Thursday, October 27, 2022 | 2:00 – 4:00 p.m.

PRESENT  Alepoudakis, Coyne, Ehrlich-Scheffer, Flagg, Gallagher, Goverts, Harrington, Heyman, Inclema, Kamish, Lang, Levey, Lezette, Masline, Milliken, Oware, Prescott, Schuler, Starenko, Strowe, Watters, Zehr, Ziebarth, (FS), (SG)

EXCUSED  Holmes, Moore, Peterson, Sanders, St. Jean

ABSENT  Baxter

PRESENTERS  Milagros Concepcion, Associate Vice President Controller & Assistant Treasurer
Rachel Guy, Assistant Controller & Financial Management Services
Ian Mortimer, Vice President Enrollment Management & Associate Provost RIT Certified
Chris Denninger, Director Threat Assessment & Emergency Preparedness
Gary Moxley, Director Public Safety
Dr. David C. Munson, Jr., President
John Moore, Associate Vice President Facilities Management
James Yarrington, University Architect and Director Planning & Design

INTERPRETERS  Dana Cardona and Carolyn Kropp

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

MINUTES of 10/13/2022 approved

CHAIR’S REPORT

- Thank you to our interpreters: Dana Cardona and Carolyn Kropp
- On Friday October 14th I had the opportunity to meet with Board of Trustees Chair Jeff Harris. Each governance group was given 45 minutes to speak with him individually. Our discussion was heavily focused on one payroll, especially given our meeting the previous day. Chair Harris and I had a good discussion around transparency and the need for continued improved communications from Senior leadership - while some strides have been made there is still room for improvement
- Renee and I have been trying to connect with John Moore regarding the new trash cans and the communication he indicated would be provided at our September 15th meeting In addition to the issues that were mentioned regarding shipping and receiving - we have followed up with him twice and have not heard back. We will continue trying to connect with him to provide the most up to date information
- Executive Committee reviewed our Plan of Work for the year at our meeting on 10/20; we are committed to working with Senior Leadership to improve transparency and communication, Encouraging staff engagement, promotional opportunities and review of the performance appraisal process.
- On October 20th there was an announcement postponing the One Payroll Transition
- In addition to that announcement the One Time Bonus payment was also addressed
  - A one time payment will be provided to all employees who earn $150,000 or less
  - If an employee qualifies under more than one eligible position, only on bonus will be provided consistent with the greater amount
  - For more information and Frequently asked questions, please visit the HR website
  - In addition to the one time bonus payment an announcement was also made to delay the medical premium increase from January 2023 to July 2023. The employee portion of medical premium will remain unchanged during the above timeframe. But it is important to note that the new premium rate deductions will begin in July 2023. The open enrollment period for Calendar year 2023 is open now and will be open until November 16
On Monday 10/24 Renee and I met with Jo Ellen Pinkham for our monthly touchpoint. Topics again included one payroll, but we also discussed the remaining HR presentations for the year (Total Compensation, Wage Bands, Career Ladders, Talent Acquisition). These will be scheduled throughout this term.

We also discussed internal review of job descriptions for employees at RIT. At this time, requisitions for current open positions are taking precedence over the review of current positions; however those current positions are still able to be reviewed depending on the circumstances. HR will work with managers to determine why jobs should be reevaluated and when it is appropriate to make that type of change.

As we know RIT does not have a real Job Architecture, improvements in this area have been made in creating this in ITS. ITS worked diligently over the past few years to develop an architecture and HR is working to extrapolate this across the university. In conjunction with the compensation team, HR is working through this systematically to “align” similar positions. This will take time.

The Presidential Awards for Outstanding Staff Selection Committee is in need of representatives from blocks 1, 3 and 5. Any regular full or part time staff member is encouraged to self-nominate to be a part of this committee for a two year term. Committee members are responsible for reviewing nomination materials, providing candidate rankings and conducting interviews with finalists. Meetings will begin in late fall/early winter and the process takes about 3-4 months. A Qualtrics survey link will be included in our meeting highlights.

Welcome to our new Staff Council Representative from Block 3, Evan Smith!

