

University Senate Committee Annual Report

Committee Name: Resources, Planning and Institutional Policy

Academic Year: 2013-2014

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:

23 August	2:00-3:20pm	Porter 228
4 October	2:00-3:20pm	Porter 228
15 November	2:00-3:20pm	HSB 2-11
24 January	2:00-3:20pm	HSB 2-11
28 February	2:00-3:20pm	HSB 2-11

Executive Summary:

There were a number of policies and other documents that RPIPC addressed this year. Four policies were sent forward to University Senate. Three of these were revisions or updating of previous policies, including the Missing Student Policy, the Sexual Misconduct Policy, and the Background Investigation Policy. A new policy was created, the Policy for the Development, Review, Revision and Archiving of University Policy. RPIPC chose to endorse the recommendations of the 2013 Annual Report of the Sustainability Council, had information exchanges over Information Technology and Prioritization developments, and provided feedback for the Diversity Action Plan and the Recycling Plan. RPIPC continued to follow the 12-month Pay Option and Smoking Policy Enforcement.

Visitors included: Walter Dudley, Building Services; Renee Fontenot, Co-Chair, Academic Support Systems Task Force, Prioritization; Jennifer Graham, Women's Center and Diversity Coordinator; Andy Lewter, Dean of Students; Robert Orr, Chief Information Officer; Lori Strawder, Assistant Director of Sustainability; Qiana Wilson, Associate General Counsel; Veronica Womack, Director of Institutional Equity and Diversity.

The only issue that RPIPC is expecting to continue to follow in 2014-15 is the 12-month pay option.

Co 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. 23	Oct. 4	Nov. 15	Jan. 24	Feb. 28
Ben McMillan Volunteer	P	P	P	P	P
Ben Davis , Secretary Elected Faculty Senator	P	R	P	P	P

Carol Ward Selected Staff Senator	P	P	R	P	A
Doc St. Clair Selected Staff Senator	R	P	A	A	A
Doug Oetter Volunteer	R	P	R	P	P
Elizabeth McCauley Selected Staff Senator	A	P	R	R	P
Holly Nix SGA Appointee	R	R	P	P	P
Jan Clark, Vice Chair Elected Faculty Senator	P	P	P	R	P
Macon McGinley Elected Faculty Senator	R	P	R	P	P
Maureen Horgan, Chair Elected Faculty Senator	P	P	P	P	P
Pat Wilkins Chief Business Officer Designee	P	P	P	R	P
Shea Groebner Selected Staff Senator	R	A	P	P	P
Susan Allen Presidential Designee	P	P	P (Dan Hann)	P (Dan Hann)	P (Dan Hann)

Motions brought to the Senate floor:

1314.RPIPC.001.P – Missing Student Policy

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

Policy Statement: In compliance with § 485(j) of the Higher Education Act of 1965, it is the policy of Georgia College to investigate any report of a missing student who resides in on-campus housing.

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

http://atlanta.gcsu.edu/senate/prod/motions/support_docs/561/1382756175_GC%20Missing%20Student%20Policy%20F13.pdf

The policy was unanimously approved by RPIPC on 4 October, 2013 and by the University Senate on 25 October, 2013.

The Missing Student Policy was steered to RPIPC as an update of previous policy. The revisions include:

- a) Changing the name from Missing Student Notification Protocol to Missing Student Policy because it contains reporting procedures and not just notification, and this title is consistent with many other schools'.
- b) Changed the name from GCSU to Georgia College throughout the document
- c) Changed the primary responsibility for notifying students from the Vice President of Student Affairs to the Director of University Housing (since this policy is for students residing in University Housing), and changed the secondary listing to the Dean of Students.
- d) Added that the Department of Public Services must be notified *immediately* when a student is reported missing

- e) Put the policy into current Georgia College University Senate Policy format.
- f) Changed the US Code Citation, to Higher Education Act (HEA). The Higher Education Act (HEA) was authorized by Congress in 1965, and is required to be reauthorized periodically, generally every 4-6 years. In 2008 Congress reauthorized the HEA as the HEOA (Higher Education Opportunity Act). Both Acts (HEA & HEOA) have the exact same missing student procedure requirement and language. Because the HEA is set to “expire” this year, Congress will reauthorize or extend the HEA this year. The proposed amendments change the citation to the original act (specifically the HEA of 1965), eliminating the need for Georgia College to revise this policy again in the near future.

1314.RPIPC.002.P – Sexual Misconduct Policy

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

Policy Statement: Sexual Misconduct as defined by this policy is a violation of federal, state, university, and Board of Regents policy and may also be subject to criminal prosecution. Georgia College will not tolerate Sexual Misconduct and will provide resources and recourse for individuals whose rights may have been violated by an act of Sexual Misconduct by any member of the university community.

The full document is available here, and attached as APPENDIX C:

http://atlanta.gcsu.edu/senate/prod/motions/support_docs/574/1392526464_Sexual%20Misconduct%20Policy.pdf

The policy was approved unanimously by RPIPC on 24 January, 2014 and by the University Senate on 14 February, 2014.

This policy replaces the “Sexual Harassment” entry in the current Georgia College Policies, Procedures, and Practices Manual. It references two other existing policies:

USG Policy on Sexual Harassment:

http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.16_sexual_harassment

Georgia College Amnesty Policy: <http://www.gcsu.edu/studentlife/handbook/adminpolicies.htm>

The policy was created by the Sexual Misconduct / Title IX Task Force, including representatives of: the Women’s Center, Office of Institutional Equity and Diversity, Legal Affairs, Human Resources, Student Affairs, and Campus Police. RPIPC addressed this proposed policy at two meetings, on 15 November, 2013 and 24 January, 2015. Dean of Students Andy Lewter and Women’s Center Coordinator Jennifer Graham attended both meetings to answer questions. Qiana Wilson, Associate General Counsel, attended the November meeting. There was considerable discussion and questioning at both meetings, RPIPC suggested no content changes to the proposed policy.

1314.RPIPC.003.P – Background Investigation Policy

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

Policy Statement: It is the policy of Georgia College to extend the individuals to whom the BoR Background Investigation Policy applies to include any student who is engaged in a position of trust, as an employee, independent contractor, or volunteer.

The full document is available here, and attached as APPENDIX D:

http://atlanta.gcsu.edu/senate/prod/motions/support_docs/579/1396394145_GC%20Background%20Investigation%20Policy%20as%20amended.pdf

The policy was approved by RPIPC by electronic vote (8 in favor, 1 against) on 11 March, 2014 and by the University Senate on 28 March, 2014.

This policy is based on the Board of Regents of the University System of Georgia policy located at:

http://www.usg.edu/hr/manual/background_investigation. To the extent there is any conflict from the actual written BoR policy, the BoR policy will prevail.

RPIPC recommends that the proposed Background Investigation Policy replace the "Background Check" language in the PPPM found at

<http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Office-of-Human-Resources-and-Employee-Relations/Employment/Background-Checks>

This policy will extend the Board of Regents policy to include students who are engaged in a position of trust, as an employee, independent contractor, or volunteer. A position of trust is defined as those that involve interaction with children, allow after-access hours to facilities, allow access to financial resources and/or sensitive information, or that have otherwise been determined by the Human Resources Department to require a more extensive background investigation.

