

RIT STAFF COUNCIL

Spring 1995

NEWSLETTER

Volume 3, Number 3

RSC Elections and 1995/96 Staff Council

Curtis E. Reid

Staff Council elects members for two-year terms, alternating odd- and even-numbered blocks.

On behalf of the RIT Staff Council, I am pleased to announce the following additions to the 1995/96 Staff Council:

Block 1 (Office of the President, Academic Affairs, Communications, E.T.C., Gov't & Community Affairs, Ombudsman's Office, Registrar's Office, CIMS, Dean's Office, Graduate Studies, Faculty Council Office, I.S.C.):

Jeanie Bayer
Muriel Gerardi
Cindee Gray
Karen Thireos
Bob Weeks

Block 3 (Finance & Administration, Campus Safety, Facilities, Personnel, Controller's Office, Accounting, Payroll, Food Services, Campus Connections, Institutional Policy Studies, Audit Services, Budget Office, Collections, Bursar's Office):

Shirley Besanceney
Holly D'Angelo
Marge Gardner
Anita Hogan
Nancy Johnroe
Cathie Whaley

Block 5 (NTID):

Bob Barrett
Dianne Brooks

Kathy DeLorme
Janet Marventano
Joe Riggio
Katie Schmitz
Mike Servé

Block 7 (Physical Plant, Student Bus Transportation, Purchasing, Mail and Reprographic Svcs., Post Office Contract Station):

Cliff Dickinson
William Drum
Ted Passarell
Gary Prokop
Jim Seeger

Also, please welcome the following replacement:

Block 6 (all colleges except NTID):

Linda Kenville-Hill

Please extend our appreciation to the departing members of the 1994/95 RIT Staff Council:

Block 1:

Arlene Evangelista
Al Herdklotz
Debra Hoock

Block 3:

Helena Davis
Corinne Heschke
Valerie Liotta
Jim Papero
Terri Yackoff

Block 5:

Karen Barrows
Joanne DeRoller
Mary Ann Erickson
Katherine Gillies
Donald LaRock
Sheila Reasoner
Curtis E. Reid

Block 6:

Merry Longobardi

Block 7:

Charlene Ipacs

Again, to the new members, congratulations!! Our best wishes and sincere thanks to our departing members!! ❖

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Spotlight on Collections ☺

Bret D. Wachter

Did you ever stop to think of all the different people and departments that make up RIT? The more than 2,400 staff members at RIT work in many different areas. One department that members of the RIT community may not be familiar with is the Collections/Student Loan Repayment Department. It is part of the Controller's Division within Finance and Administration, and was established in 1983 in association with the Bursar's Office.

The purpose of this office is not only to provide RIT with a professional and diligent collection effort, but also to extend a friendly, courteous, and helpful service to students, parents, and contacts both inside and outside the RIT community. The department focuses its efforts on facilitating payments on past-due student accounts and managing the repayment process of the Federal Perkins Loan Program. Emphasis is placed on helping resolve student account balances so that students can register for classes and complete degree requirements. The office also provides financial counseling to alumni relative to the repayment of Perkins Loans and other student loans that they might have.

The Collections/Student Loan Repayment Department is

located in a ranch house at 645 John Street, just down the road from the Colony Manor student apartments. The office is under the direction of associate bursar Mary Beth Nally, and student loan repayment coordinator Bret D. Wachter. The staff includes three collectors - Betty Quinn, Adelina Davin, and Darlene Wright; a collections assistant - Valerie Pillie; a student loan assistant - Nancy Johnroe; and two work-study students.

In the near future, the Collections/Student Loan Repayment Department will face new challenges and responsibilities because of the implementation of a newly-created student loan program known as direct lending. This program will be in place at RIT in the 1995-96 academic year. It is hoped that the department will be able to move to a more central location on campus to more effectively support this program. A centralized location would make the department more accessible for students and create greater opportunities for counseling students about their loan portfolios while they are attending school.

We take our hats off to the Collections/Student Loan Repayment Department and the services that they provide to the RIT community. ❖

Getting to Know You - Pat and Vinnie

Sandy Tomassetti

Two very friendly faces that most of us see every day are those of our delivery men, Patrick Rivers and Viengchanh Kettavong. Most of us know them as Pat and Vinnie.