Faculty Senate Update: none

Student Government Update:
- SG was present for the Together RIT event on October 21, 2022 and felt it was a great series of sessions that did a lot of good
- SG will hold their Town Hall on November 3rd from 7:30-10pm
  - The goal of this Town Hall is to obtain community input on how they can improve SG

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 DEBRIEF

- SC Chair Emily Heyman opened the floor to questions, concerns and/or feedback from the One Payroll presentation held on October 13, 2022
- No representatives or constituents provided any comments

ACCOUNTING TRAINING

- The Controller’s Office has been working over the past several months to get their educational offerings up to date
- A listing of training resources and updates can be found online: [https://www.rit.edu/fa/quaeator-volume-17-issue-2#controllers-office-training-and-resources-updates](https://www.rit.edu/fa/quaeator-volume-17-issue-2#controllers-office-training-and-resources-updates)
- Feedback from staff has been that employees want things to be self-paced and are not able to sit through a three hour training session (as took place pre-pandemic)
- Many introductory courses have transitioned to an online format
- Monthly open labs are being held via Zoom
  - No registration is required
  - People are encouraged to submit questions ahead of time, especially since many people are not comfortable asking questions in a group
  - Dates and times for the sessions will be posted on the Controller’s website
- Considering offering quick demo videos on different skills each month (ex. how to complete a requisition, journal entry, etc.)
  - The Controller’s website is in the process of being redesigned and these short tutorial videos will be saved on the website once it is complete
- Please contact the Controller’s Office with any feedback or suggestions on what may work the best for training

The following comments were provided during the Q&A segment:

- SC Reps are able to assist in disseminating information on training options, and information can be included in the Chair’s Report and meeting minutes
- Based on feedback from constituents in Block 3, this type of content/training would be very helpful
• It might be helpful to get information about trainings directly to different, specific groups of staff (ex. Senior Staff Assistants, people who commonly travel)
• In addition to getting information to role-based individuals, I think it will be important to inform all managers of the content that is available as well, so they can support their employees.
• Some staff use P cards without being the official holder and it would be good for them to know about related training, even if they aren’t required to take the training
• Through RITMail, there is a "Professional Development Opportunities" topic that employees can subscribe to. This may be a good way to communicate training opportunities without overwhelming ALL staff, since employees can opt-in or opt-out to those emails
• It can be difficult to pull together specific groups of staff but it may be helpful to launch one or two communications each year to the entire university, giving direction to people that if they want to continue receiving this information they should subscribe
• There has been a large shift over the last few years in where information lives and not even is aware of where things have moved to. It might be helpful to create an updated guide that is sent to managers, staff assistants, etc. (anyone who deals with these topics) and provide a one stop shop to list where information is housed and categorized.
• A few constituents are new employees and unsure of what training courses they should/should not take. There is some guidance from supervisors but it remains a bit of a struggle.
• There should be a library of shorter style of trainings or demos where people can refer back to them as needed.

Q. Is there a way staff are able to opt in to the Quaestor newsletter communication? Or are there plans to make an announcement including the same information to all employees? I have financial aspects of my job but haven’t seen any communications.
A. Milagros will check with internal audit to see who this email goes to.

Q. Is there any work being done to better document processes that are not captured in existing processes and procedures? For example, documenting all of the steps of the process to close an account or update the chart of accounts.
A. A good place to find this information may be the knowledge bases housed in the RSC.

Q. Some of NTID's accounting policies/practices are different; for example, we have a different budget year, etc. In the past, we had an NTID Budget Overview class - could that be revamped and offered in a few instructor-led sessions or offered as a webinar? Could you work with NTID's Finance Office on this?
A. This is definitely on the list of things to create for offerings and determining which modality will work best.

Q. Can the controller’s office send out an email to new hires and their managers an email about offerings for Oracle training?
A. It depends on if the new hire has those types of responsibilities or not. Maybe we can coordinate with our partners in HR and see if the position has any requirements listed that have a financial flavor. This might not be a perfect system but it may help us provide some resources so that the new hire has an opportunity to jump on training as soon as possible.

ENROLLMENT UPDATE

• Begin on where we have been over the last six years for fiscal year and tuition reset enrollment trends (refer to presentation slides for the graphics)
  o This is important because most institutions, including RIT, put a lot of focus and a lot of PR around what the first year student class looks like
  o We look at not only first year students, but also new graduate students and the rates of retention and persistence
• There was a significant tuition reset starting in fall 2020 which means we currently have three active tuition rates
  o Without the 2020 reset and the discount rates we would have been in a much more difficult position than we currently are
• This year we started out on track to have a year similar to 2021, particularly as it relates to first years but something happened very late in the cycle
  o We looked to be essentially flat to last year from a first year deposit perspective
In the last 48 hours prior to the May 1 deadline there were significant pricing changes primarily from our three largest STEM competitors (RPI, Clarkson & WPI)

- We did not feel comfortable matching these deep discount packages late in the buying process and did not want to reinforce a price-based competition environment
- This did cost us some head count, especially in the last 48 hours of our cycle