1314.RPIPC.004.P –Policy for the Developing, Review, Revision and Archiving of University Policy.

Motion Text: To recommend the proposed Policy for the Development, Review, Revision and Archiving of University Policy in the supporting document entitled "Policy for the Development, Review, Revision and Archiving of University Policy" as University Policy, and to endorse the guidelines and procedural recommendation made therein.

Policy Statement: Georgia College formally archives, in a consistent format, university policies in the *Policies, Procedures, and Practices Manual*. Individuals engaged in developing, drafting, reviewing, revising, approving, implementing, distributing, archiving or maintaining university policies shall comply with the requirements outlined in this document.

The full document is available here, and attached as APPENDIX E:

http://atlanta.gcsu.edu/senate/prod/motions/support_docs/580/1397613678_Policy%20for%20the%20Development%20and%20Revision%20of%20Policies.pdf

The policy was approved by RPIPC by electronic vote (8 in favor) on 8 April, 2014 and by the University Senate on 25 April, 2014.

This policy provides a format, instructions, and example of the currently desired policy writing. It will provide consistency in proposed policies, and will make clearer what is expectation in writing policies.

Other Significant Deliberation (Non-Motions):

Signage

RPIPC inquired as to the current status of signage on campus, was informed that the process was near completion, that signs would be going up soon.

Smoking Policy Enforcement

RPIPC continued to follow the issue of Smoking Policy Enforcement. On 19 March, 2014, the BOR voted to create a policy to prohibit the use of all forms of tobacco products on property owned, leased, rented or in the possession of the University System of Georgia. The Georgia College announcement is attached as Appendix F.

Recommendations from the 2013 Annual Report of the Sustainability Council

RPIPC voted to endorse the recommendations. They are attached as Appendix G.

12-month Pay Option

RPIPC continued to follow the issue of an optional 12-month pay for faculty. With the assistance of University Communications, Maureen Horgan conducted a survey of faculty to determine interest. The results were strongly in favor of adding the option. Susan Steele, Georgia College's USGFC Representative, inquired at the 1 March 2014 meeting at Georgia College and the response was that this option was likely to happen when the contract with ADP expires.

Ad hoc committees and other groups:

There were none.

Committee Reflections:

Worked well:

- People felt free to express conflicting ideas without becoming discourteous, which allowed for a more thorough vetting of ideas.
- The response to call for agenda items was good, we knew what needed to be covered, and got through the agenda items without rushing any.
- The use of Dropbox for the committee members to review documents and minutes continued to be a positive option.
- The approval of electronic voting in the Operating Procedures was very useful.

Did not work so well:

- the senate agenda tool was not working.

Committee Recommendations:

- Reserve Conference Rooms for 2014-2015 meetings in May or June
 - Continue to invite new members of administration and campus leader for informational exchange.
 - Continue to invite representatives from other campus departments or initiatives.
 - Continue to put out call for agenda items two weeks in advance, circulate tentative agenda along with documents for deliberation 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 (72 hours).
- Possible issues to follow up on next year include:
12-month pay for faculty

Recommend items for consideration at the governance retreat:

None at this time.

APPENDIX A -- RPIPC 2013-2014 OPERATING PROCEDURES

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 2013/Spring 2014 – 2:00-3:15pm

- August 23 Porter 228 * January 24, 2014 HSB 2-11
- October 4 Porter 228 * February 28 HSB 2-11
- November 15 Porter 228 * April 4 HSB 2-11

4. Communication

- 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.
- Notify the committee chair (maureen.horgan@gcsu.edu) and the secretary (benjamin.davis@gcsu.edu) to extend regrets prior to scheduled committee meetings.

5. Quorum and Voting

- A majority of the committee membership 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.
- 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.

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.

APPENDIX B

Policy Title: Missing Student Policy

Policy Statement

In compliance with § 485(j) of the Higher Education Act of 1965, it is the policy of Georgia College to investigate any report of a missing student who resides in on-campus housing.

Definitions

Missing Student

A student is determined to be missing when a report comes to the attention of a Georgia College official and the Department of Public Safety determines the report to be credible. Circumstances may include, but are not limited to establishing that:

- a) A student is out of contact after reasonable efforts to reach that student by phone calls, emails, and/or in-person attempts to establish contact;
- b) Circumstances indicate an act of criminality involved, even if twenty-four (24) hours have not elapsed;
- c) Circumstances indicate that a student may be in danger, even if twenty-four (24) hours have not elapsed;
- d) Circumstances become known that medicine dependence may threaten life or health, even if twenty-four (24) hours have not elapsed; or
- e) Existence of a physical / mental disability indicates that the student's physical safety is in danger, even if twenty-four (24) hours have not elapsed;

Keywords

Missing Student
Public Safety
Emergency Contact
Confidential Contact

Reason for Policy

To provide a plan to inform students who reside in University Housing about the Georgia College policy governing required notifications within twenty-four (24) hours after the time a student is deemed to be missing, in accordance with § 485(j) of the Higher Education Act of 1965, and to provide Georgia College with a set of procedures and guidelines for reporting and investigating such an event.

Proposed Outcomes

That all students know of the existence of the option to designate a confidential contact.
That the offices responsible for reporting and investigating such an event have clear procedures and guidelines.

Applicability of the Policy

This policy affects all students who reside in University Housing at Georgia College, the Department of Public Safety, the Office of Student Affairs, and University Housing.

Related Policies

None

Procedures

Information Procedure

Students will be informed each academic year that each student, age 18 or above, may designate a confidential contact to be contacted by Georgia College in the event the student is determined to be missing. The confidential contact may be a person designated by the student in addition to the emergency contact listed with the Office of the Registrar. Students who are under age eighteen (18) and are not emancipated will be informed each academic year that the institution is required to notify the custodial parent no later than twenty-four (24) hours after the time the student is determined to be missing.

Students shall be informed that Georgia College officials will notify the Department of Public Safety immediately upon determining the student is missing. Such notification shall occur no later than twenty-four (24) hours after the time the missing determination is made.

Registration Procedure

A student may register a confidential contact during the first two weeks of each semester by filing a form (see Appendix A) that is available at the Office of Student Affairs and/or University Housing. The confidential contact may be a person designated by the student in addition to the emergency contact listed with the Office of the Registrar.

Each student who files a confidential contact registration form is solely responsible for the accuracy of the contact information and the updating of information should the confidential contact person and/or number change. A student may update information by filing a new form with the Office of Student Affairs and/or University Housing.

Missing Student Procedure

Any person receiving a report regarding a missing student shall forward such report to the Department of Public Safety, immediately.

Any official missing persons report relating to a student requires that the Department of Public Safety must be notified immediately to investigate and make a determination that a student who is the subject of a missing report has been missing for more than 24 hours and has not returned to campus.

