

COMMITTEE NAME: RPIPC

MEETING DATE & TIME: 10/2/2020 – 2:00PM

MEETING LOCATION: ONLINE

ATTENDANCE:

MEMBERS	“P” denotes Present, “A” denotes Absent, “R” denotes Regrets
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P	Rodica Cazacu	P	John Jackson
P	Damian Francis	P	Susan Kerr
P	Brad Fowler	P	Carol Ward
P	Susan Allen – Lee Fruitticher	P	Susan Steele
P	Ashley Taylor	P	Nancy Mizelle
A	Catherine Fowler		
R	Jessica Swain		
P	Jessica Wallace		

GUESTS:

<i>Italicized text denotes information from a previous meeting.</i>	
*Denotes new discussion on old business.	

AGENDA TOPIC <small>(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.)</small>	DISCUSSIONS & CONCLUSIONS	ACTION OR RECOMMENDATIONS	FOLLOW-UP <small>{including dates/responsible person, status (pending, ongoing, completed)}</small>
I. Call to order	Rodica – call to order		
II. Approval of Agenda	Susan Steele – Motion Brad Fowler – Second Motion passes		
IV. Business Items			

<p>1. Agenda item 2: Old business:</p>	<p>None</p>		
<p>2. Agenda item 3: New Business</p>	<p>The Campus Mail Service during GC Covid-19 operational procedures Susan Steele – Complaints from peers about mail process. Mail has not been picked up from Health Sciences building. Mail services replied that they are not picking up mail due to Covid. Lee Fruitticher – Lee spoke to Kyle Cullers about the issue. Goal is to resume all mail services in the next week to ten days. Nancy Mizelle – There is difficulties over the summer with hiring due to mail not being processed. Susan Steele – Wondering why mail was not resumed once the semester started. Lee – May have been a miscommunication in when services would be resumed. Susan – Messaging through Frontpage is not effective for important information. Damien – Communication during a pandemic is important. Forums for the campus may be a good way to open communication. Rodica will take this idea to executive committee Susan – is there a gap when it comes to communicating during emergencies.</p>		

	<p>John Jackson – Can the heading in the Frontpage email be changed for critical information?</p> <p>Susan Kerr – Could be done. What defines a critical announcement.</p> <p>Brad – There needs to be a tiered communication system for general and critic information</p> <p>Carol Ward – From HR’s perspective it can be challenging to get critical information out.</p>		
VI. Next Meeting	November 6, 2020 @ 2:00PM		
VII. Adjournment	<p>Susan Steele – Motion to adjourn</p> <p>Nancy Mizelle - Second</p>		

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: RPIPC

COMMITTEE OFFICERS: RODICA CAZACU (CHAIR), JESSICA WALLACE (VICE-CHAIR), BRAD FOWLER (SECRETARY)

ACADEMIC YEAR: 2020-2021

AGGREGATE MEMBER ATTENDANCE AT COMMITTEE MEETINGS FOR THE ACADEMIC YEAR:

“P” denotes Present, “A” denotes Absent, “R” denotes Regrets

Meeting Dates	August 10, 2020	September 4, 2020	October 2, 2020	November 6, 2020	December 4, 2020	January 8, 2021	February 5, 2021	March 5, 2021	April 2, 2010	
Rodica Cazacu	P		P							
Jessica Wallace	P		P							
Brad Fowler	P		P							
Susan Allen	P		Proxy							
Susan Steele	A		P							
Damian Francis	P		P							
Ashley Taylor	P		P							
Susan Kerr	P		P							
Nancy Mizelle	P		P							
Carol Ward	A		P							
Jessica Swain	P		A							
John Jackson	P		P							
Catherine Fowler	P		A							
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CHAIRPERSON SIGNATURE

DATE _____ -

(Including this Approval by chair at committee discretion)