

## RIT STAFF COUNCIL

Thursday, September 16, 2010  
2:00 – 4:00 p.m.  
1829 Room, SAU

### APPROVED MINUTES

**PRESENT:** Bauroth, Bayerl, Carroll, Downes, Dwyer, Ester, Fiorucci, Henen, Hughson, Johnson, Kiely, Lana, Lepkowski, Marlowe, McKee, McKeown, Ntheketha, Ott, Picioli, Pollock, Reafler, Rogers, Rosenberg, Schleyer, St. Jean, Watrous, McCloskey (Parliamentarian)

**ABSENT:** McDonald, Tydings

**EXCUSED:** Carlino, Dana, DeLorme, Fagenbaum, Fragale, Goldberg, Phillips, Zachmeyer

**GUEST:** Kathleen Martin, Director of Policy Review and Development, HR

**MEETING** called to order by B. Kiely at 2:00 p.m.

**MINUTES** of 8/26/10 approved.

### COMMITTEE REPORTS

#### *Communication* – M. Johnson

- Scheduling photo shoot for Staff Recognition Award nominees
- Will meet during the year on Tuesdays opposite RSC meetings, 2:00-3:00 pm.

#### *Elections* – R. Reafler

- We have 4 vacant seats for which we will be running special elections:
  - Block 2 – 1 non-exempt
  - Block 5 – 1 non-exempt
  - Block 6 – 2 exempt
- Communications prep work done and ready to go
- Will soon finalize election timeline

#### *Events* – M. Carroll

- Staff Recognition Awards ceremony will be on October 6<sup>th</sup> at 9:30 am in Ingle Auditorium. Staff Council acts as host for the event – **all members please arrive at 9:15** to serve as greeters, ushers, etc. Christine Whitman, Board Vice Chair, will represent the Board of Trustees at the event.
- Budgetary restraints have led the Executive Committee to postpone the “RIT’s Got Talent” event proposed by our committee as a way to build collegiality among staff and faculty. Instead, they have asked the committee to draft a proposal explaining the concept, intent, projected costs, etc. as a tool for securing possible funding.

#### *Institute Issues & Policies* – B. St. Jean

- No report

#### *Ad-hoc Academic Affairs* – S. Bayerl, J. Ntheketha

- Have “met” via e-mail; will discuss a name change to better describe the committee’s focus on concerns specific to staff within the division of Academic Affairs.

***Ad-hoc Hot Topics*** – J. Lana

- Charged to define “managers’ discretion” as used in RIT policy
- Met with Barb Ross, Interim Director of HR and Kathleen Martin, HR’s Director of Policy Review and Development. Points discussed:
  - Because of the wide array of circumstances in an organization of this size, RIT will continue to require managers’ discretion for implementing policies.
  - HR is considering establishing “guiding principles” to guide managers in the decisions they make in this regard.
  - The Leadership Development program now being piloted in F & A employs a values-based system, which will add to managers’ skills in collaboration

**CHAIR’S REPORT**

- Staff Council needs to appoint representatives to a number of Institute Committees. Thank you to the following RSC volunteers:
  - Convocation Review Committee: Erin Hughson
  - Ombuds Office Advisory Board – Exempt Representative: Karen Ester
  - Parking Advisory Group: Bill St. Jean
  - Richard & Virginia Eisenhart Provost’s Excellence in Teaching Committee: Jeanette Tydings
  - Individual Conflict of Interest/Commitment Committee: Anna Fiorucci
  - Intellectual Property Policy Committee: Mike Dwyer
  - Sustainability Coordinator Search Committee – a number of responses were received. All volunteers will be asked for a brief statement outlining why they are interested in serving and what they can add to the committee; all responses will be forwarded to Dr. Destler to assist him in making a final decision.
- A constituent raised the issue of tuition benefits for staff for coursework done at other schools and has drafted a short proposal for tuition exchange to be offered to staff. The Hot Topics committee is looking into this and will report their findings at a future RSC meeting.
- Our next meeting is Sept 30 and will be very short – 2:00-2:45 – as the Global Village Grand Opening is at 3PM. If you have an issue that needs to be addressed at that meeting, please let Peg or me know ASAP.
- And, on Oct 14, Kevin McDonald will be joining us. This past Friday, Peg sent out an email with the subject line “Draft – Inclusive Framework” Please read that document prior to the 10/14 meeting and be prepared with any questions or comments.
- Last week, EC met with Bob Finnerty to discuss communications, specifically RIT internal communications. Because of an issue we had earlier in the year, we also brought up the subject of obituaries being sent out via Message Center. Per Bob’s instructions, if you hear of the passing of a student, staff or faculty member or retiree, please notify University News Service and they will disseminate the information per their guidelines.
- I met with Dr. Watters last week. Similar to other meetings I’ve had with the leadership over the last two months, after introducing myself, we discussed Staff Council’s goals for the year and I assured him that Staff Council’s work will continue unchanged despite the change in leadership.
- The President’s Address to the Community event went well. I thought it was very well received by the many people attending. Thank you to everyone who gave me such encouragement and positive feedback; it was all very much appreciated.

