# Committee Name: Resources, Planning and Institutional Policy Committee

**Meeting Date & Time: Feb. 28th, 2014,**

**Meeting Location: HSB 211**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** | | | |
| P | Ben McMillan | P | Jan Clark |
| P | Benjamin Davis | P | Macon Mcginley |
| A | Carol Ward | P | Maureen Horgan |
| A | Doc St. Clair | P | Pat Wilkins |
| P | Doug Oetter | P | Shea Groebner |
| P | Elizabeth McCauley | P | Susan Allen (Dan Hann) |
| P | Holly Nix |  |  |
| Guests: Lori Strawder | | | |
|  | *Italicized text denotes information from a previous meeting.* |  |  |
|  | \*Denotes new discussion on old business. |  |  |

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| --- | --- | --- |
| **V. Old Business/Review of**  **Actions/Recommendations**   1. Background Investigation Policy, Maureen Horgan | * Maureen Horgan, Pat Wilkins, Carol Ward have worked together on updating the policy, and copying General Counsel Marc Cardinalli * The policy extends BOR policy to student workers and volunteers * This includes any student engaged in a position of trust, including volunteers * The definition of trust was taken from BOR policy. Wordage was added to address sensitive information * In addition to a background check, if an employee has a P-Card, they must have a credit check performed. * The credentials of faculty and professional positions are also checked. * Q. If students with afterhours access to campus facilities (SGA, Colonnade, WRGC, etc…) need a background check. * A. If a student is assigned a key, they must have a background check, including workers and volunteers * Q. What on a background check report would prevent a student from getting keys/hired? * A. If there is a negative return, it goes to a triage group (Chief HR Officer, Chief of Public Safety, General Counsel, and a representative from the applicable hiring department). The members of the group independently look at the case and ask the student for further information if needed * Q. How long does a background check take? * A. Except in August, the same day or the next day * The point was made that there might be first amendment infractions with this policy relating to student workers/volunteers with the Colonnade. * If a student on the newspaper staff had a negative hit on their background check, it would go to the triage group * Q. Then the triage board could preventstudents from working on the newspaper * A. It’s very rare something is found that prevents employment * The main issue is when potential employees lie on the formal application when asked about previous offenses * The burden of proof to present mitigating factors relies on the applicant * The triage board will reach out to the applicant for further information if needed * There is a BOR policy for an appeals process * A link for the appeals process will be in the policy * Exemptions to the background check policy are defined in the policy * Q. Should members of the student press be added to the exemptions? * A.The supervisor is notified if they can proceed with hiring upon completion of the background check * The only other time a background check may be performed is when there is a promotion or change in job description * There is no background check if the student is paid a stipend | * Maureen Horgan will check with University Counsel and Macon McGinley will check with the Student Press Law Center regarding legal issues surrounding press freedom * If there are no legal issues, there will be a call for an electronic vote on this policy. |

# Committee Name: Resources, Planning and Institutional Policy Committee

**Meeting Date & Time: Oct. 4th, 2013,**

**Meeting Location: Porter Hall 228**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** | | | |
| P | Ben McMillan | P | Jan Clark |
| R | Benjamin Davis | P | Macon Mcginley |
| P | Carol Ward | P | Maureen Horgan |
| P | Doc St. Clair | P | Pat Wilkins |
| P | Doug Oetter | A | Shea Groebner |
| P | Elizabeth McCauley | P | Susan Allen |
| R | Holly Nix |  |  |
| Guests: Bob Orr, Renee Fontenot, Lauren Thompson | | | |
|  | *Italicized text denotes information from a previous meeting.* |  |  |
|  | \*Denotes new discussion on old business. |  |  |

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| 2. Background Check Policy | * Board of Regents already has a Background Check policy statement   + <http://www.usg.edu/hr/manual/background_investigation> * GC policy statement can be more stringent than the BOR statement, but not less * Policy applies to all employees except temporary or third-party employees, who are on campus for brief time periods, and are typically covered by their employer   + Referees   + Artists   + Lecturers * Students and graduate students may be checked if they hold jobs on campus   + Especially those who work with children, have access to records, or have access to buildings after hours * Discussion covered several topics:   + How much does this policy and related procedure cost?   + Who receives and approves the requests for exemptions from the policy * Committee discussed which components of the policy statement were actually procedural | * Chair will take our discussion to ECUS |