**RPIPC Minutes: August 24, 2012**

**Recorder:**

Ben Davis

**Recorder’s Full E-Mail Address:**

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**Date meeting was held:**

Friday, August 24, 2012

**Next Meeting Date:**

September 28, 2012

**Location of Next Meeting:**

Health Sciences Building 2-11

**Attendance:**

**Present: Ben Davis, Jennifer Graham, Jessica Rehling, Kyle Cullars, Maureen Horgan, Sally Humphries, Susan Allen, Toi Franks, Aubrey Ethridge**

**Regrets: Kirk Armstrong, Chris Skelton**

**Absent: Greg Mahan**

1. **Discussion and approval of Operating Procedures**

Operating procedures for the year were agreed upon. They are included as an accompanying document. Practices that were not specifically detailed in the operating procedures include:

1. Agenda

* Set tentative agenda for the next meeting at end of meeting
* 2 weeks later, Chair will circulate agenda to committee and ask for additional items
* 1 week later, make 2nd call for items, then circulate Final Agenda with accompanying documents whenever needed/possible. Early in the week, the week of the meeting.
* Post agenda on Senate website

1. Accompanying documents

* Vice President will collect any documents to be discussed at meetings. They will be sent to the Chair to accompany the Final Agenda

1. Minutes procedure

* Secretary will take minutes at meeting, including Action Items and Tentative Agenda (above)
* Secretary will circulate draft of minutes to committee members within a week and request feedback
* Confirm with Chair one week before meeting (M 4-5pm), include minutes with agenda for upcoming meeting
* Approve minutes at next meeting
* Post on minutes site

1. Meeting Procedure (proposed):

* Call to Order
* Introductions (everyone in first meeting, guests in later meetings)
* Information Items
* Old Business
* New Business
* Approve Tentative Agenda for next meeting
* Adjourn

1. Suggestions

* Form ad-hoc committees and working groups when desired/needed
* Have committee members spearhead particular initiatives according to interest

**II. Issues to consider, prioritize, and schedule**

1. Smoking policy: The issue is that there is currently no enforcement in place. It was decided to wait for guidance from the new president regarding this issue.

Action or Recommendations: none

Follow-up: none

1. Service recognition dates: The issue is the actual date of recognition in relation to achieving the recognized milestone. A person working ten years might not be recognized until the spring of their eleventh year. An option is to have a ceremony in the fall and one in the spring. It was recommended that Rod Kelly, the new HR director, attend the Oct. 26 meeting to discuss this issue. Maureen will be the point person on this.

Action or Recommendations: Invite Rod Kelly, the new HR Director, to attend the Oct. 26 meeting.

Follow-up: none

1. Shared leave: The issue is to create a pool of shared leave. This would allow an employee who experienced extenuating circumstances (tragedy or extended illness) to request leave from a shared pool of leave. The leave in the shared pool will be donated by employees. It was decided to combine this issue with service recognition dates and invited the new HR director to attend a meeting and speak on both issues.

Action or Recommendations: Invite Rod Kelly, the new HR Director, to attend the Oct. 26 meeting.

Follow-up: Toi Franks is on a working group discussing this issue and will keep the group updated.

1. University communications: There are issues with regards to faculty, staff and students being able communicate directly with the entire campus community. It was decided to invite John Hachtel, Director of Communications, to the next meeting on September 28. CIO, Bob Orr and James Carlisle will also be in attendance at this meeting.

Action or Recommendations: Invite CIO, Bob Orr, James Carlisle, and John Hachtel, U Communications Director, to attend the September 28th meeting.

Follow-up: none

1. Common meeting time: The meeting time of 2:00 – 5:00 is being reexamined. Issues include lack of actual use of the common meeting time by faculty, staff and students. Many department and staff meetings do not utilize this time. Student groups often meet during the week (SGA meets on Wednesdays at 12:30) because of a lack of attendance during the common meeting time. SGA fears that student participation might be going down because of the common meeting time. It was decided to obtain attendance numbers from club/organization presidents and from advisors. Issues brought up from a task force on this topic include:

Classroom utilization: as a percentage of 40 hours, how many hours ~~is~~ a classroom is used for instruction; as a percentage what is the average seat usage in the room.

Residential college experience: We are a residential college (all week programming), which means that class and events do not stop on Thursday. We need to encourage our students to take classes the entire week. The members from RPIPC on this subcommittee are Sally Humphries and Jennifer Graham.

Action or Recommendations: We will continue to address this issue.

Follow-up: none

1. Website/CAS: After discussion, it seemed that many have not been made aware of the new CAS. There is also some general confusion regarding the website and CAS. It was suggested that maybe the master list could be mined to communicate more about CAS. It was suggested that the committee obtain more information from Bob Orr when he attends the next meeting, and to suggest policy based on this information. There was also a recommendation to invite James Carlisle.

Action or Recommendations: Invite CIO Bob Orr and James Carlisle to the September 28th meeting.

Follow-up: none

1. **Tentative agenda of next meeting**

CIO – Website/CAS issues

University Communications Issues

Common Meeting Time