**Committee Name: RPIPC**

**Meeting Date & Time: February 22, 2013, 2:00PM**

**Meeting Location: HSB 2-11**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** |
| R | 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  |
| P | Jennifer Graham | P | Ben Davis |
| P | Maureen Horgan | P | Carol Ward (replaces Greg Mahan) |
| P | Sally Humphries |  |   |
| Guests: Doug Oetter (Sustainability Council Chair), Cindy McClanahan (Housing Marketing Coordinator), Lori Strawder (Assistant Director of Sustainability), 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 25 January meeting were approved. |  |  |
| **IV. Old Business/Review of****Actions/Recommendations** |  |  |  |
| **New Members**  | Two new members were introduced. Anita Jones replaces Jessica Rehling and Carol Ward replaces Greg Mahan. |   |  |
| **Report on Recycling Initiative** | At the suggestion of Kyle Cullars, Lori Strawder (Plant Operations), Doug Oetter (Sustainability Council), and Cindy McClanahan (Housing) were in attendance to speak about a proposed new Recycling Initiative aimed at increasing recycling on campus. Beginning in May 2013, all trash cans at employee desks will be replaced by recycling bins. Only recyclable materials should go into the bins. All other trash will go into community bins in each building. Large quantities of recyclable materials can be taken to common area recycling bins. An announcement of this program will be coming from Dr. Dorman in March ~~1-5~~. The plan will also be implemented in the residence halls. The location of current recycling bins will be reevaluated and the will possibly be moved. Some issues that were raised during discussions are:* What will happen to the old trash cans? The will be evaluated and repurposed or sent to surplus.
* Why not just add the recycling bins and leave the trash cans? This plan follows the examples of other schools. Clemson is one of the schools examined; they have the most successful recycling program of any college in the country. This plan addresses both a growing demand for recycling and a reduced custodial staff. The custodial staff will be trained before implementation.
* This plan comes from SGA and the Sustainability Council. In 2008-09, there was a need for a plan, and this is the result.
* This plan has been approved by the President’s Council.
* The point was made that it will take time to always have to walk non-recyclable trash out and that trash will probably just get thrown into the recycling bins.
* Clemson outsources the recycling to recycling machine companies, whereas here it would be the responsibility of the custodians.
* There are currently more trash cans on campus than recycling bins. This plan gives recycling an equal opportunity. There could also be the potential for profit in selling the recyclables.
* The questions was raised as to whether outsourcing had been examined as an option. The reply was that there is no education in outsourcing. Employees would not be learning about the value of recycling if it was outsourced. There are also limited outsourcing options in middle Georgia.
* What is the punishment for throwing trash in bins and how will this be enforced? Supervisors should address infractions as they would address any other employee issues.
* There is a marketing plan for this program.
* RPIPC recommended that trash cans be left in individual offices, even if they are not emptied daily by custodians.
 | Maureen Horgan will bring this information and discussion forward to ECUS-SCC. |  |
| Update on motion to Senate: Public Art Policy | The Public Art Policy was approved. The University Architect will put a call out for committee members soon. The committee should be in place by spring break.  | Maureen Horgan will follow up with University Architect Michael Rickenbaker to ensure the committee is in place as soon as possible. |  |
| Update on motion to Senate: Shared Sick Leave Policy | The Shared Sick Leave Policy was approved. It will take effect March 1st. Rod Kelly was in attendance to discuss the policy. Some ideas brought up were to push the new policy during open enrollment and to keep the current special enrollment ongoing until next fall’s open enrollment.  | Maureen Horgan will follow up with Human Resources Director Rod Kelly to be sure the program is in place as soon as possible. |  |
| Committee Report: Signage Committee | Lucy Kachmarik reported that there is no new meeting scheduled at this time. |  |  |
| Committee Report: Smoking Policy Enforcement | Kirk Armstrong has been in touch with the company Safe Management in regards to obtaining information on outsourcing smoking enforcement. He also reported that Health Education students will be working with the SGA PR committee about an education campaign for the smoking policy.Another idea mentioned in discussion was that the grounds crew and custodians are already all over campus and have a history of notifying public safety when issues arise, so maybe they could assist in the enforcement of the smoking policy. | Kirk will continue to follow up with the outsourcing idea, and with the joint SGA/Health Education group. |  |
| **V. New Business**Actions/Recommendations**Modify operating procedures to allow electronic voting**.  | Senate committees are allowed to electronically vote. This is for voting, as needed, in between meetings, not a replacement of a meeting. | The operating procedures were amended to allow for judicious use of electronic voting.  |  |
| **12-month vs. 10-month pay for faculty, possible revisit** | The option of having the choice of a 10 month or 12 month faculty contract will possibly be revisited. Some issues with this are:.* Previous inquiries have prompted a BoR response that it was against State Law and that it would cost a lot to change the personnel system. ADP could not support this option.
* There is potential for new technology to be in place by 2014 which perhaps could accommodate both option.
* Getting summer pay plus 12 month pay has serious tax implications for faculty who teach in the summer, this information would have to be made clear before faculty signed up for this option.
* Another option is summer pay plus 10 month.
* A legal issue is gratuity. If someone is not working, they shouldn’t be getting paid.
 | Rod Kelly is going to get some more information regarding the legalities of having the option of both. |  |
| VI. Next Meeting | Friday, April 26, 3:30pm, Location TBA |  |  |
| 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** | **Feb 22** |  |  |  |
| **Susan Allen** | **P** | **P** | **P** | **P** | **P** | **R** |  |  |  |
| **Kirk Armstrong** | **R** | **P** | **P** | **P** | **P** | **P** |  |  |  |
| **Kyle Cullars** | **P** | **P** | **R.Greene** | **R.Greene** | **R.Greene** | **R.Greene** |  |  |  |
| **Benjamin Davis** | **P** | **P** | **R** | **P** | **P** | **P** |  |  |  |
| **Aubrey Ethridge** | **P** | **R** | **P** | **A** | **P** | **P** |  |  |  |
| **Jennifer Graham** | **P** | **P** | **P** | **P** | **P** | **P** |  |  |  |
| **Maureen Horgan** | **P** | **P** | **P** | **P** | **P** | **P** |  |  |  |
| **Sally Humphries** | **P** | **P** | **P** | **P** | **P** | **P** |  |  |  |
| **Lucy Kachmakric** | **P** | **P** | **R** | **R** | **P** | **P** |  |  |  |
| **Greg Mahan** | **A** | **A** | **A** | **A** | **P** | **P (replaced by carol ward)** |  |  |  |
| **Toi Franks** | **P** | **P** | **P** | **P** | **P** | **P** |  |  |  |
| **Anita Jones (replaces Jessica Rehling)** | **P** | **P** | **R** | **P** | **P** | **P** |  |  |  |
| **Chris Skelton** | **R** | **P** | **P** | **P** | **P** | **P** |  |  |  |
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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)