

RIT | University Council

Meeting Minutes: March 29, 2023

The meeting was called to order at 3:02pm

Approve Minutes of March 8, 2023 Meeting:

Minutes approved 31-0-0

President's Report (given by Provost Granberg in President Munson's absence):

- We have surpassed the one billion dollar goal in the ["Transforming RIT: The Campaign for Greatness" campaign](#).

Staff Council Update (presentation files available on the [University Council website](#))

Emily Heyman, Staff Council Chair

Renee Milliken, Staff Council Vice Chair

- We started off the year with all 30 representatives, currently we have 28.
- We have conducted two special elections in the fall blocks 1 and 3.
- Staff Council (SC) had two more representatives resign in January but no special elections were needed.
- Also, SC is currently searching for a Staff Council Coordinator.

WORK COMPLETED THIS YEAR

- Conducted a Board of Trustees exercise and discussed various topics of interest like: post-pandemic workforce, staff retention, communication and rebuilding a culture of engagement.
- During summer 2022, SC redeveloped and refined the Staff Council Bylaws to be more inclusive of the current working environment.
 - Condensed committee structure - changing roles and responsibilities
 - Elimination of the role of Parliamentarian and replaced with the Staff Council Coordinator
 - Ability to restructure Executive Committee (FLSA Status)
 - Removal of duties and movement to process documentation due to varying nature of roles and responsibilities

STAFF EQUITY COMMISSION

- Last year, the staff equity commission was created and it works with senior leadership to discuss areas where immediate action can be taken and areas where SC committees can take action for change.

HUMAN RESOURCES

- SC has been working diligently and exploring partnerships with HR. The HR staff has been particularly helpful in providing information to constituents about HR processes.
- There have been previous HR presentations at SC meetings concerning many topics such as benefits, investment advice, financial coaching and total compensation.

- There will be upcoming presentations on non-exempt staff and career development.

CONTROLLER'S OFFICE

- SC has been working with the controller's office and has hosted Milagros Conception and Rachel Guy.
- The feedback has resulted in better training options and continued communication with CTO and SC.

UNIVERSITY-WIDE TOWN HALL

- Staff Council partnered with Dr. James Watters regarding a presentation about the university finances.
- Confidential questions were submitted through the SC Office.
- This town hall highlighted transparency among staff, faculty and senior leaders.
- The recording was available on the SC website for a period of time and we are looking to have that time period extended.

WHAT'S LEFT FOR THE YEAR

- SC is working on increasing staff morale.
- SC is considering potential manager training programs as well as an annual staff picnic which will be different than Employee Appreciation Days.

PRESIDENTIAL AWARDS FOR OUTSTANDING STAFF

- Staff Council hosted the Presidential Award for Outstanding Staff last week, celebrating winners for various awards. There were approximately 250 attendees (some in-person and some online).
 - There were a total of 50 staff nominated (combination of individuals and teams).
 - Five nominees who declined
 - 29 nominations with no support
 - 19 nominations that were started and not completed
- Congratulations to the 2022 recipients!

Global Governance Summit Update *(presentation files available on the [University Council website](#))*

Jim Myers, Assoc. Provost of International Education & Global Programs

Atia Newman, Faculty Senate Chair

The Associate Provost for International Education & Global Programs and the Faculty Senate Chair reported on the fourth global governance meeting, which focused on the shared governance model between RIT's global campuses and the main campus in Rochester, NY.

GOALS

- The meeting aimed to understand the governance context of each campus as they function under different legal and institutional environments.
- The faculty appointments and accrediting bodies of each campus were also discussed. The meeting clarified the charge of global education in Faculty Senate, which represents different constituencies across campuses.

- The meeting also highlighted the importance of shared governance and how faculty plays a crucial role in decision-making. Participants from both campuses, faculty representatives, presidents and deans attended the meeting.
- The meeting concluded with emphasizing the importance of shared governance and faculty participation in decision-making.

PARTICIPATION

- Four representatives from RIT Faculty Senate Committees
- Eleven faculty representatives from RIT Global Campuses
- Four presidents/deans of RIT Global Campuses
- RIT Associate Provost
- It was important for different campuses to share their skills and knowledge.
 - The RIT Main Campus reps shared perspectives on the value of shared governance and the RIT model of shared governance.
 - Each GC shared the structure and context of their governance models.
 - Senate should be involved in outreach efforts to ensure that all campuses understand their role in policy decisions.
 - There was discussion of common governance issues both within each GC and across the RIT Global System. There was also discussion of the Global Education Committee in addressing these issues.

