

# R·I·T *Staff Council* NEWSLETTER

Vol. 2 No. 4 June 1994

## *Welcome to Summer Quarter!* *Curtis E. Reid, Managing Editor*

**T**his issue of the RSC NEWSLETTER is a little unusual in light of the fact that it covers Staff Council for this academic year 1993-94 and the new Staff Council for the academic year 1994-95. Because RSC elections will have already occurred by the time you read this, we decided that the theme be both retro-

spective and prospective. In a sense, we are looking back and also looking at what's ahead for RSC.

As the recently elected Communications Officer, I will continue to play a pivotal role in the production of our NEWSLETTER.

## *Introducing 1994-95 Staff Council*

**RSC** welcomes its new members for the academic year 1994-95. As you know, elections took place in April and the following staff were elected to represent you: Joe Nairn and Sheila Park (Block 2); Terri Yackoff (Block 3); Mary Ann Connor, Sue Joseph and Beth White (Block 4); Jan Clark, Katherine Gorman, Dawn House, Merry Longobardi, Alice McCrave, Gaylene Mitchell and Vonnie Pullyblank (Block 6). Sabra Bodratti fills a resignation in Block 1. Thanks are also extended to departing members (AY 93-94) Mary Ann Tantalo (Block 1); Bob French and Rosemary Greco (Block 2); Barbara Ahl and Jeff Hering (Block 4); Alfreda Brooks, Michele Burr and Kelly Youngblood (Block 6).

RSC (AY 94-95) met for the first time on May 5th to elect members for the Council's Executive Committee. They

are as follows: Charles Clifford Dickinson, Chair; Gaylene Mitchell, Vice Chair; Vonnie Pullyblank, Treasurer; Curtis E. Reid, Communications Officer; and Arlene Evangelista, Muriel Gerardi, Corinne Heschke and Anita Hogan, At Large Members.

All members of the Executive Committee are automatically representatives to RIT's Policy Council. In addition to Executive Committee members, Katherine Gorman, Joe Nairn and Gary Prokop will represent RSC on Policy Council. Alternates are Al Herdklotz, Dawn House and Doni LaRock. Policy Council meets monthly and will resume its meetings in the Fall.

Congratulations to new members of RSC, its Executive Committee, Policy Council Representatives and Alternates!

## *Staff Council Office Relocates*

**T**he Staff Council Office and Peg Meyers, RSC Secretary, will be relocating to the Student Alumni Union Building by July 1, 1994. The office will be located on A-

level across from the Catering Office (A448). The phone number will remain the same, x7656 (Voice). Peg can also be reached via e-mail at MSMSTA or A-1 at MEYERS MS.

### *Inside this Issue. . .*

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

## *RSC Year in Review*

*Peg Meyers, RSC Secretary*

The following is excerpted from RSC Executive Committee meeting minutes of January 25, 1994 and revised to reflect the status of various issues as of April 18, 1994. The purpose was to compile a record of RSC's endeavors over the past year in order to pass on to next year's (AY 94-95) Council, a sense of history and direction for the future. We thought it appropriate to share it with you.

Part I reflects issues that have been resolved, at least as far as RSC's role is concerned. Part II covers other issues addressed by RSC that may need to be revisited after additional work by other Institute bodies. Part III lists many ongoing RSC projects that were successfully launched. Additionally, Part IV addresses issues that RSC is considering at the present time.

### Part I – Issues Resolved

1. Ombudsman – Staff Council offered suggestions regarding the guidelines for the position of Ombudsman. By a vote at Policy Council, two of the main suggestions were adopted:
  - a. The position may be filled by any qualified person, whether faculty or staff.
  - b. A limit of two 3-year terms may be served by any one person in the position of Ombudsman.
2. CIMS (Center for Integrated Manufacturing Studies) – Staff Council supported CIMS.
3. Alfreda Brooks (RSC Chair) spoke at the President's Community address, the first time a staff member has done so.
4. Questions concerning the distribution of an extraordinary pay increase were presented to the admini-

stration for clarification. Their response was printed in the first RSC NEWSLETTER for the entire RIT community to read and understand.

