

INSTITUTIONAL POLICY AND PLANNING COMMITTEE
MEETING MINUTES
February 3, 2017
10:30 a.m.

PRESENT: Cerri A. Banks; Erica Bastress-Dukehart; Mary Lou Bates; Beau Breslin; Paul Calhoun; Michael Casey; Bill Duffy; Julia Elstein; Cynthia Evans; Philip A. Glotzbach, Chair; Tim Harper, Vice Chair; Lisa Hobbs; Mark Hofmann; James Kennelly; Kris Leggiero; Eric Morser; Dorothy Parsons; Levi Rogers; Denise Smith; Joseph Stankovich; Debra Townsend; Mike West; and Joshua C. Woodfork.

GUESTS: Karen Kellogg, Kelley Patton-Ostrander

Called to order at 10:35 AM.

Philip A. Glotzbach called the meeting to order and thanked all who made the February 2, 2017 campus Unity Gathering possible.

1. Approval of Meeting Minutes, December 9, 2016

IPPC **approved** the minutes from the December 9, 2016 meeting.

2. Campus Sustainability Plan: 2015-2016 Annual Report

Director of Sustainability Karen Kellogg and Campus Sustainability Coordinator Levi Rogers presented the 2015-2016 annual report of the *Campus Sustainability Plan: 2015-2025*. Karen noted that the Sustainability Plan runs for ten years. The Sustainability Office has made a commitment to the community to conduct an annual report and update. Karen indicated that the baseline for most goals is actually the year 2000. Karen reported that Sustainability staff held a community meeting on Tuesday, January 31, 2017, and noted that perhaps the need to come together for a separate time is dissipating because of the improved ongoing and frequent communications of sustainability updates across the campus.

Karen and Levi provided IPPC with an update on the status of current goals, and future plans to achieve long-term goals as they relate to each of the five focus areas of the plan: *Energy, Food, Waste, Lands and Grounds* and *Engagement*.

Joshua Woodfork noted a similar organizational structure between sustainability and diversity and inclusion. He asked how the College might model diversity and inclusion efforts in the way that sustainability has in that they have core staff, but efforts have been shared across divisions and people, in terms of responsibility. Karen indicated that sustainability staff has worked with representatives in each division, such as faculty, facilities and dining services to develop goals and benchmarks for each focus area of the *Sustainability Plan* (specific to their respective divisions). In addition, the office has engaged students in sustainability activities. Their staff reaches out to other offices to encourage collaboration and to provide direction on sustainability efforts.

Phil thanked Karen and Levi for their presentation and great work. Beau Breslin noted that this is a terrific example of positive collaboration across the campus.

3. Operating Budget Key Budget Parameters and Capital Budget for FY '18

Michael West began his presentation by informing the group that the IPPC will not be asked for a formal vote at this time, as he is just providing an overview today, and will answer questions. He noted that at our next committee meeting, he will be seeking approvals. He also noted that the Board of Trustees will be asked to approve the capital budget and key budget assumptions when they meet in late February.

Operating Budget

Michael reviewed the Operating Budget and pointed out the following:

- On Attachment A: Note this shows limited net fiscal enrollment – approximately \$700k more in over enrollment than reported to the Board in October due to more students staying on campus during the spring semester and not studying abroad. Fee increase of 3.5% recommended for FY '18.
- For endowment number: Keeping 7% display for long term investments return, but this will be reviewed against the December numbers. Also still trying to consider how the newly inaugurated President and his administration's policies will impact the investment environment. The Investment Committee feels actual returns could be lower than 7%, with great volatility.
- New Initiatives will fund new positions, additional services & supplies and \$1.3 million of debt service for CIS.
- The Preliminary FY' 18 Operating and Capital Budgets presented are balanced.

Q: Why do we use over enrollment as variable instead of fixed?

A: It does vary year to year and if we try to budget exactly it would put too much pressure on admissions. It remains very useful to keep as variable, especially as we look at strategic projects such as the Center for Integrated Sciences (CIS).

Q: Do we look at risks such as travel, and discussions of free public tuition in NY?

A: We try to consider the economic outlook and related factors, of course, they are concerning. Also, risks such as the IRS limiting (restricting) donations as tax-exempt are considered. Concerns are outlined on page 8 of the budget materials.

Capital Budget

Michael West reviewed the Capital Budget. He noted that the first two pages of his report provide a summary, and reiterated that the IPPC is not being asked to approve line items, but instead to gain an overall understanding of the budget and the key budget items. He also noted that the budget highlights all of the high priority items brought forth by Cabinet. He noted he would be seeking approval at our next meeting. Michael reviewed each top line budget items for Academic Affairs, Finance and Administration, Student Affairs and Information Technology.

Michael concluded by pointing out the extraordinary amount of work that went into this budget, and thanked Kelley Patton-Ostrander and staff.

4. Admissions and Financial Aid Update

Mary Lou Bates reported that the College received a record number of applications this year at 10,000, which is up from last year's record of 9,200. She noted that the number of applicants requesting financial aid has also increased. Last year financial aid was requested by 70% of all applicants compared to 74% this year. She indicated that the number of early decision applicants is also up 14% over last year. Mary Lou also reported that applications from international students is up 17% and students of color up 14% over last year.

Mary Lou suggested that the decision to change admissions policy to "test optional" may be a factor in our increased number of applications, as other schools who have become test optional have also seen spikes in applications. This may also be a factor in the increase of applications from students of color. Tests are not optional for international students in non-English speaking classes, schools with nontraditional grading, and for students who are homeschooled. Of the applications received this year, 74% submitted test scores, while 61% of the students of color submitted test scores.

Q: Will the U.S. President's travel ban/executive order impact the number of international applications the college receives?

A: No, the number of applications the College receives from the countries identified in the executive order is already very small, and the College has not seen any impact yet.

Mary Lou reported that the goal for the incoming class size is 620 students, and that they are hoping to send 35-40 students to London. She noted that the application process has changed for London students. Since overall retention for students who start in London was lower, Admissions changed the application to make it more thoughtful process for students applying. Students will now have to write an additional essay. She reported that decision letters go out on March 22nd for regular decision.

Phil thanked the Admissions staff for taking time to read all of the applications.

5. President's Report

Phil noted that the past couple of weeks in politics have been disruptive and concerning to our campus, but that as of now, the implications of the executive order seemed to have little impact on international enrollment. It may be too soon to see, however, and the College may also find financial aid changing, as there may be changes to Pell grants that will have an impact. He noted that during his recent participation at the National Association of Independent Colleges and Universities (NAICU) meeting, NAICU made some very good recommendations about how to ensure that Pell grants remain funded, and they will continue to be an active voice on the Hill to this end.

Phil suggested that Governor Cuomo's recent proposal regarding "free college education" and his stand on price control might cause private colleges trouble. He plans to speak to our New York State Representatives regarding the consequences of this proposed legislation.

He concluded by noting that even during this time of chaos, Skidmore remains strong. It is our duty to do what we can to keep Skidmore the kind of place where students want to be, and we must stay positive.

6. Call for Agenda Items

Joshua called for future agenda items and the following were noted:

- Protection of Minor's Policy, 2/17
- Budget vote, 2/17

7. Other

As no other business was brought forth, the meeting concluded at 11:50 AM

Please notify the President's Office of any changes to these minutes.