

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

**Academic Year: 2021-2022**

### **Committee Charge:**

*V.Section2.C.5.a. Membership. The Resources, Planning, and Institutional Policy Committee shall have no fewer than thirteen (13) and no more than fifteen (15) members distributed as follows: no fewer than six (6) and no more than eight (8) members selected from the Corps of Instruction faculty, at least four (4) of whom are elected faculty senators, three (3) members who are selected staff senators, one (1) member who is the Chief Business Officer or an individual appointed by the Chief Business Officer to serve as a designee in compliance with V.Section2.C, one (1) member who is the Chief Information Officer or an individual appointed by the Chief Information Officer to serve as a designee, one (1) member who is a student appointed by a process determined by the Student Government Association, and one (1) member appointed by the University President in compliance with II.Section1.A.5.*

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

### **Committee Calendar:**

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

### **Executive Summary:**

*The RPIPC had an active 2021-2022 period, which saw discussion on the following issues:*

- 1. COVID-19 messaging on campus. In what would now be recognized as the final upheaval of COVID-19 on campus, the committee was asked to discuss the adequacy of current measures on campus for vaccination, mask wearing and sanitation by students and faculty. The committee concluded with a recommendation to ECUS & senate that the university be consistent with messaging and ensure that the current messaging was visibly placed throughout the campus facilities.*
- 2. ADA accommodation and progress on the university campus. The committee request leadership from facilities and reservation as well as conducted a survey of building managers to get stakeholder input. The committee was satisfied that the university is up to date in most instances on ADA accommodations and made recommendation for more effective communication in buildings and website as to what accommodations exist.*
- 3. 25-Live workflow issues remained a contentious issue but was discussed and information given that the current software has limitations which is compounded by staffing. The committee was unable to meet with key personnel for reservation management and tabled the issue. The committee also discussed technology and equipment needs in the classroom and made recommendation through the CIO for a technology needs survey be done through academic affairs.*
- 4. OneUSG benefits Enrolment System Tobacco Surcharge. This matter was discussed over two meetings to address the issue of employee's responsibility to complete relevant selection related to Tobacco surcharge during open enrolment and reimbursement where tobacco surcharge was incorrectly applied. The committee heard from Human Resources which provided detailed response to suggest that employees are adequately appraised and support during open enrolment and that the USG does have standard process and procedure for reimbursement of incorrectly applied surcharge fees.*
- 5.Default Term Section in PAWS. It was brought to the committee's attention that the default term selection in PAWS is one year ahead of the current term. This matter was addressed to the CIO who provided information to*

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*suggest that the changes are both technically impossible at the university level and contentious in terms of selecting the best suited default term to appear in the system.*

### Committee Membership and Record of Attendance:

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

Members: Damian Francis (S), Rodica Cazacu(S), Brad Fowler(S), John Jackson(S), David Weese( S), Megan Frazier Steele(S), John Donaldson(S), Leng Ling (S), Kell Carpenter(S), Jen Yearwood, Susan Kerr, Lee Fruitticher, Amber Collins, Ashley Banks., Emma Humphries.

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

**“P” denotes Present, “A” denotes Absent, “R” denotes Regrets**

Meeting Dates	Sept. 3, 2021	October 1, 2021	Nov. 5, 2021	January 7, 2022	February 11, 2022	March 4, 2022	April 1, 2022
Damian Francis(S)	P	P	NM	P	R	email	NM
Brad Fowler(S)	P	P	NM	P	P	email	NM
Rodica Cazacu(S)	P	A	NM	A	A	email	NM
Lee Fruitticher(S)	P	R	NM	R	R	email	NM
Kell Carpenter(S)	A	P	NM	P	P	email	NM
Leng Ling(S)	P	P	NM	P	R	email	NM
David Weese(S)	P	P	NM	P	P	email	NM
Susan Kerr	P	R	NM	P	P	email	NM
Amber Collins	A	P	NM	A	P	email	NM
John Donaldson	P	P	NM	P	P	email	NM
Megan Frazier(S)	A	A	NM	A	A	email	NM
John Jackson(S)	P	P	NM	P	P	email	NM
Jen Yearwood	A	A	NM	A	A	email	NM
Emma Humphries	P	P	NM	A	A	email	NM

