Thursday, October 13, 2022 | 2:00 – 4:00 p.m.

PRESENT  Alepoudakis, Coyne, Ehrlich-Scheffer, Flagg, Gallagher, Goverts, Heyman, Holmes, Incelma, Kamish, Lang, Levey, Lezette, Masline, Milliken, Moore, Oware, Peterson, Prescott, Sanders, Schuler, St. Jean, Starenko, Strowe, Watters, Zehr, Newman (FS), (SG)

EXCUSED  Harrington, Ziebarth

ABSENT  Baxter

PRESENTERS  Milagros Concepcion, Controller
Jo Ellen Pinkham, Associate Vice President & Chief Human Resources Officer
Judy DeCourcey, Director of Benefits & Wellness

INTERPRETERS  Dana Cardona and Carolyn Kropp

MEETING  called to order by E. Heyman at 2:00 p.m.

MINUTES  of 9/29/2022 approved

CHAIR’S REPORT

- Thank you to our interpreters: Dana Cardona and Carolyn Kropp
- There was a university council meeting yesterday, updates included construction projects (SHED, Saunders Expansion and Theater). Dr. Munson indicated that there are discussions around when the theater work will begin in the next few weeks, if the start is delayed they will examine the fence and parking to determine if it can be removed.
- Dr. Munson briefly mentioned One payroll, which is the main topic of discussion in today’s meeting
- Brick City weekend begins tomorrow, an additional call for volunteers came out yesterday. Please consider volunteering if you are able and interested.
- At last week’s Executive Committee meeting, we discussed committee placements for the following committees:
  - Faculty Senate; Diversity Equity and Inclusion: Joanna Prescott
  - Isaac L. Jordan Section Committee: Gaby Harrington
  - Non - Tenure Track Faculty Awards: Michael Starenko
  - Individual Conflict of Interest Committee: Kathy Ehrlich-Scheffer
  - Parking Appeals Board: Dustin Peterson and Tonya Holmes
  - Parking Advisory Board: Renee Milliken
  - Presidential Awards for Outstanding Staff: Melissa Masline
  - University Council Alternates: Marci Sanders and Tonya Holmes
- As mentioned last week, serving on additional committees as a Shared Governance representative is not mandatory, however, many of these committees meet infrequently or only when called upon to do so. I strongly encourage individuals to consider volunteering for committees when a call is made. Staff are a part of our shared governance system and as a representative of that it is important we are represented accordingly.
  - There was a discussion at EC regarding time commitments. Denise will try to incorporate more specific time commitments for committees into our next call for volunteers should a committee need arise
  - We are still looking for University Council Alternates - having 2 alternates is great, but the more individuals we can call upon when necessary will ensure Staff Council’s ability to vote and represent all staff.
As a UC alternate you attend meetings when one of our 12 standing members are unable to attend. If there are multiple alternates it allows for flexibility in who can go given schedules and potential last minute requests.

As a reminder, University Council meets 1x per month on Wednesday from 3p - 4:50pm.

- This year’s executive committee began discussions around the Staff Equity Document - there were long discussions surrounding the document and the work that needs to be done. A more in depth discussion will be taking place during our next meeting on October 27th
- If you have colleagues who are unable to attend today’s presentation, please let them know that we will be distributing details on this presentation and questions and answers through RITmail in the next day or two. This will be in place of our regular constituent highlights email for the week.

**All presentation materials can be found online:** [https://www.rit.edu/staffcouncil/meetings#past-meetings](https://www.rit.edu/staffcouncil/meetings#past-meetings)

### ONE PAYROLL

*Dr. Watters, Jo Ellen Pinkham and Milagros Concepcion provided information on One Payroll and answered the following questions based on feedback gathered from staff prior to and during the live presentation.*

- Examining the “why” of One Payroll
  - RIT has grown in complexity with a workforce that spans a number of different states and localities
    - In 2019 there were employees in 25 states + DC
    - In 2022 there are employees in 49 states + DC
  - Remote work has brought forward the need to comply with a multitude of regulatory requirements
    - More compliance requirements to administer included state and locality registrations, withholdings and remittance
    - Unique rules for minimum wage and overtime
    - Citizenship, work authorization and ability to work in alternate locations
    - Insurance, workers compensation, unemployment and other statutory benefits
  - RIT’s current 50 separate payroll runs for about 12,500+ are no longer an effective or efficient way to manage this process
    - Most employees are currently paid biweekly in arrears: 1100 non-exempt (hourly) staff, 400 adjuncts and 8500 student workers
  - Making this change will allow RIT to
    - Pay employees accurately without over or underpayment
    - Meet all compliance and reporting requirements for employees at all locations
    - Process standardization for employee hire, change and departure

