

INSTITUTIONAL POLICY AND PLANNING COMMITTEE
MEETING MINUTES
March 22, 2019

PRESENT: Mary Lou Bates; Marta Brunner; Grace Burton; Lisa Hobbs; Bill Duffy; Max Fleischman '19; Greg Gerbi; Tim Harper, Vice Chair; Katie Hauser; Michelle Hubbs; Carolyn Lundy; Crystal Moore; Martin Mbugua; Jennifer Mueller; Donna Ng; Michael Orr; Levi Rogers; Abdul Shokur '21; Joseph Stankovich; Amy Tweedy; Joshua C. Woodfork.

ABSENT: Philip A. Glotzbach, Chair; Cerri A. Banks; Sean Campbell.

The meeting opened at 10:31 a.m. by Vice Chair Tim Harper.

1. Approval of Minutes from March 1, 2019

The minutes of 3/1 were approved without change.

2. Presidential Transition Update

VP for Strategic Planning and Institutional Diversity Joshua Woodfork reported that on March 19 an update email was sent to the community from Presidential Search Committee co-chairs Jon Achenbaum '77 and Maxine Isaacs '69. The email announced the names of the search committee members, contained a link to the search website, and provided the dates and times of three upcoming open forums, one each for faculty, staff, and students, with the search consultants from Storbeck/Pimentel & Associates. Committee members had several questions regarding the search, including the following:

Q: Along with open forums by constituency, will the search firm have targeted meetings with committees or other subsets?

A: Yes; leaders of all the three constituencies have been invited to separate meetings with the consultants.

Q: For those unable to attend, will there be minutes or notes from the forums?

A: We have not done so in the past, to allow for open communication among the attendees, but will ask.

VP Woodfork extended thanks to those who helped populate the search committee. In keeping with the search timeline, the first presidential search committee meeting will occur on the date of the open forums. He reminded committee members that candidate nominations and comments may be submitted anonymously via the search website, but submitters should be sure to include contact information if a response is requested.

3. Healthcare Benefit Expense

• IPPC Charge to IPPC Subcommittee on Budget and Finance

VP Woodfork thanked committee members for providing ideas on IPPC's charge to the IPPC Subcommittee on Budget and Finance for the healthcare benefit expense review and noted that after the subcommittee met March 8, Vice President for Finance and Administration and Treasurer Donna Ng circulated the final version of the charge via email. [Appendix I]

• New Members

VP Woodfork announced that subsequent to the willingness-to-serve call, President Glotzbach has appointed two staff members to temporarily serve on IPPC's Subcommittee on Budget and Finance for the healthcare benefit expense. These two appointees are Administrative Assistant for the Management and Business Department Terri Kindl (non-exempt) and Assistant Director for Financial Aid Lisa Tuttle (exempt). The next subcommittee meeting will be held next Friday, March 29.

As chair of the subcommittee, VP Ng said that she would reach out to the new members and brief them on material covered in the first healthcare review meeting March 8. She stated that the goal is for the subcommittee to come up with recommendations for IPPC for the next healthcare cycle which begins January 1, 2020, and also for the longer term. Associate Professor and Chair of Physics Greg Gerbi asked about the strategy for keeping the campus community informed. VP Ng replied that it has not yet been determined whether communications regarding the subcommittee's work should come from the subcommittee or from IPPC; she expressed her opinion that they should come from IPPC. Brief discussion followed, resulting in a decision that Communications & Marketing would draft a campus-wide announcement summarizing the subcommittee charge for the healthcare review and listing the subcommittee members. Communications and Marketing will circulate the draft to IPPC before including this information in the *Skidmore Weekly Bulletin*. Dean of the Faculty and Vice President for Academic Affairs Michael Orr noted that, since IPPC charged the subcommittee, the announcement should come from IPPC. As noted at the last IPPC meeting, the subcommittee will be in touch with employees when input is needed; perhaps a survey, focus groups, or open meetings will be utilized to seek feedback.