### Motions brought to the Senate floor:

*None.*

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

*The committee decided to invite Shea Grobener and David Anderson to our next meeting to discuss improving accessibility to buildings on campus. The focus would be on making restroom entrance and use disability friendly.*

*The committee agreed to have Dr Francis draft a recommendation for their consideration for submission to ECUS and senate on the consistent and university wide messaging for encouraging students to get vaccinated, wear masks and sanitize hands and personal space.*

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*To include as an agenda item for discussion at our next meeting the current issues related to 25 live and workflow for staff in departments affected by recent retirement. The committee shared that institutional memory may be affected which results in issues such as being experienced with 25 live.*

*The committee invited Frank Baugh, Assistant VP of facilities management, and Shea Groebner to discuss ADA accessibility of campus buildings. They reported 100% compliance to ADA campus wide. Historicity to be considered in addition to accessibility.*

*Action required: RPIPC has asked Facilities Management to provide a campus resource for Campus accessibility. The committee discussed the challenges with 25 Live. The committee decided to invite Lisa Castillo to our next meeting to contribute to the discussion on barriers and challenges to platform. The was subsequently tabled due to unavailability of Lisa Castillo.*

*The committee discussed technology and equipment need in the classroom. It was reported by our CIO the cost involved in equipping each classroom with state-of-the-art technology. It was noted that the technology is not always utilize in the spaces that they are provided. The recommendation was made that a technology needs survey through academic affairs be sent to Dean for Departments. This route was preferred opposed to faculty level survey to ensure responses at the departmental level. It was felt that the results of this survey will be a cost saving venture for the university.*

*RPIPC discussed OneUSG benefits Enrolment System Tobacco Surcharge and the following summary statements were agreed upon by the committee*

1. *The RPIPC feels that enrolment and benefits for health insurance is a personal responsibility for each employee. It is there the right and responsibility of each employee to complete relevant selection related to Tobacco surcharge during open enrolment. The RPIPC does not see a problem with the current opt out model which is used by OneUSG.*

2. *The RPIPC is aware of challenges in the selection process particularly for lower wage earning groups and suggests the following, subject to input from HR RPIPC representative. GCSU HR adjust onboarding process top assist faculty and staff with completion of benefits selection during open enrolment. These adjustment should include but no limited to equal access to technical resources such as computers, HR counselling, educational support workshops and drop-in sessions during employee workday.*

3. *The RPIPC shall consider preparation of a motion that a process be established by the USG to process refund to those employee who have been charged a tobacco surcharge in error; and that this process be advertised to all potentially impacted employees of the USG.*

*After our initial discussion, Human Resources was invited to give details on the matter.*

*Committee member Amber Collins explaining the efforts that HR takes to help GCSU employees to navigate the open enrollment period. This includes setting up help sessions for the employees in the Facilities Department. HR and the USG has several interventions aimed at getting employees to complete tobacco surcharge requirements before the open enrolment period ends. This includes a grace period after the closing of open enrollment. Amber also addressed how mistakes by the USG are handled after open enrollment. If an employee discovers a mistake in their tobacco surcharge selection, the USG will correct it for future paychecks. She strongly urged that all employees check their paystubs each pay period. The committee was fully satisfied with the way in which these concerns were addressed.*

*We took up the issue of default term selection in PAWS. Committee member Susan Kerr agreed evaluate the current default settings and report at the next meeting. She explained that there are some systems that IT is the technical owner but not the functional owner. In cases like this, they need to get functional owner's approval before any changes can be made. Susan believes that the Registrar's Office (Kay Anderson) is the functional owner of this system. She will provide findings at the next meeting.*

*The following information was provided to the committee by email from Susan Kerr*

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*A change in the default term selection in Banner cannot be done. Banner does not offer this natively, so the only way we could potentially do it is by making a change to Banner itself. Those types of modification must be approved at the USG level, and then we would have to find a way to script it to override the default. Neither of these is a small task and given the USG's recent announcement concerning changes to systems, I do not think it would ever be approved.*

*If we could work around the first challenge, the second obstacle would be determining what the default term should be. While faculty members are often looking at the current term, students are usually looking at the next term. And at some point, faculty are looking at the next term as well. So determining what the default should be would always be a bit of a controversy.*