5. Commencement – Offered feedback to President Simone regarding the concept of a unified Commencement ceremony, but had reservations about the costs involved.
6. ROTC – Supported an open forum to discuss ROTC policies on admission of homosexual students. RSC voted to oppose the motion now tabled at Policy Council regarding this issue.
7. Secretary – RSC asked for and received funding for a part-time secretary, and has accepted space in the SAU basement.
8. Compensation Advisory Committee Recommendations for Post-retirement Health Care Insurance – Collected feedback from RIT staff, and suggested revisions to the committee. RSC voted to support the revised recommendations.
9. Career Ladder Task Force Report – Reviewed the report and voted not to support the document as written.
10. Policy Prohibiting Harassment and Discrimination – Offered feedback on two different drafts, and supported the policy as passed by Policy Council 4/18/94.
11. Release Time – Requested and received funding for 25% release time for RSC Chair beginning AY 94-95.
12. Elections – Adjusted time line of elections to ease transition for Policy Council representatives.

### Part II – Other Issues Addressed

1. Policy Council By-laws – RSC supports the movement

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## *Notes from the Chair – Present*

*Cliff Dickinson*

The RIT community will encounter many challenges in the upcoming year. Staff Council is ready to meet those challenges.

As we work together as full partners in the governance of the University, meaningful change will occur. Interaction, open communication, and the vision of a common goal are the tools that will best serve shared governance. The “seamless” university is obtainable. The acceptance of staff as equal partners on Policy Council is a step toward that seamlessness.

Our Strategic Planning process has open avenues for both professional development and interdepartmental inter-

actions. The RIT community's shared mission and vision, as defined by our final plan, will lead to the future of that community. Staff must be involved in both the formulation and the implementation. We must not shrink away from the tough issues that have, and will continue to emerge from this process. The “University of Excellence,” professional development and the right-sizing of the University will all come at a cost.

Staff Council will continue working to assure a University that will provide a superior technical education now and in the future.

## *Notes from the Chair – Past*

*Alfreda Brooks*

As Staff Council approaches a new year, a priority for all at RIT will be the implementation of the Institute's Strategic Plan. The Strategic Plan must provide a mutual understanding, shared purpose and a shared mission for the RIT community. To be successful, all constituent groups, by common consent, should understand and support the final plan. It is extremely important that staff are involved in defining the final goals and action steps as well as being involved in the ongoing implementation of the Strategic Plan.

The draft action steps identified at this time recapitulate the idea of RIT becoming a "University of Excellence" as noted in the Staff Roles and Responsibilities Task Force report. To achieve this goal, three main themes, which are intricately interwoven throughout all of the action steps, have emerged.

Seamlessness will be a key determinant to the success of the whole plan. Though outwardly directed toward the students' ability to more easily navigate through RIT academically, seamlessness also implies a greater emphasis on the University as a community. Barriers between colleges, divisions and departments

must disappear. Staff can, and must, be at the forefront of this effort by taking ownership of excellent service and ensuring that the term "that's not my job" disappears from the RIT jargon.

An emphasis on productivity, and more specifically, the productive use of our resources, is recognized throughout the draft action steps as necessary to ensure our continued success as a University. For staff, and for all employees, there is considerable attention given to development and training. Training recognizes employees as an asset to be invested in and not just a cost to be borne. As staff, our responsibility will be to identify those areas that will help us to develop, and once these areas are identified, to use training as a way to improve our ability to serve the University.

The third theme is right-sizing the University. "Right-sizing" is a critical look at the mix of cost, quality, productivity, and fit within the seamless university. Each of these factors play an important role in determining the best use of the University's resources. In the end, the quality of service will be the key element, and that is the element that we, as staff, have the

greatest control over. As staff, we must ensure that we provide unequaled quality and productivity to the University. As a direct result, this goal supports the University in providing an unequaled educational opportunity to our students.

