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

Academic Year: 2022-2023

Committee Charge:
V.Section2.C.5.a. Membership. The Resources, Planning, and Institutional Policy Committee shall have no fewer than thirteen (13) and no more than fifteen (15) members distributed as follows: no fewer than six (6) and no more than eight (8) 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: *September 2, 2022; October 7, 2022; November 4, 2022; January 6,2023, February 10, 2023, March 3, 2023, April 14, 2023.*

Executive Summary:
The RPIPC had an active 2022-2023 period, which saw discussion on the following issues:

1. *Administrator Privileges on computer/Macs. The committee discussed the roll out of Admin by Request software which have challenges. Chief Information Officer Susan Kerr provided contextual information on the rationale for the changes. The committee made a recommendation for a survey of user groups experiencing the most challenges that may be offset by changes in the software programming.*

2. *Follow-up Meeting on GC Parking Policy. The Director and Assistant Director of parking and transportation was invited to share on the current state of parking on the campus. They reported that while there is no net loss in parking on the campus, redesignation of spaces may have resulted in some fall out for employee on campus. GC parking also informed the meeting that as of Spring we will move to a parking permit by plate system which will allow for more efficiency assessment of spaces, faculty use of multiple vehicles, and enforcement. The RPIPC subsequently drafted and submitted a motion to the University Senate to review and update the GC Parking Policy. **This may require follow-up to see if the policy is being reviewed.***

3. *The committee discussed and drafted a motion for budget consideration to the BOR to provide funding to meet the shortfall in State appropriation resulting from the decision for GCSU to remained test required during Fall Freshman class of 2022. The motion was reviewed by the office of finance and administration and vetted by the office of the president before submission to ECUS and senate meetings. The motion was subsequently voted and approved. **This may require follow-up to see if USG received this motion.***

Committee Membership and Record of Attendance:
COMMITTEE OFFICERS DAMIAN FRANCIS – CHAIR, BRAD FOWLER – VICE-CHAIR, KERRY JAMES EVANS- SECRETARY

Members:

MEMBERS		"S" denotes Senators, "N" denotes Non-Senators	
S	Damian Francis	N	Matt Davis
S	Rodica Cazacu	N	Lorraine Milam
S	Brad Fowler	N	Lee Fruitticher
S	Nancy Mizelle	S	Nancy Davis Bray
N	Susan Kerr	S	Deidre Kellerman
S	Kerry James Evans		
N	Josefina Endere		
N	Ashley Banks		

Record of attendance can be found in Secretary minutes uploaded to the University Senate database.

Motions brought to the Senate floor:

1. [2223.RPIPC.002.R] *Request for Board of Regents to Consider Bridge Funding for Enrollment Shortfall Based on Unintended Consequence of Standardized Testing Requirement*
2. [2223.RPIPC.001.R] *Request for Review and Update of the GCSU Parking Allocation Policy*

Other Significant Deliberation (Non-Motions):

RPIPC was asked to address resource constraints related to the Early college pick-up traffic flow at Kilpatrick. The directors of Campus Safety and the Early College agreed to formulate a sub-committee to address the concern. The process was led by Campus Safety. No further action was required by RPIPC.

*Lee Fruitticher, VP of Finance and Administration presented on the FY 24 shortfall which is currently 8.4 million. The proposed shortfall is to be met through multiple strategies **(see appendix 2).** RPIPC discussed a centralized IT spending strategy managed and regulated by our IT department as one potential for cost saving.*

Institutional Online Resource (IOR) Governance Policy

Director of University communications reported that on July 1,2022 USG requested policy for social media use and inventory on campus. A follow-up request on September 1, 2022, required that the policy be submitted for approval by October 1, 2022. The policy was drafted but University Communications with input from the Executive Cabinet. This policy concerns the university's ownership, control, and use of all IORs, addressing the following matters: (1) exclusive ownership and control of all IORs; (2) exclusive authority over all IORs owned or controlled by the university and the exclusive authority to acquire additional online resources in its name in the future; (3) approval of content published on an IOR; and (4) removal of content improperly published to an IOR. Once per year departments/centers, and institutes will be required to report on institutional online resources used or owned ranging from www pages to social media accounts. It was noted that stakeholder feedback was left out and that a means to include stakeholder feedback for future policy is paramount.

