

COMMITTEE NAME: Resources, Planning and Institutional Policy Committee

MEETING DATE & TIME: FEB. 28TH, 2014,

MEETING LOCATION: HSB 211

ATTENDANCE:

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			
	<i>Italicized text denotes information from a previous meeting.</i>		
	*Denotes new discussion on old business.		

<p>V. Old Business/Review of Actions/Recommendations</p> <p>1. Background Investigation Policy, Maureen Horgan</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Maureen Horgan will check with University Counsel and Macon McGinley will check with the Student Press Law Center
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	<p>and volunteers</p> <ul style="list-style-type: none"> • 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 prevent-students from working on the newspaper • A. It's very rare something is found that prevents employment 	<p>regarding legal issues surrounding press freedom</p> <ul style="list-style-type: none"> • If there are no legal issues, there will be a call for an electronic vote on this policy.
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	<ul style="list-style-type: none">• 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	
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COMMITTEE NAME: Resources, Planning and Institutional Policy Committee

MEETING DATE & TIME: OCT. 4TH, 2013,

MEETING LOCATION: PORTER HALL 228

ATTENDANCE:

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			
	<i>Italicized text denotes information from a previous meeting.</i>		
	*Denotes new discussion on old business.		

<p>2. Background Check Policy</p>	<ul style="list-style-type: none"> • Board of Regents already has a Background Check policy statement <ul style="list-style-type: none"> ○ 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 	<ul style="list-style-type: none"> • Chair will take our discussion to ECUS
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	<ul style="list-style-type: none">○ Referees○ Artists○ Lecturers● Students and graduate students may be checked if they hold jobs on campus<ul style="list-style-type: none">○ Especially those who work with children, have access to records, or have access to buildings after hours● Discussion covered several topics:<ul style="list-style-type: none">○ 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	
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