During the investigation, the following information should be established and documented in a police incident report:

- a) Name and location / contact information of the person reporting the missing student;
- b) Name / vital information of the student reported to be out of contact;
- c) Nature of the circumstances supporting the determination that the student is out of contact (time /date

- last seen or in contact with);
- d) Avenues to establish that the student remains out of contact (failure to respond to phone, email and in-person attempts to contact by a Georgia College official; parental notice or notice from reporting person outside the University; establishment of lapse of time of class attendance, lapse in affiliation with roommates and friends, or use of Georgia College facilities / services; concern of incident of criminality or safety, etc.); and
- e) Dates and times of notifications made.

The Executive Director of University Housing (if the incident occurs within University Housing) and the Dean of Students will be informed by the Department of Public Safety after the officer's initial attempt to contact the student does not successfully establish contact or leads to information that results in actual contact being made with the student. In no circumstances should the notification to the Dean of Students after an initial report to the Department of Public Safety exceed twenty-four (24) hours in time. During business hours, the Dean of Students may also involve other Georgia College faculty, staff or administrators to assist in establishing contact or avenues to pursue contact. The Dean of Students will be notified by the Department of Public Safety as the investigation of the incident progresses.

The emergency contact listed with the Office of the Registrar as well as any confidential contact listed with the Office of Student Affairs will be notified as part of the investigation in attempting to establish contact with the student reported missing. In the case of a student under the age of eighteen (18) and not emancipated, the contact will be with the custodial parent. The contact will be initiated by the Department of Public Safety.

Contact one of the following offices if you have reason to believe a student is missing:

Office	Phone	Contact
Department of Public Safety	478-445-4400	Director of Public Safety
Office of Student Affairs	478-445-5169	Dean of Students
University Housing	478-445-5160	Executive Director of University Housing

Responsibilities for Offices

The responsibilities each party has in connection with the Missing Student Policy are:

Party	Responsibility
Office of Student Affairs	Provide Confidential Contact Form upon request by student.
University Housing	Annual notification and providing Confidential Contact Form to students upon request.
Department of Public Safety	Policy and procedure implementation.

Notification

Notification will be made by University Housing, annually. In addition, the Annual Security Report, which provides information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Security Crime Statistics Act, will be published on the Department of Public Safety's website at <http://www.gcsu.edu/publicsafety/annualreport.htm>.

Forms

Confidential Contact Registration Form

Contacts

Maureen Horgan, Chair, RPIPC, 478-445-7319, Maureen.horgan@gcsu.edu

Qiana Wilson, Associate General Counsel, 478-445-2037, Qiana.wilson@gcsu.edu

Director of Public Safety, Department of Public Safety, 478-445-5800, scott.beckner@gcsu.edu

Dean of Students, Office of Student Affairs, 478-445-5169, andy.lewter@gcsu.edu

Executive Director of University Housing, University Housing, 478-445-5160, larry.christenson@gcsu.edu

Approval Date

RPIPC

University Senate

University President

Website Address for This Policy

<http://www.gcsu.edu/publicsafety/notification.htm>

Related Documents/Resources

None

Appendices

Appendix A. Georgia College Confidential Contact Form

Supporting Documents

Missing Student Notification Protocol



**Georgia College Missing Student Policy
Confidential Contact Registration Form**

Please print legibly. The confidential contact information is intended to be utilized as a contact person to be notified by Georgia College no later than twenty-four (24) hours after the time a student, age 18 or older, is determined to be missing. The confidential contact is a person designated in addition to the emergency contact listed with the Office of the Registrar. The emergency contact person, supplied upon enrollment to Georgia College, may also be contacted by Georgia College. For students who are below age 18 and not emancipated, the custodial parent will be notified.

Name of Student: _____

Residence Address: _____

Phone or Cell: _____

Person designated as Confidential Contact: _____

Contact number(s): (Home) _____

(Cell) _____

(Alt.) _____

(Please confirm that these are valid numbers.)

I understand the information supplied above is to be utilized in case it is established that I am a missing student, and the contact information may be utilized in establishing that circumstances support a missing persons report. I understand I am solely responsible for the accuracy of the information of my confidential contact and for updating this information as needed.

NOTE: *You are encouraged to notify the person that you have identified as your confidential contact that you have provided Georgia College their contact information and they will be contacted in the event you are deemed missing.*

Signed: _____ Date: _____

Return completed form to one of the following:
Office of Student Affairs – 206 Parks Hall (Campus Box 027)
University Housing – 007 Sanford Hall (Campus Box 060)

APPENDIX C

Policy Title: Sexual Misconduct Policy

Policy Statement

Sexual Misconduct as defined by this policy is a violation of federal, state, university, and Board of Regents policy and may also be subject to criminal prosecution. Georgia College will not tolerate Sexual Misconduct and will provide resources and recourse for individuals whose rights may have been violated by an act of Sexual Misconduct by any member of the university community.

Definitions

“Complainant” means any person(s) who reports an alleged violation of the Sexual Misconduct Policy.

"Consent" means words or actions that show a knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Consent cannot be gained by Force, by ignoring or acting in spite of the objections of another, or by taking advantage of the Incapacitation of another, where the accused knows or reasonably should have known of such Incapacitation. Consent to one activity does not imply consent to subsequent or future activities; furthermore, previous or current relationships do not imply consent to future sexual acts. A person always retains the right to revoke consent at any time during a sexual act. In addition, the state of Georgia has designated a minimum age of 16 under which a person cannot give “Consent.”

“FERPA” means the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99), a Federal law that protects the privacy of student education records. The law applies to Georgia College as a recipient of funds under an applicable program of the U.S. Department of Education. (For more information: <http://www.gsu.edu/registrar/FERPA.html>)

"Force" means physical force, violence, threat, intimidation or coercion.

"Incapacitation" means the physical and/or mental inability to make informed, rational judgments. States of Incapacitation includes, but is not limited to: sleep, blackouts, and flashbacks. Where alcohol [or other drug] is involved, one does not have to be intoxicated or drunk to be considered Incapacitated. Rather, Incapacitation is determined by how the alcohol consumed impacts a person's decision-making capacity, awareness of consequences, and ability to make informed judgments. The question is whether the accused knew, or should have known, that the complainant was Incapacitated. Because Incapacitation may be difficult to discern, it is strongly encouraged to err on the side of caution; i.e., when in doubt, assume that another person is Incapacitated and therefore unable to give Consent. The claim of being intoxicated or drunk is not a defense for a respondent to a complaint of Sexual Misconduct under this Policy.

"Non-Consensual Sexual Contact" means Sexual Contact that occurs without Consent.

"Non-Consensual Sexual Intercourse" means Sexual Intercourse that occurs without Consent.

“Sexual Assault” includes Non-Consensual Sexual Contact and Non-Consensual Sexual Intercourse.

"Sexual Contact" means the deliberate touching of a person's intimate parts (including but not limited to: genitalia, groin, breast or buttocks, or clothing covering any of those areas), however slight, or using Force to cause a person to touch his or her own or another person's intimate parts.

