

Institutional Policy and Planning Committee (IPPC)
Operating Code¹

Function:

Standing Subcommittees of IPPC:

IPPC Subcommittee on Budget and Finance

Function: To review and discuss the operating and capital budgetary and financial plans of the College, in particular (i) the annual budget parameters and their impact on the ~~long~~ budgetary forecast of the College, (ii) significant capital projects under consideration or implementation (iii) the ongoing implementation of the Total Comprehensive Compensation Framework, (iv) significant new program initiatives, and (v) any other matters with a material financial impact on the College. To report on these matters to the IPPC at appropriate ~~times~~ during the budget and planning cycles.

Membership: The Vice President for Finance and Administration & Treasurer (Chair), the faculty member serving as Vice ~~Chair~~ Chair of IPPC, a faculty representative from the IPPC, a member of the President's Cabinet, ~~one~~ exempt staff member ~~from~~ from IPPC, the nonexempt staff

Secondarily, to coordinate strategic event planning and collaborative efforts between departments around these topics.

Membership:

- One member of the faculty, chosen from the faculty at large and elected through a process administered by the Faculty Executive Committee (FEC).
- Director of Sustainability Programs and Assessment, who serves as Chair and sits on IPPC
- Sustainability Coordinator for Student Programs
- Director of Facilities Services (or designee)
- Director of Sustainability for Academic Affairs
- Director of Purchasing Services (or designee)
- Representative from Student Affairs, appointed by the Dean of Students and Vice President for Student Affairs
- Representative from Admissions and Financial Aid, appointed by the Vice President and Dean of Admissions and Financial Aid
- Representative from Advancement, appointed by the Vice President for Advancement
- Two student members, including a representative of the Environmental Action Club, and a representative from the Sustainability Commission appointed through the Student Government Association

Diversity Officer, and the IPPC on policies, practices, and protocols regarding diversity and inclusion, intercultural and global understanding, intercultural literacy, issues of campus climate, and other related matters. In addition, CIGU actively collaborates with various constituents and departments on campus to inform and educate the community and to encourage and support activities that further the College's diversity, inclusion, and equity goals.

In undertaking this work, CIGU is guided by a variety of College documents, such as Goal II Well-Being of the College's *Strategic Plan*, recommendations from the College's Middle States Review of 2016, President Glotzbach's 2007 essay titled *Intercultural Literacy*, and the committee's own reports

CIGU takes an institution-wide approach to its work, bridging the various divisions that are charged with or interested in the work of diversity, inclusion, and equity on a local, domestic, and/or global level. CIGU also serves as a resource for the College officials charged with coordinating and implementing the College's strategic efforts in these areas – namely, the Chief Diversity Officer, the Associate Dean of the Faculty, the Director of the Office of Student Diversity Programs, and the Assistant Director for EEO and Workforce Diversity.

CIGU ensures that any College-wide policy matters related to its charge are referred to the IPPC for consideration. However, CIGU may create working groups or introduce campus initiatives and programs

- Dean of Admissions and Financial Aid
- One non-exempt staff member elected for a three-year term by a willingness to serve process administered by the Office of the President
- Chair of the Bias Response Group

IPPC Subcommittee on Responsible Citizenship (SRC)

Function: To advise the President and other College offices and bodies appropriate to refine objectives and develop initiatives that will teach and exemplify the values of informed, responsible citizenship. In undertaking this work, the SRC will take into account a comprehensive institutional view and, in particular, will be guided by Goal III of the College's *Strategic Plan*. Among other things, SRC will serve as a resource to promote civic engagement collaborations between Student Affairs and Academic Affairs; and as a resource for faculty departments to develop civic learning opportunities in the curriculum.

Membership: The Faculty Director for Community Engagement (Chair), one faculty member elected for a three-year term through a process administered by the Faculty Executive Committee, two student members including the SGA Vice President for Academic Affairs and a member of BenefAction appointed through the SGA willingness to serve process, the Director of Community Service Program (Co-Chair), the Student Academic Development Coordinator, and a representative from the Sustainability Office.

The Faculty Director for Civic Engagement will sit as a member of IPPC.

IPPC Subcommittee on Institutional Effectiveness (SIE)

Function: To advise the President and other members of the IPPC on matters related to institutional effectiveness. The Subcommittee on Institutional Effectiveness shall be composed of seven members, including the Faculty Director for Institutional Effectiveness (Chair), the Faculty Director for Community Engagement (Co-Chair), the Faculty Director for Student Affairs, the Faculty Director for Academic Affairs, the Faculty Director for Student Academic Development, the Faculty Director for Student Support Services, and the Faculty Director for Student Health and Wellness.

- Representative of Special Programs in a leadership position
- Representative of Student Affairs in a leadership position
- One student, appointed for a one-year term through an SGA willingness-to-serve process

Attachment: Annual Planning Cycle

The IPPC has approved the following structure for an annual Implementation-Planning cycle that will allow us to move forward to achieve the goals of the *Strategic Plan* in conjunction with our annual budget cycle. The outcome of this work will be an annual Action Agenda that will identify strategic priorities that will receive administrative priority for a given Fiscal Year (F.Y.).

President's
Cabinet develops
draft Action
Agenda for
new F.Y.

President confers
with IPPC before
finalizing Action
Agenda for
new F.Y.

Beginning
of budget
planning
for next
fiscal year
(President's
Cabinet and
IPPC).

Preliminary budget
review by Board.

Board
approval
of budget for
next fiscal year.

Administrative
review of
Action
Agenda for
current F.Y.
with report to
IPPC and
Board.

IPPC (and
other groups
as appropriate)
advise the
President on
priorities for
next fiscal year.