

INSTITUTIONAL POLICY AND PLANNING COMMITTEE
MEETING MINUTES
April 30, 2010

PRESENT: President Philip Glotzbach, Chair; Professor Adrienne Zuerner, Vice Chair; Mary Lou Bates, Rochelle Calhoun, Michael Casey, Winston Grady-Willis, Ann Henderson, Susan Kress, Kim Marsella, Erica Bastress-Dukehart, Muriel Poston, Jeff Segrave, Michael West, Mary Cogan, Susan Bender, Raina Bretan, James Welsh, Hugh Foley, and Anne Petruzzelli.

ABSENT: Justin Sipher.

1. Approval of Minutes

Minutes of the April 23, 2010 meeting were approved with minor corrections.

2. Use of Filene Hall

President Glotzbach referred members to the June 2009 report from the Space Planning Working Group (SPWG). The charge to the SPWG last spring had instructed that group to give “highest priority to the expansion of academic space (i.e., addition of classroom and/or office space),” “consideration of space pressures in academic buildings,” and “student need for performance space in order to relieve current pressures on the Dance Theater.” Accordingly, the report touched only briefly on Filene as a possible location for Admissions. President Glotzbach praised the work of the SPWG, indicating, however, that when Cabinet received the report, a decision was made to explore further the viability and desirability of moving Admissions into that space. That work was done over the course of the past year, and President Glotzbach has decided that Filene is not an appropriate location for Admissions. President Glotzbach announced his decision, therefore, that Filene would remain as academic space and that the Office of Special Programs will be located in Filene.

A faculty member of IPPC voiced strong objections to certain recommendations in the SPWG Report – specifically, those related to certain proposed departmental moves that would follow from the relocation of Special Programs to Filene. The faculty member noted that there had not been full consultation with the departments that would be affected and that some of the recommended moves would leave certain departments with considerably less desirable space than they currently occupy.

President Glotzbach stated that the hope whenever space is reassigned is that everyone feels they are moving to better offices than they currently occupy. Although that goal cannot always be attained, he emphasized that his decision at this point related only to the use of Filene. Decisions regarding the future use of space in Palamountain currently occupied by Special Programs, as well as other related moves that will follow, are still to be determined.

It was agreed that the SPWG would be reconvened with a new charge to consider this work and make recommendations about the moves that should flow from the relocation of Special Programs to Filene. A request was made to include representatives from all affected departments

as members of the SPWG for this further work. President Glotzbach indicated that while consultation clearly was important, he did not believe membership was essential. It was agreed, however, that the Cabinet will issue an appropriate charge for that work. Among other things, the charge will request the SPWG to consult with departments or units who will be affected and to take into consideration student needs for performance and practice spaces. Accessibility issues also will be considered. Vice President for Finance and Administration Michael West noted that the intent is not to do a total redesign; rather, the objective is to address as many space needs as possible with the least amount of structural renovation. Work is progressing now to install geothermal heating, revamp electrical systems, etc.

3. Admissions Update

Dean of Admissions and Financial Aid Mary Lou Bates reported that the deadline for deposits is May 1. At this point, it appears that we will certainly make the class and may be overenrolled. The admissions picture at Skidmore and elsewhere, however, remains difficult to predict, and expected waitlist activity at other colleges may affect our “summer melt” in significant ways. Early indications are positive on a number of metrics, including international student enrollment, enrollment of students of color, and enrollment of Porter Scholars. More definitive information will be available in the coming weeks.

4. Information Technology Issues

Custodianship of Electronic Mail Policy: In the absence of Justin Sipher, Vice President for Academic Affairs Susan Kress referred IPPC members to the proposed policy on custodianship of electronic mail. Vice President Kress reviewed the four principles articulated at the beginning of the document. The overall concept of the policy is that custodians of email will not access or disclose the content of email for which they are not correspondents except in limited, defined situations. Vice President Kress noted that the Information Resources Council (IRC) strongly recommends adoption of the policy.

IPPC members asked a number of questions, including current protocols and how violations of the policy would be addressed. Vice President Kress noted that the policy addressed the reporting of violations and also noted that if the policy is adopted, IT will engage in various educational efforts across the campus.