Campus-Wide Modified Summer Schedule
The president announced that the Executive Cabinet approved a campus-wide modified summer schedule beginning Monday, May 8 2023. RPIPC received several complaints that the 'mandate' does not take into considerations staff feedback and the inconvenience caused by such changes. RPIPC suggested that the staff council consolidate feedback from staff on campus and share this with RPIPC at our next meeting. These findings were shared with the Executive Cabinet along with a request to address the need for clarity. Subsequently, a statement from the president provided clarity and flexibility with regards to the modified summer schedule.

Amorous Relationships Policy
*The USG updated its Amorous Relationship Policy. Amber Collins, HR representative shared that the primary change to this policy has been an update in language to align with USG policy. The policy has changed "strongly discouraged" to "Prohibited" for graduate student/teaching assistant and student amorous relationships or faculty and student amorous relationships. Faculty and or graduate student are asked to report/disclose any such relationships to appropriate chain of command. Complaints can also be made to HR through a complaint form. The RPIPC agreed to be a part of a joint committee with FAPC and HR to draft an implementation strategy for this updated policy (**see appendix 3**).*

Ad hoc committees and other groups:

Joint RPIPC and FAPC committee to review Amorous Relationship Policy implementation strategy.

Committee Reflections:

The year went really well with strong contribution from members of the committee. The role of the committee in shaping policy through motions and input in the incipient development of resource allocation and guidelines needs strengthening. The RPIPC has had to be reactive in many instances as opposed to being made aware of these developments from the Executive cabinet. We should find a way to work more closely with the policy making machinery of the campus and USG if we are to have meaningful input.

Committee Recommendations:
Major items are follow-up on the two motions submitted and Amorous Relationship Policy implementation strategy. It would also be useful if the executive cabinet shares a list of policy and or resource changes it is intended to make for the academic year so RPIPC can align its agenda to provide input from faculty and staff.

Recommend items for consideration at the governance retreat:
This committee may like to consider the following items:
- *Centralized IT spending strategy as a potential cost saving measure for the University.*
- *Evaluation of the modified summer schedule. Particularly, did it meet its objectives and how was it perceived by staff and faculty.*

Appendix 1: Committee Operating Procedures

.

RPIPC 2022-2023 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 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 because of the review

- Other duties as defined/assigned by the committee

Standard monthly meetings, Fall 2021-Spring 2022– 2:00-3:15pm in person at Beeson 313. In the event of updated pandemic or other emergency, members may request to join online. Ad-hoc meetings may be held as requested by the University. These meetings may be held by email discussions and documented for archives.

- September 3, October 1, November 6, January 7, February 11, March 4, April 8.

3. 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 (damian.francis@gcsu.edu) and the secretary (rodica.cazacu@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.

4. **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.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.

Appendix 2: Excerpt from GC FY24 Budget Narrative (explains shortfall)

Executive Summary – please provide an overview of the critical points of your budget narrative in a two page (maximum) executive summary.
As the state's designated public liberal arts university, Georgia College & State University (GCSU) is a residential institution, home to a largely traditional age college student population, and one of the three selective-admissions universities in the University System of Georgia (USG). GCSU offers students a highly experiential education through close faculty-student teaching, mentoring, and research opportunities. With a student-to-faculty ratio of 16:1 (45% of classes have 20 students or fewer and only 2% of classes have more than 50 students), GCSU is committed to student success in a personalized, high-touch manner that is consistent with the nation's best forms of a liberal arts education.

Consistently ranked in the top three within the USG in key metrics, including first-year retention, four-year graduation, and six-year graduation, GCSU is also recognized nationally by *The Princeton Review* as one of "2023 Best Colleges in the Southeast" for the 16th consecutive year. It is also distinguished by the 2022-2023 *US News and World Report* as the 7th best public university; 3rd most innovative public university; and 7th best public undergraduate teaching university in the regional south categories.

Because of its special designation since 1996 as the state's public liberal arts university, Georgia College is the only USG institution offering a unique, highly interactive and engaging educational experience for undergraduate students that does not seek to increase its enrollment appreciably year-over-year.

