

INSTITUTIONAL POLICY AND PLANNING COMMITTEE
MEETING MINUTES
May 4, 2012

PRESENT: President Phil Glotzbach, Chair; Denise Smith, Vice Chair; Susan Kress, Michael Casey, Michael West, Mary Lou Bates, Rochelle Calhoun, Beau Breslin, Paul Calhoun, Joshua Ness, Michael Ennis-McMillan, Riley Neugebauer, Joe Stankovich, Justin Sipher, Peter von Allmen, Jonathan Zeidan Ethan Flum, Gail Cummings-Danson, and Barbara Krause (Secretary).

ABSENT: David Karp, Anne Petruzzelli, Erica Bastress-Dukehart, and Barbara Black.

1. Approval of Minutes

Minutes of the April 20, 2012 meeting were approved as distributed.

2. SGA Report

SGA President Jono Zeidan introduced Matthew Walsh '13, who will serve next year as SGA President; and Donald Duff '13, who will serve as Vice President for Financial Affairs. By virtue of their positions, both of these individuals also will serve on IPPC next year. Mr. Zeidan then reviewed the goals that the SGA Executive Committee had articulated for the past year, under the overall theme of "Create the Future":

1. Increased transparency between the SGA Senate and clubs.
2. Increased visibility of SGA Senate and Executive Committee.
3. Increased collaboration between and among clubs.
4. Enhance mentorship of and foster leadership development among SGA Senators.
5. Increased communication with College's senior administrators.
6. Enhance organizational sustainability (continuity year to year).

Mr. Zeidan then reviewed highlights of accomplishments during the year, including the following:

- Revamped SGA website, include "President's Video" feature
- Communications including newsletters, bathroom readers, etc.
- Over 50 appointments through Willingness to Serve process
- Monthly meetings of club presidents
- Developed structure for mentoring program
- Created Sustainability Committee
- Restructured SGA Committee on Diversity Affairs (SGA President now a member)
- Individual events and outreach by SGA Senators including: sled rental day, senator attendance at Saratoga Springs City Council meetings, push to create a venture capital fund, social justice week, support for student health promotions, and others.
- Chartered 11 new clubs.

Mr. Zeidan continued by highlighting the important role students play in all-College affairs. He discussed both the triumphs and challenges SGA faced and stated that developing a systematic approach to student inclusion is requisite to a positive student experience.

Mr. Zeidan closed his presentation by expressing his appreciation to members of IPPC for their support throughout the year; he also expressed his excitement for and confidence in the 2012-13 SGA Executive Committee:

- Matt Walsh '13, President
- Ben Bechand '14, VP Academic Affairs
- Leland Martin '14, Club Affairs
- Amanda Seres '14, Outreach
- Jovany Andujar '13, VP Diversity
- Donald Duff '13, VP Financial Affairs
- Jess Sonnenfeld '14, VP Residential Affairs
- Emilee Bell '13, Senior Class President

With comments and a warm round of applause, IPPC members expressed support and appreciation for the engagement by the SGA Executive Committee and Senate during the past year.

3. Budget Planning Update

FY12 Budget – Vice President for Finance & Administration Michael West reported on current projections for the FY12 Budget, including the current estimate of excess revenues over expenditures.

FY13 Budget – Vice President West also provided updates on FY13 Budget planning, including revised estimates for revenue from Other Tuition & Fees (summer programs) and other adjustments. The current projection reflects tuition revenue “below the line” from fewer than 50 students.

Dean of Admissions and Financial Aid Mary Lou Bates then provided an update from her office. Some applications, which must be postmarked by May 1st, are still arriving, so the admissions data are still preliminary. There will be at least some Wait List activity, and the financial aid budget remains a concern. Early news on the class characteristics (including domestic diversity, international students, yield on students attending Discovery Weekend, yield on students admitted to the Opportunity Program, and percentage of male students) is positive. She cautioned that “summer melt” remains a factor.

