

R.I.T. Staff Council NEWSLETTER

Vol. 2 No. 3 March 1994

Welcome to Spring Quarter!

Curtis E. Reid, Managing Editor

W elcome to another quarter! As Managing Editor of the RSC NEWSLETTER, I have been working on making the NEWSLETTER more informative and better overall. You will notice some improvements in this issue as a result of recommendations made by RIT Communications, et al. If you have any suggestions, please send them to me via electronic mail at CER2520 or REID CE.

In this issue, you will find a variety of

items that RSC has worked on or dealt with in some fashion. Several issues that are very pressing for us include the 1994-95 university budget; proposed changes to retirement health care benefits; ROTC discrimination of homosexuality; and the Career Ladder proposal. Additionally, several representation blocks are up for reelection later this quarter. Our plates are very full as we draw toward the close of this academic year!

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Notes from the Vice Chair

Charles Clifford Dickinson

RSC is working, working, working...We have had presentations made by the President, Vice Presidents, Student Government, Faculty Council, Deans and Directors. Compensation review has been discussed and our voices have been heard. Budget matters have been explained and our opinions asked for and given. We have co-sponsored and participated in an open forum on ROTC and RIT's conflicting policies on homosexuality. The Strategic Planning Chairs have

also asked our views on their work.

Our work with Policy Council has provided staff with a meaningful vehicle for input into our community. We, your representatives on Staff Council, need your continued involvement and participation. Your ideas, needs and concerns are important to RIT

Contact your Staff Council representatives—we welcome your concerns, ideas and suggestions!

STAFF_COUNCIL NOTES

M any of you already know that RSC has a NOTES Conference where you can find approved minutes of RSC meetings, an electronic version of our NEWSLETTER, text of proposed changes to the retirement health care benefits, and is chock full of comments to and from RSC. STAFF_COUNCIL NOTES is

accessible to all staff and faculty. However, if you find that you are denied access, please contact moderator, Curtis E. Reid, via electronic mail at CER2520 or REID CE and you will be added to the conference. Please note that your VAX account must be classified as either staff or faculty.

Once again, many thanks to Hilliary Dunn and Staff for helping RSC print and distribute this newsletter.

Did You Know...

- that RSC Nominations and Elections for Voting Blocks 2 (Enrollment Management & Career Services), 4 (Student Affairs), and 6 (all Colleges except NTID) will take place this quarter?

- that RSC has been actively addressing: (1) budget recommendations; (2) compensation recommendations; (3) revision of RIT Drug & Alcohol policy; (4) Strategic Planning; (5) fortifying RSC Plan of Work—in addition to serving on many Institute, College and Division Committees.

- that Spring Quarter RSC meetings are scheduled for March 10th (SAU-1829), March 24th (SAU-1829),

April 14th (NTID Visitors' Center), April 28th (NTID Visitors' Center), May 12th (SAU-1829), and May 26th (NTID Visitors' Center) from 2 to 4 p.m., and that a complete schedule is posted in the STAFF_COUNCIL VAX NOTES Conference, as well as the Campus Events System (CESYS)?

- that the objective of Staff Council is: Shared Governance—"Having a line of communication available to and from the RIT community; although the Council understands that its own recommendations may not be followed, their ideas and thoughts will have been heard."? (Mary Denick, Interim Staff Council.)

\$\$ Money Matters \$\$

Veronica Pullyblank, Treasurer

RSC must soon determine its strategy for soliciting staff contributions for the 1994-95 year. Last year, staff had the option of sending a check directly to the Treasurer or agreeing to a \$5 payroll deduction—200 people sent the contribution directly and 370 chose payroll deduction. We'd like your opinion. Should we continue with both options or have only cash/check contributions? Please respond via e-mail at VFP9219 or speak with an RSC representative.

Obviously, the question arises: "Why does Staff Council need money?" We anticipated high communication costs, but have actually had a good year financially, largely due to the assistance of

Mail & Reprographics in printing and distributing our NEWSLETTER; and the extensive use of ALL-IN-1.

