Thursday, February 24, 2022 | 2:00 – 4:00 p.m.

PRESENT
Alepoudakis, Baxter, Beattie, Betlem, Button, Castillo, Coyne, Flagg, Gallagher, Harrington, Heyman, Hull (FS), Inclena, Lang, Milliken, Moore, Oware, Patel (SG), Prescott, Reeder, Schapero, Sood, Starenko, Strowe, Watters, Zehr, D Ziebarth, R Ziebarth

EXCUSED
Courtwright, Ehrlich-Scheffer

ABSENT
Harris

PRESENTERS
Nicole Prahler, Associate Director Government & Community Relations
Lynn Rowoth, Associate Vice President Government & Community Relations
Greg Beattie, Conduct Coordinator Center for Student Conduct & Conflict Resolution
Jessica Ecock Rotondo, Associate Director Center for Student Conduct & Conflict Resolution
Aaron Tomassini, Area Director Residence Life
Kirt Rieder, Principal Landscape Architect Hargreaves Jones
Michael Winstanley, Design Director Winstanley Architects & Planners

INTERPRETERS
Jennaca Saeva and Deanna Stawnychy

MEETING called to order by G. Reeder at 2:00 p.m.

MINUTES of 2/24/2022 approved

CHAIR’S REPORT

Thank you to our interpreters: Jennaca Saeva and Deanna Stawnychy

- Yesterday staff received an email from Dr. Munson providing all regular staff an extra paid day off this year. Staff are encouraged to take a day during the upcoming Spring Break, the week of March 7th, or by the end of the fiscal year on June 30th. This applies to regular staff employed by the university prior to January 1st, 2022. There is an FAQ page on the HR website if you have questions.
- As announced on Wednesday, the deadline for the Covid booster has been moved to the end of the semester, May 15th, unless conditions require a further change. Just a reminder that the booster is an extension of the vaccination plan. Unless you have an exemption, it is required.
- As a reminder: Wegmans booster clinics are scheduled on March 9th and March 21st. Information for the clinics is available on the RIT Ready website.
- As part of a recent adjustment to the Covid-19 Safety Plan policies, food and beverages will be permitted at indoor events and activities, however, food must be consumed while seated and face masks replaced immediately upon finishing.
- At this time, faculty has been asked to continue wearing masks while lecturing until otherwise notified.
- Staff Council Executive Committee met with Jo Ellen Pinkham to discuss feedback from the Staff Forum. Dr. Munson is also continuing to work with the PPG (Pandemic Planning Group), President’s Cabinet and Administrative Council for the possibility of scheduling future discussions. This will continue to be a work in progress as we move forward.
- After our last meeting, SC requested the full and unedited list of questions from the staff forum held on February 9th. Over the rest of the semester we will work to answer relevant questions with answers being provided under our “old business” agenda segment.
Based on a previous discussion with Dr. Munson, our EC submitted a proposal for the creation of a Commission on Staff Equity. This commission, if approved, will evaluate and analyze inequities in order to provide recommendations that will address the immediate concerns of staff. Updates will be provided as things progress.

Both Imagine RIT and Commencement are expected to be in-person and close to normal, although it is likely that proof of vaccinations will be required.

Year One Programs is looking for adjunct facilitators. If anyone is interested, please contact Brianna Vespone, bmvasc@rit.edu, in YOP.

SC Reps: If you are interested in becoming an alternate for University Council, please email the Staff Council office.

The Title IX and Sexual Misconduct Climate Survey launched for students on February 21, 2022. Please encourage students and student employees to take this survey as responses help to inform planning for prevention and awareness efforts on campus.

