

# IPC Special Meeting Minutes

## February 26, 2016

### Members Present

Cheryl Vila  
Don Hess  
Mary Van Auken

Rachel Salomon  
Ruth Abbott  
Stevenson Kotton

Wilbert Alik  
William Reiher

**The meeting was called to order @ 11:14 AM**

### Agenda Items

1. [Administrative Unit Program Review template 2016](#)
2. [Integrated Planning Manual](#)
3. Positions for Prioritization
  - a. Translator Position ([minutes from Compensation Committee](#))
    - i. [Translator Job Description](#)
    - ii. [Translator Position Request](#)
  - b. IR Administrative Assistant Position ([minutes from Compensation Committee](#))
    - i. [IR Administrative Assistant Job Description](#)
    - ii. [IR Administrative Assistant Position Request](#)
  - c. GED Instructor Position
    - i. [Instructor Job Description](#)
    - ii. [Instructor Position Request](#)
    - iii. [Faculty Recruitment Request](#)
4. Program Reviews
  - a. [Admissions & Records Program Review](#)
  - b. [Athletics Program Review](#)
  - c. [Financial Aid Program Review](#)
  - d. [Registrar Program Review](#)
  - e. [Residential Life Program Review](#)
  - f. [Safety & Security Program Review](#)

### Minutes

1. **ADMINISTRATIVE UNIT PROGRAM REVIEW TEMPLATE 2016 - DRAFT**
  - presented to the committee
  - moved to accept
  - unanimously accepted as projected
2. **INTEGRATED PLANNING MANUAL**
  - presented to the committee
    - edited

- moved to accept
- unanimously accepted as projected
- **SPECIAL NOTE:** *Vice President Donald Hess moved and it was unanimously passed that Vice President William Reiher be commended for his work on the Integrated planning manual. Good job and congratulations, William!*

### 3. POSITIONS FOR PRIORITIZATION

- TRANSLATOR POSITION
  - presented to the committee
  - tabled for the correct job description and essential functions
- IR ADMINISTRATIVE ASSISTANT POSITION
  - presented to the committee
  - recommended for prioritization by Budget Committee
- GED INSTRUCTOR POSITION
  - presented to the committee
  - Tabled as it is not a CMI funded position. It is SEG grant funded. As the position already exists, it does not need to go to compensation committee. It was agreed that it needs to be referred to HR

### 4. PROGRAM REVIEWS

- presented Residential Life Program Review (PR)
  - tabled for incorporation of Arrak data
- presented *Safety & Security* PR
  - tabled for addition of existing evidence
    - The Clery Act
    - Incident logs from monthly reports

**Meeting adjourned @ 1:45 PM**

### Next Meeting

1. Next *Regular* Meeting, Wednesday March 9th 11am in the Board of Regents' Conference Room

### Future Agenda Items

1. Admissions & Records – for final review and approval
2. Athletics & Fitness – for final review and approval
3. Financial Aids – for final review and approval
4. Nurse – for final review and approval
5. Registrar – for final review and approval
6. Residential Life – for final review and approval

Scribe,  
Wilbert Alik  
Recording Secretary