4. North Broadway Entrance Renovation

VP Ng gave a presentation on the upcoming renovation of the North Broadway entrance to campus, which she explained is being completely funded by a donor gift and will have no impact on the College's operating budget. She reviewed renderings of the new design, which includes red pavers along North Broadway as a visual guide to the entrance, additional delineated parking, directional signs, a new branding/event sign at campus entrance with printable inserts and an optional banner; a campus map to the right of the entrance, new plantings and new, more prominent signage on North Broadway. VP Ng provided a timeline, starting with securing the construction permit by early May 2019, construction beginning immediately after Commencement 2019, and a September 2019 target date for completion, which is before the start of the academic year. VP Ng said there will be some disruption to entranceways during construction, but an effort will be made not to impose too many detours, and only for brief periods of time. Discussion followed:

Q: Could the map be made interactive?

A: We probably don't want people to spend too much time there; also, lights on interactive screens may be annoying to neighbors.

Q: Will it include a QR (quick response) code that can be scanned on a smartphone?

A: That is part of the plan.

Q: Saratoga Springs moves slowly on permits; can we get them in this short a time?

A: As of now, all signs indicate timely approval.

Q: From a sustainability perspective, will we commit to using native/non-invasive species; consider water retention; use locally sourced materials? Also, is there a way to delineate bike lanes, maybe with a complimentary color? Finally, Sustainable Saratoga's plan involves bringing back the double row of trees that used to be on North Broadway; can we support that?

Q2: How many of these items would have to be settled before permits are issued?

A: There is time to consider this. Please share the items with Facilities and with Finance and Administration for consideration.

Q: Is the cost of this renovation totally covered by the donor's gift?

A: Totally. We're hoping the donor will be so pleased with the plan that an additional gift might be possible.

Q: How to mitigate possible damage to the pavers during CIS construction?

A: This factor is being considered.

5. Protection of Minors Policy

Associate Dean for Diversity and Faculty Affairs Crystal Moore provided an update on the implementation of the Protection of Minors Policy and screened the training video. She said the nine-minute video was created by our insurers United Educators and has been adapted for use by the College. The Policy represents an important step for the protection of children who come on campus, and is meant to provide clarity on what people should do if they suspect abuse. She said that she is working with Human Resources to include the video, which might be coupled with anti-harassment training, and that the goal is for every employee to receive this training. She said that students will also need to receive the training and that Student Affairs is considering if it will be incorporated within new student orientation or possibly as a requirement of student campus employment. She hopes that employees will begin to have access to the video this Spring.

With regard to the video, Associate Dean Moore noted that the Safety Committee did substantial work in revising it. She said that while not all of their proposed revisions were accepted, the committee is satisfied that it is a better product than the earlier versions. She explained that it is not possible to make any further changes in the video, but that anyone who has comments may contact her.

The Committee screened the video.

Q: Why isn't the Campus Counseling Center included among places to report?

A: The intention is to direct viewers to more immediate responders.

Q: Is it important to consider and include campus resources available to those who may find the video upsetting, right?

A: True, and it may increase the demand for those services. We can include information on the webpage where the video is placed.

Q: The video seems to be in the spirit of the “see something, say something” campaigns, which can also be used against marginalized populations. Are we mindful of protecting against those currents?

A: Yes, but a good reminder, for us to be intentional and specific.

Q: There are so many student leaders on campus for various trainings; this should be included in those trainings at the beginning of the school year.

A: Great suggestion, please consider sharing a list. This is also an opportunity to let these new students know what support is available in our community.

Q: It is still not entirely clear who to contact; somewhere in the training, those numbers should be clearly listed. Also, what didn’t you like about the video, and how often will it be revised?

A: Yes, or we can also include this information on the accompanying webpage. The initial version had some language that we didn’t like, and was not specifically targeted to a college audience.

Q: Consider creating a landing page with the video link, and reporting links. Also, it may be helpful to offer video viewing sessions followed by Q&A.

A: Thank you. We will consider both of these ideas.

