# 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. |  |  |
| **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](mailto: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)