



A Letter From Dr. Watters

Welcome to the first edition of the Finance & Administration divisional newsletter. You informed us through the survey instruments and during the town hall meetings that you would like more information about events taking place on campus and decisions affecting your workplace. We heard you and we are trying through this format and others to respond. We are dedicated and sincere about trying to address the issues you raised as most important to you. If we are missing some points, let us know.

I heard very clearly three important issues for the managers of Finance and Administration to tackle in order for us to progress as an employer of choice. The first was greater communication. Your handwritten cards indicated that there are several elements to this observation. First, you wanted more regular briefings on university level issues that we typically cover in the town hall meetings. Second, you indicated that we have unequal sharing of divisional information throughout the division, depending on

the skill sets and orientation of the various managers. Third, you indicated that in many areas communication only occurs in one direction. We appreciate these concerns and will be working to improve this situation.

I heard very clearly that you believe we need a better system of reward and recognition for divisional employees. To this end, we have begun meeting with local agencies that have received national attention and awards for their efforts in these areas. We are working to improve our response to this observation.

I heard very clearly that you believe our managers need to be better trained in various aspects of their work. Here there was a lot less clarity on the most compelling concerns beyond communication skills. A variety of issues surfaced including fairness, evaluations, integrity, flexibility, recognition and rewards, and technical proficiency. We will be strengthening our advancement of education for managers. We have begun discussions with our new affiliate, Rochester General Hospital, to establish a new leadership institute to tackle these issues.

It is my sincerest pleasure and honor to work along side each and every one of you. You are the finest group of Finance & Administration employees in the country. We are committed to making this place even better for all of us.

Ways to Stay Healthy at Work During this Year's Flu Season

The flu season is starting and will last through the winter. To protect yourself and others, the RIT Better Me program and Centers for Disease Control recommend these key action steps:

1. Maintain a healthy lifestyle through rest, diet, exercise, and relaxation. Practice good hygiene by covering your coughs and sneezes with a tissue, wash your hands frequently, and avoid touching your nose, mouth and eyes.
2. Get vaccinated against seasonal flu and if you are at higher risk for 2009 H1N1 flu complications, you should receive the 2009 H1N1 flu vaccine when available as well (for more information about the H1N1 vaccine visit www.cdc.gov/h1n1flu/vaccination/acip). RIT-sponsored seasonal flu clinics are available on the following dates this year from 7am to 5pm:
 - Tuesday, Nov. 3 at the Gordon Field House, Reception Room (upper level overlooking pool).
 - Thursday, Nov. 19 at the Student Development Center (Building 55), Room 1310.
3. Don't spread the flu! If you are sick with flu-like illness, stay home. (Symptoms of flu include fever [100 degrees Fahrenheit or 38 degrees Celsius] or chills and cough or sore throat. In addition, symptoms of flu can include runny nose, body aches, headache, tiredness, diarrhea, or vomiting). The CDC recommends that sick workers stay home if they are sick with flu-like illness until at least 24 hours after they are free of fever without the use of fever-reducing medicines.



RIT Recognized as a Sustainability Leader

In its annual survey of American colleges and universities, the *College Sustainability Report Card* included RIT on its list of nationally recognized “College Sustainability Leaders.” It is the first time RIT has been selected for this honor. RIT improved its overall rating to a B this year and earned A grades in four categories: administration, green building, student involvement, and investment priorities.

This is a testament to our efforts to develop comprehensive campus, research and education programs in sustainability.

20 Minutes on the Job with: Jill VanDuyne

Each issue of the F&A Newsletter will include a question and answer session with one of the employees of Finance & Administration so we can find out more about them and what they do. For this issue I visited the kitchen of the Artesano Bakery & Café to get to know one of the newest additions to the Finance & Administration family, Jill VanDuyne, who joined RIT in September as the executive pastry chef of the Artesano Bakery & Café.

Where were you before you came to RIT?

I’m a Rochester native and went to the Culinary Institute of America in New York City for my college education. After working in the culinary industry in New York and then Philadelphia I recently moved back home to Rochester.

What drew you to work for RIT?

Honestly, I have a dream job in this industry. This job gives me the ability to be very creative every day with the benefits of having a normal life and time to spend with my daughter, Olive. I don’t have the capital to start my own bakery so managing the bakery for RIT is an ideal situation.

Home Ownership

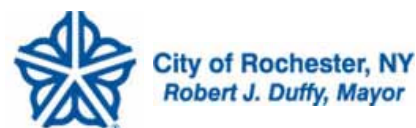
Are you interested in taking advantage of RIT’s new home ownership partnership with the City of Rochester?

This program gives you a chance to own a home in the City of Rochester with \$6,000 in help. The Employer Assisted Housing Initiative is available to regular full-time and extended part-time faculty and staff at RIT who do not currently own a home in the city. Participants must remain employed by RIT for at least five years following the date of closing. Additionally, the purchase price of the home must not exceed \$200,000, and participants must maintain residency in the home for no less than five years from the date of closing.

