**Committee Name:**

**Meeting Date & Time:**

**Meeting Location:**

**Attendance**:

|  |
| --- |
| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** |
| P | Susan Allen | P | Chris Skelton |
| P | Kirk Armstrong | P | Ryan Greene for Kyle Cullars |
| P | Aubrey Ethridge | R | Lucy Kachmarik |
| P | Toi Franks | R | Jennifer Rehling |
| P | Jennifer Graham | R | Ben Davis |
| P | Maureen Horgan | A | Greg Mahan |
| P | Sally Humphries |  |  |
| Guests Rod Kelly, Director and Chief Human Resources Officer, Juawn Jackson, SGA Student Services Representative |
|  | *Italicized text denotes information from a previous meeting.* |  |   |
|  | \*Denotes new discussion on old business. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  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 2:01PM. |  |  |
| **II. Approval of Agenda** | The agenda was approved. |  |  |
| **III. Approval of Minutes** | The minutes of the 28 September meeting were approved with minor revision at 2:06PM |  |  |
| **IV. Old Business/Review of****Actions/Recommendations** | Aubrey Ethridge agreed to be the RPIPC representative to the Sustainability Council. |  |  |
| **1.** Working Group Reports | Common Meeting Time Task Force. ECUS had suggested edits for the Common meeting Time Task Force statement. [One interesting one is that the wording “contingent faculty” replaces “adjunct faculty” ( the term commonly used at Georgia College), as the term “adjunct faculty” refers to non-compensated faculty. The term “contingent faculty” refers to all classifications other than tenure-track faculty]. The statement (see accompanying document) suggests that colleges should be able to make their own meeting times as long as they maximize use of classroom time. University meeting time will stay on Fridays, Colleges are free to find an alternative meeting time as long as they meet certain conditions, such as keeping core classes on the grid. This is a practice, not a policy.  | The Task Force will produce a list of specific suggestions (the first draft is the “take-aways” sheet accompanies this document) that would accompany the general statement.Maureen will bring both documents to ECUS, then University Senate, then to the Provost, who will disseminate it to Department Chairs and others who do scheduling through the College Deans. Maureen suggested that perhaps some notice to the GC community at large might be possible (such as the Colonnade, faculty list serve etc.). |  |
| **2.** Shared Leave Pool Policy | Toi Franks reported that the Shared Leave Pool Task Force just learned today that USG policy states that annual leave cannot be shared, only sick leave. The proposed policy will have to be amended to reflect this change. State regulations also allow for shared leave for immediate family, but there will have to be revision of the definition of “Immediate Family Member” on our proposed policy. Toi pointed out that domestic partners cannot be added to the list because it is against Board of Regents policy, but that we can add domestic partners to our policies when it is added at the BoR level. Suggested amendments to the proposed policy include: 1) delete in-laws from the list of immediate family 2) add the provision that although enrollment will be limited to the open enrollment period, that donations can be made throughout the year by participants and non-participants, 3) if the balance gets too low an appeal will be made to the Georgia College community at large to donate hours, instead of just to participants, and 4) documentation on the appeals process will be added, and possibly the addition of a statement that addresses abuse. | The Task Force and Rod Kelly will present the new document with the proposed amendments, as well as ideas on Service Recognition Lag, at the 30 November meeting. |  |
| **V. New Business**Actions/Recommendations |  |  |  |
| **1.** Smoking Policy | Freshman Senator and Student Services Council member Juawn Jackson presented suggestions to improve and better enforce the Smoking Policy: 1) a centrally designated smoking area on main campus (SGA is proposing the patio of the library, or a smoking shelter by the loading dock of the Max), and 2) that no-smoking signs to be posted around campus. There was lively discussion on how to handle the request. Sally Humphries suggested an educational campaign in addition to signage. The issue of how often the smoking shelters are cleaned was raised.  | Juawn, Aubrey Ethridge, and a representative from RSA will meet to come up with specific suggestions to present at the 30 November meeting. Maureen Horgan will ask for a RPIPC member to volunteer to meet with the group. | Kirk Armstrong has agreed to meet with the Smoking Policy Enforcement group. |
| **2.** Proposed Policy on Public Art | The proposal was brought to RPIPC by Interim Provost Matthew Liao-Troth. Maureen Horgan solicited policy information from other COPLAC schools and spoke with Michael Rickenbaker, University Architect, and Bill Fisher, Art Department Chair. Both are in agreement that a policy needs to be developed thoughtfully, and that an interim committee should decide on requests that are proposed before a policy and procedure are defined. A small committee of four people was proposed as the Interim Public Art Committee: The University Architect or designee of the President, the University Archivist, the Chair of the Art Department or designee of the Chair, and a student approved by the SGA (but does not necessarily have to be a member of SGA.). It was decided that the Interim Public Art Committee would be the best group to designate the membership of the Committee on Public Art (RPIPC suggests a group of not more than 10 people) that would develop policies and procedures.  | Maureen will ask the interim provost for a definition of art and permanent art. Aubrey Ethridge will check with SGA about the possibility of SGA approving a student representative to the committee, rather than the student necessarily being an SGA member.  |  |
| VI. Next Meeting | Friday, November 30, 2:00pm, HSB 2-11 |  |  |
| VII. Adjournment | The meeting was adjourned at 3:21pm |  |  |

**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**

|  |  |
| --- | --- |
|  |  |
| **Meeting Dates** | **Aug 24**  | **Sept 28** | **Oct 26** |  |  |  |  |  |  |
| **Susan Allen** | **P** | **P** | **P** |  |  |  |  |  |  |
| **Kirk Armstrong** | **R** | **P** | **P** |  |  |  |  |  |  |
| **Kyle Cullars** | **P** | **P** | **R.Greene** |  |  |  |  |  |  |
| **Benjamin Davis** | **P** | **P** | **R** |  |  |  |  |  |  |
| **Joseph Ethridge** | **P** | **R** | **P** |  |  |  |  |  |  |
| **Jennifer Graham** | **P** | **P** | **P** |  |  |  |  |  |  |
| **Maureen Horgan** | **P** | **P** | **P** |  |  |  |  |  |  |
| **Sally Humphries** | **P** | **P** | **P** |  |  |  |  |  |  |
| **Lucy Kachmakric** | **P** | **P** | **R** |  |  |  |  |  |  |
| **Greg Mahan** | **A** | **A** | **A** |  |  |  |  |  |  |
| **Toi Franks** | **P** | **P** | **P** |  |  |  |  |  |  |
| **Jessica Rehling** | **P** | **P** | **R** |  |  |  |  |  |  |
| **Chris Skelton** | **R** | **P** | **P** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

(Including this Approval by chair at committee discretion)