

# University Senate Committee Annual Report

**Committee Name:** Resources, Planning and Institutional Policy

**Academic Year:** 2012-2013

**Committee Charge:**

**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 provide advice, as appropriate, on other procedural matters that affect the general welfare of the institution and its employees.

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

**Committee Calendar:**

*Listing of dates on which the committee met.*

24 August	2:00-3:20pm	HSB 2-11
28 September	2:00-3:20pm	HSB 2-11
26 October	2:00-3:20pm	HSB 2-11
30 November	2:00-3:20pm	HSB 2-11
25 January	2:00-3:20pm	HSB 2-11
22 February	2:00-3:20pm	HSB 2-11
26 April	3:30pm	new members, location TBD

**Executive Summary:**

*A narrative abstract of the main issues of committee deliberations throughout the year.*

The bulk of RPIPC’s meeting time was occupied with discussion that led to the creation of two new policies, a Public Art Policy and a Shared Sick Leave Policy, both of which were brought to the University Senate at the 15 February meeting and were approved unanimously. Working groups that produced recommendations were the Common Meeting Time Task Force and the Smoking Policy Enforcement Task Force. Several administrators new to Georgia College met with the committee for informational exchange. These visitors included: John Hatchel, Associate VP for Strategic Communications, Robert Orr, Chief Information Officer, and Rod Kelly, Director and Chief Human Resources Officer. RPIPC provided feedback to visitors Lori Strawder (Facilities), Doug Oetter (Sustainability Council), and Cindy McClanahan (Housing) on the proposed new recycling initiative. RPIPC intended to address the issue of Service Recognition Lag, but that was addressed by the ECUS and President Dorman. The only topic expected to continue past this term is the issue of 12-month faculty pay.

**Committee Membership and Record of Attendance:**

**AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:**

**“P” DENOTES PRESENT, “A” DENOTES ABSENT, “R” DENOTES REGRETS**

MEETING DATES	AUG 24	SEPT 28	OCT 26	NOV 30	JAN 25	FEB 22
<b>SUSAN ALLEN</b> PRESIDENTIAL DESIGNEE	P	P	P	P	P	R
<b>KIRK ARMSTRONG</b> ELECTED FACULTY SENATOR	R	P	P	P	P	P
<b>KYLE CULLARS</b> CHIEF BUSINESS OFFICER DESIGNEE	P	P	R.GREENE	R.GREENE	R.GREENE	R.GREENE
<b>BENJAMIN DAVIS</b>	P	P	R	P	P	P

<b>SECRETARY</b> ELECTED FACULTY SENATOR						
<b>AUBREY ETHRIDGE</b> SGA APPOINTEE	<b>P</b>	<b>R</b>	<b>P</b>	<b>A</b>	<b>P</b>	<b>P</b>
<b>JENNIFER GRAHAM,</b> <b>VICE CHAIR</b> SELECTED STAFF SENATOR	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>
<b>MAUREEN HORGAN,</b> <b>CHAIR</b> ELECTED FACULTY SENATOR	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>
<b>SALLY HUMPHRIES</b> VOLUNTEER	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>
<b>LUCY KACHMARIK</b> VOLUNTEER	<b>P</b>	<b>P</b>	<b>R</b>	<b>R</b>	<b>P</b>	<b>P</b>
<b>GREG MAHAN</b> SELECTED STAFF SENATOR	<b>A</b>	<b>A</b>	<b>A</b>	<b>A</b>	<b>P</b>	<b>-</b>
<b>CAROL WARD</b> REPLACES GREG MAHAN	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>P</b>
<b>TOI FRANKS</b> SELECTED STAFF SENATOR	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>
<b>JESSICA REHLING</b> VOLUNTEER	<b>P</b>	<b>P</b>	<b>R</b>	<b>R</b>	<b>-</b>	<b>-</b>
<b>ANITA JONES</b> REPLACES JESSICA REHLING	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>P</b>	<b>P</b>
<b>CHRIS SKELTON</b> ELECTED FACULTY SENATOR	<b>R</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>	<b>P</b>

**Motions brought to the Senate floor:**

*Give the motion number, and motion statement as well as the committee vote and senate action on each motion that this committee brought to the Senate body for action. Short summary of committee work for each motion, if considered necessary to explain rationale, controversial matters or content that is not evident from the motion text.*

**1213.RPIPC.001.P - Policy on Public Art**

Motion Text: To recommend the proposed Policy to Address Public Art in the supporting document entitled "Policy on Public Art" as University Policy, and to endorse the guidelines and procedural recommendation made therein.

