

**INSTITUTIONAL POLICY AND PLANNING COMMITTEE  
MEETING MINUTES  
March 23, 2007**

PRESENT: President Philip Glotzbach, Chair; Professor Mark Huibregtse, Vice Chair; Susan Kress, Muriel Poston, Michael West, Michael Casey, Mary Lou Bates, Pat Oles, Ann Henderson, Dan Moran, Beau Breslin, Mehmet Odekon, John Chaplin, Barbara McDonough,; Justin Sipher and Sue Van Hook (regular guests); and Barbara Krause (Secretary).

ABSENT: Jeff Segrave, Bill Lewis, and Kelly Carr.

**1. Review of minutes.**

Minutes of the February 16, 2007 meeting were **approved** as distributed.

**2. Update on Director of Student Diversity Programs.**

President Glotzbach announced that Hilal Isler, Director of Student Diversity Programs, has submitted her resignation. President Glotzbach briefly described the circumstances that led to her resignation and stated that an announcement to the community would be distributed later in the day. President Glotzbach and others expressed their deep regret over the situation.

**3. Update from Board of Trustees Meeting.**

President Glotzbach provided a brief update on the Board of Trustee meetings held on campus in late February. Most significantly, the Board approved the major budget parameters as previously discussed at IPPC.

**4. Other Updates (Faculty Salaries; Admissions).**

President Glotzbach reported that preliminary information from the American Association of University Professors suggests that Skidmore has made progress toward the median of faculty salaries. Final figures are expected within the next few weeks that will enable the College to know with more certainty how much progress it has made on the issue of faculty salaries.

Mary Lou Bates also reported that admissions decision letters will go out in the mail today. Skidmore received 6,835 applications, a new record. This will be the most selective application process ever, with about 32% of the spring pool and 35% overall gaining admission. While the increased selectivity has a positive meaning associated with it, Dean Bates stated that it is difficult to turn away so many solid students who are interested in the College. She also noted the difficulty of making decisions when the College is not financially able to be “need-blind.” While the admissions process is “need-sensitive,” the College simply must factor in ability to pay for some part of the admissions process.

## **5. '07-'08 Budget.**

Vice President West distributed an updated document describing the FY '08 Operating Budget New Initiatives. He reminded members that the budget process is still in progress and subject to final approval by the Board of Trustees in May. Accordingly, he asked that members treat the hand-out as confidential. Members of the Cabinet then reviewed the new initiatives described for each of their areas. Notes of particular interest included the following:

- Admissions: Dean Bates explained that Admissions has added no new positions for several years, during which the number of applications has risen from 5,000 to 6,800. Admissions has requested additional positions in order to ensure appropriate support during the application process and to better support diversity initiatives.
- Academic Affairs: Vice President Kress noted that the document reflects discussions among the entire VPAA Senior Staff. The decision to rank the items under one heading, “Academic Affairs,” rather than three (ODSP, ODOF, OVPAA) as in the past, reflects the consensus reached by the whole group about priorities in Academic Affairs. Academic Affairs has added 0.5 of a tenure-track line; has converted one temporary full-time position to a tenure-track line, and has converted one temporary lecturer to an Artist-in-Residence position.

Professor Odekon noted a concern from FEC with regard to the increasing numbers of administrative positions. Dean Poston noted that several of the administrative positions are in direct support of and at the request of faculty members – e.g., hiring a new microscopy technician will allow a faculty member to spend more time directly on teaching. It was also noted that several of the administrative positions being added this year have been the subject of repeated requests over the past several years.

- Student Affairs: Dean Oles noted that the “Operating Budget challenges” for his unit included the increased cost of medications in Health Services and

increased travel costs (gas and hotel expenses, especially with increased team membership) in Athletics. He further noted that a number of positions have not been funded that he views as significant (e.g., a position in the Counseling Center dedicated to alcohol and other drug counseling). One IPPC member questioned whether there should be greater budgetary support for diversity programs in general, especially the salary and support staff for the Director of Student Diversity Programs. Dean Oles noted that one of the unfunded proposals was a diversity program assistant at a half-time position.

- Finance and Administration: Vice President West indicated that two new positions are slated for funding: a new catering services chef and a trades person.
- Advancement: Vice President Casey explained his rationale and plans for hiring a person to serve as a minority intern. He also described changing dynamics within the Saratoga Springs community and the current electronic communications challenges which necessitate the hiring of additional positions. Most of these positions will be funded through the Campaign.
- President's Office: The new initiatives in the President's Office are designed to provide increased support for the Board of Trustees. One item will expand the existing hours of the Director of Trustee Affairs; the other item will provide additional support for Trustee retreats.

Following discussion, the sense of the group was that the proposed new initiatives are reasonable. IPPC did acknowledge FEC's concern about the increase in the number of administrative positions as well as the response of Vice President West and other administrators to that concern.

Vice President West encouraged any members with questions to contact him.

## **6. CEC Paper Reduction Initiative.**

Sue Van Hook updated IPPC on a paper reduction proposal. CEC has worked with the Environmental Action Club (EAC) to develop proposals including double-sided printing, setting default margins on college-owned public computers to smaller margins, developing alternatives for publicizing various events that minimize or eliminate posterage, and recommendations to reduce the volume of printed materials and mail distribution across the College. It was noted that the SGA will also be discussing these proposals. Professor Van Hook will continue to work on these proposals and bring back specific recommendations to a future IPPC meeting.

**7. SGA Report.**

SGA President Dan Moran reported that SGA has been working on a resolution that will create a process governing review of Integrity Board policies and procedures. The process would include the SGA and the Dean of Student Affairs Office in a review of any proposed changes. The overall objective is to create a process for reviewing proposed changes that would be viewed as legitimate.

Dean Pat Oles praised Mr. Moran and his colleagues for taking on a difficult set of issues relating to the Integrity Board and for working toward a productive resolution.

**8. Faculty Handbook.**

Vice President Kress reported that following presentation of proposed amendments to Faculty Handbook Part Six at the faculty meeting on February 2, 2007, many suggestions and comments had been received. She is leading a working group (VP Kress, Barbara Beck, Herb Crossman, Muriel Poston, and Barbara Krause) that has been reviewing the original draft and subsequent comments. It has become clear in that process that numerous issues must be resolved, some of which will require consultation with and/or approval from various groups both on campus and at the Trustee level. To ensure proper consideration of the issues and feedback from appropriate constituencies, Vice President Kress has suggested that the work continue through the end of the semester and that a revised proposal be submitted to the faculty – perhaps late this spring but, more likely, early next fall. Accordingly, following consultation with Dan Curley, she will request that the motion submitted to the faculty meeting be withdrawn.

**9. Zankel Music Building.**

Vice President West reported that on the previous Wednesday evening (March 21), the City of Saratoga Springs Planning Board granted site plan approval to the proposed Zankel Music Building. This approval followed a meeting between Skidmore officials and abutters, as well as a meeting with local neighborhood associations. The Planning Board approval means that the College will work aggressively this spring to relocate the loop road. The approval also means that, assuming completion of the required fundraising, work on the building will begin in fall 2007.

The meeting was adjourned at 12:10 P.M.

*Minutes prepared by Barbara Krause, Secretary. Please notify of any changes.*