

INSTITUTIONAL POLICY AND PLANNING COMMITTEE
MEETING MINUTES
September 7, 2018

PRESENT: Mary Lou Bates; Kyle Bernard; Marta Brunner; Grace Burton; Sean Campbell; Max Fleischman '19; Greg Gerbi; Philip A. Glotzbach, Chair; Tim Harper, Vice Chair; Katie Hauser; Lisa Hobbs; Michelle Hubbs; Martin Mbugua; Michael Orr; Kelley Patton-Ostrander; Levi Rogers; Nigel Smith '19; Joseph Stankovich; and Joshua C. Woodfork.

NOT PRESENT: Cerri A. Banks; and Bill Duffy.

GUESTS: None.

1. Welcome and Introductions

President Glotzbach welcomed back returning members of the committee and introduced new members: Max Fleischman '19 and Nigel Smith '19, representing the Student Government Association (SGA), and Michael Orr, Katie Hauser, and Michelle Hubs. He welcomed Kyle Bernard and Kelley Patton-Ostrander who are serving as Co-Interim Vice Presidents of Finance and Administration for the month of September. He noted that the two open committee spots, the Committee on Intercultural and Global Understanding (CIGU) co-chair and the non-exempt staff member, should be filled before the next meeting.

Phil announced that Donna Ng, incoming Vice President for Finance and Administration & Treasurer, will be joining the college on October 1st, and the committee watched a short introductory video from her.

Joe Stankovich, Director of Institutional Research, announced the hire of the new Institutional Effectiveness Specialist Amy Tweedy, who will begin on September 24th and join the committee in October.

2. What is Your Role on this Committee?

Phil explained that while everyone is here representing some campus constituency (their division, a sub-committee, staff, faculty, students, etc.) they should also remember to participate as an individual, as their voice and input are welcome and important. He reminded the committee that confidentiality is important, as some items are presented and discussed here in committee before they are ready for general distribution. He noted that leadership would indicate those items that are particularly sensitive, when they come up for discussion, and also note when they might become public.

3. Approval of Meeting Minutes May 4, 2018

IPPC approved the minutes from the May 4, 2018 meeting.

4. “Diversity and Inclusion at Skidmore College” Statement

Joshua Woodfork, Vice President for Strategic Planning and Institutional Diversity, presented the “Diversity and Inclusion at Skidmore College” statement [see Appendix] and noted that it was originally developed by the Committee on Intercultural and Global Understanding (CIGU) during the 2011-2012 academic year, presented to and discussed by IPPC over the 2012-2013

academic year, culminating on a December 14, 2012 vote by IPPC to express support for the statement and encourage its use in appropriate ways. It was subsequently shared with students and faculty.

Joshua said he hoped that community members viewed the statement as a “living document” that could be a helpful catalyst for discussion, an expression of our community values, and a reference point when flare ups occur. He asked that IPPC, CIGU, the faculty, the Staff Advisory Group, and the Student Government Association (SGA) Senate consider re-affirming the statement each year.

The IPPC unanimously re-affirmed the statement on Diversity and Inclusion at Skidmore College.

5. Admissions and Financial Aid Update

Mary Lou Bates, Vice President and Dean of Admissions and Financial Aid, reported that the college welcomed the class of 2022 in three waves: London students arrived in mid-August, followed by pre-orientation students, and finally all first-year students. She noted the following statistics in the first year class:

- 11% International (down from 13% last year)
- 14% first generation
- 17% Pell-eligible
- 11% former family ties (up from last year)

Mary Lou reminded the committee that, as of last May, the projected class fell short of the target, and Admissions looked to the wait list. We ended up spending an additional \$1.2 million (over budget) on aid for the first-year class. 47% of the first-year class is receiving institutional aid.

She also noted that a higher-than-usual number of students deferred, resulting in future aid commitments of approximately \$450,000.

Mary Lou reported that 36% of the first-year class self-identifies as male, which is down and remains a concern. In recent history, the College typically has a gender-balance of 60/40% female to male.

6. President’s Report

Phil asked Kyle Bernard and Kelley Patton-Ostrander to provide budget and Center for Integrated Science (CIS) updates. Kyle reported that CIS construction is well underway for the 60,000 sq. ft. building comprising the first phase of the CIS. He noted that blasting is mostly complete, as is the majority of underground and storm water retention work. The steel structure will begin to take shape this fall. The project remains on budget and slightly ahead of schedule with a target completion date of August 2020.

Phil reported that the college is approximately \$25 million short in funding for phase two.

Kyle reported that the College's audit is complete and that it was a "clean" opinion, with no major findings.

Kelley reviewed the operating budget results for Fiscal Year 2018. She indicated that the results are consistent overall with projection/actual that was presented in May.

