Welcome to Fall Quarter!

Welcome to the new academic year 1993-94! The RIT Staff Council (RSC) hopes you had an excellent summer and are ready for the challenges this year will bring. The permanent Staff Council took office July 1, 1993 and has already begun several activities you will read about in this NEWSLETTER.

This is the first NEWSLETTER of the permanent Staff Council. Congratulations to all new and re-elected members! RSC has an excellent composition of members representing various aspects of the RIT community. The members anticipate that this year will be a very busy one as we begin to prepare to integrate ourselves into the shared governance at RIT.

RSC wishes to thank all departing members of the Interim Staff Council for their excellent job, making permanent Staff Council possible.

Brooks Gives Remarks at President's Community Address

Alfreda Brooks, RSC Chair, gave a speech at the President's Community Address on August 31st. This is the second time that a representative of staff has been invited to speak at an institute-wide function.

Last Spring, James Papero, Chair of Interim Staff Council, became the first staff member to give a speech at the President's Inauguration.

The text of Brooks' speech is reprinted here for those of you who were unable to attend the Community Address.

Good Morning to all of you. Today marks the beginning of history for approximately 1,800 staff members on the campus of RIT. This is the first time in the history of RIT that staff has been given an opportunity to address the faculty, staff, and students as part of the Institute Address at the beginning of the academic year.

Today is indeed historic as it is the beginning of a new tradition at RIT. RIT has forged ahead in the concept of shared governance. With this in mind, it is with great pleasure that I speak to you, representing a new body of government on campus, Staff Council. The existence of Staff Council is to serve as a means for staff to participate in shared governance.

Our purpose is to:

- Address staff concerns as identified by Staff and/or Staff Council
- 2. Represent staff at Policy Council
- 3. Represent staff on Institute committees
- 4. Advise the President in matters related to staff, and
- 5. Communicate Policy Council, Institute committees and other Institute information to staff.

Staff Council's plan of work for this academic year will (Continued on Page 5)

R•I•T Staff Council

A BIG Thank
You to Hilliary
Dunn and Staff.
You have done a
wonderful job
printing and
distributing the
NEWSLETTER.

1

Did You Know . . .

- that minutes of Staff Council Meetings are on reserve at the Wallace Memorial Library, NTID Staff Resource Center and City Center (Room 4060)?
- that according to the RSC By-Laws (also available at WML and NTID): (1) Staff Council meetings are open to all members of the RIT Community; (2) Any member of the RIT staff may submit items and/or may address the council by placing themselves on the agenda through their representative or through a member of the Executive Committee prior to the desired meeting?
- that Staff Council meetings are scheduled for September 9th (SAU-1829) and 23rd (SAU-1829); October 14th (SAU-1829) and 28th (SAU-1829); November 11th (CIS-1275) and 23rd (SAU-1829); and December 9th (SAU-1829) and 21st (SAU-1829) from 2 to 4 p.m.?

Call for Articles

We welcome articles or information on various topics of interest to RIT staff. Did an important event happen in the life of a staff member? Has someone at RIT done an outstanding action within or outside of the RIT community? Do you know of methods other organizations are using to achieve cost efficient production or employee benefits? These are the types of items which could be potential articles for the NEWSLETTER.

The NEWSLETTER is scheduled to be published on or about the first week of every quarter and we request that you submit your articles to any RSC representative at least one month prior to publication. Please include your name and phone number so that we may contact you if we have any questions. The NEWSLETTER staff will edit articles where necessary.

Congratulations!!

Congrats to Rosemarie (Romy) Gross on receiving the 1993 Student Ombudsman Award!! Romy works in the Bursar's Office, so stop by and congratulate her!

Reaching Out

RIT Staff Council (RSC) members strongly encourage you to contact your area representative(s) when you have questions or concerns related to staff members here at the Institute. This NEWSLETTER is our way of communicating with you, and yet we know that two-way communication is desirable for RSC to succeed and serve. Included in this edition of the NEWSLETTER is a listing of the representatives you elected to the Council. You may contact any representative listed, they need not be from your block. You may also contact Executive Committee members if you wish to have a specific issue addressed by RSC.

