INSTITUTIONAL POLICY AND PLANNING COMMITTEE
MEETING MINUTES
September 18, 2009

PRESENT: President Philip Glotzbach, Chair; Professor Adrienne Zuerner, Vice Chair; Rochelle Calhoun, Winston Grady-Willis, Ann Henderson, Susan Kress, Kim Marsella, Erica Bastress-Dukehart, Muriel Poston, Justin Sipher, Mary Cogan, Tim Harper, Raina Bretan, James Welsh, Hugh Foley, Anne Petruzelli, Barbara Krause (Secretary).

ABSENT: Mary Lou Bates, Michael Casey, Jeff Segrave, and Michael West.

1. Welcome and Introductions

President Glotzbach welcomed members to the first regular IPPC meeting of the year.

2. Approval of Minutes

Minutes of the July 30, 2009 special meeting were approved as distributed.

Comments from IPPC members and related discussion included the following:

The SAA indicates a very busy year. It is important to understand how successful we have been so far in implementing the *Strategic Plan*.

SAVINGS SUGGESTIONS REPORT
AUGUST 31, 2009
(Revised September 28, 2009)

The following actions have been taken in response to (or consistent with) ideas submitted through the Savings Suggestions Initiative conducted during late fall and early spring of 2008-09:

1. Continued and enhanced energy conservation efforts (e.g., modification of building temperatures, energy efficient bulbs, ñlights outò campaign, etc.)
2. Reduced energy consumption by participating in National Gridôs Demand Response Program (voluntary curtailment of energy usage during certain peak periods in exchange for payment to the College).
3. January holiday party ï cancelled at least for 2010.
4. More modest refreshments at Faculty Meeting receptions.
5. Reminders to all Cabinet members (and from them to units) regarding Travel and Entertainment policies, and revision of those policies to include prohibition (with limited exceptions) on reimbursement for alcohol.
6. Reduce College-supported travel.
7. Reduce use of outside consultants.
8. Revised policy regarding College-supported cell phones.
9. Froze the General Salary Adjustment (GSA) for the FY ô10 and FY ô11 budgets. In a related decision, provided a one-time lump-