- RIT has come through a couple of very tough years financially and is not out of the woods yet
  - This year we are down about $15.8 million in revenue and have been working hard to cover that deficit
    - New student counts dropped, as well as an unexpected drop in persistence from first to second year and second to third year students
    - RIT is back to filling the gaps that exist in our permanent budget and has done that without reducing headcount
  - Employees began hearing about One Payroll in March when we first started to realize there were going to be some struggles this year
  - Everyone associated with the President’s Cabinet is charged with trying to find ways of doing things more efficiently to save the University money so we can invest in ourselves and make RIT better
  - One Payroll will save personal expenses in the future and streamline efficiencies by ensuring accuracy in payroll

- Other options considered
  - Move non-exempt (hourly) staff and adjuncts to semimonthly payroll
    - NYS Labor Law does not allow hourly workers to be paid semi-monthly
    - Does not address the errors that occur by paying current (over/under payment)
  - Transition at another time of year instead of January
    - Benefit conversions, grant accounting, and other related calculations and system programming would need to be done twice in 2023
- High volume of hiring late spring and summer, as well as the annual salary increase process occurring at same time; would significantly strain resources needed to convert
  - Did not want to make the change when most faculty are off contract over the summer
    - Keep total pay the same for employees in 2023 and still convert to arrears
    - University would be double paying exempt (salaried) employees for six days of work
    - Move to biweekly schedule but keep exempt (salaried) employees paid current
      - Would still be running two separate payrolls (with different coverage dates)
      - Would not prevent overpayments and other related errors
      - No efficiencies gained
- Assistance provided through the transition period
  - Wage advance of up to 75% of semimonthly gross pay to be repaid over 23 pay periods
    - No deductions are taken from this advance and no interest is charged
  - One-time bonus with details still being determined
- Administration would like to clarify that this decision is coming from Dr. Munson, Dr. Granberg and Dr. Watters
  - Human Resources and the Controller's Office are carrying out a decision that was made to help the university run more efficiently
- Part of the issue surrounding One Payroll is that communication was not good early on and as more details came out it became clear that there are concerns
  - Dr. Watters, Jo Ellen and Milagros are here today to listen to staff concerns and understand the pain points

Q. One of the peer schools that has come up a lot in comparison is Lehigh University, who also recently changed their payroll process. In their transition, Lehigh offered a bridge payment of about 3.25% of each employee’s annual salary. RIT has offered basically the idea of taking out a loan on your own paycheck and paying it back through the rest of the year. Then just in the last two weeks we heard about a potential bonus that there has not been a lot of detail on. Why wasn’t a bridge payment or some other sort of compensation considered? It feels to many staff and other employees that the financial burden of the transition is being placed directly on the employees due to the gap in payment as we transition to arrears.

A. We cannot share a lot of info on the bonus today but we are listening to your feedback before we finalize anything. There are a few things about Lehigh that makes this a different situation. First is that they are getting paid 3% because they are actually going nearly two weeks in arrears – much greater than our transition, which will only be six days. Next, Lehigh only transitioned their non-exempt (hourly) staff. Those are the individuals that typically make less than $55,000 per year. Lehigh has a lot less employees and a full bridge payment for those employees requires a lot less funding due to their group (less employees) being below a certain salary threshold (below $55,000). RIT’s transition is coming from the other side, where we are moving exempt (above $55,000) faculty and staff. In Lehigh’s case, their exempt staff are paid monthly.

Q. If the difference is only 2.3% why are we missing out on 4.3% of our yearly salary for 2023?
A. At the end of the year because of the shift in timing it is 4.3%. On January 5+ it goes back to the 2.3% and remains that way all year.