Following discussion, IPPC voted unanimously to approve the Custodianship of Electronic Mail Policy as set forth in Appendix A. IPPC noted that a vote of the faculty is not required for adoption of this policy.

Switch to External Email Host: Vice President Kress also reported that IT is exploring a switch to an external mail host. This is simply an informational item at this time; IT is currently exploring two options with MAC and PC pilot groups. IRC held open meetings on this topic during the course of the past year. This change would affect the types of work that certain IT employees perform, but would not affect the number of positions in IT.

5. Information Resources Council

Vice President Kress noted that she was returning to an item discussed at a previous IPPC meeting – namely, the proposed elimination of the Information Resources Council. After consultation with the Faculty Executive Committee and upon review of the Faculty Handbook, it has been determined that dissolution of the IRC would require the agreement of FEC, the IPPC, and the SGA Senate. The IRC also sought endorsement from the Committee on Educational Policies and Planning because some of IRC's current work would transition to CEPP. CEPP does support dissolution of the IRC.

IPPC voted unanimously to support dissolution of the Information Resources Council.

6. Budget Planning

Capital Budget: Vice President Michael West brought forward recommendations from IPPC's Budget and Finance Subcommittee to support a capital budget of \$9.55 million, as distributed at the previous meeting. **IPPC unanimously endorsed the proposed capital budget.**

FY '10 Operating Budget: Mr. West reported that the College has been able to preserve the contingency included in the current year operating budget. He also noted that the endowment has recovered more quickly than previously anticipated, that gifts to the Annual Fund have exceeded projections, and that revenue from other tuitions and fees also has increased. As a result, the College is anticipating a surplus for the current fiscal year.

FY '11 Budget: Mr. West then reviewed current planning for the FY '11 budget. He asked that this conversation be held in strict confidence given that much of the information is still preliminary, and that certain issues are sensitive and still subject to change. He reviewed the major budget parameters as well as operating, capital, and new-initiative budgets. Mr. West reported that the Budget and Finance Subcommittee of IPPC supports the current approach to the FY '11 budget. Following further conversation, **IPPC expressed its support of the current direction for the FY '11 budget.** President Glotzbach and Vice President West encouraged IPPC members to share any further concerns with them or other Cabinet members. The Board of Trustees will approve the FY '11 budget at the May meeting.

7. IPPC Vice Chair 2010-11

IPPC voted unanimously to support the nomination of Hugh Foley as Vice Chair for 2010-11.

8. Presidential Sabbatical

President Glotzbach informed IPPC that he would announce at the Faculty Meeting later in the afternoon the decision of the Board of Trustees to grant him a six-month sabbatical from November 2010 through April 2011. President Glotzbach also distributed the announcement that will be distributed via email later in the afternoon. He asked IPPC members to hold this news in confidence until later in the day.

Various IPPC members expressed their support for President Glotzbach and for this sabbatical leave.

9. Departing Members

President Glotzbach noted that several members of IPPC will be departing at the end of this year. He thanked Kim Marsella for her leadership of the Campus Environment Committee and her effective advocacy for sustainability issues across campus. President Glotzbach noted with appreciation the strong leadership of Erica Bastress-Dukehart as Chair of CEPP during the past year and thanked her for her contributions to IPPC. He thanked Mary Cogan for her three years of significant contributions to IPPC, noting in particular the integrity and sensitivity that she brought to difficult conversations related to the closure of the University Without Walls program. He thanked Sue Bender for her many contributions to IPPC and particularly for her leadership last year as Vice Chair. He also thanked SGA Senate representatives Raina Bretan and Jim Welsh for their tremendously effective leadership of the SGA during the past year.

Finally, President Glotzbach expressed his appreciation to Adrienne Zuerner, who has served admirably during the past year as Vice Chair of IPPC. He noted that Professor Zuerner will remain on IPPC next year as a faculty representative.

