

**Committee Name: Resources, Planning, and Institutional Policy Committee****Academic Year: 2015-2016****Committee Charge:**

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

**Scope:** V.Section2.C.5.b. The Resources, Planning, and Institutional Policy Committee shall be concerned with policy relating to non-instructional personnel (including administrative personnel) and institutional budget and planning functions, which includes, but is not limited to, policies relating to recruitment, hiring, evaluation, welfare and development as well as compliance with local, state, and federal guidelines (e.g. affirmative action, ADA, homeland security), and institutional support functions of the university (e.g. technology, parking) In addition, this committee shall review and provide advice on master planning, strategic planning, and budgeting processes and provides advice, as appropriate, on other procedural matters that affect the general welfare of the institution and its employees

**Committee Calendar 2015-2016:**

*August 11, September 4, October 2, □November 6, □December 4, February 5, March 4, April 1.*

**Executive Summary:**

At the inaugural meeting of RPIPC on August 11, committee members brainstormed the following potential issues for follow-up throughout the year: 1) faculty 10 month pay distributed across 12 months (we were told that when the present ADP portal is replaced in 2017 this will happen), 2) Institutional environmental sustainability efforts (Lori Strawder was brought in to update us), 3) Follow-up on interest in a faculty club space (Jan Hoffmann Clark to create interest survey), 4) need for transparency and better communication regarding, a) equity of summer faculty course salary across colleges, and allocation of profits from same, b) updates/changes on the Policy, Procedures and Practices manual (PPPM), for instance no one was sure what happened after Mike Digby was hired to go through it, and how changes are being tracked and communicated to the University Senate regarding implementation (follow up by Susan Allen), c) part-time faculty benefits (Carol Ward follow up)), d) re-instituting a printed University Directory for dissemination to all employees as we used to have until 2009 (Jan Hoffmann Clark follow up).

At the September meeting these issues were further prioritized. It was discovered that over the Summer, campus parking spaces were re-allocated in such a way that the Kilpatrick lot was re-designated a commuter lot, and the Peabody lot was made all employee, resulting in the loss of approximately 50 employee parking spots. Numerous employees complained, and the committee began a research process into existing and historic parking policy decisions.

At the October meeting The Director of Parking and Transportation Ryan Greene was invited to come to the October meeting to discuss the issue and a parking survey was distributed to faculty and staff across campus. A document from the 2006 parking and transportation task force charged by then GC President Dorothy Leland and signed by her as well as disseminated to the campus community was found to be the most recent policy statement regarding parking priority. It states that parking in the heart of campus is primarily reserved for faculty and staff, and student and commuter parking be restricted to the perimeter of campus. After consultation with ECUS and further discussion, the decision was made to re-allocate 25 spaces in the Kilpatrick lot for employees, and to re-constitute a parking and transportation task force with employee input to help inform future campus parking allocation decisions (accomplished in November). Jan Hoffmann Clark proposed endorsing that statement in a future motion to the University Senate. In addition, new proposed policies regarding utility cart safety and purchase, and proposed Holiday calendar dates for 2017 were brought to the committee as an information item. Vice President Mark Pelton presented the timeline and proposed committee composition for the GC 2016-2021 Strategic Planning Process, and received feedback from committee members

At the November meeting, HR representatives presented updated USG policies on employee drug and alcohol testing as well as a new state law mandated educational support leave policy for the committee to discuss. We also paid tribute to Eve Puckett, our staff senator representative and long-time GC treasured employee who passed away in October. November meeting highlights included passing motions to endorse the USG Educational Support Leave Policy as well as the Drug and Alcohol Testing Policy to the University Senate.

At the December meeting Lori Strawder presented an update on campus recycling and sustainability initiatives which involve creating a new committee which will combine the campus Green Initiative Fund Committee and the Sustainability Council and focus on the following projects; air quality testing, composting site on campus, campus garden, gray water project, recycling promotion and paired containers, Irwin Street lighting, and future ride share program, solar panels, and continued recycling tweaks. The committee provided feedback to Hoffmann Clark on a draft Faculty Club interest survey. Michael Rickenbaker was brought in to inform the committee on present Space Utilization Committee members and space change request processes and priorities. Discussion revealed that there appears to be no policy on this found in shared governance records, indicating no existing policy regarding space utilization other than what exists in the most recent GC Master Plan which dates to 2005.

