INSTITUTIONAL POLICY AND PLANNING COMMITTEE
MEETING MINUTES
MARCH 22, 2024

Present: Adrian Bautista, Marc Conner (Chair), Tim Harper, Masako Inamoto, Dan Konstalid, Michelle Hubbs, Masako Inamoto, Lisa Jackson-Schebetta, Josh Maxwell '26, Dorothy Mosby, Lori Parks, Beth Post, Jess Ricker, Tarah Rowse, Rodrigo Schneider, Joseph Stankovich, Elizabeth Stauderman, Dwane Sterling, Smriti Tiwari (Vice Chair), Amy Tweedy, Sarah Delaney Vero, Dominique Vuvan, Joshua Woodfork, Carey Anne Zucca.

Absent: Jessica Ricker, Tim Harper.

Zoom: Joseph Stankovich, Nathaniel Lowell '24.

Guests: Pat Fehling, Dan Rodecker.

The meeting was called to order by Chair Conner at 10:33 a.m.

1. **IPPC Subcommittee Check-In**

Space Planning Working Group (SPWG)

Associate Dean of the Faculty and SPWG Co-Chair Pat Fehling spoke about the background of the SPWG. The group was reconstituted last year with the assistance of former Dean of the Faculty Michael Orr and Interim VP for Finance and Administration Charles Ingram who worked with the President's Cabinet to create a 13-person group, including students, staff, faculty, and administrators. The group takes a pan-institutional approach, wide lens, and inclusive understanding of the College's space and space needs. All of the work is aligning with the work we have done previously with the *Campus Master Plan* and strategic planning. This group began with a half-day summer retreat and has been meeting weekly this academic year.

Assistant Vice President of Facilities and Planning Dan Rodecker shared that with the help of the Office of Communications and Marketing (OCM), the SPWG's website was updated. The first goal of this group was to create a "space recommendations" document to help determine the scope of campus spaces. This document was recently approved by President's Cabinet. The second document that was created was a revision of the "space request" form, which includes a request for more detail than the previous iteration. The updated form now addresses inclusivity, accessible accommodations, sustainability, and renovations. This document was also approved by the Cabinet and will be posted on the website as well. IT worked hard to create this form which is interactive and more user-friendly. Following the *Campus Master Plan*, we shared another recommendation to Cabinet to acquire more space in the residence halls for students. We are trying to take non-residential space (such as offices) out of residence halls. Accordingly, we made a recommendation to move Campus Safety to the Annex, as their current space is too small and needs improvement. We have submitted a Capital Budget request for funds and are waiting to get that approved to move forward this summer. Renovating residential spaces and creating a larger residential plan will be part of next year's SPWG as we partner with Student Affairs. Also looking ahead, the Billie Tisch Center for Integrated Sciences is almost completed and will fully open this summer which means we will be moving people out of Tisch Learning Center, the Annex, and Williamson Sports Center, which will free up a lot of open space to address density issues around campus. SPWG has begun this planning and has made some basic recommendations to Cabinet, which are currently under review.

Bias Response Group (BRG)
Dean of Students and Chair of the BRG Adrian Bautista shared that after the events of October 7th, the BRG received a number of reports with 30 BRG reports in the Fall semester which does not take into consideration the reports that come into other offices like the Dean of Faculty's Office, HR, or Campus Safety, where students may directly report. People may report directly to the BRG, but it is not the only means to report bias. The BRG did a good job of addressing these reports and reporting has slowed down in the Spring semester with only six reports so far. Many of the concerns have been related to posters, banners, stickers in public areas. We continue to work on the related issues. To the structure of the group and leadership challenges, we continue to examine the feedback from our Title IX processes review by Leslie Gomez, external counsel, encouraging us to think about an institutional civil rights model approach. I am working with VPs Vero and Woodfork on these considerations.

Faculty Executive Committee (FEC)
Associate Professor and Chair of FEC Domonique Vuvan reported that FEC continues to manage committee staffing and fill vacancies that come up because of leaves being granted. The main work this semester is to push forward the FEC governance system review which is our primary job this year. Seven years ago, faculty implemented a new governance service model, and included a commitment to future review. As part of this review, FEC is conducting an operations audit where we have assessed all the major governance committees and subcommittees that have faculty representation that FEC is staffing. We asked committees to do an operations audit to take a look at their operating codes, their membership, think about their workload, and do a critical review of the staffing needs and workload for each of those committees. This led to a large workload for FEC over the next two to three years. There will be several motions coming to the Faculty floor because of membership changes. We are also facilitating behind the scenes operational changes between committees to sharpen focus. FEC is currently formulating recommendations for more global changes to the governance system and our work is due to be reported out in advance of an April 12th Faculty-Only Meeting for discussion and then to the wider campus community as well.

