# Committee Name: Resources, Planning and Institutional Policy Committee

**Meeting Date & Time: Nov. 15th, 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 |
| R | Carol Ward | P | Maureen Horgan |
| A | Doc St. Clair | P | Pat Wilkins |
| P | Doug Oetter | P | Shea Groebner |
| R | Elizabeth McCauley | P | Susan Allen |
| P | Holly Nix |  |  |
| Guests: Veronica Womack, Jennifer Graham, Andy Lewter, and Qiana Wilson | | | |
|  | *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** |  |  |  |
| **III. Approval of Minutes** | * Minutes had been approved previously by electronic vote. |  |  |
| **IV. Information Items** | * None |  |  |
| **V. Old Business/Review of**  **Actions/Recommendations**   1. Diversity Document, guest Veronica Womack | * The number of faculty members on the committee has been increased * Now working on developing strategic goals and strategies * Here to give RPIPC an update and look at definitions * The three definitions to look at are:   Diversity, inclusive excellence, and underrepresented minorities   * It was suggested to add multi-racial and bi-racial to the underrepresented definition * The suggestion was made to eliminate the term “socioeconomic status” from the underrepresented definition and add the sentence “targets a broad diversity of socioeconomic status and diversity” at the end of the underrepresented paragraph * The different goals and subgroups within the document are directly linked to the mission statement, QEP, and institutional priorities * Will procedures come from this plan?   There will be five strategies developed per area in the plan. For example, Goal 1, Student Diversity, will have five strategies   * OIED will not be the only office reaching out using these strategies. Other offices will be implementing the strategies too * This document is an action plan. Not a dissertation that cannot be implemented * Will there be assessment tools? Yes. The current document is not the plan. The final plan will include who is responsible and how to assess * The plan cannot be one dimensional. Need feedback from the community before finalizing the plan * There should be a forum on Dec. 5 to discuss the plan and get more community feedback |  |  |
| 2. Sexual Harassment Policy, guests Jennifer Graham, Andy Lewter, and Qiana Wilson | * There currently is a policy, but it is geared more towards employees, does not include students, this new document covers everyone * The policy needs to be in compliance with the Campus Safety Act and Title 9, these pieces of legislation have been used a guide to create this policy * State colleges must have a policy related to sexual assaults of students, faculty, and staff, this one policy will cover students, faculty, and staff, in addition to third parties on campus * This is a more holistic policy than before * There are many new definitions, which were taken from the best practices of other institutions * Who will be the Title 9 coordinator? Jennifer and Veronica are currently deputy coordinators, the coordinator is still to be determined * The coordinator will be a position, not a specific name, different people will fill the position over time * Can victims call women’s center? Yes. Men can also call. * The new policy will address issues that existed in the old policy, and will replace the old policy. Once it is eliminated, it is important to remove all occurrences of it online. * How to assess? Is there a mechanism to assess the effectiveness of the policy outside of an actual assault? While developing new policy, those involved thought through previous and ongoing instances and looked at how the new policy applies to them. * Guidelines can be adjusted * The different outlined procedures gives the ability to take appropriate actions * When the accused is a student, the procedures are separate from those for faculty or staff * For a student, the Code of Conduct can be cited. BOR policy can be used for faculty and staff * The policy often refers to federal guidelines, instead of getting very specific * The policy language is compliant with federal standards * The definitions used have gone through many courts * The definitions for quid pro quo and hostile work environment are in the body of the “sexual harassment” section * 24.7% of women on campus have been a victim of an attempted or completed sexual assault * 95% of assaults on campuses nationwide do not get reported * This policy also covers supervisor – employee situations * There is a general harassment policy that covers non-sexual supervisor – employee situations | * Maureen will work with Jennifer on format, making it consistent with current University Senate format. The final document will be presented at the January meeting for a vote |  |
| 3. Smoking Policy Enforcement re-visit, Doug Oetter | * Doug suggested RPIPC look at enforcement of the smoking policy * In the past, RPIPC suggested to Senate that the Provost should be the implementer of the policy * Since there is a new provost, who is the implementer now? * The policy is not enforceable. The key is communication and education * Health education was working with SGA on a campaign, they were invited but not able to attend this meeting * “No Smoking” signs were made and distributed across campus * Most of the signs have been stolen * SGA paid for the signs * Who will pay for more signs? * Who is responsible? * RPIPC recommended that HR and Student services share responsibility for implementation | * Doug and Macon will work with HR and Dean of Students to begin a dialogue about implementation |  |
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| **VI. New Business** |  |  |  |
| Parking, Macon McGinley | * Postponed until next meeting |  |  |
| **VII. Updates / Actions/ Recommendations** |  |  |  |
| 1. Background Investigation Policy, Pat Wilkins | * We are waiting for a revised version to come back from the Executive Cabinet. | * Maureen will send out the revised version prior to the January meeting. |  |
| 1. 2. 12-month and semi-monthly pay option | * There has been an endorsement from the provost to survey faculty concerning a 12-month pay option * UGA tried a 12-month or Semi-monthly pay in 2006 but stopped due to reductions in retirement benefits and potential tax penalties (IRS 409A policy) * Many of the issues preventing a change are related to ADP, but this should be replaced in the near future * We have also been told that State Law prevents this option, but not what that law is * One option for 10-month employees that does not involve BOR is an automatic saving deduction, which is already available. Employees can have the majority of their monthly paycheck deposited in one account and a separate portion to a second account. This is not widely known, and should be pointed out | * Maureen will get feedback from ECUS-SCC and work with Barbara Monet in University Communications to deliver a survey to all 10-month employees |  |
| 1. 3. Sustainability Council, Doug Oetter | * The new recycling initiative is working out well, there is a need more bins in classrooms * Looking for hotspots of bins to redistribute * The campus has a sustainability action plan (a working document) * The next item to be tackled is energy usage |  |  |
| VIII. Reports |  |  |  |
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| **IX. Next Meeting** | Friday, Jan. 24th, 2:00pm, HSB 2-11 | Agenda will include Sexual Harassment Policy, Background Investigation Policy, and parking issues |  |
| 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 |  |  |  |  |  |  |
| Ben McMillan | | P | P | P |  |  |  |  |  |  |
| Ben Davis | | P | R | P |  |  |  |  |  |  |
| Carol Ward | | P | P | R |  |  |  |  |  |  |
| Doc St. Clair | | R | P | A |  |  |  |  |  |  |
| Doug Oetter | | R | P | R |  |  |  |  |  |  |
| Elizabeth McCauley | | A | P | R |  |  |  |  |  |  |
| Holly Nix | | R | R | P |  |  |  |  |  |  |
| Jan Clark | | P | P | P |  |  |  |  |  |  |
| Macon McGinley | | R | P | R |  |  |  |  |  |  |
| Maureen Horgan | | P | P | P |  |  |  |  |  |  |
| Pat Wilkins | | P | P | P |  |  |  |  |  |  |
| Shea Groebner | | R | A | P |  |  |  |  |  |  |
| Susan Allen | | P | P | P(Dan Hann) |  |  |  |  |  |  |
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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)