The Institute is funding salary and benefits for our part-time secretary, who is currently using a computer and printer that was someone's excess inventory. RSC pays telephone, copying and VAX charges, in addition to normal office expenses. We incur expenses when we hold open fora such as those on the budget and proposed changes to retirement health care benefits. There are also costs associated with nominations and elections, and our contribution drive. RSC is looking into creating a staff recognition program which will involve expen-

Look Who's Talking

Corinne Heschke, Chair
Communications Committee

First, I would like to reflect on what the Communication Committee of Interim Staff Council used as their goals. I referred to their first Newsletter in which I read that the Communications Committee was working on an open line of communication between Interim Staff Council and RIT staff members via the newsletter, VAX, paper mail and face-to-face discussion.

I am pleased to report that RSC has successfully addressed each of these goals. We have produced and distributed an informative newsletter each quarter. Communications Co-chair, Curtis E. Reid, has set up and moderates the STAFF_COUNCIL NOTES Conference which is loaded with information. Secretary, Peg Meyers sends a "NEWS NOTE" from RSC every Monday via e-mail. We have tried to avoid paper mail for several reasons (it doesn't always get where it's supposed to go; it reaches those who are not concerned; and it's generally a waste of paper); however, continuous communication is needed.

The Communications Committee has devised a way for RSC Reps to effectively communicate with their representation block. We realize that not all staff have access to VAX accounts and, therefore, have proposed that area reps be responsible for posting copies of the weekly "NEWS NOTE", approved RSC meeting minutes, meeting dates and locations, and RSC By-laws in an accessible place. It is our hope that this will provide information to those who would like to have it.

As for face-to-face discussion, RSC has hosted several open fora for the entire community to openly discuss issues such as the 1994-95 university budget, the Compensation Advisory Committee's presentation, and the ROTC discrimination of homosexuality. Not to mention, the fact that, RSC meetings are open to the RIT community, and you may submit items and/or address the council by placing yourself on the agenda through your RSC representative or a member of the Executive Committee prior to the desired meeting.

I am proud of the progress RSC has made in the past year. I am honored to have had the opportunity to be a part of Staff Council and wish them success in the future. I would also like to take this opportunity to recognize the great team I have the privilege of working with: Co-chair Curtis E. Reid, Mary Ann Erickson, Anita Hogan, Debi Hoock, Val Liotta, Jim Papero, and Kelly Youngblood. I couldn't have hand-picked a more motivated and loyal group! Thanks for all of your hard work!

Stand Up and Be Counted

*Robert French, Chair
Nominations & Elections*

We're sorry, but the rumor is wrong...Former President Richard M. Nixon will **not** be attempting a political comeback as an RIT Staff Council Representative this year! In fact, Mr. Nixon isn't even eligible to be a candidate in our upcoming elections, but YOU could be!

RSC elects representatives from seven voting "blocks," with our even-numbered blocks electing new representatives in even-numbered years (like 1994). This means that we will be holding elections for the following voting blocks this year:

Voting Block 2: Enrollment Management and Career Services Division

Voting Block 4: Student Affairs Division

Voting Block 6: All Colleges (except NTID)

Our Nominations and Elections Committee was sent a

mailing to staff members in these three voting blocks during the first week in March to solicit nominations for the open representative positions. We expect to announce our slate of candidates by April 1st. This will allow for a brief but intense "campaign season" prior to the election day.

Staff Council Election Day has been scheduled for April 13, 1994. Staff members from voting blocks 2, 4 and 6 will vote at tables set up in the Student Alumni Union from 8:00 a.m. to 5:00 p.m. On-site voting will also take place at City Center from 9:00 to 11:00 a.m. on the same date (location TBA).

We'll be providing more nomination and election details soon, but mark your calendar now, and give some thought to running for an RSC representative seat yourself (after all, even Mr. Nixon had to start somewhere)!

Compensation Concerns

Proposed changes in retiree health care benefits prompted an outpour of concerns from both staff and faculty. RSC met with the Compensation Advisory Committee to review their first draft of recommendations. An invitation was extended to all staff to attend. Those in attendance voiced their concerns and many who could not attend sent in responses, opposing the proposed changes.

In a two page letter to the committee, RSC listed concerns and offered alternative suggestions. A major issue surrounded the Committee's rec-

ommendation to raise the minimum age eligibility for retirement health care benefits from 50 to 60. The Committee has already indicated a change in this particular proposal.

The Committee plans to review other RIT compensation benefits and possible changes are expected. It was recommended to the Committee that benefit changes should not be made piecemeal, but as a package allowing employees full awareness and the possibility of balancing one benefit against another.

