**Committee Name: RPIPC**

**Committee Officers: Jan Hoffmann Clark, Susan Allen, Emily Gómez**

**Academic Year: 2016-2017**

**Meeting Date & Time: March 31st, 2:00pm**

**Meeting Location: A&S 251**

**Attendance**:

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| **Members “P” denotes Present, “A” denotes Absent, “R” denotes Regrets** | | | |
| P | Susan Allen | P | Will Hobbs |
| P | Donna Bennett | P | Jan Hoffmann Clark |
| P | Millicent (Millie) Dempsey | R | Kristy Johnson |
| P | Josefina (Fina) Endere | P | Wanda Johnson |
| A | Charles Faber | P | Nancy Mizelle |
| R | Renee Fontenot | P | Evita Shinholster |
| P | Emily Gómez |  |  |
| Guests: Bob Orr, John Bowen, Anna Lumpkin, Mark Duclos, Kyle Cullars, | | | |
|  | *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 2:00 p.m. |  |  |
| **II. Approval of Agenda** |  | Motion approved |  |
| **III. Agenda Item 1: Approval of Minutes** | Minutes from March 3, 2017 meeting presented members. | Minutes approved | Minutes posted to minutes.gcsu.edu |
| 1. **IV. Agenda Item 2:** Follow-up discussion of previously raised concern about increasing campus safety with ability to lock doors from inside classrooms and offices. Guest presenters Anna Lumpkin and Mark Duclos | Nancy Mizelle previously attended a Georgia Association of Educational Leaders conference. The issue was raised that no one has ever been killed in an Active Shooter situation where the shooter had to go through a locked or barricaded door. Issues at GC:   * Kilpatrick classrooms are unlocked and the teacher would have to go outside to lock the door if there was an Active Shooter. * Doors open out and not in – can’t be barricaded. Wanted to see if campus was aware of the situation and what could be done to remedy it.   Anna Lumpkin:   * No matter what technology we buy, preparedness is the best tool. Training is available. The university has a plan for emergency action. Not all departments have participated in training. * In Active Shooter situations, a closed, locked door is enough. If someone is determined to get into a room, they will. * Anything that blocks a door is in violation of fire code. * Safety over convenience. You should instruct with your doors locked. If your door is unlocked, they will come in. * Barricading – the more you put in front of the door, the more time you have to exit through the window.   Mark Duclos:   * Most campus doors are capable of being locked from inside or outside. We could convert all the doors, but it would be to doors that always lock. The best is to lock classroom doors.   Q&A  Will Hobbs: Are we going to convert all the doors that don’t lock?   * Duclos: We are looking into it.   Hobbs: Does it matter if the door opens in or out with an Active Shooter?   * Lumpkin: There is no research to say one is better than the other. I would prefer   classroom doors open in, so they’re easier to barricade.   * Duclos: The age of the building may determine how the doors open. Fire used to be the biggest concern, not Active Shooters. * Lumpkin: We cannot put deadbolts on the doors because fire code does not allow it. Building managers are responsible for posting emergency notifications in rooms. * Duclos: In the future we will probably see electronic locks.   Jan Hoffmann Clark: Is it prohibitively expensive?   * Duclos: It is right now. * Lumpkin: We encourage people to be prepared and do the training. It takes an hour to an hour and a half. Public Safety will do the training.   Mizelle: Are students trained?   * Lumpkin: We have student groups that are. It has been discussed. Students coming in have usually done training. We would like for teachers to go over safety information in their classrooms on the first day of class. |  |  |
| 1. **Agenda Item 3:** Last call on proposed RPIPC parking allocation policy recommendation (Jan Hoffmann Clark)   Kyle Cullars, guest | The RPIPC Parking Allocation Policy is presented to the committee. It mirrors what the President’s Parking Task Force has been working on. It is brought to the committee for discussion, debate, tweaking.  Q&A Bob Orr: This makes no mention of students.   * Kyle Cullars: The President’s Parking Task Force includes students, and they agreed on this. Students have been accommodating to the greater good.   Hobbs: This doesn’t tackle the Special Permits issue.   * Hoffmann Clark: No, it doesn’t. Our concern was Special Permits were eating up Employee Parking. This policy doesn’t include it. * Cullars: The rest of the Parking Task Force materials cover that. This is just part of the report.   Hoffmann Clark calls a vote to take this to Senate for approval. All in favor. |  | Jan Hoffmann Clark will take the policy to Senate for approval. |
| 1. Discussion of committee composition (requested by ECUS) | ECUS asks RPIPC to discuss committee composition, look at our charge, make recommendations to change membership and scope.  Discussion/Issues raised:   * Hoffmann Clark: Concerned that because we have different members from different places, we rarely have all in attendance. It’s always a challenge to get student representatives here. * Susan Allen: Bob Orr should be a voting member if he is on the committee. * Hoffmann Clark: It’s worth bringing up the potential of CIO as voting member, but then someone would have to go. * Allen: We could take out the Chief Business Officer – Fina is representing budget. IT could replace Chief Business Officer. * Hoffmann Clark: The problem would be the Presidential Appointee. * Hobbs: We can’t have an even number for voting purposes. Would like to incorporate sustainability into our scope. * Hoffmann Clark: I’ll include that change. We can put this on the agenda for the retreat. |  | Put on agenda for retreat |
| 1. Request for feedback on draft of RPIPC annual report by April 28. | Annual Report due by April 28. Will have the minutes and Annual Report sent out to RPIPC members by April 27th for approval. The last part of the report is recommendations for next year’s news or business.  Ideas:   * Communication/information sharing with new systems: OneUSG, Banner, Georgia View, Sustainability Initiatives * Survey of constituents to see what needs they have for providing for students who don’t have technology * Is there something we can do as a committee to help with Preeminence Initiative? How can we make this a better campus? * How can we help promote the LEAP initiative? |  |  |
| 1. Thanks to all committee members for a great year! | Certificates presented to volunteer committee members: Nancy Mizelle, Fina Endere, Wanda Johnson (at start of meeting) |  |  |
| VI. Next Meeting | Rock Eagle Senate Governance Retreat, August 15, 2017 |  |  |
| VII. Adjournment | 3:10pm meeting adjourned |  |  |

**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 9, 2016 | September 2, 2016 | October 7, 2016 | November 4, 2016 | December 2, 2016 | February 3, 2017 | March 3, 2017 | March 31, 2017 |  |
| Susan Allen | | P |  | P | P | P | P | P | P |  |
| Donna Bennett | | R |  | P | P | P | P | P | P |  |
| Millicent (Millie) Dempsey | | R |  | P | P | P | P | R | P |  |
| Josefina (Fina) Endere | | P |  | P | P | P | P | R | P |  |
| Charles Faber | | P |  | P | A | A | P | P | A |  |
| Renee Fontenot | | P |  | R | R | P | R | R | R |  |
| Emily Gómez | | R |  | P | P | P | P | P | P |  |
| Will Hobbs | | P |  | R | P | R | P | P | P |  |
| Jan Hoffmann Clark | | P |  | P | P | P | P | P | P |  |
| Kristy Johnson | | P |  | P | A | P | P | R | R |  |
| Wanda Johnson | | Not yet assigned |  | R | P | P | R | R | P |  |
| Nancy Mizelle | | P |  | P | P | P | P | P | P |  |
| Evita Shinholster | | Not yet assigned |  | R | P | P | R | P | P |  |
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CHAIRPERSON SIGNATURE DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-

(Including this Approval by chair at committee discretion)