

**INSTITUTIONAL POLICY AND PLANNING COMMITTEE
MEETING MINUTES
November 19, 2010**

PRESENT: Hugh Foley, Vice Chair; Michael Casey, Winston Grady-Willis, Ann Henderson, Mark Huibregtse, Muriel Poston, Bob Turner, Jeff Segrave, Justin Sipher, Michael West, Alexandra Stark, Jonathan Zeidan, Adrienne Zuerner, Anne Petruzzelli, Denise Smith and Barbara Krause (Secretary).

ABSENT: Acting President Susan Kress, Chair; Mary Lou Bates, Rochelle Calhoun, Paty Rubio, and Gail Cummings-Danson.

1. Approval of Minutes

Minutes of the November 5, 2010 meeting were approved as distributed.

2. Political Expression/Campus Use Policies

IPPC considered a memo prepared by Acting President Susan Kress proposing a working group to consider possible revisions to the College's current policies on Expressions of Political Opinion and Use of Campus Facilities for Political Activities. A copy of the memo appears as Attachment A to these minutes.

IPPC indicated its unanimous support for the "Recommendation to Review Political Expression and Campus Use Policy" document as written (Attachment A). With regard to the timeframe for this work, it was suggested that any revisions should be in place, if possible, by September 1, 2011; local elections will take place in September 2011, and they often generate considerable political activity on campus. It was noted that meeting that timeframe would require proposed revisions in early April 2011 at the latest, which may be an ambitious schedule.

Vice Chair Hugh Foley will notify the Faculty Executive Committee (FEC) of IPPC's vote and request that FEC identify potential faculty members of the working group (two members to be appointed by the Dean of the Faculty in consultation with FEC). The SGA Senate also will move forward to identify two student members.

3. Amendments to IPPC Operating Code

IPPC considered proposed amendments to its Operating Code related to the Student Affairs Subcommittee (SAS) and the Committee on Intercultural and Global Understanding (CIGU).

Student Affairs Subcommittee: SAS Co-Chair and SGA President Alexandra Stark reported that SAS would like to reduce the size of its membership. The group has had

some difficulty in filling all of the existing seats and believes that it can function effectively with a smaller membership. The proposal from SAS is to reduce the number of faculty members from three to two, the number of administrative/professional and support staff members from three to two, and the number of students from five to four.

Committee on Intercultural and Global Understanding: CIGU Chair Winston Grady-Willis indicated that this committee also may have a proposal later in the year to reduce the size of its membership. For now, however, the group would like to amend the Operating Code to clarify that the chair of CIGU (who must be one of the faculty members) may designate a co-chair from among the remaining committee membership. Professor Grady-Willis indicated that he has asked Cori Filson, Director of Off-Campus Study and Exchanges, to serve as co-chair of CIGU. The rationale for this proposal includes the benefit of sharing the administrative leadership of the committee, the value of ensuring that both domestic and international diversity perspectives are fully considered in the group's work, and the desire to recognize the leadership that a non-faculty member's perspective can bring to governance work.

IPPC voted unanimously to amend the Operating Code as proposed. See Attachment B to these minutes.

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

ATTACHMENT A

MEMORANDUM

TO: IPPC
FROM: Susan A. Kress, Acting President
RE: Recommendation to Review Political Expression and Campus Use Policy
DATE: November 10, 2010

As a non-profit entity, Skidmore College may not participate in, or intervene in, any political campaign on behalf of (or in opposition to) any candidate for public office. This prohibition and other laws (for example, laws that regulate lobbying activity intended to influence proposed legislation) impose certain limitations on expressions of political expression by the College or those acting in official capacities on the College's behalf. These limitations sometimes are in tension with other values held deeply by our educational community, including our commitment to values of academic freedom, our commitment to encouraging robust discourse reflecting a broad range of perspectives and opinions, and our commitment to educating our students about "informed, responsible citizenship" as part of their Skidmore education.