6. Swing Space Recommendation

VP Ng reported that she met with the Campus Sustainability Subcommittee (CSS) in the past week and reviewed the proposed plan for the swing space building. Part of this review included sharing an overview of the *Campus Master Plan (2007)* as it relates to the siting of the swing space building. She reminded the CSS that based on earlier concerns about the footprint of the building in its location, the size of the building has been reduced from 40,000 square feet to 32,000. They discussed putting the swing space building in North Hall parking lot or between North Hall and the loop road, but it will not fit in either place. They discussed moving it closer to the Falstaff’s parking lot, but underground infrastructure might prevent this; it is being looked into. Replanting trees distributed by the construction was not a high priority for the CSS. They discussed making it a two-story building. Although the cost would be over budget, this idea is still being reviewed. VP Ng asked the subcommittee to provide her with a ranked list of sustainability priorities by the end of next week (March 29).

Dean Orr noted that the proposed swing space site has elicited some strong reactions and dissatisfaction, with one faculty member of the CSS writing to President Glotzbach, VP Ng, and himself, and circulating an email to a wider campus audience expressing opposition to the plans. Dean Orr said he will meet with the faculty member next week but indicated that he thought IPPC should be made aware of the concerns. Director of Sustainability Programs and Assessment Levi Rogers added that the CSS is working on its response and on the prioritized list, but that there are a lot of views on the project to consider. He reported that the subcommittee developed a draft list, on which subcommittee members have been asked to vote,

and that they will come together next week to look at the results of that poll. He said there would be at least one, possibly two more meetings before the response is prepared, and that the subcommittee would issue a statement followed by the prioritized list.

There were several follow-up questions, including:

Q: Are students included in the CSS membership?

A: There are two student members.

Q: Once the CSS provides suggestions, how will they be handled?

A: As a subcommittee, the recommendations will go from CSS to IPPC. They will also be shared with President's Cabinet. The swing space plan and recommendations will return to IPPC at the April 5 meeting.

Q: Has placing the swing space in Palamountain parking lot been considered?

A: Yes, but it was deemed impractical as it would require building a new parking lot somewhere else.

Q: It was also suggested that people be given reasonable amounts of time to respond to changes as the new CIS timeline is implemented.

A: Plans are shifting in real time so we are trying to keep the community updated on these shifts as they occur.

Q: If there is disagreement on the recommendations, how will that be presented to IPPC?

A: (L. Rogers): Can give examples of what was considered; believes there will be consensus on the top five priorities.

Q: Budget would be \$5 million for two-story building, not including other considerations?

A: (VP Ng): Yes. We need to find the right balance; it will not be 100% one way or the other.

Q: Now that square footage is reduced, is that enough space?

A: Yes, it will be tight, but do-able, with available spaces in Hoge.

Q: Was moving to 32k square foot building a compromise?

A: Yes. We looked at the floor plan and consolidated; there is no built-in flexibility.

Q: We (IPPC) had the benefit of seeing VP Ng's PowerPoint; have the students seen and had it explained as well?

A: No, the update VP Ng provided at the CSS meeting was not as in-depth.

Q: Should VP Ng's PowerPoint/materials be shared more broadly?

A: (VP Ng): We've shared the information at both Community and Faculty Meetings; I'm happy to also meet with students.

There was brief discussion as to the reporting of the CSS's priorities, and it was agreed that CSS would deliver the recommendations to IPPC Chair President Glotzbach and Vice Chair Harper, who would share it with President's Cabinet, and ask VP Ng to review the list of priorities. It was also noted that, with both CIS and Sustainability being pillars of the *Strategic Plan* and Strategic Action Agenda (SAA), the College will need to find a compromise in balancing competing strategic priorities.

As a final note on sustainability, Vice President for Communications and Marketing Martin Mbugua added that the Skidmore Bookstore will soon convert to usage of recyclable bags.