VALUE OF SHARED GOVERNANCE/ROLE OF FACULTY SENATE

- The true intention is to be collaborative. Most of the campuses have a collaborative environment in which they work.
- Transparency and communication are very important.
- This is an evolutionary system and will require effort from faculty, the administration, students and staff to ensure their voices are heard.
- There was a deeper understanding of the legal and institutional context and how that affects each of the institutions.
 - RIT main campus has a more complex internal structure, while the global campuses have a more complex external structure; they are regulated in ways that RIT main is not (i.e. at a national level).
- RIT main campus faculty senate can do a lot in terms of supporting mediating issues that might come up.
- It is important for the international faculty to be educated on their rules. Technically, they are not RIT main campus faculty but we are essentially responsible for the work they put out so we should be able to empower our partners to do the best work possible.
- The hierarchical structure at some of the campuses make faculty feel that they are unable to speak about issues that are concerning.
 - Mechanisms for anonymous feedback should be developed, but with safeguards to prevent negative behaviour.

THE ROLE OF THE GLOBAL EDUCATION COMMITTEE

- We are rethinking about how the Global Education Committee (GLEC) can create a framework in terms of how programs can be established on other campuses and also facilitate connections and education between the campuses.

Q: Given RIT's stance on the importance of shared governance (the three pillars), why haven't Staff Council and Student Government been included in these outreach efforts?

A: There is an annual student global summit that takes place that has been happening for at least a few years. For Staff Council, it has not happened through a representative body but as the need arises through operational issues (ex. communications, facilities and risk management departments). This is something that should be discussed further.

Comment: It is important for each of these respective areas to be able to share their skills and knowledge. But, especially as we talk specifically about shared governance and the importance of bringing those perspectives and policy decisions, can we help influence the direction in which our retrospective happens, having staff be able to be involved as part of these outreach efforts to make sure that those staff on those campuses also understand the role that they can have their respective institutions really helped to bring up and empower this folks as well

Comment: Everyone wants opportunities for their communication, feedback, and all sorts of aspects. But as we develop formalized mechanisms for that, it is important to also be conscious about the potential negative components that can come with that and provide safeguards. We've seen a lot of different social media and whatnot where there is the operation of negative behaviour that takes place.

A: Instead of a hidden portal, we wanted to make sure that there is room for the faculty on the international campuses to be honest, even if that means just talking to us at the main campus (which some of them already do).

Q: You mentioned a lot of the global campus students having close relationships with faculty. Were you able to learn anything about what we could bring to our campus to kind of bridge that gap?

A: It has to do with the numbers. Global campuses have a limited number of faculty, and students have consistent contact with them. For example, the Dubai president knew all of the students that walked by. Different campuses have different rates of growth, which can change the cultural dynamics. Also, the faculty at the international campus are able to focus on teaching more while on the main campus, faculty divide their time more between teaching, research and service.

Imagine RIT Update (*presentation files available on the [University Council website](#)*)

Lynn Rowoth, Assoc. VP, Community Relations & Special Events

MISSION/PURPOSE

- We are four weeks out from Imagine RIT happening on Saturday, April 29th.
 - The event will showcase creativity and innovation of the RIT community with demonstrations, exhibits, research and performances.

2022 SUCCESS

- The event was cancelled in 2020 due to the pandemic and then was virtual in 2021.
- 2022 was the first hybrid Imagine RIT with live streaming programming, virtual exhibits and an in-person festival at the Henrietta campus.
 - There were approx. 20,000 attendees (combined virtual and in-person).

2023 GOALS

- This year in 2023, we are hoping to increase the number of in-person exhibits on campus and continue engagement with the global campuses. We want to regain momentum and rebuild the culture.
- There are no vaccine requirements for attendance.
- There will be 354 exhibits, which is back to pre-pandemic levels.
- Students will have the opportunity to participate, and there are volunteer opportunities available.
- Three international campuses will have representation at the festival with exhibits from Croatia, Dubai, and Kosovo.
- Some of the external sponsors for Imagine RIT include Liberty Mutual Insurance, Rochester Regional Health and WXXI.

