

**INSTITUTIONAL POLICY AND PLANNING COMMITTEE
MEETING MINUTES
September 8, 2006**

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

ABSENT: Muriel Poston.

President Glotzbach called the meeting to order at 10:30 a.m.

1. Review of Minutes.

Minutes of the August 29, 2006 meeting were accepted without amendment.

2. Campus Environment Committee (CEC). This item was taken out of order to accommodate a schedule conflict.

- Sue Van Hook distributed copies of CEC's Annual Report to IPPC (May 12, 2006), the Executive Summary of the Steward Interns Report for North Woods (Summer 2006), and the North Woods Summer Stewards Full Report (Summer 2006).
- Two major areas of focus for CEC are sustainability and the North Woods.
 - A major conference on sustainability will be held at Middlebury College this fall. The close proximity provides an opportunity for Skidmore to send representatives.
 - Sue reported that 10 of 21 of our peer or aspirant colleges have a full-time Sustainability Coordinator. Skidmore has determined for the time being that it will try to fulfill this function with existing positions; CEC will revisit this issue next spring.
 - Two students worked in the North Woods as stewards during the past summer and made significant progress cleaning up trash and dismantling campsites. Sue reported good progress on a brochure and kiosk poster.
 - Future North Woods issues include requiring dogs to be on leash, use of bicycles, and defining a clear entrance from Northwoods Apartments in the North Woods. Sue also indicated her disagreement with campus planner Lo-Yi Chan's concept that "no areas be permanently preserved for any purpose."

- Mike West reported that internal conversations are underway to identify a group of local citizens/officials to engage regarding North Woods issues.

3. Operating Code.

Vice Chair Huibregtse led a discussion of Draft 5 of the proposed IPPC Operating Code.

- Members discussed at length language related to confidentiality. Given that the IPPC is dealing with issues affecting the campus as whole, to what extent should proceedings of the group be considered “in the public domain”? Would it suffice to indicate that members are expected to exercise “discretion”? In the end, consensus emerged that it is reasonable for IPPC to identify certain issues to which a specified degree of confidentiality, appropriate to the topic and the timing of various discussions, should attach. The Operating Code will reflect this discussion.
- Minutes of IPPC meetings will be available on line. Vice Chair Huibregtse and Barbara Krause will work on updating the web site.
- Further suggestions included:
 - Indicate the selection method for support and administrative/professional staff (willingness to serve).
 - Indicate term lengths for subcommittee membership, especially for CEC.
 - Review CEC’s membership and function.
 - Include addendum each year indicating membership of IPPC and subcommittees.

4. Planning Cycle Document.

In the interest of time, the Chair deferred discussion of this item. Members should review the document, which was circulated with the agenda in advance of the meeting.

5. Strategic Action Agenda revisions.

President Glotzbach reviewed several changes that were made in light of comments offered by IPPC members. Revisions included the following:

- Leadership section in introduction refers to “*cultivating* qualities of leadership”
- Community section was rearranged in an effort to make the document more relevant to students
- Item on broadening positive awareness of the College was revised to reflect institutional heritage and academic mission
- Reference added related to continuing analysis of sabbatical support

In addition to these changes, the President indicated that he would consult each spring with IPPC and other groups as appropriate (e.g., FEC) to seek input on what action items might be considered for the coming year. The President and Cabinet members would consider this input as they work over the summer to develop the coming year's Strategic Action Agenda.

Any further comments or suggestions should be forwarded to the President and/or to Barbara Krause.

6. Campus Planning.

- Three public meetings have been scheduled for October 3 (one at 9:45 a.m. and one at 3:45 p.m.) and October 4 (12:30 p.m.). An announcement with further details will be made to the entire campus community. Lo-Yi Chan and Fred DiMauro will conduct these sessions. A web site is being developed to provide information and a way for community members to express their thoughts regarding the plan.
- Dan Moran will encourage SGA senators to attend the public meetings. He will speak with Fred DiMauro about a possible presentation to the Senate.
- Tentative goal is to report back to IPPC at the October 20 meeting and to report to the Board of Trustees the following week. President Glotzbach indicated that he would defer presentation to the Trustees if significant concerns arise out of the informational sessions or other feedback. He emphasized again that the Campus Plan is a living, breathing document that may (and likely will) change over time.
- A plan is being developed to share the plan with local neighbors and groups, as well as the media, following presentation to the Board.

7. Implementation of Optimization.

- Mike West clarified that the most recent enrollment projection indicate a Net Fiscal Enrollment increase over last year of about 50-60 students (a variance of about 2% from the goal of 2280).
- The group led by Mary Lou Bates will continue its work and report back to IPPC at a later date.

Minutes submitted by Barbara Krause, Secretary. Please notify of any corrections.