

**INSTITUTIONAL POLICY AND PLANNING COMMITTEE**  
**MEETING MINUTES**  
**November 2, 2018**

**PRESENT:** Cerri A. Banks; Mary Lou Bates; Marta Brunner; Grace Burton; Sean Campbell; Bill Duffy; Greg Gerbi; Philip A. Glotzbach, Chair; Tim Harper, Vice Chair; Katie Hauser; Lisa Hobbs; Michelle Hubbs; Carolyn Lundy; Martin Mbugua; Jennifer Mueller; Donna Ng; Owen O'Donnell '21; Levi Rogers; Nigel Smith '19; Joseph Stankovich; Amy Tweedy; Joshua C. Woodfork.

**ABSENT:** Michael Orr.

**GUESTS:** Crystal Moore.

Meeting opened at 10:31 am.

**1. Approval of Minutes from October 5, 2018.** The minutes were approved without changes.

**2. Engaging Voices and Sharing Space—Reading: “Universities and the Conglomerate Challenge”**

Vice Chair Tim Harper selected this meeting's prompt. Professor Harper began the discussion of the reading using a short four-point handout, which he briefly summarized for the group. Discussion followed on the whether the article's corporate analogy applies to liberal arts colleges, the degree to which departments that do not benefit respond to major college decisions, and whether there are things Skidmore should be investing in, or things that could be let go. It may be helpful to look at the College's Mission Statement, which has not been revised in years.

**3. Skidmore Brand Guidelines**

Martin Mbugua, Vice President for Communications and Marketing, provided a PowerPoint presentation on new brand guidelines for College publications and other materials and media. He encouraged the group to think of the brand mark as a prompt/symbol for the experience of Skidmore, and as something that helps create Skidmore's identity. Brand guidelines, available at [www.skidmore.edu/brand](http://www.skidmore.edu/brand), are designed to be consistent but flexible as they apply to units and departments. Communications & Marketing will reach out across campus to help with branding questions within the College and with students. The goal is to establish branding consistency without being draconian, so that people recognize Skidmore marks.

Q: How will this affect student-built brand marks? MM: We will find a way to incorporate them with official Skidmore branding.

Q: Will you monitor? MM: If we find egregious examples, we will reach out. We want to work collaboratively with units and departments, not be the “brand” police.

**4. Fiscal Year 2020 Budget Process**

Donna Ng, Vice President for Finance and Administration and Treasurer, reported that the College is operating from a position of financial strength but needs to address funding for

financial aid, employee health insurance, the Center for Integrated Sciences (CIS), and other items. She has begun to explore ways to reallocate funds to the College's highest strategic priorities. She has mapped out a proposed of the 2020 Budget Process, including major phases of budget and process history, estimated time frames to reach out and report to stakeholders, and work with various groups, including the Subcommittee on Budget and Finance and this Committee.

Vice President Ng called the group's attention to Discretionary Cost Savings. We are looking to fund an additional \$1.2M in financial aid for the new class, and we currently have a shortfall of approximately \$600K in funding health insurance. She is proposing a 10% savings target to save a projected \$2.5M. Managers are therefore being asked to develop budgets for discretionary expenses—services and supplies—at 90% of current level. She described this as an opportunity for the community to move away from business as usual, and address critical needs on a case-by-case basis. Departments/units/offices will be able to submit requests to their division heads, then requests will be shared with President's Cabinet, for review by IPPC, and consideration of additional funding if needed. Questions followed:

Q: Is there a way to identify what is “wasteful”? NG: Managers/areas know best what is wasteful, but Finance can work on formulating guidelines.

Q: Are these permanent reductions or just for coming year? NG: Consider them permanent; a response to ongoing challenges.

President Glotzbach noted that this process involves looking back at the 2009 recession to see what was done then. He also commented that the College is not considering reductions in staff, but reviewing areas such as entertainment, speakers, and recruitment to ensure that spending in those areas is not excessive.

## **5. President's Report**

President Glotzbach reported that the October 17-20 Board of Trustees meeting included many celebratory events that went very well, especially the CIS groundbreaking. The Board also endorsed the “Strategic Action Agenda,” and participated in a 4-hour workshop on “Disrupting Everyday Bias” with Kimberly Rattley of the firm Cook Ross, which they thought was helpful and important in understanding areas where bias may exist and how it might be reduced.

## **6. Call for Agenda Items**

The Committee was reminded not to wait until the last meeting of the semester to present agenda items. At the next meeting, Dean of Students and Vice President for Student Affairs Cerri Banks will give an update on the smoking policy implementation. Donna Ng will update IPPC in December on the Subcommittee on Budget and Finance's work. Director of Institutional Research Joe Stankovich and Vice President for Strategic Planning and Institutional Diversity Joshua Woodfork will speak about a Spring campus climate survey for students, staff, and faculty. President Glotzbach asked everyone to think of ideas for the Engaging Voices, Sharing Spaces part of the meeting.

## **7. Other Business**

Cerri Banks noted the upcoming events of “Skidmore Speaks” which is a week focusing on free speech, which will take place November 5-9, beginning with a Presidents’ Dialogue on Monday with Sanford Ungar, Director of Free Speech Project at Georgetown University. She reminded everyone that the workshops require sign-up.

Crystal Moore, Associate Dean for Diversity and Faculty Affairs, gave an update on the *Protection of Minors Policy* being worked on the Safety Committee. IPPC endorsed this policy last year. A website is currently being developed that will give a summary of the policy, the full policy, FAQs, and a President’s Statement. The goal is to unveil the website to the campus community in January, but the exact process for doing so still needs to be discussed. The policy will include a brief training video that would be viewed by all Skidmore employees. Those who do a lot of work with minors will be asked to do additional training, which is still being developed.

Joshua Woodfork noted that the website rollout was planned for January 2019 in order to allow for consideration of the steps and/or information needed, and asked the committee to think about any such information that may still be required or valuable. Associate Dean Moore will report again to IPPC before the policy is implemented. VP Woodfork thanked the group that has worked diligently on this task for the past couple of years.

President Glotzbach asked for a moment of silence for the victims of recent racist and anti-Semitic violence in Pittsburgh PA, Jeffersontown, Kentucky, and elsewhere.

The video created for the CIS groundbreaking ceremony was shown.

Meeting adjourned at 11:38 am.

#### **Addendum**

On November 15, 2018, IPPC members were asked to consider the College’s signing the “[We Are Still In](#)” pledge. The request came from the Sustainability colleagues, who explained that this effort is a declaration of support for the Paris Climate Agreement and a statement that we “remain actively engaged with the international community as part of the global effort to hold warming to well below 2°C and to accelerate the transition to a clean energy economy that will benefit our security, prosperity, and health.”

IPPC is cautious about our protocols regarding petitions on behalf of the College. As past precedent, President Glotzbach worked with IPPC in the Fall of 2016 to sign on to three petitions: 1) The National Collegiate Athletic Association (NCAA) Presidential Pledge, as noted in [the 9/23/16 IPPC Meeting Minutes](#); 2) [Speak Out Against Harassment](#); and 3) [Support Deferred Action for Childhood Arrivals](#) (DACA).

Hearing no objection from IPPC members, President Glotzbach signed the “We Are Still In” pledge on behalf of Skidmore College. We are now listed along with the City of Saratoga Springs, Union College, and other peers and aspirant institutions.

*Please inform the President’s Office of any changes to these minutes.*