Pat and Vinnie are on the staff of Building 99's Receiving and Shipping department. They make deliveries to hundreds of RIT's offices and labs. At least once a day they go to almost every building. They deliver equipment, furniture, catalogs, forms, chemicals, maintenance supplies and pallets of paper for printers and copy machines. Pat and Vinnie take turns driving the 18' truck and operating the liftgate. The liftgate is necessary because only a few RIT buildings have loading docks. Pat and Vinnie maneuver the halls with hand carts, and a forklift for those pallets of paper.

Dave Abbott is Pat and Vinnie's supervisor. Their co-workers are Steve Lipson, Tony Bailey, Brian Haywood and Tom Kerwin. Steve and Tony usually are the ones who answer the phone when you call ext. 2119.

Pat started working at RIT in January 1986 as a custodian in Building 01. In 1988 he transferred to Receiving and Shipping and became a delivery man/truck driver. He is studying to take the test for his Commercial Driver's License (CDL) which is now required. Pat is single, lives in Rochester and has two children. He enjoys watching basketball and

playing in RIT's summer co-ed softball league, and he likes to dance. Pat used to coach a basketball and football league for kids at the Genesee Settlement Project.

Vinnie started working at RIT in January 1983 as a custodian. He worked for four years in Building 12, and for three years in Building 6. He has been a delivery man/truck driver since 1990. Vinnie also is studying to take the test for his CDL. Vinnie was born in Laos and served in the Laotian army. He had to leave his country in 1980, and went to Thailand for two years before coming to America in 1982. He and his family were sponsored by a local church and live in the small community of Lakeville, near Conesus Lake. Vinnie has six children, three boys and three girls. Four of his children attend RIT. All of his children are very talented soccer players and artists. Vinnie enjoys playing soccer and volleyball, and he helps other Laotian families who settle in the Rochester area.

Pat and Vinnie both agree that what they like best about RIT is the tuition benefit. But more than that, they like their job because of the friendly people they meet every day, everywhere on campus. They are always on the move and are never bored by their job. Stop and say hello sometime when you see them in the hall. They always will give you a smile. ❖

RIT Online Needs Information Providers

Sandi Tomassetti

RIT has a new committee that you have been reading about in *News & Events* and *ISC News*, the RIT On-Line Oversight Committee (OOC). Members of this committee are Tom Policano, NTID (chairperson of committee); Daryl Johnson, Computer Science; Mark Tremblay and Ron Stappenbeck, ISC; Wick Smith, Learning Development Center; Stan Widrick, Business; Peter Giopulos, Dean of Graduate Studies; William McKee, Communications/Publications; Daniel Shelley, Admissions; Patricia Pitkin, Wallace Library; and Charles Shank, Computer Engineering.

These faculty and staff members are donating their time to help facilitate the information revolution that is happening here, on campus, and throughout the world. The World Wide Web and Internet are opening up the world for us and to us.

RIT On-Line is a project to get RIT on the information superhighway. Many colleges already are "on-line." If students are looking for a college using Internet (and statistics tell us they are), we need to have something out there for them. This will be our electronic catalog for people to view on Internet as well as to use to apply electronically.

RIT plans on doing more than simply establish our presence on the Net. The first project to be completed on campus will be an RIT phone book, using a database. The phone book will be updated on a regular basis, and the Personnel department will be responsible for updating, rather than Communications.

The OOC are donating at least five hours a week to committee meetings, sub-committee meetings, training sessions, and preparation for the meetings. All of this is in addition to their regular workload. They have had information meetings with the deans of each college to seek their support in this project. They also have been before Policy Council for advice on a "code of conduct" with this new technology.

The OOC needs help from the rest of RIT staff. Information Providers (IPs) are needed from every college and department on campus. The IPs would provide ideas and/or technical skills to help promote their own college/program or department. If you are interested, contact any one of the OOC members. The committee will assist you by providing guidelines, standards, encouragement, and training. This is an opportunity to help push the technology at RIT. As a technological institute, we need to be on the front line of this technology.

