

**WELCOME TO THE RIT STAFF COUNCIL NEWSLETTER!**

Hello and Welcome!

Staff Council approved and began implementation of a Strategic Plan in 2005. Part of our mission is to "serve as a communication conduit for staff on matters affecting them." We set goals to improve the effectiveness of our communication and Staff Council's visibility within the RIT community. In addition to the correspondence you receive from your elected representative, we will be sending you this newsletter twice each year.

In this issue, you are updated on our Strategic Plan Initiatives. You read a review of this year's Staff Recognition Awards. Plus, you get the latest on our upcoming elections and popular Staff Appreciation Day and Community Picnic.

We hope you enjoy the reading. Please tell us what you think. You can email Staff Council at [stafcoun@rit.edu](mailto:stafcoun@rit.edu).

Peace.  
Mary Beth Kitzel, Chair  
RIT Staff Council

Check out all the new features of Staff Council's web site at <http://staffcouncil.rit.edu>



*Members of the Staff Council Executive Committee (left to right): Sandra Whitmore, Mary Beth Kitzel, Donna Lambe, Fran Chinnock, and Kurt Ingerick. Not pictured: Ed Lincoln, Paul Smarsh and Gus Weber.*

**RSC AWARDS**

RIT's ninth annual Staff Recognition Awards ceremony, held October 19, 2005, honored staff members for their outstanding work above and beyond normal job responsibilities. This year's recipients were:



Terry Walker, coordinator of special events, Facilities Management Services, winner of the individual award for Excellence in Satisfying customers.



Jeannette Giagios, administrative assistant, Cultural and Creative Studies, NTID, received the individual award for Citizenship within the RIT Community.

The College of Liberal Arts Student Services Team, comprised of Marcia Beattie, Anh Karam, Linda Kenville-Hill, Peggy Mack, Joanne Roets and John Smithgall are winners of the team award for Excellence in Satisfying Customers.



**RSC Accomplishments Related to Our Strategic Plan**

Last year (February 24, 2005), RIT Staff Council approved a new Strategic Plan for the organization. Some of the major goals & objectives of this plan are outlined below.

- RSC Executive Committee meets with HR regularly and hosted Town Hall meetings for faculty and staff.
- RSC met with Transportation & Parking to discuss issues.
- Five members from RSC are currently serving on Middle States Task Force committees.
- The Communications Committee has revised the RSC web site, including links to other RIT sites. Council members were provided with nameplates, identifying them as RSC reps.
- The Events Committee continues work on the annual Staff Appreciation Picnic; this year will include a Classic Car Display.
- The Institute Issues & Policies Committee continues working with HR on staff issues and is providing input on HR's upcoming Staff satisfaction survey.

## ANNOUNCEMENTS

### Elections and Nominations

The Committee reviewed current staffing and representation levels in all blocks. Based on their review, the Committee proposed an amendment to the by-laws to increase the maximum number of Staff Council members from 35 to 40 and to increase the representation level from 35 to 50 constituents per Staff Council member to 40 to 70. This amendment was voted on and approved at the March 2 meeting.

Staff Council is pleased to announce the results of its recent elections!

**Elected to serve 2-year terms from June, '06 - May, '08, are:**

#### Representing Block 2

Rick Barnard, FAST  
Bob Howie, Campus Connections  
Kurt Ingerick, Housing Ops  
DJ Robinson, Campus Safety  
Tommie Sarchet, Campus Connections  
Betty Santiago, Student Financial Services  
Rona Skinner, Housing Ops.  
Paul Smarsh, Food Service

#### Representing Block 4

Nicole Boulais, Student Affairs  
Deborah Bullock, Margaret's House  
Kathy Hall, Student Government

#### Representing Block 6

Frances Chinnock, COLA - Art  
Jan Cope, CIAS  
Jan DiCaro, CAST - ECT ET  
Karen Ester, KGCOE  
Lori Harris, CAST-CMS  
Tina Sturgis, CCGIS

Please join us in thanking them for serving the Institute and its Staff through their participation in Shared Governance.

## SAVE THE DATE

### Picnic News

Mark your calendars and save the date for...

The 10th Annual Staff Appreciation Day & Community Picnic  
Wednesday, May 31, 2006

Lunch served 11:30 a.m. - 2:30 p.m.