- Yesterday was the first Institute Council meeting. Some highlights, in no particular order:
  - The Vignelli Grand Opening is today at 3PM
  - The Global Village grand opening is Sept 30 at 3:00PM – though the shops are open now. Work continues on the “mall” between Global Village and the Innovation Center. This space includes fountains and a bike path and is due to be completed before winter.
  - Very soon, there will be announcements of a major gift and research grants, so be on the look-out for them.
  - Enrollment looks very solid and the 21 day numbers should be at least as good as expected if not better than expected, which leaves everyone optimistic that raises will be awarded. With increased retention and international enrollments, we now have just under 17,500 students.
  - Finally, the searches for CIAS Dean and NTID President continue; searches will commence for Deans for GCCIS and Graduate Studies, as well as some others. Dr Destler encourages everyone who has the opportunity to engage in this very important Institute service.

### **ELECTION OF VICE CHAIR**

It was decided to postpone the election of the vice chair to allow exempt RSC members time to fully consider this service opportunity.

### **OLD BUSINESS**

1. Shortly after the subject of Low Emission Vehicle parking in S Lot came up at the last meeting, an email was sent out to the community explaining what the purpose of the parking spots and who would be eligible to use them. The web site [www.epa.gov/greenvehicles](http://www.epa.gov/greenvehicles) has a ‘low emission vehicle’ test – if your vehicle scores 7 or higher on a 1-10 scale, you may use the low emission vehicle parking spaces. At this time, there is no plan to give separate stickers to ‘green’ vehicles. That may change when Golisano Institute for Sustainability and Institute Hall come on line in the future. I’m sure Parking will keep us posted.
2. The issue of staff parking for move-in day was also brought up earlier in the summer. I’ve heard no feedback on the day, so I’m hoping that means that everything went smoothly. Let me know if you’ve heard otherwise.

### **NEW BUSINESS**

1. With the shortening of days, many of us are arriving or leaving campus in the dark, making pedestrians particularly difficult to see. I would hope something could be done to improve the situation before we experience a tragedy.
2. With the add/drop period ending Sunday night, my office was slammed on Monday morning – did anyone else have or hear of problems with the schedule? Discussion:
  - Those who make a decision after a Friday or Saturday class still have to complete the drop/add by Sunday night
  - Waiting any longer could jeopardize grading, assignments etc.
  - Too many students were failing classes after waiting too long to move into them.
  - We can’t set students up to fail by allowing them to miss too many classes before they add a course.
  - The Registrar’s office was *very* flexible and helpful in responding to the Monday morning rush.
  - Changes can also affect financial aid. Advising staff have been very good about checking with the Financial Aid office
  - It also serves to force students who are self-advising to come in to do paperwork, which allows us to connect with them.

- From a student perspective, Add/Drop can be very unforgiving for those trying to get into courses in other than their home college. The system should be made to work for students who find they made the wrong decision about classes. While the system has to be set up to be best for the most students, it also needs to be able to address special situations
- As an advisor, I find that flexibility is crucial. We can't just dismiss students who find they've made the wrong choices for their skill level etc. We know that no policy can encompass every situation.
- The current system does work; it doesn't work perfectly. We need to empower students to ask questions, and staff have to be flexible in meeting students' needs.
- The priority system can't be worked around; it doesn't always work for students who have to have specific classes to graduate.
- In such cases, I encourage students to attend the class they need to get into, so they will be up to speed should another student drop out, or should the professor accept an extra student. For last-year students, any classes they need for graduation should have been available to them.

