

## INSTITUTIONAL POLICY AND PLANNING COMMITTEE

### MEETING MINUTES

**September 19, 2014**

**10:30 am**

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

**ABSENT:** Mary Lou W. Bates; Beau Breslin; William Lewis; Joseph Stankovich.

#### **1. Approval of Minutes 5/2/14 and 9/5/14**

The Minutes of the May 2, 2014, and September 5, 2014, meetings were approved.

#### **2. IPPC Annual Report 2013-2014 Review**

The IPPC Annual Report for 2013-2014 was approved with the following changes: regarding the Center for Integrated Sciences, the text should reflect four general purpose classrooms and four computer classrooms, in addition to a general computer lab; Sam Harris's class year should be changed to 2015; the spelling of Ting Li's name should be fixed; and the addition of Addison Bennett's class year after his name.

#### **3. Review of Committee Operating Code**

Revisions to the Committee Operating Code included: under IPPC Subcommittee on Student Affairs, the student membership be reduced to three students and the SGA representative be called the SGA Vice President for Student Life as opposed to SGA Vice President for Residential Affairs. It was requested that other proposed changes be submitted within the next week. All changes will be made and highlighted on the document and then redistributed for further review.

#### **4. Hazing Policy**

SGA President Addison Bennett noted that the rewritten Hazing Policy for the *Student Handbook* is significantly more expansive than its previous version. One important change is the community's role and responsibility for visitors on campus. SGA Vice President for Financial Affairs Sam Harris noted that rewriting the Hazing Policy started last year and the revision is similar to hazing policies of other colleges. It is approved by the SGA on an interim basis. It was important to them to have something in place at the start of the school year because most hazing occurs at that time. Dean of Students and Vice President for Student Affairs Rochelle

Calhoun stated that any violation of the Hazing Policy runs through the school's regular conduct policy.

There was discussion about adding a reference to the other on-campus handbooks for faculty and staff of Skidmore College. Vice President Calhoun will follow up with bringing it to the appropriate committee for further discussion and possibly also bring it up for discussion at a faculty meeting.

### **5. Minimum Wage**

Vice President for Finance & Administration Mike West reported that the discussion of paying minimum wage on campus will be discussed in the IPPC Subcommittee on Budget and Finance. It was suggested that SGA share last year's resolution to the Subcommittee on Budget and Finance at this time. It was also noted that this is an expensive initiative and, therefore, it was decided last year to do it in conjunction with this year's budget process.

### **6. Prioritizing and Timetable for Future Items**

One issue added to the list of future items for discussion at IPPC is to have CIGU prioritize their recommendations and present them to this Committee. Professor Viviana Rangil, co-chair of CIGU, stated these recommendations will be presented to this Committee before the end of this semester.

The other proposed future items were given timetables when they will come before this Committee:

- Student worker minimum wage (later this semester)
- Implementing a hazing policy with student organizations (later this semester)
- Revamping the SGA constitution (no sooner than the end of this semester)
- Curricular reconstruction (bring to the faculty by March 2015; so to IPPC before that)
- Collaboration between other colleges (ongoing items from New York 6 will be brought to this Committee as they arise)
- MALS Policy (Subcommittee will make recommendations to CEPP by the end of this semester and presented to the Board of Trustees by May 2015. It should be reviewed in IPPC by April 2015.)
- Strategic Plan for Sustainability (mid to late November)
- Space shifts proposed by the Space Planning Working Group (mid to late November)
- Bias Response Group presenting information regarding shifts that disproportionately affect certain populations (Likely to have a report to CIGU by October and they will determine when it comes to IPPC, possibly this fall.)
- Education of students on the campus-wide smoking policy and including information on electronic cigarettes (It will come before IPPC if the research on electronic cigarettes affects the current policy in place.)
- Sexual misconduct (especially policy and procedure, resources on and off campus, education and prevention, and having adequate amounts of trained staff in regards to hearing cases) (Discussed at this meeting.)

- Shared governance (Possibly see something from FEC later in this semester.)
- Campaign (ongoing updates), Curricular Review, Strategic Plan (soon), Task Force on Divestment (possibly by the end of this semester) and Middle States Reaccreditation (maybe by the Spring semester with recommendation from CIGU expected by the end of this semester.)
- Operating Budget and Capital Budget will also be discussed by IPPC this academic year.