4. Political Activity Policy

Barbara Krause reviewed minor revisions that had been made to address feedback received from the faculty and the SGA Senate. She further reported that the SGA Senate, having now had a chance to review those changes, supported the current draft.

IPPC voted unanimously to endorse the draft Political Activity Policy distributed with the agenda materials (see Attachment A), and to forward the document to Cabinet with the recommendation that it be approved.

5. Campus Environment Committee – Changes to Function and Membership

Sustainability Coordinator Riley Neugebauer reviewed changes to the proposed revisions to the Campus Environment Committee's function and membership, focusing on changes that had been made to address comments raised by IPPC members at the March 9, 2012 meeting. She referred members to a memo dated May 4, 2012 that was distributed with the meeting materials. Questions and comments included those relating to the following:

- The new leadership structure (Sustainability Coordinator and faculty member of the subcommittee to serve as co-chairs; roles of each were reviewed).
- Appointment process for student members.
- The extent to which question of diversity and social justice are viewed as related to sustainability.

Members offered several “friendly amendments” to the proposed changes to the IPPC Operating Code that would implement the recommendations made by CEC. **IPPC voted unanimously to approve the recommended changes to CEC's membership and function as set forth in Attachment B.** It was noted that, going forward, CEC will be known as the “Campus Sustainability Subcommittee.”

6. Strategic Action Agenda 2012-13

President Glotzbach offered a brief overview on the current year's priority strategic initiatives:

- *Diversity and Inclusion:* Referred members to a report that was distributed on May 3, 2012 (also posted on the Strategic Planning web site).
- *Science:* Reviewed key developments including the recent issuance of a Request for Proposals to engage an architect for pre-design work.
- *Transition & Transformation:* Reviewed key developments including SEE-Beyond awards, re-launch of Career Development Center, authorization for new position to focus on career services for alumni, and CEPP's ongoing work on the curricular aspects.

A member asked whether a report like the Diversity and Inclusion report would be forthcoming for Science and Transition & Transformation. President Glotzbach indicated that he would take the suggestion under advisement.

President Glotzbach then invited IPPC members to share their thoughts on what the priority initiatives should be for the coming year. Suggestions included the following:

- Diversity initiatives – consider reviewing clear benefits of certain programs against possible unintended consequences (e.g., whether programs might make create unintended divisions among students on campus).
- Begin laying the groundwork for the next strategic plan – i.e., intentional discussion of Skidmore beyond 2015.
- Continue with the same major priorities as were in place for this year (Diversity and Inclusion, Science, and Transition & Transformation).
- Strategic plan for cross-divisional sustainability efforts.
- Facilities planning (space planning, e.g., Case Center; as well as major capital projects).
- Diversity and Inclusion – continue work across divisions; recruit and retain faculty and staff of color; recruit faculty with expertise to support curriculum relating to diversity and inclusion and intercultural and global understanding; build internal capacity to support this priority; define how we will measure progress.
- Keep collaboration efforts on the front burner (e.g., Mellon New York Six consortium).
- Financial Aid discount rate and merit aid.
- Long-term viability of increasing the comprehensive fee at rates similar to recent years.
- Financial planning – balancing competing concerns (e.g., facilities needs, compensation and staffing levels, comprehensive fee).

In response to some certain comments, President Glotzbach noted that the Cabinet will be looking at cost containment, alternative revenue sources, endowment growth, and the Annual Fund.

7. FEC Chair on IPPC

President Glotzbach invited IPPC members to share their views on the success of having the Faculty Executive Committee Chairperson serve as a member of IPPC. More specifically, it was noted that, at FEC's request, the Chair had attended IPPC meetings during the spring semester as a "silent observer," and he welcomed thoughts on that structure as well.

Members expressed strong support for inviting the FEC Chair to serve as a member of IPPC and to participate fully. Various concerns by some FEC members, as communicated in an e-mail from the current FEC Chair, were shared; IPPC acknowledged the FEC Chair's note that FEC had not yet discussed this matter as a committee. While the concerns were noted with appreciation, the IPPC felt that it should extend the invitation as IPPC felt appropriate, with the understanding that further discussion by and with FEC would be required.

