

RIT | University Council

Meeting Minutes: April 22, 2020

The meeting was called to order at 3:05 p.m.

Minutes from March 25, 2020 Meeting

The minutes were approved by unanimous consent.

President's Report

Given the situation that the whole world finds itself in with the COVID-19 pandemic, my report will probably be a little bit longer than normal, because we have been doing an awful lot of unusual work on campus. But let me first begin by wishing you and your families well during this challenging time.

I will run through major milestones and decisions reached in the last month. Our #1 priority is safety followed closely by keeping the university financially strong.

- Moved the majority of students out of university housing and now have about 300 remaining who had nowhere else to go. At same time Provost Granberg and the deans worked to move to classes to online format. It hasn't been perfect, but has gone far better than the anticipated. We then shut down almost all research labs – unless related to COVID and a few other research projects Commencement was the last thing we wanted to cancel, but we realized it was not going to be able to take place. I can tell you personally that generated more email for me than any other topic in this whole period. There will be an online event May 8th, which will not take the place of commencement and we are looking to plan on campus ceremonies in late summer or fall, if safe. If not, we will find another time for the class of 2020.
- We then went on to some initial financial decisions. We halted purchasing, hiring and the use of outside consultants. Then we made the much harder decisions which were outlined in yesterday's fiscal message which included the tough news that there will be no merit increases this year. This was a particularly hard decision to make because right now a lot of our people are working harder and smarter than ever before. We also announced a furlough program and I know many of you are rightly concerned about that. The last thing we want to do is have some of our people not employed at our institution, even if it's just for a while. The people who are furloughed are still employees and will receive their benefits. Given the very generous unemployment benefits that are available right now, both from the state and an extra \$600 per week from the federal CARES Act, the majority of those being furloughed I think are going to be just fine in terms of their salary.
- We also talked about a possible pay cut. Well, that sort of goes beyond no merit raises and whether we need to do that or not is going to depend on our fall enrollment and whether we're able to open the semester on campus and feel good about charging our full tuition. In addition, as of today we've refunded a lot of room and board and we are also losing retail sales which amount to a ~15M hit to the budget which we have to find. It turns out that from the federal CARES Act we will get ~10M, but it comes with restrictions. Half must go directly to students and it cannot compensate RIT for the room and board. Congress is working on another stimulus bill that may include some additional assistance.
- Spring Accepted Student campus visits all had to go online. I want to credit Ian Mortimer and his whole team for some pretty sophisticated things that are under development in partnership with our Marketing and Communications organization. Our student recruitment is about on track with last year. We were hoping to beat last year, and we'll see how this turns out. We did move the deadline for freshmen deposits from May 1 to June 1 and so it's a little bit hard to make an apples to apples comparison right at this moment.

- Construction Projects – all summer improvements are on hold - ~18M worth. But, they will have to be made at some point. We were forced to stop work on the Cyber Security Bldg. We will finish it, but probably not in time for fall. We are continuing the design of the IMLC and Performing Arts Center buildings. Construction will probably proceed pretty much on schedule. The reason is a lot of funding for those buildings is either from bond money that we took out last fall or from philanthropy. The bond money is money that we are already holding and it must be used for the purpose for which we took borrowed it. And so we really it would it would be expensive actually for us to try to go a different route with that. The design of an athletic stadium and redesign of some fields will continue, but that construction is going to be postponed indefinitely.

Future planning:

- We have three different teams assembled. **The first is the academic planning team** under Ellen Granberg and they are looking at a host of different scenarios for providing instruction and overall education and research for the fall semester, such as a fairly normal semester, or fully online, though we certainly hope we don't have to, and hybrid kinds of options.
- **Physical Adaption** is the 2nd committee and is led by Jim Watters. We actually want to keep the work of this committee fairly quiet because we think the work being done is going to give us an edge over what some other universities have thought of so far. They are looking at touch-less technology and retrofitting a number of things on our campus so people don't have to touch so many surfaces. Also wide scale COvid-19 testing and how to create more physical separation on campus.
- **The Third Committee, Health Readiness, is just getting started. It will be comprised of medical doctors, parents, students, faculty and staff.**
- While these committees will work independently, a few members of each committee will be part of an uber committee headed by myself, Ellen Granberg and Jim Watters. The whole idea is to prepare for the fall in the very best way. We hope to be fully in business, but realize we'll have to do that with a lot of safety precautions in place.

I want to thank our communications team. John Trierweiler's staff and especially Bob Finnerty, Carl Langsenkamp and Enid Cardinal who have been doing just such a great job of consulting with people that need to make decisions and then putting the results of that into layman's language and getting the info out to our campus constituencies.

Finally, I need to share with you that University Council Executive Committee approved interim status for C08.1 Information Security policy because it needs to be in place, but it will not be able to be approved by all of the governance groups before the end of this academic year. We needed to extend the intern status for an extra six months. And when we do that, we're required to notify this group.