Dean of Special Programs Paul Calhoun said there will likely be ongoing discussions of the creation of a Staff Council/Group in conjunction with the results regarding the staff survey conducted last spring. Information and possibly recommendations about this, and other recommendations, will be added to a future IPPC agenda. He noted that the final Town Hall meeting to discuss the surveys will be October 13, 2014. It was shared that the Staff Council/Group is comprised of an informal group of 15-25 staff members who have met periodically. The conveners of this group have also met with Joshua Woodfork and Barbara Beck. Some issues garnered from the staff surveys were relative to employee climate and voice and representation. Rochelle Calhoun will bring the subject of the inclement weather policy to the President's Cabinet and then it will come before IPPC in the near future.

President Glotzbach informed the committee that the chairs of governance committee met this morning to discuss their agendas. The gathering afforded the opportunity to raise awareness of the issues each committee is working on.

Mike West raised the issue of key members of this Committee leaving mid-year. It was suggested to invite (but not require) their replacements to be invited to IPPC meetings when discussions of issues that will carry over into next semester are discussed.

## **7. Sexual and Gender-Based Misconduct Discussion**

Rochelle Calhoun introduced Mariel Martin, Director of Student Diversity Programs, Title IX Deputy Coordinator and Chair for the Sexual and Gender-Based Misconduct Advisory Council. The new Sexual and Gender-Based Misconduct website, which was launched this summer, was shown to the Committee. It is a comprehensive site, which now puts all the policies regarding sexual and gender-based misconduct into one place. She discussed the history regarding the policies of sexual and gender-based misconduct on campus from 2009 to present. It was important that the College address the issue of domestic violence, dating violence and stalking; the reporting procedures for certain crimes on campus and in the adjacent vicinity; and how violence education is being offered.

Ms. Calhoun reported that three important changes were brought about because of the Violence Against Women Act (VAWA) is that individuals need to understand clearly all the resources available to them, that they have the right not to report an incident to the police and that the victim can bring to a formal hearing the advisor of their choice.

Skidmore College's policy on sexual and gender-based misconduct is being made aware of to students through emails from President Glotzbach and Ms. Calhoun as well as through the mandatory completion by all students of the Haven program.

It was suggested to possibly rename the sexual and gender-based misconduct website link to a more positive title, such as Sexual and Gender-Based Conduct. It was also recommended that it be clearly stated that this policy is in effect for everyone on campus.

President Glotzbach shared an article with the Committee entitled "Yes' is Better than 'No'" and noted that since the faculty works with students so frequently and intensely it is critical they are informed of the school's policy on sexual misconduct and also how to assist students who come to them for help. He also noted that the topic of sexual misconduct will be discussed extensively with the Board of Trustees in October.

President Glotzbach challenged the community, including students, to have zero incidents of sexual misconduct or bias this year.

It was noted that the information needs to get out that students can contact Mariel Martin to report acts of sexual misconduct and faculty and staff can contact Herb Crossman. The information shared with these individuals is not required to remain confidential. On campus the three areas where confidentiality is adhered to is in Health Services, Counseling Services and with our two chaplains. Since a student may approach possibly any staff or faculty member on campus, it is important to provide clear and effective instructions to everyone on campus regarding how to proceed when a claim of sexual misconduct is brought forward. It is the school's obligation to stop the behavior, prevent it from happening again and remedy any harm that has come to any individual or to the community based on that behavior.

Addison Bennett said that the "It's On Us" national awareness campaign has been initiated on campus and its planned activities will ideally increase awareness about sexual misconduct. He asked for help spreading the word.

President Glotzbach reported that he, Rochelle Calhoun and Joshua Woodfork were on a conference call this past summer regarding the White House initiatives regarding the issue of sexual misconduct on college campuses.

The two trained victim advocates at Skidmore College (considered on campus as confidential resources) are Jennifer McDonald and Michelle Murray, who are both located in Health Promotions.

The meeting adjourned at 11:54 a.m.

The next meeting will be on Friday, October 3, 2014, 10:30-12:00 pm in Murray-Aikins Room 4.

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