

Institutional Policy and Planning Committee (IPPC)

Annual Report, 2006-2007

The IPPC met twelve times during the 2006-07 academic year and considered a wide range of issues as detailed below. In addition, the four standing subcommittees of IPPC (Admissions & Financial Aid, Budget & Finance, Campus Environment, and Student Affairs) were all in operation and reported frequently to the full committee. The committee is pleased to thank Barb Krause for her expert administrative support, including agenda development and distribution, document management, and taking of minutes.

Organizational Issues

The committee discussed its agenda and the draft 2006-07 Strategic Action Agenda at its first meeting on August 29, 2006. As the fall progressed, an operating code was refined and adopted, and a Web site was developed to make available annual reports, approved minutes (under password protection), and other information about the committee. As of this writing, all pieces except for the operating code and information on the subcommittees are available at the following URL:

<http://cms.skidmore.edu/IPPC/index.cfm> . The committee thanks Andy Camp for providing technical assistance with this project.

On February 2, 2007, the committee agreed that the Chief Technology Officer and the Chair of the Campus Environment Committee should be full members of the committee, rather than invited guests. Since IPPC is an All-College Committee (listed in Part Three of the *Faculty Handbook*), this change requires the approval of FEC (which has been granted) and the SGA, which (due to an oversight) is still pending; it is hoped that this approval will be forthcoming early enough in the fall to permit the change to appear in next year's *Handbook*.

Major Items Addressed in 2006-07

Campus Plan discussions and outreach to the community: Having previously discussed the revised Campus Plan at length in spring 2006, IPPC reviewed plans for presenting the Plan to the Skidmore community and off-campus constituencies in fall 2006 and then received reports on the suggestions and concerns raised by those meetings. The Campus Plan is posted at the following URL: <http://cms.skidmore.edu/campusplan/index.cfm> . The Budget and Finance Subcommittee also gave significant attention to the Campus Plan during 2006-07.

Retiree health-care benefit modification: This discussion is in its preliminary stages, with community meetings and decisions to take place early next fall. The Budget & Finance Subcommittee discussed various aspects of this issue, including a range of possible options, at several meetings during spring 2007, and the full IPPC received

reports on these discussions late in the spring. Vice President West reported briefly on these discussions at the 16 May 2007 Faculty Meeting.

Stewardship of the North Woods: The Campus Environment Committee presented a stewardship plan for the North Woods that included restrictions on dogs and bikes, and a new brochure. IPPC unanimously endorsed the new policies. CEC's Annual Report to IPPC (May 3, 2007) is attached.

Implementation of "Optimization": The committee received a report from Mary Lou Bates and Ann Henderson regarding enrollment planning: the optimization target of 2280 (Net Fiscal Enrollment) is attainable, but should be approached gradually, since sharp fluctuations in enrollment from year to year are undesirable. The FY '08 and future budgets assume the 2280 NFE target.

Ongoing Business

Development of the FY '08 budget: Budget discussions occurred in the Budget & Finance Subcommittee and were followed by presentation and discussion at the full IPPC. The major parameters, new initiatives, and capital budget were reviewed in detail.

Strategic Action Agenda: Early in the year (as previously noted) the IPPC discussed and helped finalize the 2006-2007 "Strategic Action Agenda." At its final meeting of the year, on May 4, 2007, the committee had a preliminary conversation regarding next year's SAA, including both broad overarching themes and specific agenda items. President's Cabinet will develop a draft 2007-08 SAA over the summer for review by IPPC early in the fall.

SGA initiatives: One of IPPC's ongoing functions is to provide a forum for issues of concern to students. The primary mechanism for discussion of student issues is the Student Affairs Subcommittee, but in addition, SGA regularly reports to the full IPPC through its representatives on the committee. The committee is pleased to commend SGA President Dan Moran for his excellent representation of the students' concerns to the IPPC this past year (specific instances of such concerns are mentioned elsewhere in this report).

Admissions and Enrollment: IPPC received periodic reports from Dean Mary Lou Bates and from the Admissions and Financial Aid Subcommittee. These reports were particularly significant around key decision-making times for the Office of Admissions and Financial Aid, including offers of admissions and acceptances.

Reports, Updates, and Other Business

Bias incident response policy: In May, the IPPC reviewed the final draft of the *Bias Response Protocol* from the ad hoc Bias Response Group and made several suggestions for both revision and implementation. The President indicated that he might

issue the (revised) document and constitute the bias response team as therein described on an interim basis in the near future; and indeed he has since done so.

Paper-reduction initiatives: IPPC discussed several proposals from the Campus Environment Committee for reducing paper usage on campus, including campus-wide embracing of double-sided printing, initiatives for limiting use of posters, and a revised mail distribution protocol intended to cut down on the use of mass mailings. The double-sided printing project has since been endorsed by resolutions of the SGA and the Faculty.

