

INSTITUTIONAL POLICY AND PLANNING COMMITTEE
MEETING MINUTES
December 14, 2018

PRESENT: Cerri A. Banks; Mary Lou Bates; Marta Brunner; Grace Burton; Lisa Hobbs; Bill Duffy; Greg Gerbi; Philip A. Glotzbach, Chair (by phone); Tim Harper, Vice Chair; Katie Hauser; Michelle Hubbs; Carolyn Lundy; Martin Mbugua; Jennifer Mueller; Donna Ng; Michael Orr; Levi Rogers; Joseph Stankovich; Amy Tweedy; Joshua C. Woodfork.

ABSENT: Sean Campbell; Owen O'Donnell '21; Nigel Smith '19.

GUESTS: Loretta Greenholtz, Christine Kaczmarek, Crystal Moore.

Meeting opened at 10:34 am by Vice Chair Tim Harper.

1. Approval of Minutes from November 2, 2018. The minutes were approved without changes. Please note that the November 16 and December 7 IPPC meetings were canceled.

2. President's Report

Participating by phone, President Philip Glotzbach thanked outgoing IPPC student members Nigel Smith '19 and Owen O'Donnell '21, who participated on the committee for the semester replacing other student government leaders who could not attend meetings because of class schedules. It was expected that Marta Brunner and Michelle Hubbs would be replaced by their committee co-chairs in the Spring 2019 semester, but they will remain on the committee because of the co-chairs' teaching schedules. This continued service was acknowledged. Noting that today is a Study Day, he also thanked those who may have had to adjust their schedules to attend.

President Glotzbach also noted that:

- a) The 2017-2018 IPPC Annual Report from last year is complete and will be issued soon.
- b) Along with some 3,000 other colleges and municipalities, Skidmore had signed on to the "We Are Still In" climate pledge (see Addendum to the Meeting Minutes of the November 2, 2018 IPPC meeting).
- c) During this academic year, the President's Cabinet welcomed and has been working on integrating two new members, Dean of the Faculty and Vice President for Academic Affairs Michael Orr (July 16, 2018) and Vice President for Finance and Administration and Treasurer Donna Ng (October 1, 2018). Cabinet worked on planning for the Board of Trustees meetings in October, and is currently involved in the budget planning process, an effort that will continue through the Spring semester, with an eye toward greater IPPC participation.

With regard to the budget, President Glotzbach noted that on December 4, Moody's Investors Service re-affirmed its "negative" outlook for the U.S. higher education sector, citing operating expenses that will continue to outpace revenue growth. Moody's first downgraded US higher ed last December 5, from stable to negative. Even in the face of these developments, Skidmore kept its A1 rating with a stable outlook, which is an indication of the financial strength of the College. But President Glotzbach observed that Moody's perspective on higher education generally is an indication of the environmental challenges the College faces.

- d) Cabinet has also been working with Donna Ng to advance the CIS agenda, about which there will be more information later in this meeting.

3. Protection of Minors Policy

Associate Dean for Diversity and Faculty Affairs Crystal Moore, Director of Academic Safety Loretta Greenholtz, and Senior Director of Business Services Christine Kaczmarek brought back to IPPC the *Protection of Minors Policy*. They covered some revisions of language in the policy to achieve greater clarity. They also shared an accompanying draft webpage on the Skidmore website. Under the policy, they explained that training will include a brief (around ten-minute) video that is currently being worked on using the resources of insurer United Educators. Dean Moore called the group's attention to several specific points in the revised policy, and then shared the draft webpage. With the policy officially beginning January 1, 2019, Dean Moore asked for IPPC's input on how best to inform and educate the community. Committee members offered several suggestions to the Safety Committee including the following:

- 1) announce it through an email and within the *Skidmore Weekly Bulletin*;
- 2) incorporate it into President Glotzbach's welcome to Spring semester 2019 communication;
- 3) announce it at the next Faculty Meeting (February 1) and the next Community Meeting (March 5); and
- 4) target outreach to groups who engage with a lot of minors, including Athletics or community service groups such as Big Brothers/Big Sisters.

Q: Shouldn't this policy be part of the anti-harassment training through Human Resources? Yes, but the goal is to make it easily accessible, highlighting even more protection.

With other incidents we have seen recently at other higher education institutions, President Glotzbach commented that the policy was long overdue, but it is absolutely crucial for the protection of both minors and the College. He thanked the Safety Committee and the three presenters for their work. Crystal also thanked the Safety Committee and Joshua Woodfork for his support of this effort.

Noting the revisions outlined by the Safety Committee, Vice Chair Tim Harper called for a re-affirmation of the policy, and **the policy was unanimously re-affirmed by voice vote.**

4. 2018–19 HEDS Diversity and Equity Campus Climate Survey

Vice President for Strategic Planning and Institutional Diversity Joshua Woodfork, Director of Institutional Research Joseph Stankovich, and Institutional Effectiveness Specialist Amy Tweedy brought forward the College’s participation in the 2018-2019 Higher Education Data Sharing (HEDS) Campus Climate Survey. The survey will reside with the Committee on Intercultural and Global Understanding (CIGU), which is coordinating efforts with the Subcommittee on Institutional Effectiveness. Joshua stated that an exciting feature of this survey is that it includes participation from all three constituencies: students, staff, and faculty, which is notable, at least in our recent history, and expressed hope that all other New York 6 schools will participate so that there will be comparative data with similar institutions.

