

INSTITUTIONAL POLICY AND PLANNING COMMITTEE

MEETING MINUTES

MAY 10, 2024

Present: Adrian Bautisa, Dan Konstalid, Lisa Jackson-Schebetta, Nathaniel Lowell '24, Josh Maxwell '26, Dorothy Mosby, Lori Parks, Beth Post, Jess Ricker, Tarah Rowse, Elizabeth Stauderman, Rodrigo Schneider, Joseph Stankovich, Dwane Sterling, Smriti Tiwari (Vice Chair), Amy Tweedy, Sarah Vero, Dominique Vuvan, Joshua Woodfork, Carey Anne Zucca.

Absent: Marc Conner (Chair), Tim Harper, Michelle Hubbs, Masako Inamoto.

Smirti Tiwari (Vice Chair) presided over the meeting, which was called to order at 10:33 a.m.

1. Approval of Meeting Minutes from March 22, April 5, April 26, 2024

VP Konstalid presented a correction to the draft April 26th meeting minutes, which was accepted. A motion was made to approve the meeting minutes for March 22, April 5, and April 2024. With no further proposed changes, **the meeting minutes were unanimously approved.**

2. Gratitude for this year's work and welcome to New Members

Vice Chair Tiwari thanked everyone for serving on the IPPC for the 2023-2024 academic. She thanked Nathaniel Lowell '24, who will be graduating shortly, for serving two terms as the President of the Student Government Association. She went on to thank those who are joining IPPC, including SGA President-Elect Josh Maxwell '26 and SGA VP for Financial Affairs-Elect Bradley Kadets '27. Vice Chair Tiwari called for a motion to approve Rodrigo Schneider as the next Vice Chair of the IPPC. **Rodrigo Schneider was unanimously approved as the Vice Chair of the IPPC for the 2024-2025 academic year.**

3. Operating Budget

VP Konstalid shared that there are two components to this budget which are above the line and below the line items, and the College has adhered to a concept of budgeting to a set amount of net fiscal enrollment for on-campus students. As the College has enjoyed being overenrolled in prior years, we have taken revenue associated with students in excess of that budgeted fiscal enrollment level and carried it below the line as opposed to embedding it above the line for the Operating Budget. The budgeted net fiscal enrollment across all four classes for next year was set at 2370. This is inclusive of the 705 for the first-year student goal that was set for the College. The proposed budget that we have been sharing with you over the course of the year, and that we shared with our Board of Trustees in February, called for 2370 students above the line, but also an additional 89 students below the line. If our First-Year class is smaller than we expect, total enrollment will be lower, but at this point we still expect to exceed the budgeted net fiscal enrollment of 2370 students across all four classes. As a result, the impact of a smaller incoming class than we had planned from a volume standpoint is going to be absorbed by the below-the-line budget. What that means is that the amount of surplus we expected in the below-the-line budget will be lower than what we had profiled initially. The volume-based differences are going to be a smaller amount of surplus in the below-the-line budget. The impact to the above-the-line budget will be primarily rate differences to the extent that the financial aid profile

of the class and of all four of our classes is different than what we had planned. That differential is expected to be absorbed within the above-the-line budget. Based on where we are today, we believe the above-the-line impact is somewhere in the mid- to high-six-figure range. By comparison, the contingency that we budgeted in the above-the-line budget is one million dollars. We believe at this point we can manage the impact within the above-the-line budget. What we are seeing is a significant difference from what we had planned for the level of surplus that we would enjoy in the below-the-line budget. As a result, when we go to the Board next week, we plan to present the above-the-line budget previewed with them in February which calls for the 2370 students above the line, which we believe we will accomplish and will include the \$1 million contingency knowing that we will likely consume a good amount of that as we manage through the summer and into this year. We are still proposing a balanced \$187 million above-the-line budget for fiscal 2025. Conversely, we are going to ask them to leave the below-the-line results open until we see where things will shake out and not be committed to an outcome below the line other than for a positive outcome.