RSC members represent all staff members but are elected to the Council by seven voting blocks, these blocks are broken down as follows:

Block 1:

President's Office, Government Affairs, Academic Affairs, Ombudsman, IMS, ISC, Library, Registrar's Office, CIMS, Communications, Development, Distance Learning and Graduate Studies.

Block 2:

Enrollment Management and Career Services

Block 3:

Institutional Research, Audit Services, Controller's, Bursar, Budget Office, Payroll, Accounting, Collections, Facilities, Personnel, Business Services, Campus Safety, Food Service and Campus Connections.

Block 4:

Student Affairs

Block 5: NTID

Block 6:

All Colleges (except NTID)

Block 7:
Physical Plant, Student Bus
Transportation, Purchasing, MRS
and PO Contract Station.

1993-94 Staff Council

Brooks, Alfreda, Chair CAST GEM 3037	Represents: Block 6 VAX: AXB4480 FAX: 7080	DeRoller, Joanne NTID Johnson 1843	Represents: Block 5 VAX: JMDNEA FAX: 6500
Phone: 7143	, , , ,	Phone: 6250*	1711. 0000
Dickinson, Cliff, Vice-Chair Lock Shop	VAX: CCDPPA	Erickson, Mary Ann NTID	Represents: Block 5 VAX: MAE5746
Physical Plant Phone: 6575	FAX: 7332	Johnson 2850 Phone: 4642*	FAX: 5978
Pullyblank, Veronica Treasurer SET	Represents: Block 6 VAX: VFP9219 FAX: 5275	Gerardi, Muriel J. IMS Wallace A680	Represents: Block 1 VAX: MJGIMS FAX: 2081
Gleason 3203 Phone: 2915	11111. 02/0	Phone: 6695	17M. 2001
Heschke, Corinne Communications Controllers Office	Represents: Block 3 VAX: CAHCTO FAX: 5583	Gillies, Katherine F NTID Interpreting Services Carey Phone: 5280	Represents: Block 5 VAX: KFGDIS FAX: 7101
GEM Phone: 2377		Gorman, Katherine Carlson 1260	Represents: Block 6 VAX: KEG646
Barrows, Karen NTID	Represents: Block 5 VAX: KAB7050	Phone: 2738	FAX: 7279
Johnson 2850 Phone: 6556	FAX: 5978	Greco, Rosemary Enrol. Mgmt & Career Svcs. B&L 2150	Represents: Block 2 VAX: RKGOEM FAX: 5476
Evangelista, Arlene Structure & Function GEM 301	Represents: Block 1 VAX: AME7603 FAX: 2240	Phone: 5512 Herdklotz, Al	Represents: Block 4
Phone: 4968		IMS Wallace A662	VAX: AEHIMS FAX: 2081
French, Robert Nominations and Elections Enrol. Mgmt & Career Svcs.		Phone: 6962	Damesanta, Black 4
B&L 2146 Phone: 5375	PAA. None	Hering, Jeff Campus Ministries Interfaith 1412 Phone: 2137	Represents: Block 4 VAX: JPHCPM FAX: None
Morrill, Gaylene Staff Issues	Represents: Block 6 VAX: GXM3881	Hogan, Anita	Represents: Block 3
CIS/CIAS Carlson 2246 Phone: 7140	FAX: 5988	Facilities Bldg. 13	VAX: ALHFPU FAX: 5316
	Non-maker	Phone: 6739	
Springall, Robert Admissions	Non-member Parliamentarian	Hoock, Debra ISC	Represents: Block 1 VAX: DSHDCO
Bldg. 77 Phone: 7110	VAX: RGSADM FAX: 7424	Ross A382 Phone: 6657	FAX: 5306
	Represents: Block 4 VAX: None	House, Dawn M.	Represents: Block 6
	FAX: 5378	Gannet 1200 Phone: 2749	VAX: DMH6204 FAX: 7029
Burr, Michele A. Liberal Arts 2301 Phone: 5263	Represents: Block 4 VAX: MABGLA FAX: None	Ipacs, Charlene C. Physical Plant 1262 Phone: 5858	Represents: Block 7 VAX: CCIPPT FAX: 5600
Davis, Helena Campus Connections Bookstore 1034	Represents: Block 3 VAX: None FAX: 6499	Joseph, Susan Intl. Student Affairs SAU Phone: 5540	Represents: Block 4 VAX: SSJ0186 FAX: 7065