"Sexual Exploitation" is any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. Examples include, but are not limited to:

- a) Causing or attempting to cause the Incapacitation of another person in order to gain a sexual advantage over such other person
- b) Causing the prostitution of another person
- c) Recording, photographing, or transmitting images of private sexual activity and/or the intimate parts (including, but not limited to genitalia, groin, breasts or buttocks) of another person without consent or beyond the consent given
- d) Allowing third parties to observe private sexual acts
- e) Engaging in voyeurism
- f) Knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection, including HIV.

"Sexual Harassment" means unwelcome conduct, based on sex or on gender stereotypes, which is so severe or pervasive that it unreasonably interferes with a person's University employment, academic performance, or participation in University programs or activities and creates a working, learning, program, or activity environment that a reasonable person would find intimidating, hostile or offensive. The conduct in question must be objectively intimidating, hostile, or offensive, and interfere with a person's right to equally participate in programs and activities of the University. This Policy is meant to protect students and employees from sex discrimination, and is to be implemented consistent with federal regulatory law, academic freedom, and the requirements of the First Amendment to the United States Constitution. There are generally two types of Sexual Harassment: Quid Pro Quo and Hostile Work Environment. Examples of behavior that may constitute sexual harassment include, but are not limited to:

- a) Unwelcome sexual advances
- b) Requests for sexual favors
- c) Unwelcome or derogatory comments of a sexual nature or based on gender
- d) Presence of sexual suggestive visual material
- e) Unwelcome or unwanted physical contact that is sexual in nature
- f) Telling lies or spreading rumors about a person's personal or sex life

"Sexual Intercourse" means penetration (anal, oral or vaginal), however slight, by a penis, tongue, finger, or an inanimate object by a man or woman upon a man or woman.

"Sexual Misconduct" is a broad term encompassing "Sexual Exploitation," "Sexual Harassment," "Non-Consensual Sexual Contact," and "Non-Consensual Sexual Intercourse," as defined in this Policy. Sexual Misconduct can occur between strangers or acquaintances, and even people involved in an intimate or sexual relationship. Sexual Misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

Keywords

Sexual Misconduct; Sexual Assault; Sexual Harassment; Sexual Exploitation

Reason for the Policy

Georgia College is committed to providing a safe environment that supports the dignity of all members of the University community.

Federal law prohibits discrimination based on gender; this includes Sexual Misconduct. Specific laws and/or acts include Section 703 of Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments of 1972, The Jeanne Clery Act of 1990, and The Violence Against Women Act (VAWA) of 1994 (reauthorized 2000, 2005, 2013). A description of each of these laws/acts can be found in Addendum A.

Sexual harassment is prohibited under the Policies of the University System of Georgia Board of Regents, which can be found at http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.16_sexual_harassment.

Proposed Outcome

This policy aims to set in place a process for handling incidents of Sexual Misconduct on the Georgia College campus in keeping with federal legislation and guidelines. The implementation of this policy will assist victims by clearly delineating the process for reporting misconduct on campus as well as resources available. Additionally the policy will assist in staying in compliance with federal and state laws and guidelines as well as Board of Regents policy. As noted in the AAUP Campus Sexual Assault: Suggested Policies and Procedures published in February 2013, "sound campus policy and procedures should aim to eliminate sexual assault and its devastating consequences," this policy seeks to do just that - eliminate all forms of Sexual Misconduct on Georgia College's campus.

Applicability of the Policy

This policy applies to all Georgia College employees and students. This policy is in effect regardless of location (including but not limited to: study abroad and conferences).

Persons of any sex can be capable of Sexual Misconduct; Sexual Misconduct can occur between people of the same gender. It can occur among "couples" involved in romantic relationships. The requirements of this policy are blind to the sexual orientation or preference of individuals engaging in sexual activity. The Georgia College policy on Sexual Misconduct reflects the serious intent of Georgia College to provide resources and recourse for individuals whose rights may have been violated by an act of Sexual Misconduct.

There is no statute of limitations for Sexual Misconduct at Georgia College. Individuals can be accused/charged with one or more of these offenses for their behavior in a single incident. None of these forms of Sexual Misconduct will be tolerated at Georgia College.

Related Policies

This policy shall replace the "Sexual Harassment" entry in the current Georgia College & State University Policies, Procedures, and Practices Manual.

USG Policy on Sexual Harassment:

http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.16_sexual_harassment

Georgia College Amnesty Policy: <http://www.gcsu.edu/studentlife/handbook/adminpolicies.htm>

Procedures

Policy implementation is the responsibility of the Title IX Coordinator. More information on Title IX including the name and contact information of the Title IX coordinator can be found at: www.gcsu.edu/equity/titleixinformation.htm. Assistance with policy implementation is the responsibility of the Office of Institutional Equity and Diversity, the Women's Center, Legal Affairs, Human Resources, and Student Affairs.

The University strongly encourages members of the University community to promptly report instances of Sexual Misconduct. All reported instances of Sexual Misconduct shall be reviewed and responded to promptly, thoroughly and impartially.

For all allegations of Sexual Misconduct the following procedures are in effect:

I. Notification and Review

A. Reporting

Incidents reported to campus officials should be forwarded to a Title IX Coordinator within 3 days of receiving the complaint. Reporting Sexual Misconduct to a Title IX Coordinator can begin the University's investigation of the issue and serves as a form of official documentation of the incident.

B. Review and Charges

The Title IX Coordinator will conduct a timely review of all complaints of Sexual Misconduct to determine if there is reasonable cause to believe GC policy was violated.

C. Interim Action

In an effort to support the individuals involved during the review process, the university through the Title IX Coordinator may take interim action as appropriate. Examples of interim action include:

- (1) Imposing a restriction that requires the parties to have no contact with each other throughout the process.
- (2) Directing appropriate University officials to alter the parties' academic, housing or employment arrangements, while minimizing the burden of any arrangements on the complainant.
- (3) Other interim actions that may be taken by the University as deemed necessary.

D. Assess Duty to Warn

Title IX Coordinator(s) along with Public Safety should determine whether there is a duty to warn the campus according to Clery Act guidelines.

E. Reporting Expectations

Faculty, staff, and administrators receiving disclosures of Sexual Misconduct are:

- a. Expected to follow the provisions outlined in this policy and direct individuals to this policy.
- b. Expected to comply with the University Harassment Policy, which states that any student, faculty member, or employee who knows of, or receives a complaint of discrimination or harassment should report the information or complaint to a supervisor and/or the Director of Human Resources or the Director of Institutional Equity and Diversity.
- c. Expected to complete the Incident Form (available online) on each disclosed incident and return to the Title IX Coordinator.

- d. Encouraged to immediately refer individuals to the Women’s Center, which can be reached at extension (478) 445-8156 or (478) 445-9291.

II. Confidentiality

A. Confidentiality

Different people on campus have different reporting responsibilities, and different abilities to maintain confidentiality, depending on their roles at the university. In all cases, while confidentiality cannot be guaranteed, the privacy of the complainant will be maintained by restricting the exchange of information regarding a case to a “need to know” basis.

