

**INSTITUTIONAL POLICY AND PLANNING COMMITTEE**  
**MEETING MINUTES**  
**September 7, 2012**

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

ABSENT: Riley Neugebauer and David Karp.

**1. Welcome and Introductions**

President Glotzbach opened the first meeting of the year by introducing new members and extending a special welcome to them. President Glotzbach also reviewed various operating guidance, including concepts relating to confidentiality, coordination of shared governance, and the role of IPPC as advisory to the President.

**2. IPPC Annual Report 2011-12**

President Glotzbach referred members to the IPPC Annual Report for 2011-12 and thanked last year's Vice Chair, Denise Smith, for her work in preparing the document. It was noted that pending review of one final editing suggestion, the report will be finalized and distributed to the campus community.

**3. Draft Strategic Action Agenda 2012-13**

President Glotzbach referred members to the draft Strategic Action Agenda that was distributed with the meeting materials. He invited comments first on the preamble and then on individual action items. Following discussion of the major concepts and a few suggestions regarding wording, members expressed support for the document. President Glotzbach indicated that a revised draft of the document would be shared with IPPC at the next meeting. The document is expected to be presented to the Board of Trustees later in the fall and will then be distributed to the campus community.

**4. Update from Admissions and Financial Aid**

Dean of Admissions and Financial Aid Mary Lou Bates provided an update on key statistics relating to the Class of 2016. She noted, in particular, that financial aid was a challenge—i.e., it has become increasingly difficult to enroll each class with the desired attributes and within the financial aid budget.

Dean Bates also reported that a cross-divisional administrative group has been appointed for a trial during the coming year. The Enrollment Management Committee will explore, analyze, and propose

strategic solutions to address admissions, retention, and enrollment profiles. Related to this work, the Committee also will look at its role in relation to the IPPC Subcommittee on Admissions and Financial Aid and will make a recommendation regarding each group.

## **5. Update on Science Initiative**

Interim Dean of the Faculty and Vice President for Academic Affairs Beau Breslin provided an update on progress relating to the Science Initiative. Significant progress was made over the summer, including engagement of an architectural firm, Payette, which has been working closely with user groups to understand program and facilities needs. Interim DOF/VPAA Breslin expressed his deep appreciation to members of the Science Facilities Task Force and noted in particular the work of Vice President for Finance and Administration Mike West, Associate Dean of the Faculty Karen Kellogg, and Professor Kim Frederick.

It is expected that the science planning work will be presented to the Board of Trustees in October and February. An IPPC member also suggested that it would be appropriate at some point to have a discussion about the College's various fundraising needs and how those efforts will be coordinated.

## **6. Whistleblower Policy**

President Glotzbach reported that the Cabinet had acted over the summer to approve the Whistleblower Policy forwarded with the meeting materials. (See Attachment A to these minutes.) President Glotzbach noted that the Whistleblower Policy has been reviewed by IPPC and other groups as part of the Standards of Business Conduct Policy that is still under consideration. In light of various regulatory requirements and other external events, Cabinet determined over the summer that it was important to enact the Whistleblower Policy immediately. He stated that the Policy is an administrative document that is important in upholding the College's values. He further indicated that the Policy would be promulgated campus-wide as soon as the anonymous reporting service is in place.

**IPPC members expressed support for Cabinet's decision to approve the Whistleblower Policy and to promulgate it campus-wide as soon as the anonymous reporting service is in place.**

## **7. IPPC Agenda 2012-13**

The following were identified as agenda items that are expected to come before IPPC during the coming year:

- Diversity and Inclusion
  - Multicultural Organizational Development Work
- CIGU – Proposed statement on diversity and inclusion (carryover from 2011-12)
- Science
- Transition and Transformation
- Admissions and Financial Aid
  - Strategic Issues

- Facilities
- Review of IPPC Subcommittee
- Space Planning Working Group – decision about future status
- Policies
  - Policy on Policies
  - Standards of Business Conduct
  - Intellectual Property
- Budget
- Web Re-design
- Campaign
- Next Strategic Plan – process and timeline
- Student Affairs Subcommittee
  - Smoke-Free Campus
  - Proposal for Student Emergency Medical Service

President Glotzbach emphasized that this list may change. He also stressed the importance of moving the agenda along throughout the year so as not to have significant business left to finish at the end of the year. Finally, he noted that chairs of the major governance committees will meet in the coming weeks to share their agendas and better coordinate shared governance activities in the coming year.

*Please notify Barbara Krause of any changes to these minutes.*

## ATTACHMENT A

*On September 7, 2012, IPPC expressed support for Cabinet's decision to approve the policy below and to promulgate it campus-wide as soon the anonymous reporting service is in place.*

### **Skidmore College Whistleblower Policy<sup>1</sup>**

Skidmore College has an ongoing obligation to members of the College community, to those with whom the College does business or otherwise interacts, and to the public-at-large to maintain the highest ethical standards. The College requires all members of the Skidmore community to comply with the law and with all College policies.

The College encourages members of the community to come forward in a timely manner with good-faith reports or concerns about suspected compliance issues. Individuals are encouraged to submit such reports to their immediate supervisor or the appropriate department chairperson, program director, dean, or other College official. Various College policies may specify certain reporting procedures.

Although the College encourages individuals to report concerns to their immediate supervisors, department heads, program directors, deans, or other appropriate College official, there are times when an individual may feel it is necessary to report a concern of wrongdoing outside of the traditional reporting mechanism. To address that situation, Skidmore has established a telephone line to provide a way to anonymously and confidentially report activities that may involve improper conduct or violations of Skidmore policies. Skidmore has selected an independent firm to provide this service. You may file a report by telephone by dialing 518-580-XXXX.

Upon submission of a report, the independent firm will promptly forward the report, as appropriate, to the Associate Vice President for Finance and Administration/Director of Human Resources, the Executive Director of the Office of the President, or the Board of Trustees Audit Committee Chairperson, who will confer as appropriate to determine a process for review and investigation. All reports will be investigated promptly and discreetly, receiving careful consideration with the objective of addressing any improper conduct or violation of College policy.

No retaliatory action will be taken against anyone for reporting or inquiring in good faith about potential violations of the law or Skidmore's policies, or for seeking guidance with respect to suspected violations. Any such retaliatory action taken shall be considered a violation of this policy and grounds for independent disciplinary action.

Specific administrative entities or granting programs also may have specified lines of reporting for issues of misconduct or other violations of applicable policy. Information on such grant-specific reporting procedures may be obtained by contacting the Office of Sponsored Research (518-580-5177).

---

<sup>1</sup> Approved by Cabinet on August 20, 2012. Responsible Office: Office of the Vice President of Finance and Administration.