

RIT | University Council

Meeting Minutes: February 8, 2023

The meeting was called to order at 3:04pm

Approve Minutes of January 18, 2023 Meeting:

Minutes approved 33-0-0

President's Report (Given by Provost Granberg):

COVID-19 UPDATE

- RIT is dropping the vaccination requirement.
- There is a currently a PawPrints petition from students about why the requirement is being dropped.
 - The variants of COVID are not as severe. They are more comparable to flu and RIT does not currently have a flu vaccine requirement.
 - Maintaining vaccine requirements is just not the same as it was a few years ago. The question of what it means to be fully vaccinated has become complicated, so to maintain old requirements does not make sense, neither does requiring everyone to get every booster that becomes available.
 - If we see variants increase in severity, we will have the option of reinstating the vaccination requirement.
- Dr. Munson and other exec will meet with students about petition

Q: Could you clarify what you said about there being so many boosters and not being able to keep track of them?

A: The original policy did not include all the additional boosters and is no longer applicable concerning the boosters that have been created since the policy was instated. Our current requirements state that you need to have the first two shots which were given a long time ago and they no longer have protective evidence. So we would be maintaining a requirement where the evidence is no longer protected, and it's not yet clear what we should move. So we're not saying we won't have a renewed vaccine requirement in the future when we have more clarity about what that ought to be. If the variance suddenly became much stronger again and people were getting very, very sick, that is something that institutions would look at.

Q: I am aware that the efficacy of initial vaccines have decreased but introducing students, faculty and staff into our community without this requirement may pose a risk. What was the reasoning behind this?

A: It is a combination of the current era and seeing far less illness combined with the efficacy from the original.

Q: Why wouldn't we just maintain the requirements, and then figure out what to do about future boosters?

A: We made the decision based on the previously mentioned factors. Dr. Munson will be meeting with Student Government for further discussion. You are also welcome to reach out to Provost Granberg.

PRESIDENT'S REPORT

- The President's report is now available, please take a look.

BONUS PROGRAM

- Notification about the one-time bonus has been sent through email this week.
- Bonuses will be distributed in next week's paychecks.

SPRING 2023 ENROLLMENT

- It is an overall good report for this semester.
- Full-time enrollment across all RIT campuses is up 4.3%.
- The Henrietta campus is up 3.6%.
- For full-time equivalents, we're at 12,836 which is a 3.2% improvement over last year.
- Fall to Spring retention increased by 1% relative to last year, we are at 94.7%

Q: That's great news about the enrollment and retention, are those retention numbers more in line with what it was like pre-COVID?

A: I think they're still a little down, but they're coming back to what we saw.

Q: Are students on coop included in those numbers?

A: I don't believe so.

Policy C14.0 Presentation (*presentation files available on the [University Council website](#)*)

Gary Moxley, Director of Public Safety

David Armanini, Exec. Director of Risk Management & Insurance

E-CONVEYANCES

- E-conveyances will now be referred to as Personal Electric Vehicles (PEV). This includes e-bikes, e-scooters, etc.
- Policy C14 only discussed bikes but did not include electric vehicles.
- A committee was put together to decide how to handle PEVs.
- Some universities are banning the use of PEVs or putting restrictions on where they can go on campus.

FIRE SAFETY

- The issue with these vehicles is that they use lithium ion batteries can be a hazard.
 - In 2016 we dealt with a similar situation with the hoverboard craze.
- These batteries are becoming a concern and have caused many fires.
 - In New York City they have caused over 200 fires, 6 deaths, and many injuries.

- There is an issue in the manufacturing process. The batteries are not being manufactured in cleanrooms which allows them to collect dust and leads to corrosion and causes the fires.
- There is currently no certifying body that looks at these batteries.
 - RIT is looking into having students get safety certifications for these PEVs
- There is also an issue with some batteries being overcharged which can also lead to fires.
- Some students are even building their own PEVs.
- Currently there are no real regulations in place for PEVs. We are looking at implementing a fire code.

PEDESTRIAN SAFETY

- RIT is looking into regulations on where you can and cannot ride the PEVs.
- The team will have a meeting on how these signs will look on campus as well as their locations to make sure they are effective and cannot be easily defaced.
- The university will be starting a committee comprised of Student Government, FMS, Public Safety and Conduct.
- What will be the consequences if these new rules are not followed? How will we keep students accountable?
 - Other Universities have used automatic fines of \$50+ to prevent issues.
- How can Public Safety enforce this?
 - They do not have the manpower to catch every incident so they are asking RIT community to help and to say something when they see incidents.
 - They will also use education to help students learn - orientation, RA meetings, social media, etc. so that we can improve pedestrian safety.

