**Committee Name: RPIPC**

**Meeting Date & Time: September 1, 2017**

**Meeting Location: A&S 251**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** |
| P | Diana Young | P | Michael Watson |
| P | Donna Bennett | P | Jennifer Goldsberry |
| A | Courtney Manson | R | Nancy Mizelle |
| P | Susan Allen (Jen Yearwood attended in her place) | P | Leslie Pierce |
| P | Jan Hoffmann | R | Sarah Smith |
| R | Ben McMillan | R | Jessica Swain |
| P | Evita Shinholster |  |  |
| Guests |
|  | *Italicized text denotes information from a previous meeting.* |  |   |
|  | \*Denotes new discussion on old business. |  |  |

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|  Agenda Topic (Committees should feel free to customize this template to make it as functional for them as possible. Other categories of topics might include Reports, Information Items, Unfinished Business, etc.) | Discussions & Conclusions  | Action or Recommendations | Follow-Up{including dates/responsible person, status (pending, ongoing, completed)} |
| **I. Call to order** | Meeting called to order at 2:00 pm |  |  |
| **II. Approval of Agenda** |  | Motion approved |  |
| **III. Approval of Minutes** | Report from August 15, 2017 (Senate Retreat) subcommittee meeting discussed. | Report archived in 2017 Governance Retreat website |  |
| **IV. Old Business/Review of****Actions/Recommendations** |  |  |  |
| **1. Agenda Item 2 – Review and vote on 2017-2018 RPIPC operating procedures** | Operating procedures from 2016-2017 had been discussed at August 15, 2017 senate retreat meeting; we reviewed those proposed changes. No additional changes were suggested.Changes:* Dates for 2017-2018 RPIPC standing committee meetings
* Contacts for
 | Operating Procedures approved by vote | Diana will post approved Operating Procedures on Senate website |
| **2. Review and discuss possible changes to RPIPC “Scope”** | We continued our discussion from the August 15 meeting about whether changes to RPIPC Scope would better describe the nature of the committee. Points discussed:Does the “non-instructional personnel” description provide a narrow understanding of the kinds of policies we may recommend?Would a change in language to describe the scope of RPIPC in a “catch-all” manner (we can take on any matter not otherwise directed to another committee) result in RPIPC being seen as a second-class Senate committee? | Postpone vote on any changes to Scope until a future meeting. |  |
| **3. Agenda Item 3a – Discuss proposed motion about aligning GC shared sick leave policies with BOR requirements**  | Previous AY RPIPC was involved in fact-finding regarding the GC shared sick leave policy that has been developed to align with USG BOR policy. Also during that time, GC Human Resources included regulations regarding this policy on their website, and their language mirrors that of the USG Board of Regents policy. Q&AYoung: What does RPIPC have to do from this point forward:Hoffmann and Pierce: HR website has all necessary policy procedures in place, and shared sick leave was available during Open Enrollment in November 2016. Submit a motion to formally approve Shared Sick Leave policy at Senate level. |  | Diana will draft a motion for review in the next week, and pending approval by the committee, bring this to the Senate September or October meeting as a RPIPC policy proposal. |
| **4. Agenda Item 3b – Follow up with ECUS in recommending that one of the three staff senator representatives be filled by the CIO or his/her representative** | The previous AY RPIPC had discussed this item without a formal change to the “membership” of the committee.Michael Watson and Evita Shinholster (staff council representatives) noted that this position has been difficult to fill by Staff Council in recent years. They then proposed to change membership of RPIPC in the following ways:- Change the “one (1) member who is a staff member appointed by a process determined by Staff Council” to “one (1) member who is the Chief Information Officer or an appointed representative of the Chief Information Officer” |  | Diana will draft a revised RPIPC membership description to reflect these discussed changes; committee will review and vote on these changes at October meeting.Such changes will need to go through ECUS as it requires a change in by-laws. Changes should also be reviewed by Staff Council. |
| **5. Agenda Item 3c – Revisit the 12-month faculty pay distribution request now that OneUSG is in effect** | We discussed the various materials related to the 12-month pay distribution option request for 10-month salaried employees.Jan Hoffmann and Jen Yearwood: there is documentation from various places supporting this option as ADP was being replaced (Spring 2014 GC faculty survey strongly supporting this option; March 21, 2015 statements from USG chancellor Huckabee and USG Chief Academic Officer Davis at the USG Faculty Council meeting promising this option)Leslie Pierce: There is a OneUSG Connect Project Team (she is the HR Functional Lead on this team) continuing to work on the roll-out of OneUSG Connect; there is a plan in place to have this 12-month distribution option for faculty in the future. |  | Diana, Jan, and Jen Yearwood (or Susan Allen) will contact Dennis Brown (our OneUSG Connect Project Team Lead) to learn about continued progress on this item and draft a resolution to bring to the Senate if information about progress is not provided in the next month. |
| **V. New Business**Actions/Recommendations |  |  |  |
| **1. Discuss recycling program policies and procedures as outlined by the GC Sustainability Council** | Nancy Mizelle suggested (via email) that we discuss how the recycling program (developed by the GC Sustainability Council) is being implemented in different places across campus. She noted that there may be inconsistencies in the existence of trash/recycling bins in different campus classrooms. The committee discussed their personal experiences with recycling efforts in their buildings/floors. We agreed that this is a matter to pursue further. |  | Diana or Nancy will contact Lori Strawder (GC Sustainability Officer) and ask her to speak at an upcoming RPIPC meeting (October or November) to share their recycling program and implementation. |
| **2. Discuss possible plans for HR to change leave accrual policy for employees in salary grade 13 and higher** | Leslie Pierce shared information about a possible upcoming change in HR policy (that may need action from RPIPC) about vacation/annual leave accrual. Currently, those with salary grade 13 jobs (mainly “chief” positions) are on a 10-hour accrual rate per month at their employment start date. Policy may go into effect that changes the starting accrual rate from 10 hours accrued per month to 14 hours per month. Pierce mentioned that this change is in effect according to the Business Practices Manual. |  |  |
| VI. Next Meeting | **October 6, 2017, 2pm, A&S 251** |  |  |
| VII. Adjournment | 3:05 pm meeting adjourned |  |  |

**Distribution(as determined in committee operating procedure – one possibility given):**

First; To Committee Membership for Review

Second: Posted to the Minutes Website

**Approved by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Committee Chairperson (Including this Approval by chair at committee discretion)

**Guidance**

**Committee Name:**

**Committee Officers:**

**Academic Year:**

**Aggregate Member Attendance at Committee Meetings for the Academic Year:**

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

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| Meeting Dates | August 15, 2017 | September 1, 2017 |  |  |  |  |  |  |  |
| Diana Young | P | P |  |  |  |  |  |  |  |
| Donna Bennett | P | P |  |  |  |  |  |  |  |
| Courtney Manson | P | A |  |  |  |  |  |  |  |
| Susan Allen  | P | P |  |  |  |  |  |  |  |
| Jan Hoffmann | P | P |  |  |  |  |  |  |  |
| Ben McMillan | R | R |  |  |  |  |  |  |  |
| Evita Shinholster | A | P |  |  |  |  |  |  |  |
| Michael Watson | P | P |  |  |  |  |  |  |  |
| Jennifer Goldsberry | P | P |  |  |  |  |  |  |  |
| Nancy Mizelle | P | R |  |  |  |  |  |  |  |
| Leslie Pierce | P | P |  |  |  |  |  |  |  |
| Sarah Smith | A | R |  |  |  |  |  |  |  |
| Jessica Swain | P | R |  |  |  |  |  |  |  |
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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)