INSTITUTIONAL POLICY AND PLANNING COMMITTEE
MEETING MINUTES
March 26, 2010

PRESENT: Professor Adrienne Zuerner, Vice Chair; Erica Bastress-Dukehart, Mary Lou Bates, Rochelle Calhoun, Winston Grady-Willis, Ann Henderson, Susan Kress, Kim Marsella, Muriel Poston, Jeff Segrave, Michael West, Mary Cogan, Susan Bender, Raina Bretan, James Welsh, and Hugh Foley. Guest: Erica Fuller (present for Campus Environment Committee Report).

ABSENT: President Philip Glotzbach, Chair, Michael Casey, Justin Sipher, and Anne Petruzzelli.

1. Approval of Minutes

Minutes of the March 5, 2010 meeting were approved with one correction to the attendance and with a substantive change to Item 2, paragraph 6.

2. Campus Environment Committee Report

Kim Marsella, Program Coordinator and Lecturer in Environmental Studies and chair of the Campus Environment Committee (CEC), welcomed Erica Fuller, Skidmore’s Sustainability Coordinator, to the meeting. CEC’s report on the College’s greenhouse gas emission inventory was circulated in advance of the meeting.

Lecturer Marsella began by acknowledging the significant contributions of Ms. Fuller in this effort, along with Director of Financial Planning & Budgeting Mike Hall, Director of Facilities Services Dan Rodecker, and Facilities Services Project Manager Paul Lundberg. According to the CEC report, the greenhouse gas inventory “quantifies the gases released by College-related activities that contribute to global climate change.” The College worked with an independent energy management firm on the survey design, data collection, and verification. Lecturer Marsella also noted that the initiative is driven in part by Goal III of the College’s Strategic Plan and its commitment to enhancing our ability to function as an environmentally responsible corporate citizen, including continuing efforts to reduce the College’s “environmental footprint.”

The CEC report describes the Greenhouse Gas Protocol, which separates emissions into three categories or “scopes” defined by the College’s level of control over those emissions. The report “will serve as a baseline for the College’s greenhouse gas emissions and will inform future carbon mitigation strategies as well as carbon reduction targets. [CEC’s] hope is to have a College climate commitment and action plan in the next year.”

Vice President for Finance and Administration Mike West acknowledged the good work that CEC has done and voiced his support for the approach reflected in the report.
He noted the importance of adopting an approach that can be followed consistently going forward.

Additional comments included the following:

- Some of our strategic goals are in tension with one another – e.g., our efforts to increase study abroad and to recruit more international students add to our carbon footprint. Lecturer Marsella indicated that all colleges and universities face this problem and assured the group that she is not aware of any pressure to cut study-abroad programs as a means of reducing the carbon footprint.
- The group discussed whether certain academic departments might be affected more significantly than others or might have more potential opportunities for reductions. It was suggested that CEC might consider two areas in particular: visual and performing arts and the natural sciences.
- The College’s “Sustainable Skidmore” website was praised as a very helpful resource for students and others on campus.
- One member asked whether it is possible to “standardize” the inventory reporting in a way that accounts for increased facilities growth. Lecturer Marsella is not aware of any other college that is doing this. It was noted that building growth on campuses makes it difficult to conceive of achieving carbon neutrality without purchasing carbon offsets.

Lecturer Marsella and Ms. Fuller then sought IPPC’s guidance as to how it might publish this report. Some suggestions were made regarding the presentation, but IPPC expressed its support for posting the report on the Sustainable Skidmore website and for articles covering the initiative in Scope On-line and Skidnews. Vice President for Academic Affairs Susan Kress would a summary of the report presented to the Academic Staff at its May retreat, and SGA President Raina Bretan would like a summary of the report presented to the SGA Senate.

3. **Budget Planning Update**

Vice President West reported the following updates to the FY ’11 budget planning process:

- His staff currently projects an increase in the Consumer Price Index (CPI) of approximately 2% for the 12-month period ending May 31, 2010. The annualized rate as of February 2010 was 2.1%.
- Several colleges that announced enhanced financial aid policies over the past several years have scaled back those policies.
- Middlebury College announced that future increases to tuition, room, and board will be limited to the CPI plus 1%. However, Middlebury has not yet announced its increase for FY ’11.
- Colleges are starting to report their comprehensive fees for FY ’11, and many are increasing by 3.5% or higher. One local exception was The Sage Colleges, which announced it would have no increase. At the present time, it appears that
Skidmore’s projected increase would be lower than many of the colleges who have announced, which could allow Skidmore to drop to a lower position on various “most expensive colleges” lists.

- The AAUP salary survey, with information reported as of November 2009, is expected on March 26 and will be reviewed at the next meeting.

One member asked Dean of Admissions and Financial Aid Mary Lou Bates if a lower comprehensive fee increase would result in a higher yield. Dean Bates is optimistic that the message will help, especially if Skidmore is able to move down on the list of most expensive colleges. She also is optimistic that a lower increase will send a positive message not only to prospective students, but to returning students and their families as well, that the College is concerned about our cost.

4. Facilities Update

Dean Calhoun indicated that today’s presentation would provide an update on various facilities matters, to be followed at the next meeting with documents and further discussion.

