**Committee Name: RPIPC**

**Meeting Date & Time: Oct. 3, 2014, 2PM**

**Meeting Location: Room 104, Atkinson Hall**

**Attendance**:

|  |  |  |  |
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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** | | | |
| P | Susan Allen-replacement Jen Yearwood | P | Jan Clark |
| P | Brittiny Johnson | P | Renee Fontenot |
| P | Cassie Napier | P | Maureen Horgan |
| P | Lindy Ruark | A | Rob Sumowski |
| P | Debbie Greene | A | Carol Ward |
| P | Evelyn Thomas | P | David Gastley |
| P | Ben McMillan |  |  |
| Guests Dr. Veronica Womack | | | |
|  | *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 p.m. |  |  |
| **II. Approval of Minutes** | Minutes from the Aug. 15 meeting were approved. |  |  |
| **III. Diversity Action Plan discussion with Dr. Womack** | Dr. Womack gave an update on the Diversity Action Plan and asked for endorsement of the four goals. RPIPC could only endorse goal one, three and four.  Thomas made a motion to endorse the goals  Horgan- 2nd  Motion passed | Recommended to bring goal two to CAPC. | Dr. Womack will follow up with CAPC. |
| **IV. New business/**  **Actions/Recommendations** |  |  |  |
| **1.** Smoking Policy | Policy based on USG language, enforcement left to GC.  Greene made a motion to accept the policy  Clark- 2nd  Motion passed |  |  |
| **2.** Proposed survey of faculty to meet staff training needs | Discussion on creating a speakers bureau,  working with the new training coordinator, Daniel Simpson, to develop a survey and focus of training, and using the Staff Council survey results. | It was recommended to invite Daniel Simpson to the next meeting to discuss opportunities. |  |
| **V. Old Business** Review of Actions/Recommendations |  |  |  |
| **1. Faculty listserv** | It was discussed who should be contacted as the next step in pursuing this initiative. | McMillan would bring to ECUS for further direction. Horgan would type up a “one-sheeter” that explains what we are looking for to present to ECUS. |  |
| 2. Academic notification of courses used as electives | McMillan spoke with the Registrar’s office and determined these courses should be limited only to majors and minors to avoid the problem. |  |  |
| VII. Future Agenda | * 12-month pay follow up- it was discussed we should find out the status of ADP use in the future. * Faculty Club-Clark discussed the implementation of a faculty club and emeritus lounge with food and drinks. |  |  |
| VI. Next Meeting | Nov. 14, 2014, at 2 p.m. in Room 104 Atkinson Hall |  |  |
| VII. Adjournment | Meeting adjourned at 3:17 p.m. |  |  |

**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**  **MEETING CANCELLED NO BUSINESS** | **Oct 3** | **nov 14** | **Jan 23** | **Feb 27** | **April 3** |  |  |
| 1. **Susan Allen** | | **P** |  | **P (SUB)** |  |  |  |  |  |  |
| 1. **Jan Clark** | | **P** |  | **P** |  |  |  |  |  |  |
| 1. **Renee Fontenot** | | **P** |  | **P** |  |  |  |  |  |  |
| 1. **David Gastley** | | **A** |  | **P** |  |  |  |  |  |  |
| 1. **Debbie Greene** | | **P** |  | **P** |  |  |  |  |  |  |
| 1. **Maureen Horgan** | | **A** |  | **P** |  |  |  |  |  |  |
| 1. **Brittiny Johnson** | | **P** |  | **P** |  |  |  |  |  |  |
| 1. **Ben McMillan** | | **P** |  | **P** |  |  |  |  |  |  |
| 1. **Cassie Napier** | | **P** |  | **P** |  |  |  |  |  |  |
| 1. **Lindy Ruark** | | **P** |  | **P** |  |  |  |  |  |  |
| 1. **Rob Sumowski** | | **A** |  | **A** |  |  |  |  |  |  |
| 1. **Evelyn Thomas** | | **P** |  | **P** |  |  |  |  |  |  |
| 1. **Carol Ward** | | **A** |  | **A** |  |  |  |  |  |  |
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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)