Meeting Minutes: February 2, 2022

The meeting was called to order at 3:03 p.m.

Academic Affairs Planning for the SHED: Update (presentation files available on RIT Digital Archive)
Christine Licata, Vice Provost for Academic Affairs

This presentation reviews the planning that has been taking place for the internals of the project and how space is being allocated. When the SHED opens, we want to be fully operational almost immediately to make sure we hit the ground running.

How we are planning to make sure that happens:
- Projects currently underway
- Teams
- Objectives and their status
- Key work yet to be started/ Next Steps

Everyone is aware of the SHED and what the objective of this educational complex will be. It will be the home for many different functions, including a maker’s space, performance teams, performing arts teams, meetings and classrooms. It’s important that it is seen where all things RIT are enjoyed. One can “see Imagine RIT every day.”

Students are central to the facility.
- Need to provide support for those who are using the SHED. For the faculty this will include technology and pedagogy support.
- It is offering us 27 new classrooms with a total of 1,500 seats and 351 classes a week. This provides a much needed opportunity to take some existing general purpose classrooms offline and repurpose them for faculty research space.

We will accomplish this work with multiple cross functional teams.
- SHED Classroom Utilization Team
- Classroom Space Exchange and Research Space Re-allocation Teams
- Student Performance Teams and Clubs
- Performing Arts Team

Classrooms:
5 large classrooms
- Raised classrooms
  - 144 students
  - Currently no classrooms that resemble this design on campus
- Flat floor classroom
  - 150 students
  - Students are in pods of 6 and faculty is in the center
- 22 additional classrooms in Wallace
  - 36-60 students
We have eighteen faculty members who have been working to make sure we are touching on all of things that are needed
  - Team leaders: every college, University Senate, and ILI have a representative.

Marketing the SHED Classrooms
  - Solicit the faculty for active teaching in these rooms and provide support for faculty to teach in the SHED.

The SHED will open in the 2023 academic year with state-of-the-art technology. We want to make sure it meets the needs of the faculty and the students and have ample accessibility for deaf students, hard of hearing students, and those with ADA accommodations.

Q: How will we schedule courses in the SHED?
A: There is a group developing principles regarding what classes will be held there. We are expecting more demand than there will be rooms and are working on how to decide what courses go in the SHED and for how long. Those working on this include the Marketing Team headed by Christine Schank, the associate dean in CAD, Neil Hair, the Director of the ILI, Sandy Connelly, COS principal lecturer and Joe Loffredo, Registrar. They will be working with the colleges and scheduling courses. We will take some current classrooms offline and provide for repurposing for research space. This team has already solicited the colleges for proposals. The colleges put their proposals together and submitted them on November 15 and they are now in front of a review committee comprised of 6 faculty and one external reviewer. Recommendations will be complete by March 15. Once these are approved, they will work on the spaces to be reallocated and match that to the space needing to be repurposed. This will be a 3–4-year process.

Proposed returned space
  - Wanting to give back about 30,000 square feet, including that in Brown Hall that has been repurposed for research.
  - Decisions will be finalized in the spring and colleges are excited about the focus on grad programs and PhD programs

Next Steps:
  - Just finished potential space plans for research space and performance space and in the process of developing guidelines for use by other student groups.
  - Next phase is to approve the club spaces
    - About 20 other student club groups throughout the A-level and up in the other floors
    - Seven teams on the A-level who are dependent on the equipment aspect of the SHED

Occupancy advisory board will help solicit student interest in meeting in the SHED. Broad cross section of student clubs and teams meeting there. These student teams work sometimes around the clock, and we are working on the details of what that might mean.

Performing Arts
  - Black Box Theatre
  - The major contributors are COLA and NTID because of the performing and dance programs.

Working to not just develop what they need to know in terms of utilization, but also outstanding questions related to all the space dedicated to performing arts that may be needed.

