

RIT STAFF COUNCIL

Thursday, October 11, 2007

2:00 – 4:00 p.m.

1829 Room, SAU

APPROVED MINUTES

PRESENT: Boulais, Bullock, Chinnock, Cope, Crouse-Dickerson, DeLone, DiCaro, Dwyer, Esposito, Ester, Fagenbaum, Griffith, Hall, Harris, Hinz, Hogan, Ingerick, Lisuzzo, McKee, Phillips, Reagan, Robinson, Ryan, Sarchet, Smarsh, Skinner, Stier, Suttell, Vandezande, C Williams, M Williams, McCloskey

EXCUSED: Barnard, Hromi, Kiely, Sturgis, Versace, Verschage,

GUESTS: Renee Brownstein Associate Director, HR & Total Compensation
Judy DeCoursey, Sr Benefits Specialist
Steve Morse, CPA – Executive Director, Institute Audit, Compliance and Advisement
Jim Miller, SVP, Enrollment Management & Career Services

MEETING called to order by K. Ingerick at 2:00 p.m. Our thanks to interpreters Gayle Macias and Virgil Greenfield.

WELCOME to the two newly-elected Block 2 representatives

- Georgeanne Hogan, Human Resources
- Lisa Suttell, Student Financial Services

Thank you both for representing your colleagues in RIT's shared governance.

MINUTES of 9/27/07 approved as written.

10/10/07 INSTITUTE COUNCIL

Julia Lisuzzo reported:

- President's report:
 - Dr. Destler thanked all faculty and staff who volunteered for Brick City Homecoming Weekend. For the first time, the number of alumni attendees was almost equal to the number of family members.
 - A newly formed Retention team will be looking at, among other things, timely intervention, summer offerings for courses students find particularly difficult, academic advising, easier internal transfers
 - Student body demographics indicate the need for outreach within the US outside of New York State
 - An Innovation Festival Committee is at work preparing for the first RIT Innovation Festival in the spring
 - The Innovation Committee is developing ways to integrate innovation throughout curricula
 - A new Sustainability PhD program is in process
 - The new building that has been called the Student Services Building has been renamed the Administrative Services building to more clearly indicate its purpose. An Innovation Center will be housed in another location.
 - All are invited to the President's Inauguration Ceremony on Friday, Nov. 9th at 3:00 pm
- 2007/08 Institute Council Plan of Work was approved
- 2007/08 research oversight Committee membership was approved
- Exam schedules will be released ASAP, with the ultimate goal of having them available during class registration

- Student Government presentation – as given at the 9/13/07 RSC meeting
- EMCS / F&A Report:
 - Welcomed our largest Freshman class ever
 - Part-time enrollment is up over last year, reversing a downward trend that began in the late 1970's
 - International student enrollment is higher this year than pre-9/11 for the first time
 - Increased tuition income will result in money available for capital projects:
 - New building, including a gallery, in Craft Village
 - Renovation of the SAU pool space
 - Beginning of "Global Village" – 200 beds to be razed in Riverknoll, 800 beds constructed, enabling removal of Colony apartments
- Educational Records Policy needs to be amended to allow for emergency notification of students
- CBET presentation – fascinating description of the programs they offer

2008 BENEFITS UPDATE

Kurt welcomed Renee Brownstein, Associate Director, HR & Total Compensation and Judy DeCoursey, Sr Benefits Specialist, who began by reminding RSC that a letter outlining the changes in benefits for 2008 had been sent to all employees. More information will be coming as we get closer to the annual sign-up period, which will be October 24 – November 14. They explained the changes coming in 2008:

Health Care – Because of a large premium increase for health care coverage originally proposed by Excellus, some changes in coverage were made which reduce the increase from 20% to 8.4% overall. As in the past, RIT will pay about 70% of this premium increase. These changes include increased doctor co-pays; co-pay amounts differentiated for PCP v specialist; higher emergency room co-pays to encourage greater utilization of after-hours and urgent-care centers; and separate eyewear coverage through VSP. The 4-tier employee contribution schedule will continue, with income levels within the tiers increasing to keep pace with salary increases. RIT's prescription drug results for 2007 are encouraging – mail order and generic drug usage increased, ranking RIT's use higher than national averages for these cost-cutting measures.

Life insurance and long-term disability – benefit caps will be raised.

Retiree health care – current employees under age 35 as of 1/1/08 will join new hires in the group moving from traditional coverage to RMAs – Retiree Medical Accounts. Also, the "benchmark" group of retirees will begin a \$25/mo contribution for themselves; they already contribute \$25/mo for spouses.

Q – Many times, people seek care in an ER because other options are closed. If we want to encourage staff to take good care of themselves and their families, it seems as though the higher ER co-pays are "punishing" them for circumstances beyond their control.

A – Statistics show non-emergency use of the ER is high in this area – the ER is often chosen over people's own doctors. This leads to unnecessary costs and long wait times. ER care is very expensive, and this measure is meant to encourage people to use other resources as part of the battle to bring medical costs under control. We will be informing employees of the alternatives available in the area, their hours, and when it would be appropriate to use an after-hours or urgent-care center.