CURRENT RIT POLICIES

- Housing Terms and Conditions
 - Housing currently bans PEVs in residence halls and apartments.
- Policy C.14
 - This policy talks about skateboards and bicycles which you cannot use inside any RIT building and they cannot be ridden on the quarter-mile between 7 am and 7 pm.

INFRASTRUCTURE

- What infrastructure does RIT need?
 - Can we allow PEVs to be stored and charged in residence buildings? A registration process may be required.
 - If the residence building cannot be used, then we will need to find a place on campus for charging and storage. Which then brings up issues of resources, cost and location.
 - Electricity needs would also need to be considered.
- What department will take on these concerns? Possibly Parking and Transportation.
- From a sustainability standpoint - PEVs are beneficial because they reduce our carbon footprint.
 - How much will this benefit since students who use PEVs are not using cars to get to class? They would most likely walk instead.
 - There may be a large effect on students who did not live on campus.

OTHER UNIVERSITIES

- U of R has banned PEVs entirely.
 - They have certain drop-off points outside of campus.
- Other colleges including Fordham and Boston College have also banned them.
- Cornell is similar to RIT in that they have banned PEVs in housing facilities.
- Princeton has a registration process – every PEV has to have a sticker showing it has been vetted.
- We will use all of this information to come up with recommendations.
- We have looked at off campus housing nearby and they do not policy regarding PEVs. Once we have our policies in place, we are hoping the off-campus housing could mirror these regulations to protect our students who live there as well.

Q: From a dining perspective, delivery drivers are worried they will run over these PEVs. Have you looked at partnering with a third party concerning which make/models to allow at RIT?

A: The City of Rochester has a bike share program but it may be ending because the bikes are ending up all over the place. University of Tennessee has a bike rental program and a safe battery charging option. We are going to look into that in the coming months. RIT did have a brief bike program a few years ago. The bikes were being found all over Brighton and Henrietta, so it became a problem. In the future, we might need to find a way to hold the renter accountable (ex. link the rental to an ID card).

Q: So from this presentation, I take that you are looking into revising Policy C14.0 for what you're trying to do?

A: My charge is pretty much just to look into E conveyances which we are now calling personal electric vehicles (PEVs), but I think eventually that may be what happens.

Comment: It may be beneficial to update the current policy to increase fees. This is a friendly recommendation. This policy will be important going forward.

A: We have not gotten that far yet, but it is something we will look into the future.

Comment: Just from a faculty standpoint - I have faculty in the department that use these PEVs. So it is a faculty and staff issue as well. Please consider that going forward.

Comment: Students have voiced that there is a lack of space. As tech continues to evolve, I believe that PEV usage will increase among students, faculty and staff. Tech is a necessity on campus so it is important to have the right pathways for it.

A: Yes, we have talked about how a lot of the construction has affected some of the pathways that we normally have. There wasn't enough space prior, but with the construction, it has forced people together that normally would be separated. FMS is going to walk around with public safety and start to survey the pathways, the markings, and what that should look like or could look like. I think it's a long-term project, but, it's well overdue.

Comment: There is a representative from Student Government on the committee that will be looking into these issues.

Faculty and Staff Compensation - Market Adjustment Program Update (*presentation files available on the University Council website*)

Christine Ross, Director of Compensation, HR

David Kloc, Asst. Director of Compensation, HR

COMPENSATION PHILOSOPHY

- Philosophy is the foundation for how compensation is addressed at RIT.
- The university is committed to paying competitively.
- A market analysis is conducted annually and throughout the year.
- The target is to pay on average at the 50th percentile of the market for both faculty and staff.
 - Individual pay has many factors
 - performance
 - time and rank
 - time and grade based on experience
 - rate at time of hire
- Compensation would like to move toward paying beyond market over time.

SALARY BENCHMARKING

- RIT uses variety of sources for market data (College & University Professional Association - CUPA, Western Management EduComp, Western Management Athletics, etc.)
 - These are well-established surveys with reliable data around pay. Users pay to participate in the survey and also to receive reports.
 - We receive new data on an annual basis when the surveys are administered by a professional third party.
 - The surveys are highly respected and have high participation rates leading to robust sample sizes and better quality of data as a result, in comparison with sources like Glassdoor, salary.com or indeed.com which typically have self-reported data.
- In the market data, we examine salaries paid by R1 and R2 institutions for comparison and regional data.