Dorm Refreshment Plan (*presentation files available on the [University Council website](#)*)

John Moore, Assoc. VP, Facilities Management Services

- We are working on a project related to renovating the residence halls between summer 2023-summer 2026.
 - This will included renovating rooms, hallways, bathrooms, and adding air conditioning.
 - The project received positive feedback from students and the design was adjusted based on the feedback.
 - An elevator was repaired, which is important for students with disabilities.
- The next phase of the project involves renovating about 900 rooms with air conditioning and 1600 dorm room doors with card access, as well as renovating 138,000 square feet of hallways.
- The plan is to complete Baker C and D buildings in summer 2023 and then work on other residence halls.
 - Summer 2024: Colby, NRH, Gleason, Sol (AC only)
 - Summer 2025: Sol, Gibson and Fish
 - Summer 2026: Ellingson , Peterson, Res Hall D
 - The project is complex due to the volume of work and the risk of not finishing on time.
 - The air conditioning involves removing old radiator units and installing physical units in the basement and running chilled water piping into the building.
 - The fan coil units being installed will have a thermostat for students to control the temperature.
 - The hallways will be made cheerful and bright with new carpet, ceilings, lighting, flooring, and painted walls.

- Stairwells will be cleaned up, painted, and stairs resurfaced.
- Bathrooms will also be renovated with privacy partitions, new fixtures, flooring, walls, lights and ceilings.

Q: What is some of the feedback that students had about the initial pilot program and desires they wish to change?

A: It was very positive, and they really liked the new changes. There was a problem with the shower nozzle design not being ADA accessible and the restroom partition doors not latching and we are correcting that.

Q: Some of these buildings are larger than others. What is the game plan if they don't get finished in time?

A: There are no other options, we would just have to stop. A primary focus was getting air conditioning installed, so we made sure that was an early stage of the project. It is important that we complete it in time.

Q: Students complain a lot about the washing machines in the dorms. Do you plan on addressing that concern as well?

A: This project plan did not include first floors of the buildings in the scope (i.e. main lobbies, offices and student services). That will be a future project phase, I will have to get back to you on that.

Q: Is there a plan to replace all of the elevators?

A: We are currently working on that and Kate Gleason Hall is getting a new elevator this year. A challenge was that the elevators are run with computers and the quality control for these parts was not great during the pandemic. An example was the issue with the brand new NRH elevator. The problem was the computer that controlled the variable speed was failing. That has now been replaced.

Q: What students did you meet with to develop these plans?

A: Student Government worked with the Facilities, Parking and Transportation committee. I walked the hallways and talked with students. One night a group of Trustees had dinner with students in Grace Watson Hall. They also walked the halls and talked to students while I noted the feedback. The architects and engineers also met with residence advisors (RAs) to get their feedback on the renovated and non-renovated parts of Baker Hall.

Q: Do you plan on adding bathroom partitions to the other residence halls as well?

A: Yes, but some of the other buildings have a lot more bathrooms, so it is challenging. Replacing partitions and fixtures will be universal across the dorms.

Title IX Annual Report (*presentation files available on the [University Council website](#)*)

Stacy DeRooy, Director of Title IX & Cleary Compliance

NATURE OF ALLEGATIONS

- Jazmin Adams is the Manager of Compliance Investigations and she focuses on not only harassment and discrimination outside of sex and gender (which falls under Title IX) but also claims against employees and key focus areas like conflict of interest and privacy.
- There were 40 complaints received over the past year, the majority were race-based (33%).
- The “other” category includes complaints that refer to other offices, interpersonal issues, management and performance issues.
- Of the 40 complaints, there were 14 that were investigated, with three of those complaints having findings of responsibility. The rest were found not responsible.
 - When an individual is found not responsible, that doesn't mean that they were lying or untruthful. There just wasn't enough evidence to find them responsible.
- During the 2022 fiscal year, the university received 45 complaints through the Ethics and Compliance hotline.
 - There are 8 different categories under which you can file your complaint on the hotline. The complaints associated with discrimination are sent to the Office of Compliance and Ethics (OCE).
 - Of the 45 complaints received, 14 were for discrimination and harassment.
- Previously we used the calendar year for measuring data, we have recently switched to the fiscal year to better align with the academic year.

STUDENT COMPLAINTS FOR FY22

- In fiscal year 2022 193 student complaints were received. 127 reports (66%) fell within the scope of the Title IX office.
- Sexual harassment was the biggest indicator, with 36 sexual assaults reported.
 - 13 were non-consensual sexual contact
 - 10 were unknown type (reported to us by a third party and they have limited information and we are either unable to make contact with the complainant or their survivor or they have not given us all that information)
 - 13 were non-consensual intercourse
- Other categories of student complaints included dating violence, stalking and retaliation.

OUTCOMES OF STUDENT COMPLAINTS

- 54 cases were resolved informally through remedies such as “No Contact” orders and facilitated conversations
- 14 cases were resolved formally.
 - Three cases were resolved through Mutual Resolution Agreements (1 student was found not responsible, the other two were found responsible and were either suspended or given probation).
 - 11 cases were adjudicated through a formal conduct hearing (6 students were found not responsible and five were found responsible and issued probation).

