**Committee Name: RPIPC**

**Meeting Date & Time: JANUARY 25, 2013, 2:00PM**

**Meeting Location: HSB 2-11**

**Attendance**:

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| **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 | P | Lucy Kachmarik |
| P | Toi Franks | P | Anita Jones (replaces Jennifer Rehling) |
| P | Jennifer Graham | P | Ben Davis |
| P | Maureen Horgan | P | Greg Mahan |
| P | Sally Humphries |  |   |
| Guests Bill Fisher, Chair of the Art Department, and Rod Kelly, Director and Chief Human Resources Officer |
|  | *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 2:00PM. |  |  |
| **II. Approval of Agenda** | The agenda was approved. |  |  |
| **III. Approval of Minutes** | The minutes of the 30 November meeting were approved. |  |  |
| **IV. Old Business/Review of****Actions/Recommendations** |  |  |  |
| 1. Working Group Reports
2. Policy on Public Art.
 | Bill Fisher, Chair of the Art Department, took questions from the group regarding the proposed policy. Draft seven was the last draft submitted to ECUS. Maureen Horgan and Catherine Whelan made format changes to bring the format in line with the current University Senate Policy Template, resulting in Draft 9, which was discussed today. The committee went through each section of Draft 9. The discussion included:Policy Statement information: * The policy statement has to be an enduring rule. If there are later changes, it has to go through the senate procedures.
* There must be only one person who signs off.
* The question was raised as to whether the chair could disregard the committee’s consensus, and the answer is no.

Definitions:* The definitions have not changed.

Keywords:* Architect was added to keywords.

Reason for Policy:* Change “recent renovations” to just “renovations”, delete the specific examples because they will not be remembered by most people in the long run.

Proposed outcome:* Not changed.

Other suggested changes included:* Move “representative of the Art Department” from Guidelines to Procedure
* Strike out “gallery coordinator/and or”. This person is part of the Art Department at Georgia College
* Change the appointment of U Senate approved representatives from “ECUS” to “ScoN”
* Change the number of representatives appointed by ScoN from “three” to “at least two”
 | Motion to vote to accept the public art policy with suggested additions. Motion approved.  |  Maureen Horgan will bring the motion to Senate. |
| **2.** Shared Leave Pool Policy | Rod Kelly, Director of HR, took questions from the group regarding shared leave. Some of the questions and discussion included:* At the BOR level, annual leave cannot be donated, so all references to annual leave had to be taken out of the policy.
* Enrollment time has been reworked. Participant must have at least 48 hours of sick leave when enrolling. This way they do not go below the 40 hour minimum.
* A participant has to donate to receive.
* Open enrollment is the only time to donate, unless this pool is exhausted, then a there will be a special enrollment period.
* Non-participants cannot donate except when a special appeal goes out if the pool is depleted.
* BOR says you cannot solicit leave, we have been in non-compliance, thus this proposed policy.

Some points of clarification were:* A process for appeals (this is now addressed in the policy.
* Add Guardianship to definition of “immediate family”. Guardianship is defined as having legally recognized guardianship. Immediate family or anyone who the participant has legal guardianship over. Specific wording addressing this will be added.
* Same sex marriages/unions cannot be recognized until the BOR/state recognizes them.
* Enrollment and special enrollment: Special enrollment can only happen outside of open enrollment when the pool has been depleted.
* If a participant drops below 40 hours of sick leave, they are no longer able to participate in the pool.
* Participants still accrue leave while on leave. Their leave is not zeroed out as a result of this.
* Every possible situation cannot be covered by the policy. They must be addressed as they occur, with the appropriate policies written to reflect the decisions made.

This will be revisited at the end of FY13.  | Motion to vote to accept the shared leave policy with added guardianship statement and corrected typo. Motion approved.  | Maureen Horgan will bring the motion to Senate. |
| 3. Smoking policy | There was discussion about who could enforce the policy. The only person with the authority to enforce the smoking policy is the Provost.  | Motion to vote to accept the Provost as the enforcer of the smoking policy. Motion approved.  | Maureen Horgan will bring this suggestion to Senate. |
| 4. Signage Committee | Lucy Kachmarik gave a report from the first signage committee meeting held on January 7th. The objective is to create a consistent look to the campus signage that makes the campus easy to navigate, and to create a family of signs that complement the look of GCSU. There are 14 people serving on this committee. Huie Design Incorporated had been consulted in 2008 in regards to discussing the issue of campus signage, but a final design never happened. Some of the signage issues are: consistent signage appearance, easier campus navigation, signage to reflect the historic character (park- like signage design), and the costs and timeframe.  |  | The committee will meet three more times, with a final report given to RPIPC after the final meeting.  |
| **V. New Business**Actions/Recommendations |  |   |  |
| VI. Next Meeting | Friday, February 22, 2:00pm, HSB 2-11 |  |  |
| VII. Adjournment | The meeting was adjourned at 3:25pm |  |  |

**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** | **Aug 24**  | **Sept 28** | **Oct 26** | **Nov 30** | **Jan 25** |  |  |  |  |
| **Susan Allen** | **P** | **P** | **P** | **P** | **P** |  |  |  |  |
| **Kirk Armstrong** | **R** | **P** | **P** | **P** | **P** |  |  |  |  |
| **Kyle Cullars** | **P** | **P** | **R.Greene** | **R.Greene** | **R.Greene** |  |  |  |  |
| **Benjamin Davis** | **P** | **P** | **R** | **P** | **P** |  |  |  |  |
| **Aubrey Ethridge** | **P** | **R** | **P** | **A** | **P** |  |  |  |  |
| **Jennifer Graham** | **P** | **P** | **P** | **P** | **P** |  |  |  |  |
| **Maureen Horgan** | **P** | **P** | **P** | **P** | **P** |  |  |  |  |
| **Sally Humphries** | **P** | **P** | **P** | **P** | **P** |  |  |  |  |
| **Lucy Kachmakric** | **P** | **P** | **R** | **R** | **P** |  |  |  |  |
| **Greg Mahan** | **A** | **A** | **A** | **A** | **P** |  |  |  |  |
| **Toi Franks** | **P** | **P** | **P** | **P** | **P** |  |  |  |  |
| **Anita Jones (replaces Jessica Rehling)** | **P** | **P** | **R** | **P** | **P** |  |  |  |  |
| **Chris Skelton** | **R** | **P** | **P** | **P** | **P** |  |  |  |  |
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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)