Reno Antonietti, Vice President for Academic Services and Computing, feels that the On-Line Oversight Committee members are excited about RIT's use of the Web and its potential. He said, "These are faculty and staff who believe in the power of the Internet and are willing to help the Institute and their colleagues in making use of it. They have devoted a good deal of time and effort in making sure that RIT's presence is on the Web and that RIT stands out from the pack. I commend them and certainly appreciate their efforts." ❖

Campus Safety Corner

Chris Denninger

Beat the staff meeting blues! – We've all heard it before, "An educated consumer is our best customer." The Campus Safety Department always is willing to provide important information related to safety and security issues at RIT, personal safety, and Campus Safety services to everyone in the community. If you would like to invite a Campus Safety representative to your next staff/managers meeting, please call Chris Denninger at 475-6989 for details.

ATM Safety Tips – Helpful banking tips to keep in mind. Banking at an ATM is fast and convenient. For added safety, keep these prevention tips in mind.

- Be aware of your surroundings.
- Use ATMs that are well lit.
- If someone looks suspicious or you feel

uncomfortable, choose another location.

- Keep your vehicle in a well lit area near the ATM.
- Have your card ready before reaching the ATM.
- Close the entry door completely upon entering the ATM facility.
- Block the ATM screen so no one can read the screen.
- Put your money and receipts away before leaving the ATM.
- Keep you PIN# private. Do not write it on your card.

Campus Safety Escorts – Campus Safety walking escorts are available to everyone in the RIT community, 24 hours a day, 7 days a week. The Campus Safety transportation division also provides a mobile escort service Sunday through Saturday, 10 pm-3 am. Call the Campus Safety escort service: 475-2853, x6654-TTY. ❖

RSC Minutes Summary

Compiled by Peg Meyers and Curtis E. Reid

DEC. 8, - 1994 POLICY COUNCIL REVIEW

- Calendar Review Committee update
- Research Oversight Policy
- Cohabitation in RIT Apartments
- Curriculum Approval
- Judicial Review
- AAC Update

DISCUSSION WITH PRESIDENT SIMONE

- Consultant Firm
- Compensation Advisory Committee
- Managed Attrition Guidelines -

DEC. 15, 1994 - ALLOCATION OF CAPITAL FUNDS

Jim Watters, RIT's new Budget Director, explained that his first charge from the Trustees was to organize and define a process for allocation of capital budget monies. Since RIT's capital fund is well below recommended levels, we have to create a system to prioritize and track all requests.

- PRESERVATION PROJECTS
- PROJECTS OVER \$20,000.00
- PROJECTS UNDER \$20,000.00

TRAINING TASK FORCE (TTF)

V.Pullyblank reported that there was a great response to the call for volunteers to serve on the TTF.

MEETING WITH MR. WHITESIDE

A.Hogan reported that ten staff members met with the new chairman of the Board of Trustees, William Whiteside, on Dec. 12th.

JAN. 12, 1995 - COMPENSATION REVIEW PROJECT / INTRODUCTION OF CONSULTANT

Kathy Bello explained that funding to hire a consulting firm to review the compensation instrument for staff and EDF positions was made available last year. That project is now underway.

Members are:

- | | |
|-----------------|------------------|
| Gary Bonvillian | Kathy Carcaci |
| Roy Demenint | Katherine Gorman |
| Linda Kuk | Wiley McKinzie |
| Pat Pitkin | Gus Thompson |

1995-96 SALARY / EQUITY DISTRIBUTION

G.Mitchell began by giving some background information concerning the series of events which led to the compromise developed for distributing the 1995-96 salary pool increase.

ACADEMIC GOVERNANCE PROPOSAL

C. Dickinson explained that the Executive Committee met with the Faculty Council Executive Committee earlier that day to discuss their proposal.

JAN. 26, 1995 - CHILD CARE TASK FORCE SURVEY

Motion: K.Gillies moved to accept the survey as submitted for distribution to the RIT community; seconded by T. Passarell.

Vote: Motion carries unanimously.

EXECUTIVE COMMITTEE MEETINGS REVIEW

Dr. Simone spoke about three topics. The first was benefits for domestic partners. He stated that he saw this issue as a question of fairness, and that he was generally in favor of offering benefits.