Policy Statement: Georgia College recognizes the importance of public art on our campus. The placement, maintenance, longevity and decommissioning/deaccessioning of any public art must be authorized, in writing, by the Chair of the Committee on Public Art in accordance with established procedures.

The full document is available here, and attached as Appendix B:

[http://info.gcsu.edu/intranet/univ\\_senate/ECUS\\_2012-2013/ProposedPolicyPublic%20Art\(ECUS02-01-2013\).pdf](http://info.gcsu.edu/intranet/univ_senate/ECUS_2012-2013/ProposedPolicyPublic%20Art(ECUS02-01-2013).pdf)

The policy was approved unanimously by RPIPC on 22 February, 2013 and by the University Senate on 15 March, 2013.

The Policy on Public Art was initiated by Interim Provost Matthew Liao-Troth as a response to campus concern on the removal of public murals in the Maxwell Student Union in 2011 and in Kilpatrick Education Building in 2012. RPIPC worked with University Architect Michael Rickenbaker and Art Department Chair William Fisher throughout the process -- creating a policy, suggesting a committee makeup, and providing guidelines. An initial committee has been appointed to draw up procedures and guidelines, and to handle all requests that are made before the procedures and guidelines are in place. That committee includes: Chair, University Architect Michael Rickenbaker; Facilities designate, John Webb; University Advancement designate, Bill Doerr; Art Department representative, Professor Valerie Aranda; Faculty appointees, Professors Bob Wilson and Anna Hiscox; Staff appointees, Tim Vacula and Shannon Morris; SGA appointee, Creighton Perme.

## **1213.RPIPC.002.P - Shared Sick Leave Policy**

Motion text: To recommend the proposed Shared Sick Leave Policy in the supporting document entitled "Shared Sick Leave Policy Procedures" be adopted as University Policy, and to endorse the guidelines and procedural recommendations offered therein.

Policy Statement: It is the policy of Georgia College (GC) that employees may, through a pool, voluntarily donate sick leave to other employees who have exhausted all of their sick leave and who are, because of a personal or an immediate family member's life threatening or medical emergency, in need of additional leave.

The full document is available here and attached as appendix C:

[http://info.gcsu.edu/intranet/univ\\_senate/ECUS\\_2012-2013/SharedLeavePolicy%20Procedure01-31-13.pdf](http://info.gcsu.edu/intranet/univ_senate/ECUS_2012-2013/SharedLeavePolicy%20Procedure01-31-13.pdf)

The policy was approved unanimously by RPIPC on 22 February, 2013 and by the University Senate on 15 March, 2013.

The Shared Sick Leave Policy has been in process for several years, the intent being to bring Georgia College policy and practices for requesting extended sick leave in line with BoR policy. RPIPC member Toi Franks worked extensively with the Shared Leave Pool Task Force for several years, and Human Resources Director Rod Kelly was able to draft the final documents that outline the policy, including eligibility and process, and to get clearance from the BoR. Important points include that the program is voluntary, enrollment will be during the yearly benefits open enrollment period, approval for extended leave will be limited to serious circumstances, and a procedure for application and approval is outlined in the policy document.

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

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

Invitations to new administrative personnel for informational exchange:

--John Hatchel, Associate VP for Strategic Communications, 28 September. Items that were discussed included the need for a strategic communication plan and flexible branding, the need for a new website with better navigation features, office function, and listservs.

--Robert Orr, Chief Information Officer and James Carlisle, Director of Technology Support Services, 28 September. Items that were discussed included the password system for access to all or most of Georgia College's online programs and services (Central Authentication System, or CAS) and a comparable program for access from off campus.

-- Rod Kelly, Director and Chief Human Resources Officer, 26 October. Discussion was on ironing out details of the proposed Shared Sick Leave Policy.