It's an Issue

*Gaylene Mitchell, Chair
Issues Committee*

The Issues Committee of RSC was created to review issues of general concern to RIT staff and to bring recommendations to the full council. Some of the issues the committee has looked at this year are:

- A summer program for children of RIT employees. Action: referred to several Strategic Planning Task Forces.
- Discrepancies between Exempt (salaried) and Non-exempt (hourly) employee benefits (annual sick leave and vacation time; tuition reimbursement at other Colleges for faculty and professional staff only). Action: concerns and proposal referred to Personnel Department and Compensation Advisory Committee.
- E-mail access for all RIT staff. Action: currently being researched.
- Staff Recognition Award. Action: in process.
- 40-hour/4-day Work Week/Flexitime. Action: currently being researched.

If you have comments or questions about any of these issues, or if you have other issues to bring to the attention of the committee, you may contact your RSC representative or any member of the Issues Committee.

Members of the Issues Committee: Michelle Burr, Muriel Gerardi, Kathy Gillies, Al Herdklotz, Dawn House, Charlene Ipacs, Scott Lambe, Gaylene Mitchell (Chair), Ted Passarell, Mary Ann Tantalio, Kelly Youngblood.

RSC Winter Quarter Minutes Summaries

RSC would like you to be aware that approved minutes from our general meetings are available for your review. This is an excellent way of keeping abreast of what's happening on campus. Paper copies are kept on file at Wallace Memorial Library, NTID Staff Resource Center, City Center, and 3041 Eastman with RSC secretary, Peg Meyers. Approved minutes are also posted in STAFF_COUNCIL NOTES Conference under topic #6. If you are having difficulty obtaining our minutes, contact Peg Meyers at x7656 or via electronic mail at MSMSTA or MEYERS MS for assistance.

12/8/93 Update on recent Policy Council issues including: approval of a new graduate certificate program in Statistical Quality; budget update from President Simone; formation of a committee to address ombudsman issues; formation of a committee to address preliminary strategic planning for and the integration of CIMS into the campus.

Update on current budget possibilities including: 5% tuition increase for 1994-95 and 4% salary increase in January '95. Questions were raised as to whether the salary increase would be across-the-board or on a merit basis; should the current system be changed to include cost-of-living raises for everyone with an additional merit increase for those deserving it; and whether the current evaluation system works well enough to support this.

12/21/93 Discussion on Career Ladder Task Force Report: job levels are still based on supervisor's title instead of level of responsibility; proposed in-grade steps are a good idea, but should offer more incentive sooner; doesn't offer growth and development for advancement of secretaries. Kathy Carcaci, Task Force Chair, will further discuss the report at an upcoming meeting and RSC will solicit the advice of Dr. Linda Kuk, Vice President of Student Affairs, who has extensive background in staff issues.

RSC received information and a "Motion Regarding ROTC Discrimination of Homosexuality". Two issues arose: should RSC support, along with Student Government and Faculty Council, an Open Forum to afford the entire RIT community the opportunity to discuss this issue; and should RSC support the motion as made by Student Government?

Open Forum: President Simone discussed in detail, an update on the budget and possible alternatives. Comments and feedback were welcomed from staff.

1/13/94 Open Forum: Compensation Advisory Committee (CAC) presented proposed changes to retirement health care benefits and rationale behind proposal. CAC answered questions and listened to alternatives from staff.

Todd Delaney, Student Government President, spoke on the history and background of their "Motion Regarding ROTC Discrimination of Homosexuality" and solicited RSC support for an Open Forum. Both Student Government and Faculty Council feel that ROTC policy is inconsistent with that of RIT's hiring and admissions policies and propose that ROTC be removed from campus until such time that their policy reflects RIT's.

Major Jerry Zayas, Director of Army ROTC at RIT, spoke on behalf of his program as an RIT alumnus. He explained that Army ROTC accepts students into two different tracks: Commissioning (Scholarship)-students may be commissioned into the armed forces after graduation; and Participating-students who are ineligible for commission for various reasons (medical, foreign citizenship, etc.). Under current law, ROTC does not ask students about their sexual orientation, and, therefore, does not discriminate on the basis of homosexuality.