SALARY INCREASE PROGRAM

- The salary increase program is comprised of two components – merit and market/exceptional performance.
- It is also directly related to RIT's enrollment numbers and tuition.
- The university board of trustees approves the salary increase pool each year. This is determined by:
 - Market data - how does RIT's collective wage and salary levels compare to market (average)? Surveys tell about benchmark schools and how other organizations are budgeting for salary increases.
 - The board also looks at available funding which is influenced by factors including enrollment, tuition discount rate and the need to remain competitive with other universities.
- How is inflation considered? Until recent years, inflation has been relatively low, but currently it is a real concern. Faculty and staff are experiencing reduced spending power and the university is experiencing higher operating costs.

- Students and families are also experiencing higher costs, and even though tuition is a major source of revenue, it is very difficult to pass the higher costs on to the students.
- RIT does not have the resources to fully offset the increases.
- This year, the university is providing a one-time bonus to employees as well picking up the costs of the increased medical premiums for the first half of the year.

PERFORMANCE RATING

- The primary driver of merit is performance rating.
- The most common rating for faculty and staff is “exceeds expectations”.
- 20% of faculty receive a “meets expectations” performance rating.
 - The average merit increase for exempt staff at this time for a “meets expectations” rating is 2.49%.
 - Individuals rated outstanding on average have a higher market percent increase.
- Market/exceptional performance increases are provided to align pay to market based on recognition of outstanding contributions/exceptional performance.
 - Guidance is provided to senior leadership on awarding the increases.
 - The funding is limited.
 - The number of individuals who receive market exception is relatively small.
 - Increases are reviewed and approved by the deans.
 - If a performance increase is not received, that does not reflect how much the university values and appreciates a faculty or staff member’s performance and contributions.

FACULTY COMPA-RATIO CHANGE

- If you look at the 95% to 105% of the market before the salary increase program (See slide 9), there was a 26 or 27% of faculty within that group. After the salary increase program, that percentage is now closer to 33 or 34%.
- We are seeing movement from the lower compa-ratio buckets to the larger compa-ratio buckets.
- The results for exempt staff are fairly similar to non-exempt staff.
- The goal is to pay within the 50th percentile of the market and we are making good progress toward that goal.
- The average compa-ratio numbers are subject to factors such as new hires, promotions, retirements, terminations and fluctuations in the market.

EQUITY REVIEW PROCESS

- Since 2012 RIT has been doing a pay equity analysis. We work with a third party who has expertise in this area concerning faculty, exempt and non-exempt staff.
- The purpose is to determine if there are any pay differences that are not explained by the types of factors that we would expect to affect pay.
 - Examples include discipline/position, time in rank and grade, performance rating and terminal degree (faculty).
- The results to date have shown no statistically significant negative differences in pay based on gender or ALANA status.

TOTAL COMPENSATION

- Salary makes up a portion of total compensation.
- Benefits are also part of the total compensation - information can be found on Oracle (under myinfo.rit.edu – Employee Self Service – My Total Comp Statement)

Q: Can you further explain what the 50th percentile means?

A: Another way of looking at that is that for a given position, the 50th percentile is when half the people in that position are paid more than a certain amount, and the other half are paid less. So it's right in the middle; it's the median rate of pay for anyone in that role.

Q: So what happens in industries like the arts, especially when the range can be very extreme (ex. \$50,000 to two million per year)?

A: So when we look at the 50th percentile of the market we are comparing ourselves to other higher education institutions – the R1 and R2 listed universities.

Q: You spoke to the general overarching process concerning salary increase. Can you speak to other initiatives that HR is taking to review current wage bands and JDQs?

A: We met with Staff Council last week and talked about exciting work that is being done in regard to how employees think about their job and organization structures. We piloted the organizational architecture concept here at RIT in the ITS organization. That will be a multi-year effort with a large time commitment from employees and leadership in terms of defining the appropriate structure of jobs. We are looking at mapping out all of the jobs in ITS and creating standardized job descriptions. This was introduced in the fall of 2021 and was well received. We are looking at other areas where we can do the same or similar thing.

Comment: Anyway that Staff Council can assist, we are happy to help.

Q: Does your databases have information about graduate student stipends?

A: Unfortunately, no, only employee data.

Q: How do you determine market value for positions specific to RIT? How do you find a comparable institute?