B. Federal Statistical Reporting Obligations

Certain campus officials have a duty to report Sexual Misconduct for federal statistical reporting purposes in keeping with the Clery Act.

III. Investigation

A. Investigator

The Title IX Investigator (or their designee) will fully investigate the allegation of Sexual Misconduct, including interviewing individuals identified in the complaint to determine whether there is sufficient basis to believe that a violation of the Sexual Misconduct Policy may have occurred.

B. Timeframe

Absent extenuating circumstances, this review should take place within sixty (60) calendar days of receipt of the complaint. The Title IX Coordinator’s ability to proceed may be limited if the complainant is reluctant to participate in any aspect of the process.

C. Report

Upon the completion of the Investigation, the Title IX Coordinator shall draft a report of the investigation detailing conversations, findings of facts, notes pertaining to creditability, and other relevant information. This report may be shared with those with a “need to know.” Individuals with a “need to know” will depend upon each case.

IV. Retaliation

Retaliation against any member of the University community who makes a report of Sexual Misconduct or cooperates in the review of such report is strictly prohibited and may lead to further disciplinary action. Retaliation includes intimidation, harassment, threats, or other adverse action or speech. Retaliation of any kind should be promptly reported to a Title IX coordinator.

V. Special Provisions

A. University as Complainant:

As necessary, Georgia College reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

B. Amnesty (Good Samaritan Policy)

The University wishes to encourage victims to report incidents of Sexual Misconduct and therefore reserves the right to waive disciplinary charges relating to drugs and alcohol against

victims for circumstances surrounding the incident. The Amnesty Policy can be viewed at <http://www.gcsu.edu/studentlife/handbook/adminpolicies.htm>.

VI. Victim Assistance and Support

- A. Students, faculty, and staff may utilize the Women's Center for assistance following Sexual Misconduct. Services offered by the Women's Center include: support groups, hospital escorts, safety planning, judicial proceeding escorts, coordination of reporting, individual support, reviewing campus policies and procedures. The Women's Center may be reached at (478) 445-8156 or (478) 445-9291.
- B. Students, faculty, and staff may receive confidential assistance through an off-campus agency such as Crisis Line and Safe House of Central Georgia's 24-hour hotline at (478) 745-9292. Students may also receive confidential assistance from University Counseling Services at (478) 445-5331.

For instances where the accused is a student the following additional procedures are in effect:

I. Hearing Process

The Student Code of Conduct will guide the hearing and discipline process.

II. Outcomes

The outcome of a campus hearing is part of the educational record of the accused student, and is protected from release under a federal law, FERPA. However, the University observes any legal exceptions allowed under federal or state law.

For instances where the accused is a faculty, staff or third party the following additional procedures are in effect.

- I. Following the recommendation(s) of the investigation, the Progressive Discipline Process will be followed in determining appropriate sanctions, if any, for faculty and staff in keeping with Board of Regents policy governing staff and faculty employment.
- II. Complaints against third parties will be forwarded to the employer of the individual. Third party entities may also be trespassed from the University campus.
- III. Outcomes
Complainants who bring any sort of Sexual Misconduct complaint against a faculty, staff, or third party entity may be informed of the outcome and sanction.

Guidelines

- Victims of Sexual Misconduct should be informed of all their reporting option including filing a criminal report with Campus Police.
- Victims of Sexual Misconduct should be informed about the advocacy services provided by the Women's Center including: support groups, hospital escorts, safety planning, judicial proceeding escorts, coordination of reporting, individual support, reviewing campus policies and procedures.

Forms

The attached General Complaint Form Form (Addendum B), also available from the Women's Center, the Office of Institutional Equity and Diversity, and/or Legal Affairs shall be completed by the person

taking the complaint and returned to the Title IX Coordinator following a report of Sexual Misconduct. An online form will also be made available at the same office's websites.

Contacts

Policy created by: the Sexual Misconduct/Title IX Task Force (including representatives of: the Women's Center, Office of Institutional Equity and Diversity, Legal Affairs, Human Resources, Student Affairs, and Campus Police).

Title IX Coordinator: Appointed by the President

Jennifer Graham, Women's Center Coordinator, Office of Institutional Equity and Diversity,
Jennifer.graham@gcsu.edu, 478-445-8156

Andy Lewter, Dean of Students, Office of Student Affairs
Andy.lewter@gcsu.edu, 478-445-2091

Qiana Wilson, Associate General Counsel,
Qiana.wilson@gcsu.edu, 478-445-2037

Maureen Horgan, Chair, Resources, Planning and Institutional Policy
maureen.horgan@gcsu.edu, 478-445-7319.

Addendum A

Applicable Laws and/or Acts

Section 703 of Title VII of the Civil Rights Act of 1964 as amended provides that “it shall be an unlawful employment practice for an employer to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, or national origin.”

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in federally assisted education programs and activities. Long-standing legal authority establishes that harassment of students can be a form of sex discrimination covered by Title IX.

Harassment of any student or employee on the basis of sex violates federal laws.

Sexual harassment is also prohibited under the Policies of the University System of Georgia Board of Regents, which can be found at

http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.16_sexual_harassment.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 requires institutions to disclose campus crime statistics on an annual basis. For more information on the Clery Act please visit <http://clerycenter.org>

The Violence Against Women Act (VAWA) of 1994 (reauthorized 2000, 2005, 2013) is a comprehensive legislative package designed to end violence against women and covers crimes such as domestic violence, sexual assault, and stalking. The 2013 reauthorization included the Campus Sexual Violence Elimination (SaVE) Act, which outlines several new requirements for colleges and universities related to sexual assault, domestic violence, and stalking.

Furthermore, agencies of the United States federal government and state of Georgia have issued guidance on various rules and laws that places an expectation on college campuses to have a policy in place which protects the campus community from Sexual Misconduct.

The Board of Regents of Georgia prohibits sexual harassment of employees or students. The full text of the BOR policy can be viewed at the following site:

http://www.usg.edu/policymanual/section8/policy/C224/#p8.2.16_sexual_harassment.

For reference to the pertinent state statutes on sex offenses, please see the Georgia Legal Code which can be accessed from <http://www.lexisnexis.com/hottopics/gacode/>.

18. Other individuals at Georgia College the Complainant or Respondent have talked with about this incident:
 Friend Faculty member Staff member Other (specify: _____)

Signature of person completing form: _____

Date: _____

APPENDIX D

Policy Title: Background Investigation Policy

Policy Statement

It is the policy of Georgia College to extend the individuals to whom the BoR Background Investigation Policy applies to include any student who is engaged in a position of trust, as an employee, independent contractor, or volunteer.

Definitions

Position of Trust. includes but is not limited to those that involve interaction with children, after-hours access to facilities, access to financial resources and/or sensitive information or that have been otherwise identified by the Human Resources Department to require a more extensive background investigation.

