

INSTITUTIONAL POLICY AND PLANNING COMMITTEE
MEETING MINUTES
December 2, 2022

Present: K. Aurelia Ball; Mary Lou Bates; Adrian Bautista; Marc Conner, Chair; Xiaoshuo Hou; Michelle Hubbs; Charles Ingram, Nathaniel Lowell '24; Michael Orr; Lori Parks; Beth Ann Post; Tarah Rowse; Mahesh Shankar; Kurt Smemo, Vice Chair; Joseph Stankovich; Dwane Sterling; Smriti Tiwari; Amy Tweedy; Claire Wang '23; Joshua Woodfork; and Carey Anne Zucca.

Absent: Rodrigo Schneider.

The meeting was called to order at 10:36 a.m. by Chair President Conner.

1. Approval of meeting minutes from November 18, 2022

There was a request from Tarah Rowse for two corrections to the meeting minutes. These were accepted. A motion was made to approve the meeting minutes, and **the meeting minutes for November 18, 2022 were unanimously approved.**

2. President's Updates

a) Vice President Searches: Dorothy Mosby has been appointed the next Dean of the Faculty and Vice President for Academic Affairs. She will begin her appointment around June 1, 2023. The VP for Finance and Administration and the VP for Enrollment searches are both on track with both holding search committee meetings this week. Search updates will continue to be [placed on this website](#).

b) Health and Wellness, Fitness and Athletics: Since our last meeting, the Student Government Association (SGA) had a session on the project and we held a campus-wide forum earlier this week. Over Winter break Greenberg Child Center will be razed and moved to a new location at the end of North Broadway. The funding plan for this project has a \$20 million fundraising challenge with a fairly tight timeline. President Conner announced that Skidmore has secured the lead naming gift for the project. It comes from the Wachenheim family, one of the great supporting families of Skidmore. President Conner congratulated Collyer VP for Advancement Carey Anne Zucca and her team on successfully securing this gift.

c) Speech and Expression: We are organizing a symposium on speech and expression on college campuses taking place on April 14 and 15, 2023. We are working on getting keynote speakers and people in our community to participate in this event.

d) Visions and Values: There have been great discussions at the Board-level and with IPPC about the College's visions and values. We seek to do the same at the February staff meeting, and to then consider how we repeat the exercise with students and faculty. We continue to ponder the use of a survey as well.

3. Campus Master Planning: Next Steps

At IPPC's last meeting we spoke of the questions that need to be addressed regarding the execution of campus planning, including a wide range of items: repeatable processes, determining standard sizes of dorm rooms and offices, how to continue successful collaborations of ideas, all so we are able to hold a manageable governance structure for future projects. We left off with the idea for using a revised version of the space planning working group to guide these questions and ideas. Dean of the Faculty and VP for Academic Affairs Michael Orr spoke about how the space planning group was originally formed. To help lead us to the next stage of planning, Dean Orr proposed changing the original working group's charge to give it a more encompassing charge. This proposed group will address planning issues like space requirements, particularly as we think about major renovations and construction projects. The original group relied upon an IPPC faculty representative and we are now hoping for more.

An IPPC member suggested that the group could provide an inventory of available space annually with consideration of how to best utilize it. Dean Orr suggested we keep the body as a space planning working group to be an advising and logistics group to make major space planning recommendations to the President's Cabinet and IPPC. Faculty Executive Committee Chair Xiaoshuo Hou spoke about how the faculty role would fit for this group as compared to a formal governance committee and how it should count towards shared governance of service. VP Woodfork suggested that with the faculty reviewing their governance structure next academic year might we move forward on an interim basis for the Spring and next year with two faculty members of the group and then revisit the structure along with the faculty review. President Conner asked Dean Orr to work with Chair Hou and return to IPPC at its next meeting.

4. Budget Parameters for FY '24

Interim Vice President for Finance and Administration Charles Ingram explained that we have an upcoming Budget Workshop in January with the Board and then the February Board Meeting. What we present to the Board is the base budget using October estimates and parameters to guide it. Keeping the enrollment at 700 for the first-year class, the above the line is the permanent base budget to operate the College. Below the line is non-ongoing revenue where we cannot count on maintaining this excess enrollment over time, and therefore is a one-time item. The comprehensive fee includes tuition at 3.5% increase. The financial discount rate has been in the 44% range and the Skidmore Fund has gone up from \$7.8 million to \$8.1 million. Current union contracts have already been negotiated and cannot be changed. New initiatives are set at \$500,000. We include a contingency every year for things we did not plan for and are planning on having a balanced budget.

President Conner pointed out that in the first two years of Covid, we tapped some of our surpluses when our contingency was not sufficient. This is also how some of the *Campus Master Plan* projects are partially funded. \$2.7 million was used for Health and Wellness, Fitness and Athletics from this fund which is driven by enrollment, tuition, and fees. Moving forward, we need to address the residential capacity challenge using the surpluses that we are shifting into a Campus Master Plan Fund, which will help in moving these projects, which directly support

student experience, forward. Every year the Board asks for a five-year forecast which is a planning tool for identifying what parameters we should be concerned about in the future. The Board will review this budget in February with final board approval coming at its May meeting.

5. Campus Sustainability Plan: Combined Annual Report for FY '21 and FY '22

Director of Sustainability Programs and Assessment Tarah Rowse provided an update on the Campus Sustainability Plan for FY years '21 and '22. She reminded the committee that we are operating under a 10-year plan from 2015 to 2025 with five categories including energy, food, waste, lands & grounds, and engagement. The goals are for 2025 and there is reporting every year and we have had 5 reports so far with 4 annual reports for fiscal year 2016 to 2019 and one mid-point report from 2015 to 2020. Looking at 2 years of data, we have not had a lot of progress with many reasons for this. The major events that have happened are CIS being LEED designed, and then the sustainable construction and renovation policy from last May was approved. The Sustainability Tracking Assessment and Rating (STARS) is the main body we work with on campus for sustainability efforts which was submitted. There was one other major initiative being worked on called the New York Higher Education Large Scale Renewable Energy Consortium which is now defunct.

The goal for food was to have 25% of our food by 2025 as sustainable and we are at about 8%. For waste we are at 700 to 800 tons of total waste with the goal being a diversion rate of 60%. The diversion rate means how much we are keeping out of the landfill. We did track CIS midpoint report and we were at about 50% divergent for CIS. In terms of our energy category, we have several goals. The first being that we are looking to have 60% of our electricity from renewable sources and we are currently at 31%. We are looking to have 60% of our heating and cooling from renewable sources and this is specifically by square foot and we are at 37%. In terms of our GHG emissions, our goal was 75% and we are at 52%. The two primary sources of energy we are consuming are electricity and natural gas and this is specifically for the last 7 years. Our expenditures are a little over a million dollars for electricity and \$500,000 for natural gas each year. The biggest change happened from 2000 to 2015 where we had our solar and geothermal projects and energy efficiency projects. Director Rowse suggested that we need to work on having a more global perspective for these changes moving forward.

6. Call for Agenda Items

No new agenda items were raised.

7. Other Business

No other business was brought forth.

The meeting was adjourned at 12:02 p.m.

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