Vice Chair Tiwari asked how we are tracking to budget this year and VP Konstalid answered that we are more fully over-enrolled in the current year and have been tracking to an additional 160 - 170 students above the net fiscal enrollment all year and have been consistently forecasting a below-the-line surplus in the range of \$7 million dollars as a result of that. In terms of the above-the-line budget forecast that was shared with the campus, it was an above-the-line surplus in the range of about \$2.8 million or about 1.5% of the Operating Budget. This will probably cross the \$ 3 million mark this year and result in an above-the-line surplus somewhere in the range of 2% of budgeted revenue which are positive results for 2024. Vice Chair Tiwari asked what we plan to do with this revenue. VP Konstalid answered that a surplus in the current year will become additional reserves available to the College that in the past we have used for one-time items of a capital nature that are most critical to the College.

FEC Chair Domonique Vuvan asked about GSA (general salary adjustment) within the FY 2025 budget, which VP Konstalid answered that the Board of Trustees will consider this next week with communication to the community shortly after next Friday's Board meeting.

4. Admissions and Financial Update on the Class of 2028

VP for Enrollment Ricker provided an admissions and financial update for the Class of 2028. She reported that it has been a challenging year for admissions, from the Supreme Court rulings last June to shifting demographics to ongoing issues with the Federal Aid system. The application for federal financial aid delays have stranded many students with offers of admission but zero aid information. Skidmore had more than 50 students who were admitted that are facing this very situation. We have granted enrollment reply extensions so these students have a chance to make informed decisions. With such a large number of extensions past the traditional May 1st deadline, and with no historical data from moments like this to predict enrollment, it is difficult to determine which of these students will choose Skidmore. As of today, we are down in deposits, particularly in full pay applicants. It remains to be seen how this will all play out; however, it does seem likely that we will fall short of our class target of 705 by approximately 20

to 50 students. This will mean a drop in revenue and VP Konstalid will address this shortfall when he discusses the budget.

VP Ricker shared some highlights, including the financial aid team holding dozens of Zoom meetings with families amidst a year with a federal aid system crisis, three admitted student open houses, and our Discovery Overnight Program brought the most admitted students to campus since the pandemic, and our yield on those programs was very high. If the trend holds out as the class evolves, we are up in the percentage of students who are first in their families to attend college. In spite of the changes to the application review process to comply with the Harvard and UNC ruling, this class is shaping up to have compositional diversity that is similar to past years. VP Ricker answered SGA President-Elect Maxwell's question about tapping into the waitlist, which Skidmore has done. Vice Chair Tiwari asked about the "Summer Melt" and what it looked like historically. VP Ricker answered that the last couple of years the number of students that take gap years and "melt out" of the class during the summer has been around 25 students. The rest of the melt from students who completely withdraw from Skidmore adds another 30 to 40 students, for a total summer melt of 55-65 students. We have planned for roughly the same number of total melts this year.

5. Proposed IT Security Policies

As a returning item to IPPC, Chief Technology Officer (CTO) Dwane Sterling spoke about the three IT policies and how there has not been a lot of push back to the changes made to the Policies. The Identity and Access Management Policy governs digital identities on campus, which CTO Sterling stated was in use and accurately describes procedures and how accounts on campus are managed. Similarly, the Security Infrastructure Policy governs the way the IT Department manages security on campus and this policy has not had much feedback. Regarding the Acceptable Use Policy, which received the most feedback, this received a minor overhaul where we tried to incorporate the concept around "academic freedom," specifically that it was emphasized and incorporated within the proposed changes. There was a change made to the Acceptable Use section to make sure everyone understood what protected information was and the data that pertains to students. Some people did not know that grades are considered to be a protected class of information for students and we have a responsibility to keep this information confidential and protected. The majority of pushback came from the idea of using resources for commercial purposes, specifically because there is an overlap where you can be using IT resources for commercial purposes, which also falls into the category of scholarship as well, which is now accepted. There was a section added about disclosing information that would allow people who don't normally have access to gain access to our IT resources, and there is a clarifying statement saying that depending on the category, one will be connected to the actual handbook that governs one's status (student, staff, or faculty).

