

INSTITUTIONAL POLICY AND PLANNING COMMITTEE  
MEETING MINUTES  
May 4, 2018

PRESENT: Cerri A. Banks; Mary Lou Bates; Grace Burton; Paul Calhoun; Duffy; Greg Gerbi; Philip A. Glotzbach, Chair; Tim Harper; Lisa Hopkins; Leggiero; Martin Mbugua; Crystal Moore; Eric Morser; Levi Rogers; Michael D. West; and Joshua C. Woodfork.

NOT PRESENT: Marta Brunner; Sean Campbell; Kira Geary '18; HETd .HET/MCID ( H)-K2 [(h)-4 (av)-

Operating Code Updates

He noted that the last update to the IPPC Operating Code was in September 25, 2015. He recommended changes (track changes) and noted that there were two main changes

requested come from the Committee on Intercultural and Global Understanding (CIGU) and the Assessment Subcommittee (AS), which is requesting a shift to becoming the Subcommittee on Institutional Effectiveness (SIE). It was suggested that the document be revised to delete, "willingness to serve" on page three on pages four, five and six some of the titles need to be changed, such as the Sustainability Coordinator for Student Programming

The committee unanimously approved the changes to the IPPC Operating Code, with suggested edits forthcoming.

#### 6. Admissions and Financial Aid Update

Mary Lou Bates, Vice President and Dean of Admissions and Financial Aid reported that we are just past the May<sup>st</sup> enrollment deadline and are still looking for 50 additional students to make the class last year at this time they were looking for 25 students but the enrollment t(.002 T)4 (ge)0.002 .0

risks, that our financial aid budget—as reported many times previously—is the most constrained among our peers, and it is the most significant factor in our acceptance rate. That level of aid is among the largest single challenge for our excellent leadership and staff in Admissions and Financial Aid. Mike emphasized that what appears to have occurred, in our view, largely reflects market pressures and issues, noting that the College has excellent leadership and staff in this area. Mike conveyed that Mary Lou and her team have his highest respect.

Another pressure the College faced last year, and earlier in this year, is that we continue to experience significant actual increases in health insurance costs (self) in the projected range of of \$600,000 (annualized). This recent information is still being reviewed, but is not clear if these are one-time events or trends, but we need to note that these increases could indeed represent trends.

Fortunately, and importantly, we have planned and prepared for some short-term protection against these risks. Current year over-enrollment net revenue is approximately \$3.8 million, our budgeted contingency for FY '19 is \$1.0 million, our debt service for CIS which is not required until (y)20 ( )-10 (f)3 (3a)4 (pprfm)4 ( w)2 (e)- (l)-2 )1 ( s)1 (2 (ie)6 (w)5)3 (oril(e r)-1 (i) Td [(e)4 (nh)-4 (a

#### 10. Call for Agenda Items & Strategic Action Agenda (SAA)

Phil called attention to the current 2018 Strategic Action Agenda (SA), which was distributed for review and information. He asked the committee to pass along any items they would like considered for inclusion in the next SAA. Already noted, was the issue of

For future agenda items, the following items were identified for the fall: policy on the use of email; campus speakers/free speech; smokefree campus policy implementation and review of the College's peer and aspirant group.

#### 11. Other Business

No other business was brought forward.

#### 12. 2018-2019 Committee Membership, Vice Chair & Gratitude

Phil thanked Jim Kennelly for his excellent service as vice chair this year and noted the following committee members and staff support rotating off as of this meeting: Hèdi Jaouad Kira Geary'18, Susan Koppi, Kris Leggiero, and Nicki Werner. He also recognized Paul Calhoun and Mike West who are retiring from the College. Finally, he expressed his thanks to the entire committee for their service this academic year for their thoughtful discussion and engaged participation.

Meeting adjourned at 12:00 noon.

*Please inform the President's Office of any changes to these minutes.*