Thank you to our events committee for organizing the Staff Council night at the RIT Men’s Hockey

Student Government Update: Rhythm Patel
  o Recently made a change to their elections policy and now students interested in running for SG can use social media
    ▪ A disclaimer must be provided to collect signatures through online links
  o The senators and committees are busy planning end of the semester events

Faculty Senate Update: Clyde Hull
  o Senate voted unanimously for the proposed change to the Spring calendar after receiving feedback that their constituents would like more time

All presentation materials can be found online: https://www.rit.edu/staffcouncil/meetings

UNITED WAY PRESENTATION

The United Way Community Fund supports three impact areas: health, education and economic mobility
The 2022 goals are set at $314,159 with 1,000 donors
The campaign runs March 1st – March 31st and you can make your donation online
Various United Way agencies directly support our Tigers
  o Center for Youth, CHS, Legal Aid Society of Rochester, Trillium Health and Willow
RIT Students volunteered in 2021 for 8,153 hours resulting in $256,057 in economic impact
RIT Staff are typically very active in supporting the campaign with a 76.6% overall staff engagement rate in 2021

PROPOSED CHANGE TO SPRING 2023 CALENDAR

The current calendar policy states that winter break is always just over three weeks
  o Most cycles have almost two weeks after the return from break and the start of classes
  o In some calendar cycles there ends up being only one week before the start of classes
Many concerns were raised about the quick turnaround impact in Spring 2023
There are no proposed changes to the Fall 2022 Calendar
Currently classes are scheduled to begin on Monday January 9, 2023
The proposed change would have classes beginning on Tuesday, January 17, 2023 (after Martin Luther King, Jr. Day), pushing out everything else by 1 week
  o This does not change the number of class days in spring or summer
  o This does not impact the transition period between spring to summer and summer to fall
    ▪ This is accomplished because fall 2023 was the year that we reset fall classes to start on the 4th Monday in August, resulting in one extra week between summer and fall

Q. If this change is approved, is this something that would be possible to maintain for future calendars moving forward? Or would this require a change in the policy?
A. Right now we are only proposing the change for next spring. The following academic year we don’t have the same
problem with the quick turnaround. We will need to address if there will need to be changes to the winter break in the future. We’re not saying we are approving a change that every winter break will be four weeks, but there may be something that comes out of the calendar committee discussions.

- **The Administrative Policy – Development, Maintenance and Publication of Academic Calendars** calls for a review no less than every five years of the policy
  - This has been postponed due to Covid
- A Calendar Committee will be formed to provide a periodic review of the Academic Calendar characteristics
  - The committee will be responsible for reporting the outcome of their deliberations to the provost and the university’s governance groups in the form of recommendations
- Some aspects of this charge may be completed this semester but the committee work will continue into next fall

**VOTE – PROPOSED SPRING 2023 CALENDAR CHANGE**

*Moved and seconded*

*Vote 26 in favor; 0 opposed; 3 abstentions*

*Motion carried*

**CAMPUSS MASTER PLANNING SURVEY UPDATE**

- Hargreaves Jones is at the point now where the architects and planners are testing a variety of different development and infill development scenarios based on feedback from the survey
- Timeline:
  - Report back to the Steering Committee in the middle of March
  - Refine and synthesize a consensus plan that will bring the work to a conclusion in July
  - Goal of acceptance by the Board of Trustees in November
- The Master Plan Mission Statement is based on the four RIT Strategic Plan dimensions: People, Programs, Places, Partnerships
- Interview highlights regarding People:
  - Lack of individual college identity within college buildings and faculty are often separated from administrators/students/classrooms
  - There is a desire for graduate and gendered study lounges, and a need for more accommodations specifically geared toward women (more restrooms, nursing rooms, etc.)
  - Lack of social spaces & programming in residential halls & courtyards
  - The integration of NTID students into residential halls is crucial to mainstreaming the NTID population
  - Cramped spaces for clubs, study and social activities
  - There is a desire for increased access and programming of the natural campus environment
- Interview highlights regarding Places:
  - Predominant lack of daylighting in most of the academic buildings
  - Antiquated residential building systems need to be updated and replaced
  - Students desire more interior openness and transparency and the student union space is underutilized
  - Clark Gym is obsolete and antiquated
  - Add cold weather protection to select outdoor spaces and add more outdoor moveable seating options
- Interview highlights regarding Programs:
  - Need more flexible lab spaces for research and interdisciplinary study
  - Having classrooms centrally scheduled by the Registrar seems to be working
  - Poor residential offerings as measured against national trends and there are limited social spaces in student housing
  - Limited diversity in food offerings and students need flexible spaces that encourage indoor-outdoor use
  - Need for more lighted turf fields for after sundown student recreation
  - Complete loop road pedestrian trail and maintain and expand campus trails for all-season recreation
- Interview highlights regarding Partnerships:
- Limited flexible lab space that would increase external funding partnerships
- No current partnerships with student housing developers
- Limited interaction between students and the Rochester/Henrietta communities due to limited transportation access