Increasing its enrollment by significant amounts would dilute the popular and carefully crafted student experience which top students in Georgia seek out. Accordingly, GCSU's undergraduate enrollment has remained relatively stable for many years until it was impacted by two short-term factors; first, the pandemic; and secondly, the SAT/ACT decision in March 2022 for fall 2022 applicants.

The university, like many of its sister institutions, experienced a first-year student enrollment decline in Fall of 2020 due to the effects of Covid-19. As the pandemic set in and enrollment immediately declined in GCSU's mostly in-person degree programs, the SAT/ACT test-optional admissions policy implemented for applicants that fall produced a record-setting class of 1,502 in the Fall of 2021. However, in March of 2022, when the Board of Regents required GCSU to return to the practice of requiring standardized test scores for admission, GCSU lost ground as nearly 1,000 applicants who sought admission could not be evaluated because they had no test scores to report. This resulted in a first-year class of 1,364 for the Fall of 2022 that mirrored the Fall of 2020 enrollment. Despite this, GCSU saw an increase in retention this year and the four-year graduation rate hit an all-time high (53%), third highest in the USG. Additionally, at the time of this submission, the Board of Regents has waived the SAT/ACT requirement for admission to GCSU for Fall of 2023 and both applications and completed applications for next fall are surging. These factors suggest that the university is well positioned to immediately bounce back from the pandemic and from the SAT/ACT impacts, and can effectively support students in meeting their personal and professional goals going forward.

Nevertheless, while enrollment is rebounding from these short-term factors, the USG funding formula is extracting permanent cuts on GCSU's operations. When the pandemic began in the Spring of 2020, GCSU experienced a 10% budget reduction, or $4.1 million. The zigzag enrollment declines and increases related to the pandemic and SAT/ACT decision described above have had ripple effects on the GCSU budget. Our projected tuition revenue for FY23 is down by $5.3 million when compared to FY20. State appropriations were reduced by $1 million in FY23 due to a decline in credit hour production. The FY24 USG guidance suggests that GCSU will recognize another reduction of $2 million in state appropriations as a result of the decline in credit hour production during FY22. Furthermore, according to the formula provided by the USG Budget Office, we can expect at least another $3 million reduction in FY25 directly tied to the smaller entering class we enrolled this year under the SAT/ACT decision. Should the projected reduction in state appropriations materialize in FY25, Georgia College will have cumulative budget reductions of more than $15 million during five fiscal year periods. This will have a significant negative impact on the university's ability to offer the personalized attention, small class sizes, and resources that GCSU students have long come to expect here as the state's designated public liberal arts institution of higher education. It will also negatively impact the top retention and graduation rates that GCSU has been able to generate by offering students individualized attention and robust experiential learning opportunities that require staffing at certain levels.

Often when institutions experience enrollment declines, quick turnarounds are not possible because systemic problems that led to the decline are not easily remedied. Such is not the case with Georgia College's short-term declines. As GCSU looks to the Fall of 2023, the strong interest expressed by prospective students and families in the distinctive education Georgia College provides is evident. As of November 14, 2022, total applications are up +38% (an increase of 1,239) when compared with last year, and up +33% (an increase of 1,116) when compared with 2021, the last time GCSU was test optional. Completed applications are now up +63% (an increase of 1,341) when compared to the previous year and up +33% (an increase of 871) when compared with 2021. Completed applications from African-American students are up +137% compared with last year while completed applications from Latino/Hispanic students are up +63% compared with last year. While applications for Fall 2023

are at record levels, it should be noted that the average GPA and test scores (for those submitted) are on par with past recruiting cycles. This robust activity conveys the special interest that students in Georgia and beyond hold in the type of education that Georgia College provides.

