

**INSTITUTIONAL POLICY AND PLANNING COMMITTEE  
SPECIAL MEETING MINUTES  
January 29, 2010**

PRESENT: President Philip Glotzbach, Chair; Professor Adrienne Zuerner, Vice Chair; Michael Casey, Winston Grady-Willis, Erica Bastress-Dukehart, Michael West, Mary Cogan, Susan Bender, Raina Bretan, James Welsh, Hugh Foley, Anne Petruzzelli, and Barbara Krause (Secretary).

ABSENT: Mary Lou Bates, Rochelle Calhoun, Ann Henderson, Susan Kress, Kim Marsella, Muriel Poston, Jeff Segrave, and Justin Sipher.

President Glotzbach thanked members of the IPPC for attending this special meeting. The purpose of the meeting is to update IPPC on budget and reduction-in-force planning matters. He emphasized that the information to be conveyed should be held in confidence until February 1, 2010.

President Glotzbach distributed a draft memo that he intends to send to the community on February 1, 2010. The memo reports on the College's improved financial outlook relative to earlier projections. The communication also reports that the strategic hiring freeze and restrictions in overtime, in place since October 2008, have yielded savings in personnel cost equivalent to approximately 30 positions. It further reports that the voluntary Early Retirement Incentive Program yielded savings in personnel costs equivalent to approximately 25 positions. Based on these developments, President Glotzbach is prepared to announce that there will not be a non-voluntary reduction in force (RIF) from among the College's full-time employees as part of the FY '11 budget planning.

President Glotzbach noted that this news is the result of hard work by many individuals across the campus, and he expressed his appreciation for those efforts. He also cautioned that there have been and will be employees whose positions have been affected (e.g., reduced hours, job restructurings, union bumping, etc.). There will not be any employee, however, who will not have a position at the College.

IPPC members had the following comments:

- Various suggestions were made to clarify language in the document. President Glotzbach will take those suggestions under advisement.
- With respect to the language regarding financial aid, President Glotzbach clarified that we will continue to increase the financial aid budget, but not at as high a rate as previously projected.
- President Glotzbach suggested that external factors and their impact on the work of Admissions and Financial Aid remain the number one challenge for the College. We must continue to rethink the way we package and talk about financial aid going forward.

- It is important to state clearly that we will *not* be returning to business as usual. We will be reducing services in certain areas, and it will be important for members of the community to understand that changed situation.
- One member suggested that as we move from thinking about cuts to thinking about our strategic investments, we should do so in the context of asking how best to help our students.
- It was noted that people have been anxious during the past year in anticipation of a potential RIF. It might be worth noting that our more deliberate decision-making process did create some anxiety, but in the end, has resulted in no RIFs.

Vice Chair Zuerner expressed her appreciation for the leadership and hard work of President Glotzbach and members of the Cabinet. President Glotzbach and Cabinet members, in turn, noted that this has indeed been the work of people throughout the College.

*Minutes prepared by Barbara Krause. Please notify of any changes.*