FEC Chair Vuvan suggested that we wait on a vote on these policies until all parties have had a chance to respond to these changes as the FEC has not had a chance to review these policy changes. SGA President Lowell suggested we vote on the policies now and review the policies again at a later time to see if they are working. VP Konstalid suggested that we accept the

policies as they stand now and have IPPC approve them today with the condition that attention still needs to be paid to the feedback from FEC. The President's Cabinet would receive these knowing that there is still feedback to be considered by FEC. VP Vero stated that we can craft the language to make the policies effective, but provisional based on future review of these policies and future changes and additions may be added. SGA President Lowell **made a motion to approve the IT Policies as submitted contingent on President's Cabinet review of feedback from FEC; the motion was unanimously passed.**

6. Updated Sustainable Construction and Renovation Policy

As Chair of the Campus Sustainability Committee (CSS), Tarah Rowse presented revisions to the Sustainable Construction and Renovation Policy. After extensive work by the Sustainability Office and CSS, this policy was adopted by IPPC in 2021 after challenges arose around sustainability elements and construction of The Annex building. The policy involves adherence to the U.S. Green Building Council's standard program called Leadership in Energy and Environmental Design (LEED) with the idea that large projects over \$5 million will be built to those standards and will be certified. New construction projects under \$5 million and renovations over \$2 million will follow those standards but not be certified. CSS believes that these proposed policy changes are primarily small revisions that we wanted to raise to the IPPC. A primary driver of the revisions was the clarification of the life cycle cost assessment, and other lessons learned with the McCaffery-Wagman Tennis and Wellness Center, which was the first building project that falls under the policy (although BTCIS is also a LEED-certified building). CSS believes that revisions were needed in the process and responsibility sections, with specific attention to designating Facilities as the responsible Office, project oversight, and the intention of having a collaborative process working with the CSS with regular updates. Proposed revisions include conducting lifecycle cost analysis of lifetime costs and also lifecycle assessment by contracted professionals using software. A balance with the financial implications as well as environmental impact should be considered. The two items that were pulled up into requirements were installing building level electric meters to support the build-out of a power monitoring system for better data and requiring building-level signage. Vice Chair Tiwari called for a motion signaling whether or not committee members are in favor of these changes to the existing policy. **A motion was made to accept the CSS's revisions to the [Sustainable Construction and Renovation Policy](#); the motion was unanimously passed.**

7. Student Government Association (SGA) Spring 2024 Updates

SGA President Lowell reviewed the work of the SGA for the past academic year, reviewing existing SGA structures and governing documents, becoming more representative of the student body, and restructuring governing practices to be more inclusive. SGA has received a lot of feedback from the students over the past few years that SGA is not representative of students on our campus and our diverse student body. We looked at policies and procedures that could be more inclusive and make SGA more fun. Consultants were hired in March 2023 and they did focus groups and interview surveys with students, faculty, and staff to gather data on how we can improve. The goals of this were to implement policy and procedure alignments towards a more sustainable organization. Changes included decreasing the size of the senate, removing the

