

**INSTITUTIONAL POLICY AND PLANNING COMMITTEE
MEETING MINUTES
May 1, 2009**

PRESENT: President Philip Glotzbach, Chair; Professor Sue Bender, Vice Chair; Mary Lou Bates, Rochelle Calhoun, Michael Casey, Winston Grady-Willis, Ann Henderson, Susan Kress, Erica Fuller, Muriel Poston, Jeff Segrave, Justin Sipher, Michael West, Mark Huibregtse, Barbara McDonough, Phyllis Roth, Jackie Shydowski; Barbara Krause (Secretary).

ABSENT: Mary Cogan, Dan Nathan, and Alex Stark.

President Glotzbach welcomed several guests to the meeting: Erica Bastress-Dukehart, who will chair CEPP next year and is filling in today for Dan Nathan; Adrienne Zuerner, who will begin a three-year term as a faculty representative next fall; and Mike Hall, Director of Financial Planning and Budgeting. President Glotzbach further noted that faculty member Hugh Foley also will join IPPC next year, along with a new support staff representative and the new student representatives from the Student Government Association.

1. Approval of Minutes

Members offered several suggested amendments to the minutes of April 17, 2009. The revised minutes of April 17 will be distributed via e-mail together with the minutes from May 1, 2009. Both sets of minutes will be approved via e-mail.

2. Admissions Update

Dean of Admissions and Financial Aid Mary Lou Bates reported that May 1 is the deadline for enrollment deposits to be paid or postmarked. She reviewed the status of Early Decision enrollments, deferrals from last year, Opportunity Program admissions, the regular spring target admissions, and the London target. Friday, May 1, and Monday, May 04, will be key dates for the Admissions Office. It is clear that Admissions will go to the waitlist and certain determinations in that regard will be made over the weekend. She noted that the College has no funds for financial aid for those offered admission through the waitlist, which presents a challenge.

The group expressed its appreciation to Dean Bates and her staff for the challenging work that her office has faced this year.

3. H1N1 (Swine) Flu Update

Dean of Student Affairs Rochelle Calhoun, who chairs the Emergency Management Team, reported that the EMT has met and is in regular communication regarding recent developments of the H1N1 (swine) flu. A link has been established on the homepage, and the web will be the primary source of information. The College's planning is linked to pandemic stages as identified

by the World Health Organization. Health Services personnel are in communication with local health officials to coordinate efforts. The EMT is mindful that finals are scheduled for next week and that the coming weeks will bring many visitors to campus for events including Commencement, Reunion, and the Summer Special Programs season. Dean Calhoun noted that the Office of Off-Campus Study and Exchanges has been in touch with several students who are studying in Mexico through another college program. Dean Calhoun will contact parents of students who are studying abroad in areas that have been affected by the H1N1 virus.

4. Budget

Vice President for Finance and Administration Mike West reported that the S&P 500 is down 37% for the period May 2008 to May 2009. Year-to-date, the S&P 500 is down 3.37%. The College's planning assumption had assumed a -5% performance.

Mr. West next distributed a handout showing the preliminary recommendations, as of April 23, 2009, for a "middle-case scenario" of budget assumptions for FY '10 – FY '14. He reviewed various revised projections, including those related to financial aid, compensation, and Service and Supplies reductions. He then distributed a document entitled "FY '09 Operating Estimate and FY '10 and Beyond Scenarios." This document reflects a revised format that is intended to show the progression of actions being studied to address possible deficits for FY '11 and beyond. He noted that the magnitude of projected deficits in the out years makes it difficult to see how the College could close that gap without a reduction in force – an action that many other colleges and universities already have announced. Skidmore's current planning is to defer implementation of a reduction in force for a year, allowing appropriate time for planning. It was noted that market conditions and other factors are likely to change over the course of the next year as the economy remains turbulent, but at this point, it is anticipated that the College will need to implement a reduction in force. Planning for that action will take place during the upcoming summer and fall.

Mr. West noted that the administration will seek Board approval of the FY '10 budget at the upcoming May meeting, as well as endorsement of the planning scenarios for FY '11 – 14.

Mr. West reminded members that the handouts should be treated as confidential. He also offered to meet with new IPPC members to further update them on the budget planning process and answer any questions they might have.

Mr. West then turned his attention to the Capital Budget. He noted that the Business and Finance Subcommittee of IPPC had met and endorsed the recommendations being proposed. Over \$35 million in capital requests were received; approximately \$8.6 million in projects are being recommended. The College is deferring most major capital projects at this time, with the exception of the Kimball Hall residence hall renovation that was approved by the Board in February.

In response to questions, it was noted that the decision to defer computer upgrades this year effectively moves the College to a five-year update schedule. Chief Technology Officer Justin Sipher indicated that this cycle is in the mid-range of what other colleges and universities strive

for. It also was noted that the decision on the administrative computer system is hoped to be determined later this calendar year. Internet2 is scheduled to run as a pilot program in the Zankel Music Building. There are no capital implications related to this project.