Committee on Educational Policies and Planning (CEPP)
Associate Professor and CEPP member Lisa Jackson-Schebetta reported that CEPP worked with the ESS program (Environmental Studies and Sciences) and their proposal to become a Major was brought to the faculty at the last Faculty Meeting. We conducted an audit of operations per fixed directives and also spent a good deal of time deciding which two members of CEPP would serve on the Middle States subcommittees and how that service will interface with the work of CEPP. We are drafting a policy in coordination with the Dean of Faculty's office governing

recordings of class sessions that we intend to bring as a motion to the faculty in April. Looking ahead, we expect our work in the coming year to focus on Middle States reaccreditation, which we anticipate being a significant lift. Other items that we shared at the shared governance meeting in January are thinking about our teaching evaluations in the Fall, as we do need to revisit and rethink the conversation about the costs of a paper-based evaluation system versus a move to online evaluations. We are continuing DEI legislation and its intersection with curriculum teaching policies and how CEPP will work together with the College to proactively support faculty and students. We are also thinking about supporting faculty through the changes that the Collective Bargaining Agreement (CBA) will inevitably bring to teaching and curriculum, including departmental governance in relation to teaching and curriculum and we see this as part of CEPP's work. It is directly related to staffing and budget through initiatives and Non-Tenure-Track (NTT) renewals as we are asking how to be proactive about the strategic budget and CBA planning that will inevitably affect curriculum and teaching.

Subcommittee on Institutional Effectiveness (SIE)
Institutional Effectiveness Specialist and SIE Co-Chair Amy Tweedy recapped that SIE continues to engage around codifying a practice, procedures around measuring student success quantitatively. For example, we know that we have graduation and retention rates that we are obligated to submit to the Federal Government. We are using this as a base and expanding it to use disaggregated data to think about our different populations of students. We want to make sure that we have a certain percentage of students graduating, we also want to know what those different populations experiences are. We are trying to do this consistently across the institution to set a standard and define these terms and we are thinking about what the processes need to be to then move onto the visualizations of how we get that info accessible to the rest of the service providers across the campus so they can use that information to help inform their practices. We will build that into the Institutional Assessment Plan in the next year as part of our formal plan.

Subcommittee on Responsible Citizenship (SRC)
Associate Director of Civic Engagement and SRC Co-Chair Michelle Hubbs reported that SRC has been working on updating their website and have streamlined our Applied Civic Engagement Course submission process in hopes that more faculty will participate. There is another Pericles faculty leader submission call, which will hopefully be awarded to one of our faculty members. SRC is in the midst of their public policy competition where the winners present their projects at the Academic Festival. SRC also had a wonderful partnership with Associate Professor of Political Science Bob Turner who has invited alums to engage in policy work.

Committee on Intercultural and Global Understanding (CIGU)
Associate Professor and CIGU Co-Chair Masako Inamoto reported that CIGU met with the Board of Trustees (BOT) ad hoc DEI Committee on February 16th where the BOT committee shared its DEI focus and work. In turn, CIGU presented examples of its work, including campus survey work, community education and engagement, name policy work, and increasing the number of all-gender restrooms. Additionally, a robust Q&A between the groups ensued. CIGU has received regular updates on two searches: the Office of Student Diversity and Inclusion

(formerly the Office of Student Diversity Programs--OSDP) and the Wyckoff Center Director search. CIGU helped to promote the Wyckoff Center's Lovefest on Valentine's Day, which had over 340 participants and was very successful. The upcoming *In It 8* Program is taking place April 2nd through April 4th. In the second half of the semester, CIGU wants to: finalize the name policy website, work with the Indigenization and Decolonization Collaborative (IDC) to figure out the remaining steps for an institutional land acknowledgement, to partner with campus leaders to discuss a "procurement philosophy," and to partner with Human Resources to share the NACCC staff survey results. Finally, CIGU aims to consider the BRG's visibility, including reporting, scope, and membership.

