**Committee Name: RPIPC**

**Committee Officers: Jan Hoffmann Clark, Susan Allen, Emily Gómez**

**Academic Year: 2016-2017**

**Meeting Date & Time: November 4, 2016, 2:00pm**

**Meeting Location: A&S Courtyard**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** |
| P | Susan Allen | P | Will Hobbs  |
| P | Donna Bennett  | P | Jan Hoffmann Clark |
| P | Millicent (Millie) Dempsey | A | Kristy Johnson  |
| P | Josefina (Fina) Endere | P | Wanda Johnson  |
| A | Charles Faber | P  | Nancy Mizelle |
| R | Renee Fontenot | P | Evita Shinholster  |
| P | Emily Gómez  |  |   |
| Guests: Bob Orr, Patrice Terrell, John Bowen, John Jackson, Greg Brown, April Wall |
|  | *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** | The meeting was called to order at 2:05 p.m. |  |  |
| **II. Approval of Agenda** |  | Motion approved |  |
| **III. Approval of Minutes** | Minutes from October 7 meeting presented.  | Motion approved  | Minutes posted to minutes.gcsu.edu |
| **IV. Agenda Item 2:**  | Welcome new RPIPC members Wanda Johnson and Evita Shinholster |  |  |
| **Agenda item 3: Discussion of proposed printed campus directory (Dr. Bob Orr, Chief Information Officer)** | Orr: Outsiders have been mining the online GC Directory in order to send spam. Working with University Communications/Jamie Defoor to move directory to Unify so faculty and staff can access it without people mining. It will be available for people to print, to have printed at a cost, or it can be put on desktop to access it. No concrete launch date yet. |  |  |
| **Agenda item 4: Discussion of proposed GC FMLA Policy to be in congruence with BOR Policy (Patrice Terrell, Associate Director for Employee Relations)**(+Discussion of Shared Leave Program) | Terrell: BOR is doing an overhaul on the FMLA Policy. HR has proposed a GC specific FMLA Policy in order to meet our specific needs/to stay in line with how we do things. * GC lets employees use vacation and sick time. BOR doesn’t specify this. Staff members often have an abundance of vacation time, GC’s policy allows for use of excess vacation leave.
* BOR policy does not define “spouse”. GC (in conjunction with federal law) specifies spouse as same sex partner. This is in GC’s policy.
* BOR tells employees to notify if there’s a change of status. GC specifies to notify within two days.
* If you supervise employees who are out of work because of a serious medical condition, please make sure they are on FMLA, not just sick leave.
* Hoffmann Clark: How does the Shared Sick Leave pool work? Do people know about it?
* Terrell: We have a Shared Sick Leave Program in conjunction with open enrollment. You need at least 48 hours of sick leave in your bank. Have to donate 8 and have 40 remaining. You have to enroll for this during Open Enrollment each year. If people retire from GC, they can donate excess leave within 30 days of retirement.
* Mizelle: Can this be used for family leave?
* Terrell: Yes. You have to be a member of Shared Leave to participate. If we ever run out of shared hours we will have a special enrollment.
* Bennett: Is this used for elective surgeries?
* Terrell: Could be if the surgery causes complications. This has to be determined before leave. There’s a government medical form that specifies what is a condition.
 |  | Hoffmann Clark will compose motion text to promote the GC FLMA Policy. Will email to RPIPC 15 days before senate. |
| **Agenda item 5: Continued discussion of proposed Policy Motion on GC parking allocation priority.** | * Hoffmann Clark: John Bowen and Greg Brown gave us good documents regarding parking allocation. Thanks to President Dorman, Susan Allen, John Bowen for expediting getting construction vehicles out of Peabody lots. Has made a huge difference.
* Continuing to get letters about problems employees are having with parking. It’s good we’re all [Parking Services and Employees] working on this together.
* Orr: How many faculty/staff purchase parking?
* Bowen: 730+
* Allen: That’s 75% of benefitted employees.
* Dempsey: Are there 405 Employee spaces on Main Campus?
* Bowen: 396 on Main Campus
* Hoffmann Clark: How long ago was the recent inventory?
* Bowen: October. 396 designated Employee
* Hoffmann Clark: In 2006, there were 393 Employee spaces. In 10 years, we have 3 more spaces.
* Allen: We have added more than 100 employees at least since 2006.
* Orr: There is trouble with parking around Russell Auditorium. Has there been talk of adding parking in the green space in front?
* Allen/Bowen: There was parking there and it was heavily utilized. It looks much better as a green space.
* Mizelle: When parking at Kilpatrick, when I leave to observe a student at Blandy Elementary or Jones County, it’s problematic when I come back and have no place to park. When buses for Early College are in our lot, we either can’t get out or can’t park because of the buses and/or parents being lined up to pick up kids. If our spaces were in a different part of Kilpatrick, it would be helpful.
* Allen: Can we look into rerouting buses and parent parking?
* Bowen: That’s the arrangement the school system has with Early College. Parking and Transportation is not in charge of this.
* Allen: We could talk to them.
* Bowen: Sure
* Allen: There’s a pull-off by South Liberty where buses could park.
* Mizelle: It would be helpful if they could wait somewhere else until students are ready to leave.
* Jackson: We can have a conversation about them staying for so long.
* Orr: Can we get the city to do angle parking? There’s enough room on the street for angled.

