

Attendees:

Cathy Caiazza Co-Chair, Amanda Sharpe Co-Chair, David Cota-Buckhout, Amy Kadrie, Andrea Walton, Anthony Campbell, Bailey Nixon, Christine Federation, Dawn Marshall-Hosier, Diane Crane, Harish Nayak, Heidi Mergenthaler, Jon Powers, Kaitlin Legg, Katie Papas, Keri Siragusa, Kristi Brock, Lauren McKenna, Jenny Hamson, Marc Seigfred, Melinda Adelman, Mike Osadciw, Molly Snyder, Paul Wlosinski, Rani Bhargava, Sasha Eloi-Evans, Sherri Gunter, Theresa Danylak, Tony Siragusa,

Guest Speaker: Kate Nearpass, Assistant VP for Civil Rights Compliance, Title IX Coordinator

Meeting Agenda:

Announcements and Housekeeping

- Zoom Protocol Updates
- Meeting minutes approval
- Updates from the chairs and areas of GSC impact
 - Administrative support
 - April Meeting
 - BOT Meeting Update
 - 2022-2023 Budget
 - Communications
 - EDI Summit

Mandatory Reporting (Kate Nearpass, OEI)

Medical Center Expansion

Break

Career Path Modernization Update

GreenerU Presentation TBA

Wrap-Up

- Matters arising
- Summary, wrap up, and takeaways
- Good news

Cathy Caiazza: After our conversation with the President and VR CHRO last month Amanda and I were talking about how we could do a better job of facilitating the conversation and trying to tease out questions that were coming through very quickly for our presenters. We want to be sure to capture everyone's questions, so we are asking folks to limit and any clutter and reactions in text form and instead to use features like the hand raise or thumbs up.

Harish Nayak: The January minutes have been posted to Teams. [Minutes were approved.]

Cathy Caiazza: The Administrative Coordinator Role has been posted and we have received several interested candidates. We have been interviewing and have also coordinated meetings with our Executive Committee and we hope to have a decision in the next week or two.

Amanda Sharpe: Our April meeting will be in person at the Memorial Art Gallery where there will be free parking. We will spend 2 hours on Council Business and have gallery tours after. Breakfast will be served.

Cathy Caiazza: Update on budget- We have submitted our budget proposal for the next fiscal year, and we shared an initial outline last month. A copy will be added to Teams for anyone to view. It's roughly in the order of \$50,000. We did offer a range because there are things such as payment for the Co-Chair role and the expansion to the Medical Center that are difficult to project. The University is reviewing proposals and hopefully we will receive approval in the next couple of months.

The Board of Trustees Meeting was held on February 17th. Amanda and I were invited to attend the Open Session. President Mangelsdorf gave a brief talk on the University's financial health, strategic planning and Covid protocols. There were a couple of presentations on strategic planning given by an alumni committee, and there was also a presentation by Wilmot Cancer Center on its application to receive National Cancer Institute designation. The next part from Board of Trustees was planning for the future. They put all the attendees in breakout rooms to discuss questions that were received after the Strategic Planning Sessions that took place previously that many of you had participated in. The last part of the meeting focused on reporting out on some special committees of the Board. Amanda and I thought this was particularly interesting because it gave a good model for how we might think about our committees on the Council and how they might present out on the progress they're making.

Amanda Sharpe: During one of the breakout sessions, I was grouped with Elizabeth Stauderman from Communications. She talked about branding and marketing and other communication issues for the University, and I thought about how we hear from staff their concerns about transparency and the schedule of communication, and we thought it was a great opportunity to connect with her to talk about this. Cathy and I have met with Elizabeth and will be meeting with her quarterly, and she will be joining one of our monthly meetings.

A reminder to all about the EDI Leadership Summit scheduled for April 7th. A reminder is on Teams with link to registration. There are in person and virtual options. Lauren is on the committee and will give an update.

Lauren McKenna: The committee has been meeting bi-weekly and I am also participating on two sub-committees that are working on registration and volunteers. I want to point out that the first half of the day will be in person with the option of virtual through lunch. The second half of the day will be all virtual. We are looking for volunteers to help with greeting, ushering, lunch and registration. Anyone who is interested, let me know via email what your availability is that day. Looking to confirm volunteers by the 18th. The first 100 people to register will get a swag bag mailed to them.

Amanda Sharpe: Where is the location?

Lauren McKenna: Simon Rotunda is for check-in and breakfast. The keynote speaker will be at Strong Auditorium. Other locations are still to be determined.

David Cota-Buckout Professional Development Committee:

We met with several people from the MyPath Team and had a lot of great conversations about MyPath and professional development as it relates to online learning along with equity and accessibility. We had several questions that were addressed, and one big takeaway is that they would like to have a liaison from their team join the Professional Development Committee during our regularly scheduled meetings. We will focus on retention for staff, training for staff and the Career Path Modernization Project. Additional notes are posted in Teams. Send me an email with any additional questions.

Paul Wlosinski: Can we work with them on hosting more in-person classes if they have the staff to support that? Additionally, one of the points brought up was mapping to assist in transitioning from one department to another and what classes might be available.

Marc Seigfred: How does the MyPath team situate in comparison to Michelle Lewis in Professional Development?

David Cota-Buckhout: They brought up that Michelle Lewis will be joining our team for the specific reason of combining efforts so we will be able to connect with her regularly as well.

Jon Powers ASE District Updates:

We will be holding Town Hall meetings of listening sessions each semester. This semester we have had one in-person and one via Zoom and we have one more coming up. Some of the themes that have come from those sessions were:

- Bi-directional communication with Administration
- Giving rationale as to why a decision is made
- Low staffing levels and culture issue of burnout

We will be meeting with Jess Foster and Beth Olivares at our next meeting. We met with them last semester and I think it was valuable. We sent out a brief note to everyone in December based on what we heard from them and steps we had taken regarding the remote work agreements. That led to some positive conversations with the Deans and led to some changes in that policy before the spring approval process.

Kate Nearpass, Assistant VP for Civil Rights Compliance & Title IX Coordinator

Kate Nearpass, Assistant VP for Civil Rights Compliance & Title IX Coordinator joined the meeting. Kate shared a presentation that was put together by her and other members of her team and they have been presenting to various groups throughout the University.

Kate Nearpass: The Civil rights Compliance Team is within OEI and is focused on conducting neutral, impartial investigations into complaints of discrimination and harassment based on a protected class. We do those investigations pursuant to three policies, the one that I'm going to be focusing on today is the Policy Against Discriminating and Harassment (PADH). We also investigate concerns under the Title IX policy and the Student Sexual Misconduct Policy.

- Our office handled 427 complaints last academic year; it will likely be over 500 for this year.
- Most complaints that we receive relate to race, color and ethnicity and we also receive a fair number of retaliation complaints.
- When a complaint is received, my office will make an assessment if a full investigation needs to be completed. If an investigation takes place, we have a newly implemented panel process which includes 5-7 other individuals to make the decision of whether or not the facts as reported by investigators constitute a violation of our policy. If a complaint does not require a full investigation, it can be resolved by alternative resolution which can include things like referral to HR, mediation, and/or training
- You can file a complaint to our office anonymously or make your name known only to the Investigators and no one else in the report or decision-making panel.
- Mandatory reporting is required by anyone who is in a supervisory position and reports need to be made even if you learn the information from someone other than your direct report.
- ***Mandatory reporters should make it clear if someone comes to them in confidence that they might be required to escalate the information they receive.*** If they do not want to take the risk of having the information being reported and would just like someone to talk to, they can be referred to the Counseling Center, UHS or the Chaplains.
- When an issue is reported we will reach out to the complainant but may not get back to the person who reported the incident. Reports can be sent to PADH@rochester.edu
- If safety is a concern, we may take an interim measure to remove the accused pending investigation.
- If you hear about any behavior that relates to a protected class, tell us about it and we can make the assessment of whether it warrants further investigation.
- Title IX is a separate policy that overlaps with PADH but is specific to sexual misconduct. This policy applies to both students and employees. Reports can be made to TitleIX@rochester.edu

Laruen McKenna: Can mandatory reporters remain anonymous?

Kate Nearpass: Yes they can.

Dawn Marshall-Hosier: How does this affect contract employees vs. university employees, temp employees and is paid leave an option for them?

Kate Nearpass: Yes, they can make complaints under this policy, paid leave is typically covered but it depends on the individual situation. It is very rare that someone needs to be placed on leave.

Jon Powers: Are all GSC members considered mandatory reporters?

Kate Nearpass: Only if you are in a supervisory position.

Amanda Sharpe: We need to take into consideration all of this information so that we may handle any complaints appropriately.

Diane Crane: How do our report numbers look like compared to our peer institutions?

Kate Nearpass: It varies from school to school depending on how they report incidents. We have seen the number of reports grow year after year, I think this is due to an increasing willingness for people to come forward.

Sherri Gunter: If a person that is in a leadership role is making comments in poor taste, what can we do?

Kate Nearpass: We will refer that to HR, or you can go directly to them if you prefer.

Sherri Gunter: If staff reports this, what protection does staff have if it is not based on a protected class?

Kate Nearpass: PADH has a very strict retaliation policy. If you're reporting something that falls within PADH there is a very specific retaliation provision in there. If a complainant feels that they were retaliated against that gets rolled into our investigation and now we're looking at that retaliation concern as well. If you go to HR with a complaint that is not considered PADH there is not a policy in place for retaliation.

Rebecca Walters: If you are experiencing any level of unprofessionalism or bullying not based on a protected class that is something that we would take very seriously and would like to evaluate.

Medical Center Expansion

Rebecca Walters:

- We had our most recent meeting and continued our discussion about what representation looks like.
- We have not had any conversations with clinical staff yet.
- We discussed how current staff committee structures will interface with the Council.
- We are starting to understand more about what other staff committees already exist.
- We will create 2-3 modules of what the committee will look like based on our conversations and conversations we will have with all of you.

Rebecca shared the organization structure and their numbers and will upload the information to Teams for reference purposes.

Next Steps

In our April meeting we want to have some brainstorming sessions. Some things to think about before the next meeting:

- What should the timeline look like?
- How many phases?
- How many participants and are there opportunities for overlapping representation?
- Are there changes to the existing structure that will be needed to accommodate the expansion?

Amanda Sharpe: We want everyone to have the opportunity to be involved in the decision-making process as it will affect everyone's districts. Please take some to think about some ideas. We don't have a specific number of proposals, but we would like to have 2-3 that we can present to the President. Please feel free to share them before the next meeting or do some homework and be prepared to share at the next meeting

Melinda Adelman: At what point are we seeking feedback from existing districts?

Cathy Caiazza: We've put together a few different scenarios of what this could look like, and I think our work is thinking through what the advantages and disadvantages of those scenarios are.

Amanda Sharpe: The Council is making the recommendation and it's up to Cathy and I as leaders to make that final decision but we want to be sure that we are weighing in everyone's thoughts as best we can.

Marc Seigfred: To offer some broader perspective, when this council was formed it was supposed to be part of three and we didn't have to figure out how the other two would be formed. The new President decided to make it one. We are now the ones who are pushing this forward. I think this is an opportunity for us to make it the way we want it to be. I think it's a great opportunity for Non-Medical Center staff who represent a small percentage of the total University staff to have a larger representation than if we were handed a Council that was already formed.

Amanda Sharpe: We will form a brainstorming area in Teams for those who want to submit your ideas prior to the April meeting. If you have questions, you can reach out to Cathy and myself and include Rebecca as well.

Career Path Modernization

Amanda Sharpe:

- There was a community-wide update last week that was recorded and is available on the website for those who were not available to attend in person.
- Cathy & I were invited to moderate several Q&A sessions hosted by the CPM team the first one was held on Wednesday.
- Cathy and I are meeting this afternoon with the CPM team for a debrief and to discuss ways we can make improvements in these sessions.
- There are five additional sessions scheduled and the information for those sessions has been added to Teams.

Feedback:

Marc Seigfred: They sent out a survey after the community update, but it seems like every one of the updates that have gone out so far have had the same three questions asked:

1. Will this affect my pay?
2. Will you ever post the wage salary to job band?
3. Who are the markets that you're going to compare my job to when you are figuring out my salary?

They did confirm that no one will see a reduction in pay. They have still been unclear about the market comparisons I think they would benefit by having better communication about those areas because they keep coming up and haven't been directly addressed.

Amanda Sharpe: They were supposed to cap the session at 50 but 125 were in attendance. Kathy Gallucci was there and took some questions. I will take feedback that a clearer answer with less business language is probably necessary to help with clarification for people.

Marc Seigfred: I think it's fair for them not have concrete examples in some of the cases but still be able to speak to the intention because it is still so early in the project.

Amanda Sharpe: I did listen to Dan's responses, and he did address all of the questions I just think the way people are hearing them aren't helpful to them. They did speak about the timeline and integration about HCM which stands for Human Capital Management. The announcement was recently shared that we are officially changing to Workday instead of HRMS which is also known as Peoplesoft.

Dawn Marshall-Hosier: Is the current HRMS system being integrated with the new system?

Amanda Sharpe: I would imagine the identity that you already have will carry over. We are already using Workday for some of our daily work and have not had to create a new password or Net Id.

GreenerU

Amy Kadrie: I have been working on having this listening session with our group today. We were selected as a group to gain some additional feedback.

Amy shared her presentation with the group. Some of the key points discussed were:

The three Pillars of Sustainability are Social, Economic and Environmental, and when all three pillars are all in harmony it is said to be living in a sustainable society. This is the first ever sustainability plan that has been done at the University and is being led by myself, Cam Schauf and with a consultant called GreenerU.

We are launching a survey and want to hear from as many voices as possible across the University community and beyond. https://universityrochester.co1.qualtrics.com/jfe/form/SV_8zU2sW3kvHtLCMC

Planning Goals

- Create shared vision and goals for sustainability at UR
- To break down silos and connect sustainability across UR
- Create a process for implementing and tracking so our success can be measured
- Increase community awareness and engagement so the University is seen as a leader in our community

Current State

Stars, a program of AASHE is a Sustainability Tracking, Assessment and Rating system. It is the best data tracking tool that assesses sustainability in higher education. We recently submitted to stars and received silver recognition. Many of our peer institutions are gold and Cornell is a platinum, so this gives you a frame of reference of what a school like ours is capable of achieving.

Discussion Questions for breakout rooms by District:

1. What does UR do well in regard to sustainability and climate action?
2. What else could UR do or what could we be doing better?
3. What do you think UR should prioritize in its 5-year plan?
4. How can we advance sustainability and how should this look in practice?

5. How could the anticipated climate risks for the region affect the people and infrastructure of UR?
6. What would we do with unlimited resources?
7. What could UR become an expert at?

Amy Kadrie: I wanted to talk a little about the survey. It is for anyone who is not directly involved in the project. We are doing our best to get it out there and if any of you can help with that it would be appreciated. We have had approximately 400 people to date take the survey but an area that we are lacking in right now is students. My marketing intern student has created a poster with a QR code and that should be ready next week and will be put up near the time clock for dining services and environmental services to be able to access. We haven't set an end date yet but will continue the survey for at least the next couple of weeks.

Marc Seigfred: Will you report back the outcome?

Amy Kadrie: Yes, the timeline is aggressive, and we hope to have the plan out by July. It's intended to be a public plan and shared widely.

Amanda Sharpe: A reminder that we plan to be in person at our next meeting. If anyone has any dietary restrictions, please let us know so that we are prepared when we place the catering order.

Please prepare for the Med Center Expansion brainstorming in the April meeting.

Next Genesee Staff Council meeting scheduled for April 8th from 9AM – 12PM.