

Institutional Policy & Planning Committee (IPPC)

Annual Report, 2013-2014

The Institutional Policy & Planning Committee advises the President with regard to strategic planning, taking a comprehensive view of significant issues affecting the College. In doing so, 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).

During the 2013-2014 academic year IPPC met 15 times. IPPC's subcommittees met regularly to consider specific matters and bring them to the full committee. Full minutes for IPPC meetings are available on the IPPC website: <http://cms.skidmore.edu/IPPC/index.cfm>. Please refer to these minutes for greater detail of the matters summarized below. Parenthetical dates refer to the meetings when the items were discussed by the full IPPC.

Major Items

1. Budget & Finance

A. FY 2015 Operating Budget

IPPC engaged in several discussions of the FY 2015 operating budget to be submitted to the Board of Trustees, which included:

- A 3.5% Comprehensive Fee increase
- A 3.0% General Salary Adjustment
- \$250,00 for the Compensation and Market Equity Pool
- \$500,000 for ongoing "New Initiatives" funded from the operating budget

B. FY 2015 Capital Budget

IPPC endorsed the FY 2015 capital budget of \$8, 225,000 to be submitted to the Board of Trustees.

C. Bond Rating

- Moody's Investors Service reaffirmed an A1 rating to Skidmore, with a "stable" outlook.

D. Real Estate Opportunity Fund

- The fund is established in order to purchase real estate that is of strategic interest to the College in Saratoga Springs and the surrounding area. The fund will be built by sequestering up to \$250,000 from the unspent budgeted contingency funds until it reaches \$2.500,000. Real estate purchases would still require the approval of President's Cabinet, IPPC, and the Board of Trustees (October 18).

E. Solar Project

- The College built a two-megawatt solar power system behind the baseball field. It is expected to generate 2.6 million kilowatt hours annually, about 12% of the campus' electricity needs (December 6, 20).

2. Strategic Planning

IPPC began the academic year by reviewing the strategic action agenda for 2013-2014, "The Skidmore Community and Empowerment." President Glotzbach asked that we renew our

“attention to the meaning of community at Skidmore in the context of our fundamental commitment to liberal education.” Forty-three particular action items to advance this goal were detailed in the strategic action agenda (September 6, 20; October 4).

Work on the next strategic plan also got underway early in the academic year. The first of five stages of preparing the next strategic plan began in the fall with gathering data and contextual information for deliberation. The second stage of the plan, the community-building and idea gathering phase, spanned the winter and early. Members of the Skidmore community participated in the strategic planning process by writing “white papers,” participating in roundtables at Academic Summit in January, and Strategic Planning Day, and completing individual surveys. A subcommittee for strategic planning was formed and met regularly in the spring. Analysis of the data began during the late spring and summer in anticipation for drafting the next strategic plan in the fall (August 28, September 6, 20; October 4, 18; May 2).

3. Campaign Planning

“Creating Our Future: the Campaign for Skidmore” began June 2013 and will end May 31, 2019. Trustees Nancy Hamilton ’77 and W. Scott McGraw, Parent ’12 are co-chairs. Goal for the campaign is \$220,000,000 - \$240,000,000. The final goal for the campaign will be determined in October 2015 as the “silent phase” draws to a close. The campaign’s priorities are the Center for Integrated Sciences, the Annual Fund, Financial Aid/Scholarships, Transitions & Transformations, Admissions Center, and the Tang Teaching Museum and Art Gallery (October 18).

4. Admissions and Financial Aid

IPPC approved the Subcommittee on Admissions and Financial Aid’s recommendation to disband. The subcommittee had struggled with its function and staffing. Topics that would have been discussed by the subcommittee will be addressed through the Enrollment Management Group, the Numbers Group, or the Athletic Council. Mary Lou Bates, the Vice President and Dean of Admissions and Financial Aid, will continue to provide updates to IPPC (September 6).

IPPC also considered the Student Government Association’s “Resolution in Support of Raising the Minimum Wage in Accordance with New York State for Student Workers at Skidmore College.” IPPC considered a range of issues associated with this matter and moved to table the discussion until the fall semester in order to gather more information (April 4, 18).

5. Assessment and Middle States Review

IPPC considered the report offered by the Subcommittee on Assessment. The Subcommittee focused on two areas, campus climate for students and faculty satisfaction, as well as providing recommendations for improvement.

The assessment work is an important component of Middle States Re-accreditation process. The Subcommittee coordinated the work for the re-accreditation process, including determining the kind of self-study the College would write, submitting the self-study design, and putting a team in place to implement the self-study. It was determined that the self-study would be a select topic format and that the topic would be “integrative learning” (December 6, December 20, January 31).

6. Center for Integrated Sciences

Although the Center will be primarily for the sciences, it will also include study spaces, four general purpose classrooms, and four computer labs. IPPC viewed a Prezi presentation, which included a

campus and schematic designs of the new building. IPPC also considered the proposed cost estimates and timelines for completion (November 1).

7. Environmental Responsibility & Divestment

In response to a petition to the Board of Trustees signed by approximately 500 students, President Glotzbach created a task force to consider the various complexities and implications related to divesting from fossil fuel related equities in the College's endowment portfolio. The task force was charged with exploring the meaning of 'divestment' in order to better understand what the call for divestment seeks to accomplish. It was also charged with examining how other colleges and universities have addressed the issue. The task force will analyze the consequences of divestment for our endowment, annual budget, financial aid, etc. The task force comprises representatives from the student body, the faculty, the administration, and the Board of Trustees. Upon the completion of the work, the task force will offer recommendations to the Board of Trustees and to the Skidmore community. Given that the Board of Trustees has ultimate fiduciary responsibility to managing the College's financial affairs, the task force's recommendations will not be binding. (December 6, January 31, April 4).