I encourage staff to become involved with our Strategic Plan. It is important to understand where we are headed and how change will impact us. Now is the time to hear from staff members who sometimes stand in the background on issues of concern. Your voice is important. Staff perspectives will balance the perspectives of other constituent groups. Any questions or comments should be directed to the Strategic Planning Steering Committee chaired by Professor Stanley McKenzie.

In closing, I want to thank Gary Prokop, Co-chair of the Staff Roles and Responsibilities Task Force, who gave insight on the draft of action steps from the Strategic Planning Committee. I also want to thank all those who gave support to Staff Council during my tenure as Chair this past year. Our year was successful because of your support. Staff Council is looking forward to your continued support.

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## *The Treasurer's Perspective*

*Vonnie Pullyblank*

Staff Council finances and budget will be my responsibility again during the 1994-95 year. I was pleased and honored to be re-elected as Treasurer. I must begin my "perspective on Staff Council" by first mentioning my expectations and concerns for our budget. Last year only one-third of staff chose to pledge \$5.00 to the RSC budget. Hopefully, the next year will result in at least 60% of staff making a financial commitment.

We will incur expenses associated with moving our secretary and office to the A-level of the Student Alumni Union this summer. The Administration and the President have demonstrated their support for RSC

by providing us with a good space and location that will give Peg a place to call her own. We will, however, be charged for hooking up telephone and computer jacks, which can be a considerable amount of money. It has been suggested that we have an additional computer jack installed to provide e-mail access for staff who do not have use of a computer in their work area. That also involves money. It would be ideal if our secretary could have a recent model computer and printer, and we need to establish a treasury for staff recognition activities and unforeseen events. I am optimistic about finances and am extremely pleased with the progress of the first Staff Council (AY 93-94).

Staff Council has been meaningful to me in several ways. I appreciate most the opportunity to meet and work with staff from all areas of campus – as a group we are pretty impressive! I also appreciate the group of people who conceived the idea of a council and worked very hard for almost an entire year to establish the Interim Staff Council. This transitional group elected by staff campus-wide, was charged with structuring the Council, creating by-laws and a budget framework as well as establishing staff as an important part of the RIT decision-making process. When President Simone came to RIT, his wholehearted acceptance and encouragement of a staff governance body eased the

## *Issues Committee Retrospective*

*Gaylene Mitchell, Chair  
Issues Committee (AY 93-94)*

**S**erving as Chair of the RSC Issues Committee during 1993-94 was a challenging and satisfying experience. I believe that I speak for the eleven committee members (listed at the end of article) when I say that we feel we provided a valuable service to RIT staff. The charge of the Issues Committee is:

- To serve as a vehicle for funneling staff issues to RSC.
- To screen out issues which do not warrant consideration by RSC.
- To refer staff members to appropriate departments when their issue is not sufficiently broad to bring to the attention of the entire RSC.
- To draft and initiate proposals to be brought before RSC.
- To report to RSC monthly on all issues which have been considered and the action taken on each.

During the past year our group researched and made recommendations on a number of issues. A few of the major ones are highlighted below. A complete summary of the Committee's activities is available upon request.

- Summer Program for Children of RIT Employees (involving parents) – The Committee thought this was a great idea. However, what department

should coordinate it? RSC decided this idea should be referred to the Strategic Planning Committee.

- Discrepancies between Benefits for Hourly and Salaried Personnel – Our Committee met with representatives of the Personnel Office and reviewed extensive data. As a result of our research, RSC recommended that vacation, sick leave and tuition assistance (at other institutions) be equalized for non-exempt and exempt employees. These recommendations were given to the Compensation Advisory Committee (CAC). RSC also recommended that CAC consider offering RIT a "menu" plan of benefits. The current CAC did not have sufficient time to develop a comprehensive plan, but they did recommend that an on-going group be set up to examine these issues and others in depth. RSC plans to stay involved with this issue.
- Staff Recognition Award – We hope to work with the new Human Resource Center (as proposed by Strategic Planning) to develop such an award in the coming year (possibly along the lines of the Eisenhart Outstanding Teacher Awards for faculty).