Lucy Kachmarik, our representative on the GC Signage Committee, reported that the objective of the committee is to create a consistent look to the campus signage that makes the campus easier to navigate, and reflects the historic character. An outside firm has been engaged, but not final design was approved during the time RPIPC was still meeting.

The possibility of a potential revisit of an optional 12-month pay for faculty was discussed; the preventative issues have been software and the law. CIO Bob Orr has indicated that there is the potential of new technology to be in place soon that might eliminate the software issue. The issue of state law is being looked into. If this turns out not to be a stumbling block, RPIPC will consider assessing the interest here and at other campuses.

### **Ad hoc committees and other groups:**

*For each ad hoc committee and other group that was formed,*

*Specify committee or group name, membership, identify ad hoc committee officers (chair, vice chair, secretary) or leaders of other group*

*Provide a short summary of its work. Finally specify whether their work was completed, and if not whether your committee recommends that the committee continue their work in the following academic year.*

Common Meeting Time Task Force. Chair: Sally Humphries; Members: Cody Allen, Kay Anderson, Jennifer Graham, Lori Strawder, Craig Turner, and Pat Wilkins for Paul Jones. A document entitled "A Statement on the Flexibility of Implementing the Common Meeting Time" was finalized by the task force on 19 October, 2012. It was reviewed by RPIPC, ECUS-SCC, and presented to Interim Provost Matthew Liao-Troth. The closing statement reads, "As a university

community, we should continue to investigate alternative scheduling strategies while keeping university classroom utilization as high as possible and not compromising best pedagogical practices and student scheduling needs.”

The final document is available here, and attached as Appendix D.

<http://minutes.gcsu.edu/resources-planning-and-institutional-policy-rpipc/rpipc-minutes-october-26-2012>

Smoking Policy Enforcement Task Force. Chair: Kirk Armstrong; Members: Larry Christenson, Juawn Jackson, Aubrey Ethridge. A document of recommendations was completed in December, 2012, and presented to ECUS on 1 February, 2013. The basic conclusion was that the Smoking Policy is unenforceable at present, and that a sustained education campaign emphasizing the 3R's of Georgia College (Reason, Respect, Responsibility) to emphasize peer enforcement should be used to build a culture of compliance. The task force further recommended that we consider becoming a smoke-free campus. University Health Educator Rachel Sullivan and Freshman Senator Juawn Jackson have formed an SGA & Health Education Joint Smoking Policy Committee to survey the campus, obtain receptacles for the Smoking Areas, and get the message out to the GC community on the smoking policy. RPIPC will continue to follow this issue and provide support where possible.

The final document is available here, and attached as Appendix E.

[http://info.gcsu.edu/intranet/univ\\_senate/ECUS\\_2012-2013/RPIPC\\_%20Smoking%20Enforcement\\_Final.pdf](http://info.gcsu.edu/intranet/univ_senate/ECUS_2012-2013/RPIPC_%20Smoking%20Enforcement_Final.pdf)

## **Committee Reflections:**

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

Worked well:

- We had a good group that worked well together. People felt free to express conflicting ideas without becoming discourteous, which allowed for a more thorough vetting of ideas.
- The committee members presenting items under consideration were generally well prepared, and much was accomplished in a short time.
- The response to call for agenda items was good, we always knew what needed to be covered, and always got through the agenda items without rushing any.
- The use of Dropbox for the officers to review minutes made revision easier.

Did not work so well:

- The policy template for motions is new, which made it difficult to use previous motions as examples. RPIPC lost some time getting the Public Art Policy into the new template. This will not be an issue next year.
- the senate agenda tool was not working.

## **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)*

- Continue to invite new members of administration and campus leader for informational exchange.
- Continue to invite representatives from other campus departments.
- Continue to put out a call for agenda items two weeks in advance, circulate tentative agenda one week in advance.
- Introduce all members (name and department) in the first few meetings, and when a guest comes.
- Set a relatively brief period to get minutes back to members for review.

--Possible issues to follow up on next year include:

- Smoking Policy enforcement (possible Smoke-Free campus, enforceable?)
- 12-month pay for faculty

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

None at this time.