Employee

- a. Full-time, or, Part-time,
- b. Regular, Temporary, or, Student
- c. Faculty, or, Staff

Independent Contractor

- a. An individual who follows an independent trade, business, or profession in which they offer their services to the public and will be performing these duties on our behalf. However, whether such people are employees or independent contractors depends on the facts in each case. The general rule is that an individual is an independent contractor if Georgia College has the right to control or direct only the result of the work and not the means and methods of accomplishing the result AND
- b. Not a University Employee
- c. Not a retiree of the University System of Georgia

Volunteer

- a. An individual who performs hours of service for the University for civic, charitable, educational or humanitarian reasons, without promise, expectation or receipt of compensation for services rendered AND
- b. Not a University Employee

Keywords

Background Investigation

Contractor

Credit Investigation

Employee

Volunteer

Reason for Policy

Georgia College values all employees -- the staff, faculty, students, volunteers and contractors -- and recognizes that our strategic success depends on a safe and productive campus. Background checks are required for employees (Human Resources Administrative Practice Manual: Employment, Background Investigation, Revised 2013) and serve as an important part of promoting a safe work and academic environment for current and future students and employees.

Proposed Outcomes

--That students who are hired in a position of trust submit to a background investigation.
--That offers of employment shall be conditional pending the results of the background investigation.

Applicability of the Policy

This policy applies to any student who is engaged in a position of trust, as an employee, independent contractor, or volunteer, in addition to individuals to whom the BoR policy applies.

It is the policy of Georgia College to extend the individuals to whom the BoR Background Investigation Policy applies to include any student who is engaged in a position of trust, as an employee, independent contractor, or volunteer.

Related Policies

This policy is based on the Board of Regents of the University System of Georgia policy located at: http://www.usg.edu/hr/manual/background_investigation. To the extent there is any conflict from the actual written BoR policy, the BoR policy will prevail.

Procedures

Georgia College will follow the procedures outlined in BoR policy.

Authorized Administrator

Georgia College Human Resources Department is the designated department to initiate and process the background investigations required by this policy. As such, it is responsible to assure that all information attained from the background check investigations will be used only as part of the work engagement process and kept strictly confidential. It is not the responsibility of HR to discover, research, or verify that there are possible mitigating factors or that any particular information is either accurate or complete. The burden of proof to present mitigating factors and/or to prove the accuracy or inaccuracy of any particular record obtained through a background investigation rests entirely with the applicant.

Only under specific and controlled conditions will appropriate Human Resources Department, Public Safety Department, and/or the Office of Legal Affairs personnel at Georgia College have access to this information. Under limited circumstances, the President and/or relevant VP or Provost may request access to background information. Such a request needs to be made in writing and reviewed by the Office of Legal Affairs.

Exceptions

Exceptions to this policy can be submitted for review by and approval of both the Chief Human Resources Officer and the General Counsel.

These exceptions are for logistical and time bound circumstances that apply to volunteers and/or independent contractors who, by the nature of their professional reputation, distinguished artistic expertise, or learned discipline are engaged by the University to deliver unique learning opportunities, of short-term nature, for Georgia College Students, Faculty, Staff, or the local community at large.

Guidelines

The Office of Human Resources and Employee Relations reviews all job descriptions to determine if a Background Investigation is needed. If it cannot be clearly determined that a Background Investigation is warranted, the Chief Human Resources Officer will consult with Georgia College's Office of Legal Affairs to determine if a Background Check is required. The exceptions for a Background Investigation would only apply to students, Independent Contractors and volunteers. All faculty and staff are required to have a Background Check as a condition of employment.

Forms

Georgia form attached as Addendum A

Contacts

Pat Wilkins, Interim Director of Human Resources and Employee Relations, (478) 445-0929, pat.wilkins@gcsu.edu

Carol Ward, Associate Director of Human Resources and Employee Relations, (478)445-0201, carol.ward@gcsu.edu

Maureen Horgan, Chair, RPIPC, 478-445-7319, Maureen.horgan@gcsu.edu

Approval Date

RPIPC

University Senate

University President

Website Address for This Policy

RPIPC recommends that the proposed Background Investigation Policy replace the "Background Check" language in the PPPM found at

<http://gcsu.smartcatalogiq.com/en/Policy-Manual/Policy-Manual/Office-of-Human-Resources-and-Employee-Relations/Employment/Background-Checks>

Related Documents/Resources

[http://www.usg.edu/hr/manual/background_investigation.](http://www.usg.edu/hr/manual/background_investigation)

Appendices

DSI State of Georgia Background Request Form

APPENDIX E

Policy Title: Policy for the Development, Review, Revision and Archiving of University Policy

Policy Statement:

Georgia College formally archives, in a consistent format, university policies in the *Policies, Procedures, and Practices Manual*. Individuals engaged in developing, drafting, reviewing, revising, approving, implementing, distributing, archiving or maintaining university policies shall comply with the requirements outlined in this document.

Definitions:

ECUS – Executive Committee of the University Senate

University Policy – A university policy is a statement of record that governs the conduct of the university community and/or embodies a general principle that guides university affairs.

Policy Statement – Statement that encapsulates the policy’s purpose, including its core provisions and requirements.

Procedure - A procedure is a finite ordered set of mandatory steps established to implement the policy and/or to manage the activities specific to the policy.

Keywords:

Policy creation; policy revision; policy writing; policy guidelines; policy development

Reason for the Policy:

In order to promote compliance and accountability, university policies should be thoughtfully developed, periodically reviewed, and accessible to the university community.

Proposed Outcome:

This policy aims to promote a consistent approach to the development, review, revision and archiving of university polices.

Applicability of the Policy:

This policy applies to all university policies that apply to one or more constituencies (administrators, faculty, staff, students) of the university community.

Related Policies:

None

Procedures:

1. Policy Development

The proposal for developing a new policy or triggering the review of an existing policy (possibly proposing specific revisions) should be initiated through the submission of a proposal to the Executive Committee of the University Senate (ECUS). In the case of the review of an existing policy, the individual or department currently responsible for implementing the policy should be notified and brought into the discussion as early as possible.

Consideration must be given to related or superseding policies, in particular, superseding policies of university policy are those policies mandated by the Board of Regents and other relevant government agencies. The prevailing authority of the Board of Regents of the University System of Georgia must be clearly understood. In case of any divergence from or conflict with the By-laws or Policies of the Board of Regents, the official By-laws and Policies of the Board of Regents shall prevail.

The committee to whom ECUS steers the development or review of the policy is responsible for researching and responding to the issues raised in the proposal. The committee minutes must document the committee deliberation of the development or review of the policy.

2. Writing the Policy Document

The Policy Writing Guide (see Appendix A) contains sections that need to be completed when creating the policy document and includes a description of each section and provides suggestions on the development of the policy document.

3. Reviewing and Approving a Policy

The proposed policy document should be reviewed by the appropriate University Senate Committee, which shall be determined by ECUS, to ensure compliance with the requirements in the Policy Template. Deliberation about the content of the policy document should be recorded in the minutes from the committee meeting.

