

Institutional Policy and Planning Committee (IPPC) Annual Report, 2009-2010

August 26, 2010

IPPC met seventeen times during the year; its subcommittees met regularly and reported when they had agenda items for the entire committee to consider. This year, the College faced major budgetary decisions regarding tuition, compensation, and facilities, and these subjects received consistent attention and robust conversation in IPPC meetings throughout the year, as the minutes reflect. Outlined below is a brief summary of the committee's activities. For certain items, where a relevant document forms an appendix to the minutes, the date(s) in parentheses refer to the minutes. For more detail about the IPPC's work, including minutes of the committee's meetings and past annual reports, please visit the website at <http://cms.skidmore.edu/IPPC/index.cfm>.

Budget

ERIP (voluntary Early Retirement Incentive Program): In July 2009, Human Resources presented to IPPC the outline of the ERIP plan, including "eligibility, incentive features, estimated costs, and projected savings." Initiated in the fall, this program yielded significant payroll savings and helped the College reach a balanced operating budget.

RIF (non-voluntary Reduction in Force): Several factors combined to render the anticipated RIF, announced as a possibility in the fall, unnecessary: savings gained through campus-wide savings initiatives; the strategic hiring freeze and restrictions to overtime; the success of the ERIP; and financial circumstances that improved over earlier predictions. In its conversations, IPPC acknowledged nonetheless that the College cannot return to "business as usual" and must continue to adapt to fewer resources. This prompted conversations about how to do more with less, what work needs to go away, and how to grapple with morale issues prompted by economic constraint.

Operating Budget: Discussed throughout the year, the major parameters of the operating budget were subject to extensive modeling and revisions. IPPC reviewed and discussed in detail various iterations of the budget presented by Vice President of Finance and Administration Mike West, after they were examined in the Budget and Finance subcommittee of IPPC. Special attention was given to tuition and financial aid with the goal of making Skidmore more affordable to families. Cost savings measures and a small budget surplus made it possible to approve a 2% GSA for Skidmore employees. Dean of Admissions and Financial Aid Mary Lou Bates anticipates that families of current and potential students will respond favorably to the lower tuition increase implemented for FY '11 (1.9%).

Capital Budget: In the spring, IPPC approved the recommendation from Vice President West and the IPPC Budget and Finance subcommittee for the capital budget for FY '11 (financial year June 1, 2010 through May 31, 2011).

Facilities

Filene: In response to the report of the Space Planning Working Group (SPWG), the President announced in the spring his decision to relocate Special Programs to Filene Hall. The disposition of the emptied space in Palamountain Hall, as well as other spaces

referred to in the report, remain to be determined. The SPWG will reconvene to evaluate space allocation and has been charged to consult all departments, programs, and offices that may be affected. (4/23 & 4/30/10)

Scribner Village: Dean of Student Affairs Rochelle Calhoun apprised IPPC of ongoing planning for the Scribner Village replacement. At the end of the year, Dean Calhoun reported revisions to earlier plans, which limit the scope of the project because of cost concerns. The revised plan meets three goals: “(1) replace Scribner Village; (2) de-triple most underclass students; and (3) provide as many sophomores as possible the opportunity to live in singles.” (4/23)

Case Center: IPPC supported a recommendation, presented by the President and Cabinet, to fund a comprehensive review of food-service operations and functionality of Case Center (not including Ladd Hall). The committee understands that Board approval and consultation with appropriate constituencies, including the Space Planning Working Group, will take place prior to undertaking any project.

Athletics Facilities: Dean Calhoun informed IPPC about facilities improvements that took place at the boathouse and the stables. In both cases, improvements addressed safety and security issues addressed in a 2008 Athletics Council report. She reported that the Athletics Department, in consultation with Vice President West, had put forth a Request for Proposals to hire a firm to develop an Athletics Facilities Master Plan. IPPC supported the recommendation to engage a firm to undertake a master plan.

Town Hall Meetings and Report: In the fall, IPPC discussed the framework and goals of the Town Hall meetings. President Glotzbach initiated these on- and off-campus meetings in order to 1) assess where we are at the five-year mark of the *Strategic Plan*; and 2) identify strategic priorities within the four goals of the *Plan* during a time of constrained resources. A subcommittee of IPPC wrote a synthesis report based on the data from the town hall meetings, which the President incorporated as part of his “Strategic Renewal” document, presented in the spring.

Assessment: At the request of the Assessment Steering Committee and following a series of conversations, IPPC endorsed the Goals for Student Learning and Development.