The complete 2008 Benefits Update PowerPoint presentation can be accessed on the RSC web site at <http://staffcouncil.rit.edu/meetinginformation.html> - click on the Materials section for the Oct. 11th meeting.

INSTITUTE AUDIT, COMPLIANCE & ADVISEMENT ANNUAL REPORT

Kurt welcomed Steve Morse, who began the annual update with the IACA Mission Statement:

Institute Audit, Compliance & Advisement promotes a strong internal control environment by objectively and independently **assessing risks** and controls; **evaluating business processes** for efficiency, effectiveness, and compliance; **providing management advisory services**; and **offering training** to the University community. We focus on preserving the resources of the University for use by our students as they prepare for successful careers in a global society.

Steve reviewed the IACA staff and their qualifications/specialties. He noted that IACA was itself the focus of a recent audit. This took the form of a self-assessment with review by an independent validation team. The office was found to be in compliance with the Institute of Internal Auditors Internal Audit Standards, the professional standards by which they are governed. This audit is required to be done every 5 years.

IACA has worked with Finance & Administration, information technology groups, Student Affairs, Academic Affairs & the Colleges, Sponsored Research, Development & Alumni Relations, and Enrollment Management & Career Services – in other words, all across campus. They have interacted with these units by providing a variety of services - audits, business process reviews, questionnaire reviews, continuous auditing, management advisory projects and fraud investigations.

Through these activities, IACA staff have helped units identify needed improvements in such areas as documentation of procedures, segregation of duties, supervisory oversight and monitoring, account reconciliation, fixed asset monitoring and tracking, knowledge and implementation of Information Security Office Standards, adherence to RIT expenditure policies and procedures, cash handling, information security controls, and sponsored programs/effort reporting. IACA has always found a general willingness by RIT employees to make the necessary improvements to enhance the control environment.

Steve offered some ways each of us can strengthen the control environment in our area of responsibility:

- Know your business risks
- Follow RIT policies and procedures – they were designed with Internal Controls in mind
- Identify areas in your department's operations where controls could be strengthened and develop controls to address the weakness
- Cross train staff, segregate duties
- Follow one-level-up signature authorization policy to ensure proper oversight
- Review and reconcile Oracle ledger reports monthly
- Be a good steward of RIT's assets – be as careful with RIT's money as you are with your own
- Contact IACA or the Controller's Office with questions

IACA also offers training opportunities through CPD:

- Internal Controls Training - next session scheduled for November 15th
- Occupational Fraud Training - next session scheduled for December 13th
- Ethics Training - coming soon

Q – Does your work include the Global Delivery Corp.?

A – The Global Delivery Corp. is included in our annual risk assessment along with all other university departments and entities. We rank the University's risks and develop an audit plan for the coming year.

Q – Have you looked at archivist software as a way to track assets? Each room, and then the assets in each room, can be loaded and then tracked easily as they are moved.

A – Asset tracking can be a big or small job depending on the department. Jane McGrath-Briggs or Lyn Kelly from the Controller's Office would be the people with whom to discuss this idea.

Steve closed with the reminder that IACA is an RIT resource and they are in the success business – helping all RIT departments be as successful as possible.

VOTE ON 2008/09 CALENDAR REVISION

Kurt explained that the Calendar Committee was considering a change in the already-approved 2008/09 academic calendar, introduced by Student Government.

Motion: Staff Council supports the proposal to revise the 2008-2009 Institute Calendar to move Commencement ceremonies ***from*** May 22 & 23(Fri/Sat) ***to*** May 23 & 24 (Sat/Sun).

Discussion:

- This change is to accommodate moving finals from Sat, 5/16 thru Thurs 5/21 to Mon 5/18 thru Fri 5/22. Students have said it is important that they have time after the last day of classes (5/15) to prepare for finals, rather than have finals begin immediately.
- Sue Provenzano has distributed some scheduling scenarios for both options to help in the decision-making. The Deans are in favor of option 2, which would maintain the May 22 & 23 (Fri/Sat) schedule.
- Option 2 looks like it would make parking and reception venues hard to come by.
- Option 2 is similar to last spring; the college ceremony after Convocation left no time for that college's students and parents to have dinner between and wasn't over until *very* late – people were exhausted. We need a schedule that allows graduates and their families time to really enjoy the occasion.
- Could a third venue be added to allow for easier scheduling?
- RSC reps serving on the Commencement Committee will share these concerns and this suggestion with the committee
- A move to May 23 & 24 (Sat/Sun) would push final move-out to Memorial Day. That would mean many staff would have to work the entire holiday weekend.
- The motion is not to decide the actual schedule of ceremonies – that is the responsibility of the Commencement Committee – but rather which days they will be held.