Student Conduct Update (presentation available on [RIT Digital Archive](#))

Jennifer Newell, Director

Jessica Ecock Rotondo, Associate Director

Greg Beattie, Conduct Coordinator

Center for Student Conduct and Conflict Resolution

Fall 2019 student conduct data trends

- Statistics for fall (July 1 to December 31) were reviewed including number of students in conduct cases, number of advocates and hearing outcomes. We're very excited that the number of Conduct Conversations continue to grow because we want to make sure our process is educational so students can reflect on their decision making. We also added the *Not Responsible* finding to the hearing outcomes presented here, because we want to make sure that people know we find students not responsible.

Good Samaritan Policy

- We really love this policy because it says is that a student's health is more important than getting them into trouble. If a student who has had too much to drink or has used other drugs is feeling sick, the student themselves or anyone else in the community can reach out for help, either to an RA, Public Safety or to 911. This policy ensures they won't have a hearing for their behavior, but instead a Good Samaritan meeting where we can have an educational conversation. Our numbers have gone up and we think in part due to a marketing campaign with the Health Promotions Office, New Student Orientation, and RIT 365 classes. We had 19 Good Samaritan meetings in the fall and already this semester we've had 27.

Vaping and Marijuana

- We are seeing issues with vaporizing which sets off smoke detectors in University Housing. The vape pens might contain CBD oil which is legal and very popular or marijuana. We're also seeing edibles. For those of you who don't know, an edible is a way to eat marijuana. Edibles are an additional concern because when people ingest a product, it takes longer to go through their system. Students not feeling the effect will often eat more resulting in getting sick.
- We think legalization of marijuana in some states and the continuing conversation about legalization nationally is causing lots of confusion for students on our campus and they don't see marijuana use as serious. We are also seeing an increase in sales of marijuana specifically, but drugs in general on our campus.

Advocate Program & Title IX

- The Advocate Program has seen a big shift this year, partly because of the new Title IX regulation and changes in the Center for Women and Gender, advocates are involved earlier in the process to support students. We have increased training opportunities for advocates to make sure they are ready and able to support students in the Title IX process. We are also surveying advocates post process to get feedback to continue training improvement and ensure that all advocates have similar skills.
- Advocates have asked to get together more, so we have added sessions and invited Public Safety and Title IX presenters to share some of their expertise. We've also begun surveying students and advocates post process. Students who work with an advocate have rave reviews about them. We also find that advocates really care about the students and find the process very fulfilling.

Updates: D18, Addressing Conduct Virtually

- We will be bringing our updates to D18.0 Student Conduct Process policy forward in fall 2020. In addition, we've been working with campus partners in the Title IX office and awaiting new changes for that policy. Some of the changes that we will be implementing for the fall semester are around mutual resolution to assist our students through that process.
- As all of us in this time, we've been asked to pivot and change our process. We are definitely remembering no matter where or how our students are learning, the conversations we have with them are still important. We've embraced this as an opportunity to learn, be agile, innovative, and creative as well as to be able to have touch points continuously with our students as they move through our process.

C04.0 Individual Conflict of Interest and Commitment Policy – Revisions (*presentation file and draft policy available on [RIT Digital Archive](#)*)

Ericka Duthiers, Asst. VP, Compliance and Ethics

Key Areas Revised in the Policy

- **Increased and clearer definitions** regarding what financial interests mean, what kinds of outside activities we're concerned about or that give rise to higher risks, about what we mean when we talk about people doing business with RIT and we also have some language now concerning gifts, something that gives rise to conflicts of interest. We note that the principal investigators may be subject to additional requirements per sponsored research services, as well as RIT officers would be bound by the RIT bylaws.

Key Areas in Revised Guidelines

- Enhanced descriptions about the policy elements, examples of when disclosures might be required, FAQ and Management Plan Templates. When the policy goes live, we will have a guidebook on our website and a conflict of interest page.

Disclosures – updated questions and process

- We will be releasing a new online platform that streamlines the ICIC process.
- Appeals process for both Employees and Supervisors
- Creation of ICIC Committee which will meet only when required to resolve appeals as well as the conflict of interest individual conflict of interest and commitment committee which will be impaneled when we have appeals. Next slide please.

The policy really focuses on disclosure and transparency. Once we know about something we can manage it. So we really want to stress that it's important that you just disclose. Even if you're unsure. We have resources that can help you make a determination as to whether or not there is a conflict that exist.

The policy was unanimously endorsed.

Individual Conflict of Interest and Commitment Policy Annual Report (*presentation file available on [RIT Digital Archive](#)*)

Ericka Duthiers, Asst. VP, Compliance and Ethics

Last year, of the 3,700 plus faculty and staff and employees that we had, we received 3,485 completed submissions (93% compliance rate), and 173 employees (5%) disclosed a potential conflict. Immediate supervisors determined that 115 employees required management plans.

