

**INSTITUTIONAL POLICY AND PLANNING COMMITTEE**  
**MEETING MINUTES**  
**January 27, 2012**

PRESENT: President Phil Glotzbach, Chair; Denise Smith, Vice Chair; Susan Kress, Michael Casey, Michael West, Mary Lou Bates, Beau Breslin, Paul Calhoun, Joshua Ness, Michael Ennis-McMillan, Joe Stankovich, Justin Sipher, Peter von Allmen, Gail Cummings-Danson, Erica Bastress-Dukehart, Jonathan Zeidan, Ethan Flum, and Barbara Krause (Secretary).

ABSENT: Rochelle Calhoun, CEC chair (TBD), David Karp, and Anne Petruzzelli.

**1. Approval of Minutes**

Minutes of the January 20, 2012 meeting were approved with minor corrections.

**2. Starbuck Center Update**

Vice President for Finance & Administration Michael West updated IPPC members on the situation at Starbuck Center.

In a message sent on January 18, 2012, Associate Vice President for Finance & Administration and Director of Human Resources Barbara Beck notified the campus community of health concerns that had been reported by employees who work in Starbuck Center. That message, and subsequent messages from President Glotzbach and Dean of Student Affairs Rochelle Calhoun, reported that the College has engaged an industrial hygienist to assess the situation. Erring on the side of caution and with concern for employee health as its paramount concern, the College also has decided to re-locate the 50 employees in the building until the situation can be better understood.

Vice President West added that the College also is finalizing an agreement with an epidemiologist who will investigate the reported health concerns. The College will be diligent in respecting the privacy of individuals who have reported such concerns. It is expected that the building will be closed for some number of months.

Vice President West expressed appreciation for the very high level of cooperation being demonstrated by everyone involved in this matter. He also noted that there is a range of responses among employees who work at Starbuck: some have expressed a desire to re-locate immediately; others would prefer not to move at all.

President Glotzbach echoed his appreciation to all involved – the employees who have shared personal health concerns, the employees in the building for their cooperation and patience, and for all who are working very hard to address the situation.

### **3. FY13 Budget Planning**

President Glotzbach began by reminding IPPC members of the budget approval process:

- Early February: Board of Trustees Budget Workshop to review preliminary thoughts on major budget parameters.
- February Board meeting: Board, upon recommendation from the President, approves major budget parameters.
- May Board meeting: Board, upon recommendation from the President, approves budget for coming fiscal year.

President Glotzbach expressed his appreciation to IPPC's Budget & Finance Subcommittee and to IPPC as a whole for their careful consideration of the budget planning issues

- The budgeted NFE number is just one of several major budget parameters that are interrelated. If Trustees went in a different direction on any one of the other parameters, it would affect the discussion of above- and below-the-line NFE.

Following an extended discussion, President Glotzbach proposed the following:

1. Increase the budgeted (“above the line”) NFE figure by 50 to 2330.
2. Identify an acceptable range of 0-50 “below the line” NFE. (This is a true range, intended to allow flexibility to Admissions as it strives to enroll a class with the desired attributes. Zero NFE in any year would be an acceptable result – i.e., that result would not affect the College’s operations.)
3. The “first call” on any over enrollment revenue would go to support the College’s science initiative, with the intention each year being to allocate a substantial portion of any such revenue to support science.
4. It is understood that the decision regarding this allocation will be made each year, with the understanding that other more urgent needs could affect the allocation made to support science.
5. This framework will be thought of as a “five-year look” to see how the admissions picture develops and to test the College’s ability to “live” at the new budgeted numbers.

**IPPC members, without objection, expressed support for the approach outlined above.**

*Please notify Barbara Krause of any changes to these minutes.*