- There were 1900 respondents to the survey, and 600 of those were students
  - The single number one topic that came up about what ought to be changed or what dominated the campus is the brick
  - Other survey themes that floated to the top:
    - Those individuals who do not identify as male tended to comment more strongly on what it was like to walk about campus and the perceived safety/challenges of walking around campus
    - Those who do identify as male tended to be more focused on the quality and experience of living in the residential dorms and how that may influence their desire to move off campus
- Additional high level themes include: more green space/access to nature, more varied material use with warmer tones, clear and direct walking routes, desire to see what is happening inside the buildings, more improved lighting, expanded tunnel system and wayfinding improvements
- The Steering Committee spoke to the architects and planners about a desire to showcase more of what is happening in the academic buildings and how students can have a strong association with their college
  - Perhaps incorporate wayfinding to take visitors and students through and across the campus so that the process of walking building to building could inform the quality of the spaces between the buildings
  - Continue the discussion of what it is like to visit this campus and how you progress from your vehicle to the center of campus into the buildings and move about campus during your day
- Looking at two different frameworks – one for the academic core and one for the athletic core, with a band of residential growth common to both
- Anticipate that the master plan will see an incremental growth of parking structures that allow new buildings to be built and parking to be consolidated

**Q.** What are the plans for enhancement to the connection between NTID and the rest of the campus?

**A.** This figured very prominently in our thinking. When we started looking at this, we were curious why there seemed to be one small grouping of academic buildings that were kind of a satellite compared to the rest of the core. We now understand why that has come to be and some of the constraints related to that. Our initial thought was that can we stretch the academic core along the quarter mile to close that gap. Again NTID is figures very prominently in our thinking about to connect with them and keep NTID a crucial part of the RIT identity.

**Q.** What sort of considerations have been taken to better connect and incorporate RIT into the surround area? I often hear that it feels like RIT is isolated or a little island compared to Henrietta and the surrounding areas.

**A.** We have heard that recent changes to the area of mass transit has resulted in a downgrade of connections to campus, so that’s not ideal. We recognize that the core of campus is physically removed from both Henrietta and Rochester. We are continuing the conversation but we do not have concrete proposals on that at the moment. It does factor into our consideration, particularly having parcels that are beyond Jefferson Road and south campus.

**Q.** Would the changes to housing be owned by RIT housing or privately owned housing?

**A.** This has not yet been determined.

**Q.** Are we looking at the possibility of parking garages?

**A.** Garages are being discussed in concept as a possible future answer.

**Q.** You mentioned antiquated housing… What is the plan for Riverknoll?

**A.** We haven’t gotten to the level of detail of recommendation for Riverknoll as of yet. It will be part of the final recommendations.

**Q.** Can you say more about "removing pavement"? What would that look like to us?

**A.** Buildings have been, and may continue in the future, to take certain paved areas as building sites. Issue is how to shift that parking demand to other areas or parking facilities -- that's part of the study.
Q. There seemed to be focus on academic and residential and Athletics and saw something related to student life in an early slide but space for student support, the work done by student affairs, seems to be missing.
A. Student Affairs needs are indeed a part of the study. That granularity just isn't showing up yet at this level of presentation.

Q. Any and all changes will be done with an eye on accessibility, correct?
A. This is a federal civil rights requirement, but also as a practice we aim to reduce the occurrence of stairs wherever possible. When we do have to include stairs we have an equitable ramping structure and want to try an integrate access so that it is a similar experience for all.

