

RPIPC 2016-2017 Senate Committee Annual Report

Committee Name: Resources, Planning, and Institutional Policy (RPIPC)

Academic Year: 2016-2017

Committee Charge:

Relevant Bylaws:

- *Membership: V.Section2.C.5.a. The Resources, Planning, and Institutional Policy Committee shall have thirteen (13) members distributed as follows: six (6) members selected from the Corps of Instruction faculty, at least four (4) of whom are elected faculty senators, three (3) members who are selected staff senators, one (1) member who is the Chief Business Officer or an individual appointed by the Chief Business Officer to serve as her/his designee in compliance with V.Section2.C, one (1) member who is a staff member appointed by a process determined by Staff Council, one (1) member who is a student appointed by a process determined by the Student Government Association, and one (1) member appointed by the University President in compliance with II.Section1.A.5.*
- *Scope: V.Section2.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: August 9, September 2 (cancelled due to University weather-related closure), October 7, November 4, December 2, February 3, March 3, March 31.

Executive Summary:

The following issues comprised the major discussions and action items of the committee: 1) Based on the past few years of increasing pressure on faculty parking access in designated lots, the committee conducted a year long fact-finding investigation of parking allocation with the assistance of representatives from GC Parking and Transportation Services as well as Auxiliary Services. This resulted in Motion 1617RPIPC.001.P. GC parking Allocation Policy. 2) The committee was asked to review the proposed GC Family Medical Leave Act Policy with assistance from representatives of GC Human Resources Services. This resulted in motion 1617RPIPC.002.P Georgia College FMLA Policy. 3) The committee was asked to review the proposed GC Policy for Programs Serving Minors with the assistance of the Director of Continuing Education and Public Services. This resulted in motion RPIPC.003.P University Policy for Programs Serving Minors.

Committee Membership and Record of Attendance:

Jan Hoffmann Clark, EFS/CoAS (Chair) present 7, regrets 0, absent 0,
Susan Allen, Pres. App. (Vice Chair) present 7, regrets, 0, absent 0,
Emily Gomez, EFS/CoAS (Secretary) present 7, regrets 0, absent 0,
Will Hobbs EFS/CoAS present 5, regrets 2, absent 0,
Renee Fontenot EFS/COB present 2, regrets 7, absent 0,
Millie Dempsey (SC) present 5, regrets 2, absent 0,
Kristy Johnson (SC) present 4, regrets 2, absent 1,
Evita Shinholster (SC) present 4, regrets 2, absent 0.
Donna Bennett (Volunteer/library) present 6, regrets 1, absent 0,
Nancy Mizelle (Volunteer/CoE) present 7, regrets 0, absent 0,
Josefina Endere (CBO designee) present 6, regrets 1, absent 0,
Wanda Johnson (SC app) present 3, regrets 3, absent 0,
Charles Faber (SGA app), present 4, regrets 0, absent 3.

Motions brought to the Senate floor:

| | | | | | |
|---|-----------------------|--------------------|-------|---|------------|
| [1617.RPIPC.003.P] University Policy for Programs Serving Minors | Policy Recommendation | jan.clark@gcsu.edu | RPIPC | Implementation Complete | 02/24/2017 |
| [1617.RPIPC.002.P] Georgia College Family Medical Leave Act Policy | Policy Recommendation | jan.clark@gcsu.edu | RPIPC | Implementation Complete | 01/09/2017 |
| [1617.RPIPC.001.P] GC Parking Allocation Policy | Policy Recommendation | jan.clark@gcsu.edu | RPIPC | Awaiting Action by University President | 04/24/2017 |

Other Significant Deliberation (Non-Motions):

No additional significant deliberations but the committee chair commended Dr. Bob Orr, GC Chief Information Officer and consistently attending, highly valued guest member for the completion of a significant improvement in the campus directory resulting in additional browsing and customized search ease as well as transparency and user-friendliness. This represented completion of a longstanding previous RPIPC committee “wishlist” for future action. Also, a session was devoted to exploring campus door lock and safety issues related to campus shooter preparedness.

Ad hoc committees and other groups: None

Committee Reflections: RPIPC worked well and diligently this year and the committee chair is grateful for the efforts of each member. It is particularly difficult for several staff members to leave their office duties on Friday afternoons, and they are appreciated for their sacrifice in service to the university.

Committee Recommendations:

- **Unfinished business:** The committee was not able to finalize a proposed motion regarding GC shared sick leave policies to align with BOR requirements, so this motion will need to be presented next year. The information on BOR mandated procedures and policies related to shared sick leave was transmitted as an information item at the March University Senate session. The committee also recommended to ECUS that one of the three staff senator representatives on RPIPC be designated in the future as being filled by the CIO or his/her representative. This was the result of the charge given us to examine the committee membership structure for future improvement. In addition, a longstanding recommendation of previous RPIPC committees has been to implement the promise made to allow faculty on 10 month pay contracts to choose a 12 month pay distribution option as soon as the switch was made from the ADP platform to PeopleSoft which had been anticipated to go into effect in 2017. As OneUSG goes into effect Fall 2017 we were informed by our designated coordinator of that effort that it did not include that option despite earlier commitments from our university leadership and the Chancellor’s representatives that this courtesy available at other USG institutions of higher education would be implemented at GC. This warrants future consideration by RPIPC in order to follow up previous RPIPC recommendations. Additional recommendations made by RPIPC members at the March 31st meeting for follow up next year include the following: Communication/information sharing with new systems: OneUSG, Banner, Georgia View, Sustainability Initiatives, Survey of constituents to see what needs they have for providing for students who don’t have technology, is there something we can do as a committee to help with Preeminence Initiative? How can we make this a better campus? How can we help promote the LEAP initiative?