## Appendix A: Committee Operating Procedures

*A summary of the standard operating procedures used to conduct business during the year.*

### RPIPC 2012-2013 OPERATING PROCEDURES, approved 21 September, 2012

- **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, and to take a leadership role for particular issues when appropriate
  - 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](mailto: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](http://info.gcsu.edu/intranet/univ_senate/SCs2011-2012/RPIPC/index.htm)
  - Standing monthly meetings
    - Fall 2012/Spring 2013 – 2:00-3:30pm except April
      - Aug 25
      - Sept 28
      - Oct 26
      - Nov 30
      - Jan 25
      - Feb 22
      - Mar 22
      - Apr 26 (3:30pm, for new members, following U Senate – introductions/elections)
  
- **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 just before adjournment whenever possible.
  - 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, input is sought. 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.
  - 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 a case where the document has not been previously distributed, members will bring their own copies of all documents to meetings.
  
- **Minutes**
  - Drafts of RPIPC minutes are circulated to members, by the secretary, for corrections. A corrected version will be brought the next RPIPC meeting for final approval and to be 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 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.
  
- **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.
- **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.
- **Amendment**
  - These committee operating procedures may be amended by a majority vote at any scheduled committee meeting provided that committee members receive written notification in advance of the meeting at which the proposed revision is considered. Any such revision(s) that are approved are effective immediately following the committee vote.

*Amended at the 22 February meeting.*

- **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.
- *Electronic voting methods may be used to make committee decisions. Such methods shall be exercised judiciously and used primarily for decisions that are time-sensitive.*
  - As an example, one circumstance that may benefit from electronic voting is when a document must be altered by format, content, or intent when it has already been approved by RPIPC but suggested changes are made at the consultation meeting of standing committee chairs and the Executive Committee.
  - Another example might be if the committee wishes to reflect on the matter further before voting but not wait until the next committee meeting nor call a special meeting for a single vote. Another possible use would be to permit consultation with constituencies after the committee deliberation to inform the vote.

## Appendix B: Public Art Policy

Georgia College & State University  
Proposed Policy to Address Public Art  
Revised 25 January 2013

**Policy Statement:** Georgia College recognizes the importance of public art on our campus. The placement, maintenance, longevity and decommissioning/deaccessioning of any public art must be authorized, in writing, by the Chair of the Committee on Public Art in accordance with established procedures.

**Definitions:** Public art is works of art, commissioned or otherwise, that are publicly accessible on the university campus, excluding gallery spaces.

**Keywords:** Public Art, University Architect

**Reason for the Policy:** Renovations have brought to light the lack of a university policy on public art.

**Proposed Outcome:** The major outcome is to clarify the placement, maintenance, longevity and decommissioning/deaccessioning of any public art displayed at Georgia College.

**Applicability of the Policy:** This policy applies to all public art at the University. It is designed to provide more clarity to those who are involved in the placement, maintenance, longevity and decommissioning/deaccessioning of any public art at the University.

**Related Policies:** None

### Procedures:

1. The Committee on Public Art will be chaired by the University Architect or designee of the University President. Committee members will include the Director of Facilities or designee, the Vice President of University Advancement or designee, a representative of the Art Department, at least two representatives appointed by the Subcommittee on Nominations, and a student appointed by the Student Government Association President.
2. Procedures that address the implementation of placement, maintenance, longevity and decommissioning/deaccessioning of public art will be determined by the committee.
3. Until such procedures are determined, the placement, maintenance, longevity and decommissioning/deaccessioning of any public art must be authorized, in writing, by the Chair of the Committee on Public Art.

### Guidelines:

1. It is recommended that the representatives appointed by the Subcommittee on Nominations include a mix of faculty and staff.
2. It is recommended that the first priority of the committee is to establish appropriate procedures to implement the policy.

**Forms:** To be developed as appropriate (this section may be revised to reflect forms developed by the Committee on Public Art).

**Contacts:** The policy was created by the Provost and submitted to the Executive Committee of the University Senate for routing and feedback. Deliberations were done by the Resources, Planning and Institutional Policy Committee with input from the University Architect and the Chair of the Art Department.

