

# RPIPC Annual Report 2020-2021

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

**Academic Year: 2020-2021**

**Committee Charge:**

*V.Section 2.C.5.a. Membership. The Resources, Planning, and Institutional Policy Committee shall have no fewer than thirteen (13) and no more than fifteen (15) members distributed as follows: no fewer than six (6) and no more than eight (8) members selected from the Corps of Instruction faculty, at least four (4) of whom are elected faculty senators, three (3) members who are selected staff senators, one (1) member who is the Chief Business Officer or an individual appointed by the Chief Business Officer to serve as a designee in compliance with V.Section 2.C, one (1) member who is the Chief Information Officer or an individual appointed by the Chief Information Officer to serve as a designee, one (1) member who is a student appointed by a process determined by the Student Government Association, and one (1) member appointed by the University President in compliance with II.Section 1.A.5.*

*V.Section 2.C.5.b. Scope. The Resources, Planning, and Institutional Policy Committee shall review and recommend for or against policy relating to non-instructional personnel (including administrative personnel) and institutional budget and planning functions, which includes, but is not limited to, policies relating to recruitment, hiring, evaluation, welfare and development as well as compliance with local, state, and federal guidelines (e.g. affirmative action, ADA, homeland security), and institutional support functions of the university (e.g. technology, parking). In addition, this committee shall review and provide advice on master planning, strategic planning, and budgeting processes and provides advice, as appropriate, on other procedural matters that affect the general welfare of the institution and its employees.*

**Committee Calendar:**

*July 31, 2020; August 10, 2020; October 2, 2020; January 8, 2021, February 12, 2021, March 5, 2021, April 9, 2021.*

**Executive Summary:**

*The only issue the 2019-2021 RPIPC did not address was the 12-month pay issue, which we also considered as not an actionable issue until USG had fully implemented the new payroll system. We also addressed the last year committee recommendation to attend closely to issues related to PPE access, social distancing, and other resource needs related to the coronavirus pandemic, starting with our first meeting and continuing during most of our meetings, making this more of a permanent issue for this academic year. New business brought to the committee: The Campus Mail Service routine during GC Covid-19 operational procedures, Updates on the contingency plan for this semester and proper procedures for faculty access to PPE, the introduction of IT governance, objective, and the need for University Senate representation in the governance structure, USG Policy updates, in-campus online testing post COVID, part-time faculty pay, issues with the Security document, classroom assignments during COVID-19, and accessible parking on the main campus square.*

**Committee Membership and Record of Attendance:**

*COMMITTEE OFFICERS: RODICA CAZACU – CHAIR, DAMIAN FRANCIS – VICE-CHAIR, BRAD FOWLER - SECRETARY*

Members: Susan Allen(S), Rodica Cazacu(S), Brad Fowler(S), John Jackson(S), Stacey Milner(S), Susan Steele(S), Jessica Swain(S), Ashley Taylor(S), Jessica Wallace(S), Damian Francis, Susan Kerr, Nancy Mizelle, Carol Ward, Megan Wimberly.

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**AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:  
“P” denotes Present, “A” denotes Absent, “R” denotes Regrets**

Meeting Dates	August 10, 2020	Sept. 4, 2020	October 2, 2020	Nov. 6, 2020	December 4, 2020	January 8, 2021	February 12, 2021	March 5, 2021	April 9, 2021
Rodica Cazacu(S)	P	NM	P	NM	NM	P	P	email	P
Damian Francis	P	NM	P	NM	NM	P	P	email	P
Brad Fowler(S)	P	NM	P	NM	NM	P	P	email	P
Susan Allen(S)	P	NM	Proxy	NM	NM	P	P	email	P
Susan Steele(S)	A	NM	P	NM	NM	P	P	email	P
Jessica Wallace(S)	P	NM	P	NM	NM	P	P	email	P
Ashley Taylor(S)	P	NM	P	NM	NM	R	P	email	R
Susan Kerr	P	NM	P	NM	NM	P	P	email	P
Nancy Mizelle	P	NM	P	NM	NM	P	P	email	P
Carol Ward	A	NM	P	NM	NM	P	P	email	P
Jessica Swain(S)	P	NM	R	NM	NM	A	A	email	A
John Jackson(S)	P	NM	P	NM	NM	P	P	email	P
Catherine Fowler	P	NM	A	NM	NM	A	A	email	A
Stacey Milner	A	NM	A	NM	NM	A	A	email	A

**Motions brought to the Senate floor:**

*None.*

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

*The committee was asked to discuss about the Campus Mail Services routine during GC Covid-19 operational procedures. There were two important issues that were brought to our attention by faculty and staff from the College of Health Sciences: the mean of communication for interrupting this service and the mail service not being fully back in August, when the campus re-opened. The committee agreed that the communication of critical items, as the Mail Services drastic change of operation should be done through another channels, not just Front Page, and that we should look for a more formal structure of communication. The committee agreed that such information should be sent through the chair of a department, or, at least the dean of a college. Damian Francis brought his idea of bringing the campus and the administration together by using forums and town hall-like meetings, where the employees could get direct answers to their questions and discuss vital items.*