- As we go into fall 2023 we are focused on how do we further our sophistication in terms of financial aid with the understanding that we have to focus on those models that are less price elastic for the future of RIT
- RIT has done well compared to most institutions, particularly on the first year side
- Also like most institutions, the transfer side has been on a slow decline for the last 15 years
  - There is work being done here around the expedition of credit equivalencies and housing, along with all other aspects that are important to transfer students

- Mechanisms to move us forward
  - Recommitment to co-ops – this program sets us apart from other institutions
  - Packaging strengths in new ways
    - Ex. a certificate in exercise science that allows you to sit for the person training exam while studying engineering
  - RIT Certified – the non-credit workforce training arm
  - Combined accelerated bachelor’s/master’s program (CABM)
  - Global integration – this fall was the first fall we launched a Gap Year program in Croatia
  - SHED and campus infrastructure
  - Graduate enrollment

SAFETY AWARENESS

- There are three key elements for managing emergencies at RIT
- Response - Chaos - Recovery
  - If there was an emergency at RIT we would be looking at a standard response to include: notifications from Public Safety, arrival of numerous law enforcement agencies, staging areas for medical personnel and Monroe County Radio Center, the establishment of a Command Post and media representatives
  - Out of the response phase, we would the head into the chaos phase where people will want information and to know what is going on
    - Our main goal during the chaos phase is to stop whatever the problem is
    - This may result in little to no communication after the initial communication because everyone will be working to resolve the issue
  - One the problem has been solved we jump into the recovery phase where reliable and updated information will be communicated to campus and crisis support will be provided
- Critical Incident Management Team (CIMT)
  - There are around 35 key managers and operational staff that are trained across divisions to be ready to respond to an emergency
    - The group reports to the Policy Group
    - In a crisis situation most likely Melinda Ward, AVP for Risk Management, would be the emergency manager
  - This team training is aligned with FEMA’s Incident Command System structure
- Behavioral Threat Management Activities
  - The Threat Management Team assess situations involving employees, non-campus members, alums, etc. where personal issues cross over into work issues (criminal cases, stalking, domestic violence)
  - This team is connected with Compliance and Ethics/Title IX
  - There is regular case management for fact finding, interventions and monitoring cases long term
  - Provide employee safety training through the Talent Roadmap and/or individual department training
  - This team mirrors the Secret Service and Department of Justice programs and trainings
- Risk Controls and how RIT keeps the campus safe
  - Public Safety is out patrolling campus 24 hours a day, 365 days a year
- Perform job applicant background checks
- Established liaisons with federal, state and local agencies
- Video technology, security alarm systems, panic buttons and metal detectors
- Robust workplace safety programs and infrastructure
- Student Behavioral Consultation Team (SBCT)

- If you have a concern about a student or staff member or any other issues on campus, you can file an incident concern online: [https://www.rit.edu/reporting-incident](https://www.rit.edu/reporting-incident)

**Q.** What is Public Safety’s response to the issues of catalytic converters being stolen?  
**A.** RIT has had about 20 catalytic converters stolen this year. UR has had around 100 and even the airport has had thefts. This is a county-wide as well as nation-wide problem and everyone is working together to stop this from continuing. It’s no secret who is doing it, just a matter of catching them and preventing them from doing this again. There is some movement happening in State and County laws to make it more difficult to sell catalytic converters, which would make them less valuable. Public Safety has increased our patrol and are working with the Sheriff’s Department for unmarked patrols so that they are on campus looking for the person stealing but no one is aware they are here. We are asking the RIT to community to call us if you see something suspicious out in the open lots. It’s ok if it is a mistake but we want to check things out and make sure it is not a theft.

**OLD/NEW BUSINESS**

- A constituent submitted feedback through the SC online suggestion form about notifications from Parking when events are happening on campus
  - You do need to opt in to receive Parking updates through RITmail
- Are there any plans to incentivize employees to minimize their use of cars on campus perhaps by carpooling or using alternate modes of transportation (busing/biking)
- A constituent is wondering what the policy/procedure is regarding staff and Tiger bucks. There is a student policy that explains how unused funds work but nothing that is the equivalent for staff. With so many staff working from home, it’s possible that Tiger Bucks may not be used for a long period of time. When does the account become inactive, and are the funds turned over to NYS if unused?
  - Staff should also be getting a 10% discount when using Tiger Bucks but we are unsure that this always happens
- A constituent has expressed their frustration with staff assistants and support staff being permitted to work from home on a regular basis and has asked that managers be encouraged to not allow this to continue
- This may not be well known by staff but as a public service announcement, RIT is a non-profit organization which means that staff will qualify for the Public Service Loan Forgiveness program (deadline 10/31/22)