8. The Committee on Intercultural and Global Understanding

The co-chair of CIGU presented a report on campus climate along with numerous recommendations to IPPC. The report on campus climate was compiled by analyzing several surveys, exit interviews, and reports. While CIGU recognizes the College's efforts to welcome members of the community who have felt marginalized, it also sees the need for continual work in this area. CIGU considered the ways in which students experience a sense of exclusion both in and outside of the classroom and has made recommendations for both instances, including teaching pedagogies and greater institutional support for administrative positions (May2).

9. Policy Discussions

In addition to these on-going discussions, IPPC also considered a number of policies.

- A. *Political Activity:*** IPPC discussed the policy proposed by the Political Activity Working Group to encourage students' political participation while being mindful of the College's responsibility to abstain from supporting political candidates (October 4, 18).
- B. *Smoke-Free Campus:*** Continuing the work begun during the 2012-2013 academic year, the Student Affairs Subcommittee further refined the new policy for smoking outdoors. Smoking will be prohibited 25' from buildings. Greenberg Child Care Center, the Early Childhood Education Center, and the Sports Center will be smoke-free environments. The policy will go into effect in the fall of 2014 and be revisited in the fall of 2017 (October 18, November 15, February 28).
- C. *Publicity Guidelines:*** IPPC considered the revisions to our publicity guidelines in response to concerns that some of the language is inappropriate for the workplace and academic buildings. The guidelines were revised after consultation with Human Resources, campus counsel, and Student Affairs (November 1).
- D. *Tang Acquisitions Policy:*** The policy provides clear guidelines for those responsible for the collection's growth, care, and use of the collection. Some suggestions for revising the policy to be consistent with the College's Emergency Plan were made and the policy was endorsed by IPPC (February 14).

E. Hazing Policy: The Subcommittee on Student Affairs drafted a new policy on hazing. IPPC reviewed the draft and discussed suggested revisions to the document. Work on the policy will continue, and the proposed policy will be presented to various other groups on campus in the fall for wider discussion (February 28, May 2).

F. College Closing Policy: IPPC reconsidered the College's inclement weather policy in order to be attentive to the various circumstances of all employees. IPPC discussed ways in which the College could allow for greater flexibility for its workers on those days that the weather makes it difficult to travel and schools are closed (April 18).

G. Intellectual Property Policy: IPPC discussed and answered questions related to the policy, particularly on the clarity of Part A - Copyright. IPPC endorsed the policy with the understanding that this section would be revised. The policy went to the Faculty for its consideration the Board of Trustees for approval in May (April 18).

On behalf of the full IPPC, the co-chairs would like to thank Jeanne Sisson and Joshua Woodfork for their excellent work on behalf of the committee.

Respectfully submitted,

Philip A. Glotzbach, Chair
Natalie Taylor, Vice-chair

IPPC Committee Membership for 2013-14

Chair Philip A. Glotzbach, President

Vice Chair Natalie Taylor, Government, Faculty Representative

Members by Position

Mary Lou Bates, Vice President and Dean of Admissions and Financial Aid

Eric Beriguete '15, SGA for Financial Affairs

Joerg Bibow, Economics, Chair of FEC

Beau Breslin, Dean of the Faculty & Vice President for Academic Affairs

Paul Calhoun, Dean of Special Programs

W. Rochelle Calhoun, Dean of Students and Vice President for Student Affairs

Michael Casey, Vice President for Advancement

Bill Duffy, Interim Chief Technology Officer

Samuel Harris '15, SGA President

David Karp, Associate Dean of Student Affairs, Chair of SRC

Jackie Murray, Classics, Co-chair of CIGU

Joseph Stankovich, Director of Institutional Research

Peter von Allmen, Economics, Chair of CEPP

Michael West, Vice President for Finance & Administration

Term Positions

Christine Kopec, Management & Business, Faculty Representative (Fall 2013)

Erica Bastress-Dukehart, History, Faculty Representative (Spring 2014)

Wendy Kercull, Special Programs, Support Staff Representative

Timothy Harper, Management & Business, Faculty Representative
Kathy Kinnin, Information Technology, Admin/Prof Representative

IPPC Committee Membership for 2014-2015

Chair Philip A. Glotzbach, President
Vice Chair Natalie Taylor, Government, Faculty Representative

Members by Position

Mary Lou Bates, Vice President and Dean of Admissions and Financial Aid
Addison Bennett, '16 SGA President
Beau Breslin, Dean of the Faculty & Vice President for Academic Affairs
Paul Calhoun, Dean of Special Programs
W. Rochelle Calhoun, Dean of Students and Vice President for Student Affairs
Michael Casey, Vice President for Advancement
Bill Duffy, Chief Technology Officer
Samuel Harris '15, SGA VP for Financial Affairs
Karen Kellogg, Co-Chair of SRC and Space Planning Working Group, and Chair of Campus Sustainability
Ting Li, Representative from FEC (Fall 2014) for Mehmet Odekon, Chair of FEC
Bill Lewis, Chair of CEPP
Viviana Rangil, Co-Chair of CIGU
Joseph Stankovich, Director of Institutional Research
Michael West, Vice President for Finance & Administration

Term Positions

Joerg Bibow, Economics, Faculty Representative
Barbara Black, English, Faculty Representative (Spring 2015)
Wendy Kercull, Special Programs, Support Staff Representative
Timothy Harper, Management & Business, Faculty Representative (Fall 2014)
Kathy Kinnin, Information Technology, Admin/Prof Representative
Dan Nathan, American Studies, Faculty Representative (Spring 2015)