Director of Institutional Research Joseph Stankovich added that CIGU will be working with HEDS on the survey and said that we will need help to get the response rate as high as possible. Joshua Woodfork stated that a timeline is being developed with partners in Communications and Marketing to publicize the survey, which is completed anonymously but comes through an individual email to each community member. The results of the survey are scheduled to be received in the fall. Our intention is to focus on making any necessary institutional changes that the survey results may highlight, recognizing that the survey is only one tool within our larger efforts. Further information will be forthcoming in January; in the meantime, questions or concerns may be directed to Joshua, Joseph, or Institutional Effectiveness Specialist Amy Tweedy.

5. CIS Update

President Glotzbach asked Donna Ng to give an update on construction of the North Wing of the Center for Integrated Sciences (CIS). Donna noted that “a lot of steel is going up,” which will continue for the next few months as the structure is enclosed. The greenhouse structure is also going up, which is expected to be complete by early Summer 2019. On the whole, the project is on schedule, with no problems to report.

Q: When will the greenhouse be weather-proofed? A: Very soon.

President Glotzbach continued that while there is excitement to see the project moving forward, the faculty’s major concern has been the overall timeline to completion. We will meet the initial fundraising goal of \$50 million, but, despite continued efforts, there is no further major gift on the horizon. Therefore, a fresh assessment is underway of the project’s costs versus funding and we are considering a range of options to get construction moving faster, including reviewing and reassessing the following items:

- built-in escalation costs of \$6–8M which can be minimized with accelerated construction;
- value engineering – how to save money without affecting design?
- new options for managing space transitions, such as reviewing the idea of construction trailers; and
- new funding possibilities.

All of these options depend on approval by the Board of Trustees, which has been receptive to reconsideration of the construction schedule. With Board support, the goal is to come up with an accelerated schedule over the next few months. Donna Ng, Michael Orr, and Associate Dean of

the Faculty for Diversity and Faculty Affairs Pat Fehling are acting as liaisons to the Science faculty in this effort.

Q: When/how quickly will decisions be made? A: Ideally during the February 2019 Board of Trustees meeting, but that may not be possible. The Board of Trustees meeting in May 2019 may be more realistic. Moving forward an accelerated building schedule requires re-thinking of how of the project funding has been approached so far. Donna Ng added that a higher degree of costing confidence is needed first, which is being ascertained now and will continue in January. President Glotzbach reaffirmed commitment to completing the project as designed, as quickly and cost-effectively as possible. He thanked community members for their continued patience as these ideas are pursued.

Q: Will discussions in January also encompass opportunity costs? A: Opportunity costs to this project increase the longer we delay; no other budget areas are really affected.

Q: What can we *not* do in this time frame if we go to an accelerated timeline for CIS? A: This question will be answered within the budget process. The need to fund depreciation is also a reason to accelerate the timeline.

Q: Should IPPC consider holding another Open Forum on the process? A: Yes, we will schedule an Open Forum for early in the Spring semester, once there is something concrete to report. We will also consider using the next Community Meeting to provide an update [it is scheduled for Tuesday, March 5, 2019].

Professor Greg Gerbi expressed concern about a February presentation to the Board, as it would not allow enough time for community input. President Glotzbach agreed that, as a wide range of people will be involved, time is needed, and suggested that we will assess progress in mid-January. He asked that faculty continue to bring any concerns forward to CIS liaison Pat Fehling.

Joshua Woodfork then asked the Committee's permission to switch agenda items 6 and 7, to discuss the idea of a proposed IPPC Committee Retreat first, as these—and other budget items—would fall under this gathering.

6. Retreat Scheduling

Following up on President Glotzbach's report this meeting and comments at the beginning of the academic year and in response to IPPC faculty members' budget and CIS questions, on behalf of the IPPC Chair and Vice Chair, Joshua proposed that IPPC hold a half-day retreat. IPPC members agreed to the idea of a retreat and to participate in the work involved. Joshua suggested the morning or afternoon of Friday, January 18, right before Spring 2019 semester, and Friday, February 8. Shortly, he will share a Doodle Poll in hopes of confirming the date. He will also ask committee members to share any proposed retreat agenda items.

7. Healthcare Update

VP Donna Ng provided a handout, and called the committee's attention to her information on strategy options and benchmarking: a comparison of Skidmore's healthcare costs to those of selected peer and aspirant institutions. She also gave a brief overview of several dimensions of Skidmore's health care options including employee contribution, plan design, cost management, and communications strategies in the context of a potential revamp of Skidmore's healthcare benefits. Donna suggested that these topics could be presented for discussion at the forthcoming IPPC Retreat.

8. Smoking Policy Implementation Update

Dean of Students and Vice President for Student Affairs Cerri Banks reported that the campus will be smoke- and tobacco-free as of January 1, 2019. This includes the entire campus and smoking in personal vehicles on campus property. Permanent signage will go up around campus and on the website, and there will be a campus community email announcement, a press release to the public, and a kickoff event in Case Center on January 28, 11:00 am–3:00 pm. The smoke-free campus initiative, including signage, is being funded by a New York State grant administered by our campus partner, Glens Falls Hospital.

Similar to the alcohol and drug policies, Human Resources will include it in the employee *Handbooks*, and Student Affairs will include it in the *Student Handbook*. Dean Banks will meet with facilities directors in the coming weeks to discuss implementation and enforcement of the new policy. She reminded the committee that violations of the policy will be adjudicated in accordance with the typical process under which the offender falls, meaning students would go through the student conduct process and employees would be referred to HR. An assessment of the policy will take place six months after implementation.

Q: Has there been any communication with the incoming class, the one we are currently recruiting? A: We are already a smoke-free campus; tour guides will mention it, and there will be banners and other signage for outside contractors and other visitors.

9. Call for Agenda Items

No agenda items were presented.

10. Other Business

There was no other business brought forward.

The meeting was adjourned at 12:06 pm.

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