Upon approval of the policy by the committee, a motion to approve the policy is forwarded to the Executive Committee of the University Senate to be placed on the agenda for consideration by the full membership of the University Senate.

Upon approval of the policy by the University Senate, Presiding Officer of the University Senate signs the motion and submits it to the University President who either approves or vetoes the motion. If the University President approves the policy, (s)he assigns responsibility for the implementation of the policy to the appropriate person(s) or department(s).

These steps should be performed in compliance with the time limits articulated in the University Senate Bylaws.

4. Revising a Policy

Revisions and/or updates to existing policies are subject to the same development, review, and approval process followed for new policies.

5. Promulgating a Policy

The Policies, Procedures, and Practices Manual should be regularly updated to include new policies and revisions to existing policies that have been approved by the University President.

All those impacted by the policy should be notified as soon as possible after the policy is approved.

Forms:

Policy Proposal Form - to be created.

Contacts:

Chair of the Executive Committee of the University Senate (ECUS); senate@gcsu.edu

Approval Date:

Submitted to ECUS

Appendices

- A. Policy Document Template and Guidelines
- B. Sample Policy Document

(Sub)APPENDIX A: POLICY WRITING GUIDE

This policy template was developed to guide persons who draft or revise policies at Georgia College. The aim of the format is to encourage concise policy statements with accompanying information to facilitate discussion, revision, and approval by relevant groups.

The University Senate has defined policy as *a statement of record that governs the conduct of the university community and/or embodies a general principle that guides university affairs.*

Policy Title:

The title must identify the key purpose of the policy in as few words as possible.

Policy Statement:

This is the most important section of the policy document. It will provide direction for the intended audience.

When drafting the policy statement, keep the following in mind:

- The statement must be concise with sentences that are clear and understandable for the given audience
- Acronyms may be used if spelled out completely the first time used
- Use strong action words (shall, must, are responsible for).

The policy statement typically answers questions such as:

- What is addressed by the policy?
- What does the policy intend to do?
- What behavior(s) does the policy require?

Definitions:

Provide a list of terms within the policy that need further explanation, with their definitions. Include terms that, by being defined, would add to the reader's understanding of the basic policy or procedures.

Keywords:

A list of words that may be contained in, or that are related to, the policy as a whole and that ideally will operate as search terms in a policy database. Use these questions to help create your keywords:

- To which departments, colleges, or areas of the institution does the policy apply?
- What issues or topics are related to the content of the policy?

Reason for the Policy:

A detailed statement answering questions such as these:

- Why is the policy needed?
- Which institutional objectives will the policy uphold?
- Are there any internal or external requirements that mandate, inform or support the policy?

Proposed Outcome:

A list of desired outcomes of implementing the policy, including answers to questions such as these:

- What will this policy aim to change?
- What are the long-term goals to which this policy will aim?
- What are the outcomes that will indicate the policy is working?

Applicability of the Policy:

A succinct statement answering questions such as these:

- To which departments, colleges, or areas of the institution does the policy apply?
- To whom does the policy apply (students, faculty, staff, administrators, visitors)?

Related Policies:

A list of policies, their citation and web link that relate to the proposed policy.

Procedures:

A procedure is a set of mandatory steps established to implement the policy and/or to manage the activities specific to the policy. It describes a process that must be followed to achieve the desired outcomes. These statements should be specific to the policy and answer questions such as these:

- How will the policy be carried out?
- Who is responsible for carrying out the policy?
- If the policy requires individual action: what are the steps one must take?
- If the policy requires an institutional response: what are the steps the institution/department will take in its response?

Guidelines:

Guidelines contain information about how to accomplish some task or reach a specific goal. They are provided as suggestions; in other words, they are not mandatory. They may be presented as “best practice”.

Forms:

Attach any suggested forms that are necessary to fill out, read, and/or sign that would be applicable to the stated policy.

Contacts:

Provide contact information for

- the individual or committee that created or revised the policy, and
- the individual or department that will administer or implement the policy.

Appendices

Attach any form, examples, or documents.

Motion Number and Approval Dates:

Indicate the sponsoring committee and motion number.

List the dates of approval by the various levels of governance.

(Sub)APPENDIX B: SAMPLE POLICY DOCUMENT

Policy Title: Service Recognition Policy

Policy Statement:

Georgia College shall have a Service Recognition Program that recognizes employees for their length of service to the University. Recognitions will be made in accordance with the procedures outlined in this document and the USG Board of Regents *Policy on Employee Recognition Programs*.

Definitions:

- **Employee:** Includes faculty and classified employees.
- **Faculty:** The faculty shall consist of the corps of instruction and the administrative officers as defined in Section 300 of the Policy Manual of the Board of Regents of the University System of Georgia.
- **Classified Employees:** Classified employees shall consist of the professional and administrative employees and staff defined as follows:
 - **Professional and Administrative Employees:** All employees who are exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act (FLSA) because of their professional or administrative responsibilities, and who are not identified as faculty or graduate assistants, shall be designated as Professional and Administrative Employees.
 - **Staff:** All employees who are not exempt from the Federal Wage-Hour provisions of the Fair Labor Standards Act (FLSA) shall be designated as staff.
- **Regular Employment:** Employees who are employed for a continuous period that is expected to exceed six (6) calendar months shall be known as “regular” employees. Regular positions with a work commitment of half-time or greater are benefits eligible.

Keywords:

Service recognition; length of service

Reason for the Policy:

A Service Recognition Program supports the University's strategic initiative to recruit and retain highly qualified faculty and staff who are invested in the university's mission, its students, and its commitment to reason, respect, and responsibility. It is an institutional priority to expand opportunities to celebrate faculty and staff achievements and to build community.

Employee service recognition acknowledges that the contributions of Georgia College employees are critical to fulfilling the University's mission. Each employee makes a difference and as such, the University should endeavor to identify means by which meaningful recognition occurs.

Proposed Outcomes:

- Service awards are presented to employees in recognition of length of service.
- An employee receives his or her first service award for ten (10) years of eligible service. Thereafter, the employee receives service awards in five-year intervals as eligible service accrues.
- One or more Service Recognition Ceremonies will be held annually to acknowledge employees who meet the specified length of service milestones.

Applicability of the Policy:

This policy applies to all Georgia College faculty and classified employees who are employed at least half-time. Student workers and graduate assistants are not eligible for length of service recognition.

Related Policies:

This policy shall replace the "Service Awards" entry in the current Georgia College Policies, Procedures, and Practices Manual.