IPPC voted unanimously to extend an invitation to the Faculty Executive Committee (FEC) to have the FEC Chair serve as a full member of IPPC on an on-going basis.

8. Other Business

Special Programs Mission Statement – As discussed at IPPC on February 17, 2012, Dean of Special Programs Paul Calhoun intends to seek Trustee endorsement for the new Special Programs Mission Statement at the May Board meeting. He does not intend to propose a name change at this time.

Student Affairs Subcommittee – Dean of Student Affairs Rochelle Calhoun reported that she and SGA President Jono Zeidan had chaired IPPC's Student Affairs Subcommittee during the past year. They will circulate a report from the subcommittee to IPPC members via e-mail.

9. Farewells

President Glotzbach recognized the following individuals whose service on IPPC will conclude at the end of this year:

Josh Ness, Chair of CEPP (to be succeeded next year by Michael Arnush)

Peter von Allmen (served Spring 2012 semester as sabbatical replacement for Adrienne Zuerner) (Natalie Taylor will begin her 3-year term next fall)

Jonathan Zeidan '12, SGA President (to be succeeded next year by Matt Walsh '13)

Ethan Flum '13, SGA VP for Financial Affairs (to be succeeded next year by Donald Duff '13)

Anne Petruzelli (served 3 years as Support Staff representative; term ends 2012) (Willingness to Serve Process in progress)

Susan Kress (served 6 years as Vice President for Academic Affairs, including 6 months as Acting President) (Beau Breslin will serve next year as Interim Dean of the Faculty and Vice President for Academic Affairs and will continue on IPPC)

President Glotzbach acknowledged with deep appreciation the many significant contributions of these individuals. He also expressed his deep appreciation to Vice Chair Denise Smith for her service to IPPC, including her willingness to step in willingly – and most capably – when College business required him to miss IPPC meetings.

Please notify Barbara Krause of any changes to these minutes.

ATTACHMENT A

Skidmore College Policy on Political Activity

Preface

Skidmore College is deeply committed to the values of academic freedom and encourages robust discourse reflecting a broad range of ideas, perspectives, and opinions; the College also is deeply committed to educating our students about informed, responsible citizenship and to reflecting that commitment broadly throughout the campus community.

At the same time, as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code, Skidmore College is prohibited from directly or indirectly participating or intervening in any political campaign on behalf of or in opposition to any candidate for elective public office. This prohibition applies to all campaigns, including campaigns at the federal, state, and local level. Violations of this prohibition may result in the denial or revocation of the College's tax-exempt status.

The prohibition on political campaign activity applies only to the College (the tax-exempt charitable organization), not to the activities of individuals in their private capacity. The prohibition on political activity is not intended to restrict free expression on political matters by leaders or officials of the College as individuals. Similarly, the prohibition on political campaign activity does not prohibit the College from having contact of any kind with individuals who are candidates for public office. This prohibition and other laws (for example, laws that regulate lobbying activity intended to influence proposed legislation), however, do impose certain limitations on expressions of political opinion by the College or those acting in official capacities on the College's behalf.

The purpose of this policy is to articulate how the College balances those sometimes-competing values. This policy addresses political activity of the College, not the political activity of individuals. Nothing in this policy is intended to restrict individual freedom of speech or the robust exchange of ideas and viewpoints that are fundamental to the College's educational mission.

Definitions

For purposes of this policy:

"Nonpartisan" refers to political activities or events that present an exchange between or among candidates for political office or that offer balanced, neutral, or impartial viewpoints and perspectives on issues of public concern.

"Partisan" refers to political activities or events that support or oppose a candidate for political office or that support or oppose a position on an issue for the purpose of assisting or opposing a political candidate.