- E-mail Access for Staff – We learned that approximately one-third of RIT staff do not have access to electronic mail. We want to correct this situation. Improving communication was a high priority item in the Strategic Planning document. The Issues Committee did extensive information gathering. It is expected that the 1994-95 Issues Committee will be making a recommendation to the full RSC on this issue.

- Child Care Task Force – An issue of importance to many RIT faculty, staff and students is the lack of affordable, accessible, temporary and long-term care for children of all ages. Upon the recommendation of the Issues Committee, RSC formed a task force to examine this problem. Kathy Gillies will chair this task force which will include staff, faculty, students and representatives from the Personnel Office and Finance and Administration.

1993-94 Issues Committee members: Gaylene Mitchell, Chair; Michele Burr, Muriel Gerardi, Katherine Gillies, Alvin Herdklotz, Dawn House, Charlene Ipacs, Scott Lambe, Ted Passarell, Mary Ann Tantalo and Kelly Youngblood.

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## *Communications...Looking Back*

*Corinne Heschke, Chair  
Communications Committee (AY 93-94)*

**H**as it really been a year? That is the question I keep asking myself. But Father Time tells me it's true and the Editors of the NEWSLETTER tell me it's time to recap and project, so here goes...I won't go into great detail about what the Communications Committee has accomplished this past year. If you recall the last issue, I jumped the gun on that one. But to refresh your memory, the Communications Committee successfully reached each of its goals: produce and distribute an informative newsletter each quarter; set up two NOTES Conferences; helped implement the weekly News

Note from Staff Council (via All-in-1 and compliments of Peg Meyers); and attempted to reach areas not VAX accessible via bulletin boards.

Now, to project into the future...It is my hope that Staff Council continues to play a strong part in the Strategic Planning process. To date, RSC has enjoyed the opportunities to share ideas, concerns and information. I feel that if we continue to work together as a team, RIT will be in the driver's seat as far as "Who's Who in Higher Education!"



# Communications...Looking Ahead

Curtis E. Reid, Chair

Communications Committee (AY 94-95)

I am pleased to be elected as the Communications Officer for the coming year. It is quite an honor for me.

I was responsible for setting up and moderating two VAX NOTES-based conferences: STAFF\_COUNCIL and R S C \_ I N T E R N A L . STAFF\_COUNCIL NOTES is open to all faculty and staff members with VAX accounts. Later this Summer, the STAFF\_COUNCIL membership listing will be updated in cooperation with ISC. Updating the membership list will include adding any recently hired employees as well as removing employees who are no longer with RIT. RSC\_INTERNAL NOTES is a private conference that allows RSC members to conduct Council business between meetings. It also helps reduce the level of electronic mail that goes back and forth between all 36 members.

The RSC NEWSLETTER was a major accomplishment that could not have been produced without a lot of hard work on the part of the RSC Communications Committee (AY 93-94) and the Mail and Reprographics Department! My sincere appreciation and heartfelt thanks to all those who helped make the RSC NEWSLETTER a success! While I'm on the subject, I would like to give special thanks to Kelly Youngblood

and Anita Hogan who have agreed to help with the NEWSLETTER during the transition between the old and new Communications Committee.

Another accomplishment was setting up all RSC meetings in the Campus Events System (CESYS) accessed through RITVAX. A schedule of new meetings (AY 94-95) is posted in CESYS and STAFF\_COUNCIL.

As you can see, RSC has seen tremendous growth in communication-related areas during the past year. The level of communication has significantly increased since the former Staff Council Planning Group (SCPG) and RIT Interim Staff Council (RISC) began operations and I am very pleased to be part of that growth.