Dr. Simone also spoke about sick day and vacation review. He explained that the issue is more complicated than originally thought, because according to the Taylor Law, faculty must be included as non-exempt employees, but they frequently have different reporting procedures.

The executive committee then spoke to Dr. Simone about the academic governance proposal and their 1/12 meeting with faculty council executive committee. At that meeting, faculty council members explained that this academic senate would not replace policy council, but would address all academic issues now handled by policy council. Dr. Simone responded that he would study the proposal more closely with these concerns in mind.

LETTER UPDATE

C.Heschke reported that the letter to all staff explaining RSC's involvement in the salary pool distribution was sent out 1/24, and that some staff had received theirs.

- RSC should have been more pro-active in questioning the report, in particular the benchmarking done for staff positions.

FEB. 9, 1995 - EQUITY DISTRIBUTION METHOD FOR 1995/96

Kathy Bello first addressed the Exempt staff 0% equity pool. A 4% merit pool has already been announced for all employees, so no additional monies were needed to help keep exempt staff on the right track.

Kathy then moved on to the non-exempt staff salaries. It was determined that RIT would need an annual increase of 5.3% overall to reach the benchmark midpoint in five years. The Personnel office has determined that \$170,371.00 will be available to the 703 non-exempt staff. This works out to one "share" equal to \$242.00, or \$.13/hour.

These equity distributions will be assigned by the Personnel office. Keep in mind that this is in addition to the 4% merit pool available for managers to distribute.

ELECTION UPDATES

Reasoner reported that the Elections Committee had developed the following timeline for the elections in Blocks 1, 3, 5, & 7:

- 2/20 - labels received from Personnel
- 2/27 - call for nominations sent out
- 3/10 - deadline for nominations to be received by Peg
- 3/10 to 4/5 - verification of nominations
- 4/5 - mail-in ballots sent out
- 4/14 - deadline for ballots to be received by Peg
- 4/18 - committee meeting to count ballots
- 4/19 - notify candidates of results
- 4/27 - new members invited to attend RSC meeting
- 5/4 - first official RSC meeting for new members

POLICY COUNCIL 2/8 MEETING REVIEW

The president's report included:

- Managed Attrition has identified \$3.2 million for recapture.
- Calendar Committee has submitted their report.

- EDF question - are they faculty or staff? - will be settled.
- Bill Stratton has been named chair of the Ad Hoc Study Group on Institutional Information.
- Joan Stone reported on the progress of the AAC. She explained that many of the committees formed by the AAC are already done with their work and disbanded.
- Draft Computer Code of Conduct - this was tabled again.
- Curriculum Proposals:
- It was clear that new proposals will have to fit the Strategic Plan if they are to be approved.
- MS in Information Technology approved.

INSTITUTE BUDGET COMMITTEE UPDATE

G. Mitchell reported on her participation in the recent budget hearings along with Dr. Simone, Stan McKenzie, Bill Dempsey, Jim Watters, Bruce Oliver and Jean Guy Naud. All divisions have made their presentations, focusing on four areas: (1) the status of their division; (2) the effects of managed attrition; (3) new initiatives based on the Strategic Plan; (4) requests for incremental increases to fund these initiatives.

COMMITTEE REPORTS

Issues - T. Passarell discussed the packet of information distributed in the mail folders concerning sick and vacation days for RIT and other area colleges. The committee will draft for review at the next meeting a letter to the Personnel Benefits Review Committee asking that they review the information and consider adjusting these two benefits for staff to a level more in line with the reported levels.

FEB. 23, 1995 - TRAINING TASK FORCE

A. McCrave presented a new employee orientation video. She explained that the video was a result of over 80 hours of work on the part of many people at RIT, and had been given to the task force by Geri Curwin for review.

AAC UPDATE

G. Prokop reported that the proposed definitions for criteria for academic program review were distributed in the mail folders. They are now in the process of determining in what order the criteria will fall in the filtering process.

DISCUSSION WITH DR. SIMONE

Calendar Committee Recommendation - The 20-page report will be sent to all members of the governance groups, with one complete report with full appendices sent to each chair.

Study Group for Institutional Information - This group, headed by Bill Stratton, has 16 months to determine our needs and look for ways to centralize information so that we can make a variety of good, timely decisions that will move us ahead strategically.