The College currently has in place policies that attempt to balance those – sometimes competing – principles. Recently, a request from Congressman Scott Murphy's campaign to host a political rally featuring former President Bill Clinton called into question whether we have struck the appropriate balance. In light of various concerns and opinions that have been expressed on this topic, the Cabinet and I have determined that a review of our current policies is warranted.

I welcome your thoughts regarding the recommended process described below.

Recommended process

Because these issues affect all members of the Skidmore community, we believe it would be appropriate for IPPC to convene a working group that would conduct a review of current policies on Expressions of Political Opinion and Use of Campus Facilities for Political Activities, receive any recommendations from that working group, and then advise the Cabinet and me regarding possible revisions to our current policies. Accordingly, I ask that IPPC consider a process for doing this work. Mindful of recent conversations and legitimate concerns regarding faculty time, I offer the following for your consideration:

1. I recommend that Barbara Krause, Executive Director of the Office of the President, coordinate the review of current policies and the formulation of any proposed revisions.
2. I recommend that IPPC identify a small group of individuals to work with the coordinator, with the expectation that the working group will consult with other

individuals and groups on campus to ensure that the final recommendation is informed by a breadth of perspectives. I propose that the working group include the following:

- Barbara Krause, Executive Director of the Office of the President, Coordinator
- Barbara Beck, Associate Vice President for Finance & Administration and Director of Human Resources
- David Karp, Associate Dean of Student Affairs/Director of Campus Life
- Andrea Wise, Director of Media Relations
- Two faculty members to be identified by the Dean of the Faculty in consultation with the Faculty Executive Committee
- Two student members to be identified by the Student Government Association

3. I recommend that IPPC charge this working group as follows:

- Review current College policies regarding Expressions of Political Opinion and Use of College Facilities for Political Activities.
- In recommending any modifications to current policies, consider broadly the possible implications, including but not limited to:
 - The educational experience we offer our students, including our commitment to developing their ability to contribute as informed, responsible citizens.
 - The College's commitment to academic freedom, as expressed in the *Faculty Handbook* and elsewhere.
 - The importance of balancing the rights of individuals to participate – or not to participate – in political discourse on campus.
 - The relationship of any such policies to the Student Bill of Rights.
 - The use of College resources broadly defined, including but not limited to facilities, infrastructure (e.g., campus mail, e-mail lists, stationery, etc.), use of work time, use of official title, and other relevant matters.
 - The College's relationships or affiliations with organizations that engage in political activity.
- Ensure that the working group seeks input from broad and diverse perspectives, including those of differing political persuasions and those familiar with core values expressed in College documents.
- Hold at least one open community meeting to inform the group's work.
- Through the coordinator and in consultation with the Vice President for Finance and Administration, seek appropriate legal advice when necessary to understand legal limitations related to this work.
- Produce a report summarizing the group's work and setting forth any recommendations and advice to IPPC and to the President and Cabinet.

4. I propose the following timeframe for completion of this work:

- Recommendations, including any proposed policy revisions, to President and Cabinet: *[date]*
- Same to IPPC: *[date]*
- Same to Faculty Meeting: *[date]*
- Same to SGA: *[date]*
- Same to Board of Trustees: *[date]*

NOTE: The question of precisely what action each of these bodies might take (e.g., whether actual approval is required) should be deferred until the working group has forwarded its recommendations.

ATTACHMENT B

Institutional Policy and Planning Committee (IPPC) Operating Code (17 April 2009)

Function: The IPPC advises the President with regard to strategic planning, taking a comprehensive view of significant issues affecting the College. In so doing, it serves as the central deliberative body for all-college governance. More specifically, IPPC advises the President on all policy areas, with primary responsibility for those areas beyond the purview of faculty governance (such as budget and financial planning, benefits, environmental issues, admissions and financial aid, student affairs, and advancement).

The President chairs the IPPC; an elected member of the faculty serves as Vice-Chair. The agenda of the Committee is set by these two individuals in consultation with the President's Staff, FEC, and SGA.

The IPPC may appoint subcommittees to serve as resources for the committee with regard to any area of policy or planning as needed. The composition of such subcommittees is determined by IPPC in consultation with FEC and with other groups or individuals as appropriate.