Part One: Nonpartisan Political Activity

1. The appropriate role of the College with respect to political activity, consistent with the law and the College's educational mission and its commitment to academic freedom and responsible

citizenship, is to serve as a neutral and fair forum for all candidates. The following nonpartisan activities are permitted, provided they are carried out in a nonpartisan, unbiased manner:

- a. Speakers who are addressing matters of public concern in the context of an educational lecture or presentation, even if the speaker holds or is a candidate for a political office.
 - b. Updates or issue talks by current holders of political office.
 - c. Debates between or among candidates for political office.
 - d. Impartial voter registration drives.
 - e. Events and educational efforts encouraging students to vote either locally or in their hometowns.
2. College space and facilities may be used for such nonpartisan activities on an impartial basis consistent with any otherwise applicable College policies and procedures.
 3. Nonpartisan lectures, debates, and other events may be supported by funding from sources external to the College, provided that preference for seating at such events will be given to Skidmore students and other members of the Skidmore community.

Part Two: Partisan Political Activity

Skidmore College is prohibited from participating or intervening in any political campaign on behalf of or in opposition to any candidate for public office. Therefore, individuals associated with the College must observe the following requirements with respect to participation in national, state, or local partisan political activities:

1. When participating in partisan political activity as an individual, individuals connected with the College must make it clear that their views are their own and do not represent the College. A statement indicating that views on political candidates or issues are those of the individual, and not the College, is especially important when a speaker identifies himself or herself, biographically, as an employee of the College.

Special note for faculty: The following language in Part One of the *Faculty Handbook* is particularly relevant for members of the faculty:

Skidmore College vigorously endorses the principle of academic freedom. . . .

Faculty are members of the community, members of learned professions, and professional representatives of an educational institution. When they speak as members of the community, they should be free from institutional censorship or discipline, but their special position in the community imposes obligations. As persons of learning and as educational officers, they should remember that the public may judge their profession and the College by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not institutional spokespersons. The College recognizes the right and the responsibility of faculty members to speak as members of the community on issues of public concern.

2. Skidmore employees are free to exercise their right to work or speak on behalf of political candidates or issues, but must avoid doing so in a way that interferes with their responsibilities to the College.
3. College resources, including but not limited to the following, may *not* be used for political campaign purposes:
 - a. The College's campus mail or bulk-mailing privileges.
 - b. College mailing lists, including use of College e-mail accounts and College-maintained e-mail lists. This limitation does not apply to student communications on student-only lists.
 - c. College-provided office supplies, letterhead, telephones, fax machines, copiers, etc.
 - d. College's support services (for instance, secretarial).
 - e. The College name or official Skidmore College Graphic Identifiers (e.g., seal, watermark, athletics mascot, "Creative Thought Matters" or other positioning statement, etc.).
 - f. The College's website.

Part Three: Use of College Facilities for Partisan Political Activities

As described above, the College is obligated by law to refrain from supporting particular candidates or taking positions on political issues (except in the context of College-approved lobbying activity related to our educational purposes and programs – see Part Four below).

As an educational institution, and in order to ensure that Skidmore maintains a neutral and fair forum for all candidates, the College uses the following criteria when considering requests to use campus facilities for partisan political activities:

1. College-related organizations (including student groups) comprised solely of members of the College community may utilize available College space for partisan political campaign activities provided that the following conditions are met:
 - a. The College-related organization is responsible for compliance with all policies related to the rental of College facilities, including payment of rental fees that would otherwise be charged.
 - b. The College-related organization is responsible for ensuring that all costs associated with the event are paid (including telephone and fax usage, photocopying, electricity, facilities personnel, Campus Safety or police coverage, receptions, travel costs, etc.)
 - c. All publicity for the event must include identification of the sponsoring organization and a disclaimer indicating that the College does not support or oppose candidates for political office and that the opinions expressed are not those of the College. A member of the sponsoring organization must make the same disclaimer at the beginning of the event.
 - d. No Skidmore College banners or insignias may be displayed at the event in a manner that implies institutional support for a particular candidate.
 - e. College space and facilities may not be used to solicit funds for political candidates.
 - f. All requests for events must be in writing and submitted in advance for approval by the Dean of Student Affairs or the Dean of the Faculty or their designee, as appropriate, along

with all plans, publicity, and other information related to such activities. The Office of Communications is available to consult with members of the Skidmore community about such activities.

