

INSTITUTIONAL POLICY AND PLANNING COMMITTEE MEETING MINUTES SEPTEMBER 27, 2024

Present: Adrian Bautista, Marc Conner (Chair), Eriko Fujita, Timothy Harper, Michelle Hubbs, Masako Inamoto, Nick Junkerman, Bradley Kadets '27, Dan Konstalid, Josh Maxwell '26, Amy Oh, Beth Post, Jess Ricker, Tarah Rowse, Rodrigo Schneider (Vice Chair), Joseph Stankovich, Elizabeth Stauderman, Dwane Sterling, Amy Tweedy, Sarah Vero, Dominique Vuvan, Joshua Woodfork, Carey Anne Zucca.

Absent: Dorothy Mosby.

Guests: Associate Dean of Student Affairs Julia Routbort Baskin, Health Educator Kristen Corcoran.

The meeting was called to order at 10:32 a.m.

1) Skidmore College Smoking Policy Revisions

President Conner welcomed Associate Dean of Student Affairs for Health and Wellness Julia Routbort Baskin and Health Educator Kristen Corcoran. Dean of Students Adrian Bautista highlighted that since COVID-19 more smoking is happening on campus and needs to be addressed. Julia explained that the smoke-free policy started in 2019 when we worked closely with Glens Falls Hospital. Last year the IPPC Subcommittee on Student Affairs discussed changes. The key changes in the revised policy include an expanded definition to include synthetic tobacco products and cannabis, ban on sponsorship and advertisements on campus, updated location list and enforcement information. Kristen explained that we have enhanced smoking cessation resources for students. Members raised clarification on policy language and enforcement, how vape-free is included, and consideration of medical exemptions. **The revised policy was unanimously reaffirmed by the committee.**

2) COVID-19 Updates

Julia Routbort Baskin explained that we are in the endemic phase and this means we shifted to changes in COVID-19 testing and isolation requirements based on the CDC guidelines. The COVID-19 Logistics Working Group has heard from some students including SGA President Josh Maxwell asking about testing. At this point, the Skidmore Shop is selling tests at cost. A few days ago, the government announced that they will be sending four COVID tests to every household and we will be announcing that as an option to our community. We will continue to provide updates to the community via email and the weekly bulletin.

3) Follow up on 9/6/24 Lynne Steuerle Schofield Facilitation & Feedback on IPPC's Operating Code

Chair Conner welcomed new members Eriko Fujita and Bradley Kadets '27. He again voiced his appreciation for last meeting's discussion on committee dynamics and the importance of candor and trust. He revisited our facilitation question "what does this committee do?" commenting on the advisory role to the President. Also, the question was raised regarding the subcommittees

which were formed years ago, based on a previous strategic plan, that have not been revised in a while. Should there be some norms, some common elements to these subcommittees? Chair of the Faculty Executive Committee (FEC) Dominique Vuvan stated that last year FEC conducted a committee audit as part of the review of faculty governance focusing on committee workloads and operating codes as a way to better understand how faculty were contributing to governance. She noted that last year's IPPC Vice Chair Smriti Tiwari compiled notes highlighting the need for clarity and understanding of some of IPPC operations, including what is IPPC? How the subcommittees operate? How does IPPC regularly update the community? Chair Conner emphasized IPPC's role in advising on policy recommendations and noted that we will consider the subcommittees with the next strategic plan.

4) Strategic Planning

VP Woodfork reminded the committee of the July strategic planning memo and explained that reported that more community engagement will include a call for white paper and encouraged participation. We will also work with Strategic Planning Vice Chair Smriti Tiwari to assign two point-people on each of the five themes that have emerged. These point-people will help to determine the forms of community engagement that are needed for each theme to give us further input. Again, we are looking to receive all community input by Thanksgiving Break. Then we will offer some ideas that emerged in early December. We aim to have a penultimate draft of the next plan by February 2025 and then to present a final Plan for approval to the Board of Trustees in May 2025. Please continue to consider ways we can hear from the community. We need to bring specificity to these themes and some clear, measurable goals. We also want to come up with a skeleton of how we are going to do this work over five years, thinking about where we want to focus our resources.

5) Strategic Action Agenda (SAA) 2024-2025

Chair Conner reviewed last year's SAA goals. This year, we have four goals: the Racial Justice Initiative, Speech and Expression, the next Strategic Plan, and Strategic Resources. He briefly outlined each of these goals and how they fit within our current *Strategic Plan* and bridge to the future. He asked for any feedback to come in the next two weeks when we will return to this document at our next meeting, looking for an endorsement prior to the Board of Trustees meeting.

6) Skidmore College [Policy on College Policies](#)

This document outlines how new College policies and revisions of existing policies should work. Chair Conner asked committee members to review the document and raise any questions.

7) Budget Development Update

VP Konstalid shared that our first 2026 budget community update is coming together. The update will take place Friday, October 4 at 10 am on the second floor of Murray-Aikins Dining Hall. There will be a Zoom option for those who cannot attend in person. He reminded the committee that requests for capital project items or new initiatives would typically come out in November. Last year, we put out the call mid-December before the Christmas break. As a result,

some departments indicated that in anticipation of the call for new items, they had put time into preparing for requests. In the Spring, the administration indicated that we would work towards an earlier communication in the next planning cycle. We have moved to earlier development of an enrollment forecast. Endowment income is also a major driver of our budget. Some of those quarters have not happened yet, so we need to estimate what they are going to be. We will have a better sense of some of our benefit obligations when we turn the calendar year in January. We have contracts that are being negotiated now as we put together a full financial forecast. We are working to bring the 2026 budget into balance which doesn't appear to be balancing at the moment. Based on our outlook as it stands now, we do not see ourselves being in a position to be able to make additions to the budget in Fiscal Year 2026. For a second year, we do not see ourselves in a position to be able to add to the number of approved lines that we have right now or to make other additions to the budget beyond what is currently provided for. This will be the focus of the first of two budget community updates. The second budget update will occur two months later on December 4. Ultimately, this budget needs to be approved by the Board of Trustees.

8) Call for Agenda Items

President Conner shared that Title IX Coordinator Joel Aure will be reminding the community about reporting and processes at the Staff and Faculty Meetings and that General Counsel and VP Sarah Vero would have further updates about our compliance with Title IX and Title VI.

9) 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 the meeting minutes.