Membership: The President (Chair), the Vice President for Academic Affairs, the Dean of the Faculty, the Vice President for Finance and Administration, the Vice President for Advancement, the Dean of Admissions and Financial Aid, the Dean of Student Affairs, the Dean of Special Programs, the Director of Institutional Research, the Chief Technology Officer, the Chair of the Campus Environment Committee, the Chair of the Committee on Intercultural and Global Understanding, three faculty members elected for three year terms, one of whom serves as Vice-Chair and all of whom sit on the FEC, the chair of CEPP, one representative from the administrative/professional staff, one representative from the support staff¹, the President of SGA, and the SGA Vice President for Financial Affairs.

Operating Procedures:

Agenda Setting

The agenda of the Committee is set by the President and the Vice-Chair in consultation with the President's Staff, FEC, and SGA. The agenda will normally include reports and updates, SGA issues and concerns, and ongoing and new business. Agendas and supporting documents will be distributed by email prior to each meeting,

¹ The a/p and support staff members are appointed by the President from lists of those willing to serve (the willingness forms are distributed by the Office of the President).

with lead time sufficient to permit committee members to review these documents carefully.

Minutes

Minutes of IPPC meetings will be recorded by the Executive Director of the Office of the President and Coordinator of Strategic Planning, and distributed to the committee prior to the next meeting, at which they are approved. Once approved, the minutes will be posted with password protection to the web. On occasion, the committee may elect to discuss sensitive issues in confidence (with the degree of confidentiality as deemed appropriate by the committee); the minutes will reference such discussions but not fully record their substance.

Annual Planning Cycle

See the attachment.

Communication²

The committee will communicate regularly with the college community through a variety of modes, as appropriate: email, out-reports at Faculty Meetings, community meetings or forums, etc. The President will meet as needed with the SGA Executive Committee, the IPPC Vice-Chair, or the Chair of FEC. In particular, IPPC will inform the community in a timely fashion regarding budget development, e.g., through presentations by the Vice President for Finance and Administration and Treasurer at faculty and community meetings. At the end of each academic year, the committee will prepare an annual report to be shared with the campus community and posted on the Web.

Consideration of Issues

Normally, issues brought to IPPC will be considered by the relevant subcommittee prior to being discussed by the entire committee; however, this guideline can be superseded if circumstances warrant. Furthermore, the main constituent groups of IPPC (administration, faculty, administrative/professional and support staff, and students) may bring issues directly to the floor of IPPC.

² The operating code of the IPC (IPPC's predecessor) contains the following stipulations regarding communication: 1) *Each constituency represented on IPC should receive regular reports (one each semester, if appropriate) on the issues before the committee, recognizing that some such issues need to be discussed and recorded in confidence until they are resolved. Ordinarily the President or one of the elected faculty members will report to the faculty, the President will report to his or her staff, the SGA President will report to the SGA Executive Committee and to Student Senate, and the President will report to the trustees.* 2) *The members of IPC normally attend the May meeting of the Long-Range Planning Committee of the Board of Trustees.*

Selection of Vice-Chair

Toward the end of the academic year, the Chair and the Vice-Chair of IPPC will consult with the committee (in particular, with the faculty membership) and with the FEC, and then nominate a Vice-Chair for the following year. The Vice-Chair is approved by the full committee.

New Members

New members of IPPC, who will join the committee in September, will receive copies of this operating code, the preceding year's annual report, the minutes of the preceding year's meetings, and any important documents produced in the preceding year which will be discussed again in the current year.

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-range 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 of IPPC, a faculty representative from the IPPC, a member of the President's Cabinet, the administrative/professional representative from IPPC, the support staff representative from IPPC, and the SGA Vice President for Financial Affairs.

IPPC Subcommittee on Admissions & Financial Aid

Function: To recommend and review admissions policies and goals; to plan with the administration the student aid policies of the College and to consider problems relative to the implementation of those policies; to serve as a resource for CEPP and other committees on admissions and student aid matters.