Now, let's see what's in store for the Communications Committee in the year ahead? I can tell you that the RSC NEWSLETTER will continue to be published and the NOTES Conferences and CESYS will continue to be utilized. Well, that's all fine and dandy, but what else is there?

- RSC Communications will look into working with RIT's Communications Department to feature regular articles in News and Events, the Institute's biweekly newsletter.

- RSC Communications will look into ways of obtaining a TDD/TTY device so deaf and hard-of-hearing people can contact the RSC office by telephone without having to use the relay service.
- RSC Communications will look into a method whereby users can send electronic messages to the RSC office without having to know to whom it should be sent.
- RSC Communications will explore formation of an Ad Hoc NEWSLETTER Committee allowing any staff member to join. (If you are interested, please contact me via e-mail and I'll update you as this progresses.)

I'm quite sure there are other issues that RSC Communications will need to address as time goes by. I am very enthusiastic about it and I'm sure you'll agree that communication is a critical aspect of our Council business. I look forward to working with RSC and all of you. You can always reach me by electronic mail if you wish to contact me. My VAX user name is CER2520 and All-in-1 name is REID CE.

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## Comments from the President

Albert J. Simone

Over the past year, I have found the Staff Council to be extremely responsible. Every delicate and complex issue facing the University has been discussed. In every case, the Council was constructive, supportive, and, when necessary, creative. I believe that a very strong rapport exists between me and the Council.

With regard to next year, I hope only to build on the success of the partnership that has been nurtured during the current year. I count heavily on the Council's wisdom, understanding, and positive contributions as together we work with other constituencies to fashion the kind of university that makes all of us proud.

## Up-to-the-Minutes Summary

**2/24/94** Joe Nairn and Sue Provenzano gave a presentation on the 1994 United Way Campaign. They answered several questions asked by RSC members.

Gaylene Mitchell gave a report from the Ad Hoc Issues Committee and asked for a vote on three motions. Motion 1: that RSC recommend that the number of sick days for exempt and non-exempt employees be equalized at 12 days/year. Presently, exempt staff get 12 days and non-exempt staff get 8 days. Vote on Motion 1: 22 in favor, 1 opposed, 0 abstained. Motion carried. Motion 2: that RSC recommend vacation time be adjusted to bring exempt and non-exempt more in line. The present vacation schedule is:

	Non-exempt	Exempt
After 2 years	10 days	15 days
After 5 years	15 days	20 days
After 15 years		20 days

In an effort to minimize this wide discrepancy, RSC Issues Committee recommended increasing the number of vacation days for non-exempt staff by 1 day/year between the 5th and 10th year of employment. After the 10th year, non-exempt staff would be entitled to 20 vacation days. Amendment: recommend equalization of vacation days for exempt and non-exempt staff. Vote on Amendment: 23 in favor, 0 opposed, 0 abstained. Amendment carried unanimously. Vote on Motion 2: 23 in favor, 0 opposed, 0 abstained. Motion as amended carried unanimously. Motion 3: that RSC recommend tuition assistance for courses taken at other colleges be offered to non exempt staff, as it is to faculty, EDF and exempt staff. Amendment: recommend that tuition assistance be offered for other colleges and trade schools to exempt, non exempt, faculty and EDF. Vote on Amendment: 19 in favor, 4 opposed, 0 abstained. Amendment carried. Vote on Motion 3: 23 in favor, 0 opposed, 0 abstained. Motion as amended carried unanimously.

Arlene Evangelista presented amendments to sections 2.22 and 2.3 and the addition of new sections 2.24, 2.33, 2.331, 2.332 and 2.333 to RSC By-laws. Motion 1: accept by-laws amendments and additions. Vote: 19 in favor, 0 opposed, 0 abstained. Amendments accepted.

**3/10/94** Rob Springall reviewed Robert's Rules of Order to remind us of the parliamentary procedures RSC needs to follow.

Vonnie Pullyblank motioned "that Staff Council should take a position opposed to the ROTC

Motion now tabled at Policy Council." Vote: 27 in favor, 2 opposed, 0 abstained. Motion carried.