Interim Provost, Matthew Liao-Troth, matthew.liao-troth@gcsu.edu, 478.445.4715

Resources, Planning and Institutional Policy Committee (RPIPC). Chair: Maureen Horgan, maureen.horgan@gcsu.edu, 478.445.7319; Members: Susan Allen, Kirk Armstrong, Kyle Cullars, Ben Davis, Joseph Ethridge, Toi Franks, Jennifer Graham, Sally Humphries, Lucy Kachmarik, Greg Mahan, Jessica Rehling /Anita Jones, Chris Skelton.

University Architect, Michael Rickenbaker, michael.rickenbaker@gcsu.edu, 478.445.5523

Chair, Art Department. William Fisher, william.fisher@gcsu.edu, 478.445.4572

**Responsibilities:** The Chair of the Committee on Public Art is charged with the enforcement of this policy and procedures.  
*2012-2013 RPIPC Annual Report*

## Appendix C: Shared Sick Leave Policy

Georgia College & State University  
Proposed Policy for Shared Sick Leave  
Revised 2 February 2013

**Policy Statement:** It is the policy of Georgia College (GC) that employees may, through a pool, voluntarily donate sick leave to other employees who have exhausted all of their sick leave and who are, because of a personal or an immediate family member's life threatening or medical emergency, in need of additional leave.

### Definitions

**Employee:** A benefits-eligible employee of Georgia College who earns or accrues sick leave as a benefit of their employment by Georgia College.

**Immediate Family Member:** Mother, father, brother, sister, spouse, son, daughter, and grandparents of the employee. Legal guardianship qualifies as immediate family.

**Leave Donor:** An eligible employee making a voluntary donation of sick leave to the shared leave pool.

**Leave Recipient:** An eligible employee who has completed the employment probationary period and for whom the Georgia College Shared Leave Certification Committee has approved an application to receive leave from the sick leave accounts of one or more leave donors.

**Life-threatening or Emergency Medical Condition:** A health condition involving a serious, extreme, or life-threatening illness, injury, impairment, or condition that is likely to require an employee's absence from duty for a period of time longer than the amount of sick leave available to the employee, and the health condition is such that is not medically appropriate for the employee to delay the absence in order to accrue additional sick leave prior to the absence. Some examples of conditions include: advanced or rapidly growing cancers, acute life-threatening illnesses, chronic life-threatening conditions in need of immediate care, life-threatening infections, severe injuries arising from automobile or other serious accidents and severe or life-threatening conditions involving failure of bodily organs or systems (e.g., heart attack). The absence may be continuous, as in hospitalization following surgery or an accident; or the absence may be intermittent, as in periodic absences for chemotherapy or other procedures.

**Leave Pool:** Accumulated sick leave donated by employees to be used in accordance with this program. A minimum donation of eight (8) hours leave per calendar year is required to become a member of the leave pool. A member may contribute leave but must maintain a minimum of forty (40) hours of personal sick leave. Should the Shared Leave pool reserve drop to less than 120 hours, the pool will be considered depleted. An appeal will be made to the GC community at large to donate hours, instead of only participants. Leave requests will be honored in the order in which they were placed when the pool is replenished. The automatic charge to replenish the pool may occur only one time per calendar year. Should the pool be depleted a second time in a given calendar year, no further requests for Shared Leave will be accepted.

### Keywords:

Shared Leave  
Sick Leave  
Medical Emergency

**Reason for the Policy:** The purpose of this document is to set forth policies, procedures, and related information for a voluntary leave transfer program under which Georgia College benefits-eligible employees are permitted to contribute unused sick leave to a pool for use by another Georgia College benefits-eligible employee who is experiencing a life-threatening, emergency medical condition, or catastrophic illness or injury to themselves or an immediate family member, and who has exhausted all accumulated paid leave.

This policy is consistent with the Board of Regent's policy that institutions in the University System of Georgia are authorized to establish shared leave policies.

**Applicability of the Policy:** This program applies to all benefits-eligible employees of Georgia College who may accrue sick leave.



**Related Policies:** University System of Georgia Shared Sick Leave Program:  
[http://www.usg.edu/hr/manual/shared\\_sick\\_leave\\_program](http://www.usg.edu/hr/manual/shared_sick_leave_program)

## **Procedures:**

### **Confidentiality**

Any medical information forwarded to the Shared Leave Certification Committee will remain confidential and private, and under no condition will be shared outside of the Office of Human Resources, except where legally required.