“Dashboard” project: The committee (and the Budget & Finance Subcommittee) reviewed several versions of a brief document summarizing various key numerical indicators of the College’s performance. (The image of glancing at the dashboard to monitor the performance of a moving vehicle is apt; Skidmore’s Key Numerical Indicators document should give the reader a quick sense of the institution’s status and trajectory.) The dashboard was shared with the Board of Trustees at its May meeting and will be further refined. It is expected that, once finalized, the document will be updated annually. At this point, it is expected that the dashboard will remain an internal working document.

***Diversity in Hiring: Strategic Considerations* policy statement:** IPPC unanimously endorsed this statement which is intended to encourage more intentionality with respect to diversity in searches – including review of search plans, broad outreach, and active recruitment of applicants.

Proposed revisions to Part Six of the *Faculty Handbook*: VPAA Susan Kress reported on the ongoing process of revising Part Six of the *Handbook*. FEC was asked to withdraw a pending motion to adopt the revised Part Six, since proper consideration of the issues and feedback received from various constituencies required more time; work was expected to continue at least through the end of the spring semester, and probably over the summer and into the fall.

Integrity Board: In September, the IPPC received a report on the status of issues related to the Integrity Board (IB). Briefly, the issues were these: (1) what campus constituency “owns” the IB’s policies and procedures (SGA or Administration), and (2) should concepts of “restorative justice” continue to be used when resolving cases, or should “honor-based justice” concepts be used? The committee discussed these issues and the means by which they might be resolved at considerable length. Suffice it to say that the committee was very pleased when a resolution of the impasse (involving a yearly review process for changing IB policies and procedures) was reported by SGA President Dan Moran and Dean of Student Affairs Pat Oles in April. IPPC unanimously endorsed the IB review process (under which SGA may request that IPPC review a decision by the Dean of Student Affairs *not* to implement a change in policy or procedure recommended by the Review Team) at its last meeting in May.

Case Center and dining issues: IPPC received reports from the Student Affairs Subcommittee regarding the subcommittee’s consideration of the future of Case Center

(in particular, the dining programs in Case) in light of the opening of the newly-renovated Murray-Aikins Dining Hall and the reduced hours of operation of the Spa.

Special Programs Study Group charge: The committee reviewed this charge at the request of VPAA Susan Kress.

Diversity Forum discussion: IPPC held a follow-up discussion of the 30 March 2007 Diversity Forum at its meeting the following Friday, 6 April 2007, during which Pat Oles outlined the response he would be making to the student “demands.”

Pandemic Planning update: IPPC noted that President Glotzbach had distributed an e-mail message on 16 April 2007 updating the community on pandemic flu planning. Members were encouraged to read that message and to visit the web site:
<http://www.skidmore.edu/pandemic/>.

Reports on Board of Trustees meetings: IPPC received reports on the October and February Meetings of the Board of Trustees at the subsequent IPPC meetings.

Respectfully submitted,

Philip A. Glotzbach, Chair
Mark Huibregste, Vice-chair

IPPC Membership 2006-07

Chair	Philip Glotzbach, President
Vice-chair	Mark Huibregtse, Mathematics & Computer Science (2008)
Members by Position	<p>Mary Lou Bates, Dean of Admissions and Financial Aid</p> <p>Beau Breslin, Government, and Chair, Committee on Educational Policies and Planning</p> <p>Michael Casey, Vice President for Advancement</p> <p>Ann Henderson, Registrar & Director of Institutional Research</p> <p>Susan Kress, Vice President for Academic Affairs</p> <p>Pat Oles, Dean of Student Affairs</p> <p>Muriel Poston, Dean of the Faculty</p> <p>Jeffrey Segrave, Interim Director of Special Programs</p> <p>Justin Sipher, Chief Technology Officer</p> <p>Sue Van Hook, Chair, Campus Environment Committee</p> <p>Michael West, Vice President for Finance & Administration</p>
2007	<p>Kelly Carr '07, student representative</p> <p>John Chaplin, administrative/professional representative</p> <p>William Lewis, Philosophy, faculty representative</p> <p>Daniel Moran '07, SGA president</p>
2009	<p>Mehment Odekon, Economics, faculty representative</p> <p>Barbara McDonough, support staff representative</p>

IPPC Membership 2007-08

Chair	Philip Glotzbach, President
Vice-chair	Mark Huibregtse, Mathematics and Computer Science (2008)
Members by Position	<p>Mary Lou Bates, Dean of Admissions and Financial Aid</p> <p>Michael Casey, Vice President for Advancement</p> <p>Deb Hall, Art, and Chair, Committee on Educational Policies and Planning</p> <p>Ann Henderson, Registrar & Director of Institutional Research</p> <p>Susan Kress, Vice President for Academic Affairs</p> <p>Pat Oles, Dean of Student Affairs</p> <p>Muriel Poston, Dean of the Faculty</p> <p>Jeffrey Segrave, Interim Director of Special Programs</p> <p>Justin Sipher, Chief Technology Officer</p> <p>Sue Van Hook, Chair, Campus Environment Committee</p> <p>Michael West, Vice President for Finance & Administration</p>
2008	<p>Jonathan Brestoff '08, SGA president</p> <p>Adam Cupples '08, student representative</p>
2009	<p>Mehment Odekon, Economics, faculty representative</p> <p>Barbara McDonough, support staff representative</p>
2010	<p>Sue Bender, Anthropology, faculty representative</p> <p>Mary Cogan, administrative/professional representative</p>