Highlights of the February meeting include updates on the Strategic Planning Committee website and progress with anticipated presentation to the University Senate by April. The committee passed a motion to endorse the proposed utility cart policy to the University Senate, and the committee looked into a request for an additional bus stop near Miller annex/Grassman studio locations.

At the March meeting the proposed bus stop was discussed with Ryan Greene from Parking and Transportation in attendance and due to low utilization and interval rate/route changes that would be necessary it was deemed unfeasible at this time. A concern about the lack of a direct route from the Irwin street lot to the Centennial Center was discussed.

At the April meeting, University Architect Michael Rickenbaker presented preliminary proposed changes to the 2012 Public Art Policy involving definition for key terms and processes as well as committee constitution. The committee voted to endorse the proposed changes and present a motion to Senate in the next calendar year. The final item discussed by the committee was a constituent concern about the policy implications of the Provost's recent memo to dept.

chairs addressing new hiring requirements for Dept. chairs, faculty, and lecturers. Committee consensus was to suggest that concerned constituents follow up with their respective college Deans, and that the committee would follow up if requested next year.

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

COMMITTEE OFFICERS: CHAIR: JANET HOFFMANN CLARK (ELECTED FACULTY SENATOR COAS), VICE\_CHAIR: BEN MCMILLAN (ELECTED FACULTY SENATOR SOB), SECY: BRITTINY JOHNSON (ELECTED STAFF SENATOR), SUSAN ALLEN (PRES. APPOINTEE), DONNA BENNETT (STAFF VOLUNTEER, LIBRARY), TOM CARON (FACULTY VOLUNTEER, SOE), VIRGINIA CROWSON (SGA APPOINTEE), RENEE FONTENOT (ELECTED FACULTY SENATOR SOB), EMILY GOMEZ (ELECTED FACULTY SENATOR, COAS-REPLACED SANDRA TRUJILLO), DARLENE HUBBARD (STAFF COUNCIL REPRESENTATIVE), EVE PUCKETT (PASSED AWAY 10/14/2015) REPLACED BY LINDY RUARK (ELECTED STAFF SENATOR), DANIEL SIMPSON (ELECTED STAFF SENATOR, RESIGNED MARCH 8, 2016), CAROL WARD (CBO DESIGNEE)

### **AGGREGATE RPIPC MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC 2015-2016 YEAR:**

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

MEETING DATES	AUG. 11	SEPT. 4	OCT. 2	NOV. 6	DEC. 4	FEB. 5	MARCH 4	APRIL 1	P/R/ A TOTAL
SUSAN ALLEN	P	P/JEN YEARWOOD	P	P/FINA ENDERE	P/FINA ENDERE	P	P/FINA ENDERE	P	8/0/0
DONNA BENNETT	P	P	P	P	P	P	P	P	8/0/0
TOM CARON	P	P	P	P	P	P	P	P	8/0/0
JAN CLARK	P	P	P	P	P	P	P	P	8/0/0
RENEE FONTENOT	P	P	P	R	P	A	R	P	5/2/1
BRITTINY JOHNSON	P	P	P	P	P	P	P	P	8/0/0
BEN MCMILLAN	R	P	P	P	P	A	R	P	5/2/1
EVE PUCKETT	P	P	P						3/0/0
DANIEL SIMPSON	P	P	P	P	R	R	A	A	4/2/2
CAROL WARD	A	P	P	P	P	P	P	A	6/0/2
VIRGINIA CROWSON	A	R	P	P	R	R	A	A	2/3/3
EMILY GOMEZ		P	P	R	P	P	R	P	5/2/0
DARLENE HUBBARD		R	P	P	R	R	P	A	3/3/1
LINDY RUARK					P	R	P	P	3/1/0

**Motions brought to the Senate floor:** ☐

**Motion Number:** 1516.RPIPC.001.P

**Motion Text:** To adopt the Educational Support Leave Policy as described in the supporting document "Education Support Leave" as University policy.

