

Committee Name: Resources, Planning, and Institutional Policy Committee

Academic Year: 2011-2012

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.

Committee Calendar:

September 2, 2011

October 7, 2011

November 4, 2011

December 2, 2011

January 13, 2012

Did not meet on February 10, March 9, April 6 (there were no agenda items for these meetings).

Executive Summary

During the first half of the academic year, RPIPC had a full agenda each meeting. Many of the items were referred by ECUS or another committee for comments by RPIPC. RPIPC invited a number of campus leaders for updates on issues of general importance such as the changes in the USG benefits plan, faculty use of the bookstore for text orders, and the services of University Communication. RPIPC also relooked at topics reviewed in previous such as the smoking policy and shared leave.

RPIPC had no agenda items for the last three months of this academic year.

Committee Membership and Record of Attendance:

<i>RPIPC 2011-2012 Attendance Records</i>										
<i>Member</i>	<i>Officer</i>	<i>Status</i>	<i>Sept. 2nd</i>	<i>Oct. 7th</i>	<i>Nov. 4th</i>	<i>Dec. 2nd</i>	<i>Jan. 13th</i>	<i>Feb. 3rd</i>	<i>Mar. 2nd</i>	<i>Apr. 6th</i>
								<i>no meeting</i>	<i>no meeting</i>	<i>no meeting</i>
<i>Susan Allen</i>		<i>Pres. Appointee</i>	<i>Present</i>	<i>regrets</i>	<i>present</i>	<i>present</i>	<i>Present</i>			
<i>Sean Espinosa</i>	<i>Secretary</i>	<i>SGA Rep; Non-Senator</i>	<i>Present</i>	<i>present</i>	<i>present</i>	<i>present</i>	<i>Present</i>			
<i>Liz Havey</i>	<i>Vice-Chair</i>	<i>Senator</i>	<i>Present</i>	<i>present</i>	<i>present</i>	<i>present</i>	<i>Present</i>			
<i>Will Hobbs</i>		<i>Senator</i>	<i>Present</i>	<i>present</i>	<i>present</i>	<i>regrets</i>	<i>Present</i>			
<i>Sally Humphries</i>		<i>Non-Senator</i>	<i>Regrets</i>	<i>absent</i>	<i>present</i>	<i>present</i>	<i>Present</i>			
<i>Paul Jones</i>		<i>Pres. Appointee</i>	<i>Regrets</i>	<i>present</i>	<i>present</i>	<i>regrets</i>	<i>Present</i>			
<i>Lucy Kachmarik</i>		<i>Non-Senator</i>	<i>Present</i>	<i>present</i>	<i>present</i>	<i>present</i>	<i>Present</i>			
<i>Greg Mahan</i>		<i>Senator</i>	<i>Present</i>	<i>regrets</i>	<i>present</i>	<i>regrets</i>	<i>Absent</i>			
<i>Judy Malachowski</i>	<i>Chair</i>	<i>Senator</i>	<i>Present</i>	<i>present</i>	<i>present</i>	<i>regrets</i>	<i>Present</i>			
<i>Jen Maraziti</i>		<i>Senator</i>	<i>Present</i>	<i>present</i>	<i>present</i>	<i>present</i>	<i>Present</i>			
<i>Beth McCauley</i>		<i>Non-Senator</i>	<i>Present</i>	<i>regrets</i>	<i>regrets</i>	<i>present</i>	<i>Present</i>			
<i>Stephen Price</i>		<i>Senator</i>	<i>Present</i>	<i>regrets</i>	<i>present</i>	<i>present</i>	<i>Present</i>			
<i>Chris Skelton</i>		<i>Senator</i>	<i>Present</i>	<i>regrets</i>	<i>present</i>	<i>present</i>	<i>Present</i>			
	<i>n =</i>		<i>11</i>	<i>7</i>	<i>12</i>	<i>9</i>	<i>12</i>			

Committee Operating Procedures:

