# Committee Name: Resources, Planning and Institutional Policy Committee

**Meeting Date & Time: Aug. 23th, 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 |
| P | Benjamin Davis | R | Macon Mcginley |
| P | Carol Ward | P | Maureen Horgan |
| R | Doc St. Clair | P | Pat Wilkins |
| R | Doug Oetter | R | Shea Groebner |
| A | Elizabeth McCauley | P | Susan Allen |
| R | Holly Nix |  |  |
| Guests: Lori Strawder, Walter Dudley, Veronica Womack, Qiana Wilson, Jennifer Birch | | | |
|  | *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 was called to order at 2:00. |  |
| **II. Approval of Agenda** |  | The agenda was approved. |  |
| **III. Approval of Minutes** |  | The minutes of the 14 August (Senate retreat) meeting were approved. |  |
| **IV. Old Business/Review of**  **Actions/Recommendations** |  |  |  |
| Operating Procedures: | * Operating procedures were revised and a new draft was created. * The location was updated. * The wording in the Amendment section was modified. * There are only three meeting this fall term, but if need be, the committee will meet in December. | * Since there was not a quorum for this meeting, there will be an electronic vote for minutes’ approval and to approve the new procedures. |  |
| 12-month pay option: | * Shared services is potentially moving away from ADP to a new platform. This new platform might be able to better accommodate the 12-month pay option. Currently, ADP is not able to accommodate this option. * There is a USG faculty group that has brought this issue up to the chancellor, but has ~~have~~ not received a response yet. | * Wait for further updates, Maureen will try to get information. |  |
| Common meeting time: | * Pat Wilkins was on this committee and informed the group that the recommendation is for each college to establish their own common meeting time. | * No further action unless requested. |  |
| Signage committee update: | * Pat provided the update on the signage committee. New signs will be phased in starting in the fall. This will be a multi-year project. The project includes signage and way finding. The most critical areas needing new signage will be addressed first. |  |  |
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| **V. Guests for informational exchange** |  |  |  |
| **Lori Strawder, Assistant Director of Sustainability and Walter Dudley, Building Services.**  **Recycling Initiative** | * Lori returned after a visit to the committee last year. Both times she discussed the new recycling initiative.The point of the initiative is to educate and change behavior. * So far the feedback to the initiative has been mostly positive. * The negative feedback has been about confusion as to what materials can be recycled. Better communication will help to educate the community * To help remedy this issue, more communications will be created. This will include sending out more informative e-mails. * Updated lists of what can be recycled will also be available. * Questions were asked about the frequency of receptacles being emptied. Recycling bins in offices are emptied once a week and “wet waste” bins are emptied daily. * Walter expressed that since this initiative involves a behavior/culture change, it will take time. * There is a business reason behind this initiative in addition to ecological practice, increasing the need for the community to be all in to support it. * Culture must change in order for it to pay for itself. * Maureen asked what RPIPC can do to help. The answer is to help communicate and to educate the community. * The issue of whether to shred paper came up. Shredded paper can clog up the machines used by the recycling company, but some sensitive papers on campus need to be shredded. One idea was have the professional shredding company that already comes to campus to shred faculty papers. * Maureen asked if there are any other initiatives. Some of the newer initiatives discussed were: * Changing the lighting to LED. This will be a constant project. * There is a proposal for a composting initiative. Currently lawn material is being composted. The goal is to also compost food waste. * There is a metering project under way for water. | * RPIPC will create a resolution to endorse this initiative and bring it to the senate. |  |
| **Veronica Womack, Director of Institutional Equity and Diversity.**  **Diversity Action Plan** | * Veronica came to talk about the Diversity Action Plan, which she has put together for the Diversity Action Committee. * Dr. Dorman has diversity as 1 of 3 top plans, he wants the diversity plan to be an actionable plan. * The plan is in a working stage. * The plan should utilize strategies to increase diversity, equity, and inclusion. * The committee is divided into 4 sub-committees, each chaired by 4 separate people. * The committees were asked to work over the summer to come up with 3 strategies. * There is a 5 year cut off point for the plan. * Examples of ways to reach out to a diverse group of potential students include working with the Bridge program and Early College. * Another possibility is to reach out to the Yes Program. * The plan needs to address the diversity of the potential pool of students. * There is a diversity survey on the diversity website, which seeks feedback from the community regarding the diversity plan. * Dr. Dorman wants the campus to be comfortable with the plan and wants it to reflect people’s voices. * There will be 3 sessions/forums on campus and one in the community. * Questions asked included: * Is there a Senate volunteer on the committee? No * Is there enough faculty representation on the committee? The group felt there was not. * Veronica indicated that they are open to adding a senate representative and more faculty. The planning committee numbers are not stagnant. * Maybe each school can provide a faculty representative. * Announcements: Sept 25: Diversity Training, Leading a Diverse Workforce. There will be faculty specific diversity training. | * A call will be sent out for a senate representative. * A call will be sent out for a faculty representative from each school. |  |
| **Jennifer Birch, Coordinator of Education & Outreach,**  **Diversity Programs and Services.**  **Sexual Misconduct Policy**   |  |  | | --- | --- | |  | Diversity Programs and Services | | * Jennifer visited to inform the committee that the sexual misconduct policy will be updated to come into compliance with the Department of Education and Title 9 issues. * HR, Diversity, Legal Affairs, and SGA are all working on it. |  |  |
| **Shared File for Document Review** | * This will have to be addressed at the next meeting since Doc was not able to attend this meeting. |  |  |
| Qiana Wilson, Associate General Council,.Missing Student Policy | * The missing student policy regards students from University housing who go missing. * Changes have been made to the existing policy, so it needs to come back through RPIPC. * In the contacts section, specific names have been removed, with position/title information remaining. * GCSU was replaced with GC * The word “lacking” was changed to “absent”. Some of the wording was confusing, clearer wording was suggested by committee members. * The missing student definition was revised. * It was pointed out that the policy statement was reworded, but the overview paragraph was not reworded. It was decided that it still contained the same information, so it did not matter. * Scott Beckner’s direct phone number was removed and replaced with the switchboard number. | * Qiana will check on the federal definition of missing student. There was confusion on the statement concerning students who have not been missing for 24 hours. * A motion was made to recommend that the senate endorse the modifications to the policy. |  |
| **VI. Next Meeting** | Friday, Oct. 4th, 2:00pm, Porter Hall 228 |  |  |
| VII. Adjournment | The meeting was adjourned at 3:20pm |  |  |

**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** | Date2 | Date3 |  |  |  |  |  |  |
| Ben McMillan | | P |  |  |  |  |  |  |  |  |
| Ben Davis | | P |  |  |  |  |  |  |  |  |
| Carol Ward | | P |  |  |  |  |  |  |  |  |
| Doc St. Clair | | R |  |  |  |  |  |  |  |  |
| Doug Oetter | | R |  |  |  |  |  |  |  |  |
| Elizabeth McCauley | | A |  |  |  |  |  |  |  |  |
| Holly Nix | | R |  |  |  |  |  |  |  |  |
| Jan Clark | | P |  |  |  |  |  |  |  |  |
| Macon McGinley | | R |  |  |  |  |  |  |  |  |
| Maureen Horgan | | P |  |  |  |  |  |  |  |  |
| Pat Wilkins | | P |  |  |  |  |  |  |  |  |
| Shea Groebner | | R |  |  |  |  |  |  |  |  |
| Susan Allen | | P |  |  |  |  |  |  |  |  |
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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)