The Theatre will be a facility that accommodates 180 in the audience, but the seats can be taken down and there can be other kids of performances and meetings
  - Need to plan for student use outside of classes and schedule performances
  - About 50% complete and on track of where they want to be now
Operational management Staffing and Resource Plan Considerations:

- What kind of coordination is needed
- What kind of incremental decisions are needed to staff
- Other facilities managers at RIT and how this can be applied to the SHED
- Will need someone who can help coordinate timing and can also be a spokesperson and be there to give tours

Building Use Details

- The building will be used by management, Student Affairs, and clubs.
- We are right now trying to secure some demonstration classrooms for next year
- There is one in Brown Hall and one in Liberal Arts Hall that are set up with the furniture and some of technology for the Wallace classrooms. Working on a classroom to simulate the large 150 seat classrooms. Working with faculty who are very experienced in active learning to plan for the use of these rooms.

We are asking students to go over to Fireside Lounge and view the sample furniture that is planned. We are getting feedback we didn’t expect, but exactly what we need to hear.

Q: Related to the storage for instruments and many other related matters, what is the planning and thinking that go into these kinds of storage issues?
A: Storage is something that we have been made aware of. Folks in the Performing Arts Team raised this the first time they got together. While standalone storage and dedicated storage rooms weren’t really part of the initial design, I think that it has been made clear that this is needed. There must be a way to provide storage. People are now going back to the drawing board to see how we can accommodate. These questions have been raised even when it comes to the classrooms because there are some classes that need to have a spot for stored space. It is bolded and on their radar. I cannot tell you exactly where and how, but we are on it and is confident they will find a way to build into the plans the storage.

Q: As a student, I know that some students have been concerned about the quiet study spaces that were in the library. Is there a plan to have them?
A: There is one sizable room that has been designed into the project that is devoted to quiet, and then several rooms that will be devoted to small group study space.

Q: Could you share thinking about ensuring that the technology in the performance spaces will be functional, well maintained, and that the mechanics live up to the promise of the space?
A: We have asked at the last planning meeting to work on their recommendations to ensure maintenance and day to day working of the projection, sound, and technology. They are working assigning appropriate staff and resources. We will know more by the end of February.

Q: Technology gets obsolete fast. What are the plans to keep technology at the cutting edge as time goes by?
A: There are two areas related to technology. One is in the classroom, and the other is the performing arts, as well as technology throughout the building. The way we are thinking about this is that the classroom is kept updated and maintained with the performing arts. In the Maker’s Space they have individuals very involved with the layout, equipment, and technology who fill focus on that space. As we move forward these will be continually addressed. There may be a history at RIT that we don’t plan for the maintenance and updating, and we will try to mitigate that as much as we can.

Q: The program and the real work begin when the doors open to a new facility. How have you and your committee’s been talking about the training once the doors open? People from the RIT community need to figure out ways to develop culture and training to accept this space.
A: There will be training of faculty for the classrooms. There is also training across the community for what the capabilities of the SHED are. We are hoping to have a person who will be hired who will be the “Operations Director.” That person will have the responsibility that this culture-building is something that were paying attention to even before the building opens. People really need to feel affiliated with the SHED, understand what is there and be excited about how to use it and promote it. We have our own architect working with us on most of these teams and he has a firm that RIT hired to consult with them as well. They are trying to see the long game and they can begin to talk about how to direct operations there.

Approval of Minutes from December 1, 2021 Meeting
The minutes were approved by 37-0-0.

President’s Report
We stated classes on time this semester when others planned to delay or be online. We guessed right and thought we would see a lot of Omicron early, so we created more quarantine space. Some students were moved out of 175 Jefferson to some hotels downtown and we very much appreciate the cooperation of those students. We now do not need so much quarantine space. Wendy Gelbard will be speaking to us about COVID later.