1/19/94 Special meeting held to discuss: whether RSC should support the Open Forum on ROTC programs and their discrimi-

nation against homosexuality; and whether RSC should support the motions by Student Government and Faculty Council to remove ROTC from campus until such time that their policy reflects RIT's. It was decided to support the Open Forum with the following reservations: the panel must offer equal representation of all sides of the issue; the forum be scheduled during the day to enable greater attendance; and that a member of RSC be part of the planning committee. RSC deferred further discussion on the motion until after the Open Forum.

1/27/94 Update on current budget possibilities presented by David Calman, Budget Director, and William Dempsey, Finance & Administration VP: enrollment projected to stay even with this year; raise tuition 5% for undergraduate and 6% for graduate, raise room and board 3%; reviewing Net Revenue Driven Financial Aid projected at \$25 million; 4% salary raise in January '95; contingency fund of \$3 million to cover possible enrollment shortfall, but which may be reallocated only after enrollment figures are confirmed; equipment budget of \$200,000; strategic plan implementation of \$400,000; permanent budget reduction of \$1.2 million to be distributed 51% from academic and 49% from non-academic units-cuts will have to include salaries/benefits reductions in the same ratio as salaries/benefits is to a unit's overall budget (Cuts will be announced at the same time across campus, after the entire budget process is finished and will be effective July 1, 1994). *Please note that the impact of FASB #106 (retirement health care benefits) is not currently addressed in this budget as presented.*

President Simone asked RSC to prioritize the use of extra monies in the event of a budget surplus. Possibilities included: additional salary increment (not added to base); equipment; dorm renovation; plant restoration; reserve for future contingencies; strategic planning initiatives; etc.

We've Got the Scoop!

RSC members have received several White Papers from President Simone. A summary of each is printed here for your information. You may obtain complete copies of the following from your Staff Council representative or from the Office of the President.

Commencement. Dr. Simone discusses the background of the commencement and his plans for the 1994 graduation ceremony which includes attendant activities, overall cost, some specific costs, logistics and support, and commencement speaker. (Memo to Staff Council, January 7, 1994.)

1994-5 Budget. In this paper, Dr. Simone discusses budget revenue assumptions and actions, budget expenditure assumptions and actions, permanent budget reduction, alternative budget formulations, and November 1994 decisions. (Memo to Staff Council, January 4, 1994.)

Net Revenue, Enrollment, and Financial Aid Aspects of the 1994-5 Annual Budget. This is a supporting paper to the 1994-5 Budget which Dr. Simone discusses the background, the implications of EFA (enrollment target/financial aid), financial aid as a paper credit, the net revenue target model, and the implications of NRT (net revenue target). (Memo to Staff Council, January 4, 1994.)

Some Observations on Salary Determination. In this memo, Dr. Simone offers his observation on salary determination for consideration, since salary determination is

a strategic variable. His observations reflect the discussions he had with faculty, administrative, and staff groups. (Memo to Strategic Planning Steering Committee and Compensation Advisory Committee, December 9, 1993.)

University Travel. Dr. Simone discusses the changes regarding the travel expenditures in light of the budget situation with respect to International Travel and Domestic Travel. (Memo to Vice Presidents, December 6, 1993.)

Total Quality Management and the Faculty. This is a paper Dr. Simone presented at the Motorola Total Quality Forum V: Rise to the Challenge—Best Practices and Leadership on October 21, 1993. He discusses the need for a philosophical and cultural change in the role of faculty in the university and how total quality management (TQM) can help in the change process. He talks about ways to and advantages in increasing faculty productivity.

TQM in an Academic Setting: Beyond Colleges of Engineering and Business. This is a paper Dr. Simone presented at the Motorola Total Quality Forum V: Rise to the Challenge—Best Practices and Leadership on October 20, 1993. Dr. Simone discusses whether Total Quality Management (TQM) principles and techniques can be utilized within an academic setting or not and goes on to discuss the need for change and how to change and the use of TQM as a strategy.

Staff News

Congratulations to...

- Gretchen Burruto (Co-op & Placement) on the 12/25/93 birth of daughter, Ivy Elizabeth.
- Lorraine Cosgrove (NTID) who retired in December 1993 with 23 years of service at RIT.
- Gwen Cohen (ISC) who retired in December 1993 with 26 years of service at RIT.
- Kathy Germonto (Bursar's Office) who retired in January 1994 with 16 years of service at RIT.
- Jeanne Healy Burns (Personnel) who retired in December 1993 with 16 years of service at RIT.
- Gerry Krenzer (Faculty Council Secretary) who retired in January 1994 with 19 1/2 years of service at RIT.
- Bill Metz (Physical Plant) who retired in January 1994 with 17 years of service at RIT.

