

# RIT | University Council

## Meeting Minutes: January 29, 2020

The meeting was called to order at 3:06 p.m.

### Minutes from November 20, 2019 Meeting

The minutes were approved by unanimous consent.

### President's Report

- University Council Executive Committee is working on organizing the Anti-Sexual Harassment Task Force and an announcement will be forthcoming.
- Construction projects update: IMLC building – we are hoping to meet with the architectural firm in February and will share more as soon as we have something to show. The Performing Arts building will have a couple of theaters. We are kicking off the design process next month with the architect.
- Division I Sports Task Force: We are considering moving our Division III teams to Division I. The next step is an interim report to the Board of Trustees (BOT). Although the decision is up to the board, the interim report will be shared with the governance groups.
- We are preparing for BOT Retreat on 2/10. Topics include the big ticket items in the Strategic Plan and how to pay for them as well as new Ph.D. programs.
- I've been making the rounds in the colleges delivering my *Building the Future* presentation on what we are doing and why. It will include the coming decline in the number of high school graduates in the northeast and Great Lakes regions in the next 10 years as well as the decline in the number of students choosing to go to 4 year colleges and how we need to position the university to meet these changes. I will also be doing the presentation soon in Ingle Auditorium for staff who are not part of a college.
- I'm pleased to report that the undergraduate admission application situation is very positive. Early Decision 1 applications are up by 106 and Early Decision 2 up by 68. The regular applicant pool is up 11%. We have a high rate of return on students who visit campus and visits have been up 14% this year. The transfer student pool has been on the decline nation-wide for years and we are trying to hold our own here. Graduate applications are looking promising and are up 40% due to a re-organization in Enrollment Management. Admits are up 90% compared to last year, though it's too early to talk about deposits for this population.
- I hope to see you tomorrow at our annual Expressions of King's Legacy event which will be held in Ingle Auditorium.

### Update on Strategic Plan Implementation ([presentation available on RIT Digital Archive](#))

Enid Cardinal, Sr. Advisor to the President for Strategic Planning and Sustainability

Enid briefly reviewed the consolidation of the 2015 Dimensions/Goals into a more manageable group of in 2018 of People, Programs, Places and Partnerships. The Strategic Plan includes all established targets and metrics for each dimension's goals and these goals have sub-metrics and timelines. Dr. Mayberry started a dashboard which we are completing now, by working with the owner of each goal to determine if we have the correct metrics to evaluate progress and making adjustments to targets as needed. The plan is to allow users to drill into each goal for full details. We hope to have a beta version ready in March to share with Board of Trustees. When completed it will be password protected and available to the RIT community.

Dr. Munson commented that the board cares a lot about this and wants to see progress on each goal according to its timeline.

**Budget & Capital Projects & Priorities** (presentation available on [RIT Digital Archive](#))

James Watters, Sr. Vice President of Finance & Administration

We are beginning a conversation around what we are doing to manage the cost of running the school. Over time we need to reposition the published tuition rate so we don't impact current students and new students understand their cost of attendance. Last year we, implemented a \$2500 step up for new arrivals. As we build the current budget, we will have another step up for new students only.

This fall, we are down a significant number of students on this campus which has had a real impact on the budget. The budget was based on an increase of 100 students; however, we fell short by 200 and so in effect we are actually down by 300. We had all units on campus prepare plans for \$3.5M reductions for open positions/delayed hiring and \$1.5M in reductions from non-salary budgets. Due to very favorable interest rates, we did our largest bond issue ever which resulted in \$21M savings on debt that was re-financed. Looking ahead, we are making plans for the IMLC building, upgrading our athletic complexes and still thinking about Riverknoll apartment complex.

Dr. Munson commented: Due to recent changes in admissions recruiting practices which now allow schools to "steal" students who have committed to another university, we need to become more aggressive, for example by checking with students who turned us down to see if they are happy. We can expect other schools to do the same. This means higher variability in number of students who show up in August. I would rather have a housing crisis however, than under enrollment.

**C06.0 Policy Prohibiting Discrimination and Harassment - Revisions** (presentation file available on [RIT Digital Archive](#))

Bobby Colon, General Counsel

Judy Bender, Associate VP, Human Resources

We are introducing this policy for governance review. It has been revised 8 separate times and the Office of Legal Affairs has 49 versions of it. Changes were required over the years by the Office of Civil Rights, Dear Colleague Letters from the Department of Education, changes in the enforcement of the Title VII and Title IX laws and the New York Human Rights Law.