A: For the most part, we can find market data for the majority of positions at the institution because we are benchmarking ourselves with other higher education organizations. But NTID brings some unique positions and unique skill sets that other institutions don't have. One of the surveys that I mentioned is the College and University Professionals Association (CUPA) which recently introduced an interpreter match. As we know, at RIT, we have many levels of interpreters, and they were only identifying a single level of interpreter. Sometimes what we need to do in a situation is a special market study that's specific to that position. There is work underway in NTID to do that.

Comment: I guess that would go along with captioning as well. Interpreting is one side, but that makes sense.

Q: Some staff may have mentioned that they would like to decline the bonus. How do you address this?

A: We have not heard of anyone declining, please forward the information to HR.

Q: Could you talk more about how performance ratings are assigned? Also, what happens when the faculty or staff member does not meet expectations? And are there any developmental programs for faculty or staff to help them meet expectations?

A: The best thing to do is have a conversation with the person who's doing your rating - so with your supervisor, and ask for examples of performance would look like that exceeds expectations. Another strategy is to have regular meetings with a supervisor to ask about your performance and progress.

In terms of faculty or staff who are not meeting expectations, we would expect them to be on a performance improvement plan. And that is something that the human resources organization would work on with a supervisor of the employee to help them develop that.

Q: Is there a plan from your office to come up with some language or something so we send signals to the faculty that there is a path of practice to follow?

A: There is no substitute for the supervisor, the manager, and the employee to make sure the employee knows how they're viewed and the potential opportunities for them going forward. From a compensation perspective, the exceptional performance increase process is where we have the opportunity to differentiate the star performers.

Q: If the benchmarking slide, you mentioned you have two institutions that measure faculty benchmarking, one was the CUPA and then the other one was for GCCIS. Do they have a separate organization?

A: We use the College and University Professionals Association (CUPA). They have a salary survey specific to faculty. And that is the primary survey that we use in RIT to benchmark faculty salaries. There are two exceptions to that. In GCCIS, for many years instead of using CUPA data, they have used the Computing Research Association Taulbee survey because they feel that organization's data disciplines, and participating institutions are a better source of data for them. And then the other exception today is the Saunders College of Business which uses the AACSB data. So, again, they feel that's a better match for benchmarking in their positions. In both of those situations, the Provost needed to approve those exceptions because our goal is to have more consistency, in terms of how we're benchmarking our faculty and staff across campus. So those are the two approved exceptions.

Comment: Those are very well known and widely used across higher Ed.

Comment: At RIT we have a lot of very different types of colleges. So I think it would be "weird" to just use the same universities for benchmarks.

A: We want to be careful about switching up universities that are used because the level of the university is tied to compensation. So we work with the top two categories in the country, and that's what we use. We apply that to every single department, no matter what their degree composition is. The universities give us data on each ranking discipline combination. That all goes into the CUPA survey, and then we get those mid points for every rank and academic discipline combination. And it's done by using R1 and R2 institutions, which are the top paying and top ranking institutions in the country.

United Way Campaign Update (*presentation files available on the [University Council website](#)*)

Lynn Rowoth, Asst. VP Special Events & Conferences, United Way Co-Coordinator

Nicole Prahler, Associate Director, Conferences and Special Events, United Way Co-Coordinator

Shane Durgee, 2023 RIT United Way Campaign Chairperson

MISSION

- The tagline for this year is “Better United, Show Your Stripes”.
- United Way supports our local communities through three impact areas - health, education, and economic mobility.
- donations to the United Way are primarily going to go to this community fund unless you market a specific charity

GOAL

- Our goal this year is \$300,000 and 1,000 donors.
- Last year’s goal was a little higher and we almost met it so it is very possible to achieve this year’s goal.

GET INVOLVED

- Rochester can be “a little rough around the edges” but It could be so much worse without organizations helping those who are in need. When you help those who are most desperate in your community, it has a ripple effect that impacts all of our lives and improves our quality of life.
- The kick-off event will be the PB Jam on March 6th
 - Volunteers will make 1000 sandwiches to support local programs that have tackled food insecurities.
- CHAIRity Auction Bidding – March 1-15
 - The funds will be directed to a United Way agency selected by each artist.
- Spring Pie Sale – March 2-16
 - The goal is to exceed 314 pies sold
 - Pies will be distributed on March 30th
 - The funds will go to the Special Touch Bakery (Holy Childhood)
- NTID Auction and Bake Sale – March 22-24
- The United Way campaign will run the entire month of March. Emails will be sent to the RIT community and goal thermometers will be placed around campus.