Kathy Carcaci and members of the Career Ladder Task Force gave a presentation on the Career Ladder Proposal. She explained that the Personnel Office saw a need to address the situation in which an employee is in a position for a long period of time and increases their level of competency and responsibility, but short of promotion or job reclassification, has no way of being compensated for their increased expertise. It became obvious that the compensation system in place was quite out of date and that job evaluations and performance reviews need to be revised and used consistently. The draft proposal is not a plan for career development, but rather an in-grade monetary reward system. Kathy and Geri Curwin, along with Task Force members, answered numerous questions from RSC members.

Arlene Evangelista presented by-laws amendments for vote. Motion 1: accept amended section 2.2. Vote: Motion carried unanimously. Motion 2: accept amended section 2.12. Vote: Motion carried unanimously. Motion 3: accept amended 2.21. Vote: Motion carried unanimously. Motion 4: strike section T2.25. Vote: Motion carried unanimously.

Gaylene Mitchell presented a motion "that RSC recommend that the CAC thoroughly investigate offering a flexible 'cafeteria menu' benefits plan for all current RIT benefits, excluding tuition waiver, and that RSC also recommend that the committee explore the inclusion of a child care benefit as an option in the benefits plan." Amendment on motion: strike the word "cafeteria"; we recommend a "menu benefits plan." Vote on Amendment: Carried unanimously. Vote on Motion: Motion as amended carried unanimously.

**3/31/94** Cliff Dickinson reviewed the Policy on Harassment and Discrimination Draft as created by Policy Council at a 5-hour meeting on 3/28/94. There was concern about the phrase "as determined by RIT processes for resolution." Jeff Hering explained that the phrase is meant to establish guidelines for what will and will not be accepted behavior. The actual process for handling complaints has yet to be established, but will be developed to support the policy statement. He also noted that some people saw the writing of this policy as a direct response to the ROTC issue which is not the case.

Kathy Gillies gave a presentation on the issue of children in the workplace. She reported that Dr. DeCaro, Dean of

NTID, issued guidelines last Fall in which he asked people to avoid bringing their children to work with them if at all possible and offered guidance for times when extreme circumstances forced someone to do so. She cited a 1987 survey by the Women's Network in which 40% of respondents missed 6-15 days of work due to child care concerns.

Vonnie Pullyblank motioned "that RSC present a framed Certificate of Appreciation to Hilliary Dunn and the Mail and Reprographics staff and have lunch brought in." Vote: Motion carried unanimously.

Alfreda Brooks announced that President Simone has agreed to provide funding for 25% release time for the RSC Chair.

**4/7/94** Valerie Liotta responded to the question of inequity in the distribution of the January 1, 1995 salary increase for 12-month vs. 10-month employees. She explained that there was no inequity even though it appears so. She gave an handout which showed how the net increase for 12-month employees will be 2% while the net increase for 10-month employees will be 2.4%. However, she also explained that 10-month employees work 60% of their time between 1/1 and 6/30, as opposed to 50% for 12-month employees, as well as the fact that basically a 10-month salary compared to a 12-month salary is a higher amount when annualized.

Sue Joseph gave instructions on conducting RSC elections to be held 4/13/94.

**4/14/94** Joanne DeRoller announced results of RSC elections. Block 2: Joe Nairn and Sheila Park. Block 3: Terri Yackoff. Block 4: Mary Ann Connor, Sue Joseph and Beth White. Block 6: Jan Clark, Katherine Gorman, Dawn House, Merry Longobardi, Alice McCrave, Gaylene Mitchell and Vonnie Pullyblank. Mary Ann Tantalo has resigned her seat in Block 1 and Sabra Bodratti will replace her.