It may not be as safe, but it would give more space.* Hoffmann Clark: Glad we’re together on this. Want to add policy that will provide access to employees primarily in teaching buildings.
* Allen: Unfortunately, Peabody and Kilpatrick are two major buildings where people need to leave and come back.
* Hoffmann Clark: We need to edit out things that aren’t relevant anymore in terms of Employee parking. Are there any questions on the Employee parking fee increase for John Bowen? Were any faculty members involved in the fee increase decision?
* Brown: Not as a group. Suggestion was brought about as equity. Students raised concerns for fee increase.
* Hoffmann Clark: 25% [employee parking rate increase] is probably negligible to some people, but for some, a 25% increase is a lot. It would have been nice for the faculty to have a voice in this.
* Brown: Faculty were informed that it would be suggested to increase. There were no objections. It was discussed that faculty parking would be increased if student parking would be.
* Hoffmann Clark: A 25% increase in one year is a lot.
* Allen: The student fee has been gradually increased.
* Hobbs: It’s a win lose either way. It’s like easing duct tape off a wound or doing it quickly.
* Brown: The university is not increasing the Bobcat, Wellness, etc. fee.
* Hoffmann Clark: I get it, but when you increase 25%, you need to disseminate that information—it’s significant.
* Bowen: PTAC has been asked to communicate better and give people a chance to share concerns.
* Allen: It was bad timing to do increase the fee in April. This should have been brought to RPIPC.
* Bowen: We will get better.
* Hoffman Clark: Thanks. This is a transparency issue.
* Mizelle: My first understanding of this was when I got my first check of the semester. I didn’t know until it was taken out of my check. It makes a difference.
* Hoffmann Clark: Has the latest parking inventory changed? Knowing exactly where spaces are would help inform our policy.
* Bowen: I can send out the most recent.
* Bennett: If students are paying $75 and employees are paying $100…
* Brown: That’s where the problem comes in. Students see that they’re paying almost as much as employees and want to park closer, but they don’t realize part of their fee is for transportation.
* Bowen: It is $400 a year for reserved spots.
* Hoffmann Clark: Is the procedure the same as in 2006?
* Brown: The process is, you have to apply and show a work related justification for why you need it. It goes to the VP.
* Bowen: Reserved/Visitor parking gets huge requests. This will be a topic PTAC addresses. Lots of people come to campus every day.
* Hoffmann Clark: Since PTAC is stable, will that be the entity that decides?
* Bowen: The president is requesting that it comes from PTAC.
* Hoffmann Clark: I love the idea of wiping the slate clean and relooking at the whole thing space by space.
* Orr: How are the spots behind the houses handled?
* Bowen: They’re for Public Safety use. Those spots don’t show up in our inventory.
* Brown: We could get 20 spaces at the Wesleyan House for $200,000 after doing necessary construction. Bone House, Humber White, Mayfair have lost employee space.
* Allen: We’re starting to look at this. PTAC will have to take a look.
* Brown: We have to get everyone involved. Some parking is so heavily utilized—even if you don’t allow students, you won’t be able to leave and come back.
* Hoffmann Clark. We used to be able to find spaces up to 10:30am. Every spot is precious now. We appreciate having the enforcement until we get a gate. [Parking Services has noted that there is no plan to install a gate in the foreseeable future].
* Allen: Beeson will add to the problem.
* Hoffmann Clark: We need to create a policy. Faculty come later and stay later; we have to separate that out policy wise.
* Hobbs: Are we doing anything to reduce demand for parking? Like giving incentives to park in commuter lots? We can increase spots, but why aren’t students using commuter lots and riding the shuttle more?
* Bowen: Shuttles come through every 8 minutes.
* Hoffmann Clark: You can’t ask faculty to do that.
* Hobbs: We could incentivize—have a faculty only shuttle?
* Brown: Commuters are paying a fee. They feel they should have the same opportunity. If they don’t have to pay for it, that might be an option. We have a lot of lots that are free.
* Hoffmann Clark: We are over time. Let’s continue to work on this as agenda items. Any other agenda items? Thanks to John, Greg and John.
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| **V. New Business**Call for agenda items for next meeting | No agenda items |  |  |
| VI. Next Meeting | **December 2, 2016, 2pm A&S 251** |  |  |
| VII. Adjournment | 3:19pm meeting adjourned |  |  |

**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:**

**Committee Officers:**

**Academic Year:**

**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 | August 9 | September 2 | October 7 | November 4 |  |  |  |  |  |
| Susan Allen | P |  | P | P |  |  |  |  |  |
| Donna Bennett | R |  | P | P |  |  |  |  |  |
| Millicent (Millie) Dempsey | R |  | P | P |  |  |  |  |  |
| Josefina (Fina) Endere | P |  | P | P |  |  |  |  |  |
| Charles Faber | P |  | P | A |  |  |  |  |  |
| Renee Fontenot | P |  | R | R |  |  |  |  |  |
| Emily Gómez  | R |  | P | P |  |  |  |  |  |
| Will Hobbs  | P |  | R | P |  |  |  |  |  |
| Jan Hoffmann Clark | P |  | P | P |  |  |  |  |  |
| Kristy Johnson  | P |  | P | A |  |  |  |  |  |
| Wanda Johnson  | Not yet assigned |  | R | P |  |  |  |  |  |
| Nancy Mizelle | P |  | P | P |  |  |  |  |  |
| Evita Shinholster  | Not yet assigned |  | R | P |  |  |  |  |  |
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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)