Subcommittee on Student Affairs

SGA President and Subcommittee on Student Affairs Co-Chair Nathaniel Lowell '24 reported that this subcommittee has been focusing on a combination of policies and initiatives. First, the subcommittee reviewed four amendments to the SGA Constitution that were approved by the student body in a February special election. Second, SGA explored campus food insecurity and created a survey and then a report The subcommittee reviewed that report. In response to food insecurity on campus, SGA is working on creating a food pantry, which is in the conceptual phase right now. The current plan is to locate it on the second floor of the Case Center in the Case Information Desk. Third, the subcommittee is working on revising the Skidmore smoke-free and tobacco-free policy. We have been working with Health Services and received some suggestions from an attorney from the Public Health Law Center about revisions on expanding definitions regarding synthetic tobacco products and adding a potential ban on sponsorship and advertising for smoke and vape related items. We are also including additional information about enforcement on campus and resources that students can have access to if they are having troubles relating to addiction. Fourth, the subcommittee is working on the event publicity guidelines. We spoke at a previous IPPC meeting on "visual pollution" on campus and a working group from the subcommittee is discussing making recommendations for a College event publicity policy and how we can align our poster policy with freedom of speech and expression. The goal is to have something for IPPC to view by the end of this semester. Lastly, the IPPC subcommittee has been focusing on the residential experience in the residence halls and how it extends to different academic areas for students, including spaces for student to have fun. SGA created a game room on the first floor of Case Center in the Saratoga Room where we added table games, which has been very popular with students. We also need to think about enhancing affinity student spaces so the subcommittee created a working group on these spaces.

Campus Sustainability Subcommittee (CSS)

Director of Sustainability Programs and Assessment and subcommittee Chair Tarah Rowse explained that the subcommittee meets four times a semester and there are three primary topics being addressed by this group. They are discussing institutional initiatives and receiving feedback, assessment and reporting, and the Sustainable Construction and Renovation Policy. In terms of the institutional initiatives, the SGA Green Grant is one of the initiatives with a $10,000 initiative through SGA where we have awarded four projects in the first cycle. The Saratoga Sustainability Fair is April 13th in partnership with Sustainable Saratoga. There are two major capital projects going on: a metering project and the sustainable landscape plan which was an 8-month initiative that is now completed and is on the *Campus Master Plan* webpage. The last item on institutional initiatives would be early investigations for solar rooftop potential for BTCIS, Tennis and Wellness, as well as Case Center. On assessment and reporting, we are a member of EPA's Greenpower Partnership and have committed to voluntarily increasing our green power, which is a goal for our *Campus Sustainability Plan*. At the subcommittee's last meeting, we discussed meeting our waste data and assessment. Next week, we will review our overall annual assessment. By the end of this calendar year, we are looking to submit our third time on the updated version STARS 3.0. Next for this subcommittee would be to work on the "procurement philosophy" partnering with CIGU, on how environment stewardship sustainability could be incorporated into that philosophy. We are at the point institutionally where we want to consider what is next for sustainability, including exploring funding opportunities both federally and on a state-level.

Subcommittee on Budget and Finance
VP for Finance and Administration and Subcommittee Chair Daniel Konstalid reported that the subcommittee's work on the proposed Operating Budget for 2025 is current and the presentations that were made to IPPC and the community in the Spring reflect our current thinking on the budget for next year. At this point, we are at a monitoring posture as we prepare to bring the budget to the Board for final approval in May. If we think the proposed budget requires further revisions, then the subcommittee will be part of that review and will bring it back to IPPC. If the budget goes to the Board as is, then everyone is current on that proposal. As a result, the subcommittee has now turned its attention to other matters for the Spring semester. We have had two meetings this semester so far. One was dedicated to our committee operations audit and the committee has agreed to be an initial sounding board for a handful of IT security policies. Our April meetings will be dedicated primarily to the formation of the proposed Capital Budget for fiscal 2025. Requests for the campus were due to at the end of February and we have received over 160 discreet requests for next year. We are currently putting them in a form that can be reviewed and prioritized and look forward to engaging the subcommittee. With a $13 million dollar budget the requests seem to equal $17 million dollars so prioritization will be required to make this all work out. Chief Technology Officer Dwane Sterling suggested that there are six or seven IT policies that we need to bring into existence. The three policies at the forefront are the Acceptable Use Policy, Identity and Access Management, and the General Information Security Policy.

President Conner thanked the subcommittees for these updates and for all the institutional work being done within these groups.

2) ***In It 8***
VP for Strategic Planning and Institutional Diversity Joshua Woodfork reported that *In It 9* will take place the last week of September 2024 and invited people to reach out with ideas. *In It 8* is taking place April 2-4, 2024, and will include the Porter Lecture from Classics, film screenings of *Every Body* and *Move when the Spirits Move: The Legacy of Dorothy Foreman Cotton*, and a

Pizza with the Deans event. Please see the website for more details. All community members are welcome.

President Conner gave an update on the three-day residency of Frederick M. Lawrence, secretary and CEO of Phi Betta Kappa Society. Professor Lawrence met with every constituency on campus including a workshop with President's Cabinet, a breakfast with faculty, a meeting with student leaders, and another one with student activists who have primarily engaged regarding the Israel and Palestine conflict, as well as an open lecture, where about 150 people attended. The residency continued our focus on speech and expression.

3) Call for Agenda Items
No new items were brought forth.

4) Other Business
No other business was brought forth

The Meeting was adjourned at 11:44 a.m.

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