- **The members** of RPIPC are a team and as such must be able to trust that all members operate for the good of the University, the Senate, and RPIPC
 - Communicate openly and candidly with each other -- holding back constructive criticism weakens the team
 - Resist communicating on behalf of the committee without consultation even if the item feels like it is obvious and embraced by all
 - After consultation, copy the entire committee as you communicate on its behalf
 - It is the responsibility of all RPIPC members to seek out and identify agenda items for discussion
 - Members will be responsible for periodically assessing the committee's performance and if determined that improvements are necessary shall make them

- **Communication**
 - Communicate via the RPIPC@list.gcsu.edu E-mail list
 - RPIPC information can be found on the Senate web site at:
<http://senate.gcsu.edu/content/resources-planning-and-institutional-policy-committee> and
http://info.gcsu.edu/intranet/univ_senate/SCs2011-2012/RPIPC/index.htm
 - Standing monthly meetings
 - Fall 2011/Spring 2012 – 3:30-4:45PM
 - Sept 2
 - Oct 7
 - Nov 4
 - Dec 2
 - Jan 13
 - Feb 3
 - Mar 2
 - Apr 6

- **Agenda**
 - A tentative agenda for the next meeting RPIPC is drafted by the committee chair. This list is briefly reviewed by the entire committee just before adjournment whenever possible.
 - Agenda items will be prioritized by time-sensitivity and not necessarily reflect their relative importance.
 - The tentative agenda is distributed by the committee chair on the senate website as early in the week as possible and is finalized in consultation with the other members of RPIPC
 - Drafts of supporting documentation for agenda items are provided electronically prior to the meeting whenever possible to encourage and facilitate review prior to the meeting. Unless requested of the committee chair or in the case where the document has not been previously distributed, members will bring their own copies of materials to the meeting.
 - Drafts of RPIPC minutes are provided to members. The minutes will then be sent out for final review or brought to the next RPIPC meeting for final approval and posted as soon as possible.

- **Flow of Meetings**
 - In addition to the usual agenda items for a committee meeting, each member will have an opportunity to raise potential RPIPC issues raised by his or her constituency and share information on situations where the member talked to others about the work of RPIPC.
 - At the end of the meeting, the Secretary will have a chance to clarify any item for the minutes.

- **Parliamentary Authority**
 - The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Resources, Planning, and Institutional Policy Committee in all cases to which they are applicable and in which they are not inconsistent with the University Senate Bylaws, these operating procedures and any special rules of order the University Senate.

Motions brought to the Senate floor:

1112.RPIPC.001.O

RPIPC recommends that two University communication entities are included in the exemptions to the Sponsorship Policy. These entities are: radio station WRGC and Connection Magazine. Current exemptions are: The Department of Athletics, The Colonnade, WGUR radio station, and GCTV television network.

http://senate.gcsu.edu/senate/view_motion.php?mid=514

1112.RPIPC.002.R

To endorse the RPIPC recommendation that Georgia College pursue Carnegie Community Engagement Classification.

http://senate.gcsu.edu/senate/view_motion.php?mid=524

Other Significant Deliberation (Non-Motions):

Short summary of each issue that consumed a significant amount of committee time.

RPIPC discussed the following topics. On many occasions, a campus community member presented the basic information to the committee.