Arlene Evangelista reported on the previous day's Policy Council meeting. The Policy Prohibiting Discrimination and Harassment passed with three changes: 1) added the word "individuals" to line 10, "to whom the policy applies"; 2) added the word "culture" to line 4 "traits not to be used as a basis for discrimination or harassment" (added to reflect deaf culture); and 3) added the phrase "or administration of disciplinary processes" to line 22, "instances in which discrimination or harassment will not be tolerated."

- of curriculum decisions to a body other than Policy Council, as it becomes the "Institute Council".
2. Sexual Harassment Policy and Assault – Made recommendations regarding the first draft of the policy
  3. University Club – Responded to President Simone's suggestion that a University Club be built on campus. Voiced concerns about certain aspects of his plan and suggested that existing facilities be revamped and used to create a social club.
  4. Budget – RSC has established an ongoing dialogue with President Simone to address budget issues as they arise. Two separate open fora were held to inform the RIT community about budget concerns and to solicit feedback.
  5. Institute Committees – RSC representatives serve on a variety of Institute committees, and report regularly to RSC on these committees' activities.
  6. Strategic Planning – Members of RSC served on all the Strategic Planning Task Forces. RSC will suggest people to sit on the Implementation Committee in the near future.

### Part III – Ongoing RSC Projects

1. Annual Elections
2. Writing/Revising an Annual Plan of Work
3. Publishing Quarterly NEWSLETTER
4. NOTES Conference dedicated to RSC accessible to all faculty and staff
5. Access to All-in-1 accounts for all RSC representatives
6. Open Fora to communicate with all staff on important issues
7. Staff Council News Note distributed weekly via All-in-1
8. RSC\_INTERNAL NOTES Conference, for members only, to discuss RSC business

### Part IV – Issues Under Consideration

1. Compensation Advisory Committee Phase 2 Draft Proposals
2. Better communication with all constituents
  - a. Paper mail delivery problems
  - b. VAX access ("read only") access for all staff, at minimum
3. Annual Staff Recognition Award for outstanding service by staff members
4. Others as noted in meeting minutes

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**The Treasurer's Perspective**

path. As a member of the Interim Staff Council, I recall our concern that we would not be taken seriously – a concern that was unfounded, partially because our professionalism had to be taken seriously. The Interim Staff Council was extraordinarily committed and talented.

I look back on this past year with awe – Staff Council, through representation on Policy Council, intensive participation in the Strategic Planning process, and by members serving on the Com-

pensation Advisory Committee, search committees and numerous other committees, has established respect and credibility for staff participation in governance and decision-making at RIT.

We can all be proud of our accomplishments in this relatively short span of time, but we must be vigilant about retaining credibility and contributing our joint talents to the University as RIT moves toward a new century, filled with pride in both the education we provide students, and in our role in the community and the world.

## Who Put This NEWSLETTER Together?

This edition of RSC NEWSLETTER was put together by:

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**Up-to-the-Minutes**

Gaylene Mitchell reported that the Ad Hoc Issues Committee is still researching the child care issue and Kathy Gillies requests assistance. Motion 1: that RSC authorize formation of a task force of the Issues Committee to research the issue of child care at RIT. Task Force to be chaired by Kathy Gillies and report back to Issues Committee no later than 4/14/95. Vote: Motion carried unanimously.

**4/21/94** Presentation on CAC Reports (Phase 1 and 2) by Walt McCanna and CAC members. The Board of Trustees accepted and approved use of quasi-endowment monies to fund retiree health care liability in accordance with FASB 106 as per CAC Report Phase 1. Draft Report Phase 2 recommends that the following salary increments be made each year for the next five years: 7% for Full Professor; 4.1% for Associate Professor; 4.2% for Assistant Professor; 3.8% for Exempt Staff; and 5.3% for Non-exempt Staff. He and CAC members answered questions from RSC members.



Continued from Page 7  
**Up-to-the-Minutes**

Rob Springall explained the process for elections of Executive Committee officers and Policy Council representatives. Elections will occur in this order: Chair, Vice Chair, Treasurer, and Communications Officer. Election for four at-large members will occur last to balance the number of exempt and non-exempt members on Executive Committee. Finally, election of Policy Council representatives and alternates will take place.

