# Committee Name: Resources, Planning and Institutional Policy Committee

**Meeting Date & Time: Aug. 14th, 2013,**

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

**Attendance**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** | | | |
| P | Ben McMillan | P | Jan Clark |
| P | Benjamin Davis | P | Macon Mcginley |
| P | Carol Ward | P | Maureen Horgan |
| P | Doc St. Clair | P | Pat Wilkins |
| P | Doug Oetter | R | Shea Groebner |
| R | Elizabeth McCauley | P | Susan Allen |
| P | Holly Nix |  |  |
|  | | | |
|  | *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** |  | Meeting was called to order. |  |
| **II. Approval of Agenda** |  |  |  |
| **III. Approval of Minutes** |  |  |  |
| **IV. Old Business/Review of**  **Actions/Recommendations** |  |  |  |
| **V. New Business** Actions/Recommendations |  |  |  |
| **1. Introductions** | * Everyone introduced themselves |  |  |
| **2. E-mail/technology discussions** | * RPIPC senate member’s page needs to be updated with new members. * Minutes will be approved by sending a meeting request out via Outlook with the minutes attached. * RPIPC listserv issues were discussed. Doc will assist Maureen in setting up a distribution list. |  |  |
| **3. Revision of Operating Procedures** | * Operating procedures were revised and a new draft will be distributed. |  |  |
| **4. Sustainability Council** | * Doug Oetter was chosen to be the official RPIPC representative. |  |  |
| VII. Adjournment |  | Meeting adjourned. |  |

**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 | | 14 Aug 2013 | Date2 | Date3 |  |  |  |  |  |  |
| Susan Allen | | P |  |  |  |  |  |  |  |  |
| Jan Clark | | P |  |  |  |  |  |  |  |  |
| Ben Davis | | P |  |  |  |  |  |  |  |  |
| Shea Groebner | | R |  |  |  |  |  |  |  |  |
| Maureen Horgan | | P |  |  |  |  |  |  |  |  |
| Beth McCauley | | R |  |  |  |  |  |  |  |  |
| Macon McGinley | | P |  |  |  |  |  |  |  |  |
| Doug Oetter | | P |  |  |  |  |  |  |  |  |
| Holly Nix | | P |  |  |  |  |  |  |  |  |
| Doc. St. Clair | | P |  |  |  |  |  |  |  |  |
| Carol Ward | | P |  |  |  |  |  |  |  |  |
| Pat Wilkins | | P |  |  |  |  |  |  |  |  |
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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)