**Committee Name: RPIPC**

**Meeting Date & Time: August 14, 2018, 09:45-10:45**

**Meeting Location: Senate Retreat Rock Eagle**

**Attendance**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** | | | |
| P | Diana Young | P | Kristal Canady |
| P | Darryl Richardson | P | Jenq-Foung Yao |
| P | Marcela Chiorescu | P | Robert Orr |
| P | Susan Allen | A | Emma Parry |
| R | Jan Hoffmann | A | Christopher Newsome |
| P | Nancy Mizelle | P | Carol Ward |
| A | Kevin Blanch |  |  |
| Guests: | | | |
|  | *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 called to order at 9:45a.m. by Diana Young. |  |
| **II. Approval of Agenda** | Suggested agenda printed in Senate Retreat documents. | Agenda presented to committee members by Diana Young. |  |
| **III. Approval of Minutes** | No minutes to approve at this time; will approve at next scheduled meeting. | N/A |  |
| **IV. Business Items** |  |  |  |
| **1. Review of Organizational Items for 2018-2019**  **(Officers, Meeting Location, Meeting Schedule, Operating Procedures, Introductions)** | Discussion of organizational items for 2018-2019 RPIPC occurred.   * Nicole DeClouette facilitated the election of the new officers for RPIPC. The officers are as follows:   Diana Young - Chair  Darryl Richardson - Vice Chair  Marcela Chiorescu – Secretary   * Each member of RPIPC committee gave a personal introduction. * Review of upcoming meeting location and dates occurred. We agreed to secure one of the following locations for our standing meetings: A&S Dean’s Conference Room, Innovation Station conference room, or the Atkinson Conference Room. * Committee members all reviewed the operating procedures that were used by RPIPC during 2017-2018 year. Those in attendance also reviewed and agreed upon maintaining the existing operating procedures from last year. Diana Young agreed to create a draft of those operating procedures with appropriate changes to meeting dates/times and committee officers. Diana will also create a file-sharing system to easily and safely share documents throughout the year. | Information reviewed.  Those in attendance agreed upon maintaining the existing operating procedures from last year. |  |
| **2. Discussion of 2017-2018 Annual Report and Topics of Focus for RPIPC in 2018-2019** | The RPIPC Annual Report from 2017-2018 was reviewed and discussed. The following topics of focus for RPIPC were discussed:   * Bringing Veronica Womack (Chief Diversity Officer) to an upcoming meeting to have a discussion about the current status of the Diversity Action Plan and other initiatives related to inclusive excellence. * The 12-month salary option, which is being worked on by BOR, following up about both the faculty and staff salary studies * R25 change to Schedule 25 * The ongoing improvements to the Early College building and how their continued work may impact other campus classrooms. | All committee members present discussed listed topics. |  |
| VI. Next Meeting | Next RPIPC meeting to be held on September 7th 2018. | Meeting scheduled already. |  |
| VII. Adjournment | Meeting adjourned at 10:45 a.m. | As scheduled on Senate Retreat documents. |  |

**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 | | August 14, 2018 | September 7, 2018 |  |  |  |  |  |  |  |
| Diana Young | | P |  |  |  |  |  |  |  |  |
| Darryl Richardson | | P |  |  |  |  |  |  |  |  |
| Marcela Chiorescu | | P |  |  |  |  |  |  |  |  |
| Susan Allen | | P |  |  |  |  |  |  |  |  |
| Jan Hoffmann | | R |  |  |  |  |  |  |  |  |
| Nancy Mizelle | | P |  |  |  |  |  |  |  |  |
| Kevin Blanch | | A |  |  |  |  |  |  |  |  |
| Kristal Canady | | P |  |  |  |  |  |  |  |  |
| Jenq-Foung Yao | | P |  |  |  |  |  |  |  |  |
| Robert Orr | | P |  |  |  |  |  |  |  |  |
| Emma Parry | | A |  |  |  |  |  |  |  |  |
| Christopher Newsome | | A |  |  |  |  |  |  |  |  |
| Carol Ward | | P |  |  |  |  |  |  |  |  |
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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)