Alfreda Brooks and Curtis E. Reid presented Mail and Reprographics with a Certificate of Appreciation and had lunch brought in to thank them for their assistance with the RSC NEWSLETTER. They were very pleased to be recognized.

**4/25/94** A special meeting was held for new member orientation. Cliff Dickinson gave a brief summary of the documentation in the orientation packet which included: Letter of Welcome, Meeting Schedule through June 1994, 1994-95 RSC Roster; 1993-94 Plan of Work; RSC Year in Review, RSC By-laws, Robert's Rules of Order handout, March meeting minutes for both RSC and RSC Executive Committee, CAC Draft Report (Phase 2), and the Policy Prohibiting Discrimination and Harassment.

Standing committees were described briefly: Structure & Function - deals with by laws, amendments and running the body; Nominations & Elections - runs annual RSC elections; Communications - responsible for quarterly NEWSLETTER, guiding members in their communications with constituents, and currently in the process of establishing Letter to the Editors Policy; Budget & Finance - deals with collecting and managing RSC funds, and conducts annual fund drive; Issues -

receives issues of concern from staff and funnels them to RSC; Executive Committee - responsible for setting meeting agendas, serving as liaison(s) to standing committees, and serving on Policy Council.

**4/28/94** Presentation by Dr. Stan McKenzie, Strategic Planning Steering Committee (SPSC) Chair. Ten task forces were formed last Fall to identify goals and objectives for their respective "areas." Lists were compacted and then combined using only points that are "truly strategic" (representing a clear choice which was reasonably arguable and something challenging). However, it became apparent that the goals and objectives of the task force reports were getting lost in the process. Consequently, they are being combined in their entirety allowing action steps to be prioritized. Dr. McKenzie indicated that the Board of Trustees will receive: Vision Statement, Educational Mission Statement, Goals and Objectives with draft Action Steps, and Internal/External Assumptions, at their July meeting. The trustees will act on the overall plan excluding the action steps. Agenda for Action Committee (AAC) will be formed in the Fall to re-work the draft action steps along with SPSC. The Board of Trustees will be informed of the action steps which will drive the 1995-96 budget, at their November meeting.

Kathy Gillies reported on the Child Care Task Force. Ten staff members and one faculty member volunteered. She asked RSC if non-staff members could join a Staff Council Task Force. Discussion ensued as to the advantages of this proposal, although a final decision was not reached at the time.

RSC recognized members and daughters who were participating in "Bring Your Daughters to Work" Day.

**5/5/94** RSC members held elections for Executive Committee members, Policy Council Representatives and Alternates. (Note election results in "Introducing 1994-95 Staff Council.") Cliff Dickinson stressed the importance of meeting attendance. Provisions in our By-laws state that poor attendance is grounds for a recall vote (Section 2.621).

President Simone requested names of three individuals to serve on the Agenda for Action Committee. The three names submitted were: Karen Barrows, Arlene Evangelista and Gary Prokop. Another request was made to provide three names for the Advisory Committee for Chair of the Commission for Promoting Pluralism. Recommended were: Hannah Ruekberg and Adib Sabree. An additional request for a member of the Ombudsman Advisory Committee was considered, and Bob French was chosen to respond to the presentation by Ron Salluzzo on 5/11/94. An RSC member is still needed to sit on this committee.

RSC received a thank you note from Hilliary Dunn and Mail and Reprographics in response to our "thank you lunch."

Meeting Highlight - Alfreda Brooks presented departing members (see "Introducing 1994-95 Staff Council") with framed Certificates of Appreciation and Commitment to Staff Council. Cliff Dickinson and Vonnie Pullyblank then surprised Alfreda with her own certificate in addition to flowers and a pewter pitcher engraved with "First Chair of Staff Council" for her outstanding job as RSC Chair 1993-94.

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### *Staff Council*

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