Moving...

- Mary Ann Erickson to LBJ-2826.
- Sheila Reasoner to LBJ-2207.
- Curtis E. Reid to LBJ-2344.

If we've left anyone out—it's because you didn't tell us! Please contact us with any "staff news" you would like to have included in the NEWSLETTER.

RSC Chair Receives Honor

Alfreda Brooks, Staff Council Chairperson, was recognized this past January as an inductee to the Kodak Brainpower Hall of Fame for 1993. This honor is given to graduates of the Rochester City School District who overcame significant challenges to complete their education and lead successful lives.

Alfreda has found the time and strength to be a wife, mother, student, assistant to a dean here at RIT, and RSC Chair, as well as being extremely active with her community and church. RSC is proud to have had the opportunity to have such an honorable Chair for the 1993-94 year. Thank you, Alfreda, for giving so much of yourself to us! RIT will truly be a better place because of you!

\$\$ Money Matters \$\$

ditures and we need to establish a reserve for special projects. If 80% of staff will contribute just \$5, we can purchase a computer system, fund a recognition program and begin a reserve, but we must improve upon the 33% donation rate of last year. Please support your Staff Council!

Who Put This NEWSLETTER Together?

This edition of RSC NEWSLETTER was put together by:

Managing Editor:

Curtis E. Reid

Editor:

Kelly Youngblood

Contributors:

Alfreda Brooks

Charles Clifford Dickinson

Mary Ann Erickson

Robert French

Rosemary Greco

Corinne Heschke

Debi Hooch

Gaylene Mitchell

Vonnie Pullyblank

Curtis E. Reid and

Kelly Youngblood

Graphic Technician and Layouts:

Colleen M. Clarke

Virginia Gosson

Anita Hogan and

Curtis E. Reid

Reproduction and Distribution:

Hilliary Dunn and

Staff

Staff Council

Rochester Institute of Technology
1 Lomb Memorial Drive
Rochester, New York 14623-5603

Send to:

RSC Winter Quarter Minutes Summaries

President Simone discussed the Compensation Advisory Committee's revised recommendations including: continuation of current age and years of service point system; if employee retires at 50-55, can remain in "RIT group," but pays 100% of premium; if employee retires at 55-65, or when an earlier retiree reaches 55, RIT pays same % of premium as it pays for active employees; if employee retires at 65+, or when an earlier retiree reaches 65, RIT pays 100% of medi-wrap premium; addition of drug coverage to one HMO plan for 65+. *Please note that these are preliminary revisions which may or may not go into effect.*

2/9/94 Open Forum: Strategic Planning Steering Committee (SPSC) members presented status of work to date and introduced time lines, working draft outline and next steps. SPSC addressed questions and concerns raised by staff.

2/10/94 RSC sponsored an Open Forum on the ROTC/Homosexuality Debate along with Commission for Promoting Pluralism, Student Government, Faculty Council, Division of Student Affairs, Office of the President and Gannett Professor for Senior Seminar, Dr. Diane Hope. Dr. Barry Culhane, Student Ombudsman, moderated and panel members included: Dr. Wiley McKenzie, Dean of CAST; Dr. Timothy Engstrom, RIT Philosophy Professor; Ken Way, RIT ROTC Cadet; Major Jerry Zayas, Director of RIT Army ROTC; Craig Woodward, RIT Bi-Gala; and Judith Knight, ACLU.

Looking for Your Support

Several RIT employees who have children attending RIT have gotten together to form a group which will meet on a regular basis. The group's main purpose is to create an alliance as parents and to contribute to the experience of our children as RIT students. We seek to learn about ourselves as colleagues and, then, as parents of RIT students.

The group is open to all parents of past, present and future RIT students. We hope to take advantage of our knowledge of resources on campus and our understanding of "how RIT works." Two hundred fifteen people were originally identified as parents and contacted for interest in the group. We believe we can work together to inform each other, share our experiences, support our children, and strengthen the university itself.

For further information, contact Alfreda Brooks at x7143 or via ALL-IN-1 at BROOKS AX, or Debi Hooch at x6657 or via ALL-IN-1 at HOOCH DS.