Phone: 5243

(Continued on Page 4)

Lambe, Scott Represents: Block 7 Physical Plant VAX: None Phone: 2075 FAX: 7332 LaRock, Donald Represents: Block 5 NTID Interpreting Services VAX: DVLDIS Carey 1590 FAX: 7101 Phone: 6662* Liotta. Valerie Represents: Block 3 Pavroll VAX: VAL9572A GEM IBM (VM): Phone: 2418 VAL9572 Papero, James Represents: Block 3 Personnel VAX: IMPPSN GEM 5024 FAX: None Phone: 2065 Passarell, Theodore Represents: Block 7 Physical Plant VAX: None Phone: 6771 FAX: None Prokop, Gary Represents: Block 7 Physical Plant 1227 VAX: GAPPPA Phone: 2855 FAX: 7332 Reasoner, Sheila Represents: Block 5 NTID VAX: SMR8574 Johnson 2820 FAX: 6500 Phone: 6269 Reid, Curtis E. Represents: Block 5 NTID Info. Svcs. VAX: CER2520 Johnson 3746 FAX: 6500 Phone: 6089 TTY 6895 Tantalo, Mary Ann Represents: Block 1 Distance Learning VAX: MATODL **GEM 1300** FAX: None Phone: 5089 Youngblood, Kelly Represents: Block 6 College of Science VAX: KAYSMA Bldg. 8 2102 FAX: 5766 Phone: 2498

Pull out pages 3

& 4 and save for

* Denotes both Voice and TTY

Many are reachable via ALL-IN-1.

future reference!

Staff Council Committees

The RIT Staff Council (RSC) has established the following committees for the coming year. In addition to the Executive Committee which consists of four officers and four at-large members, RSC is comprised of four standing committees: Budget & Fiscal Affairs; Communications; Nominations & Elections; and Structure & Functions. Currently, there are also two ad hoc committees: Staff Issues; and Secretary Search.

Executive Committee:

Chair Vice Chair Communications Treasurer At-Large

Alfreda Brooks Cliff Dickinson Corinne Heschke Veronica Pullyblank Karen Barrows Arlene Evangelista Robert French Gavlene Morrill

Budget & Fiscal Affairs Committee:

Veronica Pullyblank (Chair), Helena Davis, Muriel J. Gerardi, Jeff Hering and Gary Prokop.

Communications Committee:

Corinne Heschke (Chair), Curtis E. Reid (Co-Chair), Mary Ann Erickson, Anita Hogan, Debra Hoock, Valerie Liotta, James Papero and Kelly A. Youngblood.

Nominations & Elections Committee:

Robert French (Chair), Michele A. Burr, Joanne DeRoller, Katherine F. Gillies, Dawn M. House, Charlene C. Ipacs, Scott Lambe, Theodore Passarell and Sheila Reasoner.

Structure & Functions Committee:

Arlene Evangelista (Chair), Rosemary Greco, Donald LaRock and Mary Ann Tantalo.

Ad Hoc Staff Issues Committee:

Gaylene Morrill (Chair), Michele A. Burr, Muriel J. Gerardi, Katherine F. Gillies, Dawn M. House, Charlene C. Ipacs, Scott Lambe, Theodore Passarell, Mary Ann Tantalo and Kelly A. Youngblood.

Ad Hoc Secretary Search Committee:

Corinne Heschke (Chair), Karen Barrows, Michele A. Burr, Katherine Gorman, Rosemary Greco and Anita Hogan.

We also have a non-voting Parliamentarian who is charged with observing the parliamentary procedures of the Staff Council. He is Robert Springall.