Q. Are there any plans to alert exempt employees to the ramifications of the change to One Payroll in non-accounting language, specifically highlighting the one paycheck in January and the underpayment in 2023?
A. We are open to different ways of framing the information and individual communications in an effort to help people understand what the situation is for them personally. We have been working very closely with Marketing and Communications on every message that has gone out but there is clearly room for improvement. If anyone has any suggestions on terms that are less confusing or how we can explain the process better, please let us know. The other item to note is that there are many individuals who have questions about their own specific situation as they are working through things like garnishments or other special arrangements. The One Payroll team is available to meet with employees one on one to go through their own individual model for this transition.

Q. Why is the first payment for 2023 less gross pay than the rest of the payments?
A. This has to do with a few things. First, the shift to arrears (those six days) and joining the bi-weekly schedule that is already ongoing. Exempt (salaried) employees will already be paid through December 31+. The first bi-weekly schedule of 2023 pays the non-exempt (hourly) staff for the work they completed in December 2022. By the next time everyone (salaried and hourly) are able to join the bi-weekly schedule it is for the payroll on January 20+. If we were to make the first pay period in January the same as the rest of the year, RIT would be double paying employees for the last couple of days. As exempt (salaried) employees this year, we will get paid through December 31+. However, December 30+ and 31+ overlap with the current bi-weekly pay schedule, resulting in double payment.
Q. How is this in compliance with applicable state and federal laws and guidelines? The US Department of Labor is very clear that employees who are paid on a salary basis must be paid their full salary for any pay period in which any work, regardless of the number of days or hours, is performed. By that standard RIT appears to be improperly deducting pay for the first pay period of 2023.
A. All of the money that is earned is paid, just in arrears. Employees are still earning their same salary. Arrears means that you are getting paid in the next pay period for the work you have completed. We already pay 9000 students and our non-exempt (hourly) staff in this manner. Any new staff that have been hired since August 1st have also been brought in on a bi-weekly basis. This transition has been vetted through the Office of Legal Affairs and this is a legal practice both federally and in New York State, as well as many other states.

Q. Will RIT be paying me those six days at my 2023 rate at which I worked and earned this paycheck or will the pay be paid out at my rate at retirement and/or departure from RIT?
A. It will be paid at that higher rate given merit increases or promotions throughout your employment at RIT. If you change the amount of your deductions in health insurance, retirement contributions, or any other deductions it will be reflected in that pay period of your departure. If someone goes through retirement transition or moves to a position of lower pay, it would be paid out at the time of transition. Everyone will receive payment at least at their current pay, if not above based on those occurrences.

Q. How will this impact our payroll deductions for benefits?
A. Deductions are spread out over the number of pay periods that you have for the calendar year. Right now, exempt (salaried) employees are on 24 deductions for this year. Next year, we are going to 25 deductions. All things being equal, next year we would pay a little less per pay period for the same benefits – assuming employees stay with the exact same benefits. If you change benefits tiers or there is an increase in plan expenses, those rates would be spread out over the number of deductions for the year. In 2024, when we are paid over 26 periods, it would be even less per pay period as the deductions are spread out even more.

It was brought to our attention in the Faculty Senate meeting that there are 27 pay periods in 2027 because it is a leap year. You will get an extra paycheck that year – paychecks will not be split into 27 installments.

Q. How will this affect RIT's contribution to our retirement accounts in January?
A. RIT reached out to CapTrust, the company currently providing employees with free financial advice. Investing your dollars more often (26 times versus 24 times) is beneficial in the long term. This is a challenging question because everyone has different contributions and investments and we do not know what the markets are going to do. We again encourage everyone to contact the One Payroll team and CapTrust to review your own personal situation based on your benefits selections, investment options and any other personal financial elections you may have.

Q. Will all other pre-tax contributions still be spread across 24 pay periods, or will the contributions be smaller, but spread across 26 pay periods?
A. Any contributions would be spread across 25 pay periods in 2023, and then 26 pay periods going forward in years after the transition, except in the course of the leap year as mentioned above.

Q. January's financial impact will hurt staff and their families significantly. Why are employees taking on the burden, especially during the holiday season? RIT will realize a savings by not paying these salaries. How will those funds be used? Taking a loan is not desirable since it will need to be paid back and reduce future take home pay.
A. Technically speaking, the advance is not a loan but a true wage advance. There are no deductions taken from that amount and it can be paid back over 23 pay periods without interest.

Q. Will RIT re-consider the timing of the payroll transition, and delay the move to paying exempt employees in arrears until March of 2023, a month in which there are three paychecks?
A. The goal right now is to really listen to all of the feedback and suggestions so that we can move forward.