Committee on Intercultural and Global Understanding (CIGU): IPPC endorsed the revised Bias Response Protocol, presented by the Bias Response Group. Professor Winston Grady-Willis, Chair of CIGU, introduced a Diversity Assessment document, designed to measure Skidmore’s progress in a number of areas related to diversity (e.g., access and success of all students, faculty and staff support, changes to the curriculum, campus climate). IPPC endorsed the goals and aspirations of the framework outlined in the document. (11/20)

Responsible Citizenship Task Force: Professor David Karp and Associate Dean of the Faculty Paty Rubio presented a report of the task force’s work. They requested and received approval to continue the work for another year using funds remaining (\$18K) from the original Presidential Discretionary Fund grant (\$50K). It was noted that the task force might request additional PDF support. IPPC asked that the group recommend a permanent structure for its work when the task force ends. (4/9)

Science Vision: Dean of the Faculty Muriel Poston introduced the current version of the Science Vision Statement. With the support of IPPC, she engaged the services of a science program

planner to “complete a space allocation and utilization study of current science facilities at Skidmore, benchmark Skidmore’s space use in the sciences in comparison to our peers, assess future needs, and prepare a conceptual summary of new and renovated science spaces and associated costs for various scenarios.” (4/23)

The Campus Environmental Committee provided an update of its deliberations and a report of our greenhouse gas inventory, which the committee discussed, including the challenges inherent in reducing the College’s carbon footprint. This report also describes the Greenhouse Gas Protocol and will serve as a guide and baseline as the College develops a climate commitment next year. (3/26/10) The Greenhouse Gas Inventory Report is available on the “Sustainable Skidmore” web site: <http://cms.skidmore.edu/sustainability/ghginventory/index.cfm>

SGA introduced its intention to dissolve the Pavilion Corporation, which requires a student vote. In the spring, Jim Welsh ’10 announced that SGA planned to use its considerable budget surplus to establish Responsible Citizenship Internship Awards, competitive grants available to students for otherwise unremunerated internships.

Dissolution of IRC: In April, at the recommendation of Vice President for Academic Affairs Susan Kress and following consultation with FEC and CEPP, IPPC supported the dissolution of the Information Resources Council.

IT: IPPC discussed the need to replace the student information system and ongoing research into a vendor for external e-mail hosting. IPPC also endorsed a document pertaining to the custodianship of e-mail. (4/30)

Reduction in Committee Size: At FEC’s request, the full IPPC discussed whether or not to reduce the number of faculty elected to IPPC. At the same time, the committee discussed the existing structure of the committee as a whole and agreed not to modify its size or composition. The Budget and Finance Subcommittee of IPPC held a similar conversation and likewise did not wish to make any changes to its structure. Other IPPC subcommittees are also reviewing their size in response to FEC’s initiative.

Standards of Business Conduct: IPPC reviewed and endorsed a recommendation to draft a policy applicable to all members of the community.

Special Programs: In the fall Dean of Special Programs Jeff Segrave announced the new organizational structure of Special Programs. In the spring, he outlined the Zankel rental policy.

Presidential Sabbatical: President Glotzbach announced that the Board of Trustees approved his sabbatical for the period from November 2, 2010 through April 30, 2011. Vice President for Academic Affairs Susan Kress will serve as Acting President; Dean of the Faculty Muriel Poston as Acting Vice President for Academic Affairs, and Associate Dean of the Faculty Paty Rubio will serve as Acting Dean of the Faculty.

Respectfully submitted,

Philip A. Glotzbach, Chair
Adrienne Zuerner, Vice-chair

IPPC Membership 2009-2010

Chair	Philip Glotzbach, President
Vice-chair	Adrienne Zuerner, Foreign Languages and Literatures
Members by Position	<p>Mary Lou Bates, Dean of Admissions and Financial Aid</p> <p>Rochelle Calhoun, Dean of Student Affairs</p> <p>Michael Casey, Vice President for Advancement</p> <p>Erica Bastress-Dukehart, History, and Chair, Committee on Educational Policies and Planning</p> <p>Winston Grady-Willis, American Studies, Director for Intercultural Studies, and Chair, Committee on Intercultural and Global Understanding (CIGU)</p> <p>Ann Henderson, Registrar & Director of Institutional Research</p> <p>Susan Kress, Vice President for Academic Affairs</p> <p>Kim Marsella, Environmental Studies, Chair, Campus Environment Committee</p> <p>Muriel Poston, Dean of the Faculty</p> <p>Jeffrey Segrave, Dean of Special Programs</p> <p>Justin Sipher, Chief Technology Officer</p> <p>Michael West, Vice President for Finance & Administration</p>
2010	<p>Sue Bender, Anthropology, faculty representative (spring)</p> <p>Raina Bretan '10, SGA President</p> <p>Mary Cogan, Special Programs, administrative/professional representative</p> <p>Tim Harper, Management and Business, faculty representative (fall)</p> <p>Jim Welsh '10, SGA Vice President for Financial Affairs</p>
2011	Hugh Foley, Psychology, faculty representative
2012	<p>Anne Petruzzelli, Purchasing, support staff representative</p> <p>Adrienne Zuerner, Foreign Lang. and Lit., faculty representative</p>

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	Robert Turner, Government, and Chair, Committee on Educational Policies and Planning Michael West, Vice President for Finance & Administration
2011	Hugh Foley, Psychology, faculty representative Alexandra Stark '11, SGA President Jonathan Zeidan '12, SGA Vice President for Financial Affairs
2012	Anne Petruzzelli, Purchasing, support staff representative Adrienne Zuerner, Foreign Languages and Literatures, faculty representative
2013	Gail Cummings-Danson, Director of Athletics, administrative/professional representative Denise Smith, Exercise Science, faculty representative