**Committee Name: RPIPC**

**Meeting Date & Time: Nov. 14, 2014, 2PM**

**Meeting Location: Room 101, Atkinson Hall**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** | | | |
| P | Susan Allen-replacement Jen Yearwood | R | Jan Clark |
| P | Brittiny Johnson | R | Renee Fontenot |
| P | Cassie Napier | P | Maureen Horgan |
| P | Lindy Ruark | A | Rob Sumowski |
| R | Debbie Greene | A | Carol Ward |
| P | Evelyn Thomas | A | David Gastley |
| P | Ben McMillan |  |  |
| Guests Robert Orr and Daniel Simpson | | | |
|  | *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 Oct. 3 meeting were approved. |  |  |
| III. Robert Orr- Adaptation of USG IT Policy for Georgia College | The chief information officer explained the benefits of adopting the system-wide policy with room for amendments. Motion to accept recommendation and bring to Senate by Napier.  Ruark- 2nd  Motion passed | Orr will provide motion information to McMillan to bring to Senate |  |
| **VI.** Daniel Simpson discusses staff training needs | The opportunity had been brought up to work with faculty to provide staff training needs. Simpson discussed opportunities he was working on including training sessions and forms for potential facilitators to submit. | Recommended follow up with Simpson regarding data from the Staff Council survey on possible training needs. |  |
| **V.** Existing agenda items |  |  |  |
| **a.** Faculty club | Postponed until Clark present |  |  |
| b. Printed directory | Postponed until Clark present |  |  |
| c. Listserv for faculty | Horgan presented on one-page proposal. McMillan to follow up with Clark about discussion with University Communications. | Follow up with University Communications on next step for listserv. |  |
| d. Common Meeting Times | Horgan has report from a previous taskforce and will pass it along to McMillan for future discussion. |  |  |
| VI. Next Meeting | * Jan. 23, 2015, at 2 p.m. in Room 104 Atkinson Hall |  |  |
| VII. Adjournment | Meeting adjourned at 3:10 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)** | **P**  **(SUB)** |  |  |  |  |  |
| 1. **Jan Clark** | | **P** |  | **P** | **r** |  |  |  |  |  |
| 1. **Renee Fontenot** | | **P** |  | **P** | **r** |  |  |  |  |  |
| 1. **David Gastley** | | **A** |  | **P** | **a** |  |  |  |  |  |
| 1. **Debbie Greene** | | **P** |  | **P** | **r** |  |  |  |  |  |
| 1. **Maureen Horgan** | | **A** |  | **P** | **p** |  |  |  |  |  |
| 1. **Brittiny Johnson** | | **P** |  | **P** | **p** |  |  |  |  |  |
| 1. **Ben McMillan** | | **P** |  | **P** | **p** |  |  |  |  |  |
| 1. **Cassie Napier** | | **P** |  | **P** | **p** |  |  |  |  |  |
| 1. **Lindy Ruark** | | **P** |  | **P** | **p** |  |  |  |  |  |
| 1. **Rob Sumowski** | | **A** |  | **A** | **a** |  |  |  |  |  |
| 1. **Evelyn Thomas** | | **P** |  | **P** | **p** |  |  |  |  |  |
| 1. **Carol Ward** | | **A** |  | **A** | **a** |  |  |  |  |  |
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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)