Q. The inconsistent messaging, frigid timing, and haphazard implementation of the One Payroll initiative has really affected the morale of staff and their relationship with RIT as an employer. What will RIT do to earn back the trust of its employees?
A. There has been communication between HR and the Controller’s Office to employees beginning in March 2022. Information on One Payroll has been discussed in the governance groups and other areas across campus over a number of months, along with a campus-wide forum back in the spring. It appears as though now the level of detail has finally been provided so that people can really envision the true impact on them as individuals. We did not anticipate those initial conversations would not have been as meaningful because there just wasn’t enough detail for people to see themselves in
this transition and realize the impact to them. This has really become crystal clear in the last month or two and we are here to listen and understand your concerns.

Q. What is the plan for future communications between now and January?
A. We have had a number of meetings today and heard a lot of feedback from Faculty and Staff. We will need to regroup and take all of that feedback into consideration before moving forward at either the intended or potentially new timeframe.

Q. We understand there may not be much information today regarding the bonus that we were emailed about on September 30th. However, people do want to understand how the bonus will be structured. It seems like it would be right for staff to be rewarded from the bottom up, so the lowest paid employees are the least impacted in this transition.

A. It is interesting how that dialogue has changed over these last several weeks and now the concern has been much more personalized to each individual. The Administration has several models that we put together that would mirror the kind of considerations we have in our benefits structure. The benefits structure is tied to a federal benchmark that determines how much you are paying for benefits based on how much you make. We have taken that same logic while we are discussing how the bonus would look and those conversations continue to be ongoing. We have some people who feel everyone puts in the work equally and should be rewarded equally, while others feel strongly that the tiers of pay should be considered. Part of our listening tour is to hear what our community thinks about this and what guidance they are giving on how we structure things.

Q. The messaging indicated that "most" employees would receive a one-time payment. Who will not be receiving the payment and why?
A. The highest paid individuals at the university are not eligible to receive a bonus.

Q. If we have to quit or retire to get those six days of pay, what is keeping us all from mass quitting or retiring so we can get our money? We should be paid to begin with.
A. Every time you get paid, you are getting paid for the time you have worked. So at the very end you are getting paid for those days at the end of your time here. It is important to know that getting paid in arrears is also very standard practice in many places.

Q. The way I’m understanding the lower than expected payment for the first paycheck in January is: due to the overlap that exists between the current salary pay structure and the start of the first pay period of the bi-weekly structure. The beginning of the first bi-weekly pay period of 2023 actually begins on Friday (12/30) which exempt (salaried) employees have already been paid for in our final paycheck of 2022. That explains the lower pay rate for the first paycheck of 2023 because we have already been paid for the first two days of the pay period in December, which overlaps the first pay period of the arrears schedule.
A. Yes, that is correct.

Q. We did speak about this earlier in the meeting and I wanted to follow up with the concerns that many staff have had over feeling like they haven’t been properly communicated to and the burden employees are facing due to the financial gap in pay. This has left many staff feeling dejected and as though they haven’t been heard up until this point. We appreciate that you are taking the time now, but a lot of staff still want to know how we are going to continue to remedy the trust that has been lost and how we can work together to find that solution.
A. It is important to note that as of right now no action has been taken. We are listening to feedback so that if we are to move forward with One Payroll, Administration wants to roll this out in a way that is as good for everybody as possible. This is something that could take place and can only take place if we have community understanding. We have been given great suggestions and we are working to improve the process to alleviate the pain points that have been expressed to us.

Q. The benchmark universities mentioned in the presentation are mostly State universities and their employee benefits plans, especially retirement plans, are different from RIT. For us, the retirement contribution to our 401K is reduced because of the One Payroll change for those who plan to retire soon. Can you address this issue?
A. There is a bit of confusion by this question so if the anonymous staff member could provide more clarification that would help. What we suspect is that this is in reference to state schools where most of those employees are coming out with a defined benefit plan, not a defined contribution plan so their pension payments are probably already set by State guidelines. Those six days that would not be paid now would be detracted from the match of the 403B, so in that month there would not be quite as much put into their 403B plan as there would have been had those six days been paid. So what’s happening is the payment on the 403B occurs closer to their end date – when they are retiring. But those monies would still be paid into that 403B account.
Q. If we lost revenue due to decreased enrollment by $15 million, how do we gain a one-time bonus with $4 million that the University found? As much as I would like a bonus, this seems contradictory.

