry Buckley assistant

FMS - Brian Baxter
  • John Moore’s assistant (shes new)