

**INSTITUTIONAL POLICY AND PLANNING COMMITTEE
MEETING MINUTES
October 5, 2012**

PRESENT: President Philip A. Glotzbach, Chair; Erica Bastress-Dukehart, Vice Chair; Michael Arnush, Barbara Black, Beau Breslin, Paul Calhoun, Rochelle Calhoun, Michael Casey, Gail Cummings-Danson, Donald Duff, Bill Duffy, David Karp, Wendy Kercull, Riley Neugebauer, Denise Smith, Joe Stankovich, Natalie Taylor, and Matt Walsh; Barbara Krause (Secretary).

ABSENT: Mary Lou Bates and Michael West.

GUESTS: Barbara Beck, Karen Kellogg, Dan Forbush, and Andy Camp.

1. Approval of Minutes

Minutes of the September 21, 2012 meeting were approved as distributed.

2. Policy on Policies

President Glotzbach briefly reviewed the procedural history of the Policy on Policies work. Key points were as follows:

- At the Shared Governance meeting convened by President Glotzbach in Fall 2011, he asked Barbara Krause to coordinate a group to work on a Policy on Policies. The group included Barbara Black (FEC), Denise Smith (IPPC), Rochelle Calhoun (Student Affairs), and Susan Kress (Academic Affairs). Barbara Beck (Human Resources) was added after the first meeting.
- The group worked through the year and sent a draft policy to IPPC on April 6, 2012. The SGA representatives on IPPC made a request for more student involvement. Incoming SGA president Matt Walsh was named to join the group.
- The working group met several times in the late spring and early summer of 2012. The document now being considered by IPPC reflects changes made based on the additional input from students; the changes essentially modified the April 2012 draft policy to add provisions for student consultation that are parallel to those for faculty consultation.

President Glotzbach indicated that there were two issues now before IPPC:

1. Does IPPC support the draft policy?
2. If IPPC supports the draft policy, what are the next steps for vetting and approval?

With respect to substantive issues, there was just one question raised – namely, a request for clarification as to the various types of actions committees might take. President Glotzbach offered the following:

- A “sense of the group” would be an informal expression regarding a proposed policy (e.g., an expression of support, a sense that further consultation would be helpful, etc.).
- An “endorsement” would involve an actual vote of the group to indicate a more formal sense that a proposed policy has the support of the committee and should be moved forward. Such a vote would be taken when formal consideration by the group is appropriate but when formal approval is not required.
- Finally, “approval” would involve a vote taken in situations where a body must actually approve a proposed document in order for it to be enacted and implemented.

IPPC members expressed agreement that these definitions make sense. It also was noted that the basic concept of the Policy on Policies is to articulate the level of support required by each group up front, before the work begins.

President Glotzbach then turned IPPC’s discussion to what next steps are required. Following some discussion, it was agreed as follows:

1. Consistent with the draft policy, Interim Dean of the Faculty/Vice President for Academic Affairs and the Chair of FEC will confer to consider how best to solicit faculty input on the draft policy. Beau Breslin and Barbara Black will have this conversation, with the understanding that Professor Black will share the draft policy with her FEC colleagues. Interim DOF/VPAA Breslin and Professor Black will notify President Glotzbach and IPPC Vice Chair Erica Bastress-Dukehart once they have decided on their recommendation for next steps for the faculty.
2. Similarly, the Dean of Student Affairs and the President of SGA will confer to consider how best to solicit student input on the draft policy. Dean of Student Affairs Rochelle Calhoun and SGA President Matt Walsh will notify the Chair and Vice Chair of IPPC when they have a recommendation.
3. Barbara Beck, Associate Vice President for Finance & Administration and Director of Human Resources, who served on the drafting group and attended this meeting as a guest, indicated her support for these next steps.

President Glotzbach indicated his desire that these conversations happen quickly. IPPC could be informed of what the next steps will be via e-mail. President Glotzbach indicated that he would like these next steps to be completed by the end of October so that other important policy work also can move forward.

President Glotzbach expressed his appreciation to the members of the working group: Barbara Beck, Barbara Black, Rochelle Calhoun, Susan Kress (now replaced by Beau Breslin), Denise Smith, Matt Walsh, and Barbara Krause.

3. Update on Science Initiative

Associate Dean of the Faculty Karen Kellogg and Interim DOF/VPAA Beau Breslin provided an update on the Science Initiative. President Glotzbach noted that the Board of Trustees will receive some information about the facilities planning work at the October meeting and likely will schedule a special meeting in November to understand better where the facilities planning stands. President Glotzbach noted that the facilities planning is at a very preliminary stage of architectural design.

Associate Dean Kellogg then reviewed three preliminary concepts for design. Major points covered during the presentation included the following:

- The drawings show massing studies, and the strengths and weaknesses of the three options were reviewed.
- All three options are sited in the same general vicinity – namely, as an addition to Dana Science Center. One of the options involves demolition of Harder Hall.
- All three options will include significant renovations to Dana.
- All three options include an atrium that varies in size and attributes in each case.
- Each of the options will involve phasing and sequencing of other related moves.
- In all of the options, siting issues could come into play.
- Approximately 40% of the College's faculty members, from nine different departments, are involved in this project.
- The science facilities will need to be built "in conversation with" the new facility for Admissions and Financial Aid that also is being planned on the north side of the loop road.
- It was noted that sequencing of related moves will present an opportunity for additional departments to be co-located.
- Demolition of Harder Hall would involve a conversation with the Harder family, but it is believed that any naming concerns could be resolved.
- Members expressed a desire that the project take into account energy efficiencies and related sustainability concerns.

President Glotzbach closed the conversation by reminding IPPC members that in the end, it is likely that the construction will not resemble any of these three options. It also was noted that significant work must be undertaken to raise money for these facilities before they can proceed.

4. Web Re-design

Director of Communications Dan Forbush and Director of Web Development Andy Camp joined IPPC to provide an overview of the College's website re-design. Mr. Forbush reminded IPPC members of his presentation last spring in which he described the main goals for web re-design. All of these efforts come out of the desire to make the College's "Creative Thought Matters" message more powerful on the College's website. Among the highlights described by Mr. Forbush were the following:

- The homepage is geared primarily toward external audiences, especially prospective students and their families. Links for insiders appear in the upper right-hand corner.
- The new content management system offers greatly improved functionality, including ease of use and ADA compliant technology.
- With the new website, it is easier for stories to be shared via electronic media (Facebook, Twitter, etc.).
- When fully developed, the site will provide virtual tours of the campus and of the Saratoga Springs community.
- The fully developed website will include significantly more video, with a spotlight on the creativity of Skidmore's students, faculty, and alumni.

5. Other Business

Skidmore College EMS: Dean of Student Affairs Rochelle Calhoun reported that the Cabinet has expressed its support for a student proposal to create a Skidmore College Emergency Medical Services (SCEMS) unit. There is significant student energy for this project, with approximately 25 students interested in the project, of whom 15 are already trained EMT's. The IPPC Student Affairs Subcommittee has been involved in these conversations, and there has been good collaboration across campus, including collaboration with SGA, the Health Center, Campus Safety, and the College's risk management office. A launch of the SCEMS project is intended for the spring of 2013, with the student EMS attendants being assigned initially to major college events.

Senate Debate: Interim Dean of Special Programs Paul Calhoun reported that tickets for the Senatorial debate between Kirsten Gillibrand and Wendy Long have sold out. The tickets sold within two days.

Please notify Barbara Krause of any changes to these minutes.