**Committee Name: RPIPC**

**Meeting Date & Time: Aug. 15, 2014, 1:15 PM**

**Meeting Location: Rock Eagle 4-H Center, International Paper building**

**Attendance**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** | | | |
| P | Susan Allen | P | Jan Clark |
| P | Brittiny Johnson | P | Renee Fontenot |
| P | Cassie Napier | R | Maureen Horgan |
| P | Lindy Ruark | A | Rob Sumowski |
| P | Debbie Greene | A | Carol Ward |
| P | Evelyn Thomas | A | David Gastley |
| P | Ben McMillan |  |  |
| Guests | | | |
|  | *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 1:15 p.m. |  |  |
| **II. Introduction of all members** | Each person introduced themselves and told what area they work in |  |  |
| **III. Discussion of operating procedures for committee** | Drop box will be used to share files.  All meeting to take place in Atkinson Hall.  Discussion of time limit to review information before a vote or discussion.   * Committee decided on 1 week   Discussion on who votes and what constitutes a quorum.   * Referenced the University Senate Handbook for answers. * Two bylaws queries-quorum is 5 percent plus one and that all committee members can vote.   Encouraged by chair to enlist feedback from constituency. |  |  |
| **IV. Old Business/Review of**  **Actions/Recommendations** |  |  |  |
| **1.** Smoking Policy | \* Implementation beginning. Nothing further to discuss |  |  |
| **2.** 12 month pay-ADP | \* It was encouraged that we follow up on the situation and write up a recommendation to bring to Senate. |  |  |
| **V. New Business** Actions/Recommendations | What should we focus on this academic year? |  |  |
| **1. Topics brought up** | 1. Recommend printing a directory at least every five years. 2. Address lack of communication among departments, programs and operations. Including the situation with Atkinson closing over the summer and changes to course pre-requisites 3. Recommend a faculty-to-faculty listserv for communication, which would include an opt-out choice. 4. Working with Staff Council to encourage collaboration among faculty and staff for training purposes. |  |  |
| VI. Next Meeting | Friday, Aug. 22, 2014 2 p.m. in Atkinson 204 |  |  |
| VII. Adjournment | The meeting was adjourned at 2:25 p.m. |  |  |
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**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 15** | **Aug 22** | **Oct 3** | **nov 14** | **Jan 23** | **Feb 27** | **April 3** |  |  |
| 1. **Susan Allen** | | **P** |  |  |  |  |  |  |  |  |
| 1. **Jan Clark** | | **P** |  |  |  |  |  |  |  |  |
| 1. **Renee Fontenot** | | **P** |  |  |  |  |  |  |  |  |
| 1. **David Gastley** | | **A** |  |  |  |  |  |  |  |  |
| 1. **Debbie Greene** | | **P** |  |  |  |  |  |  |  |  |
| 1. **Maureen Horgan** | | **A** |  |  |  |  |  |  |  |  |
| 1. **Brittiny Johnson** | | **P** |  |  |  |  |  |  |  |  |
| 1. **Ben McMillan** | | **P** |  |  |  |  |  |  |  |  |
| 1. **Cassie Napier** | | **P** |  |  |  |  |  |  |  |  |
| 1. **Lindy Ruark** | | **P** |  |  |  |  |  |  |  |  |
| 1. **Rob Sumowski** | | **A** |  |  |  |  |  |  |  |  |
| 1. **Evelyn Thomas** | | **P** |  |  |  |  |  |  |  |  |
| 1. **Carol Ward** | | **A** |  |  |  |  |  |  |  |  |
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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)