

## **RPIPC Annual Report 2019-2020**

### **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:**

*August 14, 2019; September 6, 2019; February 14, 2020; March 6, 2020.*

### **Executive Summary:**

*We had three issues to follow up from the previous year: checking in on the success of a new access system at Counseling Services and the new room scheduling system, 25Live, and continuing to investigate the possibility of a 12-month pay option for faculty. The first two items were scheduled for the Spring to allow for implementation of the new systems, and the last was put off because we were advised that it was not possible to pursue 12-month pay until the USG had fully implemented the new payroll system. New business brought to the committee: employee wellness programs offered through HR and how to increase awareness/participation; concerns about the adequacy of pay for part-time limited-term lecturers (aka adjuncts); and concerns about whether faculty could be reimbursed for work trips cancelled due to the novel coronavirus.*

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

*COMMITTEE OFFICERS: SABRINA HOM – CHAIR, RODICA CAZACU – VICE-CHAIR, BRAD FOWLER - SECRETARY*

*Members: Sabrina Hom, Rodica Cacazu, Brad Fowler, Susan Allen, Krystan Canady, Claire Garrett, Renee Mosley, Ashley Taylor, Kell Carpenter, Susan Kerr, Nancy Mizelle, Eric Rindal, Carol Ward, Paige Overmyer.*

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

Meeting Dates	August 14, 2019	September 6, 2019	October 5, 2019	November 2, 2019	December 7, 2019	February 14, 2020	March 6, 2020	April 10, 2020	
Sabrina Hom	P	P				P	P		
Rodica Cazacu	P	P				P	P		
Brad Fowler	P	P				P	P		
Susan Allen	P	A				P	P		
Krystal Canady	R	P				P	R		
Claire Garrett	P	P				P	P		
Renee Mosley	A	P				P	P		
Ashley Taylor	P	P				P	R		
Kell Carpenter	P	P				P	R		
Susan Kerr	P	P				P	A		
Nancy Mizelle	A	A				P	R		
Eric Rindal	P	P				P	P		
Carol Ward	A	P				P	A		
Paige Overmyer	-	P				R	P		

**Motions brought to the Senate floor:**

*None.*

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

*The committee was asked to raise awareness about employee wellness initiatives on campus and to brainstorm how to improve participation. A number of faculty members expressed confusion about how or whether promised rewards had been delivered, especially a health insurance credit. We were advised that these credits were often delayed and arrived without notice. This has created distrust and disinterest toward wellness programs that encourage participation through rewards. HR representatives were advised that promised rewards need to be delivered with some notice, as employees will not notice a small credit on their pay stub.*

*Upon review, we were impressed with the success of Counseling Services in reducing wait times for students, and in their success at dealing with greatly increased demand without additional staff. The Director, Stephen Wilson, mentioned that they were still waiting for a van that had been promised to Counseling Services for transporting students in crisis to their location on West Campus. This was successfully expedited and Counseling Services had their van on the next business day. The committee was interested and enthusiastic about the option of adding more access, for example, by using online or telephone counseling services. RPIPC should continue to monitor the situation and work with Counseling services to ensure that student needs are being met.*

*The committee had an informative discussion with Kay Anderson about 25Live. We were brought many concerns from various departments (Math, Geography, and PALS). We learned that many of the concerns raised by faculty could be addressed within the system, but chairs and admins were not always aware of how to get the specialized spaces and technology needed. Upon following up, I can confirm that Geography and Modern Languages were able to get preferred access to specially designed classrooms. There is an ongoing discussion around how to classify rooms in the system for faculty who want flexible classroom layouts. The only option available currently is minimal (chairs are not bolted in place) and does not fit with faculty who need a flexible layout.*

*At the request of Dr. Parker (Music chair) and Dr. Berman (Theatre chair) we discussed the difficulty these departments have in recruiting adjuncts at the current pay rate. GC competes with other USG schools that are generally closer to home for adjuncts (Atlanta, Athens) and USG rules limit how many hours they can work across the system. Many choose to work closer to home. The committee was advised that the college has not raised adjunct pay rates in anyone's memory and that they were not included in the salary study. This issue was referred to FAPC on the advisement of ECUS.*

*The committee briefly discussed concerns about reimbursements for travel cancelled due to fear or other disruptions related to the novel coronavirus. This policy is set by USG. It is my understanding that the USG system has moved to reimburse these expenses.*

*We intended to pursue the possibility of a 12-month pay option at our last meeting, but given the enormous disruption related to the pandemic, it seemed that both committee members and other players would not be in a good position to pursue this. Next year's committee may choose to pursue it.*

**Ad hoc committees and other groups:**

*None*

**Committee Reflections:**

*I felt that our meetings were successful when we stayed focused and succinct. I wish I had been more firm with guests about time limits for their remarks and insisted that they sent presentations or other information for perusal ahead of time. It was quite difficult to cover the necessary material in the Spring semester in the given time, and we often had little time for questions or deliberation. (Unfortunately we had to cancel two Spring meetings, one because I was away for a family funeral, and the other due to the pandemic.) I was particularly proud of the committees ability to address concrete problems brought to our attention (this is largely thanks to really excellent committee members, both at RPIPC and ECUS, and informative visitors.)*

**Committee Recommendations:**

*The committee was unable to address the 12-month pay issue, which has been before this committee for many years. If next year's committee wishes to follow up, they should be sure to review the voluminous records of these efforts. Susan Allen is an excellent resource and will be able to update the committee on the new payroll system.*

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

*This committee will need to attend closely to issues related to PPE access, social distancing, and other resource needs related to the coronavirus pandemic.*

**Appendix: Committee Operating Procedures**

*Unchanged from the previous year.*

**RPIPC 2019-2020 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>[[L]]</sup><sub>SEP</sub> team
- Resist communicating on behalf of the committee without consultation even if the item feels like it is <sup>[[L]]</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>[[L]]</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>[[L]]</sup><sub>SEP</sub>

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

- Assume all duties and responsibilities of the chair in the absence of the chair <sup>[[L]]</sup><sub>SEP</sub>
- 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

SEP] 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 2018-Spring 2019– 2:00-3:15pm in A&S 251**

- August 14, September 7, October 5, November 2, December 7, February 1, March 1, March 29.

### **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](mailto:diana.young@gcsu.edu)) and the secretary ([marcela.chiorescu@gcsu.edu](mailto:marcela.chiorescu@gcsu.edu)) to extend regrets at least 15 minutes prior to scheduled committee meetings. SEP]

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 SEP] 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 SEP] (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. [SEP]

## **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.