**Committee Name: RPIPC**

**Committee Officers: Clark, Allen, Gómez**

**Academic Year: 2016-2017**

**Meeting Date & Time: August 9, 2016, 2:30pm**

**Meeting Location: Senate Retreat, Rock Eagle Conference Center**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** |
| P | Susan Allen | P | Will Hobbs  |
| R | Donna Bennett  | P | Jan Hoffmann Clark |
| R | Millicent (Millie) Dempsey | P | Kristy Johnson  |
| P | Josefina (Fina) Endere |  | Wanda Johnson (not yet assigned from Staff Council) |
| P | Charles Faber | P  | Nancy Mizelle |
| P | Renee Fontenot |  | Evita Shinholster (not yet assigned from Staff Council) |
| R | Emily Gómez  |  |   |
| Guests: Bob Orr |
|  | *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 2:28 p.m. |  |  |
| **II. Approval of Agenda** |  |  |  |
| **III. Approval of Minutes** |  |  |  |
| **IV. Old Business/Review of****Actions/Recommendations** |  |  |  |
| **1. Operating Procedure – sending regrets** | Extend regrets to Jan Clark and Emily Gómez (secretary) at least 15 minutes prior to meetingFontenot and Hobbs extend regrets for Oct 7th meeting.  | . |  |
| **RPIPC Charge, Structure, and Language** | **Sidebar discussion** (sidebar from Susan A.)**:** regarding the RPIPC charge and structure and the language in V. Section 2.C.5.b. Scope “non-instructional personnel” when RPIPC actually oversees faculty employment issues as well.  |  |  |
|  | * Correction to page 2, #3 Standard monthly meetings: Meeting location is A&S 251.
* Current quorum requires 7 members.
* From #11, combine electronic voting with 72-hour response rule in #4 Communication**.**
 |  |  |
|  | **Process on CIO as non-voting ex-officio member of RPIPC**. Jan summarizes. Process needs to go through ECUS as it requires a change in by-laws.  |  | Jan will follow up with ECUS. |
|  | Nancy raised concern of removing a voting member (if CIO membership counts as one of the 13 committee members), leaving only 12 voting members.  |  |  |
| **V. New Business**Actions/Recommendations |  |  |  |
| VI. Next Meeting | **September 2, 2016, 2pm, A&S 251**Agenda* Strategic Planning Committee presentation to RPIPC
* Parking and Transportation policy
* Prioritize potential action items.
 | Review 2015-2016 Annual Report Draft prior to meeting |  |
| VII. Adjournment |  |  |  |

**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 | Date 1 | Date2 | Date3 |  |  |  |  |  |  |
| Member Name 1 |  |  |  |  |  |  |  |  |  |
| Member Name 2 |  |  |  |  |  |  |  |  |  |
| Member Name 3 |  |  |  |  |  |  |  |  |  |
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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)