10. Other Business

The final report of the Town Hall Meeting Synthesis Group has been revised based on discussion at the IPPC meeting on April 23, 2010. The corrected final report, dated April 26, 2010, was distributed with the meeting materials and will be posted on the College's website.

IPPC members were asked to hold May 14 and May 28 from 10:30 to noon as potential meeting dates.

Vice President for Student Affairs Rochelle Calhoun mentioned that she will be taking to the Board of Trustees a proposal for funding of the boathouse expansion. She will forward those materials to IPPC members in advance of the Board Meeting, and any IPPC member with questions should feel free to contact her directly.

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

Appendix A:

Skidmore College
Information Technology
Policy
Custodianship of Electronic Mail
April 27, 2010

The framework on which this work is based was provided in part by the Cornell University IT Policy Office and its Director Tracy Mitrano, and is gratefully acknowledged.

Custodianship of Electronic Mail

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Custodianship of Electronic Mail

Document Statement

Skidmore administers an electronic mail (email) system, which it must manage for the entire college community in a manner that preserves a level of privacy and confidentiality while in accordance with relevant State and Federal laws, regulations, and college policy. While the college permits limited personal use of the skidmore.edu email account, faculty and other employees (as well as student employees) do not acquire a right of privacy for communications transmitted on this institutional system. Any of the functions/authority/responsibility assigned to a particular position in this document may be completed by the person holding that position "or his/her designee".

Principles

Custodians of email must not access or disclose the content of email for which they are not correspondents, except in the following situations:

- A. In health and safety emergencies; or**
- B. In response to a court order or other compulsory legal process; or**
- C. When an email steward (see table 1) has determined that there is a legitimate need to examine email in connection with an investigation involving a human resources matter or a legal or policy violation; or**
- D. When the information is necessary to conduct time sensitive and or critical college business. Access is tightly controlled and limited, requiring approval of BOTH the respective senior cabinet member and the Director of Human Resources and only after other alternatives have been exhausted.**

Reason for the Document

To protect electronic mail from inappropriate access or disclosure and to comply with relevant State and Federal regulations, laws, and policies regarding the protection of certain types of data.

Entities Affected by this Document

All entities of the college.

Who Should Read this Document

All members of the college community

Website Address for this Document

<http://cms.skidmore.edu/it/policies/index.cfm>

Procedures

Requests to Access or Disclose the Content of Email

A. Health and Safety Emergencies

In the event of a health and safety emergency, the college will access and/or disclose the content of email according to the following procedures:

1. IT will access and/or disclose the data upon request by the Director of Campus Safety, Associate Director of Campus Safety, Administrative Director of Health Services, or Member of President's Cabinet.
2. As soon as is practicable, IT will notify the appropriate email steward(s) of the request, what data was accessed and/or disclosed, and any other relevant information, such as the approximate time of the request, access, and disclosure, the name and title of the requester, and the nature of the emergency.
3. As soon as is practicable, IT will notify the Chief Technology Officer.
4. As soon as is practicable, the requesting individual will contact the appropriate email steward (s) (see table 4), informing that individual of the request and the nature of the information received.

B. Court Order or Other Compulsory Legal Process

1. Legal Counsel will review court order to insure validity and authenticity. Legal counsel will provide instruction regarding the college's obligations with said order.

C. Human Resources Matters or Potential Legal or Policy Violations

1. The requesting party must obtain permission from the appropriate email steward(s) of the email (see Table 1, below). If the requesting party is the steward identified in Table 1 (below), permission will need to be granted by the college President.

Table 1

Email Stewards

Member of the college Faculty	Vice President Academic Affairs
Other employees	Director of Human Resources and appropriate cabinet member
Student Employee	Dean of Admissions and Financial Aid or Director of Human Resources
Student	Dean of Student Affairs
President of the College	Chair of the Board of Trustees
Direct Report to the President	President of the College

Note: In an email file, "email correspondents" includes all individuals listed in the "To:" "From:" "cc:" and "bcc" fields. Therefore, an email may have more than one email steward.

2. The email steward(s) must contact the Chief Technology Officer, providing the details of the request.
3. The Chief Technology Officer will communicate with the appropriate staff member in IT and/or the department requesting access and disclosure of the data to the requester.