2. College space and facilities will be made available on an impartial basis. Consistent with the College's educational mission and given the high demand for College space in general, requests made in association with an academic class or by a recognized student organization will be given the highest priority.
3. Candidates for political office and individuals representing their campaigns are prohibited from entering College residential facilities for purposes of leafleting or engaging in other campaign-related activity.

Part Four: Lobbying activity

Speaking with elected officials or otherwise attempting to influence the passage or defeat of legislation, rules, regulations, ordinances, or similar legal documents constitutes lobbying activity. Such activity is strictly regulated. Skidmore College employees may not express an opinion about proposed legislation or otherwise attempt to influence state or local officials, on behalf of the College, without first receiving approval from the Cabinet.

ATTACHMENT B

Institutional Policy and Planning Committee (IPPC) Operating Code¹

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.

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.

The Chair of the FEC and the faculty Vice-Chair of the IPPC shall meet regularly throughout the academic year so that each committee can be apprised of the other committee's work.

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; one of the two Vice-Chairs of the Subcommittee on Responsible Citizenship (one to be designated to sit on IPPC each year); three faculty members elected for three-year terms, one of whom serves as Vice-Chair; the chair of CEPP; one representative from the administrative/professional staff; one representative from the support staff²; 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. The agenda will normally include reports and updates, SGA issues and concerns, and ongoing and new business.

¹ Enacted originally on 20 October 2006. Revised 24 October 2008, 17 April 2009, 19 November 2010, 21 October 2011, 2 December 2011, 16 December 2011, ~~and~~ 6 April 2012, and 4 May 2012.

² 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).

Agendas and supporting documents will be distributed by email prior to each meeting, 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.

Communication³

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.

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.

³ 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.*

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 Sustainability Subcommittee ~~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.~~ To research, review, recommend, and help support the implementation of sustainability policies and procedures in such areas as waste and recycling, academics, transportation, green building, food systems, climate and energy, landscape and ecosystem

management, community, diversity and equity, and communication and assessment. This includes assisting in the coordination of sustainability strategic planning and its assessment and updates. The subcommittee may create working groups to assist with this process. Secondly, to coordinate strategic event planning and collaborative efforts between departments around these topics.

~~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.~~

- Three members of the faculty, at least one of them from the natural sciences. The three faculty members will be chosen from the faculty at large and elected through a Willingness to Serve process administered by the Faculty Executive Committee (FEC). The three faculty members, in consultation with the Dean of Faculty and Vice President for Academic Affairs, will designate a Co-chair from amongst themselves.
- The Sustainability Coordinator, who serves as Co-Chair and sits on IPPC.
- The Associate Dean for Infrastructure, Sustainability and Civic Engagement.
- Nine members of the administrative/professional and support staffs including:
 - Director of Facilities Services (or designee)
 - Director of Purchasing Services (or designee)
 - Representative from Information Technology, appointed by the Chief Technology Officer
 - Representative from Student Affairs, appointed by the Dean of Student Affairs
 - Representative from Admissions and Financial Aid, appointed by the Dean of Admissions and Financial Aid
 - Representative from Advancement, appointed by the Vice President for Advancement
 - Representative from Financial Planning and Budgeting, appointed by the Director of Financial Planning and Budgeting.
 - An at-large representative from Academic Affairs, appointed by the Dean of the Faculty and Vice President for Academic Affairs following a Willingness to Serve process administered by that office.
 - An at-large representative from Finance and Administration, appointed by the Vice President for Finance and Administration following a Willingness to Serve process administered by that office.
- Three student members, including the Sustainability Senator from the Student Government Association (or his or her designee), a representative of the Environmental Action Club, and one open student position appointed through the Student Government Association Willingness to Serve process in consultation with the Sustainability Coordinator.