Recommend items for consideration at the governance retreat:

Include deliberation of suggested RPIPC membership change as part of a full senate retreat session on the results of the recommendations from committees on improving representation on all senate committees for possible by-laws motion recommendations.

Appendix: Committee Operating Procedures

RPIPC 2016-2017 OPERATING PROCEDURES

The RPIPC charge can be found at:

<https://senate.gcsu.edu/committee/rpipc>

and minutes of previous meetings can be found at:

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

1. Member Responsibilities.

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. Members will be responsible for periodically assessing the committee's performance and, if determined that improvements are necessary, shall make them. Members should:

- Attend and participate in scheduled meetings, and extend regrets when unable to do so
- 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
- Seek out and identify agenda items for discussion
- Take a leadership role for particular issues when appropriate

2. Committee Officer responsibilities

Chair

- Draft, in consultation with the committee, the tentative agenda for committee meetings
- Distribute each tentative agenda to the committee along with supporting documents
- Advertise committee meeting times, locations, and meeting agenda to the university community
- Preside at committee meetings
- Present the committee report to ECUS-SCC and University Senate meetings
- Enter committee motions proposed for University Senate consideration into the online motion database
- Other duties as defined/assigned by the committee

Vice-Chair

- Assume all duties and responsibilities of the chair in the absence of the chair
- Other duties as defined/assigned by the committee

Secretary

- Draft, in consultation with the committee, minutes for committee meetings
- Circulate minutes to the committee and update with suggested edits
- Post committee minutes in a manner consistent with University Senate protocol after the minutes have been reviewed by the committee – including any amendments made as a result of the review
- Other duties as defined/assigned by the committee

3. Standard monthly meetings, Fall 2016-Spring 2017– 2:00-3:15pm in A&S 252

- August 9, September 2, October 7, November 4, December 2, February 3, March 3, March 31.

4. Communication, quorum, and voting

- Communicate via the RPIPC@list.gcsu.edu E-mail list, or email distribution list, with the 72-hour rule – a member of the committee has 72 hours to respond to an issue/proposal to confirm receipt and communicate approval or share constructive suggestion. The absence of a response within 72 hours indicates approval.
- Electronic voting methods may be used to approve committee minutes and to make committee decisions. Such methods shall be exercised judiciously and used primarily for decisions that are time- sensitive.
- Notify the committee chair (jan.clark@gcsu.edu) and the secretary (emily.gomez@gcsu.edu) to extend regrets at least 15 minutes prior to scheduled committee meetings.

A majority of the committee membership (50% plus 1) shall constitute a quorum (Article V, Section 1.B) Unless otherwise determined by the committee in advance of the vote, a majority vote is necessary for committee approval. In all committee votes taking place during a meeting, the voting threshold is applied to the number of voting members present at the time of the vote assuming the presence of a quorum.

6. Agenda

- A tentative agenda for the next meeting RPIPC is drafted at the end of the monthly meeting, and briefly reviewed by the entire committee before adjournment whenever possible. The chair will put out an additional call for agenda items prior to each meeting, and members can suggest items on their own to the chair.
- Agenda items will be prioritized by relative importance, keeping time sensitivity in mind.
- The tentative agenda is distributed by the committee chair to committee members well in advance of the meeting, with links to relevant documents in the shared file. Input is sought from committee members on both the agenda and the documents.
- The final agenda is sent to the committee with supporting documents as early in the week as possible (the week of meeting) and posted on the senate website.

7. Documents

- Documents that require review, revision, or action by the committee will be placed in an electronic shared folder in advance of the meeting, to invite feedback and/or revision
- Committee members are asked to read/respond to such documents in advance of the meeting whenever possible.
- Unless requested of the committee chair, or in a case where the document has not been previously distributed, members will bring their own copies of all documents to meetings.

8. Minutes

- Within a week of the meeting, the secretary will notify committee members when drafts of RPIPC minutes are placed in the shared file.
- Members are asked to review the minutes and provide input and/or corrections to the secretary.
- Minutes will be approved by electronic vote within 2 weeks of the meeting.
- Approved minutes will be posted on the Senate Website by the Secretary.

9. Flow of Meetings

- In addition to the usual agenda items for a committee meeting, each member will have an opportunity to present issues raised by his or her constituency for possible consideration, 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.

10. Parliamentary Authority

- The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the 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 or the committee may adopt.

11. Deliberation

- Advisory Matters (Committee workgroup requesting committee guidance, advisory function of the committee): deliberation is informal until there is a motion for committee consideration, in which case Robert's Rules apply
- Policy Matters (Committee deliberation on a draft policy proposed for recommendation for University Senate consideration): Robert's Rules apply, meaning that a main motion to recommend the policy for consideration by the University Senate is made, and committee deliberation proceeds with a vote determining committee disposition of the motion.

12. Amendment

- These committee operating procedures may be amended by a majority vote at any scheduled committee meeting, or by electronic vote, provided that committee members receive written notification in advance of the meeting at which the proposed revision is considered, or adequate information is supplied to members with a call for an electronic vote. Any such revision(s) that are approved are effective immediately following the committee vote.