UNITED WAY AGENCIES DIRECTLY SUPPORTING TIGERS

- Center for Youth
- CHS – Mobile Integrated Healthcare and Financial Aid for Healthcare help with financial aid, they are our auxiliary ambulance
- Legal Aid Society Rochester – helps immigrants with legal issues and visas
- Trillium Health – a healthcare organization that specializes in LGBTQ+ care
- Willow - supports victims of domestic violence
- RIT students have raised over \$117,000 in donations to local and global causes in 2021-22
 - The top agencies that students raise money for includes Big Brothers/Big Sisters, Lollypop Farm, Junior Achievement and Foodlink.

VOLUNTEERS

- RIT has 30 members on the United Way steering committee representing every college and division.
- There are 100+ volunteer Key Captains who support one or department by promoting the campaign and the overall messaging to employees in their areas.
- More information can be found on the RIT United Way Campaign website – rit.edu/unitedway

New Business

None

Meeting adjourned at 4:25pm

Attendance – see next page

Attendance February 8, 2023

Name	Relationship to UC	Attended		Name	Relationship to UC	Attended
Bamonto, Suzanne	Member-FS	x		Masaline, Melissa	Member-SC	Excused
Blixit, Hailey	Member-SG	x		McKeen, Jenai	Member-SG	
Buch, Neeraj	Member-Dean			McQuiller, Laverne	Non-Voting Member	
Buckley, Gerard	Member-Dean			Milliken, Renee	Member-SC	x
Buckley, Larry	Member - Dean			Mozrall, Jacqueline	Member –Dean	Excused
Castleberry, Phil	Non-Voting Member	Excused		Munson, David	Non-Voting Member & EC	Excused
Crawford, Denton	Member-FS	x		Nasr, Nabil	Member-Dean	
D'Amanda, Elisabetta	Member-FS			Newman, Atia	Member & EC	X
Edwards, Doreen	Member-Dean			Olabisi, Joy	Member-FS	
Erllich-Scheffer, Katherine	Member-SC	X		Peterson, Colleen	Non-Voting Member	
Faber, Josh	Member-FS	X		Peterson, Dustin	Member - SC	X
Finnerty, Bob	Non-Voting Member	X		Pinkham, Jo Ellen	Non-Voting Member	X
Francis, Danell	Member – SG	X		Prescott, Joanna	Member-SC	X
Gensler, Sam	Member-SG			Provenzano, Susan	Non-Voting Member	
Ghazle, Hamad	Member-FS	x		Raffaele, Ryne	Non-Voting Member	
Granberg, Ellen	Member & EC	x		Ramkumar, S. Manian	Member-Dean	
Hall, James	Member-Dean			Rosenberg, Morrgan	Member-SG	X
Harrington, Gabrielle	Member-SC	x		Santer, Jon	Member – SC Alternate	X
Herman, Vanessa J.	Non-Voting Member			Sheffield, Clarence	Member-FS	
Heyman, Emily	Member & EC			Slusarski, Diane	Non-Voting Member	X
Holmes, Tonya	Member – SC Alternate	X		Springer, Greg	Member-SG	X
Hoopes, Trishelle	Member-SG	X		St. Jean, Bill	Member-SC	X
Hudson, André	Member-Dean	x		Stenport, Anna	Member-Dean	
Huenerfauth, Matt	Member – Dean	x		Strowe, Brendon	Member-SC	x
Jaff, Malik (sub Sadman Islam)	Member-SG	X		Trierweiler, John	Non-Voting Member	
Jenkins, Keith	Non-Voting Member	X		Wang, Yong Tai	Member-Dean	x
Johnson, Dan	Member-FS	X		Watters, Devon	Member-SC	X
Johnson, Sandra	Non-Voting Member			Watters, Jim	Non-Voting Member	
Johnson, Scott	Member-FS	x		Zehr, Jeremy	Member-SC	x
Johnston, Joe	Non-Voting Member					
Jokl, Todd	Member-Dean	X				
Khanna, Aditya	Member & EC	x				
Laury, Dino	Member-FS	X				
Lezette, Michelle	Member-SC	Excused				
Loffredo, Joe	Non-Voting Member					
Luciani, Teo	Member-SG	x				
Marhevka, Ashton	Member-SG	x				

Key: EC=Executive Committee; FS=Faculty Senate; SC=Staff Council; SG=Student Government

Interpreters: Danielle Cohen and Kirsten Borkowski

UC Coordinator: Tamaira Brown

Student Assistant: n/a

Tech Crew: Will