

# RPIPC 2018-2019 Senate Committee Annual Report

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

**Academic Year:** 2018-2019

**Committee Charge:**

Relevant Bylaws:

V.Section2.C.5.a. Membership. 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 a designee in compliance with V.Section2.C, one (1) member who is the Chief Information Officer or an individual appointed by the Chief Information Officer to serve as a designee, 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.

V.Section2.C.5.b. Scope. The Resources, Planning, and Institutional Policy Committee shall review and recommend for or against 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 14, September 7, October 5, November 2 (cancelled: no business to address in person), December 7 (cancelled: no business to address), February 1 (cancelled: no business to address), March 1, March 29.

## **Executive Summary:**

The following issues comprised the major discussions of the committee, although none of the following discussions led to motions brought to the Senate floor:

- We discussed current and future work related to the Diversity Action Plan.
- We examined efforts across campus to address rising mental health accessibility.
- We sought out information related to concerns about facilities reservations and the future roll-out of the 25Live scheduling system.
- We discussed employees' continued interest in a 12-month salary option for 10-month employees (which would need to be implemented by the USG system office).

## **Committee Membership and Record of Attendance:**

Diana Young, EFS/CoAS (Chair); present 4, regrets 1, absent 0,  
Darryl Richardson, SC (Vice Chair); present 4, regrets 1, absent 0,  
Marcela Chiorescu, EFS/CoAS, (Secretary); present 5, regrets 0, absent 0,  
Susan Allen, Pres. Appointee; present 4, regrets 1, absent 0,  
Jan Hoffman, EFS/CoAS; present 4, regrets 1, absent 0,  
Nancy Mizelle, Volunteer/CoE; present 4, regrets 1, absent 0,  
Krystal Canady, EFS/CoHS; present 4, regrets 1, absent 0,  
Kevin Blanch, Selected Staff Senator, resigned Sept. 10; present 1, regrets 0, absent 1,  
Yolanda Foster, Selected Staff Senator starting Sept. 10; present 0, regrets 0, absent 3,  
Jenq-Foung Yao, EFS/CoB; present 3, regrets 2, absent 0,  
Christopher Newsome, Selected Staff Senator; present 0, regrets 0, absent 5,

Carol Ward, CBO designee; present 5, regrets 0, absent 0,  
Emma Parry, SGA app through Sept 14; present 1, regrets 0, absent 1,  
Paige Overmyer, SGA app starting Sept 14; present 2 regrets 0, absent 1,  
Robert Orr, CIO retired Jan 16; present 3, regrets, absent 0,  
Cindy Bowen, CIO designee starting Jan 16; present 1, regrets 1, absent 0.

**Motions brought to the Senate floor:** None

**Other Significant Deliberation (Non-Motions):**

- 1) The committee met with Dr. Veronica Womack (Chief Diversity Officer) about the current status of the Diversity Action Plan and discussed (a) efforts to increase admission of a more diverse student body, (b) admit and retain Early College students, and (c) commemorate the 50<sup>th</sup> anniversary of the first African American GC graduates (namely, Celestine Hill).
- 2) The committee met with Dr. Shawn Brooks (VP for Student Affairs) and Dr. Steve Wilson (Director of Counseling Services) to discuss current trends in college student mental health nationwide, recent changes in GC student resource needs, and future plans to improve accessibility and decrease the stigma of seeking mental health services on campus.
- 3) The committee asked representatives related to 25Live (including Mr. Dennis Brown, Project Manager for 25Live; Dr. Costas Spirou, Senior Associate Provost for Academic Affairs; Kay Anderson, GC Registrar; Tracy Norris, Special Assistant to the Provost; and Michael Rickenbaker, University Architect and Director of Facilities Planning) to speak about the pervasive bottleneck in Facilities Reservations and the planned roll-out of 25Live, the online scheduling systems that is replacing R25. Tracy Norris was suggested as the point-of-contact for future issues related to reservation request hold-ups. Also, the committee asked for the 25Live representatives to provide more regular updates to the campus community regarding the new system roll-out.
- 4) The committee discussed GC employees' continued interest in providing 10-month employees a 12-month salary distribution option. (This type of policy requires the approval at the USG level.) The committee revisited historical facts about the previous work RPIPC did regarding this matter. The committee then discussed updates from the USG system office; notably, John Scoville, ITS-Executive Director and Overall Project Leadership, was not entertaining the option to go 12-months until all USG institutions go live with OneUSG (currently two institutions were remaining). The discussion would continue at the USG level, but there is not strong support. At our institution level, we would continue to advocate for this salary distribution option.

**Ad hoc committees and other groups:** None

**Committee Reflections:** While we did not have an abundance of action items for the year, RPIPC worked well and diligently this year on non-motion-related endeavors, and the committee chair is grateful for the efforts of each member. The committee's efforts throughout the year have been commendable, and the chair thanks everyone for their service to the university.

**Committee Recommendations:**

- **Unfinished business:** Once again, the committee will await word about whether the 12-month pay distribution option will be made available to 10-month employees. The more recent sentiment at the USG level does not sound promising, but we encourage next year's RPIPC members to continue pursuing this question.
- **Additional recommendations for follow up next year include:** Meet with the *25Live Governance & Implementation Group* (created by Dennis Brown in April 2019) to receive an update about the summer roll-out of 25Live and discuss the current status of the 25Live system from the perspective of faculty, staff, and students. We encourage RPIPC to bring voices from all interested groups to this meeting as well.

**Recommend items for consideration at the governance retreat:**

**Appendix: Committee Operating Procedures**

## RPIPC 2018-2019 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 2018-Spring 2019– 2:00-3:15pm in A&S 251

- August 14, September 7, October 5, November 2, December 7, February 1, March 1, March 29.

### 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 (diana.young@gcsu.edu ) and the secretary (courtney.manson@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.

### 5. 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.

#### **6. 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.

#### **7. 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.

#### **8. 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.

#### **9. 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.

#### **10. 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.

#### **11. 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.