

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

**Academic Year: 2023-2024**

### **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 I.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:** September 1, 2023; October 6, 2023; November 3, 2023; January 5, 2024, February 9, 2024, March 1, 2024, April 5, 2024.

### **Executive Summary:**

*RPIPC had productive year for the 2023-2024 Senate year. Over the course of the year, we addressed the following items:*

- 1. GCSU Amorous Relationship Policy Reporting Procedures - RPIPC took on this item from the previous year's agenda. This item was addressed in tandem with FAPC. Our task was to develop a reporting procedure that would ensure that the Amorous Relationship policy was strictly followed. We started with a draft of procedures that was created in the previous year. We had the then GCSU General Counsel, Brent Montroy, review the procedure. Brent made modifications and advised on specifics of the procedures. Based on his counsel, we reached out to GCSU's Chief Human Resources Officer, Carol Ward, for clarification on how married spouses would be handled in specific situations based on USG policy. While waiting to hear back from Carol, the chair of FAPC found existing procedures embedded in GCSU Amorous Relationship Policy that we believe to be sufficient. We are waiting for agreement from HR but believe the matter is resolved.*
- 2. Parking - Members of RPIPC brought concerns from their peers that students were parking in employee lots. It was believed that the move from hang tags to license plates for parking identification led to some confusion for students about which lots they could park in. John Jackson, the Director of Parking & Transportation Services and a member of RPIPC, presented the committee with information on parking fines for the first several weeks of the school year. Parking & Transportation put up signs to indicate faculty lots. This seemed to resolve the issue.*
- 3. The committee also addressed complaints about the student pickup system in the Kilpatrick Hall parking lot for Early College. Early College students' parents were backed up to the point of blocking the ability for people to enter and exit the Peabody parking lot. Parking & Transportation with the help of Public Safety put up signs directing Early College parents not to block the Peabody lot.*
- 4. Summer Utility Costs - The committee invited Frank Baugh, the Assistant Vice President for Facilities, to present information about summer utility costs. Based on his information, the committee spent part*

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*of the year developing ideas for potentially reducing summer utility costs. The committee came up with two items to pursue. The first item was to work with Frank to have a campus-wide utility audit conducted. Frank agreed to move forward with an audit but did not feel that it could be accomplished in the near term based on his present staffing. The committee agreed to pass the item to next year's RPIPC committee. The second item was to have a checklist created for all building managers to use to shutdown faculty offices and workspaces for all faculty that are not planning to be on campus during the summer. The committee approached the Sustainability Council about developing the checklist and dispersing it to building managers. The Sustainability Council agreed to take on the task.*

**Committee Membership and Record of Attendance:**

*COMMITTEE OFFICERS BRAD FOWLER – CHAIR, RODICA CAZACU – VICE-CHAIR, TALECIA WARREN-SECRETARY*

Members:

<b>MEMBERS</b>				<b>“S” denotes Senators, “N” denotes Non-Senators</b>			
S	Brad Fowler	S	John Jackson				
S	Rodica Cazacu	N	Colin Hall				
S	Talecia Warren	N	Lee Fruitticher				
N	Nancy Mizelle	S	Chad Whittle				
N	Susan Kerr						
S	Desaree Murden						
S	Josefina Endere						
S	Alison Shepherd						

Record of attendance can be found in Secretary minutes uploaded to the University Senate database.

**Motions brought to the Senate floor:**

**Other Significant Deliberation (Non-Motions):** *See Executive Summary and Committee Recommendations*

**Ad hoc committees and other groups:**

*Joint RPIPC and FAPC committee to review Amorous Relationship Policy implementation strategy.*

**Committee Reflections:**

*This year's RPIPC did a great job of working together to address the issues and items that were brought to us or that we initiated. All members of RPIPC contributed to a productive year for the committee.*

**Committee Recommendations:**

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*We recommend that next year's committee start with two items. The first item is to continue the partnership with Facilities to have a campus-wide energy audit conducted. The second item was suggested by ECUS. This item would be to address the lack of auditing capabilities for GCSU's policy storage. There is currently no system to record when policies are changed, what was changed, and who changed them.*

**Recommend items for consideration at the governance retreat:** *See Committee Recommendations.*

## Appendix 1: Committee Operating Procedures

### RPIPC 2023-2024 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

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- 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 because of the review
- Other duties as defined/assigned by the committee

**Standard monthly meetings, Fall 2023-Spring 2024– 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 1, October 6, November 3, January 5, February 9, March 1, April 5.

### **3. 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 ([brad.fowler@gcsu.edu](mailto:brad.fowler@gcsu.edu)) and the secretary ([talecia.warren@gcsu.edu](mailto:talecia.warren@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

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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.
- 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.
- 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.