I want to thank everyone involved in creating and undertaking the two major events involving Martin Luther King Day recognition. We generally have a MLK celebration on the holiday but that turned into a snow day and was moved to this week. There was a marvelous event yesterday which was very well done. We also had a much larger event in the Gordon Field House which was a Rochester community wide event where the primary speaker was Henry Lewis Gates Jr. He is the creator and host “Finding Your Roots” show on PBS, and he gave a nice talk as well as spendt time with students. This was the first time he had travelled since the beginning of the pandemic. He met with a class taught by Keith Jenkins, and we had a small lunch and learned a lot from him. Thanks to all involved.

Thanks to everyone. The pandemic is getting old and it’s hard to keep morale up. Some conditions are improving, but we are all tired of it. Please continue to preserve a little longer. Things are starting to get better. There are areas on the campus that are seriously understaffed. Every university in the nation has lost some people. All this will be sorted out, but it is taking time and puts a burden on employees and staff. There will be a Staff Forum on Wednesday in person in Ingle Auditorium and by Zoom. An announcement has come out about that. We will be talking about issues specific to staff. We appreciate the efforts of everyone. Our students follow the rules and are trying to follow the plans that have been made.

The NCAA convention two weeks ago was in Indianapolis, and we were arguing on behalf of RIT having the right to offer scholarships to D1 Hockey players. Division 3 schools were allowed to have a D1 sport if they wished. In the case of RIT, we chose men’s and women’s hockey as D1 programs. Some schools that made that move were allowed to give scholarships and others were not. Among the 5 that were not, there was only one other D3 school aside from RIT (Union College) and we have both colleges have done well until now. In 2010, RIT made it to the Frozen 4 Championship. Changes in the NCAA rules have to do with whether an athlete can transfer and become immediately eligible to play. The rule currently in hockey is that an athlete can transfer and become immediately eligible to play at their new school. So, if we have a freshman who does well, they will likely be courted by other schools who can offer financial aid. About 10 years ago, RIT made a push to have this changed and was unsuccessful. We banded together with Union College and conducted a political campaign, and we were able to orchestrate something that produced an amazing result. When the tally was announced, we were shocked. Aside from about 39 abstentions, 96% of schools voted in our favor to offer these scholarships to students. It will cost the institution some money, but the institution made a decision to have D1 hockey and now we can do it on “level ice.” It will have a large effect on recruitment.
When the recent Snow Day was announced there was confusion about who needed to work, who could work, etc. Previously with a snow day, everyone had the day off. We didn’t conduct things this way for the snow day and the announcement said that if you wanted to work you still could. If we have another snow day this semester, it is going to be an old-fashioned snow day where people will not be required to work unless you are part of essential personnel – Dining Services, Public Safety, FMS plowing, etc. These staff will receive extra compensation if it is a snow day. We will be studying what we will do for snow days in future academic years as we do now have technology that allows us to continue working.

Morale on campus during this challenging time – Please keep in mind there is a ton of fun stuff going on campus. Part of this is a matter of us getting out and getting back to the kinds of things that we used to do. This weekend is Freeze Fest! Ovation will also be on Friday night, hockey games both Friday and Saturday night too.

Q: What will the number of the hockey scholarships be?
A: We are allowed to offer 18 to the men and 18 to the women and they don’t need to be full scholarships. We have many former players who have been successful and will reach out to them for support. We will be thinking about the naming of the scholarships in terms of fundraising.

C2.0 Misconduct in Research & Scholarship-REVISIONS (presentation file available on RIT Digital Archive)
Corinna Schlombs, Assoc. Professor, Dept. of History

The policy revisions were approved unanimously.

This policy has been through all the governance groups and will be reviewed in 5 years. We study federal guidelines, do research, and look at comparable policies in the process of rewriting.

The latest version is a complete rewrite. They are proposing a governance policy that guarantees procedural integrity and fairness. This leaves the possibility of an administrative procedure to dictate details if they agree to the policy.

- In terms of conflict of interest and bias – added transparency. They changed the voting and determined the voting that have not been done in the previous policy
- Want to find the balance between being guided by federal definition of research misconduct and other activities that are not in line with appropriate research practices. Our policy has guidelines for what we consider ethical research conduct. Finding a balance for everyone to report when something is seen that doesn’t seem appropriate but also discourage inappropriate misconduct allegations out of revenge.