4. The IT staff member will confidentially access and disclose the authorized data to the requester.

D. The Information is Necessary to Conduct College Business

I. Forwarding Your Own Email

Faculty or other employees who will be away from their workplaces for any period of time during which access or disclosure of their email may be necessary, should consider forwarding their incoming mail to appropriate parties using a forwarding rule which can be found at:

<http://cms.skidmore.edu/it/email/upload/ol2003Forward.pdf>

II. When an Email Account Holder Wishes to Authorize Access by Another Individual to His or Her Account

An email account holder may authorize access to his or her email account on a case-by-case basis.

This provision does not supersede restrictions, such as the prohibition of sharing network passwords. See IT policy Code of Ethics for Computing at Skidmore College: <http://cms.skidmore.edu/it/policies/ethics.cfm>

This procedure must not be used for human resources matters. For requests involving human resources matters, see **B: Human Resources Matters or Potential Legal or Policy Violations**, above.

III. Rerouting or Forwarding Another Person's Email

1. The requesting party, generally the party's supervisor or someone approved by that supervisor, must inform his/her respective cabinet member and upon approval forward to the Director of Human Resources for final approval.

2. The Director of Human Resources will evaluate the request and notify the requesting party of the outcome. If approved, the Director of Human Resources will send the request to the Chief Technology Officer who will work with any applicable department administrator who will effect the rerouting or forwarding.

IV. Accessing a Third Party's Existing Email

1. The requesting party, generally the party's supervisor or someone approved by that supervisor, must inform his/her respective cabinet member and upon approval forward to the Director of Human Resources for final approval.

2. The Director of Human Resources will evaluate the request, notifying the requesting party of the outcome. If approved, the Director of Human Resources will send the request to the Chief Technology Officer who will facilitate said access.

3. The requesting party will inform the individual that the request to access their email was made and approved, and the nature of the information received.

Local Support Providers: Ordinary Course of Business

In the course of providing technical support, performing network security and/or maintenance (e.g., backups and restores), local support providers may be required to access, observe, or intercept, but not disclose, reroute, or forward electronic mail messages. There are two circumstances when it is permissible for a local support provider to disclose, reroute, or forward the content of electronic mail messages:

Emergency Exception: Should a local support provider, in the usual course of business, reasonably believe that he or she has accessed information about an emergency involving imminent danger of death or serious injury, the following procedures should be invoked:

1. Contact Campus Safety immediately.
2. As soon as is practicable, report that contact and the underlying information to the Chief Technology Officer, or member of the President's Cabinet. (See "*Reporting Alleged Violations*," below).

Responsible Use Exception: In situations when a local support provider reasonably believes that he or she may have observed evidence of a violation of law or policy, the following procedure should be invoked:

1. As soon as is practicable, reports that contact and the underlying information to the Chief Technology Officer, or member of the President's Cabinet. (See "*Reporting Alleged Violations*," below).

Reporting Alleged Violations

Alleged violations of this policy may be reported to the appropriate individual as detailed in Table 2. Alternatively, you may also contact your supervisor, the college's Chief Technology Officer or a member of the President's Cabinet

Responsibilities

Table 2 outlines the major responsibilities each party has in connection with College Email Policy and Custodianship of Electronic Mail.