### **Membership Requirements**

Any benefit-eligible Georgia College employee who has completed the probationary period may become a member of the Shared Leave Program. The member must meet the following criteria:

- a. Must contribute a minimum of eight (8) hours leave per calendar year
- b. Must maintain a minimum of forty (40) hours of sick leave
- c. An employee must hold a “benefits eligible” position and accrue paid sick leave

*No employee shall be denied membership in the shared leave pool if the membership criteria are met.*

### **Enrollment**

- a. **Initial Enrollment:** Only at time of initial enrollment (during USG Benefits Open Enrollment Period) members must have a minimum of 48 hours sick leave, of which 8 hours will be deducted and added to the leave pool).
- b. **Special Enrollment:** When the program is determined to be depleted (120 hours remaining balance) a “special enrollment period” will be conducted with an appeal to the Georgia College community at large to donate hours.
  - Current participants can donate additional hours during the period, and
  - New participants can exercise an “initial enrollment” whereby they must comply with provision “a” above.
- c. **Re-enrollment:** In order for an employee to re-enroll in the Shared Leave program, they must have a current sick leave balance of at least 40 hours.

### **Application to become a leave recipient**

An employee may make written application to the Shared Leave Certification Committee, care of the Office of Human Resources to become a leave recipient, using the Shared Leave Request form (link to form here). If an employee is not capable of making application on his or her own behalf, a personal representative having documented power of attorney for the potential leave recipient may make written application on his or her behalf.

For a request to be approved, the employee must:

- Have completed the initial 6-month probationary period; **and**
- Have made the required sick leave donation to the leave bank; **and**
- Provide certification from a licensed physician of a life-threatening or emergency medical condition for themselves or an immediate family member; **and**
- Have exhausted all sick leave or provide credible medical evidence that he or she will have exhausted all sick leave before the medical condition is resolved.

A potential leave recipient may request up to 160 hours of leave transfer at one time, and may make up to two additional requests for leave transfer within a calendar year, for a maximum total of 480 hours requested per year within a five (5) year period.

Each application must include a completed Shared Leave Request form and Physician’s Certification of Emergency or Life-Threatening Medical Condition.

### **Approval of application to become a leave recipient**

Each application shall be reviewed by a Shared Leave Certification Committee consisting of the Human Resources Administration team, including the Associate Director, HR Administration, Associate Director of HR Programs & Compliance, and the relevant HR Generalist.

If any committee member(s) is unavailable to perform the functions of the committee due to illness, vacation, or other reason, or is unable to provide a timely decision for any given applicant the Director & Chief Human Resources Officer shall appoint a substitute *ad hoc* member(s) of the committee.

The determining factors of the committee’s decision will be the information provided by the treating physician of the shared leave applicant on the Physician’s Certification of Emergency or Life-Threatening Medical Condition form.

The committee’s decision to approve or disapprove a request for shared leave shall be by a simple majority vote and may be the result of communication by email, telephone, or other means in lieu of meeting together in one location.

If the application is approved, the Shared Leave Certification Committee will notify the leave recipient (or the personal representative who made application on behalf of the leave recipient), within 10 working days after the date the application was received (or the date that the University makes changes to these policies or procedures, if that date is later), that:

- the request has been approved; and
- the employee may begin drawing leave from the pool, and
- if the employee has entered the status of leave without pay, the approved Shared Leave may be substituted retroactively to cover the period of leave without pay.

Should an employee be receiving approved leave credits at the time of an enrollment period, and the employee has not used all approved credits, those unused credits shall continue to be active until exhausted even if employee does not maintain active enrollment status in the pool.

If the application is not approved, the committee will notify the applicant (or the personal representative who made application on behalf of the potential leave recipient), within 10 working days after the date the application was received (or the date that the University makes changes to these policies or procedures, if that date is later), that:

- a. The application has not been approved; and
- b. The reasons for its disapproval.

Requests not approved may be appealed in writing to the Director & Chief Human Resources Officer within 15 working days from the date the request was not approved.