With the launch of the new platform mentioned in my previous presentation, we expect that numbers will rise a little bit more because of the nature of the questions that we were asking as part of that disclosure which is a little bit more detailed. This doesn't necessarily mean that it will result in more management plans.

We deliver training regularly and have an online module that we created as part of the mandatory training policy that was passed a few years ago. We require Conflict of Interest training for all new employees as they are on boarded and require them to fill out the Conflict of Interest form within 30 days of the start of their employment. The training module is available for any other employees and we are also happy to come to department meetings to talk about the conflict of interest and to serve as a consultant for supervisors to help them make determinations regarding management plans.

Ombuds Annual Report (*presentation file available on [RIT Digital Archive](#)*)

Joe Johnston, Ombudsperson

Ashley Meyer, Associate Ombudsperson

Ombuds Office Report 2019-2020

- Recent personnel changes were shared: Ashley Meyer joined the office as the first Associate Ombudsperson in May 2019 and Dawn Sullivan Program Coordinator for the past 14 years, left RIT for a great position at Roberts Wesleyan. Dawn will be greatly missed.

NTID Satellite Office Opened

- We've been working to have more of a presence in NTID and were able to identify a space in an NTID building. Ashley started in the fall with office hours there twice a week. Additional meeting times can be scheduled as needed.

RIT Community Outreach and Involvement

- The Ombuds Office has been working hard to get our names and faces out there with two distinct presentations. One is focused on building name recognition, as well as who we are and what we do, and the other presentation is focused on conflict resolution style. We hope to do that presentation again to a number of different constituent groups. We presented to some individual colleges departments, student groups, and RIT 365 classes. The 365 classes gave us a great opportunity to deliver information to first year students right at the start of their college career, especially helpful when they were starting to have those first roommate conflicts or issues in their classes. These presentations resulted in a number of student visits to our office.
- We've been able to attend a great number of governance group meetings this year due to the addition of the Associate Ombuds position. This has given us a good sense of what's going regarding campus issues. In addition, we are both serving on a few different committees and our goal there is not to be a decision maker, but more to provide guidance and make sure that policies and decisions that are being made are fair and clear and understandable. And finally, we had an Open House both in the SAU and NTID to invite people in to see our space and have some treats.

Challenges in Presenting Data

- Our cases are documented in personal notes only and they are destroyed once the conflict has been addressed or the visitor chooses to stop working with us.
- Visits range from a 15 minute conversation to multiple meetings over multiple semesters.
- Trends are formed by documenting the nature of the problem with little specificity. They include:
 - Academic Dishonesty: still an issue and we are working with a Senate committee.
 - Supervision Style: more challenging now with remote work. Having conversations with folks on how to work better remotely.
 - Title IX: seeing higher number of visits due to changes in Women's Center
 - Morale: folks are trying to figure out how to cope in current situation
 - Conflicts with multiple visitors regarding the same situation. They take a significant amount of time.

What's next

- C24.0 Ombuds Policy – needs some work. Advisory Committee has not been active and this will be added to Ashley's position.
- Hoping to re-configure our office space so both the Ombuds and Associate Ombuds can see folks at the same time.

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

Evan Thompson, Interim Privacy Officer

Bobby Colon, General Counsel

The revised C07.0 policy has gone through all three governance groups and has been endorsed by all. I'll give a quick update as there was a one small change to the policy since I presented to this group back in January. It is in section IV. A.7. We added "except in limited circumstances" to make it consistent with what the current Privacy Policy says.

The policy was endorsed 34-0-2.

New Business

- None

Meeting adjourned at 4:12 pm.

Attendance – see next page.

Attendance April 22, 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	
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	x	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		Nasr, Nabil	Member-Dean Alt	
Cummings, Twyla alt. Rauncie Ryan	Member-Dean	x	Newman, Atia	Member-AS	x
Deharder, Shine alt. Janessa Morelli	Member-SG		Nickisher, Heidi	Member-AS	x
Doolittle, Dick	Member-AS	x	Ornt, Daniel	Member-Dean	x
Edwards, Doreen	Member-Dean	x	Prescott, Joanna	Member-SC	
Ellis, Jacob	Member-SG	x	Provenzano, Susan	Non-Voting Member	
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	
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	Stendaradi, 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	
Le, Thomas Nhat	Member-SG	x	Vallone, Lindsay	Member-SC	x
Lindsay, Susan	Member-SC	x	Watters, James	Non-Voting Member	
Loffredo, Joe	Non-Voting Member		Williams, Eric	Member-AS	
Lukowiak, Marcin	Member-AS		Winebrake, Jamie	Member-Dean	
Lutzer, Carl (spr 2020)	Member-AS	x	Zion, George	Member-AS	x

Interpreters: Sarah Schneckeburger and Catherine Kiwitt