There are many continuities between the current version and proposed version that protect principles of the new process and fairness and have a five-step process of investigation into allegation of research misconduct.

This policy has last been revised 30 years ago - 1992. It is time for a new version. I ask now for a vote for approval.

RIT Strategic Plan Update
Enid Cardinal, Sr. Advisor the President for Strategic Planning and Sustainability (presentation file available on RIT Digital Archive)

Often when an institution has a strategic plan, it sits on the shelf and few things get done. We are working to make sure this doesn’t happen.
Update on all our goals
- 2025 deadline – Color coding – green=on target, yellow=behind, and red=need to reconsider.
- None of the goals are in red.
- There are 25 goals and each has 3-7 metrics. How many metrics are on target and how many are falling behind.

People, programs, places, and partnerships:
- People has the most yellow: This is because we didn’t make all metric targets this past year – likely due to pandemic that has impacted recruitment of employees as well as students, but we are confident they will get back on track.
- Enrollment has been great, but percentage of females and Deaf/HoH students have not made targets for enrollment in STEM programs.
- For diversification of staff and faculty – they improved, but missed targets usually just nearly.

Programs
- Build more successful online portfolio – RIT Certified Plans
- Metrics that they set are probably not the right metrics, especially as they envision what the online programs will look like
- One of the key metrics of RIT Online is the # of RIT Micro Masters – this is not the priority focus now as we shift to RIT Certified. They did do very well in terms of people taking online classes this year.
- We will make the target of the optimal size of the university and what kind of resources and infrastructure are needed. This plan will be in place soon, and dates were pushed back because of the pandemic.
- Distinctive brands and marketing strategy – metrics set are reliant on survey data that are expected by the end of the month, so we don’t have the data yet.

The Master Plan is yellow because we were supposed to have it completed by now and expect to have it finished by the end of the semester and the final draft in the summer.

Partnerships
- Goal 20 – related to partnership with Rochester Regional Health. One of the targets is around joint funded research projects. We were not as successful as we intended to be. When we set these targets, we were envisioning one thing, but we are realizing the targets need to be different. There may be better partnership opportunities in LA in the film industry.
- Lastly the regional STEM centers for NTID. We have the funding, and two are completed and two are in the works.

Overall, the news is good, and we are generally on track. There are some date issues, and the pandemic did slow us down. We did approve through the Board of Trustees some minor modifications in the plans. We talked about 50 strategic new faculty hires, and it was officially added into the plan so they can track those hires.

Goals 18 and 19 – capital projects on campus. They have had additional plans including the expansion for Saunders’ Lowenthal Hall and development of Brown Hall to become a research facility.

Lastly, the only goal that explicitly references NTID is Goal 24 Establish Multiple NTID Regional STEM20 Centers, and they are working with NTID to determine ways we can better integrate them into the whole plan.

Q: It would be helpful to put something in the box that related to a goal that has been accomplished. What was it that we did that helped us achieve that goal. It would be more meaningful to see the details of what was done to achieve those goals.
A: There is data that is been collected and is available to all to see how these objectives have been met, but that could be added to this presentation format.

Q: With the 50 faculty new hires, are supporting additional staff positions being considered?
A: We are reducing the plan from 50 down to 40 and staffing wise there is not an explicit number of staff but will be hiring staff to meet the growth of the university. There is included in Goal 6.

Q: How have priorities shifted with COVID?
A: It has helped us identify how we are looking at things, how well we can do things virtually and what spaces may really need to look like. We will talk about the things that institutions are doing to increase staff, like increased entry level salaries. The big change was the faculty hiring initiative. Very few new faculty were hired, and this set us behind. This is a direct result of the pandemic. It has not caused us to do significant reordering of priorities.