### **Donation of Leave**

Employees will be given the opportunity to donate a specified number of hours of sick leave (in eight (8) hour increments) from their sick leave accounts to the Shared Leave pool during the

- a. **Annual Open Enrollment:** the annual Open Enrollment period for other benefits
- b. **Special Enrollment:** When the program is determined to be depleted (120 hours remaining balance) a “special enrollment period” will be conducted with an appeal to the Georgia College community at large to donate hours.
- c. **Donation in Anticipation of Retirement:** When an employee (whether or not they are currently participating in the Shared Leave program) is in the process of retiring he/she may
  - a. ONLY donate sick leave to the Shared Leave Pool prior to their last 30 days of official employment;
  - b. Within 30 days of retirement, no leave may be donated.

A participating employee shall not be allowed to donate to the pool any unused or unpaid sick leave from the employee’s personal account at the time of separation from the University System of Georgia, except for those anticipating retirement as specified in Procedure 5 c. above.

*For more information, see “Enrollment Section” above.*

The Shared Leave will be transferred to the Shared Leave pool at the same time other benefit elections are effective (normally January 1). An employee who donates leave must retain a combined total of forty (40) hours of leave in his/her own sick leave accounts (pro-rated for part-time employees).

**Continuation of Sick Leave Accruals:** The participating employee will continue to accrue sick leave during their absence as long as they are paid at least one half of a monthly salary.

### **Termination of Membership/Exclusions**

An employee may withdraw from the pool at any time by sending a written request for withdrawal to the Human Resources Officer. Any leave contributed to the pool prior to withdrawal shall be forfeited.

When a participating employee withdraws the maximum number of hours for which he/she is eligible, his/her membership in the pool will automatically terminate. The maximum withdrawal amount during a calendar year is 480 hours (12 weeks). To re-enroll, the employee will be subject to the initial enrollment requirements for membership. When a sick leave pool member is eligible for workers’ compensation, unemployment, disability or retirement benefits, etc., he/she shall *not* be granted sick leave pool credits.

### **Change in Circumstances**

During the course of receiving Shared Leave Credits, the circumstances regarding the need for leave may change. For example, the leave recipient may discover that more leave than planned is necessary for recovery from their own or an immediate family member’s life-threatening, emergency medical condition, or catastrophic illness or injury. Conversely, recovery may be faster than anticipated and less leave is required. The leave recipient may wish to return to work sooner than planned. In these cases, the leave recipient must provide reasonable notice of these changed circumstances to the Office of Human Resources. “Reasonable notice” usually means within two business days.

**Forms:**

Enrollment Form  
Donation Form (for non-enrolled members)  
Application Form

**Contacts:****Policy administration:**

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**Committees involved in the creation of the policy:**

Shared Leave Task Force

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Resources, Planning and Institutional Policy Committee,

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**Approval Date:**

1 Jan 2013: Recommended by RPIPC

15 Feb 2013:

## Appendix D: Common Meeting Time Task Force Final Statement

### **A Statement on the Flexibility of Implementing the Common Meeting Time**

*Drafted by the Common Meeting Time Task Force (Fall 2012)*

*Common Meeting Time Task Force reports to the Resources, Planning and Institutional Policy Committee (RPIPC)*

*Reviewed by RPIPC (28 Sep 2012) and Executive Committee with Standing Committee Chairs (5 Oct 2012)*

**FINAL version: 19 October 2012**

*Task Force Chair: Sally Humphries*

*Task Force Members: Cody Allen, Kay Anderson, Jennifer Graham,  
Lori Strawder, Craig Turner, Pat Wilkins for Paul Jones*

Colleges should work to maximize the utilization of their classroom spaces while taking into consideration pedagogical issues that may affect instructional timing. Creativity as well as coordination and collaboration among colleges are needed to make both of these happen.

