

INSTITUTIONAL POLICY AND PLANNING COMMITTEE
MEETING MINUTES
July 30, 2009

PRESENT: President Philip Glotzbach, Chair; Professor Adrienne Zuerner, Vice Chair; Winston Grady-Willis, Susan Kress, Kim Marsella, Erica Bastress-Dukehart, Muriel Poston, Jeff Segrave, Justin Sipher, Michael West, Mary Cogan, Susan Bender, Anne Petruzelli, Barbara Krause (Secretary).

GUEST: Barbara Beck.

ABSENT: Mary Lou Bates, Rochelle Calhoun, Michael Casey, Ann Henderson, Tim Harper, Raina Bretan, James Welsh, Hugh Foley.

1. Welcome and Introductions

President Glotzbach thanked members for attending this special meeting of the IPPC. He welcomed individuals who were attending their first meeting as members of the committee.

2. Early Retirement Incentive Program

President Glotzbach introduced this topic by reminding members that certain items discussed at IPPC must be held in strict confidence at various points in time. Due to legal requirements and implications related to the proposed Early Retirement Incentive Program, this discussion is one such confidential item.

President Glotzbach noted that at community meetings last spring, he reported that the College would consider an Early Retirement Incentive Program (ERIP). He expressed his appreciation to Barbara Beck, Associate Vice President for Finance and Administration and Director of Human Resources, for the excellent work that she and her team have done to develop the proposal. President Glotzbach noted that in light of the intricacies of such a plan, the proposal shared with IPPC cannot be amended. But he stressed the desire to inform IPPC members of the proposal and to hear any concerns that the administration should consider before going forward, and he welcomed a vigorous discussion of the proposal.

Barbara Beck then provided an overview of the Executive Summary which had been distributed in advance of the meeting. She reviewed the key components, including eligibility, incentive features, estimated costs, and projected savings. Comments and questions in response to the presentation included the following:

- The program is entirely voluntary. It is impossible to project, therefore, how many employees might apply or which departments and units might be affected. The plan includes language that will allow the College to ensure that operational needs continue to be met. The ERIP is not intended to change the student-to-faculty ratio. It is possible,

however, that this ratio will be affected by other academic planning, and it is possible that tenure track lines may be reallocated among departments as a result of the ERIP.

- It is anticipated that non-faculty positions vacated by the ERIP will not be filled and will not be restored (absent compelling circumstances) except as new initiatives.
- The ERIP does not anticipate elimination of the current phased retirement plan, although some changes to that plan might be made in the future.
- For planning purposes, Human Resources has tentatively projected that 10 faculty members and 10 non-faculty employees will choose to participate in the ERIP. It is virtually certain, however, that the breakdown will not be an even split. The plan allows the administration flexibility to make decisions based on operational needs. Legal requirements ensuring that the plan does not discriminate against protected categories also will need to be met.
- This program will be completed before any Reduction in Force (RIF) is implemented. Timelines for the RIF will be announced in the fall. It was noted that it is logically possible that some individual(s) may apply for the ERIP, be denied, and then have their positions eliminated. The group acknowledged that these will be difficult situations for the affected individuals and for the community.
- The administration used an actuarial firm to help determine projected savings. Actual savings will depend on which employees apply for and are granted early retirement, their salaries, and whether any of those positions are “back-filled” (and at what compensation level).
- In addition to the dollar savings, it was noted that there is a non-monetary benefit to offering the ERIP – namely, as a measure of good faith by the College to assist individuals who might be on the verge of retirement. The elimination of positions through the ERIP will result in savings by the College and, therefore, reduce the number of positions that must be eliminated through the RIF. The ERIP, in other words, will help soften the blow of budget reductions for some number of individuals.
- It was acknowledged that both the ERIP and the RIF will have an impact on the morale of employees. The campus as a whole will need to recalibrate its expectations of what work will be done, how often, and at what level.

