

Resources, Planning, and Institutional Policy Committee

Annual Report 2010-2011

Committee Charge:

V. Section 2.C.5.b. The Resources, Planning, and Institutional Policy Committee shall be concerned with policy relating to non-instructional personnel (including administrative personnel) and institutional budget and planning functions, which includes, but is not limited to, policies relating to recruitment, hiring, evaluation, welfare and development as well as compliance with local, state, and federal guidelines (e.g. affirmative action, ADA, homeland security), and institutional support functions of the university (e.g. technology, parking) In addition, this committee shall review and provide advice on master planning, strategic planning, and budgeting processes and provides advice, as appropriate, on other procedural matters that affect the general welfare of the institution and its employees.

RPIPC Websites:

Main: <http://senate.gcsu.edu/content/resources-planning-and-institutional-policy-committee>

Minutes: <http://minutes.gcsu.edu/resources-planning-and-institutional-policy-rpipc>

Committee Calendar:

Friday, April 30, 2010	Organizational Meeting to Elect Committee Officers
Friday, September 3, 2010	Monthly Committee Meeting <ul style="list-style-type: none">• Missing Student policy and procedures (MOTION)• Discussion of MWF classes and Friday common meeting time
Tuesday, September 28, 2010	Special Meeting – Budget Discussions with President Leland
Friday, October 1, 2010	Monthly Committee Meeting <ul style="list-style-type: none">• Discussion of MWF classes and Friday common meeting time• Discussion of Motor Vehicle Policy
Friday, November 6, 2010	Monthly Committee Meeting <ul style="list-style-type: none">• Motor Vehicle Policy (MOTION)• Red Flags Rule (MOTION)
Friday, December 3, 2010	<i>Meeting Cancelled – No Agenda Items</i>
Monday, December 6, 2010	Special Meeting – Budget Discussions with President Leland
Friday, January 14, 2011	<i>Meeting Cancelled – No Agenda Items</i>
Friday, February 4, 2011	<i>Meeting Cancelled – No Agenda Items</i>
Friday, March 4, 2011	Monthly Committee Meeting <ul style="list-style-type: none">• Discussion of Shared Leave Policy
Friday, April 1, 2010	Monthly Committee Meeting <ul style="list-style-type: none">• Discussion of GCSU Mission and Strategic Directions• Discussion of faculty email issues

Executive Summary:

During the year, a number of policies were reviewed, edited, and/or endorsed by the committee.

- Georgia College & State University is required by Federal Law to have a policy in place to assist with required emergency contact notifications within twenty-four (24) hours after the time a student is deemed to be missing. The GCSU Missing Student Policy was approved by Senate on September 27, 2010. <http://www.gcsu.edu/publicsafety/notification.htm>
- Development of the GCSU Motor Vehicle Use Policy was required by the University System of Georgia in order to comply with a State of Georgia mandate. Thus, the process simply required endorsement of a GCSU policy that complied with the USG policy. The GCSU Motor Vehicle Use Policy was approved by Senate on November 29, 2010. <http://www2.gcsu.edu/policies/overall/motor-vehicle-use-policy-an.htm>
- The US Federal Trade Commission established the “Red Flags Rule”, which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003. Pursuant to the requirements of this rule, Georgia College & State University was required to establish a policy to require appropriate procedures within each relevant department and/or division to implement the rule. The GCSU Red Flags Rule Policy was approved by Senate on November 29, 2010.
- Staff Council is reviewing the current Shared Leave Program. The discussion has focused on the confidentiality of the process and on ensuring accessibility for all faculty and staff. Open forums were held during the spring semester to solicit input for the revision of the existing program. This issue will be ongoing for RPIPC in the next academic year.

RPIPC met with President Leland at two Special Meetings to discuss the university budget. The first meeting was held on September 29, 2010, and consisted primarily of an update from President Leland explaining the current budget conditions and the implications for the university. The second meeting was held toward the end of the budget development cycle on December 6, 2010. President Leland explained the priorities that were used in evaluating budget requests. RPIPC members also attended a number of budget forums that were held throughout the budget development cycle.

President Leland and Provost Jordan attended the final committee meeting of the year to discuss the University’s Mission and Strategic Directions. The committee provided feedback and a general endorsement of the documents presented. The issue of faculty email was also addressed at this meeting. Provost Jordan presented a summary of the review of email options that had been conducted throughout the spring semester. RPIPC acknowledged the benefits of significant cost savings and improved back-up that would result from the move to an external email host. Based on the information at hand, the committee members endorsed the selection of Live@Edu over Google Apps, primarily due to privacy and security concerns.

Committee Membership and Record of Attendance:

Name	Status	Absences
Catherine Whelan (C)	Elected Faculty Senator - CoB	0
Judith Malachowski (VC)	Elected Faculty Senator - CoHS	2
Lyndall Muschell	Elected Faculty Senator - CoE	1
Chris Skelton	Elected Faculty Senator - CoAS	1
Edward Whatley	Elected Faculty Senator - Library	0
Doug R. Oetter	Corp of Instruction - CoAS	4
Pete Shields	CBO Designee	2
Susan C. Allen	Presidential Appointee	0
Megan Moss	SGA Nominee	5
Erin Warnock	Staff Council Nominee	4
Bevan Burgamy	Selected Staff Senator	1
Liz Havey (S)	Selected Staff Senator	2
Jen Maraziti	Selected Staff Senator	2

Committee Operating Procedures:

Before each committee meeting, the Chair distributed a tentative agenda and requested input for agenda items. The agenda was revised based on any feedback from the committee members. Meetings commenced with the approval of the agenda for the current meeting and approval of the minutes from the previous meeting. Business was conducted using a very relaxed version of Roberts Rules of Order. Endorsed policy motions and informational items were delivered to the full senate for consideration. Minutes from each meeting were prepared and distributed by the Secretary. The Chair presented the committee report at the Executive Council of University Senate and at the monthly University Senate meeting.

Motions brought to the Senate floor:

1011.RPIPC.001.P – Missing Student Policy

To approve the proposed “GCSU Missing Student Policy” as outlined in the supporting documentation.

Approved by Senate: 9/27/2010

1011.RPIPC.002.P – Red Flags Rule Policy

To adopt the policy as outlined in the attached document “GCSU Red Flags Rule Policy”.

Approved by Senate: 11/29/2010

1011.RPIPC.003.P - Motor Vehicle Use Policy

To adopt the policy as outlined in the attached document “GCSU Motor Vehicle Use Policy”.

Approved by Senate: 11/29/2010

Other Significant Deliberation (Non-Motions):

Shared Leave Policy

Ad Hoc Committees and Other Groups:

There were no ad hoc committees for during the current year.

Committee Reflections:

RPIPC has had a surprisingly quiet year despite the continued budgetary constraints faced by the University. The primary focus this year was once again on institutional policy. The committee worked efficiently and effectively in discussing and reviewing the policy and procedural documents that were presented to us. The turnaround time on most issues was relatively short.

The involvement of RPIPC in reviewing the University's Mission and Strategic Directions was a good start in focusing more of the committee's time on planning rather than just institutional policy. Likewise, the increased involvement of RPIPC in the budget deliberations was effective in engaging faculty and staff in attempting to better understand the resource issues faced by the University.

Committee Recommendations:

The review of the Shared Leave Program and the development of a new policy and relevant procedures is an unfinished item of business that will need to be addressed by RPIPC in the coming year.