**Committee Name: RPIPC**

**Meeting Date & Time: August 11, 2015, 1:15PM**

**Meeting Location: Rock Eagle**

**Attendance**:

|  |
| --- |
| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** |
| P | Susan Allen | P | Daniel Simpson |
| P | Donna Bennett  | R | Ben McMillan  |
| P | Tom Caron | A | Carol Ward |
| P | Jan Clark | A | Virginia Crowson |
| P | Renee Fontenot |  |  |
| P | Brittiny Johnson |  |  |
| P | Eve Puckett  |  |   |
| Guests BOB ORR, CIO |
|  | *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. Introductions** | Each member introduced his/herself to the group and stated what area they represent  |  |  |
| **III. Operating procedure** | Clark presented a proposed operating plan for the committee.  | Motion to approve from Puckett, second from Fontenot |  |
| **IV. New Business** |  |  |  |
| **Issues/ideas**  | The groups came up with a list of items to focus on this academic year. They include some follow ups from last year and some new items:* 12 month pay
* Sustainability with SGA
* Communications/transparency
* Directory printed and pdf
* Policies Procedures and Practices manual
* Course offerings listed in catalogue
* Summer pay equity, revenue & dissemination
* Part time benefits
 | Will follow up throughout the year as necessary  |   |
| VI. Next Meeting | Friday, Sept. 4 at 2 p.m., Location TBD |  |  |
| VII. Adjournment | The meeting was adjourned at 2:20pm |  |  |

**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 11** |  |  |  |  |  |  |  |  |
| **Susan Allen** | **P** |  |  |  |  |  |  |  |  |
| **Donna Bennett** | **P** |  |  |  |  |  |  |  |  |
| **Tom Caron** | **P** |  |  |  |  |  |  |  |  |
| **Jan Clark** | **P** |  |  |  |  |  |  |  |  |
| **Renee Fontenot** | **P** |  |  |  |  |  |  |  |  |
| **Brittiny Johnson** | **P** |  |  |  |  |  |  |  |  |
| **Ben McMillan** | **R** |  |  |  |  |  |  |  |  |
| **Eve Puckett** | **P** |  |  |  |  |  |  |  |  |
| **Daniel Simpson** | **P** |  |  |  |  |  |  |  |  |
| **Carol Ward** | **A** |  |  |  |  |  |  |  |  |
| **Virginia Crowson** | **A** |  |  |  |  |  |  |  |  |

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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)