Following this discussion, President Glotzbach asked for the group’s sense as to whether it supported the proposed ERIP. Members present expressed their unanimous support for the program. The group noted that communication – from the President, Cabinet members, IPPC members, and ultimately throughout the College – will be critically important during the coming year. Listening from the “bottom up” will be especially important.

President Glotzbach closed discussion of this item by reminding IPPC members again that the discussion related to the proposed ERIP should be held in strictest confidence until it is announced publicly.

3. One-Time Discretionary Payment

President Glotzbach reminded the group that last spring, the IPPC and the Board of Trustees approved a one-time supplemental lump sum payment of \$700 to all full-time regular and full-time temporary non-union employees at the College whose annual base pay was \$40,000 or less. Employees who are part-time regular and non-union and who earn \$40,000 or less on an annualized basis will receive a prorated one-time lump-sum discretionary payment. To be eligible for this payment, an employee must have completed at least six (6) months of service as of August 28, 2009.

President Glotzbach noted that although it is a modest amount, the intent was to help ease the burden for employees at the lower end of the pay scale who have been most significantly affected by the economic downturn. The College is prepared to make those payments in the late summer. Before announcing this decision, however, he wanted to seek the advice of IPPC (and particularly its new members) one last time. President Glotzbach noted that these payments, if made in late summer as anticipated, would be announced shortly before the announcement that a RIF would be made. He further noted that there could be concern from some individuals who are just over the \$40,000 cut-off, others who do not meet the eligibility criteria of the program, or from those who believe that the College should use the cost of this program to save the positions of other employees, even though this one-time payment could not, in fact, be used for such an ongoing investment.

President Glotzbach invited IPPC members to express any reservations they might have about going forward with this payment at the current time. IPPC members expressed their unanimous support for this one-time discretionary payment.

4. Faculty Staff Club

President Glotzbach noted that in its report dated May 2008, the Case-Ladd Task Force recommended closure of the Faculty Staff Club. The recommendation was based on a significant decline in usage. President Glotzbach indicated that he and the Cabinet are prepared to implement that recommendation at this time (i.e., prior to the start of the fall 2009 semester). More specifically, the proposal is to eliminate the food service in that area, to assign to the Space Planning Working Group the task of recommending a future use for the space, and to understand that the future of Weller Lounge, a space named in honor of Dean Emeritus Eric Weller, is still to be determined. President Glotzbach invited IPPC members to express their views on this proposal.

Following discussion, IPPC members expressed their unanimous support for terminating food service in the Faculty Staff Club as of September 1, 2009. Because of personnel implications associated with this decision, it was emphasized that the decision should be held in strict confidence until the announcement is made public in the coming weeks.

5. Informational Items

IPPC received written materials and/or updates related to the following:

Campus Building Temperature Initiative: In general, building temperatures will be set to cooler temperatures during the heating months and warmer temperatures during the cooling months. Exceptions will be made as necessary based on the requirements of particular occupants and/or based on limitations of the College's aging heating and cooling systems. This initiative will result in energy savings and will help the College be a more environmentally responsible "citizen".

Electric Power Demand Response Program: The College has agreed to participate in this program offered by National Grid, which is expected to save the College at least \$80,000 per year. Under the program, the College will receive advance notice that it will be taken off the grid for a certain limited period of time. During these times, the College will switch over to the College's backup generator, thus allowing real-time testing of backup systems.

College Cell Phone Policy Revisions: For those College personnel whose work requires them to be accessible by cell phone, the College will now provide a stipend to the individual rather than providing a phone. This change is expected to result in some savings of administrative time and other cost savings.

Travel and Entertainment Reimbursement Policy Revision: These policies have been amended to indicate that in general, reimbursement for alcoholic beverages will not be allowed. Exceptions may be made for certain types of events (e.g., entertainment for Advancement purposes) if approved in advance by the appropriate Cabinet member. In response to a question about the serving of alcohol at events on campus, it was noted that an appropriate Cabinet member must approve the service of alcohol in advance of the event.

IPPC members expressed their full support for the changes described above.

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