Q: For the metric for Goal 6 – “hire, promote, and retain increasingly dedicated staff in numbers commensurate with faculty and student bodies” – can we access these metrics? Staff Council gets a lot of questions about maintaining positions or being promoted in the university. Can we see what the metrics are that determine the progress of that goal?
A: The level of detail you need would come from HR not from the Strategic Plan. I don’t believe these metrics are on the website, but they could be added. We certainly could have Jo Ellen Pinkham do a presentation to the group and ask her to discuss this specifically.

Campaign Update (presentation files available on RIT Digital Archive)
Phil Castleberry, Vice President, University Advancement
Vanessa J. Herman, Vice President, Government & Community Relations

Transforming RIT Campaign Update:
- We were working on bringing energy to the campaign, but when Omicron hit that slowed everything down. It is a good reminder of how far we have come. We are in year 9 of the campaign.
- Link to “The Transformation at RIT Has Begun” video https://www.youtube.com/watch?v=DiRgkjgabcU
- We are $866 million toward the goal of a billion, and over 1/3 has been philanthropic.
- This is a blended campaign which means were are counting philanthropic gifts, research dollars that come in to the university and also government support. There has been significant growth in research dollars.
- Philanthropy has been on a slight rise but nothing too dramatic. Toward the end it starts to take a dip.
- Government has had some periods of growth, but the pandemic brought some challenges to government funding.

Final phase of the campaign:
- This is a look at philanthropic performance, we had a slight dip around the time of the Austin McChord Gift, but nothing too dramatic.
- We are working to ramp that up in the final phases of the campaign.
- Feeling very good about early success and working toward completion. They received a $100,000 gift to the stadium today. We are feeling very optimistic and confident about the future. Have made some significant staffing adjustments. Holding more fundraisers as a total percentage of staff.
- There are more stakeholders. We launched a regional major gifts team with a goal of getting into key markets. Sometimes you wear them down by being patient and making those schedules align.
- Launched the Sentinel Society to grow the prospect pipeline – added 109 new members for a total of 251. FY22 goal was 200 members.
- We are putting emphasis on the top of the pyramid, with a division wide focus on those who can make the biggest difference.
Last, we have engaged an External Counsel who will be working on:

- A complete prospect capacity analysis of our database
- We have 140,000 alumni and about 8-12% should have the potential to make a major gift and if they can identify who they are that can be transformational.
- They will also work with us to have multichannel engagement – integrating alumni relations, annual giving and development. The key metric is the alumni giving percentage. This has been dropping. Part of this is a math problem because we are gaining bigger classes. We have an opportunity to reverse that.
- We are 28% ahead of where we were this time last year.
- After the 2016 fiscal year, this is currently looking to be the second-best year.

A lot of what Phil said bleeds into Ryne’s Information. We are going up, which is great and a testament to the team.

- This year to date we are at 48 million and will be at 700 million by July of 2023.
- This number is growing at such a rapid rate and a testament to the faculty and leadership
- Broad funding from the federal government as well as private industry.

Brief Federal Government Update:

- The Federal Government is currently funded until Feb. 18, 2022. The debt ceiling was raised and we don’t need to worry about the government getting shut down. If is shuts down, it shuts down all our grants too. It causes significant delays on many levels.
- There’s a lot of noise and not a lot going on. Congress has yet to go through the twelve spending appropriation bills. This has not happened in almost two decades.
- Will see the Presidents’ budgets come out in the next few months and we may see some funding agreement.
- Money is in DC now and we must wait and see what comes out in final budget bills.

- NY State Governor Hochul rolled out her new budget – showing a large influx of tax money and federal dollars.
  - There will be a lot of investments made to help people stay in New York state.
  - Specific to higher education, we are seeing an $8.1 billion dollar proposal. Opportunity programs were funded at 10% in her budget. These are programs that are important to our students.
  - $30M for Higher Education Capital Funding (HECap) includes a 4.7 million grant for expansion in Saunders. Flat out capital construction projects. More construction projects create well-paying jobs which helps jumpstart the economy.
  - Tuition Assistant Plan (TAP) fully funded at $1.07B
  - Looking to raise the minimum level for income eligibility to 110,000

Joining fellow private institutions at RIT to hear from students and why state investment in education is important. There will likely be a new senate district representing RIT and U of R represented by Jeremy Cooney.