USG Policy on Employee Recognition Programs:

http://www.usg.edu/hr/manual/employee_recognition_programs

Procedures:

1. The Office of Human Resources and Employee Relations shall be responsible for identifying employees to be recognized based on the eligible service criteria.
 - Employees shall be recognized at the Service Recognition Ceremony that next occurs after they reach the specified years of eligible service.
 - A list of all employees, including their length of service, shall be distributed to supervisors by August 1st each year. Supervisors shall be responsible for confirming with the employee that the length of service is accurate. Discrepancies shall be reported immediately to the Office of Human Resources and Employee Relations.
 - To assist in the identification process, employees with discrepancies or unusual service records (e.g. non-continuous service, leave of absence, part-time to full-time) are encouraged to complete the Employee Service Update Form and submit it to the Office of Human Resources and Employee Relations.
2. An employee receives his or her first service award for ten (10) years of eligible service. Thereafter, the employee receives service awards in five-year intervals as eligible service accrues.
3. The following criteria shall be used to determine eligible service:
 - Eligible service commences on the initial date of employment at Georgia College.
 - Eligible service is based on an employee's total service with the University and includes all periods of regular employment; this does not mean the service must be consecutive years.
 - For faculty, an academic year appointment for 9, 10, or 11 months is considered the equivalent of a 12-month appointment for calculation of eligible service.
 - An approved leave of absence of one year or less is not deducted from the length of service.
 - Leave without pay status is not included in eligible service.
 - Military leave with pay status is included in eligible service.

Forms:

Employee Service Update Form – *to be created*

Contacts:

Office of Human Resources and Employee Relations; hr@gcsu.edu, 478-445-5596

Approval Dates:

ECUS – 3/22/13; University Senate – 4/19/13

APPENDIX F

University System of Georgia announces tobacco policy 3/19/14 University Communications

The University System of Georgia (USG) announced a new Tobacco and Smoke-Free Campus policy approved by the Board of Regents.

The goal is to preserve and improve the health, comfort and environment of students, employees and any persons occupying USG campuses.

All USG institutions, including Georgia College, will be completely tobacco and smoke-free effective Oct. 1, 2014. Georgia College's Housing Office, in order to create a consistent residential environment, will eliminate designated smoking areas adjacent to residence halls at the beginning of the semester, effective on move-in day, August 14.

The policy states that the use of all forms of tobacco products is prohibited on property owned, leased, rented, in the possession of, or in any way used by the USG or its affiliates. The use of tobacco products will also be prohibited in all vehicles – private or public vehicles - located on USG properties.

This applies to all persons who enter the areas described above, including but not limited to students, faculty, staff, contractors and subcontractors, spectators and visitors. All events hosted by a USG entity or by outside groups on behalf of the USG must be tobacco-free.

Tobacco products are defined as cigarettes, cigars, pipes, all forms of smokeless tobacco, clove cigarettes and any other smoking devices that use tobacco, such as hookahs or electronic cigarettes.

The overall enforcement and authority of this policy lies with the president of each USG institution, but it is also a shared community responsibility, which means all students, faculty and staff share in the responsibility to help keep the campus tobacco-free. Signage to help inform the campus community and visitors will be placed throughout each campus.

The Board of Regents will make tobacco cessation information, educational material and other wellness resources available to assist employees. Georgia College will also provide resources for students, faculty and staff.

Georgia College will offer a Smoking Cessation Program starting Tuesday, April 8, 2014 from 12:00-1:30 pm. The program meets once a week through May 20. If you are interested in reserving a spot in this program, or you would like to attend a future class when it is offered, please email amy.whatley@gcsu.edu or call 478-445-7535. The class materials cost \$20 per participant but the University will cover the expense.

Free tobacco cessation classes through Oconee Regional Medical Center and the American Cancer Society are available every other month, with the next class starting April 15 at 7:30 p.m. For more information on these classes, call 478-454-3705.

Tobacco users who successfully quit may remove the tobacco use surcharge from their health benefits costs.

To learn more about the policy, visit usg.edu.

For more information on cessation assistance programs through USG, visit usg.edu/wellness.

APPENDIX G

GC Sustainability Council

Recommendations (Fiscal Year 2013)

1. Sustainability

The Sustainability Council recommends efforts to incorporate sustainability into all campus educational and administrative activities. To this end, we suggest making a public commitment, such as signing onto the President's Climate Challenge or the Talloires Declaration. We recommend including sustainability in the Campus Master Planning process, and reporting our successes through membership in the Association for the Advancement of Sustainability in Higher Education, including the STARS reporting system. We hope to see additional promotion of sustainability throughout campus, for example a series of Fact Sheets reporting progress and development.

2. Design

To modernize campus building and landscaping designs, the Council recommends achieving certification from the US Green Building Council's Leadership in Energy and Environmental Design for all renovations and new buildings. We look forward to working with the University Architect to identify the best opportunities to incorporate sustainability into campus design. We suggest that the university pursue the Tree Campus USA designation.

3. Education

The Council feels that EarthFest, Shades of Green, and the Student Green Fee Symposium are all excellent demonstrations of our university's commitment to promoting sustainability education. We heartily endorse these activities, and encourage campus-wide acceptance and encouragement of these events. In addition, the Sustainability in the Core Teaching Circle displayed the progress we have made to include the principles of sustainability into the curriculum. Special Events such as Sustainability Day, Food Day, and World Water Day are also highly encouraged and should be promoted across campus. The Council encourages the development of the Gardening Club as an opportunity to promote composting and the creation of a student garden on campus. We recognize that the Earth Action Team, organized through the G.I.V.E. Center, may take more time to become self-sustaining, but we support the linkage between service learning and sustainability that these groups fulfill.

4. Energy

The installed Energy Meters provide a critical need toward promoting sustainability. The information gathered from the meters, combined with the end-user data collected by the Energy Audit Team, allow our campus to analyze energy usage and identify the best routes toward minimizing our Carbon Footprint. We recommend publishing a baseline for energy use, and setting obtainable goals for carbon reduction, by adopting a Climate Action Plan, and encouraging the introduction of additional Lighting improvements, such as LED outdoor lighting, occupancy sensors, and the installation of solar photovoltaic generators where practicable.

5. Funding

The Student Green Fee Committee has provided an innovative, student-centered approach toward building a more sustainable campus. Minor reorganization of the grant process should streamline

the process, and more aggressive publicity is needed to promote the fee as an integral part of the engaged learning at Georgia College.

6. Materials

The Campus-wide Recycling Program has been a great success, however as an institution we still have much room for improvement. Currently, the bin collection system has been sporadic and incomplete, and the bin placement needs to be improved. The Council supports the transition to the 'new' institutionalized recycling program proposed by Facilities Operations, and encourages widespread marketing of the new plan. We recommend building additional momentum for a Universal Waste Management plan, which would include procedures to properly dispose or recycle lighting ballasts, batteries, waste oil, electronics, printer/copier cartridges, and more.

7. Transportation

To conserve energy and reduce parking pressure, the Council supports the Georgia College Bike Plan developed by Environmental Science Club President Colin Maldonado. We encourage Auxiliary Services Parking and Transportation Office to work toward implementation of the plan, especially opportunities to improve bicycle access, bike parking, and a bike share program. We recommend generating support for a carpool program, and asking students, staff, and faculty to register their alternative transportation commute with the Clean Air Campaign.

8. Water

The Council recommends installation of water meters in all residence halls, in order to track water consumption and record conservation campaigns. Additionally, we support the installation of low-flow irrigation methods and irrigation meters, possibly to include the addition of greywater systems where appropriate.