The 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: Two members of the faculty, including an elected member of the IPPC; two members of the administrative/professional and support staffs, including the Dean of Student Affairs; and four students, including the President of SGA, the SGA Vice President for Residential Affairs, one SGA Senator, 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: The Committee on Intercultural and Global Understanding (CIGU) is a subcommittee of the IPPC that provides recommendations and advice to the President and the IPPC on policies, practices, and protocols regarding diversity and inclusion, intercultural and global understanding, intercultural literacy, issues of campus climate, and other related matters. In addition, CIGU actively collaborates with various constituents and departments on campus to inform and educate the community and to encourage and support activities that further the College's diversity and inclusion goals.

In undertaking this work, CIGU is guided by a variety of College documents, such as Goal II of the College's *Strategic Plan*, recommendations from the College's Middle States Review of 2006, and President Glotzbach's 2007 essay titled *Intercultural Literacy*.

CIGU takes an institution-wide approach to its work, bridging the various divisions that are charged with or interested in the work of diversity and inclusion on a global and/or domestic level. CIGU also serves 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.

CIGU ensures that any College-wide policy matters related to its charge are referred to the IPPC for consideration. However, CIGU may create working groups or introduce campus initiatives and programs on its own accord or in cooperation with other areas of the College as appropriate. CIGU reports to the IPPC regularly and may invite members of the IPPC or other relevant guests to attend meetings as appropriate.

Because of the significant overlap in membership of CIGU and the College's Bias Response Group, the BRG will function as a subcommittee of CIGU. The membership of the Bias Response Group and methods of appointment are set forth in the Bias Response Protocol (<http://cms.skidmore.edu/bias/biasprotocol.cfm>). The President, in consultation with the Chair of CIGU, will appoint the Bias Response Group chair. CIGU will then be responsible for overseeing the work of the Bias Response Group and recommending changes as appropriate to the IPPC.

Membership:

- Director of Intercultural Studies
- Director of the Office of Student Diversity Programs
- Assistant Director for EEO and Workforce Diversity
- Associate Dean of the Faculty for Personnel, Development and Diversity
- Two faculty members (at least one a teaching faculty member) elected for three-year terms through a willingness-to-serve process administered by the Faculty Executive Committee
- Student Government Association Vice President for Diversity
- One student member appointed through the Student Government Association willingness-to-serve process
- Director of the Office of Opportunity Programs or her/his designee
- Director of Off-Campus Study and Exchanges or her/his designee
- One representative from the Office of Admissions appointed by the Dean of Admissions and Financial Aid
- One support staff member elected for a three-year term by a willingness-to serve process administered by the Office of the President
- Chair of the Bias Response Group

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.

IPPC Subcommittee on Responsible Citizenship (SRC)

Function: To advise the President and other College offices and bodies as appropriate to refine objectives and develop initiatives that will teach and exemplify the values of informed, responsible citizenship. In undertaking this work, the SRC will take into account a comprehensive institutional view and, in particular, will be guided by Goal III of the College's *Strategic Plan*. Among other things, SRC will serve as a resource to promote civic engagement collaborations between Student Affairs and Academic Affairs; and as a resource for faculty and departments to develop civic learning opportunities in the curriculum.

Membership: Associate Dean of Student Affairs, Associate Dean of the Faculty, two faculty (at least one of whom shall be tenured or in a tenure-track appointment) elected for three-year terms through a willingness-to-serve process administered by the Faculty Executive Committee, two student members appointed through the SGA willingness-to-serve process, the

Director of Community Service Programs, the Student Academic Development Coordinator, the Sustainability Coordinator, and the Arthur Vining Davis Program Director (during the period of the AVD grant).

The Associate Dean of Student Affairs and the Associate Dean of the Faculty shall serve as Co-Chairs. The SRC shall elect one of the two Co-Chairs to sit as a member of IPPC for each academic year.

