# 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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|  Agenda Topic  | Discussions & Conclusions  | Action or Recommendations | Follow-Up |
| **I. Call to order** |  | Meeting was called to order at 2:02. |  |
| **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. 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.
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| **VI. New Business** |  |  |  |
| 1. Sustainability council recommendations, Doug Oetter
 | * Fiscal Year 2013 recommendations were submitted to RPIPC
* RPIPC endorsing the recommendations puts them into the public record and gives them more clout
* There are costs associated with the recommendations (President’s Climate Change Declaration, Talloires Declaration, Association for the Adv. Of Sustainability in Higher Ed, Tree Campus USA designation, and Leed certification), but there will not be a large cost immediately
* These recommendations are from the 2013 Annual Report.
* There is a recommendation to get carbon conservation going on campus
 | * RPIPC voted to endorse the Sustainability Council’s recommendations
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| **VII. Updates / Actions/ Recommendations** |  |  |  |
| 1. Smoking policy, Maureen Horgan
 | * The BOR meeting that was to have included discussion and perhaps a vote on this topic was cancelled due to weather, so no decisions have been made.
 | * Wait until the next BOR meeting to see what happens.
 |  |
| 1. 2. 12-month and semi- monthly pay option, Maureen Horgan
 |  Maureen summarized the 150 responses she received from the 12-month and semi-monthly pay option survey:a. Would you support adding a 12-month pay option? 123 Yes 17 Nob. Would you select the 12-month payoption if it were available?Yes 47 Maybe 57 No 36c. Would you like RPIPC to pursuethis? Yes 120 No 20Concerns expressed includedthe fear that the 10-month option wouldgo away, or that selecting a 12-monthpay option would require faculty to beon campus 12 months. Other commentsranged from “some faculty are soirresponsible” to “I’m irresponsible” to“I don’t know why this is not availablenow, others do it.” One personcommented that even though ourmaterials said that a current option is tohave the monthly pay deposited intomultiple accounts, they were told thiswas not available when they asked aboutit – suggesting there may be a communication issue. | * Maureen will take this to the next step, which is to inquire with the USGFC (University System of Georgia Faculty Council) and to contact other schools to take a reading on the level of interest.
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| VIII. Reports |  |  |  |
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| **IX. Next Meeting** | Friday, April. 04th, 2:00pm, HSB 2-11 |  |  |
| X. Adjournment | The meeting was adjourned at 3:30pm |  |  |

**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 | Feb. 28 |  |  |  |  |
| Ben McMillan | P | P | P | P | P |  |  |  |  |
| Ben Davis | P | R | P | P | P |  |  |  |  |
| Carol Ward | P | P | R | P | A |  |  |  |  |
| Doc St. Clair | R | P | A | A | A |  |  |  |  |
| Doug Oetter | R | P | R | P | P |  |  |  |  |
| Elizabeth McCauley | A | P | R | R | P |  |  |  |  |
| Holly Nix | R | R | P | P | P |  |  |  |  |
| Jan Clark | P | P | P | R | P |  |  |  |  |
| Macon McGinley | R | P | R | P | P |  |  |  |  |
| Maureen Horgan | P | P | P | P | P |  |  |  |  |
| Pat Wilkins | P | P | P | R | P |  |  |  |  |
| Shea Groebner | R | A | P | P | P |  |  |  |  |
| Susan Allen | P | P | P(Dan Hann) | P(Dan Hann) | P(Dan Hann) |  |  |  |  |
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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)