*Here are some informative items brought to our committee:*

- *Chief Information Officer for GC, Susan Kerr provided a detail overview of the campus ITC Governance policy which came into effect Fall 2020.*
- *Vice President of University Administration and Finance Susan Allen provided an update on the campus current plans for COVID-19 Vaccination*
- *Chief Human Resources Officer, Carol Ward informed us about some USG policy updates regarding the eligibility for rehire.*

*Our committee discussed the possibility of establishing a space on campus where faculty can have their class take a test through D2L or other online resources in a secure testing manner. We also discussed briefly about part-time pay, which is close to minimum wage. We would like to find out if this is standard across the campus and if adjustments could be made.*

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*The committee consider the possibility of having a campus license for ProctorU. Susan Kerr informed us that there was an attempt to use Proctorio but everything was stopped because privacy issues. She also suggested that it may be possible to use an application that allows instructors to look down browsers while testing. We also discussed some concerns and challenges instructors had this semester with/in assigned classrooms – the communication barrier, especially for large classes that meet in Russel Auditorium, Magnolia Room, Centennial side courts.*

*Damian Francis mentioned his concerns about the latest security report, released in December 2020 not mentioning anything about the gas leaks in campus. He showed his concerned about not addressing the problem at all and presenting possible solutions together with an evacuation plan for these events as well as when threats are made by students. Also, Damian Francis had questions and concerns about infrastructure like what type of ventilation(purification) systems are installed in the campus buildings. Susan Allen confirmed that purification filters were installed in all buildings.*

*The committee was also engaged in an email discussion about the web page that provides COVID information for employees, which appeared to be unchanged since August and some faculty did not know if the information still applied; what stage was our school in during the academic year; who is responsible for enforcing the social distancing and wearing masks properly rules on hallways before entering the classrooms; what should be done in terms of ensuring the offices are properly clean and the carpet is vacuumed.*

*The last business item our committee considered was the distribution of the accessible parking on the main campus square. We discussed the PTAC minutes related to these issues and some of the members were concerned about the lack of consultation with the employees who need and use those accessible parking spaces, like those near the library or Health Sciences building, transformed into service spaces.*

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

*None*

### **Committee Reflections:**

*I believe that our committee did a good job this year looking into several issues related to our campus status during COVID-19 restrictions. This academic year was an unusual, challenging one, and our campus was faced with unprecedented issues. These issues kept us busy and we enjoyed our debates and discussions during our WebEx meetings or email discussions. Overall, the committee worked well in a friendly yet efficient environment.*

### **Committee Recommendations:**

*We decided to leave a recommendation for the next academic year RPIPC to get in touch with David Anderson and John Bowen and come up with a plan to offer more support in increasing the accessibility in and around campus. A suggestion was made that the employees who need and use accessible parking spaces to have a representative in the PTAC for next year.*

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

*This committee may like to consider the following items:*

- *increasing the accessibility in and around campus*
- *part-time faculty pay*

## Appendix: Committee Operating Procedures

### RPIPC 2020-2021 OPERATING PROCEDURES

The RPIPC charge can be found at:

<https://senate.gcsu.edu/committee/rpipc>

and minutes of previous meetings can be found at:

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

#### 1. Member Responsibilities.

The members of RPIPC are a team and as such must be able to trust that all members operate for the good of the University, the Senate, and RPIPC. Members will be responsible for periodically assessing the committee's performance and, if determined that improvements are necessary, shall make them. Members should:

- Attend and participate in scheduled meetings, and extend regrets when unable to do so
- Communicate openly and candidly with each other -- holding back constructive criticism weakens the <sup>[[</sup><sub>SEP]</sub>team
- Resist communicating on behalf of the committee without consultation even if the item feels like it is <sup>[[</sup><sub>SEP]</sub>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 <sup>[[</sup><sub>SEP]</sub>

#### 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 <sup>[[</sup><sub>SEP]</sub>

##### Vice-Chair<sup>[[</sup><sub>SEP]</sub>

- Assume all duties and responsibilities of the chair in the absence of the chair <sup>[[</sup><sub>SEP]</sub>
- Other duties as defined/assigned by the committee

##### Secretary

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- 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 2020-Spring 2021– 2:00-3:15pm online via zoom During the current or any other emergency, ad-hoc meetings may be held as requested by the University. These meetings may be held by email discussions and documented for archives.

- August 14, September 4, October 2, November 6, December 4, February 5, March 5, April 2.

### 4. Communication, quorum, and voting

- Communicate via the [RPIPC@list.gcsu.edu](mailto:RPIPC@list.gcsu.edu) E-mail list, or email distribution list, with the 72-hour rule – a member of the committee has 72 hours to respond to an issue/proposal to confirm receipt and communicate approval or share constructive suggestion. The absence of a response within 72 hours indicates approval.
- Electronic voting methods may be used to approve committee minutes and to make committee decisions. Such methods shall be exercised judiciously and used primarily for decisions that are time-sensitive.
- Notify the committee chair ([rodica.cazacu@gcsu.edu](mailto:rodica.cazacu@gcsu.edu)) and the secretary ([brad.fowler@gcsu.edu](mailto:brad.fowler@gcsu.edu)) to extend regrets at least 15 minutes prior to scheduled committee meetings.

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

### 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

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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. <sup>[1]</sup><sub>[SEP]</sub>

## 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.

## 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..