Phil noted, as referenced in the preface to the draft Strategic Action Agenda (SAA), that there is greater clarity now in the funds that will be needed for financial aid. He advised that we all need to be smarter and better informed about our institutional realities and financial sustainability of the College, and he pointed out how important the budget process is. He also conveyed the good news of receipt of a grant from the Andrew W. Mellon Foundation in the amount of \$912,000 for the general education curriculum rollout, including new positions.

Sean Campbell, Collyer Vice President for Advancement, reported that for FY '18 the College exceeded the campaign goal of \$160 million with \$160.7 million and provided the following highlights:

- \$30 million in new commitments
- Cash goal was \$24.1 million; achieved \$27.5 million
- Reached the Skidmore Fund goal \$7.1 million
- Reached alumni participation goal of 23%

He reviewed the goals set for this year:

- \$182 million by 5/31/19
- Cash goal of \$25 million
- Skidmore Fund goal of \$7.32 million
- Alumni participation goal of 24%

Sean announced that the Campus *Campaign* Kickoff Event for faculty, staff, and retirees will take place in October, and that messaging is now out. The participation goal has been set at 80%.

Phil reported that the Office of the President *Community Dialogue Series* continues this fall. This time with a focus on free speech on college campuses. University of Pennsylvania Professor Sigal R. Ben-Porath, author of *Free Speech on Campus*, will present a talk and Q&A session in Zankel Music Center next week. Joshua distributed copies of her book to the committee and encouraged their consideration of this important topic.

7. Draft Strategic Action Agenda 2018-2020 (SAA)

Joshua provided background on the draft SAA document and noted that the committee has been asked to review and provide comment at either this or the next committee meeting. Phil asked about the preface and explained that he was trying to provide information on the importance of

financial sustainability with the pressures the College faces while striving to continue academic excellence.

Members of the committee inquired about the continued challenge in gender balance in incoming classes and discussed what implications might follow from this number, as well as strategies that might be implemented to achieve parity in the future.

Joshua indicated that work remains to be done in the ordering of the strategic agenda items, indicating which year items are going to be completed, and detailing a sense of who is responsible for the item's achievement.

As we consider our strategic planning processes and documents, a final comment involved the issue of archiving. The use of social media and other electronic modes of communication make appropriate archiving more difficult to archive than in the past, when we depended more on paper communications. Many of our efforts involving alumni and past College events, rely on yearbooks, student newspaper articles, alumni newsletter, and the like. If these pieces only exist electronically going forward or do not include reference information such as dates, it is challenging to search and archive. This change will affect our ability to access data in the future. College Librarian Marta Brunner explained some efforts library staff are undertaking to address this issue.

Phil asked Marta Brunner and Michael Orr to consider working together on this issue and bring it forward on a future IPPC agenda.

8. Policy on College Policies

Phil presented the [Policy on College Policies](#) noting that it reflects the work of many constituencies during the Fall 2012 semester. In short, "This Policy applies to the development, adoption, and amendment of College policies. For purposes of this document, "College policies" are those that are intended to apply College-wide or that will have significant institutional implications." It maps out a vehicle for presenting changes to existing policies or for discussion and adoption of new College policies. As we have somewhat lost sight of the policy, Phil asked that committee members increase awareness and that we push this out to various groups.

9. Agenda Setting for 2018-2019: Call for Items

The following items were suggested for future meeting agendas:

- Political Action
- College Archiving
- Subcommittees: membership, meeting, and agenda items.

Joshua noted that he drafts each IPPC agenda for review by vice chair Tim and chair Phil, so to please let him know if you have additional items.

10. Engaging Voices and Sharing Space

Joshua asked that the committee consider ways, such as the *TED Talk* activity last year, which will encourage cross-collaboration and individual participation in IPPC meetings. The following ideas were suggested by committee members:

- Selecting and sharing articles from the *Chronicle of Higher Education* for discussion;
- Presenting “what’s happening in your world?” or “what’s bothering you?”;
- Members to sit in a different seat each meeting;

Phil, Tim, and Joshua will consider these suggestions and will come back with feedback/thoughts at the next meeting.

11. Other Business

No other business was brought forward.

Meeting adjourned at 12:00 noon.

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

Appendix

Diversity and Inclusion at Skidmore College

Skidmore College is committed to fostering a diverse and inclusive community in which members develop their abilities to *live in a complex and interconnected world*. Consistent with our educational mission, we strive to be a community that respects individual identities based on varying sociocultural characteristics, such as race, ethnicity, gender identity and expression, sexual orientation, national origin, first language, religious and spiritual tradition, age, ability, socioeconomic status, and learning style. We aspire to help create a socially just world that honors the dignity and worth of each individual, and we seek to build a community centered on mutual respect and openness to ideas—one in which individuals value cultural and intellectual diversity and share the responsibility for creating a welcoming, safe, and inclusive environment. We recognize that our community is at its best when all members participate fully in the spirited and challenging conversations that are at the center of the College’s educational mission.