*Ideally, we could at least hide some of the terms. But even that does not seem possible, either with native Banner options or by obtaining USG approval to create a modification. I hope this provides more detail as to why I responded that changing the default cannot be done.*

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

*None*

### **Committee Reflections:**

*The committee dealt with a wide breadth of issues albeit none resulted in a motion to the senate floor. The committee made several recommendations and provided information to the university community to clear up misconceptions and ambiguity around issues such as OneUSG tobacco surcharge, disability access, default term selection in PAWS, and COVID-19 messaging. Collegiality and contribution were very good from all committee members and most of our meetings were in person.*

### **Committee Recommendations:**

*We decided to leave a recommendation for the next academic year RPIPC to review the mandate and scope of RPIPC to most efficiently and effectively make a contribution to the university committee. The committee did not take up the issue of part-time faculty pay.*

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

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

- *part-time faculty pay*

### **Appendix: Committee Operating Procedures**

#### **RPIPC 2021-2022 OPERATING PROCEDURES**

The RPIPC charge can be found at:

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

and minutes of previous meetings can be found at:

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

## 1. Member Responsibilities.

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

- Attend and participate in scheduled meetings, and extend regrets when unable to do so
- Communicate openly and candidly with each other -- holding back constructive criticism weakens the team
- Resist communicating on behalf of the committee without consultation even if the item feels like it is obvious and embraced by all
- After consultation, copy the entire committee as you communicate on its behalf
- Seek out and identify agenda items for discussion
- Take a leadership role for issues when appropriate

## 2. Committee Officer responsibilities

### Chair

- Draft, in consultation with the committee, the tentative agenda for committee meetings
- Distribute each tentative agenda to the committee along with supporting documents
- Advertise committee meeting times, locations, and meeting agenda to the university community
- Preside at committee meetings
- Present the committee report to ECUS-SCC and University Senate meetings
- Enter committee motions proposed for University Senate consideration into the online motion database
- Other duties as defined/assigned by the committee

### Vice-Chair

- Assume all duties and responsibilities of the chair in the absence of the chair
- Other duties as defined/assigned by the committee

### Secretary

- Draft, in consultation with the committee, minutes for committee meetings

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- Circulate minutes to the committee and update with suggested edits
- Post committee minutes in a manner consistent with University Senate protocol after the minutes have been reviewed by the committee – including any amendments made because of the review
- Other duties as defined/assigned by the committee

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

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

### 3. Communication, quorum, and voting

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

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

### 4. Agenda

- A tentative agenda for the next meeting RPIPC is drafted at the end of the monthly meeting, and briefly reviewed by the entire committee before adjournment whenever possible. The chair will put out an additional call for agenda items prior to each meeting, and members can suggest items on their own to the chair.
- Agenda items will be prioritized by relative importance, keeping time sensitivity in mind.
- The tentative agenda is distributed by the committee chair to committee members well in advance of the meeting, with links to relevant documents in the shared file. Input is sought from committee members on both the agenda and the documents.

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

### **5. Documents**

- Documents that require review, revision, or action by the committee will be placed in an electronic shared folder in advance of the meeting, to invite feedback and/or revision
- Committee members are asked to read/respond to such documents in advance of the meeting whenever possible.
- Unless requested of the committee chair, or in a case where the document has not been previously distributed, members will bring their own copies of all documents to meetings.

### **6. Minutes**

- Within a week of the meeting, the secretary will notify committee members when drafts of RPIPC minutes are placed in the shared file.
- Members are asked to review the minutes and provide input and/or corrections to the secretary.
- Minutes will be approved by electronic vote within 2 weeks of the meeting.
- Approved minutes will be posted on the Senate Website by the Secretary.

### **7. Flow of Meetings**

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

### **8. Parliamentary Authority**

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

### **9. Deliberation**

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

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

### **10. Amendment**

- These committee operating procedures may be amended by a majority vote at any scheduled committee meeting, or by electronic vote, provided that committee members receive written notification in advance of the meeting at which the proposed revision is considered, or adequate information is supplied to members with a call for an electronic vote. Any such revision(s) that are approved are effective immediately following the committee vote.