The main changes include:

- New Name - Policy Prohibiting Discrimination, Harassment, and Retaliation
- Mandated definitions for sex discrimination, sexual harassment, sexual misconduct and sexual violence
- New definitions for retaliation, responsible employee/administrator, and reporting person
- The procedures have been moved to a separate document as has become university practice

When we return for final approval, we will have the procedures for you to review and a redline version of the policy. This policy is a creature of the law. Please see presentation for some of the many laws involved which govern what we do.

**Q:** Will Anti-Sexual Harassment Task Force have an impact on this policy?

**A:** We did not do this in response to the Task Force, but if they come forward with suggestions we can always do more than the law requires.

**Q:** Can you speak about procedures document? Will this happen to other C policies?

**A:** Procedures for this one will be sent to governance groups. We anticipate it will be an administrative policy, so we can change it as the law changes. Is this where all policies are going? I can't say, but we will also do this with C07.0 Privacy Policy.

**Q:** Can you comment on the NYS law?

**A:** NY has made it easier for employees to sustain complaints against their employers. Now, conduct just needs to be "petty slights or trivial inconveniences" which is a much lower standard than the prior standard that the harassment be "severe and pervasive." The new law also requires that investigations occur faster. This has been included in the new procedures document.

**C07.0 Privacy Policy - REVISIONS** (*presentation file available on [RIT Digital Archive](#)*)

Bobby Colon, General Counsel

Evan Thompson, Interim Privacy Officer

This policy not updated since 2010. The revised version includes a plethora of new standards from NY State and the European Union regarding privacy, appropriate use of personal information and RIT Information Systems. The prior policy established that at RIT there is expectation of privacy, but not an absolute right, and it didn't really address personal information. A new Privacy Committee was convened in 2019 to review and revise the policy, chaired by Evan Thompson, Interim Privacy Officer. Changes to the policy include the following (see presentation file for additional information):

- Establishes the expectation that the right to individual privacy is balanced against the needs of RIT.
- Expands on the privacy principles and standards.
- Creation of a Privacy Officer who will report within the Office of Legal Affairs
- Privacy Standing Committee is now the Privacy Advisory Committee and will be chaired by the Privacy Officer
- All RIT Facilities, RIT Property, and RIT Information Systems are subject to access and inspection by the university *when there is Legitimate University Reason to do so*.
- Establishes a distinction between Personal Property and Personal Electronic Devices.

**Q:** What about sending students emails via 3<sup>rd</sup> party email servers, like Mailchimp? Is this still permitted?

**A:** It depends. Email address would be considered personal info. So, we would need appropriate contracts in place about use of the info. This comes directly from the European Union regulations.

**Q:** So, will your office be able to supply info to us about 3<sup>rd</sup> party services we can use?

**A:** Maybe, that might be something the full-time Privacy Officer does. Our office does review agreements now. This policy isn't intended to be prescriptive. The burden of responsibility is on all of us who have access to other people's information to consult the Privacy Officer.

**Parking & Transportation Update** (*presentation file and draft policy available on [RIT Digital Archive](#)*)

Kate Mason, Director of Parking & Transportation

Parking and Transportation Services (PATS) was asked to: look at their budget to reduce reliance on tuition dollars to operate and maintain parking, find a fair and equitable approach to permit acquisition process and to make changes that are achievable with current resources. They've gathered feedback from the governance groups, Parking &

Transportation Advisory Group, Pawprints, Reddit, emails, phone calls, etc. as well as benchmarked our rates against other universities. The recommendations are:

- Twelve percent increase for permits in year one, with Level 1 employees paying for the first time - \$12.
- Three percent increase across the board for subsequent years. See the presentation file for further details on parking rates by employee levels.
- Auto renewal available to current permit holders for renewal of their existing permit (same lot) for \$50 paid at time of purchase in addition to new rate
- Will be available during the last week in April – all other first come first serve permits will be sold in August

Dr. Munson commented that at some point, we will have parking garages, but they are very expensive (\$30K /space), don't last long in this climate and the wetlands limit where we can build.