Please feel free to contact any representative in person or by electronic mail or phone. We want to hear from you on any issues of concern to you!

concentrate in the following areas:

- Strategic Planning staff will be represented on each of the ten designated task forces.
- RIT Constituency Interaction we will establish strategies that will enhance communication from and to the RIT staff; we will facilitate opportunities for informal interaction with all RIT governing groups.
- We will assign special ad hoc committees to review and recommend appropriate local, regional and national "benchmark" organizations for such issues as determination of salary, benefits, and other human resource issues.

Our calendar is full and we are ready to move forward. I am excited about the challenges we face. There is room for every staff member to be involved. There are many opportunities waiting to be discovered for the staff here at RIT. Like so many other staff members, I am also an adult learner, pursuing educational and career goals. Part of governance is not only sharing, but being able to give back to the Institute. While we may benefit from the education, but the Institute benefits from our professional growth.

I take pride in this Institution. Much of my association has been with faculty and students and I have developed relationships that I hope will last a lifetime. I am just one example of the many staff members who have an impact on building relationships among people within this Institution; as well as external relationships with those who diligently work towards the success of RIT. As staff members, we work with people crossing many disciplines, interests, and lifestyles. Throughout the history of this campus, we have always been informally involved in RIT's network of people. Now, thanks to President Simone, we have a formal process for working together with students, faculty, administration and staff for the betterment of RIT.

I urge you to join ranks with the governing bodies here at RIT as we forge ahead together in the spirit of unity.

Tip: Keep a box for recycling paper close to your printer and use clean sides to print drafts.

Money Matters \$\$\$\$

Vonnie Pullyblank, Treasurer

Good News, Bad News from the RSC Budget and Finance Committee! The good news: Staff Council will have a part-time secretary and office space provided by the RIT Administration. A secretary will improve our communications flow and provide consistency in printed materials. The bad news: council pledges have been lower than our expectations. Our budget has been revised to reflect the lower income.

The Interim Staff Council Budget and Finance Committee proposed a budget of \$6,000 for the 1993-94 year. Staff communications, elections, student salaries and fixed expenses comprised most of the budget. Income at this time is only \$2,600. Our printed communications to staff will have to be kept to a minimum and plans for staff recognition activities will be postponed.

The council recognizes that some employees cannot easily donate \$5. We also know that some people just procrastinate. Contributions can still be made through payroll deduction; however, checks and/or cash contributions would be preferred. Checks should be written to Staff Council and sent to V. Pullyblank, SET, 09-3203.

RSC appreciates the many staff members who responded to the appeal for financial support, and those people who took the time to express good wishes and appreciation for the work done by the RISC. We are very grateful to President Simone, Vice-President Dempsey and the Budget Committee for approving a part-time secretary for the Council – Thank you.

Questions about RSC finances and copies of the new budget are available from the treasurer or members of the committee.

Staff Council Representatives on Institute Committees

Many Staff Council representatives are members of various Institute Committees. Each represents the RIT staff so that our voices will be heard by those committees. We will update the list as new committees are established or current committees are disbanded. If you have concerns or questions about a particular committee, please contact the designated RSC representative.

Benefits Advisory Group Arlene Evangelista.

Career Ladder Task Force Karen Barrows.

Commission for Promoting Pluralism Alfreda Brooks.

Compensation Advisory Committee/Post-Retirement

Rosemary Greco and Valerie Liotta.

Ethics Day Committee Debra Hoock.

NTID Convocation Committee
Mary Ann Erickson (Co-chair) and
Joanne DeRoller.

Policy Council

Karen Barrows, Alfreda Brooks, Cliff Dickinson, Arlene Evangelista, Robert French, Muriel J. Gerardi, Corinne Heschke, Dawn M. House, Donald LaRock, Gaylene Morrill and Vonnie Pullyblank. Alternates: Anita Hogan, Theodore Passarell, Gary Prokop and Sheila Reasoner.

Search Committee for Vice President for Development

Arlene Evangelista.

Sexual Harassment Task Force Mary Ann Tantalo.

Strategic Planning Committee
James Papero and Gary Prokop.

University Club Advisory Committee Robert French.

