**Committee Name: RPIPC**

**Meeting Date & Time: September 4, 2015 2 p.m.**

**Meeting Location: Atkinson Room 202**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** |
| P | Susan Allen/ replacement Jen Yearwood | P | Daniel Simpson |
| P | Donna Bennett  | P | Ben McMillan  |
| P | Tom Caron | P | Carol Ward |
| P | Jan Clark | R | Virginia Crowson |
| P | Renee Fontenot | R  | Darlene Hubbard |
| P | Brittiny Johnson | P | Emily Gomez |
| 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 2 p.m. |  |  |
| **II. Approval of minutes** | Minutes from Aug. 11 meeting presented.  | Amend section on issues/ideas to reflect Policy, Procedures and PRACTICES manual. Motion to accept by McMillan. Second by Fontenot. | Minutes posted to minutes.gcsu.edu |
| **III. Review final yearly report from 20114-2015** | McMillan presented last year’s report and discussed possible follow ups. |  |  |
|  | Common Meeting times | SGA sent back to RPIPC | Clark to discuss with ECUS |
|  | Space Utilization- no written policy |  | Clark to discuss whether we need one with ECUS |
|  | Faculty Club  | No action taken unless further interest shown | Clark to follow up |
|  | Printed Directory | Recommended to follow up on what office would handle this and how to get the most accurate information |  |
|  | PAWS and classes displayed with no prerequisites  | Recommended to follow up with Kay Anderson and Maureen Horgan  |  |
|  | 12-month pay  | Change should take effect by 2017  |  |
|  | Sustainability SGA | Recommended to follow up with Lori Strawder and SGA representative/Environmental Science Club | Clark working to schedule to attend a meeting for update |
|  | Other discussion:* PPP Manual, closing the loop on Senate approval- Follow up with Susan Allen
* Summer pay equity and resource allocation- Follow up with Susan Allen
* Part time benefits- discussed and it seems to be addressed with Healthcare reform changes
 |  |  |
| **IV. New Business** | Request from Susan Allen to discuss the following items at Oct. 2 and bring in experts to present to the group* Employee Drug testing
* Education Support Leave
* Utility Cart Policy
* Parking- Ryan Greene- link to survey sent out by email
 | Further discussion to take place at Oct. 2 meeting. |  |
| VI. Next Meeting | Friday, Oct. 2 at 2 p.m., Location Atkinson Room 202 |  |  |
| VII. Adjournment | The meeting was adjourned at 3:20 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 11** | **Sept. 4** | **Oct. 2** |  |  |  |  |  |  |
| **Susan Allen** | **P** | **P/Jen Yearwood** |  |  |  |  |  |  |  |
| **Donna Bennett** | **P** | **P** |  |  |  |  |  |  |  |
| **Tom Caron** | **P** | **P** |  |  |  |  |  |  |  |
| **Jan Clark** | **P** | **P** |  |  |  |  |  |  |  |
| **Renee Fontenot** | **P** | **P** |  |  |  |  |  |  |  |
| **Brittiny Johnson** | **P** | **P** |  |  |  |  |  |  |  |
| **Ben McMillan** | **R** | **P** |  |  |  |  |  |  |  |
| **Eve Puckett** | **P** | **P** |  |  |  |  |  |  |  |
| **Daniel Simpson** | **P** | **P** |  |  |  |  |  |  |  |
| **Carol Ward** | **A** | **P** |  |  |  |  |  |  |  |
| **Virginia Crowson** | **A** | **R** |  |  |  |  |  |  |  |
| **Emily Gomez** |  | **P** |  |  |  |  |  |  |  |
| **Darlene Hubbard** |  | **R** |  |  |  |  |  |  |  |

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

(Including this Approval by chair at committee discretion)