A. Right now the University has a contingency and we have used probably $4.5 million of that contingency to meet part of that $15 million that we are down. We have about $6 million left of contingency. About 40% of that is committed to the expenses that went into the year to do and pay on a one-time basis. So we have some balance of that contingency left. At one point we had about 185 open positions at that University and currently we’re at about 144. That means that right now we have the budgeted monies sitting in the accounts of those departments across the institution, plus 35% fringe benefit rate money sitting there that we know can’t possibly be expended by June 30. We have the ability to recover those funds we have allocated to those departments that have open positions, and we can convert those monies to compensation payment. That is our plan right now as to identifying monies if a bonus program is put into place.

Q. The initial communications weren’t clear that employees would be making less money in the fiscal year (particularly January) unless you looked at the spreadsheets online. The email communications really only communicated that there was a change in WHEN we’d be paid, not how much.

A. A letter was sent to exempt (salaried) staff a few weeks ago and that seems to have made this clear to many more staff who are saying they are more aware of what is happening with the transition. We have immediately suspended the implementation deadline for One Payroll until we have a solid plan where we have found remedies for the pain points and hardships you are bringing up today.

Q. Staff have been asking for an explanation on how this transition is in compliance based on publicly available information on the laws and guidelines relative to this situation. In response we have basically been told that we should trust RIT and that RIT is in compliance. This is not a satisfactory explanation. The US Department of Labor is very clear that employees who are paid on a salary basis must be paid their full salary for any pay period in which any work is performed regardless of the number of days or hours. By that standard, RIT appears to be improperly deducting pay for the first pay period of 2023. Please explain why this paycheck is not going to be a full 26th of the annual salary, and how this is in compliance with applicable state and federal laws and guidelines.

A. There is a difference between when salary and wages are earned, and when they have to be paid. The Fair Labor Standards Act (“FLSA”) language is the FLSA’s requirement that exempt employees earn their salaries regardless of the days and hours worked. The FLSA does not specify when payment of wages must be made. This requirement is found in state labor laws. New York law, which exempts non-profit making organizations like RIT from its most stringent requirements, allows RIT to pay its employees earned salary and wages not less than semi-monthly. The One Payroll initiative, which is designed to pay exempt employees on a bi-weekly basis, complies with this New York requirement.

Q. Regarding the bonus messaging, it was stated that both exempt and non-exempt staff will receive this. But the One Payroll issue is just for exempt staff, so why are non-exempt staff receiving a bonus?

A. The bonus announcement from President Munson indicated that all of us are in this inflationary environment and experiencing challenges with meeting our needs. We have a broad representation of non-exempt staff members here and the University and wanted to be sure they are included in the opportunity to receive a bonus payment. As stated in the RIT Announcement “This one-time bonus is made in recognition of the inflationary pressures facing all employees as well as the transition timing and conversion to arrears for regular faculty and exempt staff as a result of the One Payroll initiative.”

Additional comments provided in chat:

- Many families have both spouses working at RIT and this would be a very painful transition
- Families that are a one income household that rely on those payments that will be impacted as well
- In regards to bonuses, are you also taking into consideration those who are required to report to campus daily vs. those continuing to work remotely who do not have the added expense of parking and gas to travel to and from campus?
- I have been paid in arrears at every company I've worked at before RIT. It makes sense to me. What I would like to see is a visual or calculation for the lower first paycheck. People don't like what they don't understand. Unfortunately, talking and throwing around dates and numbers don't help. I think what people need is understanding. I would like to understand it but I need to see it so I can do that.
OPEN ENROLLMENT BENEFITS REVIEW

- Medical – annual out-of-pocket maximum will increase due to federal guidelines
  - $200 individual and $400 family
  - No change in plan designs
  - There is added coverage for hearing aids and the replacement of functioning cochlear implant processors beginning in 2022

- Prescription Drug Coverage – no change in plan design
  - There are semi-annual changes including a formulary change (Tier 2 & Tier 3) and updates to the excluded drug list
  - Optum will send the notifications via US Mail to those impacted
  - Updated lists will be posted on the HR website when they are available

- Dental – 3% increase
  - Standard plan - $0.32 to $1.13
  - Enhanced plan - $0.59 to $2.18
  - Employees can make dental coverage changes for 2023 – removed the 2 year lock last year