**Q:** The cost is eye-opening! You should include this when speaking about campus parking.

**A:** \$30K is just the construction cost. It does not include ongoing maintenance.

**Q:** What is the cost of a surface lot space?

**A:** \$4-5K/space.

**Q:** The 20% increase is a big concern was for level 1 employees. Did you look at keeping Level 1 at zero?

**A:** Yes, we looked at ~45 models. We felt it was fair. We heard more from faculty about their concern for 20% increase on level 1 employees.

**Q:** Are these future rates set in stone?

**A:** These are our final recommendations. If approved by senior administration, we will move forward. we will communicate about any changes.

**Q:** How involved will PATS be in the Master Plan development?

**A:** Hopefully very much. John Moore, AVP of Facilities Management is very collegial and inclusive.

**Comment:** I would like to plant a seed. Let's look at the fan experience for hockey games. It's a long hike from S Lot to Polisseni and people get lost.

#### **New Business**

- None

Meeting adjourned at 4:20 pm.

Attendance – see next page.

## Attendance January 29, 2020

Name	Relationship to UC	Attended	Name	Relationship to UC	Attended
Aftab, Anika	Member-SG	x	Maggelakis, Sophia alt. Larry Buckley	Member-Dean	x
Aimi, Janelle	Alternate-RSC	x	Mallon, Jessica	Member-SC	x
Bamonto, Suzanne	Member-AS	x	Mayberry, Kit	Non-Voting Member	
Bender, Judy	Non-Voting Member	x	Megraw, Liam	Member-SG	x
Buckley, Gerard	Member-Dean	x	Milliken, Renee	Member-SC	x
Castleberry, Phil	Non-Voting Member		Mortimer, Ian	Non-Voting Member	
Clarke, Cathy	Member-SC	x	Mozrall, Jacqueline	Member-Dean	
Cohen, Lindsay	Member-SC		Munson, David	Non-Voting Member & EC	x
Cuculick, Jessica	Member-AS	x	Nasr, Nabil	Member-Dean Alt	
Cummings, Twyla	Member-Dean	x	Newman, Atia	Member-AS	x
Deharder, Shine	Member-SG	x	Nickisher, Heidi	Member-AS	x
Doolittle, Dick	Member-AS		Ornt, Daniel	Member-Dean	x
Edwards, Doreen	Member-Dean		Prescott, Joanna	Member-SC	x
Ellis, Jacob	Member-SG	x	Provenzano, Susan	Non-Voting Member	x
Fagenbaum, Barb	Member-SC		Quartieri, Gail	Member-SC	x
Finnerty, Bob	Non-Voting Member	x	Quinn, Bryan	Member-SG	x
Gascon, Bryan	Member-SG	x	Raffaella, Ryne	Non-Voting Member	x
Granberg, Ellen	Member & EC	x	Ramkumar, S. Manian	Member-Dean	x
Haake, Anne	Member-Dean	x	Reed, Carol	Member-SC	
Hall, James	Member-Dean Alt		Roy, Ryan	Member-SG	x
Hernandez, Paulina	Member-SG	x	Rudar, Nicholas	Member-SG	
Hull, Clyde	Member-AS		Saia, Abbey	Member-SG	
Jenkins, Keith	Non-Voting Member	x	St. Denny, Chris	Member-SG	
Johnson, Sandra	Non-Voting Member	x	Stendardi, Deborah	Non-Voting Member	
Jokl, Todd	Member-Dean	x	Stiner, Holly	Member-SC	x
Kiely, Becky	Member-SC	x	Taylor, Jennifer	Member-SC	
Kleiman, Laura	Member-SC		Thomas, Shawn	Member-SC	x
Krutz, Daniel	Member-AS	x	Trierweiler, John	Non-Voting Member	x
Landi, Brian (spr 2020)	Member-AS	x	Underhill, Linda (spg 2020)	Member-AS	x
Le, Thomas Nhat	Member-SG	x	Vallone, Lindsay	Member-SC	x
Lindsay, Susan	Member-SC	x	Watters, James	Non-Voting Member	x
Loffredo, Joe	Non-Voting Member	x	Williams, Eric	Member-AS	
Lukowiak, Marcin	Member-AS	x	Winebrake, Jamie	Member-Dean	
Lutzer, Carl (spr 2020)	Member-AS	x	Zion, George	Member-AS	x

**Interpreters:** Nicole Crouse-Dickerson and Catherine Kiwitt