- Of the remaining 59 cases, 55 complainants declined to participate or were non-responsive to outreach. The majority of these cases were reported by a third party, such as a faculty member or a resident advisor. The other four cases are currently on hold – this usually happens when one of the parties involved leaves the university.

EMPLOYEE COMPLAINTS

- There were 49 reports received, which is a 57% increase in reported incidents from calendar year 2020. Reports can come from full and part time employees, adjunct faculty, vendors and contractors (any one working on the RIT campus).
 - 28 of the cases were in scope.
 - 24 sexual harassment cases (12 were held responsible [terminated or received a warning], three were not responsible, four informal resolutions and 6 were documented but did not proceed for various reasons)
 - Three gender-based discrimination cases
 - One sexual assault case
 - If a case is out of scope, we refer that case to a different department/partner office such as Human Resources.
 - OCE provides resources to all complainants, regardless of whether their complaint falls within their scope or not.

EDUCATION, PREVENTION AND RESOURCES

- The Title IX office saw an increase of approx. 4,000 participants in Title IX programming in FY22.
- Ongoing training efforts include required annual training (online and/or in-person training for student leaders, incoming/transfer students, athletes, Greek organization and employees) as well as supplemental training (incoming international students, student clubs/organizations, special interest houses, academic programs and departments).
- Ongoing prevention efforts:
 - There is special programming during awareness months (January – April and October).
 - Biennial Student Climate Survey
 - Dashboard complaints and cases
 - Partnerships with on and off campus groups such as the President's Commission on Women, Willow, IGNITE and RESTORE

FUTURE PLANS FOR FY23

- Update on the OCE dashboard to include information about all of the investigations (OCE, employee and student). This will help to identify problem areas that may require extra training.
- Compliance Training Library – short videos with targeted content will be coming soon. We're trying to reach people and if issues do surface, we can point them to the different content areas as well and help bolster what we're doing with our in-person trainings.

Q: Have you compared the numbers from 2022 to 2018?

A: Yes, we have and those numbers are available. We were up from 2018 and are trending up for 2023 as well. In 2020 many people were not on campus, so we did not have a lot going on but we continue to steadily increase in our numbers.

Q: What is the cause of the increase in these cases being reported? Are there any indicators?

A: It's the heightened awareness and sensitivity of people in general. The increase in training can also attribute to the increase.

Q: So, you would be okay if more people came forward to report these cases?

A: Yes and we have to justify that. In past years we have had steady increases since we have been recording these numbers and people do get alarmed. But, that is reason to encourage training and encourage reporting these cases.

Q: How do the incident reports compare per capita to the RIT population?

A: I don't have the numbers right now and can certainly look into that. 193 sounds like a lot but per capita we know that it is not. Statistics show that one in five women will have experienced sexual assault during their college years. So, 36 out of 15,000+ students is not 20-25%.

Q: Can you elaborate on who the student leaders are?

A: All Resident Advisors (RAs) and orientation leaders receive annual training automatically. We are trying to work with campus life and secure training for at least the campus life clubs and organizations. We know that there's hundreds of academic clubs and organizations as well. So we're continuing to work on that and we'd love to extend our reach to the clubs and organizations as well.

Q: Is there any correlation between the percentage of female enrollment on campus and the percentage of cases?

A: We are disproportionate in that a large number of complainants are those who identify as women. We have addressed the issue in GCCIS, there is a Title IX Coordinator embedded there. We have seen improvements there over the past few years because we had seen high instances of stalking in the past.

Comment: It's very interesting to see the dynamics in classes with large numbers of male-identifying students. In previous years, female enrollment was trending upward and those numbers have become flatter over the years.

Q: Is the OCE dashboard available for everyone to view?

A: Not at this time, it is only for internal purposes. I am happy to share data with specific groups if requested.

Individual Conflict of Interest and Commitment Policy (C 4.0) Report *(presentation files available on the [University Council website](#))*

Lori Sykes, Compliance and Ethics Manager

- [Policy C04.0](#) is the policy that requires all regular employees to self-disclose potential, real, or perceived conflicts of interest annually or whenever there is a change.
- Conflict of interest (COI) is something that could potentially undermine an employee's impartiality because of a potential clash between the employee's self-interest and professional interest.

- Conflict of Commitment (COC) means an external commitment of time or effort that may interfere with an employee's ability to perform their job.
- There are six areas of focus, including COI/CIC oversight.
- We partner closely with people in sponsored research services on COI/CIC for principal investigators.
- The office also maintains disclosure statements and management plans in RIT's COI/COC software (Novelution).