- Vision – no change

- Beneflex – employees must enroll again – coverage does not continue
  - The 2023 contribution maximum has not yet been announced

- RIT continues to support about 75% of the premium equivalent (varies based on plan choice, coverage type and salary level) for medical/prescription costs

- Employee contributions for the medical plans depend on several factors
  - Medical plan choice (POS A, POS B, POS D)
  - Coverage type (individual, two person, family, one parent family)
  - Salary Level (Salary Level 1, 2, 3, 4, part-time, adjunct)

- Employees are encouraged to compare plans and make an information choice about coverage and costs to best meet their needs
  - For example, Salary Level 2 annual 2023 savings (individual/2 person/family)
    - POS B instead of POS A: $666 / $1,517 / $1,926
    - POS D instead of POS A: $2,415 / $5,124 / $6,449

- RIT Service Center is the first point of contact for general benefits questions through help.rit.edu
  - Agents are available for online chat or phone conversation during business hours
  - Questions that agents cannot answer will be escalated to the Benefits staff

- Open Enrollment
  - Monday, October 24 through Wednesday, November 16

- In person Benefits Fair
  - Tuesday, October 25 and Wednesday, October 26
  - 9am – 3pm in the Fireside Lounge

- All benefits continue automatically EXCEPT Beneflex
  - Employees should complete their enrollment online in Oracle Employee Self Service

Q. Has RIT considered adding coverage for services that are required by NYS for employers our size but RIT doesn't have to cover because we are self-insured? For example, IVF coverage. How does RIT determine what to cover?
A. Because RIT is self-funded we do have a process for reviewing things our state requires. We did look specifically at IVF and there is a program available through NYS that Strong Memorial participates in to provide financial support for that particular service. We do review benefits every year to see if there are any new requirements that come up.

Q. Is the deadline for Beneflex changes/enrollment also November 16?
A. Yes - open enrollment ends November 16th so any changes you want to make to medical, dental, vision, etc. need to be made by then in Oracle Employee Self Service. You can make changes during the entire enrollment period, but all final changes need to be made by November 16th.
Q. Is HR changing the Benefits Rate Contribution Rate chart to show only Bi-Weekly, based on One Payroll potentially going into effect in January 2023?
A. Due to the transition, we will continue to have two schedules in 2023 because those who are moving to bi-weekly will have 25 payroll paychecks and 26 deductions. Starting in 2024 there will be one bi-weekly contribution schedule.

Q. Currently, RIT considers outpatient mental health services as a specialist and the copay is higher. This is not the case at places like U of R, would RIT consider changing this? Especially as mental health needs continue to increase?
A. Thank you for the question. We will have to look in to this service and get back to you. The telemedicine vendor, MD Live, does have visits for mental health care where you can set up appointments with the same provider on an ongoing basis. The copay for that service is only $10.

Comments/feedback following this question include:

- If there is any action that can be taken into consideration regarding the copay for mental health services that would be beneficial for staff. Some staff have had to space out their appointments because the copay is a large chunk of money.
- Regarding MD Live experience - it is almost impossible to get the same therapist and there is no follow up regarding documentation with MD Live either. Judy has requested additional details if this constituent is willing to share them privately so RIT can reach out to Excellus about this situation.

OLD BUSINESS

- It is being put on departments to bear the cost of purchasing vacuums which is very wasteful from a financial perspective since vacuums have already been purchased by RIT and are not currently being used by custodians
  - Renee has sent a follow up to John Moore on this and other issues that were brought up during our last meeting and is awaiting a reply

NEW BUSINESS

- Constituents are getting worried about the uptick in catalytic converter thefts and are wondering what Public Safety might be doing to help ensure that does not happen on campus
- A constituent is concerned about the options available to nursing mothers, as there are only four locations across campus set aside for nursing and most are a significant walk for staff to get to
- A constituent is excited for the DEI initiatives the campus has put in place but they are looking for a bit more in terms of holidays as most of the 11 holidays RIT offers does not align with some cultures or religions. They are wondering if they could work the holidays that they do not observe and take off the holidays that they do observe

MEETING adjourned at 3:50 p.m.

Staff members are encouraged to contact their Staff Council representative with comments or questions on these or any other topics.
initiates policy proposals and revisions, and raises issues for university consideration.