**Committee Name: RPIPC**

**Meeting Date & Time: November 3, 2017**

**Meeting Location: A&S 251**

**Attendance**:

|  |
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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** |
| P | Diana Young | R | Michael Watson |
| P | Donna Bennett | R | Jennifer Goldsberry |
| P | Courtney Manson | P | Nancy Mizelle |
| R | Susan Allen  | P | Leslie Pierce |
| R | Jan Hoffmann | P | Dean Crawford |
| R | Ben McMillan | P | Jessica Swain |
| P | Evita Shinholster | R | Bob Orr |
| Guests: Cindy Bowen (for Bob Orr), Jen Yearwood (for Susan Allen), Shea Groebner (EHS) |
|  | *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 called to order at 2:00 pm by Diana Young (Chair). |  |  |
| **II. Approval of Agenda** | A MOTION to approve the agenda was made and seconded. | The motion was approved. |  |
| **IV. Old Business**Review of Actions/ Recommendations |  |  |  |
| **1. Agenda Item 3b –**  **Discuss current questions regarding P&T issues** | At the previous meeting, the conversation regarding parking issues was tabled and John Bowen was invited to speak at the November meeting. John Bowen was unable to attend, but requested that any questions that were still lingering be recorded and submitted to him for response. PTAC member, Donna Bennett, was able to provide answers to some of the questions that were posed.  | No action taken. | John Bowen will be contacted about attending the December meeting to discuss parking and field questions about parking issues across campus. |
| **V. New Business**Actions/Recommendations |  |  |  |
| **1. Agenda Item 3a – “Open Flame Policy”** | Shea Groebner, the Environment Health and Safety & Fire Safety Assistant Director, spoke to RPIPC regarding the proposed “open flame” policy. Key points listed below:1. The policy had been drafted due to developing needed policies for the campus regarding Environmental Health and Safety.
2. Due to national events, more attention was given to the need for an open flame policy on the campus.
3. There was discussion regarding the affects of the policy, including methods for approving exceptions to the policy.
 | Suggestions were provided regarding a process for approving exceptions; this would require an amendment on R25 to include a box indicating any needs for open flames (candles, fires, etc). There was also a suggestion to include specific contact information for the office or person in charge, in order to better direct any questions.  | A new draft will be circulated in December for RPIPC review.  |
| VI. Next Meeting | **December 1, 2017, 2pm, A&S 251** |  |  |
| VII. Adjournment | 3:10 pm meeting adjourned |  |  |
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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:**

**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 15, 2017 | September 1, 2017 | October 6, 2017 | November 3, 2017 |  |  |  |  |  |
| Diana Young | P | P | P | P |  |  |  |  |  |
| Donna Bennett | P | P | R | P |  |  |  |  |  |
| Courtney Manson | P | A | P | P |  |  |  |  |  |
| Susan Allen  | P | P | P | R |  |  |  |  |  |
| Jan Hoffmann | P | P | P | R |  |  |  |  |  |
| Ben McMillan | R | R | R | R |  |  |  |  |  |
| Evita Shinholster | A | P | R | P |  |  |  |  |  |
| Michael Watson | P | P | P | R |  |  |  |  |  |
| Jennifer Goldsberry | P | P | R | R |  |  |  |  |  |
| Nancy Mizelle | P | R | P | P |  |  |  |  |  |
| Leslie Pierce | P | P | P | P |  |  |  |  |  |
| ~~Sarah Smith~~ | ~~A~~ | ~~R~~ | ~~P~~ |  |  |  |  |  |  |
| Jessica Swain | P | R | P | R |  |  |  |  |  |
| Dean Crawford  |  |  |  | P |  |  |  |  |  |

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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)