STAFF COUNCIL ELECTIONS – BLOCKS 2, 4 and 6

- A call for nominations will go out in the next few weeks so please watch for the survey link to self-nominate or nominate another staff member
- Current SC reps in blocks 2, 4 and 6 will need to fill out this survey if they plan to run again for next term
- Nominations will close on March 28th
- Please contact the Staff Council Office with any questions

D18 CODE OF CONDUCT POLICY AND D18.1 POLICY ON ALCOHOL AND OTHER DRUGS

- D18 was last revised in 2015 and D18.1 in 2014
- Student Conduct began the revision process in Fall 2019 but that was put on hold due to Covid and restarted in Fall 2021
- Goals of revisions:
  - Focus on clarity and ensure the policies are easily understood
  - Opportunity to benchmark our policy vs peer schools
  - Identify gaps in current charges and tweak to address recent trends in student behavior
- Major revisions for D18 include:
  - Revised introduction to emphasize educational framework
  - Changed “accused” to “respondent”
  - Name changes for several policies
  - Overhauled language for some charges
  - Added “stalking” to policy
  - Strengthened probation status for student organizations
- Major revisions for D18.1
  - New name “Alcohol, Cannabis, and Other Drugs Policy”
  - Added language about state law vs. federal law
  - Emphasize “active bystander” in Good Samaritan Protocol
  - Restructured several sections for clarity
  - Merged all “Possible Outcomes” to one table
  - Added a list of resources at the end of the document

OLD BUSINESS - none

NEW BUSINESS

- A constituent has a position where they cannot work from home or on a flexible schedule and is now faced with depleted sick/personal time because they had to use this time while waiting for Covid test results and caring for children who were kept home due to exposure. Other staff have had the same situations happen but were able to work from home and are not facing depleted sick/personal time. This is penalizing those who have worked on
campus every day. Will the Administration offer some type of consideration or support to those who are in this situation?

- A constituent has expressed concern that the university has manipulated as many employees as possible to get the vaccine and booster and the threat of employment has been used to coerce people into getting an experimental shot.
- We receive a lot of mail/publications that are full color and most likely very expensive that convey information we can already find online. These publications are typically thrown out immediately and it seems as though we have better things as a university to spend our money on. It would be better to keep all of these publications digital and save on printing costs.
- A collection of female constituents from block 5 indicated that the restrooms in Building 14 are not cleaned consistently. The walls have black mildew, the sinks are filthy and need a good scrubbing. We realize there is a staff shortage but no one is spot checking this.
- It seems as though with Covid our cleaning policies have become a little softer. I’m not sure what the plan currently is or has been but how many times/day does FMS clean? What is the plan for cleaning schedules moving forward?
- President Munson recently said we will all have a day off during spring break or we can use it any time later prior to June 30th. Student Affairs received an email from Sandy Johnson stating that the entire division was to take March 7th off. I’m confused on if we have the option to take another day off or if it has to be March 7th.
- Is there discounted software for Microsoft Office suite available to staff?
  - You can contact the Digital Den for employee pricing on software

CONSTITUENT OUTREACH REPORTS

**Block 1 – Brendon Strowe**
- Meeting highlights have been successful and we have received fantastic feedback from our constituents
- Finding similar ways to help constituents digest the information we received
- Continue to focus on bringing relevant topics from SC meetings and sharing them with our constituents

**Block 2 – Emily Heyman**
- Sent a few touchpoint emails to see how constituents are doing
- Same positive feedback on the highlights
- Have received questions/feedback on the policies that are begin sent out so constituents are more engaged

**Block 3 – Devon Watters**
- Personal emails to constituents have been well received and appreciated
- Department meeting presentations
- Hosted hourly coffee meet ups on Zoom (open coffee hour)
- One on one in person conversations

**Block 4 – Greg Beattie**
- Also received positive feedback on the highlights
- Working on hosting a meet and greet event for the block after spring break
- Have met with different departments, including new faculty, to explain the role of Staff Council

**Block 5 – Jeremy Zehr**
- People really appreciate the highlights
- Attended core team meetings for interpreters

**Block 6 – Renee Milliken**
- Have reached out to the head of staff in each of the colleges to set up time on the meeting agendas to attend meetings and present on SC
• A few of these meetings have already been completed, with the rest of the Colleges to finish up in March

MEETING adjourned at 3:46 p.m.

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

The voice of staff in shared governance

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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