

**INSTITUTIONAL POLICY AND PLANNING COMMITTEE
MEETING MINUTES
APRIL 14, 2023**

Present: Mary Lou Bates, Adrian Bautista, Marc Conner, Xiaoshuo Hou, Charles Ingram, Michael T. Orr, Beth Ann Post, Tarah Rowse, Joseph Stankovich, Dwane Sterling, Smriti Tiwari, Amy Tweedy, Peter von Allmen, Claire Wang '23, Leigh Wilton, Carey Anne Zucca.

Absent: K. Aurelia Ball, Michelle Hubbs, Nathaniel Lowell '24, Lori Parks.

Zoom: Jacqui Conrad, Kurt Smemo, Joshua Woodfork,

Guest Speakers: HR Strategic Advisor Sarah Vero, Controller Kyle Bernard, HR Director Julie Delay.

The meeting was called to order at 10:35 by Chair President Conner.

1. Approval of Meeting Minutes from March 31

A motion was made to approve the meeting minutes, and **the meeting minutes for March 31 were unanimously approved.**

2. Budget Parameters FY '24

President Conner asked Interim Vice President for Finance and Administration and Treasurer Charles Ingram to review the final recommendations for the FY '24 budget parameters. (The parameters had been discussed and reviewed at prior IPPC meetings and at the IPPC Subcommittee on Budget and Finance meetings.) VP Ingram shared slides showing Net Fiscal Enrollment of 2,370 students and a first-year class of 705 students, representing an increase of 5 students in the projected first-year class and an increase of 20 total students for the Net Fiscal Enrollment going forward. VP Ingram pointed out that these “additional” students are already on campus in the year-by-year over-enrollments above projected enrollment goals, so if we “hit” the planned target of 705 students each year, our total enrollment will actually go down in the coming years, though this projected income will be an increase to our annual operating revenue, and hence can be counted on for mitigating planned staffing reductions. Other budget parameters include the Comprehensive Fee increase of 4.25%, which we anticipate will be consistent with what our peer and aspirant schools will be planning; a General Salary Adjustment of 3.25% (significantly above our 15-year average GSA of approximately 2.5%); and finally, a Capital Transfer of \$13 million. VP Ingram also shared slides showing historical data for all parameters. With no further questions or discussion, a motion was made to approve the FY '24 budget parameters, and **the FY '24 budget parameters were unanimously approved.**

President Conner then shared the proposed allocations for the end-of-year surplus for the current fiscal year. The proposed allocations include the Campus Master Plan fund, largely for the purpose of future residential life projects; the need-based financial aid endowment; the student opportunities endowment; and an endowed permanent faculty line. These allocations all align with top strategic priorities and constitute direct student support.

3. IT Report

HR Strategic Advisor Sarah Vero framed the IT Report, which was first mentioned to IPPC at its October 22, 2021 meeting. Chief Technology Officer Dwane Sterling presented a high-level recap of the IT engagement conducted by external consultant Thomas Warger. Committee members raised topics such as staffing, security, Wi-Fi, and academic technology to which CTO Sterling responded. The idea of a college-wide Information Technology Advisory Committee was discussed, including whether or not this would be a shared governance committee, IPPC subcommittee, or an administrative group. Members asked to see a draft charge to consider the structure of the group. Members voiced the importance of technology and thanked IT for this planning effort.

4. Animal Policy

Vice Chair Kurt Smemo introduced the need for an animal policy on campus and stated that although we have animals on campus, we lack a specific policy except for service and emotional support animals. Vice Chair Smemo stated that most of the concerns that have been brought to IPPC are from pet owners who bring pets to campus and are concerned about the safety and inclusivity issues related to unleashed pets (dogs) outdoors and indoors on campus. HR Director Julie Delay, as a member of the Safety Committee, gave a presentation of the types of animals on campus, Skidmore's current policies for service and emotional support animals, local regulations, and issues and topics for consideration, such as the large number of campus offices/units with responsibility in this area, campus culture, DEI, safety, health, disruption, compliance, risk, liability, policy, and enforcement. IPPC discussion supported the need for a more inclusive environment for student safety concerns, enforcement of local leash regulations, and strongly held opinions on this topic. Dean of the Faculty and VP for Academic Affairs Michael Orr noted past efforts in 2007 that included local community engagement. HR Strategic Advisor Sarah Delaney Vero pointed to the need for an overall policy for animals on campus and Controller Kyle Bernard, chair of the college's Safety Committee, indicated that the Committee has discussed this topic.

It was decided that the Safety Committee should further discuss this topic and might form a working group. The goal is to create a proposed Animal Policy that would cover more of the current issues and concerns that are arising on our campus. This will likely be a project for the 2023-2024 academic year.

5. Call for Agenda Items

Dean Orr mentioned that the IPPC Subcommittee on Budget and Finance would be bringing a recommendation to IPPC to adopt a single recordkeeper for the College's 403(b) retirement plans. This would be an effort to align college policy with fiduciary responsibilities, to avoid potential legal action based on excessive or redundant fees, and to fully support our community in their choices and access to retirement investment tools.

6. Other Business

Future Items

April 28, 2023: Retirement Single Record Keeper

Margolis Healy "Re-Imagining Campus Safety at Skidmore College"

Acceptable Use Policy on Electronic Security Cameras

May 12, 2023: Name Policy and Transphobia Demands Follow-Up

Other Items/Roll Over to Next Academic Year

Plastics Pledge; Sustainability Items

Spencer Stuart Board of Trustees Review

National Association of Collegiate Campus Climate (NACCC) Staff Survey Results

The meeting adjourned at 12:05 p.m.

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