**Motion Number:** 1516.RPIPC.002.P

**Motion Text:** To recommend as University Policy the attached document entitled "Drug and Alcohol Policy".

**Motion Number:** 1516.RPIPC.003.P

**Motion Text:**

To recommend the proposed policy as spelled out in the supporting document "Personal Transportation Vehicle Policy" as University Policy.

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

See the executive summary.

**Ad hoc committees and other groups:**

1. There were no Ad hoc committees or groups within RPIPC.

**☐ Committee Recommendations: ☐**

The following items constitute unfinished business or unresolved issues either held over from 2014-2015 or brought up during 2015-2016: 1) ) Faculty Club -held over from 2014-2015- 2) Space utilization policy/committee members/shared governance involvement clarification -held over from 2014-2015- 3) Printed directory –held over from 2014-2015- ) 4) Updated process for communicating and tracking changes on the PPPM 5) Update on completion of new University Sustainability/Recycling entity, 6) motion to revise the 2012 Public Art Policy document, 7) motion to adopt 2005 task force recommendations and Presidential Proclamation on campus parking priorities as current University policy,

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

In addition to deciding on operating procedures at the August 9 RPIPC meeting, members should review this report, read the 2015-2016 committee minutes for more details if desired, and discuss prioritizing existing unfinished items as well as brainstorming additional potential action items for committee attention in the upcoming year. I also anticipate that RPIPC will be asked to review and vote on whether to endorse the proposed 2016-2021 GC Strategic Plan during the August and September meetings.

Respectfully submitted by Janet Hoffmann Clark, Chair of RPIPC 2015-2016

## APPENDIX A

### 2015-2016 RPIPC 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 2015-Spring 2016– 2:00-3:15pm in location TBA**

September 4, October 2, November 6, December 4, February 5, March 4, April 1

### **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 (jan.clark@gcsu.edu) and the secretary (brittany.johnson@gcsu.edu) to extend regrets prior to scheduled committee meetings.

### **5. Quorum and Voting**

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

### **6. Agenda**

A tentative agenda for the next meeting RPIPC is drafted at the end of the monthly meeting, and briefly reviewed by the entire committee before adjournment whenever possible. The chair will put out an additional call for agenda items prior to each meeting, and members can suggest items on their own to the chair.

Agenda items will be prioritized by relative importance, keeping time sensitivity in mind.

The tentative agenda is distributed by the committee chair to committee members well in advance of the meeting, with links to relevant documents in the shared file. Input is sought from committee ☐ members on both the agenda and the documents.

The final agenda is sent to the committee with supporting documents as early in the week as possible ☐ (the week of meeting) and posted on the senate website.

### **7. Documents**

Documents that require review, revision, or action by the committee will be placed in an electronic shared folder in advance of the meeting, to invite feedback and/or revision

Committee members are asked to read/respond to such documents in advance of the meeting whenever possible.

Unless requested of the committee chair, or in a case where the document has not been previously distributed, members will bring their own copies of all documents to meetings.

## **8. Minutes**

Within a week of the meeting, the secretary will notify committee members when drafts of RPIPC minutes are placed in the shared file.

Members are asked to review the minutes and provide input and/or corrections to the secretary.

Minutes will be approved by electronic vote within 2 weeks of the meeting.

Approved minutes will be posted on the Senate Website by the Secretary. □

## **9. Flow of Meetings**

In addition to the usual agenda items for a committee meeting, each member will have an opportunity to present issues raised by his or her constituency for possible consideration, and share information on situations where the member talked to others about the work of RPIPC.

At the end of the meeting, the Secretary will have a chance to clarify any item for the minutes.

## **10. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the committee in all cases to which they are applicable and in which they are not inconsistent with the University Senate Bylaws, these operating procedures, and any special rules of order the University Senate or the committee may adopt.

## **11. Deliberation**

Advisory Matters (Committee workgroup requesting committee guidance, advisory function of the committee): deliberation is informal until there is a motion for committee consideration, in which case Robert's Rules apply

Policy Matters (Committee deliberation on a draft policy proposed for recommendation for University Senate consideration): Robert's Rules apply, meaning that a main motion to recommend the policy for consideration by the University Senate is made, and committee deliberation proceeds with a vote determining committee disposition of the motion.

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.