

**INSTITUTIONAL POLICY AND PLANNING COMMITTEE
MEETING MINUTES
April 3, 2020**

PRESENT: Joerg Bibow; Grace Burton, Vice Chair; Sean Campbell; Abby Ciccarone '22; Greg Gerbi; Philip A. Glotzbach, Chair; Michelle Hubbs; Carolyn Lundy; Martin Mbugua; Jennifer Mueller; Kendrah Murphy; Donna Ng; Michael Orr; Joe Porter; David Robakidze '20; Levi Rogers; Joseph Stankovich; Dwane Sterling; Amy Tweedy; Peter von Allmen; and Joshua C. Woodfork.

ABSENT: Cerri Banks.

The meeting was held via Zoom and called to order at 10:31 a.m. by Chair President Glotzbach.

1. Approval of Meeting Minutes from the March 20, 2020 Meeting

With no proposed changes, the minutes from the March 20, 2020 meeting were approved.

In advance of this IPPC meeting, the President's Cabinet prepared a document with COVID-19 updates, entitled "IPPC Meeting, April 3, 2010 COVID-19 Updates." It was distributed to committee members with the IPPC meeting materials and then shared on the staff and faculty email lists on Thursday, April 2 by Dean of the Faculty and Vice President for Academic Affairs Michael Orr in advance of the April 3 Faculty Meeting. The document is attached to these minutes as an Appendix. It includes the following items:

- President's Report,
- Remote learning update,
- On-campus student update,
- Fiscal Year 2020 and Fiscal Year 2021 Budget and construction update,
- Admissions update, and
- Advancement update. ~~ME~~

The pandemic and the steps it has forced us to take have created internal challenges as well. These challenges begin with the radical changes in how we work that have affected everyone. But that is just the beginning. Below, Vice President Ng outlines some of the additional costs we are experiencing in the current fiscal year and anticipated lost revenues, beginning this summer. As you know, long before the COVID-19 outbreak, we were facing significant budgetary challenges for the 2020-21 financial year and beyond. The pandemic only exacerbated those challenges. Furthermore, whenever the current health crisis abates, it is highly unlikely that things will return to what previously felt like normal.

This is our reality: We have sufficient cash reserves to help us weather this crisis for a while. But the longer it extends and the more those reserves are depleted and our financial outlook affected, the less we will be able to carry on without making significant changes in how we operate. Some schools in more precarious situations than ours might not survive this crisis. I am confident that Skidmore will survive, and return to an even financial footing by making those changes. But we cannot underestimate the gravity of the challenge we are facing.

On a larger scale, there are two ways we can respond to what I have been saying: We can ask how the issues we face will affect us individually – an understandable response that all of us, no doubt, will experience. But if we are to position Skidmore for the future, if we are to emerge from our present challenges fully able to resume our fundamental work of teaching and learning in our residential setting, we need to collectively take a broader perspective as well. Our College is truly the sum of the individuals it comprises: students, faculty, staff, alumni, parents, friends. None of our positions exists apart from the larger whole.

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As we look toward the coming presidential transition, we will be engaging President-elect Marc Conner in these conversations as well, so that he is fully informed when he assumes his leadership role on July 1. But the prospect of that transition does not relieve us – specifically, me – of the responsibility to address current challenges. Over the coming weeks and months, we will. Ov-1 (e)-6 (s)

Vice President

SGA President Robakidze '20 suggested the possibility of sending out another email to the general community to reiterate that the administration is there to support them as well reminding everyone that IPPC is an all-campus committee comprised of faculty, staff, and students. He stated that this is a confusing time for our community and we need to encourage everyone to reach out for support if they need it. Dean Orr acknowledged the challenges that faculty and staff are facing and assured IPPC that everyone is trying to work together and allow for institutional flexibility with academic learning and deadlines.

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Stoles and Cords recognition would be among the items the working group might consider. IPPC restated the importance of involving the representatives of the senior class in all of the planning efforts.

g) Admissions Update

Vice President and Dean of Admissions & Financial Aid Mary Lou Bates provide a written update that is included in the Appendix. VP Bates asked IPPC members, particularly those representing academic departments or programs to please let her know if you are interested in working with Communications & Marketing to reach out to admitted students.

