# Committee Name: Resources, Planning and Institutional Policy Committee

**Meeting Date & Time: Jan. 24th, 2014,**

**Meeting Location: HSB 211**

**Attendance**:

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

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|  Agenda Topic  | Discussions & Conclusions  | Action or Recommendations | Follow-Up |
| **I. Call to order** |  | Meeting was called to order at 2:09. |  |
| **II. Approval of Agenda** |  |  |  |
| **III. Approval of Minutes** | * Minutes had been approved previously by electronic vote.
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| **IV. Information Items** | * None
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| **V. Old Business/Review of****Actions/Recommendations**1. Sexual Misconduct Policy, guest Jennifer Graham and Andy Lewter
 | * Maureen and Jennifer revised the policy format , the policy statement was shortened to match the preferred University Senate template.
* Minor changes were made in the “Reason for the Policy” section. One sentence was moved from the original policy statement to here, and the details of the applicable laws and acts were moved to an Addendum A.
* Minor changes were made in the “Proposed Outcome” section (wording).
* Contact information for those involved in creating the policy was specified to match the preferred University Senate template.
* It was added that the Title IX coordinator will be appointed by the President
* An Addendum A was added (see above).
* The second addendum is the complaint form to be used.
* Question: Who will fill out the form? The form can be filled out by the victim or a third party
* The completed form goes to the title IX coordinator, from there, it could go through the student judicial process or to HR, depending if the victim is a student or employee.
* Question: How will people know this policy and form exists and that it should be used? There will be promotion and education of the policy and form going out to campus.
* Question: Are the results of a case disseminated? This depends on who is involved and the potential ramifications
* Question: Do the new procedures keep track of repeat offenders? Yes. If a name is seen coming up repeatedly, something will be done.
* When the word “anonymous” is referred to in relation to the policy and procedures, it means the names will remain confidential
* Question: Where does the form physically reside once it goes to the Title 9 coordinator? The forms will go in judicial records in Andy’s office. All files related to sexual misconduct are in unmarked drawers and locked.
* Questions: If a complaint is made and determined to be unfounded, or if it moves forward, what happens to the form next? Disciplinary action is kept on file, not investigative information, in either Student Affairs or HR.
 | * Motion to vote to accept the policy. Motion approved.
 | * Maureen Horgan will bring the motion to Senate.
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| **VI. New Business** |  |  |  |
| 1. Parking, Macon McGinley
 | * Origin: People have complained to Macon about the increase in the increase in the number of designated parking spaces
* The types of designated parking spaces are: handicapped spots, paid-for spots and administrative spots
* Some of these designated spots are empty at prime times of the day
* These are faculty complaints
 | * We looked at data from the past two years, could see a slight increase in designated parking spaces, but it was not known what percentage of the total spaces this represented. It was determined to be a non-issue and dropped.
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| **VII. Updates / Actions/ Recommendations** |  |  |  |
| 1. Smoking policy enforcement re-visit, Doug Oetter
 | * A proposed BOR smoking policy would make all BOR campuses tobacco free
* This proposal is on the agenda for the Feb. 11/12 BOR meeting
* Regardless if a policy is at the local or state level, it will still need to address enforcement
* If it is passed at the BOR level, there might be state supported promotion
* Permanent signage will be better than the previous signage used
* It will be easier to enforce with a total ban
* If the BOR were to attach a violation fine, it could be more enforceable
* There is a survey being completed by all SGA presidents about students’ opinion on a smoking policy and it will be shared with the BOR
* Regardless of which policy, maybe campus communications can help with promotion
* Student Affairs gets complaints from Housing and Public safety regarding smoking on campus
 | * Wait until the BOR meeting to see what happens. Will be revisited at Feb. 28 meeting.
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| 1. 2. Recycling, Doug Oetter
 | * A question asked at senate was: What does it mean when you say the program is working?

More waste materials are being collected and more of those materials are going to the recycling facility* Advanced Recycling is collecting the recycling, but not weighing it
* This is an issue because data is needed to assess and evaluate the initiative
* Information has been requested, but the company is not supplying the needed information
* In the meantime, data will be collected using student volunteers. They will look in bins before they are collected and get volume estimates.
* Advanced Recycling was hired following a bidding process last summer and is otherwise doing a good job.
* Facilities Operations is currently taking bids for a new contract.
 |  | Doug Oetter and Lori Strawder will be present at the 14 Feb 2014 University Senate meeting to present information and field questions. |
| 1. 2. Sustainability Council, Doug Oetter
 | 1. Doug forwarded two documents on Tuesday, the Fiscal Year 2013 recommendations and an August 2013 draft of a Campus Sustainability Plan.
2. The question was asked if reports from the Sustainability Council should move through RPIPC and then shared with Senate? This way, reports from the council would enter the public record.
3. Sustainability Council recommendations are made to be implemented by Auxiliary Services, They then go into the Action Plan.
4. RPIPC would be endorsing the council’s recommendations
 | * Motion was made for RPIPC to endorse Sustainability Council recommendations, but motion was withdrawn until the Feb. 28 meeting in order allow time for adequate discussion.
 | Doug Oetter and Lori Strawder will be present at the 14 Feb 2014 University Senate meeting to present information and field questions. |
| 1. 3. 12-month and semi-monthly pay option, Maureen Horgan
 | * This involves the possibility of adding a 12-month pay option for Corps of Instruction Faculty currently paid over 10 months recurs periodically
* Need to promote that you can sign up to have your check split into a primary account, and then into a secondary savings account
* A trial survey was sent out to members of ECUS
* The survey will be sent out to the faculty
* The Faculty Council at the system level will continue to be looking at this
 | * Survey results will determine the next step
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| VIII. Reports |  |  |  |
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| **IX. Next Meeting** | Friday, Feb. 28th, 2:00pm, HSB 2-11 |  |  |
| X. Adjournment | The meeting was adjourned at 3:30pm |  |  |
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**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: RPIPC**

**Committee Officers: Chair:** Maureen Horgan, Vice Chair: Jan Clark, Secretary: Ben Davis

**Academic Year: 2014**

**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 | **AUG. 23** | **OCT. 4** | Nov. 15 | Jan. 24 |  |  |  |  |  |
| Ben McMillan | P | P | P | P |  |  |  |  |  |
| Ben Davis | P | R | P | P |  |  |  |  |  |
| Carol Ward | P | P | R | P |  |  |  |  |  |
| Doc St. Clair | R | P | A | A |  |  |  |  |  |
| Doug Oetter | R | P | R | P |  |  |  |  |  |
| Elizabeth McCauley | A | P | R | R |  |  |  |  |  |
| Holly Nix | R | R | P | P |  |  |  |  |  |
| Jan Clark | P | P | P | R |  |  |  |  |  |
| Macon McGinley | R | P | R | P |  |  |  |  |  |
| Maureen Horgan | P | P | P | P |  |  |  |  |  |
| Pat Wilkins | P | P | P | R |  |  |  |  |  |
| Shea Groebner | R | A | P | P |  |  |  |  |  |
| Susan Allen | P | P | P(Dan Hann) | P(Dan Hann) |  |  |  |  |  |
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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)