

INSTITUTIONAL POLICY AND PLANNING COMMITTEE
MEETING MINUTES
December 13, 2019

PRESENT: Mary Lou Bates; Grace Burton, Vice Chair; Abby Ciccarone '22; Greg Gerbi; Philip A. Glotzbach, Chair; Michelle Hubbs; Stephen Ives; Carolyn Lundy; Martin Mbugua; Jennifer Mueller; Kendrah Murphy; Donna Ng; Michael Orr; David Robakidze '20; Levi Rogers; Joseph Stankovich; Dwane Sterling, and Joshua C. Woodfork.

ABSENT: Sean Campbell; Joerg Bibow; Amy Tweedy; and Joe Porter.

The meeting was called to order at 10:35 a.m. by Vice Chair Grace Burton.

1. Approval of Meeting Minutes from the December 6, 2019 Meeting

A recommendation was made to revise the meeting minutes of December 6, 2019 regarding the presidential search update and subsequent questions.

2. Athletics Facilities Open Forum Debrief Continued

IPPC continued discussion regarding the concerns raised around the open forum that occurred on November 25, 2019. At the open forum, attendees raised concerns about sustainability features/impacts, possible disruption to the Greenberg Child Care Center, cost of the project, and opportunities for community input on the plans and the process.

In regards to sustainability, Chair of the Campus Sustainability Subcommittee (CSS) Levi Rogers read a variety of requirements that would need to be met in order to be a “Leadership in Energy and Environmental Design (LEED) certified” building. At this time, the College is not pursuing plans for the athletic building to be LEED Certified; however, the College has charged the project’s architecture firm with consideration of sustainable features for the project. We are still in the design phase. We are hopeful that the project will include sustainable features that we have utilized on other projects, such as bike racks, electric car charging stations, etc. We remain open to exploring other sustainability features, while recognizing cost limitations with the project’s budget.

In terms of the effect of construction on the Greenberg Child Care Center (GCCC), in the preliminary design for the Athletic facilities, the GCCC remains where it is currently located. We are trying to mitigate any possible disruption to the Center. We have been in contact with Greenberg leadership, provided an overview of the proposed site plans, and discussed any potential construction impact on the Center and outdoor play space. As we move forward, the College is working with Center staff to determine how to involve the Greenberg Parent Advisory Committee, to further discuss what the outdoor space will look like during construction, and to determine how best to communicate any potential impacts.

In addition, moving forward, the College is formulating ideas on how we can update students on the Athletic facilities project. Dean of Students and Vice President for Student Affairs Cerri Banks will be meeting with Student Government Association Vice President for Financial Affairs Abby Ciccarone '22 to discuss how to move forward with student engagement. SGA VP

Ciccarone commented that SGA has preliminary plans to send out a student survey designed to gather input regarding how students feel about the project as a whole so that she can then present this data to IPPC.

3. Religious Observance Policy

The Committee on Educational Policies and Planning (CEPP) has reviewed our academic calendar and its intersection with religious observance. To be clear, the policy is not something new that CEPP is proposing, but rather something that they are bringing to the attention of the Skidmore Community and highlighting the policies and procedures around religious observance under New York State law. The religious observance policy is currently posted in the College catalogue. It was noted that in reviewing policy around religious observance, contact hours, and our College calendar must be aligned with New York State Religious Observance Law.

The Committee on Intercultural and Global Understanding (CIGU) and the Bias Response Group (BRG) also reviewed the policy's language and proposed form that students might utilize with faculty and work managers/supervisors. These groups suggested that faculty and work supervisors/managers receive communication so that they may understand the procedures and that students and student workers also receive communication so they may understand responsibilities. Dean Banks stated that the SGA has reviewed the policy and approved it. Dean Banks also commented that once finalized, the policy should be included on all syllabi and placed in the *Student Handbook*. SGA VP Ciccarone added that with regard to student employment and religious observance, the policy needs to be clear that students who are observing a religious holiday may make up a missed shift and not be penalized with missing these hours because of observance.

As IPPC was first seeing the proposed language and form, it was asked that the topic return in an early Spring IPPC meeting, including an updated form and a plan for the roll out and messaging of the policy.

4. Cambridge Hill Partners Consultants and Steering Group

IPPC met with Cambridge Hill Partners (CHP) to review and discuss next steps. CHP presented a potential timeframe and outline. IPPC discussed CHP's proposal and what the engagement might look like over the next several months. IPPC will designate several committee members to form a steering group to coordinate with CHP and propose to the full IPPC a way forward. Vice Chair Burton thanked those who are willing to serve on this steering group to self-nominate, or to nominate others. She and Chair Glotzbach will name the group in early January and notify the committee. Initially, the steering group will likely work with CHP to design the details of the approach, time allocations, and identification of an initial set of recommendations. Vice President for Strategic Planning and Institutional Diversity Joshua Woodfork noted that in planning for IPPC's spring semester some items currently on our radar may have to shift to complete this work CHP as it involves a significant time requirement of the IPPC. In addition, VP Woodfork suggested that it would be helpful if CHP involved a diverse group of consultants in their engagement with our community.

IPPC reiterated that CHP will need to have a collective voice in the community while simultaneously preparing agendas and materials for community conversations. It was added that we need to be mindful as we move forward, as to how to fold in a new President-elect in our processes and conversations. As to exactly what the final deliverables are, CHP will generate a report to IPPC, and IPPC will then decide what recommendations to take to the President and the President-elect, as well as what to share with the Board of Trustees.

5. 2018-2019 Campus Sustainability Plan Annual Report and a Project

The Campus Sustainability Subcommittee (CSS) presented their [2018-19 Campus Sustainability Annual Report](#). Chair of CSS Rogers reviewed the report with IPPC. Several questions were raised, including the following:

Q: Where are recyclables taken and what is the potential of increasing costs in the managing of recyclables?

A: Our recyclables are currently taken to Rutland, VT. The growing costs of recycling needs to be monitored, but more importantly, we need to focus on reusability and not on destroyable recyclables.

Q: How do we compare with our peer institutions?

A: This is very hard to monitor as every institution has their own distinct and individualistic recycle and sustainability program established.

Consortium Energy Project

Director of Sustainability Programs and Assessment Rogers also presented the Consortium Energy Project overview. The goal of the project is to seek and potentially purchase renewable energy on a very large scale. This would be a long term ten to fifteen-year commitment. At this time, the project is in the proposal stage and we have no commitment to participate. In the future, potential agreements will include energy credits. We currently spend approximately \$2 million on electricity. Next steps are for the team working on this at the College to further research the potential benefits, solicit bids, and perform a cost analysis. Once we get the data and bids, we can then conduct a market to market analysis and determine if the project is market competitive, and feasible.

6. Call for Agenda Items

- a) Oracle Update (bumped from our 12/13/19 meeting agenda);
- b) Steering group updates; and
- c) Continued review of the religious observance policy (coming from the Committee on Educational Policies and Planning, CEPP).

7. Other Business

No other business was brought forward.

Meeting adjourned at 12:02 p.m.

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