**MASTER PLAN UPDATE**

- The campus is currently operating under a strategic plan that was approved by the Board of Trustees in 2018 which will carry us through to 2025
- One of the strategic plan goals is to develop a Campus Master Plan, which includes the physical campus and campus facilities and is intended to carry us anywhere from 25-50 years
- There is a Master Plan Steering Committee that is comprised of representatives from areas all across campus, including governance (Staff Council)
  - This committee is working directly with the outside planning firm Hargreaves Jones
- The consultants from Hargreaves Jones have created this plan based on RIT history and documentation, have taken input from people across campus over the last year and a half and made their own observations while here on campus
  - They also have the advantage of knowing what other institutions are doing and overall industry trends
- There are five key master plan drivers: campus life & vibrancy, sustainability, academics, aesthetics and growth
  - Place making proposals are also included in this plan and will be phased in throughout the next 30 years or so as RIT continues to grow
● This plan builds on RIT’s current strengths and current campus structure while providing edits and improvements
  o Our setting in a regrowth forested area and in wetlands provides a big opportunity for increasing enjoyment and use of our natural areas
  o We can increase the zones that campus already had (quarter mile, residential campus) to improve densification
    ▪ We have already started a staged replacement with Global Village phase one and two where two story buildings were replaced with three and four story buildings
● There has been discussion about the prioritization of improvements over the next few years – please view the slides for additional detail
  o Over the next 3 years: Soccer Stadium, Business School Expansion, Gracie’s Renovation, Residence Hall Renovations, Interim Research Facility and Musical & Performing Arts building
  o 3-5 years: Entry reforestation, Quarter Mile Renovation, NTID Courtyard, Simone Plaza, Renovate Residence Quads, Briggs Way Improvement, Southern Corridor & Public Realm and Northern Corridor
    ▪ Really focus on improving the campus landscape to enhance our connectivity and develop the campus entrance road
  o 5-10 years: Housing on S Lot, SAU Renovation, Flex Use, Indoor Recreation, Renovate 175 Jefferson
  o 10-15 years: Clark/Ritter Renovation, South Village Housing, South Village Parking Garages (2)
  o 10-20 years: North Village – realigned loop road & landscape, housing, J-lot academic building and D-lot garage
  o 20-30 years: Final North academic building and garage, tennis court relocation and garages on C-lot, near NTID and arena
● We are now at the point where the draft of this Master Plan is available
  o The plan will be available for public review beginning in November and will be open for review through the end of this semester
  o An announcement with information on where to review the plan will be sent through RITmail

Q. It appears that Riverknoll will not be replaced by the new South Residential area for 15-20 years from now. That doesn’t seem reasonable or wise for our student’s needs?
A. It is shown in the residence slide what they would have to build first in order to house the students who live in Riverknoll because if they tear down Riverknoll there will need to be a replacement.

Q. Where will people park if J lot disappears?
A. We raised that question with our consultants and they are aware that we need to replace the parking before we cover up the existing parking lots. So that is one part of the plan that will be very slightly revised.

Q. Has accessibility been considered in all of this? Parking seems to be moving further out and brick walkways seems like it would make things more difficult.
A. What you have seen today is the executive summary and the actual master plan is almost 300 pages. The planners are absolutely taking accessibility into account as we try to green the campus and keep vehicles to the perimeter in order to make this a very safe and vibrant pedestrian campus. We will certainly provide those accessible parking spaces as well as other things necessary to maintain our campus and consider those needs. Unfortunately at this scale we are unable to show all of that detail. One thing we can comment on is that the consultants have made the suggestion that we completely redo the pedestrian ramp next to Booth so that it lowers the slope and turns the quad into something more appealing. In terms of parking, there are diagrams in the master plan that shows the walking distances from the lots to campus and there will be areas where the average walking distance actually gets smaller. This is a compressed version of the campus so it may make things look a little further away than they actually are.

Q. Are there any underground considerations?
A. Yes! We are working on a way finding signage package for campus over the next 3-5 years and that will really enhance the ability for people to understand how to get from one side of campus to the other. The SHED will provide a link between the tunnel system that connects Ritter and Clark with Eastman and SAU. The SHED now builds a bridge between that tunnel system and the system that connects Wallace to Louise Slaughter Hall. Also as we build a denser campus, we won’t need things to be underground as much because the distance between buildings will be smaller.
MEETING adjourned at 4:00 p.m.

Staff members are encouraged to contact their Staff Council representative with comments or questions on these or any other topics.

Staff Council is an advisory body to the President (or his/her representative) on issues and decisions which impact RIT. Staff Council Members communicate to staff about university news, events and initiatives, and act as a conduit providing staff feedback and insights on university issues. Additionally, Staff Council initiates policy proposals and revisions, and raises issues for university consideration.

Share your suggestions!

RIT | Staff Council

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