- **Smoking policy:** The enforcement of the smoking policy was questioned by the committee. We discussed about what methods would be used to ensure that all members of the GC community would follow the smoking policy. We agreed that policy was fine as is, but that attention needed to be directed toward implementation.
- **Changes to the various health insurance policies.** Ms. Carol Ward (Human Resources) visited to present the various changes to the USG health insurance policies and the role of HR in keeping the campus community informed of those changes. RPIPC members brought concerns from their campus families that employees would no longer be able to see their current healthcare providers.
- **Safety in the crosswalk:** The topic of pedestrian safety was discussed briefly. It was a project taken up by SGA.
- **Use of bookstore services:** Kyle Cullars spoke to the committee about textbook requisitions and the bookstore's policy on textbook usage by faculty. SGA formed a committee to speak to faculty on committing to a textbook for a certain amount of semesters. SGA also created a Facebook page where students can find textbooks from one another.
- **Service animals on campus:** RPIPC reviewed a government policy on the training of service animals on campus. Some questions from committee members related to: (a) health and/or allergy concerns among other housing residents; (b) sharing living environments with student trainers; and (c) facility maintenance in a residence hall or apartment. The policy was sent to SAPC and GCSU General Counsel for comments and strategies for implementation.
- **Service recognition dates:** Carol Ward from HR reviewed the current policy of recognition of employees for multiple years of service. She stated the anniversary year is calculated from the actual start date. Most faculty begin employment at GCSU on August 1. There is more variability in the start dates of staff. There is not, therefore, one date that will capture everyone. Some suggestions (a) hold two ceremonies each year – one in Fall and one in Spring; (b) change the date of a single ceremony to Fall; (c) communicate to new hires about the policy and practice that the actual anniversary date may mean a few months delay in official recognition.
- **Community engagement:** Tom Miles spoke to RPIPC about community engagement. Through the recognition of employees and the proper marketing of community engagement, Georgia College members will see an increase in benefits. RPIPC recommended that Georgia College pursue the Carnegie Community Engagement Classification.
- **Shared leave:** The policy was reviewed and discussed. Jen Maraziti reviewed the work of the committee looking at revision of the Shared Leave Policy. She stated that this draft has been about 18 months in the planning stages. She provided RPIPC with a draft of the work of that group. One of the major changes that employees may request shared leave (assuming they meet the criteria for that leave) to care for a sick family member. Another proposed change is the creation of a leave pool to which employees may contribute on a regular basis. RPIPC made a suggestion that the Shared Leave Committee clarify the definition of "immediate family member" in the draft report.

- **University communication/marketing:** Harry Battson from University Communications spoke to the committee about the different methods they use to publicize events, which include, channels 4 and 59 on the GC television service, Bobcat Vision, and a weekly email titled “GC Highlights.”

Ad hoc committees and other groups:

1. There were no Ad hoc committees or groups within RPIPC.

2. RPIPC was charged by the Provost to spearhead the one-year assessment of the change in the common meeting time and in times for class offerings. Sally Humphries (from RPIPC) is leading this group. Catherine Whelan and Judy Malachowski met with Dr. Jordan to review the charge.

The team will include representatives from SAPC, SGA, staff council, and FAPC. Kay Anderson and Dr. Paul Jones also are part of this team. Members of the campus community representing other views may be included, as needed. The focus this semester (Spring 2012) is creating a valid and reliable instrument to be implemented in Fall 2012.

The survey will be prefaced with information as to the intents of the change:

- To maximize classroom utilization.
- To allow students to take more classes and thus graduate in a timely manner

Committee Reflections:

What worked well, what did not work so well. Given your charge, how did you spend your time?

- I feel like we had a good group that worked well together with good discussions of the issues handed to us or ones that we chose. There just wasn't a lot going on in the Spring semester.
- Going around the room at the start of each meeting for updates from the campus communities.
- Informal talks with others committee members after the meetings.
- Presenting faculty-related topics at my department meetings.

Committee Recommendations:

Advice to the membership of the committee for the next academic year such as:

Are there any issues that should be considered by this committee the following year?

Are there any issues that this year's committee was unable to complete its work on?

Do any of this year's committee actions require follow-up? (i.e. a policy was drafted, but there was a recommendation for a review of the policy during the following year.)

Recommendations on calendar (meeting times, outline items that you expect would be considered annually)

- Introduce all members (name and department) at the beginning of the first few meetings
- Officially use the last meeting of each year as the time to recap the year's activities
- Set a (relatively brief) turnaround time to get minutes back to the members
- Change the meeting time from 3:30PM on a Friday or allow individual committees to set a common meeting time.
- Continue to invite representatives from other campus departments.
- There was no unfinished business to carry over to the 2012-2013 committee.
- Suggestions for committee business for next year:
 - Campus-wide communication
 - Safety on campus as well as general transportation issues (carpooling and other modes of conserving resources)

Recommend items for consideration at the governance retreat:

- Community engagement