

RPIPC 2017-2018 Senate Committee Annual Report

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

Academic Year: 2017-2018

Committee Charge:

Relevant Bylaws:

- *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: August 15, September 1, October 6, November 3, December 1, February 2, March 2 (cancelled: no new or old business to address), March 30.

Executive Summary:

The following issues comprised the major discussions and action items of the committee: 1) The committee was asked by Staff Council to consider changing the membership of the committee as follows: replace the current “Staff Council appointee” to “the Chief Information Officer or a designee”. The committee voted to make the suggested change, and that change is under final consideration in this year’s round of University Senate Bylaws revisions.

Committee Membership and Record of Attendance:

Diana Young, EFS/CoAS (Chair), present 6, regrets 1, absent 0,
Donna Bennett, EFS/library (Vice Chair), present 6, regrets 1, absent 0,
Courtney Manson, SC (Secretary) present 5, regrets 1, absent 1,
Susan Allen, Pres. App., present 4, regrets 3, absent 0,
Jan Hoffman, EFS/CoAS, present 6, regrets 1, absent 0,
Ben McMillan (EFS/COB) present 0, regrets 6, absent 1,
Evita Shinholster (SC) present 4, regrets 2, absent 1,
Michael Watson (Selected Staff Senator) present 5, regrets 2, absent 0,
Jennifer Goldsberry (Volunteer/CoHS) present 3, regrets 4, absent 0,
Nancy Mizelle (Volunteer/CoE) present 6, regrets 1, absent 0,
Leslie Pierce (CBO app through March 2) present 5, regrets 1, absent 0,
Jessica Swain (SC app) present 4, regrets 3, absent 0,
Sarah Smith (SGA app through Oct 30) present 1, regrets 1, absent 1,
Dean Crawford (SGA app starting Oct 31) present 3, regrets , absent 1,
Robert Orr (regular guest starting Nov 3) present 3, regrets 1, absent 0.

Motions brought to the Senate floor: None

Other Significant Deliberation (Non-Motions):

- 1) The committee reviewed and spoke during the October Senate meeting about the *GC Shared Sick Leave Program* policy that HR had implemented to align with USG BOR policy.
- 2) The committee was asked by GC EHS & Fire Safety to review a draft of the Open Flame and Hazardous Liquids Policy. After providing suggested changes to some of the language in the draft, President Dorman elected to redirect this motion to the University Cabinet for immediate action.
- 3) The committee followed up with John Bowen (Senior Manager of Parking & Transportation Service), as well as faculty and staff, regarding any lingering concerns or suggestions about parking accessibility across campus. In addition to small concerns, the committee suggested that Parking & Transportation address the uneven gravel in the Adams Lot. The Adams Lot has since been paved over.
- 4) The committee deliberated on institutional policy regarding make-up calendar days in the event of weather-related school closings. The committee recommended redirecting this matter to APC.
- 5) The committee discussed with Diane Cunningham (Barnes & Noble Manager) and Greg Brown (Auxiliary Services) about the advantages of having faculty submit their textbook adoptions prior to the preferred semester deadline. As a result of this conversation, RPIPC chair Diana Young helped Diane Cunningham coordinate brief announcements during the various College Meetings during the spring semester.
- 6) The committee met with Russ Williams (Senior Director of Budget Planning & Administration) about the ongoing university-wide salary study. The committee suggested expanding the type of data included in the study (e.g. comparisons by gender and other diversity-related characteristics); they also noted the need for data quality and integrity. There was general agreement that an internal study is overdue and should be undertaken at regular intervals in the future.

Ad hoc committees and other groups: None

Committee Reflections: Although we did not have an abundance of action items for the year, RPIPC worked well and diligently this year on non-motion-related endeavors, and the committee chair is grateful for the efforts of each member (in addition to semi-regular guests such as Dr. Bob Orr and, GC Chief Information Officer, and Jen Yearwood, Executive Assistant to the Vice President for Finance and Administration). The committee's efforts throughout the year have been commendable, and the chair thanks everyone for their service to the university.

Committee Recommendations:

- **Unfinished business:** 1) Once the proposed bylaws revision of RPIPC membership has been approved by the President, the committee will need to ensure that the change is reflected in all relevant documents. 2) Now that OneUSG has been rolling out this academic year, the committee is awaiting word about whether the 12-month pay distribution option will be available to 10-month employees starting Fall 2018 as had been promised to the OneUSG Project Team. Since the Project Team had been assured that the change would be made available over the summer 2018, this committee plans to revisit this issue at the beginning of the Fall 2018 term.
- Additional recommendations made by RPIPC members for follow up next year include the following: meet with Veronica Womack (Office of Inclusive Excellence) about inclusive excellence at GC, the Diversity Action Plan, and/or diversity as part of the Strategic Plan; revisit the salary study data and follow-up with Russ Williams regarding salary comparisons by gender or other diversity-related characteristics.

Recommend items for consideration at the governance retreat:

Appendix: Committee Operating Procedures

RPIPC 2017-2018 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 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 2017-Spring 2018– 2:00-3:15pm in A&S 251

- August 15, September 1, October 6, November 3, December 1, February 2, March 2, March 30.

4. 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 (diana.young@gcsu.edu) and the secretary (courtney.manson@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.

5. 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.

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.

11. 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.