At the graduate level, following an all-time enrollment high of 1,268 students achieved in 2020, GCSU experienced a decline during each of the following two years reaching an overall drop of approximately 17%. In the summer of 2022, the university launched the Graduate Education Taskforce which focused on identifying ways to grow graduate enrollment. We consulted with Art Recesso, USG's Chief Innovation Officer, to explore potential graduate programming that could build on the liberal arts' essential skills, help meet employer demands, and be accessible to professionals who want to refine their knowledge base or retool for a new career. It should be noted that the university has grown its graduate program over the years with little to no administrative infrastructure. There are only two graduate recruiters to elicit students into the admissions pipeline and no designated directors or deans to provide the focused leadership a thriving graduate school requires. As a part of our annual budget process for FY24, two additional graduate recruiters have been requested, and if the university were not faced with significant budget cuts, at least one leadership position would be requested to support the growth opportunities in graduate programming. The work in this area will continue throughout this academic year.

GCSU recognizes the importance of being intentionally focused on growing and maintaining enrollment at both the undergraduate and graduate levels. This, coupled with the realignment of existing resources and cost containment where possible, will help bring stability to the financial health of the institution. However, GCSU's current financial condition is not because of structural challenges or inherent limitations in delivering an exceptional educational experience. Rather, it has been because of two short-term external factors beyond the control of the university, namely (1) the negative effects of the pandemic, and (2) the placement of GCSU in the test-required admissions category during the past recruiting cycle. Both had negative effects on Georgia College's ability to admit and enroll students in two admissions periods; however, coming out of the pandemic and operating under a waiver of the standardized test requirement GCSU is already experiencing a rebound in interest and enrollment.
Because these external factors had short-term impacts on Georgia College's enrollment, GCSU is concerned that the current financial stress, if not mitigated, will have a harmful, and possibly long-term negative impact on its efforts to meet its unique mission by delivering the type of education it is known for providing. The hard-earned reputation of GCSU is therefore at risk, along with its quest toward national distinction and preeminence.

Procedures for the Amorous Relationships Policy

1.0 Background, Purpose, and Jurisdiction

The Board of Regents for the University System of Georgia provided an updated Amorous Relationship Policy ("the Policy")effective September 1, 2022. The Policy states "A University System of Georgia (USG) employee, including a graduate teaching assistant, is prohibited from having romantic or sexual relationship with any student or USG employee who the individual supervises, teaches, or evaluates in any way. Additionally, a USG employee is prohibited from having romantic or sexual relationship with any student or USG employee whose terms or conditions of education or employment the individual could directly affect". This procedure implements the Policy and provides for the following:

- A disclosure process through which employees can identify/report amorous relationships;
- Institutional to rectify current or future conflicts of interest resulting from amorous relationships; and
- A process for prompt, fair, and impartial investigation and resolution of complaints arising under the Policy.

2.0 Disclosure Process

2.1   It is the responsibility of the person in the higher power position to initiate the disclosure. In the case of an employee student relationship, the employee must disclose.

2.2   The relationship must be reported immediately to the appropriate dean, director/department head, or supervisor so that suitable arrangements can be made to avoid current and future conflicts of interest.

2.3   The reporting party employee should provide disclosure in writing to include the following information:
- Name and status of parties to the relationship
- Date relationship began
- Date of disclosure

2.4   The dean, director/department head, or supervisor who receives the disclosure will:
- Identify any current or future conflicts of interest;
- Provide a copy of the disclosure and resolution or plan for addressing current or future conflict to human resources;
- Provide a copy of the disclosure to the Title IX office to avoid any confusion in the event that office receives a complaint about the amorous relationship;
- Maintain confidentiality of the disclosure to the extent practicable;
- Consult with a third party for advice/recommendations or further guidance

3.0   Conflict of Interest Resolution and/or Mitigation

3.1   Disclosure of an amorous relationship requires immediate resolution from the dean, director/department head, or supervisor which may include temporary reassignment/removal of supervisory, evaluative, or teaching/instructional responsibilities.

3.2   HR may provide remediation plan for addressing potential or existing conflict of interest should the dean, director/department head, or supervisor cannot determine resolution.

4.0   Complaint

4.1   Report(s) of a potential policy violation should be submitted on the General Complaint Form.

4.2   The General Complaint Form will be reviewed by the Office of Human Resources to determine the appropriate next steps which could include a referral to an investigative triage committee.

4.3   Impacted parties will be notified/involved, as appropriate, to ensure an equitable process.

5.0   Sanctions

5.1   A violation of this policy may subject an employee to disciplinary action, up to and including termination of employment.