TRAINING

- All new employees are required per ICIC policy to take training upon hire.
 - Employees also complete their disclosure annually in the Talent Roadmap platform.
 - Additional COI/COC refresher and training videos will be added in the near future.

CONFLICT OF INTEREST WORKFLOW

1. Employees complete disclosure.
2. Information is sent to the supervisor for review.
3. The supervisor is tasked with determining whether a conflict exists and if a Management Plan is required.
4. Management Plans are forwarded to the employee and second-level supervisor for approval.
5. Management Plans are approved and maintained in software.
6. Supervisors monitor compliance to employees' Management Plans.

2022-23 DISCLOSURE AND MANAGEMENT PLAN DATA

- In the last 12 months, 98% of current employees completed their annual disclosure.
 - 820 employees (24%) disclosed information that required further review.
 - Out of those employees, 173 required management plans.
- The most common types of potential conflict is relatives employed by or enrolled at RIT (approx. 665 disclosed relationships and 75 required a management plan).
- Outside activities (including other employment, consulting relationships, ownership in outside companies, or board membership) were associated with 175 of disclosures and about 80 of those required management plans.
- There is a dedicated email for questions about the disclosure process (conflictofinterest@rit.edu), and the [Office of Compliance and Ethics website](#) has additional information and resources, including FAQs, training videos, and scenarios.

New Business

- There are 8 hours left for students to vote in Student Government elections. It would be appreciated if faculty and staff that are connected to student clubs and organization could send a message encouraging those students to vote. SG has officially surpassed last year's voter turnout, making this year the highest voter turnout in SG election history.

Meeting adjourned at 4:40 pm

Attendance March 29, 2023

Name	Relationship to UC	Attended	Name	Relationship to UC	Attended
Aldersley, Stephen	Member-FS		Masaline, Melissa	Member-SC	Excused
Bamonto, Suzanne	Member-FS		McKeen, Jenai	Member-SG	
Blixit, Hailey	Member-SG		McQuiller, Laverne	Non-Voting Member	x
Buckley, Gerard	Member-Dean	Excused	Milliken, Renee	Member-SC	x
Buckley, Larry	Member - Dean		Mozrall, Jacqueline	Member & EC	
Castleberry, Phil	Non-Voting Member		Munson, David	Non-Voting Member & EC	Excused
Crawford, Denton	Member-FS		Nasr, Nabil	Member-Dean	
D'Amanda, Elisabetta	Member-FS		Newman, Atia	Member & EC	X
Edwards, Doreen	Member-Dean		Olabisi, Joy	Member-FS	X
Erllich-Scheffer, Katherine	Member-SC		Peterson, Colleen	Non-Voting Member	
Faber, Josh	Member-FS		Peterson, Dustin	Member - SC	
Finnerty, Bob	Non-Voting Member		Pinkham, Jo Ellen	Non-Voting Member	X
Francis, Danell (sub Jaharie Waterman-Jordan)	Member – SG	X	Prescott, Joanna	Member-SC	X
Gensler, Sam	Member-SG	X	Provenzano, Susan	Non-Voting Member	
Ghazle, Hamad	Member-FS		Raffaella, 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, Chip; SOIS	Member-FS	
Heyman, Emily	Member & EC	x	Slusarski, Diane	Non-Voting Member	x
Hoopas, Trishelle	Member-SG	x	Sparkman, Torrence	Member-FS	
Hudson, André	Member-Dean	Excused	Smith, Evan	Member-SC Alternate	x
Huenerfauth, Matt	Member – Dean	X	Springer, Greg	Member-SG	X
Jaff, Malik	Member-SG		St. Jean, Bill	Member-SC	x
Jenkins, Keith	Non-Voting Member		Stenport, Anna	Member-Dean	Excused
Johnson, Dan	Member-FS	X	Stowe, Brendon	Member-SC	x
Johnson, Sandra	Non-Voting Member		Trierweiler, John	Non-Voting Member	
Johnson, Scott	Member-FS	x	Wang, Yong Tai	Member-Dean	X
Johnston, Joe	Non-Voting Member		Watters, Devon	Member-SC	
Jokl, Todd	Member-Dean	x	Watters, Jim	Non-Voting Member	
Khanna, Aditya	Member & EC	X	Zehr, Jeremy	Member-SC	x
Laury, Dino	Member-FS	x			
Lezette, Michelle	Member-SC	x			
Loffredo, Joe	Non-Voting Member				
Luciani, Teo	Member-SG	x			
Marhevka, Ashton	Member-SG				
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: Guru Goutham Gangadharappa Ramesha

Tech Crew