

COMMITTEE NAME: RPIPC
MEETING DATE & TIME: MARCH 1, 2019
MEETING LOCATION: A&S 251

ATTENDANCE:

| | |
|----------------|---------------------------------------------------------------------|
| MEMBERS | “P” denotes Present, “A” denotes Absent, “R” denotes Regrets |
|----------------|---------------------------------------------------------------------|

| | | | |
|----------|-------------------|----------|---------------------|
| P | Diana Young | P | Kristal Canady |
| P | Darryl Richardson | R | Jenq-Foung Yao |
| P | Marcela Chiorescu | - | Robert Orr |
| R | Susan Allen | - | Emma Parry |
| P | Jan Hoffmann | A | Christopher Newsome |
| P | Nancy Mizelle | P | Carol Ward |
| - | Kevin Blanch | P | Paige Overmyer |
| P | Cindy Bowen | | |

| |
|----------------------------------------------------------------------------------------------------------------------------------|
| GUESTS: DR. COSTAS SPIROU , MICHAEL RICKENBAKER , TRACY NORRIS, KAY ANDERSON, DENNIS BROWN , SARA STALLINGS, JEN YEARWOOD |
|----------------------------------------------------------------------------------------------------------------------------------|

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

| 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 2:00 pm by Diana Young. | | |
| II. Approval of Agenda | Since Susan Allen sent her regrets, item 3 on the agenda was suggested to be discussed at the March 29 th meeting. A MOTION to approve the agenda was made and seconded. | The motion was approved. | |

| IV. Business Items | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Agenda item 2: Met with Dr. Costas Spirou (Senior Associate Provost for Academic Affairs), Michael Rickenbaker (University Architect and Director of Facilities Planning) Tracy Norris (Special Assistant to the Provost), Kay Anderson (GC Registrar) and Dennis Brown (Project Manager for 25Live) to discuss the current status of Facilities Reservations and the upcoming roll-out of 25Live.</p> | <p>Dr. Costas Spirou (Senior Associate Provost for Academic Affairs), Michael Rickenbaker (University Architect and Director of Facilities Planning) Tracy Norris (Special Assistant to the Provost), Kay Anderson (GC Registrar) and Dennis Brown (Project Manager for 25Live) spoke to the RPIPC members about the current Facilities Reservations bottleneck and the roll-out of 25Live, the online facilities/event scheduling system that is replacing R25.</p> <p>Dr. Spirou shared with RPIPC the efforts made by GC to improve our current Facilities Reservations and GC's efforts regarding the new system.</p> <p>Michael Rickenbaker, Dennis Brown, Tracy Norris and Kay Anderson shared more details regarding the current situation of our Facilities Reservations and about the new system. RPIPC learned that a part-time hire will start later in March to support the approval of requests of Facilities Reservations, which currently is not adequately staffed. RPIPC also learned that, if people have concerns about pending requests, they can contact Tracy directly to resolve these. 25Live will change the procedure of making room requests in a way that automatizes much of the work that Facilities Reservations currently does manually. 25Live will roll out in early June for summer and fall 2019 for nonacademic reservations requests and in spring 2020 will be fully implemented. In the near future, there will be 25Live training sessions for those who intend to make requests through the new system. The meeting dates are TBA. The 25Live planners are willing to speak at other campus-wide meetings before the new system rollout.</p> <p>After our guests left our meeting, the RPIPC members continued the discussion.</p> | <p>The committee found the information shared by our guests very insightful and recommended that this needed to be disseminated to the GC community.</p> | <p>Diana Young and Jen Yearwood will reach out to Dennis and Tracy asking if they can create a set of "current status" bullet points that can be disseminated to faculty, staff, and students in various outlets (e.g. Provost Notes, SGA, Staff Council, etc.).</p> |
| <p>2. Agenda item 3: Updates from Susan Allen about the current status of the system office's plan to provide 10-month employees the 12-month salary distribution option</p> | | | <p>This will be discussed at the March 29th meeting.</p> |
| <p>3. Agenda item 4: Discuss proposed bylaws revisions: a. Dissolving EAPC and changing the number of members for the remaining standing committees (change language to "13-15 members")</p> | <p>The RPIPC members briefly discussed the two proposed bylaws revisions.</p> | | |

| | | | |
|---------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--|
| b. Changing the timeline required for the senate standing committee organizational meetings | | | |
| 4. Agenda item 5: Set tentative agenda and guests to invite for next meeting | Updates from Susan Allen about the current status of the system office's plan to provide 10-month employees the 12-month salary distribution option | | |
| VI. Next Meeting | March 29, 2019 at 2 p.m. in A&S 115 | Meeting scheduled already. | |
| VII. Adjournment | Meeting adjourned at 3:15 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

| Meeting Dates | August 14, 2018 | September 7, 2018 | October 5, 2018 | November 2, 2018 | December 7, 2018 | February 1, 2019 | March 1, 2019 | | |
|---------------------|--------------------|----------------------|--------------------|---------------------|---------------------|---------------------|------------------|--|--|
| Diana Young | P | P | P | | | | P | | |
| Darryl Richardson | P | P | R | | | | P | | |
| Marcela Chiorescu | P | P | P | | | | P | | |
| Susan Allen | P | P | P | | | | P | | |
| Jan Hoffmann | R | P | P | | | | P | | |
| Nancy Mizelle | P | P | R | | | | P | | |
| Kevin Blanch | A | A | A | | | | - | | |
| Kristal Canady | P | P | R | | | | P | | |
| Jenq-Foung Yao | P | P | R | | | | R | | |
| Robert Orr | P | P | P | | | | - | | |
| Emma Parry | A | P | - | | | | - | | |
| Christopher Newsome | A | A | A | | | | A | | |
| Carol Ward | P | P | P | | | | P | | |
| Paige Overmyer | - | - | P | | | | P | | |

CHAIRPERSON SIGNATURE

DATE _____

(Including this Approval by chair at committee discretion)