SGA President Jackie Shydrowski, noting the \$6,000 item to paint Falstaff's proposed in the Capital Budget, recommended that funds for that project be paid by the Pavilion Corporation. Mr. West welcomed that recommendation and will follow-up with Ms. Shydrowski.

Mr. West indicated that, assuming no objections by IPPC, the administration would take this Capital Budget to the Board of Trustees for its approval in May. The group supported that action.

5. Strategic Action Agenda 2009-10

President Glotzbach distributed a draft document indicating the divisional strategic priorities for 2009-10. This document will help to inform the Cabinet's conversations over the summer as it formulates next year's Strategic Action Agenda.

Noting the limited amount of time for conversation, President Glotzbach invited comment on the draft document. It was suggested that the priorities for Academic Affairs be amended to reflect an ongoing effort to address intercultural literacy and civic engagement in the curriculum. Vice President for Academic Affairs welcomed the suggestion and will revise the language as appropriate.

President Glotzbach asked that any further comments be forwarded to Barbara Krause by June 1. The IPPC understands that the Cabinet will discuss these draft priorities with the Board in May.

6. Update from the Committee on Intercultural and Global Understanding

Professor Winston Grady-Willis referred IPPC members to the revised Bias Response Protocol that was distributed in advance of the meeting. He noted that CIGU has not formally voted on the changes; therefore, there is no action for IPPC to take at this time. He noted, however, that there are no major changes from the interim protocol as initially implemented. The group will continue working with the Bias Response Protocol, and it will be brought back to IPPC in the fall for formal approval.

Professor Grady-Willis then referred to a second document distributed in advance of the meeting: a document entitled "Assessing Diversity and Inclusion at Skidmore College." Several members of CIGU have been working on this document for several months; the group has met several times with Sarah Goodwin, the Faculty Assessment Coordinator. Again, he will bring this document back to IPPC in the fall for further discussion and endorsement. In the meantime, he requested that those who lead the "responsible offices" indicated for various items review those items and provide feedback to him, the Dean of Student Affairs, the Director of Student

Diversity Programs, or the Assistant Director of Equal Employment Opportunity and Work Force Diversity.

It was noted that the Office of Special Programs should be considered for representation in the grid.

In closing, Professor Grady-Willis noted that a number of campus climate and cultural issues had surfaced throughout the year, particularly related to international students and faculty. Those concerns will be reflected in CIGU's Annual Report and will require further attention.

7. Report from Student Affairs Subcommittee

Dean of Student Affairs Rochelle Calhoun reported that the Student Affairs Subcommittee has had a busy year, working on issues including SGA funding of exercise equipment in residence halls, North Woods safety concerns, the "Student Manifesto" letter that was widely distributed across campus, events related to "420," and nomination of President's Awards recipients.

An item that required extensive attention was the "Event Publicity Guidelines" document, which includes a section on postering and printing, chalking guidelines (new), and guidelines for non-College organizations and off-campus vendors. The document was distributed in advance of the meeting.

Dean Calhoun noted that with respect to the postering and printing guidelines, the objective is to encourage more postering and fewer flyers – both from an environmental and from a campus appearance perspective. The proposed changes in this section would, among other things, lower the number of posters per event.

The chalking guidelines are a new addition intended to protect building facades from damage and decay and to enhance the campus appearance. The basic principles are to allow chalking only on horizontal surfaces where rain would remove the residue and to allow only erasable, water soluble chalk.

One question was whether the new guidelines are intended to prohibit certain conduct or to strongly discourage it. A suggestion was that the postering guidelines prohibit the use of duct tape, which removes paint when the poster is removed. It was further suggested that a definition of "mass posting" would be helpful – perhaps defined as postering of more than 25 posters.

Following discussion, the IPPC indicated its support for the principles expressed in the document. Dean Calhoun was encouraged to go forward with various educational efforts with students and departments, with the understanding that final revisions to the policy can be made by IPPC in the fall. It was noted, in particular, that any educational efforts with students would need to begin in the fall or they would effectively be delayed for another year. Dean Calhoun will follow-up as indicated.

8. Update from Campus Environment Committee

The Campus Environment Committee distributed its annual report in advance of the meeting. Co-chair Erica Fuller reported that this was the first full year in which a Sustainability Coordinator had been in place to focus on policy matters and coordinate campus initiatives. She noted, among other things, that the CEC had worked with the Student Affairs Subcommittee to develop the Event Publicity Guidelines document. She welcomed questions and feedback on any aspects of the annual report, particularly the building temperature initiative.

Finally, Ms. Fuller noted two positive news stories this week related to sustainability efforts: a front-page article on the new, student-run, organic garden that appeared in *The Saratogian*, and a front-page article on trayless dining halls that appeared in the *New York Times*.

President Glotzbach closed the meeting by thanking members for their diligent work throughout the year. He offered particular thanks to the following members whose terms are concluding: Mark Huibregtse, Barbara McDonough, Dan Nathan, Phyllis Roth, and Jackie Shydowski. He offered a special thanks to Sue Bender for her service as vice-chair.

Minutes prepared by Barbara Krause. Please notify of any changes.