Middle States Steering Committee - They will guide us through the every-ten-years accreditation process. Much of the work is already done or in process as part of the Strategic Plan.

Managed Attrition - Bill Dempsey reported yesterday that \$3 million has been identified of the \$7 million two-year goal.

Dr. Simone sees the program as a positive - while he realizes that there are stresses involved, there are no lay-offs involved, and managers are doing a better job of managing.

DISCUSSION:

Dr. Simone invited members to ask/discuss topics of their choice:

Academic Senate Proposal - Seems to circumvent the system we have been working the last two years to build. Seems not to be forward-looking. Where do student government and staff council fit in? How do you envision the governance structure should this be ratified?

- Dr. Simone stated that he had met with the drafting committee to express his concerns with the proposal, the main one being that it seems to grant decision-making power without accountability. Some of these powers are and should remain administrative responsibilities. He stated that he feels that policy council is an entity of vision and responsibility where decisions can be developed by everyone, however there is an administrative line of accountability. An academic senate should work within that understanding.

MAR. 9, 1995 - MIDDLE STATES REVIEW PROCESS

Gaylene introduced Joan Stone, Interim Associate Provost and Co-Chair of Strategic Plan Implementation.

Joan distributed two handouts relative to the Middle States Review

- a timeline illustrating the dovetailing of the review with our strategic plan process and the table of contents from the last (1986) report showing the various areas addressed by the review.

The role of the steering committee is to form committees in each area to be reviewed, and to take their reports and combine them into a final document. The college self-evaluations should coincide with the program review called for in the strategic plan. This is why the criteria for academic program review that have been proposed are so important. They must be incorporated into the policy manual so that we can start using them for this review.

HIGHER EDUCATION OPPORTUNITY PROGRAM

A. Evangelista introduced Linda Meyer, Director of HEOP, and Arlette Miller Smith, Assistant Director. She explained that they would give a brief overview of the program, which has been entirely eliminated by the Governor in his proposed 1995-96 budget. Linda explained that those students who would not otherwise be eligible for admission to RIT must go through an intense scrutiny before being accepted into the HEOP program. Of this year's 350 applicants, only 25 were accepted. The students who are accepted come to a summer program to help prepare them both academically and in their familiarity with RIT. Funding includes direct financial aid to students as well as funding for support services.

CHILD CARE TASK FORCE

K. Gillies reported that they are in the process of compiling the survey responses and formulating recommendations. She presented some preliminary results of the survey. The final report will be submitted 4/14, presented for acceptance at the 4/27 meeting. ❖

Training Task Force

Deborah Stendardi

The Training Task Force has been meeting regularly to develop its report in response to the training issues that were expressed both implicitly and explicitly in the RIT Strategic Plan, *Learning and Careers 2004*. The Task Force has divided into three subcommittees.

One subcommittee has developed an employee survey which we hope will help us assess the interest of staff in training programs, what they want in terms of training, and the challenges and impediments that they face in taking advantage of training that is currently available. The survey was mailed to all staff the week of April 3, with a response date of April 14.

Another subcommittee is reviewing what training resources are currently available on campus. The final report will include a matrix of what is currently offered and who

provides the training. We hope that this will also help to identify areas of need that currently are not being addressed.

Finally, the training policy subcommittee is developing a framework for a policy statement that will identify roles and responsibilities for providing training opportunities, types and levels of training that would benefit RIT, its employees, and students, and other issues that the task force has identified.

The report of the Task Force will be completed and submitted to the RIT Staff Council by June 1. Questions or comments regarding the work of the task force may be directed to one or both of the co-chairs of the task force: Deborah Stendardi, Office of Government and Community Affairs (x5040 V/TTY), or Geri Curwin, Office of Personnel (x6956 V. x2425 TTY). ❖

Career Focus 1995

Dianne Mau

RIT's Office of Alumni Relations recently sponsored "Career Focus 1995", an evening dedicated to exploring the issues facing us in the 21st century world of work.

Dianne Mau, faculty member from Career and Human Resource Development, focused on the situation facing American workers as we move closer to the turn of the century.