Centers of Excellence and Centers for Advanced Technology

- Funded by 900,000 each.
- Starting out from a good place and advocating for an increase in 1.5 million with 1.1 million in economic impact
NYS Pollution Prevention Institute
- $4M funding secured

Faculty Development Initiative was not funded. We are advocating for replenishment, Amount TBD.

Q: You talked about focusing on the top donors. Maybe at the bottom of that triangle there may be more recent students who are more willing to donate. This would create culture of younger students to donate. What are some initiatives on that side?
A: For this presentation, the top of the pyramid is really the focus of the campaign. We are also planting the seeds for the future with multi-channel engagement. Just began experimenting with text soliciting and there was a positive response. Working on using Roar Day to really be the place that they get smaller gifts when Alumni giving is at about 4%.

Managing COVID with Omicron
Wendy Gelbard, Associate Vice President, Student Wellness

The omicron variant of COVID is markedly decreasing in the world and in our local area. The positivity rates are declining, and hospitalizations are slowly decreasing. It is very reassuring that we are seeing the same trends at RIT. We saw wastewater decline about 5 days before absolute case number showed this trend as well. We anticipate that there will be future variants of concern. We are in the process of shifting into the endemic nature of the virus. The word endemic may start with end, but it does not mean the pandemic has ended. We are not looking at an end of this virus.

Twenty-four days since the start of the semester
- Testing those who are most likely to transmit high viral loads – those who are unvaccinated, those who are symptomatic, and those who have high risk exposure are tested weekly.

348 student cases in the previous 24 days.
- 126 cases in the past 14 days
- 37 cases in the past 7 days.

Employees show a similar marked decline – 116 employee cases since the start of the semester
- 41 in past 14 days
- 16 in past 7 days

I don’t care how many cases there are. If we tested this room, some of us are surely positive, even though we have no symptoms. What to care about is how sick they are. We have 1 person in our community in the hospital. We don’t expect hospitalizations to be high. After vaccination, masks are the single best way to control spread. Keep in mind that hospitals are still struggling. Strong asked for additional help from FEMA today. High numbers needing care and shortage of staff. Hope I am conveying a certain amount of positivity to you. Wise enough to know we can’t make predictions, we don’t know what the next variant will be, but we do know that vaccination and masks work. We need to continue to live in the moment and make decisions based on what is happening now. The current moment looks pretty darn good. I don’t sleep the 1st week of the term because of outsiders arriving. RIT leadership is feeling pretty good and we are starting to consider easing restrictions. Despite all of this and living through the pandemic, I congratulate all of you for providing a healthy environment.

Comment: I would like to thank Dr. Wendy for her leadership and helping to guide us. Thank you for all you are doing to keep our community safe.
Q: What guides decisions about how to lift restrictions?
A: Look at dominant variant, trends on the number of cases on campus and in the community, and at hospitals and how they are tolerating the numbers of cases. There is a Pandemic Planning Group on campus that has representation from across the campus and they will decide how much we can loosen up.

Q: Mandating weekly testing. Can you allow students to get tested optionally? Could this be similarly offered like STD testing and strep testing?
A: We feel confident that we are testing the right groups of people. We are testing the people we feel are most at risk. I would encourage the students who want to be tested to seek other ways to help quell some of those fears. There are other ways to help feel comfortable and live with the virus. Insurance companies are required to help pay for two tests a week.

Meeting adjourned at 5:00 p.m.

Attendance – see next page.
## Attendance February 2, 2022

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Key: EC=Executive Committee; AS=Academic Senate; SC=Staff Council; SG=Student Government

**Interpreters:** Carolyn Kropp and Donna O’Brien