### UNIVERSITY POLICY REVIEW & DEVELOPMENT PROJECT UPDATE

Staff Council welcomed Kathleen Martin, who described the current status of the University Policy Review & Development (UPRD) project. Kathleen highlighted the progress made to date:

- **Institute Policies & Procedures Manual (IPPM) editing** recommendations approved; edits in progress
- Recommendations for establishing **electronic archive** approved; implementation via the Wallace Center's Digital Media Library in AY 10-11
- Recommendations for **new standard format** for university policies approved; implementation in AY 10-11
- UPRD task forces submitted **recommendations for all IPPM policies** to UPRD Core Committee
- UPRD Core Committee (CC) synthesized task forces' recommendations; resulting "**agenda for action**" on individual policies scheduled for submission to Administrative Council October 2010
- Finalized recommendations for **new policy website**; submission pending
- Developed **glossary of policy-related terminology**; implementation pending new website launch
- Developed **editorial standards and guidelines**; implementation pending new website launch
- Recommendations in progress for **enhanced policy development, review, approval, and promulgation processes**, i.e. the "policy on policies"

Kathleen went on to outline the recommended design for a new policy web site:

- Policy Library
  - **Volume I – Preamble** - (*Preamble* in IPPM)
  - **Volume II – Introduction** - (*Section A – Introduction* in IPPM)
  - **Volume III – Governance Charters and By-Laws** - (*Section B – Governance* in IPPM)
  - **Volume IV – University Policies** - (*Sections C-General, D-Educational & E-Faculty & Staff* in IPPM) - Repository and authoritative source for policies formulated and/or approved by RIT governance groups (currently on IPPM website)
  - **Volume V – Administrative Policies** – Portal to websites of authoritative sources for policies formulated and/or approved by administrative officers of the university – no more need to search various department sites for a particular policy.
  - **Index – Cross Reference of Compliance-Related Policies**
- Policy Resources
  - Procedures for final review and approval of proposed policy changes and new policies
  - Procedures for publishing approved policy changes and new policies
  - Glossary of general and RIT policy-related terminology
  - Standard Policy Format
  - Editorial Standards and Guidelines
  - Guideline documents and templates for policy development
  - Conversion Chart – list of IPPM policies by previous designations with links to new locations

- Responsible Offices and Executive Accountabilities Chart
- What's New
- Policy Archives
- Contact Us
- FAQs

Q – What if a **Volume IV** (Governance) policy and a **Volume V** (Administrative) policy contradict each other?

A – The Core Committee has done a side-by-side comparison of overlapping policies, and has recommended a single authoritative source in each instance. Additionally, no college or department will be allowed to duplicate a policy on their site, to insure against the existence of multiple versions of any policy.

Q – What “portal” to administrative policies has the Core Committee recommended?

A – Our test site is using Drupal, a content management system. Admin policies will continue to reside on departments’ sites; the portal is simply a link to the policy on its authoritative site, i.e.: Finance & Administration, HR.

Q – Some policies could have 2 equally valid ‘homes’. Will Information Security (for example) reside with ITS or Risk Management?

A – The CC has made specific recommendations for each such situation; if I recall, we recommended that the Information Security policies reside within Risk Management.

Q – Will any policy links appear in more than one section?

A – Yes, if appropriate and manageable. The entire thing will be searchable, so there shouldn't be any need to surf in search of a policy.

Comment – Thank you to you and the Core Committee for this incredible effort – the subject matter can be dry, but it's very important.

A – In my role in HR, I've worked with policies – both successes and failures – and it's great to have the opportunity to contribute to a solution.

Q – When will the recommended policy revisions and new policies come to governance for review?

A – The task forces prioritized each policy's need for changes as they reviewed them. We plan to create packets for each administrative/responsible office containing recommendations, formatting, etc. We'll work with these offices to get the process underway. We realize this will have to be paced so as to be manageable for the governance groups. The decision was made early on *not* to stop policy revisions during this review process – some have therefore been reviewed/approved as the Core Committee works on them.

Staff Council again thanked Kathleen for the tremendous amount of work of the Core Committee, and for presenting updates throughout the process.

**MEETING** adjourned at 3:30 p.m.

Respectfully submitted,  
Margaret S. Meyers