*Case-Ladd Task Force Report:* The recommendation to create a Case Council was implemented, and that group has been meeting since late last spring. Issues the group has addressed include cleanliness (Director of Facilities Dan Rodecker has been very responsive), support for performance space, and the wall outside of the Intercultural Center. Discussion continues about food service in Case. Dean Calhoun will bring forward a proposal at the next meeting, with the support of Cabinet, to engage an architect to study the feasibility of options related to Burgess Café, the SPA, and the Faculty Staff Club.

*Boathouse:* The FY ’10 capital budget included funds to address various safety and appearance concerns related to the boathouse. Vice President West reported that the College received the permits required to raise the building, install footings, move high voltage wires, and install new storage tanks for the septic system. The installation in coming weeks of special lifts and racks, as well as floating docs, will complete the initial phase of boathouse upgrades. The next stage of work, a proposed re-design of the building with possible further enhancements, will be reviewed at the next IPPC meeting. Dean Calhoun noted that this work would need to be supported by fundraising.

*Athletic Facilities Master Plan:* Dean Calhoun reported that the tennis program has experienced increasingly difficult challenges related to practice and competition facilities and that fitness facilities also are limited. She reminded IPPC that the College’s Master Plan refers to a possible field house. At the next meeting, Dean Calhoun will bring forward a proposal to develop a comprehensive plan for athletic facilities generally.

One member asked for further elaboration on the nature of the challenges facing the tennis program. Dean Calhoun cited limited access at the City’s YMCA, which has forced the tennis team to travel to Queensbury and Latham. In general practice times are
very early in the morning or very late at night and often require significant travel; the full team also cannot practice together at the same time, and our program, which is very strong, cannot host tournaments without indoor courts.

Another member asked about safety concerns at the stables that had been raised by the Athletic Council in the spring of 2008, suggesting that such safety concerns should have a higher priority than the challenges facing the tennis program. Dean Calhoun indicated that she would review the situation with respect to the stables and report back to IPPC.

**Scribner Village Replacement:** A small group of Trustees has been identified to work with the administration in developing plans for the Scribner Village Replacement. The group, including Dean Calhoun and Vice President West, has met once; Dean Calhoun will report back later in April.

5. **Information Resources Council**

Vice President Susan Kress reminded IPPC that discussions have been underway to consider the possible elimination of the Information Resources Council (IRC). She distributed a document summarizing those discussions and identifying several questions that would need to be addressed if IRC were to be dissolved. That document is attached to these minutes as Appendix A.

Vice President Kress invited IPPC’s thoughts on the future of IRC. Comments included the following:

- The improvement of IT support in recent years may have eliminated the need or desire of many individuals to attend IRC meetings.
- The elimination of the Library Committee several years ago was met with some of the same concerns being expressed about IRC – but the Library has functioned very well without the committee.
- As things stand now, major policy issues must be considered either by IPPC or the Committee on Educational Policies and Planning. Eliminating IRC would not affect that decision-making structure.
- It would be important to retain a space for faculty leadership on pedagogical issues. That could be done through Academic Technology (workshops, an annual forum, etc.).

Following this discussion, IPPC expressed its support for the proposed elimination of IRC.

6. **Zankel Rental Policy**

As a point of information, Dean of Special Programs Jeff Segrave reported that his office, in consultation with the Music Department, has developed a policy regarding rental of the new Arthur Zankel Music Building. Priority is always given to Skidmore
and Music Department programs. Otherwise, the policy sets forth tiered rates for non-
profits and for-profits; it also provides for exceptions based on special circumstances.
Special Programs is still considering whether the College might offer a first-time waiver
of fees as a way to share this wonderful new resource with the community and in
recognition of significant support received from the State of New York.

Minutes prepared by Barbara Krause; please notify her of any changes.
APPENDIX A

POSSIBLE ELIMINATION OF IRC

A. IRC members have been discussing the resolution endorsed by the faculty to reduce membership on committees by 30% and, in the process, reflecting on the function of IRC, as the committee was historically constituted, and as it works today. In reviewing the main items of business falling under the purview of IRC, we came to the conclusion that we should perhaps consider eliminating the IRC altogether. We are still considering this matter and invite you into our deliberations, some of which we offer below.

IRC’s portfolio includes IT policies and planning; educational issues and policies; and information about new technologies.

1. IT Policies and Planning
We were in a very different place when the IRC was founded. We have since made progress on outfitting classrooms and providing faculty with technological tools. Moreover, IT policies tend now to be channeled through IPPC, a committee whose function has changed since IRC was established.

2. Educational Matters
Matters of educational policy (such as online courses and information literacy) are appropriately considered by CEPP.

3. New Technologies
In the past, IRC has hosted meetings to draw attention to new technologies, but this function has been assumed by pedagogy sessions and 1-1 assistance offered by the Academic Technologies division of IT.

We do believe that we will still need a space/place for faculty to engage in conversation about, and exploration of, cutting-edge technologies for pedagogical ends, but we are not sure that IRC can effectively serve that purpose. It is possible that a faculty interest group—or other more informally constituted group—with the assistance of folks from Academic Technologies—might more usefully meet this need.

B. An open meeting was held on March 9, 2010. It was not well attended by non IRC members, but 9 members of the community did send in responses. All supported the elimination, though raising certain questions. Questions raised by correspondents and members of IRC include the following:

1. How would faculty have influence on IT policies and planning?
2. How would we continue to support cutting-edge technology for pedagogical purposes?
3. Would the elimination of IRC result in yet another IPPC subcommittee?