7. HEDS Survey Results

VP Woodfork updated the committee on the community's 2018-2019 HEDS Diversity and Equity Campus Climate Survey participation rates. After a six-week participation window, the survey concluded at 11:59 pm March 17, 2019. He thanked Institutional Effectiveness Specialist Amy Tweedy, Director of Institutional Research Joseph Stankovich, and Diane O'Connor and Andy Camp of Communications & Marketing, for their efforts as the group who coordinated the College's participation. Vice chair Harper also expressed sincere appreciation for VP Woodfork's leadership on this effort. HEDS will provide our data by next fall. The Committee on Intercultural and Global Understanding (CIGU) will review the data, create recommendations, and share the information with the community.

Q: Did HEDS reach out to us about our specific results?

A: (Director Stankovich): Yes, they were impressed with our high-level of participation and asked if I could present what we did to achieve these results at the upcoming HEDS Annual Conference. I am not going, but thanked them.

8. Call for Agenda Items

VP Woodfork reminded the group that our call for agenda items last meeting yielded these items:

- College Librarian Marta Brunner, discuss digital assets management;
- VP Mbugua, update on branding efforts;
- VP Ng, discuss FY20 budget items.

VP Woodfork noted that by May 10, we will have subcommittee recommendations on healthcare, and asked if there is anything else IPPC, as a body, can do before the end of the academic year, and what will have to be postponed until next academic year. Professor Gerbi asked if it was appropriate to talk about how to build in consideration of SAA goals into decision-making process. Dean Moore asked for suggestions on how best to prepare for committee work at this level, for new members, which was echoed by Assistant Professor of Sociology Jenni Mueller. VP Mbugua mentioned that Communications is working toward better managing community email traffic. An update on the work of the Institutional Effectiveness committee work was also mentioned.

Which items are worthy of a retreat?

The committee referenced the items noted above and also mentioned:

- How to build Strategic Action Agenda (SAA) goals into our decision-making processes;

- Long term financial planning, including subcommittee work on healthcare;
- Maybe a round robin of President's Cabinet members sharing their short- and long-term visions for their respective Divisions; the connection between this suggestion and the strategic planning suggestion was recognized.

VP Woodfork noted that if we were to have another retreat, given our current schedule, either subcommittee meetings would be bumped or it may be necessary to extend the IPPC meetings on 4/5 or 4/26, and asked that we consider how to effectively use this potential time. A poll to review options will be circulated.

9. Other Business

None.

With no further business, the meeting was adjourned at 12 noon.

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

Appendix I

FINAL 3/8/19

Charge from the Institutional Planning and Policy Committee (IPPC) to the IPPC Subcommittee on Budget and Finance for work on Healthcare Benefits Expense:

Overview:

To review and discuss the College's healthcare benefits, in particular, but not exclusively:

- (i) the components of healthcare expenses in the operating budget;
- (ii) costs to administer the College's healthcare benefit; and
- (iii) medical claims history and projection.
- (iv) the design of current plan (for example, co-pay amounts); and
- (v) the employee share of healthcare benefits, both the current Skidmore structure and the market, primarily higher education institutions similar to Skidmore.

To work with Human Resources on developing options to reduce the growth rate of health insurance expense in the College's operating budget. To determine a process for gathering staff and faculty input as needed. To regularly update IPPC and to report and provide recommendations on these matters by the May 10, 2019 IPPC meeting.

Membership:

Current Committee Members

Vice President for Finance and Administration & Treasurer (Chair): Donna Ng

Faculty member serving as Vice Chair of IPPC: Tim Harper
Faculty representative from the IPPC: Grace Burton
Member of the President's Cabinet: Michael Orr
Exempt staff member from IPPC: Lisa Hobbs
Non-exempt staff member from IPPC: Carolyn Lundy
Student Government Association Vice President for Financial Affairs: Abdul Shokur '21
Regular Guest: Bill Duffy

Additional Members for Work on Healthcare Benefits Expense

Human Resources: Brett Last and Laura Goodwin (consultants will be invited by HR as needed) Appointed by President Glotzbach, March 22, 2019:
Lisa Tuttle, Exempt Staff Member,
Terri Kindl, Non-Exempt Staff Member