Look Who's Talking

Corinne Heschke, Chair
Communications Committee

First I would like to introduce the new members of the committee. I am pleased to welcome – Mary Ann Erickson, Anita Hogan, Debi Hoock, Val Liotta, Jim Papero, Curtis E. Reid, Kelly Youngblood, and myself.

I have asked Curtis E. Reid to be my Co-Chair, and I am happy to report he has gladly accepted. Curtis comes to us with a wealth of information in communication and computer skills.

Presently, Curtis is working on getting RSC set up on VAX NOTES Conference. Once in place and working, this method of communication will be extremely beneficial to all RIT staff. Our goal is to have RSC By-Laws, meeting minutes, ASK RSC, and other menus available to choose from. Hard copies for the By-Laws and meeting minutes will still be available at the Wallace Memorial Library & NTID. The committee is also looking into making them available at Physical Plant, City Center and Food Service.

In addition to getting the VAX NOTES Conference started, the Communications Committee is responsible for publishing this NEWSLETTER. The committee worked very hard, both individually and as a team! Note that a couple of changes have been made to freshen up and complement all of the work done by the past Communications Committee.

Thank you for taking the time to read the RSC NEWSLETTER. We hope you find it informative and enjoyable. If you have any suggestions, please feel free to contact anyone on the Communications Committee. We will be happy to hear from you.

In Search of a Secretary

The search for a Staff Council Secretary is underway! The secretary will help RSC conduct its business more effectively by "running the office," taking minutes at both Executive Committee and full Staff Council meetings, handling communications with constituents, assisting with the budget, and other miscellaneous responsibilities.

The position is listed in <u>Job Mart</u> and is also being advertised outside of RIT. The Search Committee is currently reviewing resumes and will begin conducting interviews upon selecting appropriate candidates.

Stay tuned for further updates on the results of the Search Committee's efforts!

Who Put This NEWSLETTER Together?

This edition of RSC NEWSLETTER was put together by:

Managing Editor: Editor:

Contributors:

Curtis E. Reid Kelly Youngblood Alfreda Brooks, Mary Ann

Erickson, Robert French, Rosemary Greco, Corinne Heschke, Debra Hoock, Valerie Liotta, Veronica Pullyblank, Curtis E. Reid and Kelly Youngblood

Graphic Technician

and Layouts:

Anita Hogan and Curtis E. Reid

Reproduction

and Distribution:

Hilliary Dunn (and staff) and James

Papero

Please send comments about this NEWSLETTER to the Managing Editor.

Staff Council is Now Accessible via VAX NOTES!

Did you know that we have a VAX NOTES conference that will help you to stay abreast of what's happening with RSC? This NOTES conference, called STAFF_COUNCIL, contains several topics such as Minutes, List of Members and Committees, Staff Issues and Concerns, and Ask RSC. STAFF_COUNCIL is open to all faculty and staff members but not to students.

We hope that you will use the NOTES conference as one of the means in contacting RSC. The primary moderator of STAFF_COUNCIL is Curtis E. Reid. He can be reached via electronic mail at CER2520 or via ALL-IN-1 at REID CE if you have questions about accessing and using STAFF_COUNCIL NOTES conference.

What is NOTES? It is an electronic conferencing system that lets you participate in group discussions. You can participate at any time and others don't have to be around to discuss on a topic.

Great! So, how do I access the NOTES conference? Well, using the new RIT Menu, select option #5, "Electronic Conferencing System (NOTES)." If this is the first time you accessed NOTES, it will create a new Notebook. A notebook keeps track of your list of conferences you subscribe to. Initially, STAFF_COUNCIL would not be in your Notebook so you must add it. At the NOTES> prompt, type the command: ADD ENTRY STAFF_COUNCIL. Then, open this conference by typing the following command at the NOTES> prompt: OPEN STAFF_COUNCIL. You can see the list of topics that are available by typing the command: DIRECTORY at the NOTES> prompt.

