# 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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|  Agenda Topic  | Discussions & Conclusions  | Action or Recommendations | Follow-Up |
| **I. Call to order** |  | Meeting was called to order at 2:00. |  |
| **II. Approval of Agenda** |  | The agenda was updated. |  |
| **III. Approval of Minutes** | * Minutes had been approved previously by electronic vote.
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| **IV. Old Business/Review of****Actions/Recommendations** |  |  |  |
| 1. Missing Student Policy  | * Policy was updated to the current policy template
* Policy was reviewed and edited by Qiana Wilson (Legal Affairs) and Scott Beckner & Mike Baker (Public Affairs)
 | * Approval of policy proposed (McMillan, second by McCauley)
* Policy passed committee 9-0-0
 | Send forward to Senate |
| 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
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| **V. Guests for informational exchange** |  |  |  |
| 1. Renee Fontenot, Associate Professor of Marketing, Co-Chair of the Academic Support Programs Task Force | * Dr. Renee Fontenot briefed the committee on the progress of the Program Prioritization Committee
	+ Dr. Fontenot is one of two co-chairs for the Academic Support Programs Task Force
* So far, the Academic Support group has reviewed 43% of about 300 program submissions
	+ They began in August, meeting every week for about 2 hours
* The process begins with the program director, who submits the completed form, which is then approved by a supervisor and then by a vice-president
	+ The supervisors, vice-president, or committee may request that the program director complete or enhance responses
* Once the forms are complete, the Task Force evaluates the program and ranks it into one of five categories:
	+ Enhance (10-15%)
	+ Maintain (55-70%)
	+ Maintain with reduced resources (5-10%)
	+ Restructure/re-engineer (5-10%)
	+ Candidate for phase out, subject to further review (5-10%)
* The Task Force recommends that program managers complete all of the survey, and especially populate the ‘opportunity analysis’ section, as this information is critical to prioritization
* By December 6, the Academic Support task force expects to be done with most all of the reviews, and will pass their recommendations along to the Co-Champions, Senior Vice-President Paul Jones and Provost Kelli Brown
* More information is available on the website
	+ <http://intranet.gcsu.edu/prioritization/>
 |   |  |
| 2. Bob Orr, Chief Information Officer, Information Technology | * Mr. Orr was invited to address the committee on upgrades in technology and communication due to be implemented this academic year
* New Phone Service
	+ A new telephone plan will feature new handsets and much, much more:
		- Conference calling
		- Videoconferencing
		- Call forwarding
		- Video calling over a wireless network
		- Forward voice messages to text or email
		- Access phones from internet connection
		- Includes a secure chat system
	+ The new plan will cost less than what we have now (about $17-20/month)
	+ Should be in place by May 2014
* ThunderCloud.GCSU.EDU
	+ This is a secure virtual desktop that allows a user to access a computer in the office from any mobile device in the world connected to a wireless network
	+ User will actually login to the office computer and be working on it through a terminal emulator
	+ Can access on an Ipad, desktop,or laptop, both Mac and PC.  However, due toApple licensing the virtual desktop is Windows
	+ Allows user to access data and software from any device
	+ Will be backed up on a network drive
* UNIFY
	+ IT is testing a new version of UNIFY in Jan.
	+ Should allow immediate access to PAWS, D2L, GALILEO, Email, and OrgSync
	+ Waiting to see what happens with ADP and PeopleSoft
* Wireless Authentication
	+ Beginning in November, IT will begin testing a login system to access GC wireless network
	+ IT has noticed a lot of activity on the network and would like to exclude unauthorized users
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| **VI. New Business/ Actions/ Recommendations** |  |  |  |
| 1. Twelve-month/ Semi-monthly Pay | * Efforts to allow a 12-month or Semi-monthly pay are on hold until USG decides on updating the payroll management system.
* A Request for Proposals for vendors is expected this academic year
	+ The software would need to provide services similar to what PeopleSoft and WorkDay are doing
 | Chair will speak with Dan Hahn and Paul Jones about whether a survey of employees would be useful. |  |
| VII. Reports |  |  |  |
| 1. Sustainability Council | * GC Sustainability Council has identified three priorities for fiscal year
	+ Environmental Education and Leadership
	+ Organics and Composting
	+ Materials Management and Recycling
* Several events coming in October
	+ Campus Sustainability Day, Wed, 23 Oct
		- <http://campussustainabilityday.org/about/>
	+ Dr. Melanie Joy, Carnism Awareness & Action Network, Wed. 23 Oct, 7pm, Kilpatrick Auditorium
	+ <http://www.carnism.org/carnism-presentations>
	+ Food Day, Thu. 24 Oct
		- <http://www.foodday.org//>
* Committee received an update on the new recycling plan; the program is moving along well, with modifications being made daily
	+ Email recycle@gcsu.edu with recommendations
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| **VIII. Next Meeting** | Friday, Nov. 15th, 2:00pm, Porter Hall 228 | Agenda will include Sexual Harrassment Policy, Smoking Policy, 12-month Pay Option |  |
| IX. 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** | **OCT. 4** | Date3 |  |  |  |  |  |  |
| Ben McMillan | P | P |  |  |  |  |  |  |  |
| Ben Davis | P | R |  |  |  |  |  |  |  |
| Carol Ward | P | P |  |  |  |  |  |  |  |
| Doc St. Clair | R | P |  |  |  |  |  |  |  |
| Doug Oetter | R | P |  |  |  |  |  |  |  |
| Elizabeth McCauley | A | P |  |  |  |  |  |  |  |
| Holly Nix | R | R |  |  |  |  |  |  |  |
| Jan Clark | P | P |  |  |  |  |  |  |  |
| Macon McGinley | R | P |  |  |  |  |  |  |  |
| Maureen Horgan | P | P |  |  |  |  |  |  |  |
| Pat Wilkins | P | P |  |  |  |  |  |  |  |
| Shea Groebner | R | A |  |  |  |  |  |  |  |
| Susan Allen | P | P |  |  |  |  |  |  |  |
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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)