VP Bates added that data shows that there is a 40% yield of those admitted students that visit campus and that 60% of our candidates come to our accepted candidate days. At this time, we do not know how many admitted students will choose the College, but we do know that we need 359 more commitments to meet our admissions goals for the Class of 2024.

h) Advancement Update

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Dean Orr concurred that the COVID-19 crisis has overtaken the community conversations that were planned. Small group discussions are not possible at this time. Key budget decisions are on hold. However, the IPPC Steering Group for Cambridge Hill Partners will be working in-house on a communication plan for the educational piece surrounding the budget process and they hope to have an update out to the community shortly.

6. Call for Agenda Items

VP Woodfork asked that moving forward with scheduled meetings that we think creatively about how to connect between meetings, how to maximize the time that we do have together, and that we be mindful of the inclusion of President-elect Marc Conner.

7. Other Business

VP Woodfork called on FEC Chair Kendrah Murphy to please continue raising FEC's concerns related to budget decisions, process, transparency and communication, but to also assist with discernment in passing along information that is being shared, meaning helping IPPC to understand the number of faculty raising particular items, as well as prioritizing their concerns.

Meeting adjourned at 12:03 p.m.

As the national COVID-19 crisis has unfolded, we have consulted with both state and national organizations to understand the dizzying array of governmental directives that sometimes have literally changed within a single day. These sources of information have helped guide our decisions on campus and manage the external challenges.

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withdrawals without grade penalty, and extending the deadline for incompletes to July 24. On the recommendation of ATC and PC, the administration of all-college student evaluations has been suspended this semester and tenure-track faculty may request an automatic one-year extension to their tenure clock.

On-campus student update Cerri Banks

Residential Life:

- There are 155 students currently living on campus. This number has been as high as 170. Some students who were approved to live on campus decided to leave. ~~At home~~ students have moved into apartments. Approximately 233 students are living off campus down from an original number of 257. Those who have lived ~~on~~ campus since the fall were given \$500 to help with food costs. Approximately 500 students did not return to empty their rooms after spring break. We are working on next steps regarding the remaining items. Meals for students and faculty and staff who are here working are

be taking their temperature daily and reporting that as well. HS will discuss the need for medications, supplies, and food and provide whatever is necessary.

Counseling Center:

- The Counseling Center is trying to limit in person visits to decrease possible transmission of COVID19. All Counseling Center staff are working remotely. Counselors have limits on

programming, and collaborating with campus partners. The Community Service office will feature volunteer opportunities and other helpful information on their Facebook Page.

Career Development Center:

- Remote career counseling appointments are available. Students can submit their documents (resumes, cover letters) to the eReview, and have them reviewed, edited, and returned within 48 hours.
- Students can have virtual drop-meetings with our Summer Experience Fund

- We want to thank all of you who are responding to accepted candidates. We know exchanges with Faculty in the Sports Center have been one of the most valuable parts of Accepted Candidate Day programs for many students as they make their choice.
- Some of you have reached out to create a short video and/or schedule a weekly Zoom hour for accepted candidates to talk with faculty. Please let us know if you are interested in working with Communications & Marketing to put something like this together.
- Finally, please know how much we appreciate your support as we work to enroll the class under these extraordinary circumstances.

Advancement update Sean Campbell

- Solicitation strategy and plans have been recalibrated to be responsive to the COVID crisis.
 - o Direct mail and digital mass appeals are paused for now. We're revising our strategy and messaging, and will resume them when conditions permit.
 - o We remain in contact with dozens of individual donors and foundations with "open solicitations" to continue an appropriate dialogue around timing for projected gifts.
 - o Strategic, personalized engagement of lead prospects, donors and volunteers continues through individual outreach by President Glotzbach, Trustees,

- Creating our Future: The Campaign for Skidmore exceeded its \$200M goal in January and stands at \$208M.
 - o Our FY20 solicitation plan and a push to document verbal pledges yielded \$16M+ in new commitments between October 1 and March 1.
 - o Before the COVID-19 crisis, the campaign was projected to achieve \$214M by its May 31 conclusion.
 - o The “Campus Campaign” stands at 57% participation by the College’s faculty and staff making gifts totaling nearly \$980,000. THANK YOU!
 - o On-campus events this spring to mark the conclusion of the campaign have been postponed.

- Visit [here](#) for more information about the campaign’s six stated priorities and fundraising progress for each.

- Gift processing, account transfers, tax receipts and other “back office” procedures continue uninterrupted.