There may be alternative ways to schedule classes that improve classroom utilization from what is currently being implemented. For example, it is practical to request that departments schedule core, Area F, and support courses using the currently approved course times, as students completing these areas often need to take classes from several disciplines in one term. By using the approved course times, potential scheduling issues created by off-schedule courses are minimized. However, most students, once they reach their junior year, take classes almost exclusively from their major department. Therefore, departments could be provided alternative options for scheduling within their major, provided that rooms continue to be used throughout the week and care is taken to ensure that majors have access to all the courses they need. For instance, a department could choose to offer major classes on M-W and T-R schedules, and use Friday mornings and afternoons for one-day-a-week, block classes in the major. This is already the practice in several Health Science departments and the College of Education.

To provide additional and more convenient times for departments and/or colleges to meet, each college might choose to designate a particular class time on the grid (CoB might choose TR 2:00-3:15 while CoAS might choose TR 8:00-9:15) as a college common meeting time during which no classes would be scheduled. Instead, the selected block would be used for meetings of constituencies in that college (college faculty meetings, college committees, student groups for majors in that college, department faculty meetings for departments in that college, other college functions, etc.). Unused classrooms would then be available for scheduling classes by other colleges (CoB could schedule a class in a CoAS classroom during the CoAS common meeting time) or perhaps the contingent\* faculty in the college (contingent faculty are likely not going to be attending the scheduled college meetings) could be teaching during this college common meeting time.

As a university community, we should continue to investigate alternative scheduling strategies while keeping university classroom utilization as high as possible and not compromising best pedagogical practices and student scheduling needs.

*\*adjuncts, postdocs, TAs, non-tenure-track faculty, clinical faculty, part-timers, lecturers, instructors, nonsenate faculty*

## Appendix E: Smoking Policy Enforcement Task Force Final Statement

### Final Recommendations, December 13, 2012

### Smoking Enforcement Task Force, report to RPIPC 30 November, 2012

Chair Kirk Armstrong, Larry Christenson, Juawn Jackson, Aubrey Ethridge

1. Location of Centrally-Located Smoking Area on Campus
    - a. Areas frequently used as smoking areas (though not designated)
      - i. Patio between Chapel Hall and LITC is common smoking area
      - ii. Resident Hall porches
      - iii. Pergola
      - iv. Fountain
    - b. Recommendation
      - i. No additional designated smoking areas are needed. There are an adequate number of designated smoking areas on campus.
  2. Enforcement of Smoking Policy Adherence
    - a. Emphasize the 3R's of Georgia College for both those that smoke and those that do not
      - i. Reason
      - ii. Respect
      - iii. Responsibility
    - b. Recommendations
      - i. Work with SGA PR Committee, Mass Comm's PR classes, and Rachel Sullivan (University Health Educator) to emphasize peer enforcement from students
      - ii. Supervisors are responsible for documenting in faculty & staff files when violations occur
      - iii. Emphasis should be on building a culture on campus, and re-emphasizing that message throughout the year (and in subsequent years)
      - iv. Message should be sustainable over multiple years to build the culture
  3. Signage
    - a. Discussed the necessity of signage for smoking areas, directions to smoking areas
    - b. Recommendation
      - i. Focus on the positives, rather than no smoking signs.
      - ii. Place temporary signs/displays of campus maps of designated smoking areas in places where violations occur frequently (Pergola, Fountain, Library Patio)
- After discussion, RPIPC conclusion was that the Smoking Policy is currently unenforceable. If fines were imposed, who would issue and collect them? It might be possible to sanction faculty and staff through supervisors, but how would violations be reported? There was mention that the BoR is considering for all campuses smoke-free campuses, and that two campuses (Armstrong Atlantic and GA State) have already declared that status.*
- Kirk inquired as to how enforcement is dealt with for the two smoke-free campuses in the system. GA State responded "We at GSU also don't have a good solution for enforcement. In fact, there was a long discussion, but in the end, we are relying on 'collective efforts' or peer pressure."*
4. Further suggestions from the Task Force:
    - a. Re-examine the smoking ban, see if we need to change the policy, perhaps become a smoke-free campus
    - b. Recommendations for a group to implement enforcement of the current policy would include representatives from the three areas that would have the most profound direct impact on the implementation -- Facilities/Maintenance, Campus Police, and an administrator (such as Bruce Harshbarger or other upper level administrator) -- and a faculty member, a staff member, and an SGA representative.
    - c. SGA is willing to help, we just need to decide what is needed and how we are going to implement enforcement.