

**INSTITUTIONAL POLICY AND PLANNING COMMITTEE  
MEETING MINUTES  
April 6, 2012**

PRESENT: President Phil Glotzbach, Chair;



recommendations.

With one technical correction to the document proposed by CIGU, IPPC voted unanimously to amend its Operating Code to function and membership. The Operating Code amendments are set forth in Attachment A to these minutes.

## **5. Policy on Policies**

Barbara Krause, who has coordinated the work of the Policy on Policies Working Group charged last fall by President Glotzbach, referred IPPC members to a memo distributed with the meeting materials. The memo summarizes key concepts reflected in the draft Policy on Policies, which also was distributed in advance of the meeting.

SGA Vice President for Finance & Administration Ethan Flum noted that no students had been involved in the development of this policy. Following a discussion of the process to date, it was agreed that SGA President Jono Zeidan would identify a student to meet with the Working Group. That group, with the student, would consider substantive feedback and decide on appropriate next

## **6. SGA Report**

SGA President Jono Zeidan noted that, as reflected in some of the discussion at this meeting, students have expressed a concern about how to ensure that the student voice is communicated to the leadership group and took the



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. 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.

## Communication<sup>3</sup>

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

---

<sup>3</sup>

*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.*



Membership: Three members of the faculty, at least one of them from the natural sciences; two

~~CIGU will take 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, advise on policy issues, practices, and procedures relating to diversity, intercultural and global understanding, intercultural literacy, issues of campus climate, and other related matters.~~ CIGU also ~~will serve~~ as a resource for the College officials charged with ~~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 ~~will ensure~~ that any College-wide policy matters related to its charge are referred to the IPPC for consideration. ~~However, CIGU, however,~~ may ~~create working groups or~~ introduce ~~appropriate~~ campus initiatives ~~and programs~~ on its own accord ~~or in cooperation with other areas of the College as appropriate, creating working groups or involving other offices as appropriate.~~ CIGU ~~shall report~~s to the ~~IPPC President~~ regularly ~~(at least once each semester)~~ and may invite ~~the President, members of the IPPC or other relevant guests~~ to attend meetings as appropriate.

Because of the significant overlap in membership of CIGU and the \_\_\_\_\_ 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 ~~continue to~~ appoint the Bias Response Group ~~coordinator chair~~. CIGU will then be responsible for overseeing the work of the Bias Response Group and recommending changes as appropriate to the ~~President IPPC~~.

~~Membership: Director of Intercultural Studies, Director of the Office of Student Diversity Programs, Assistant Director for EEO and Wo 48.6 .2 o492 0 0.72 13.8 reu704450055>600484005100570p~~



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

Attachment: Annual Planning Cycle

**Date: 22 September 2006**

**Subject: Annual Implementation-Planning Cycle**

The IPPC has approved the following structure for an annual Implementation-Planning cycle that will allow us to move forward to achieve the goals of the *Strategic Plan* in conjunction with our annual budget cycle. The outcome of this work will be an annual Action Agenda that will identify strategic priorities that will receive administrative priority for a given Fiscal Year (F.Y.).

<b>June-July</b>	<b>August-September</b>	<b>October</b>	<b>January-February</b>	<b>May</b>
Cabinet develops draft Action Agenda for new F.Y.	President confers with IPPC before finalizing Action Agenda for new F.Y.	Beginning of budget planning for next fiscal year  Cabinet and IPPC).	Preliminary budget review by Board.	Board approval of budget for next fiscal year.  Administrative review of finalizing Act