Table 2

Director of Campus Safety, Deputy Associate Director of Campus Safety, Director Health Services, Member of President's Cabinet	<p>In health and safety emergencies, contact IT Technical Services with requests to intercept, access, or disclose electronic mail content.</p> <p>In health and safety emergencies, when data has been accessed or disclosed, notify the appropriate email steward of the request and the nature of the information received.</p>
Member of President's Cabinet	<p>Evaluate and approve, or deny requests to have email rerouted or forwarded.</p> <p>Send approved requests to reroute or forward email to the Chief Technology Officer, who will effect the rerouting or forwarding.</p>
Director of Human Resources	<p>Evaluate and approve, or deny, requests to access or disclose electronic mail content in the cases of a human resource matter or potential policy or State and Federal legal violation.</p> <p>Contact the Chief Technology Officer with requests to reroute, forward, intercept, access, or disclose the content of email.</p>
Local Support Provider	<p>Access and disclose specific email messages in cases when information is necessary to conduct college business and the correspondent is unavailable.</p> <p>Access, observe, or intercept the content of electronic mail messages only when performing network security and maintenance functions (e.g., backups and restores).</p> <p>In the usual course of business, disclose, reroute, or forward the content of electronic mail messages only in the following situations:</p> <ul style="list-style-type: none">a) In an emergency involving imminent danger of death or serious physical injury; orb) When evidence has been observed of a potential violation of law or policy. <p>In emergencies involving imminent danger of death or serious injury, contact Campus Safety immediately. Report that contact to the Chief Technology Officer or member of the President's Cabinet as soon as possible.</p>

Enterprise Systems, IT	<p>In health and safety emergencies, and upon notification by the appropriate college official, access and disclose requested data.</p> <p>In health and safety emergencies, when data has been accessed or disclosed, notify the appropriate email steward of the request, what data was accessed or disclosed, and any other relevant information, such as the approximate time of the request, access, and disclosure, the name and title of the requester, and the nature of the emergency.</p> <p>In health and safety emergencies, when data has been accessed or disclosed, notify the Chief Technology Officer or Member of President's Cabinet.</p>
Chief Technology Officer	<p>After appropriate permission has been granted by member of President's Cabinet, communicate with appropriate staff to initiate interception, access, or disclosure of electronic mail content.</p> <p>When interception, access, or disclosure of electronic mail content has occurred, inform the individual about whom the request was made of the request, access, and disclosure, where possible and appropriate.</p>
Requesting Individual	<p>In cases of human resources matters or potential legal or policy violations, obtain permission from the appropriate email steward(s) for rerouting, forwarding, intercepting, accessing, or disclosing the content of email.</p> <p>In cases when the information is necessary to conduct college business and the correspondent is unavailable, inform Human Resources, department head, college dean, or Vice President at the time of the request; work with the local support provider to obtain the specific mail messages; and inform the correspondent of the request that was made and of the nature of the information received. In a health or safety emergency, please see "Definitions: Health and Safety Emergency."</p>

Definitions

Definitions apply to terms as they are used in this document.

Table 3

Access	The ability to obtain email content.
Correspondent	Any individual listed in the "To:" "From:" "Cc:" or "Bcc:" fields in the header of an electronic mail message
Custodian	An individual with access to electronic mail data on electronic mail systems.
Disclosure	The act of releasing the content of electronic mail to a third party (e.g., through accessing, intercepting, forwarding, rerouting, etc.)
Email	Electronic mail messages and their associated attachments in a mail user agent (MUA). Note: When data contained in an email message or attachment has been printed or stored outside of the MUA, it is no longer considered email.
Email Steward	The individual, other than a correspondent, with the authority to grant permission for the disclosure of electronic mail content
Health and Safety Emergency	A situation involving an imminent threat of death or serious injury to any person or structure.
Local Support Provider	An individual with principal responsibility for the installation, configuration, security, and ongoing maintenance of an IT device.
Mail User Agent (MUA)	A program, application, or method used to store, transmit, or receive email.

Contacts

Direct any general questions about College Email Policy Custodianship of Electronic Mail, to your Department Chair or Director. If you have questions about specific issues, call the offices listed in Table 4.

Table 4

Subject	Contact	Telephone	Email/Web Address
Document Clarification and Interpretation	Justin Sipher Chief Technology Officer, Information Technology	(518) 580- 5909	jsipher@skidmore.edu http://cms.skidmore.edu/it/policies/index.cfm
Policy Violations	Barbara Beck Associate Vice President for Finance & Administration and Director of Human Resources	(518) 580- 5809	bbeck@skidmore.edu
	Chief Technology Officer	518) 580- 5909	jsipher@skidmore.edu

Related Documents

Table 5

Documents

Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g;
34 CFR Part 99)

Financial Services Modernization Act of 1997

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

USA Patriot Act of 2001

New York Penal Law §240
