**Committee Name: RPIPC**

**Meeting Date & Time: December 1, 2017**

**Meeting Location: A&S 251**

**Attendance**:

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |
| P | Jan Hoffmann | P | Dean Crawford |
| R | Ben McMillan | P | Jessica Swain |
| P | Evita Shinholster | R | Bob Orr |
| Guests: John Bowen (P&T) | | | |
|  | *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 2a –**  **Discuss current questions regarding P&T issues** | John Bowen from Parking & Transportation was invited to speak to RPIPIC and answer the lingering questions. He spent the majority of time going through the list of questions that had been compiled regarding various parking concerns, and provided very thorough responses. | No action taken. |  |
| **2. Agenda Item 2b – Discuss Open Flame Policy** | The Open Flame Policy presented by Shea Groebner in the November meeting was revisited. However, it was indicated that Dr. Dorman streamlined the process for this policy and will be presented to Senate in January. | No vote required. |  |
| **V. New Business** Actions/Recommendations |  |  |  |
| **1. Agenda Item 3a – Consent Agenda and Appeal Process** | ECUS proposed a change to the consent agenda and “appeals” process language in the Senate Bylaws. The changes were discussed and summarized as follows:   * Previously, if RPIPC drafted a policy and the committee voted against it, there was no record of the down-vote recorded. * New language would allow record of discussion and whether it was voted for or against | No vote required. |  |
| **2. Agenda Item 3b – BOR Policy Updates** | We reviwed the Chancellor’s changes in BOR policy. Policies that were revised include:  *Academic Affairs*   * Board Policy 3.4.1 Semester System * Board Policy 3.4.2 Uniform Academic Calendar * Board Policy 3.4.3 Religious Holiday Schedule * Board Policy 3.4.4 Exceptions   *Student Affairs*   * Board Policy 4.1 General Policy * Board Policy 4.1.1 Institutional Responsibility   *Finance & Business*   * Board Policy 7.3.1.6 Tuition for "Move on When Ready Program" * Board Policy 7.3.4.4 Waiver of Fees for "Move on When Ready Program"   *Personnel*   * Board Policy 8.3.5.4 Post-Tenure Review for Tenured Faculty and Administrators   *Facilities*   * Board Policy 9.13 Weapons   Jan Hoffman posed a question regarding make-up days and whether a USG/BOR policy exists. | Informational only. No vote required. | The discussion on makeup days was tabled for the next meeting; Diana will follow-up with any information she obtains. |
| VI. Next Meeting | **February 2, 2018, 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 | December 1, 2017 |  |  |  |  |
| Diana Young | | P | P | P | P | P |  |  |  |  |
| Donna Bennett | | P | P | R | P | P |  |  |  |  |
| Courtney Manson | | P | A | P | P | P |  |  |  |  |
| Susan Allen | | P | P | P | R | R |  |  |  |  |
| Jan Hoffmann | | P | P | P | R | P |  |  |  |  |
| Ben McMillan | | R | R | R | R | R |  |  |  |  |
| Evita Shinholster | | A | P | R | P | P |  |  |  |  |
| Michael Watson | | P | P | P | R | R |  |  |  |  |
| Jennifer Goldsberry | | P | P | R | R | R |  |  |  |  |
| Nancy Mizelle | | P | R | P | P | P |  |  |  |  |
| Leslie Pierce | | P | P | P | P | P |  |  |  |  |
| ~~Sarah Smith~~ | | ~~A~~ | ~~R~~ | ~~P~~ |  |  |  |  |  |  |
| Jessica Swain | | P | R | P | R | P |  |  |  |  |
| Bob Orr | |  |  |  | R | P |  |  |  |  |
| Dean Crawford | |  |  |  | P | P |  |  |  |  |

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

(Including this Approval by chair at committee discretion)