Global competition, rapidly changing technology, the increase of contract workers, and continued downsizing are bringing about significant and lasting changes in American employment. The next century appears to offer more of the same.

Some signs to heed in the 21st century workplace are:

1. Growth of small companies. A total of 74% of jobs will be found in companies with fewer than 1,000 employees. Eighty percent of all new jobs will be found in companies with fewer than 20 employees! These smaller organizations are able to respond more quickly to the changing marketplace than the lumbering, bureaucratic giants.

2. The trend for fewer managers will continue and result in the need for project managers who can direct all phases of a project and then move on to another project upon completion of the first. These projects may be in many different companies and will be carried out by a combination of permanent company employees and contract workers.

3. Alliances between the U.S. and foreign companies will be more crucial as competition reduces the time to introduce new products and services to the marketplace. Cooperation will allow each company to concentrate on what it does best toward reaching the final goal.

4. Careers no longer will consist of one full-time job at a time. Composite careers will become more common as workers step into and out of the workplace, work two or three part-time jobs instead of one full-time; and combine periods of learning, contract work, and unemployment. Tomorrow's worker will have to adapt to constant change, analyze the marketplace, and seek assignments.

5. Contract work will continue to dominate the workplace. The number of temporary placement agencies in the U.S. has doubled since 1989 from 3,500 to 7,000 in 1994. Peter Drucker predicts that by 2010 all non-revenue-producing jobs will be outsourced.

6. The goal for the worker of tomorrow must be personal and professional growth; not upward advancement. We will need, more than ever, to plan for all aspects of our life while managing to adjust to constant change.

7. Responsibility for health coverage and retirement income increasingly will become the responsibility of the individual. Portable retirement plans and health-care options will be expanded as more Americans lose their benefits when they lose their job.

The overriding message is that we cannot expect to return to the way it used to be. The workplace in America has changed dramatically and will continue to do so for the next decade. If we can embrace constant change and make adjustments to our thinking, we can move forward in seeking creative ways to survive in the 21st century world of work. ❖

Structure and Function Committee

Alice McCrave, Arlene Evangelista, Doni LaRock

The Structure and Function Committee assists RIT Staff Council by interpreting the By-Laws which were developed and written by the Interim Staff Council when RSC was first formed. Our committee held meetings to find a parliamentarian, to reword two sections of our By-Laws and to discuss or act on staff requests.

Items remaining on our agenda include establishing guidelines for Council members being excused or absent from scheduled RSC meetings and developing guidelines for committees bringing issues to the full Staff Council. ❖



Policy on Letters to the Editor

Submitted by RIT Staff Council Communications Committee. Approved by RIT Staff Council

1. A letter to the editor(s) must be of an opinion on RIT issues affecting RIT staff members.
2. The length of the letter must not exceed 250 words.
3. All letters must be signed and the author's name will be published. Anonymous letters will not be published.
4. In a letter to the editor(s), the name, department, office address, and telephone number of the author must be given. It will be used to confirm that the author has written the letter. Only the author's name will be published.
5. The editor(s) will use their discretion in publishing of all letters.
6. The editor(s) reserve the right to edit letters.

Staff Council Ad Hoc Newsletter Committee

Managing Editor – Barb Cuthbertson
Production Manager – Sarah Perkins

Contributing Editors/Staff Writers –
Sandi Tomassetti, Bret Wachter

Thank You, Barb!

Curtis Reid



On behalf of the RIT Staff Council Ad Hoc Newsletter Committee and RIT Staff Council Communications Committee, I would like to extend my thanks and appreciation to Barbara Cuthbertson, our Managing Editor. Barb will be retiring from the Institute on June 30th.

Barb has devoted many hours to the newsletter in making sure it is professionally done and goes out on time. She has managed and lead the newsletter committee. She has edited articles as well as produced the newsletter.

Our sincere appreciation and thanks to Barb. Our best wishes to her as she enjoys her life after retirement! *Thank you, Barb.* ❖

Staff Council

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INTERIM STAFF COUNCIL
BLDG -
MEYERS

MARGARET S

Special thanks to Hilliary
Dunn and staff (Mail and
Reprographics) for the
printing and distribution
of this newsletter.