RIT limits this program to 10 employees

per year and participation will be determined on a first come, first served basis. If you are eligible for the program and you want to get started, contact your benefits representative in the Human Resources Department. If your last name begins with letters A-L contact Valerie Liegey by phone at (585) 475-5346 or email valpsn@rit.edu. If your last name begins with letters M-Z contact Brett Lagoe by phone at (585) 475-5983 or email blpsn@rit.edu.

You can also find more information on the RIT Human Resources website: <http://finweb.rit.edu/humanresources/benefits/supplemental/homeowner.html>



What is your favorite part of your job?

My favorite part about working is the challenge of getting the bakery up and running as efficiently as possible. I also love the science behind baking and I’m always trying to tweak recipes to make them better.

What is the hardest part of your job?

The hardest part is dealing with storage and space issues and not having enough freezer space.

What’s your most popular pastry?

Well, people are hesitant to try it because of the name, but it is my shortbread. Once they try it then they never go back. My pistachio brittle is a pretty big hit too. My personal favorites are my cookies and brownies. I make them Betty Crocker style but way better.

How do you like your co-workers?

I love my co-workers—I’ve got star players on my team and I love Lance who runs the

front. I have five great students working for me now.

Any last remarks?

Business is great and it’s getting better every minute! I hope the folks at RIT think of us when they want cakes for birthdays and other special occasions.

Ritchie’s List

Ritchie’s List is an online tool to promote a free office supply exchange within Finance & Administration. So, if you are up to your eyeballs in paperclips or binders, use Ritchie’s List to put your “extra stuff” to good use in a “green” way. Here’s how it works...

- Post your extra stuff-- computer and printer supplies, clips and fasteners, etc-- stuff you don’t need.
- Search and find the stuff you need through email
- Check with Ritchie’s List before you order supplies
- It’s fast, free, and green
- As always, standard RIT purchasing policies apply

Ritchie’s list can be found at:

<http://apps.rit.edu/fa/ritchieslist/>

We will be rolling this out university-wide very soon.

Welcome to F&A

Here is a list of new employees hired since July to join the division of Finance & Administration. Help us welcome them to the RIT family.

Name	Position	Organization
Elisha Abrams	Custodian	FMS Building Services
Ayalew Alemu	Custodian	FMS Building Services East
Zachary Boyce	Convenience Store Supervisor	Bytes on the Run
Randal Brown	Custodian	FMS Building Services
Ramadhan Duhart	Custodian	FMS Building Services East
Nicole Dutcher	Senior Financial Services Specialist	Office of Student Financial Services
Erica Duthiers	Associate Counsel	Legal Affairs
Yolanda Garcia	Custodian	FMS Building Services
Lisa Hupf	Student Systems Web Programmer/Analyst	ITS Systems Development
Angel Male	Network Engineer	ITS Network Communications
Enid Miranda-Heredia	Custodian	FMS Building Services
Nancy Moore	Supervisor Building Services	FMS Building Services East
Srinivas Pinninti	Student Systems Web Programmer/Analyst	ITS Systems Development
Rochelle Pray	Senior Financial Services Specialist	Office of Student Financial Services
Kenneth Preston	Custodian	FMS Building Services East
Timothy Quartley	Public Safety Officer	Public Safety
Aric Rininger	Supervisor	Sol's Underground
Maria Roman	Custodian	FMS Building Services
Charles Satterfield	Custodian	FMS Building Services
Bridgitte Thomas	Senior Financial Services Specialist	Office of Student Financial Services
Jill VanDuyne	Executive Pastry Chef	Artesano Bakery & Cafe
Cara Wheaton	Custodian	FMS Building Services

Phishing: Will Employees Avoid Criminal Lures?

The Information Security Office launched the second RIT Phishing Awareness Week. "Phishy" (a large fish) visited different locations on campus to raise awareness about phishing and handed out "Don't Get Hooked" cards. Phishing is when targeted "official-looking" e-mails (a phish) request your password. When employees respond to these emails with their passwords, criminals then use the passwords to compromise RIT accounts to conduct illegal activity such as spamming and identity theft. RIT has publicly declared that it will never request your password through email. Unfortunately, despite these warnings, several employees have fallen prey to phishing over the past year. **Never respond to email requests for your password! Don't get hooked!**



Feedback

If you have comments or suggestions for this or the next edition of the Finance & Administration Newsletter, please contact Luke Auburn by phone 475-6033 or email lra9802@rit.edu

Save the Dates!!!

F&A Holiday Party
Monday, December 21, 2009
11:00am - 1:30 pm
SAU Cafeteria

F&A Diversity Luncheon
Tuesday, March 2, 2010
11:00am - 1:30pm
Grace Watson Hall

More information about these events is forthcoming.....

