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

Academic Year: 2024-2025

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: *September 6, 2024; October 1, 2024; November 1, 2024; January 10, 2025, February 7, 2025, March 7, 2025, April 4, 2025.*

Executive Summary:
RPIPC had productive year for the 2023-2024 Senate year. Over the course of the year, we addressed the following items:
1. *Solar Power – We invited Lori Hamilton and Frank Baugh to speak to the committee about the possibility of pursuing solar electric projects for the campus. We found that there were likely no viable projects for the campus that would have a significant impact to pursue at this time.*
2. *Parking – RPIPC spent a significant amount of time this year with items associated with parking and transportation. We discussed ADA parking spaces. A big item was the P&T Master Plan. We were consulted on the results of the master plan that was conducted this past year and the parking policy that was created from the master plan.*
3. *Campus Master Plan – We reached out to Frank Baugh for an update on the campus master plan. We were able to be briefed on the final master plan with the rest of Senate in the spring.*
4. *Printer Hardware Management – Brian Watson and Charles Cruey lead a discussion about the possibility of centralizing the office printing hardware on campus to provide cost savings and better service.*
5. *Student Summer Online Fees – Serena Semere, the SGA representative on RPIPC, brought this item to the committee. Students that enroll in summer classes must pay fees for things that correspond directly to on campus activities. Students feel that this is an unnecessary and unfair fee system.*
6. *FallBreak/Thanksgiving Break – We discussed the idea of adding dates to future academic calendars so that there is a full week break during Thanksgiving week. This was discussed in other areas of leadership as well and the consensus was that it would be too hard for housing to compress their summer schedule to add days to the beginning of the fall semester. There is potential to add days to the end of the fall semester if there is still interest.*
7. *Campus Zoom Licenses – Brian Watson brought the topic to RPIPC to get feedback on a plan to limit the number of Zoom licenses to faculty that teach online classes and outward-facing staff positions.*

8. *Modified Operations Policy – We were asked to review the new Modified Operations Policy and provide feedback*

Committee Membership and Record of Attendance:
COMMITTEE OFFICERS BRAD FOWLER – CHAIR, MIKKEL CHRISTENSEN – VICE-CHAIR, NATALIE TOOMEY- SECRETARY

Members:

MEMBERS		"S" denotes Senators, "N" denotes Non-Senators	
S	Brad Fowler	S	Nancy Finney
S	Mikkel Christensen	N	Colin Hall
S	Natalie Toomey	N	Charles Cruey
N	Serena Semere	S	GeGee Arnold
N	Brian Watson		
S	Kerry James Evans		
S	Josefina Endere		
S	WillSmith		

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:

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:
The committee will most likely need to address the 2017 P&T policy to align it with the new parking plan.

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

Appendix 1: Committee Operating Procedures

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RPIPC 2024-2025 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**

<u>Chair</u>

• 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

<u>Vice-Chair</u>

• 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 2024-Spring 2025– 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 6, October 4, November 1, January 10, February 14, March 7, April 4.

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 (brad.fowler@gcsu.edu) and the secretary (natalie.toomey@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 on the senate website. 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 made available 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 on the senate website.

- 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.