Membership: The Dean of Admissions and Financial Aid; the Director of Student Aid and Family Finance; member of the DOF staff; member of the DOSA staff; two faculty, one of whom serves on IPPC (appointed by the co-chairs of IPPC and serving 1-3 years, depending on the IPPC membership term) and one faculty

member appointed by FEC to serve a 3 year term; and two students, one who is an SGA Senator and one who is appointed through the SGA willingness-to-serve process.

Campus Environment Committee

Function: To review and recommend environmental policies and procedures in such areas as land management, construction, waste management, purchasing, recycling, energy use, and water and air quality.

Membership: Three members of the faculty, at least one of them from the natural sciences; two members of the administrative/professional and support staffs representing the departments of Purchasing Services and Facilities Services; an administrator from Financial Planning and Budgeting; and two student members, one who is an SGA Senator and one who is appointed through the SGA willingness-to-serve process. The Chair (who sits on IPPC) and other members will be appointed by the President, in consultation with the FEC in the case of the faculty; a/p/support staff and faculty members will normally serve staggered three-year terms.

IPPC Subcommittee on Student Affairs

Function: To provide a forum for consideration of issues of special concern to students that do not clearly fall under the sole jurisdiction of the administration, the faculty, or the SGA, and to make recommendations on such issues to the IPPC. To advise the Dean of Student Affairs on matters of policy and to assist the Dean of Student Affairs in assuring a productive working relationship with the faculty, students, and other administrative units of the College; and to gather nominations and make recommendations to the IPPC for the annual President's Awards.

Membership: ~~Three~~Two members of the faculty, including an elected member of the IPPC; ~~three~~two members of the administrative/professional and support staffs, including the Dean of Student Affairs; and ~~five~~four students, including the President of SGA, the SGA Vice President for Residential Affairs, ~~two~~one SGA Senators, and one appointed through the SGA willingness-to-serve process. The Dean of Student Affairs and the President of SGA will serve as co-chairs of the subcommittee. The unspecified members of the subcommittee will be appointed by the President (in consultation with the FEC in the case of the faculty members). Faculty and a/p/support staff members will normally serve three-year terms.

IPPC Committee on Intercultural and Global Understanding (CIGU)

Function: To advise the President and other College offices and bodies as appropriate regarding issues related to intercultural and global understanding. In undertaking this work, CIGU will take into account a comprehensive institutional view and, in particular, will be guided by Goal II of the College's *Strategic Plan*. More specifically, CIGU will advise on policy issues, practices, and procedures relating to diversity, intercultural and global understanding, intercultural literacy, issues of campus climate, and other related matters. The CIGU also will serve as a resource for the College officials charged with coordinating and implementing the College's strategic efforts in these areas – namely, the Director of Intercultural Studies, the Director of the Office of Student Diversity Programs, and the Assistant Director for EEO and Workforce Diversity.

Membership: Director of Intercultural Studies, Director of the Office of Student Diversity Programs, Assistant Director for EEO and Workforce Diversity, two faculty members elected for three-year terms through a willingness-to-serve process administered by the Faculty Executive Committee, the SGA Vice President for Diversity Affairs, one student member appointed through the SGA willingness-to-serve process, one support staff member elected for a three-year term by a willingness-to-serve process administered by the Office of the President, one representative from the Office of Admissions appointed by the Dean of Admissions and Financial Aid, one representative from the Office of Off-Campus Study and Exchanges appointed by the director of that office, one representative at-large from the Office of Student Affairs appointed by the Dean of Student Affairs, Director of the Office of Opportunity Programs or her/his designee, one representative from the Office of Advancement appointed by the Vice President for Advancement, one representative from the President's Cabinet appointed by the President, and the Executive Director of the Office of the President.

The Chair of the CIGU will be elected by its members from among the faculty representatives and shall sit as a member of the IPPC. The Chair may designate a Co-Chair from among the CIGU membership; in that case, the agenda for the subcommittee will be set by both.

Attachment: Annual Planning Cycle

Date: 22 September 2006

Subject: Annual Implementation-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.).

June-July	August-September	October	January-February	May
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.