Memorandum

To: IPPC
From : Campus Environment Committee
Date: May 3, 2007
RE: Annual Report to IPPC

The Campus Environment Committee met 9 times between June, 2006 and May 4, 2007. Membership for this year included: Sue Van Hook, Robert Jones, Kim Marsella, (faculty), Beth Brucker-Kane, Carol Schnitzer (Staff) Dan Rodecker from Facilities Services and Mike Hall from Finance and Administration, and student representatives from EAC, Heather Moore '08 and Alison Nihart '09.

LIAISON WITH IPPC

The Chair of CEC became an official member of IPPC in February, 2007. Changes were made to the function and membership of the CEC as stated in the 2006-07 IPPC Operating Code. As a result, CEC membership expanded to include a representative from Finance and Administration.

NORTH WOODS

CEC focused this year on implementation of the Stewardship Plan for the Skidmore North Woods. The summer (2006) stewards submitted an executive summary, and final report to President Glotzbach in August, 2006 with recommendations (attached). Two new student stewards were hired for summer 2007 to facilitate a transition in visitor policies by fall 2007 and continue to maintain trails, entrances and act as an educational outreach arm for the college.

This year saw the printing of the North Woods guidebook, *Treasure in the North Woods*: a guide to the natural campus at Skidmore College and a reprinting of *Wildflowers of the North Woods* with support from the administration. The guidebook is meant to educate visitors to the woods and promote ethical use of this natural resource. CEC received approval from the administration to repair and make improvements in signage, gates and kiosks for the woods. A Friends of the Skidmore North Woods was officially launched at the Earth Day Fest, April 14, 2007. Faculty were invited to become charter members at the April 27th meeting. A new North Woods brochure with Friends membership insert was produced for circulation at woods kiosks and relevant college events.

RECYCLING

CEC reviewed and revised posters to accompany installation of new recycling containers throughout the campus. CEC made recommendations to Facilities Services for two recycling intern positions. One was filled in 2007. Two students have been hired for these positions for 2007-08 and will focus on publicizing Skidmore's recycling efforts. CEC responded to inquiries about recycling batteries and toner cartridges and several general queries. Member Kim Marsella worked with EAC members to organize a Trash to Treasures exchange at the end of the spring semester to reduce the amount of student property left behind in the dorms.

PAPER REDUCTION

CEC focused much of the year responding to a request by the Skidmore Post Office to

reduce general mail distributions as they waste paper and labor. CEC submitted a Paper Reduction Proposal to IPPC February 7, 2007 calling for 1. Double-sided Printing across campus, 2. Reducing the volume of printed materials and mail distributions, and 3. Revisions to Postering policies. Action was taken by SGA in passing Resolution 17-09 on Double-sided printing. Sue Van Hook presented a parallel motion to the faculty at the April 27, 2007 meeting that will lay over for adoption until the May 16, 2007 meeting.

CEC will work over the summer with Postal Services and various departments and offices to revise recommendations for general mail distributions and postering/publicity to present to IPPC in Fall, 2007.

BUILDINGS

CEC chair heard a presentation by one of the architects for the Zankel Music Building.

CAMPUS SAFETY

There were no issues of campus safety that involved CEC this academic year. The summer Stewards will continue to work with Campus Safety to ensure safety of visitors to the Skidmore North Woods.

CAMPUS SUSTAINABILITY

The conversations about bringing a sustainability coordinator to campus begun between CEC and IPPC in 2005-2006 resulted in the Director of Environmental Studies submitting a grant to fund such a position.

ENERGY

The Lights Out Campaign, begun during spring semester, 2005, was adopted by First Year Orientation.

TRANSPORTATION

CEC heard a report from Mike Hall regarding public bus routes for the area.

RECOMMENDATIONS:

Five of the 7 recommendations made to IPPC in May, 2006 have been moved forward or completed in 2006-07. CEC 's agenda for 2007-08 will include:

1. Paper Reduction – explore ways to minimize the consumption of paper and promote its reuse and recycling.
2. Focus the Nation – preparing for a national day of climate change education and action January 31, 2008.
3. Recycling – engage more of the Skidmore community in regular recycling practices.
4. Publicity – get the word out about what we already do. Implement a regular column in the Skidmore news and explore a website link or presence.
5. Recommend that CEC membership for 2006-07 include:
 - Sue Van Hook, Biology
 - Robert Jones, Economics
 - Kim Marsella, Geosciences

Beth Brucker-Kane, Special Programs
Adele Einhorn, Advancement
Carol Schnitzer, Purchasing
Kelley Patton-Ostrander for Mike Hall (Fall, 2007
Dan Rodecker, Facilities Services
Two student representatives from EAC