The HELP facility explains in much more detail as there is no space to detail all of the commands. ISC/ACUS produces a document that explains the VAX NOTES in greater detail. You can request one by using the RIT Menu System, selecting option #3 "Ask a question--includes Uncle Nate (ASK)" and then "Information Systems and Computing." Tell them you are requesting the VAX NOTES instruction document and give them your name, department address where they can mail one out to you. If you prefer, you can give them a call at extension 6929 Voice or 2810 TTY.

We hope that using the STAFF_COUNCIL NOTES conference will help all staff members stay abreast of what's happening within RSC. There are a lot of activities going on and the printed version of Newsletter would be out of date often.

Attention: At the time of printing, STAFF_COUNCIL NOTES conference is scheduled to be available after September 6, 1993.

Class of 2014??

Congratulations go out to Bernie Valento, Assistant Director in Admissions, on the birth of Elizabeth Rose on August 9, 1993.

Welcome back to Sheryl deNormand, Financial Aid, who has returned after the birth of her first baby − Stephanie Rene born on June 13, 1993. **★**

7

Response to a Staff Issue

RIT

Rochester Institute of Technology

Staff Council

Memo to: From: Subject: RIT Staff

rom: Alfred

Alfreda Brooks, Chairperson, RSC Staff Council Clarification of 1993 Base Pay Adjustment

As you know, during winter quarter of last year an extraordinary pay increase was given to all faculty and staff. In addition, the extraordinary \$900 pay increase was added to all exempt staff base salaries and to non-exempt staff base salaries, but on a prorated basis.

Some staff members have expressed concerns about the process which was used to allocate the base pay adjustment. In response to these concerns, Staff Council requested more information about the allocation process. William Dempsey, Vice President for Finance & Administration responded to our request. The attached memo explains the process and rationale for the base pay allocation for non-exempt staff.

 $R \cdot I \cdot T$

Rochester Institute of Technology

Vice President Finance and Administration George Eastman Building Post Office Box 9887 Rochester, New York 14625-0887 716-475-2380 Fax 716-475-5700

April 29, 1993

RIT Interim Staff Council

TO:

William M. Dempsey, Vice President, Finance & Administration

I want to thank you and the Staff Council for prodding me to review one more time the rationale for base pay adjustments for non-exempt staff. As I understand it, an array of alternative ways of dealing with the situation were considered and I am comfortable that the methodology used is at least as fair as any other in implementing my intention of improving base wages for general and hourly staff. It is also consistent with prior practice relating to base pay increases (then generally referred to as "level adjustments").

Where it appears that some employees are "stuck" is with the dilemma presented where non-exempt staff are required by law to be paid on an hourly basis and where the standard work week at RiT for these staff varies from 35 hours to 40 hours and to other variants in between. To obtain the 46 cents per hour standardized rate, the \$900 amount was divided by 52 weeks and then by 37.5 hours, a compromise reflective of the fact that hourly staff generally are employed on a 40 hour basis and general staff on a 35 hour basis.

Other standardized rates could have been used, yielding adjustments of 43 cents or more. Likewise, individual rates could have been obtained by dividing \$900 by each person's actual number of hours worked per year and yielding an almost infinite number of unstandardized rates and resulting in situations where two persons who were paid the same hourly rate before the increase and are equally meritorious would receive substantially different rates after the adjustment simply because one individual worked fewer hours than the other. A mid-ground was selected.

It was never my expectation that a significant pay increase amounting to an average of 5% for non-exempt staff in general would be perceived negatively. I have and will continue to pay attention to the rates of pay for faculty and staff alike. I know that our employees are among the best — whether instructors in the classroom, librarians at Wallace Library, secretaries in an academic unit, or food service workers at Grace Watson. I am aware that significant efforts have been made over the past several years to increase pay for faculty, exempt staff, and particularly for non-exempt employees. In the past these have taken the form of market adjustments, "level" increases, adjustments to revised base rates, and increases when pay plans were initiated. Faculty, staff and administrators at RIT must be compensated fairly for their efforts and I want to assure you that every attempt will be made now and in the future to provide timely salary adjustments for RIT's deserving employees when economically possible.

Staff Council
Rochester Institute of Technology
Rochester, New York 14623-0887

Send to: