Genesee Staff Council
Meeting Agenda: November 3, 2023

9:00 – 9:10 AM – Welcome, Housekeeping, Announcements
- Group Norms
- Mission
- Approval of October meeting minutes
- Updates from Co-Chairs

9:10 – 9:40 AM – District meetings
- District meetings to discuss common feedback, current priorities, methods of gathering information, and what goals we have at a district level
- Questions for other council members about goals/needs/intended outcomes

9:40 – 9:50 AM – Break

9:50 – 10:15 AM – Share out from District meetings

10:15 – 10:55 AM – Dan Salamone: CPM resources for managers
- 20-minute presentation/ 20 minutes for feedback/questions

10:55 – 11:05 AM – Break

11:05 – 11:25 AM – Staff Council Charter discussion

11:25 – 11:45 AM – Committees discussion and overview/expectations of committee work

11:45 – Noon – Wrap-Up
- Matters arising
- Summary, wrap up, and takeaways
- Good news

Attendees: Co-Chair Jane Bryant, Co-Chair Jon Powers, Melinda Adelman, Chennel Anderson, Laura Ballou, Brandi Bangle, Rachel Bills, Kristi Brock, Jamie Brown, Leah Brown, Amanda Carter, Karen Cera, Lindsay Chasse, Maria Chiodo, Leslie Collison, Kris Condello, Jazmin Dunham, Maria Fagnano, Scott Fearing, Mary Hallinan, Arian Horbovetz, Austin Jackson, Charles LaBrake, Aaron Landcastle, Hannah McClow, Patrick Meagher, Heidi Mergenthaler, Andria Mutrie, Michael Occhino, Ted Pagano, Brenda Pitoni, Tacarah Reyes, Lauren Sageer, Marc Seigfred, Amanda Sharpe, Sarah Siddiqui, Ashley Smith, Lisa Smith, Rachel Stuckey, Jessica Syposs, Thuy Tran, Dan Watts, Joe Williams Jr., Paul Wlosinski

Co-Chair Jon Powers reviewed the group norms, Zoom etiquette, and GSC mission. Karen Cera has been appointed as the new Council Secretary. The October meeting minutes have been approved by the present Council members.

Updates from Co-Chairs

Jon Powers: The Provost reception went well, thanks to those of you that were able to attend. Prior to the reception, the Co-Chairs had a meeting with David. He is very willing and open to be a resource to this group as needed. We also met with Kathy and Sarah and gave them a briefing on how the expansion has been going, discussed orientation, and talked briefly about the potential Council committees. The President encouraged us to find a mechanism to keep track of and communicate what the committees are doing so that the information is more readily available. We asked about the Public Safety Advisory Committee and the Public Safety Chief Search Committee, neither of those groups have met yet but they are hoping they will meet and be charged prior to Thanksgiving. We also talked about CPM and the wage transparency updates, which we will talk about in greater detail with Dan later today.

District meetings

The group went into breakout rooms by district groupings to discuss common feedback from constituents, methods of gathering information, district-level goals, advice for new districts or questions as a new district, suggestions for collaboration during monthly full-Council meetings, and suggestions for agenda items for our upcoming meetings. Following the breakout session, the full group came back together for a report out.

Jon Powers: An idea that Jane and I discussed was doing district breakout groups or committee breakout groups at every other GSC meeting.

Dan Watts: Having spent a year on the Council, I still don't really know what the other districts do outside of AS&E in terms of district meetings, town halls, and the other ways to communicate to constituents. A report out from the other districts would be really useful.

Marc Seigfred: Do you know if the university-wide engagement survey is still on track, and whether the data will be shared with the GSC?

Jon Powers: Last we heard, they had decided on a vendor. We have not had an update since then, but we can check with HR on that.

Brenda Pitoni: I know one of the districts does town halls, and I would love to know how different districts are reaching out so we can consider other ways of doing things.

Karen Cera: LLE hosts coffee hours to get people talking and mingling, and at one of those events I did a GSC table. That's probably when I've received the most feedback from my district. We do send out a newsletter as well.

Kristi Brock: It would be helpful if we could share how big the districts are, for the new people. For example, I represent Central, and we have around 600 people. We are spread

out, so we send out a monthly newsletter with updates and a call for feedback. We also created a poll to get feedback on topics they want to hear about, and we do two town halls per year.

Laura Ballou: Trying to figure out how this group could leverage already existing data or upcoming surveys could be helpful to us. It sounds like they're ready to launch a campus climate survey in spring. Do we have any influence over staff questions in that survey?

Jon Powers: Given our relationship with OEI, they would likely be willing to share any data with us. We could also ask them to include anything specific that we as a Council think should be included in the survey.

Andria Mutrie: It would be nice if when we do have SMD district meetings, maybe Jon or Jane or Karen could pop in to help advise us.

Marc Seigfred: University IT has gotten a good amount of feedback about consistency in remote work (or lack thereof). For out of state workers, there's a manual approval process, and sometimes they don't get approval until 3 weeks before the deadline, so they risk having to not work here anymore or move back from out-of-state. It's causing anxiety around their stability.

Jessica Syposs: Dept of Medicine have created an actual policy regarding remote work. There is a positive push from our leadership to embrace work life balance.

Karen Cera: Some leadership is starting to talk about policies to bring people back. Are there any protections for those remote workers?

Jessica Syposs: There is no full university policy in regards to this, other than making sure you follow university guidelines. https://www.rochester.edu/human-resources/professional-success/remote-work/ Because SMD is so large, there's been a lot of disconnect around remote and flexible work policies.

Several representatives commented that remote and hybrid work policies have helped their departments to attract and retain employees, but some managers are pushing for more in-office work. Some offices are doing one required in office day a week for the full team to promote teamwork. There seems to be resentment among staff who are not able to work remotely (ex. student services employees). There is a problem with lack of physical space that may be solved by having fewer people on campus everyday.

Dan Salamone—CPM

Dan Salamone: A lot is going on with CPM right now. CPM is part of a larger subset of projects called HR modernization. CPM is intended to provide a clear, easy to understand job structure. Benefits for staff—empowerment to explore new opportunities, equitable pay and transparent pay ranges, and consistent job leveling factors. Jan. 31 is when things will begin showing up in HRMS and the job catalog will roll forward. That is also when we will open the appeals process for staff that want to have their position reviewed. In the next few months, we will be spending a lot of time preparing managers. Just yesterday, we launched our first two trainings for managers on the structure and pay practices.

Jessica Syposs(in chat): With re-titling, there has been inquiries by staff that wage compression may occur again. Is this a possibility?

Dan Salamone: We are working with finance and making plans to build in as much money as is feasible to start addressing compression, and the university is committed to doing that over time. Having people in the right jobs so that we can compare them accurately is really going to help fix this compression issue for us.

Melinda Adelman: Is the job search database being updated?

Dan Salamone: A few things are happening around that. As we migrate to this new structure, the new jobs will have to migrate to the new structure as well. We are starting to work through the new jobs that are posted. This will probably go beyond the January timeline for implementation because of the volume. In my URHR, there will be a new job posting and applicant tracking system which will help the process for looking for new jobs.

Mary Hallinan (in chat): Are we concerned with losing individuals who enjoy/like their position who are in the top of their pay range. These could be highly technical and specialized individuals.

Dan Salamone: The pay ranges right now are based on current classifications, which in some cases are very generic. Plenty of people will end up aligned to ranges that may more accurately represent their roles. For example, we have a lot of people that are classified as an analyst/programmer of some kind, so those will be broken down into over 150 jobs in the new structure, and each one will have a new pay range that's aligned to those markets. So we don't think we'll see a lot of people being at or over the maximum of their ranges with this new structure.

Arian Horbovetz (in chat): What percentage of people are expected to have a title change?

Dan Salamone: Everyone will see some degree of title change, for most it will be minimal.

Jon Powers: Right now, there's functional titles, and there's actual titles. To what extent will that be addressed by HR?

Dan Salamone: The reality is that, for us as an organization, the "anything goes" functional title is really a big piece of why we're in the place that we are right now. So we will need to put parameters around titling, which comes with some challenges. We need to ensure we're being equitable, and provide people the ability to find opportunities clearly.

Maria Fagnano (in chat): Should all of the managers have the information to review for their staff now? And how is that coming to us? Email? MyPath?

Dan Salamone: Managers will get the information for their areas from their designees. We're going through the list centrally now, based on designee feedback, and we are going to turn those back around to designees the week of Nov 13. Designees will then set the course to meet with managers, share the list with them, and collect feedback.

Ashley Smith: What happens when someone is at the top of the salary band? Will they not be eligible for merit raises?

Dan Salamone: You can exceed the top of the band by 20%. Depts may end up doing a lump sum instead of merit compounding on the base wage. Merit would be paid out as a bonus.

Tacarah Reyes: How will the CPM structure benefit or effect our Union dining services employee? Will dining services job titles be also evaluate and reviewed?

Dan Salamone: Bargaining unit staff roles were not included in CPM because they tend to have more clear and more direct job classifications, and their pay is governed by contracts. That said, we can always review the job classifications, but it would typically be done through the collective bargaining process.

Kristi Brock: I wanted to share some positive feedback about the way this information was communicated to directly to managers instead of through department leadership. And having the trainings required and in MyPath so that they can be tracked and completed is very effective. The verbiage of the trainings themselves is very thoughtful and impactful. This was a huge lift and I wanted to give you this positive feedback.

Jon Powers: Can you share a version of what has been shared with managers so far regarding CPM? *Dan will check on this with the change management team.*

Melinda Adelman: Will there be guidelines available alongside the new salary ranges? How can people find out how to grow within a position (i.e. what do they need to do to move from the minimum to midpoint to maximum)?

Dan Salamone: The new pay administration guidelines launched in September on the CPM website and the compensation website. We are going to be working to continue to build those with more clarity overtime with the Compensation Governance Committee.

Amanda Sharpe: I have gotten feedback from some faculty who have been assigned as managers. Are faculty considered managers whether they have direct reports or not?

Dan Salamone: We inadvertently sent that email to managers of students, so we are sending a notice out to those individuals to pull back the training. But if a faculty member is a manager of a staff member, they should know and understand this structure.

Jane Bryant: Thank you so much for your time, Dan. We will send you the remaining questions via email.

Genesee Staff Council Charter

Jane Bryant: A GSC charter would be some kind of guarantee of rights, relationships, or privileges agreed upon by the Council and University administration, with a focus on how we interact with leadership and how we're beholden to one another. A charter could be a way to ensure the Council continues on and maintains connections as the people in university leadership roles change overtime. We look at some other higher ed staff council charters, and many of those included the primary liaison(s) with leadership or a reporting

structure, expectations for leadership regarding the timeline of their responses to certain kinds of feedback, and how to address proposals/resolutions/recommendations. Some things we need to look at before establishing a charter is the desired effect, the benefits and/or risks, the guarantees, identifying key individuals and offices to implement the charter, and we should consider the effects on future expansion or internal structure.

Sarah Siddiqui: We should ensure that our charter is not too detailed in the goals of the Council so that it's not restrictive for future Council representatives.

Marc Seigfred: We have done that in our bylaws by saying things like, "the Council shall maintain a process for XYZ…" instead of spelling every process out like the Faculty Senate document does.

Melinda Adelman (in chat): Would we need to include something about how our budget is sourced, and whether that implies any kind of dependency or deference to that source?

Jon Powers: This is only our second fiscal year of having a budget from HR, but it is not guaranteed anywhere, so that is a fair question to ask when looking into a charter.

Laura Ballou: In general, I think a charter is a good idea, we just need to make sure we can balance the time that will take with our staff advocacy work.

Staff Council Committees

Jon Powers: We have identified six staff council committees (apart from the Expansion Evaluation Committee). We will distribute a survey following this so that each representative can indicate their preferences for committee service. Each representative should plan to serve on (and participate actively on) at least one committee.

The Co-Chairs outlined the responsibilities of the six committees (Executive Committee— already formed, Accessibility Committee, Communications Committee, Engagement Committee, Internal Affairs Committee, and Special Projects Committee, details here: https://www.rochester.edu/staff-council/about/committees/) and asked that representatives fill out the form indicating their committee service preferences. Committee membership will be announced prior to our next meeting.

Wrap-Up

Jon Powers: As a reminder, our next meeting will be in person on December 8, in Feldman Ballroom.