Music provided by "Inside Out"

Classic Car Display (weather permitting)



### ARE YOU READY TO CONVERT?

As part of our informational outreach to campus, we ask that you share with us your questions and concerns as we head into the final stages of the ID Replacement Project. The questions asked will be answered directly and be made public so that others who might have similar concerns can have the information as well.

Address questions to members of the project team: Bryan Meyer, Dave Pecora, or in general, [ccioits@rit.edu](mailto:ccioits@rit.edu) and questions and concerns can be forwarded to members of the ID Replacement Project Task Force at <http://www.rit.edu/~wwwits/initiatives/sirp/SIRPtaskforce.html>

# ID REPLACEMENT PROJECT FORUMS CONTINUE IN MARCH AND APRIL

## ID CARD PICK UP SCHEDULE ANNOUNCED

Join members of the ID Replacement Project Team at informational forums prior to the conversion to learn more about the timetable of the project, where to obtain new ID cards and how the changes will impact academic and administrative procedures throughout RIT.

### The system conversion is targeted for May 27–June 4, 2006

#### Conversion Tool Forums

Tuesday, April 4, 10 – 11:30 a.m.

Wednesday, April 5, 10 – 11:30 a.m.

Wednesday, May 10, 10 – 11:30 a.m.

#### Attendees:

This session is **required** for staff who will be the primary systems representatives transitioning their respective databases using the SIRP system conversion tool. Attendees will be able to see a demonstration of the conversion tool, learn about how the conversion will take place and support during the conversion in May.

#### Service Provider and General Forums

Tuesday, April 25, 10 – 11:30 a.m.

Tuesday, May 2, 10 – 11:30 a.m. Interpreted Session

Thursday, May 11, 10 -11:30 a.m.

#### Attendees:

This session is for all faculty and staff who used social security numbers as “look up” information in the past. This session will be an overview of the new process for looking up individual information, if individuals lose their University ID, the alternative “look up” processes and additional business process information.

ALL sessions take place in the CIS Auditorium, 76-1125, except for the April 4th and 5th sessions at NTID. Interpreting Services have been requested for all sessions. For more information, contact [cioits@rit.edu](mailto:cioits@rit.edu) or go to the ITS website at SIRP Project Information: <http://www.rit.edu/~wwwits/initiatives/sirp/index.html>

## SCHEDULE FOR PICKING UP NEW ID CARDS ANNOUNCED

The Registrar's Office will make new cards available for all members of RIT. Their office will be open for extended hours in May to be sure people can pick up their new ID cards conveniently.

The ID Replacement Project Team recommends holding onto **both old and new cards** as the system transitions expected in May will not all take place at once. A timetable of systems conversions is added here as well.

#### Faculty/Staff ID Card Pick Up

Starting **May 1**, faculty and staff can pick up their new ID Cards at the Registrar's Office. The cards will be pre-printed in April using current photos. Those with ID cards older than 2000 must have new photos taken as the database of current photos holds only those taken from 2000 to the present.

#### Student ID Card Pick Up

- Students who will be on campus for Summer Quarter classes and work over the summer can pick up their pre-printed ID cards starting **May 8** from the Registrar's Office
- Students who return early to campus for Orientation responsibilities and preparation of residence halls can pick up their ID cards at the Registrar's Office starting **August 1**.
- Returning students in the fall will receive their cards through the Housing Office upon arrival during Move-In.

#### RIT Major Database System Conversion Timetable

This timetable will be continually updated. The first systems to be converted will be those in Food Service and for central LeneL systems (door access). The systems teams working on the **ID Replacement Project conversion have targeted Wednesday, May 31 or June 1 as the “go live” dates** for major systems. By the end of the week, all systems should have converted databases to recognize University ID numbers.

#### Other critical systems in line for changes are:

STARS	SIS
Oracle HR/Financials	my Courses
Faculty Advising	eBilling
MyRIT Portal	Online Admissions
Schedule of Courses	Degree Audit System
LDAP	AMS
IPEdit	Start.rit.edu
College and Division Applications	

#### Responsibilities for those with Stand Alone Database Systems

Those areas with stand alone database systems that have used Social Security Numbers as unique identifiers will need to be converted as well. A conversion tool will be provided to database administrators charged with converting these stand alone systems. (See list of Conversion Tool forums above.)

In the event new ID Cards do not work, check with the service provider first. For example, check with Food Service if the food/flex option is not working or check with the local systems administrator if door access in your area is a problem. Follow up with a call to the ITS HelpDesk if this is not resolved, or if you are unsure of who to ask about problems.