residential senators and making them based on class year. SGA also removed the class president from the executive committee, separated the DEI VP from our engagement operations, created a new VP for engagement and outreach to students, and removed the SGA president as chair of the judicial board, establishing an independent review board with three judicial officers who don't report to anyone in SGA. SGA made one event planning body to have all funding go to one group as students expressed a desire to have larger concerts and events and the new events council will be able to do that more effectively. Since these changes to the SGA Constitution were changed, our bylaws, rules, and procedures no longer made sense, so they needed to be updated. This change process has been taking place since September 2023 and all 134 pages have been revised. SGA had a task force and by-laws review with several members. The new bylaws established a "Rules for Compensation" so SGA officers can be compensated in the future. SGA did not budget this year for this compensation, but can in the future. When reviewing rules for establishing clubs on campus, SGA has in the past denied clubs from being formed based on their ideology. The new bylaws make it so that a club cannot be denied unless an actual bylaw is cited stating the reasons that they cannot become a club. Regarding Student Services, SGA has been trying to use funding to enhance student life on campus. Last year SGA purchased 129 tampon and pad dispensers that were installed in all bathrooms. The last two years SGA has worked with Health Services to expand and protect reproductive health to include Plan B and STI free testing. This included offering cost assistance for IUD's at local medical practices and transportation to these facilities in response to the Supreme Court overturning *Roe-v-Wade*, and this will be going to continue into next year.

Other issues that SGA addressed included food insecurities for students on campus with SGA working to fund an online order-only food pantry for non-perishables; a focus on student space, ordering more Adirondack chairs and tables for outside space, and adding games to the Saratoga Room, including a pool table, ping-pong table, air hockey table, and video games; funding to renovate Falstaff's to make it a more inclusive and accessible space. Committee member Amy Tweedy asked if there is somewhere that all this information has been documented and SGA President Lowell stated that he is creating a report and it will be available on the SGA website.

8. Brief Updates:

a) IPPC Reflections Based on FEC audit

FEC Chair Vuvan reported on the IPPC reflection based on the FEC audit which asked every committee on campus to do an audit on committee operations. Vice Chair Tiwari compiled information from some current and past faculty IPPC members along with recommendations and questions. This document will be discussed with the new Vice Chair Schneider and President Conner which may lead to some proposed changes to IPPC's Operating Code.

b) Strategic Planning

VP Woodfork thanked committee members for the Strategic Planning community engagement that has occurred this year and which we will come back to in the fall. He asked folks to think about how we can get different constituencies involved and reach students—perhaps by going to the SGA Senate. We need to consider our opportunities for input and the timeline that will occur

for all feedback to have it in place by the end of fall semester, so December 2024.

c) Middle States Reaccreditation

Institutional Effectiveness Specialist Amy Tweedy reported that there is a luncheon next week for the Middle States working group members to consider next steps for the project.

d) Title IX and Anti-Discrimination/Anti-Harassment Policy Revisions

VP Vero reported that the Department of Education released new regulations for Title IX and the EEOC, the federal agency tasked with enforcing the regulations for discrimination laws and has also recently put out a number of documents that are going to require significant revisions to both our Title IX policies and our student, staff, and faculty anti-discrimination policies. The Title IX compliance date is August 1st. The plan is to have a working group including Joel Aure, our Title IX Coordinator, individuals responsible for student conduct, and someone from the Dean of Faculty's Office to work over the summer to meet that compliance date, and then come back to IPPC in the fall with a full presentation and opportunities for our committees to look at those policies to provide feedback and finalize and put them in place as soon as possible.

e) Space Planning Working Group

VP Woodfork reported that SGA President Lowell and another student served on this group. Now that Billie Tisch Center for Integrated Sciences (BTCIS) is completed, the group is considering space requests and thinking about other campus spaces and potential moves. For example, how does BTCIS free up space in Tisch Learning Center? Co-Chairs Dan Rodecker and Pat Fehling presented a mid-semester update with other subcommittee updates and also spoke with President's Cabinet. We will need two new student members for this group as we think about the group's charge and who else needs to be around the table. For example, if we hire someone, do we need to work with HR and that connectivity?

9) Carry-Over Items for next Academic Year:

- Campus Sustainability Plan FY '23 Update
- Poster Guidelines/Event Publicity; and
- Updated Smoke-Free and Tobacco-Free Campus Policy.

10) Call for Agenda Items

No new items were introduced.

11) Other Business

No new business was brought forth.

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

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