

# **INSTITUTIONAL POLICY AND PLANNING COMMITTEE**

## **MEETING MINUTES**

**October 17, 2014**

**10:30 am**

**PRESENT:** President Philip A. Glotzbach, Chair; Natalie Taylor, Vice Chair; Addison Bennett '16; Joerg Bibow; Beau Breslin; Paul Calhoun; Rochelle Calhoun; Michael Casey; Bill Duffy; Kim Frederick; Timothy Harper; Samuel Harris '15; Karen Kellogg; Wendy Kercull; Viviana Rangil; Monique Smith; Joseph Stankovich Michael West; Joshua C. Woodfork.

**ABSENT:** Mary Lou W. Bates; Kathy Kinnin; William Lewis; Ting Li.

### **1. Approval of Minutes from October 3, 2014**

The Minutes of the October 3, 2014, meeting were approved.

### **2. Acknowledgement of 2013-2014 IPPC Annual Report**

President Glotzbach acknowledged the excellent work in producing the 2013-2014 IPPC Annual Report, which was distributed to the community prior to the October 3, 2014. He noted the breadth of topics covered by IPPC during the last academic year.

### **3. “I, Too, Am Skidmore” Campaign Update**

A planning group of five students initiated the “I, Too, Am Skidmore” campaign during the Spring 2014 semester. The campaign included a list of demands and requests for the College. A petition accompanied the requests. On May 2, 2014, the five student leaders met with the co-chairs of CIGU, the Diversity Quad, President Glotzbach and Executive Director Joshua Woodfork. The students presented their requests and explained the reasons for each of them. The staff, faculty, and administrators divided the requests and worked over the summer to develop responses. Three of the student leaders graduated in May, with two students returning this fall. The group that met in May reconvened Monday, October 13, 2014 to update the students on progress made in responding to their requests. It was decided that a request be made to CIGU to meet with the students this semester. It was also noted that following up on climate survey work, CIGU and the Diversity Quad are both simultaneously working on prioritizing recommendations related to diversity and inclusion.

### **4. Review IPPC Operating Code Revisions**

IPPC's Operating Code proposed revisions come forward because of some title changes, shifts in subcommittee composition (namely reduction of members), and subcommittee reorganization, most significantly last Fall's elimination of the IPPC Subcommittee on Admissions and Financial Aid. Executive Director Joshua

Woodfork circulated proposed changes in advance of the meeting and walked the committee through the proposed changes. It was noted that there will likely be three further revisions to the IPPC Operating Code forthcoming in the Spring semester: 1) language related to the current *Strategic Plan* (2005-2015); 2) the reorganization of the associate dean of faculty roles; and 3) the new wording Human Resources will use to identify staff employees from “support staff” and “administrative professional” to “non-exempt” and “exempt,” respectively. Vice President for Finance & Administration Michael West said that using the wording of administrative professional and support staff can remain in this document until it is officially changed later this academic year.

Dean Rochelle Calhoun noted that on the bottom of page 4 of the IPPC Operating Code, there should only be three student roles: the President of SGA, the SGA Vice President, and one SGA Senator. The reference to “one appointed through the SGA willingness-to-serve process” should therefore be removed, as this change occurred when the Subcommittee was asked to reduce members and eliminated a faculty, staff, and student position.

With the change proposed by Dean Calhoun to strike the clause “one appointed through the SGA willingness-to-serve process,” it was moved by Special Programs Dean Paul Calhoun that the Operating Code revisions be accepted and changed. It was seconded by SGA Vice President Sam Harris to approve the IPPC Operating Code revisions. The motion carried.

## **5. CIS Update**

Professor and Chair of the Chemistry Department Kim Frederick reported that the Board of Trustees will be asked for approval of the design for the new Center for Integrated Science at the upcoming October Board of Trustees meeting. Professor Frederick shared why this project is important, discussed its efficiency and sustainability features, and discussed some of the building’s key design features. She then showed a video of the design of the building. It was mentioned that bringing all the sciences under one roof, Skidmore College may be able to synergize a single voice on critical world issues of public interest. It was also noted that almost one third of the cost to build this facility has been raised thus far.

## **6. Next Strategic Plan Draft**

President Glotzbach reported that the next *Strategic Plan* draft was not ready in time for this meeting, but that this document will be ready and distributed to this committee in the near future.

## **7. Additional Items**

October Study Day. A memo regarding the October Study Day Events Policy from SGA President Addison Bennett, dated October 15, 2014, was supplied to IPPC

members prior to this meeting for their review. There was discussion regarding the structure of the October Study Day. Much of the discussion about this issue related to the nature of the day and what appropriate and/or beneficial activities can occur on that day. Also mentioned was whether students would prefer to have this study day prior to midterms or have an extra day off during the Thanksgiving break. After discussion, it was concluded that this issue should be referred to CEPP for resolution.

#### New Business

Vice President for Finance & Administration Michael West reported that the IPPC Financial Committee reviewed the financial reports from last year and have begun conversations about the request for minimum wage for student employees. President Glotzbach reported that the school has excess revenue from last year and a decision will need to be made about what to do with these funds. Once the SEIU pension issue is resolved, an item earlier reported to IPPC, the President's Cabinet will propose recommendations to IPPC on what to do with this excess revenue.

The meeting adjourned at 11:23 a.m.

The next meeting will be held on Friday, October 31, 2014, 10:30-12:00 pm in Murray-Aikins Room 4.

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