Vote: 11 in favor; 16 opposed

Motion defeated

COMMITTEE REPORTS**Communications** – Rona Skinner:

- The SAU display case for the Staff Award nominees is up
- The fall newsletter is close to release – it features the Staff Award nominees and ceremony info
- The RSC bulletin board concept is ready to be submitted to the Aesthetics Committee

Elections & Representation – Cheryl Williams:

- The block 2 special election is complete – the 2 newly-elected reps attended an orientation immediately prior to this meeting. Once again, welcome to Georgeanne Hogan and Lisa Suttell!

Events – Julia Lisuzzo:

- The committee is ready for the Staff recognition Awards ceremony and reception on October 17th at 1:30 in Ingle and Fireside
- Nick Rogers and Gail Hyde will supply the music – and it promises to be great!
- Trustees Essie Calhoun and Dancy Duffus will attend.
- RSC reps please arrive by 1:15 to host the event and greet guests. Don't forget to wear your RSC name tags!

Institute Issues & Policies – Tommie Sarchet:

- The committee has set up a MyCourses site to conduct their work
- Reviewed the IIP plan of work to determine progress, next steps
- Questions about mandatory overtime and shift premium pay have been answered
- Now looking at smoking and religious holiday policies

CHAIR'S REPORT

- Thank you to Julia for representing Staff Council at the meeting with the President of the Dominican Republic.

- Addressed a constituent concern regarding their inability to participate as freely in RIT volunteer opportunities given her change from exempt to non-exempt since the FLSA changes. Resolved that IIP would outreach to Patty to improve communication to managers around this issue.
- 2008 Commencement speaker recommendations were sent to Sue Provenzano. Linked names to Wikipedia entries for each individual.
 - Met with the group yesterday and a theme of 'Innovation and Globalization in the World Economy' were suggested for the potential speakers to focus on. The group narrowed our search down to one of three individuals in Google's upper management (Sergey Brin, Larry Page and Shona Brown). I'll keep you posted as there is more information available.
- Kristen Waterstram-Rich is doing well after a very successful cancer surgery. Going through chemotherapy now and hopes for a speedy recovery. We wish her well and sent flowers from RSC to her home.
- Recent SG meeting had a great discussion about recognized vs. affiliated clubs and club segregation.
- Ed Hensel gave a fantastic presentation about retention efforts in KGCOE. I forwarded it on to the Staff Council mailing list.
- Spoke to Dr. Watters at IC yesterday afternoon and he stated that he will be calling me tomorrow morning with a full update on the now "Administrative Services" building to be constructed near Crossroads and GCCIS.

Q – Do we have information about this building that we can share with our constituents and ask for feedback?

A – Not yet – I'll know more after our conversation tomorrow.

ENROLLMENT UPDATE

Kurt welcomed Jim Miller, SVP, Enrollment Management & Career Services, who began by reporting an incredible year for RIT:

- RIT is among leading private universities in US – one of the 25 largest in the US in total enrollment; one of the 15 largest in undergraduate enrollment
- RIT is selective – in the top 100 of over 3000 private universities for selectivity
- RIT is becoming more diverse
- RIT is an emerging university
- RIT's well-being is heavily enrollment dependent – each 1% change in enrollment = a \$2.2M net tuition revenue impact
- Enrollment results are products of recruitment and retention efforts

Fall enrollment is the highest in our history, with a number of contributing factors:

- Largest freshman class enters
- Largest graduate class enters
- Part-time decline reversed – first year of growth since the late 1970's
- International intake largest ever – above pre-9/11 numbers for the first time
- Co-op participation in Fall quarter smaller than prior years
- Increased internal transfers
- Increased success in attracting women
- Improved persistence numbers resulting from large intake in 20061

Given the past, a conservative approach has been utilized in budget planning. Actual enrollment is approximately 1.4% higher than forecasted, providing a strong budget outlook for the year:

- 37.4% of enrollment is new to RIT this year (5,977 students)
 - 84% undergraduate - 16% graduate
 - 82% full-time - 18% part-time
- Entering Freshmen
 - 105 more women vs. 20061 (80% increase)
 - 31.2% of class vs. 28.8% in 20061

- 35 more AALANA vs. 20061
 - 10.5% of class vs. 9.8% in 20061
- 49% NYS; 5% International – opportunities for recruitment in rest of US
- Entering Transfers - Smaller class than 20061
 - Women represent 41% of class (vs. 38% in 20061)
 - AALANA students comprise 8.5% of class
 - 75% NYS; 11% International – opportunities for recruitment in rest of US
- Entering Graduate Students
 - 50% Full-time; 50% Part-time
 - 36.5% women
 - 55% NYS; 62% US; 38% International

Q – Are our AALANA numbers improving, or are they remaining steady overall?

A – Our AALANA numbers are definitely growing. Percent of total population is moving more slowly, because total population is also growing. Looking at our growth (Rochester campus only) over the last decade, AALANA students account for 20% of growth; Asian students 18%; and international students 20%.

Jim thanked RSC for the opportunity to present this update, and asked that any additional questions be e-mailed to him.

OLD / NEW BUSINESS

None

MEETING adjourned at 4:00 p.m.

Respectfully submitted,
Margaret S. Meyers