

# INSTITUTIONAL POLICY AND PLANNING COMMITTEE

## MEETING MINUTES

February 19, 2016

10:30 a.m.

**PRESENT:** Mary Lou W. Bates; Addison Bennett '16; Paul Calhoun; Gail Cummings-Danson; Bill Duffy; James Kennelly; Kathy Kinnin; Kris Leggiero; Ela Lepkowska-White; Eric Morser; Kelly Sheppard; Denise Smith; Joseph Stankovich; Charles Tetelman '16; Peter von Allmen; Mike West; Joshua C. Woodfork.

**ABSENT:** Beau Breslin; Michael Casey; Philip A. Glotzbach, Chair; Tim Harper, Vice Chair; Levi Rogers; Debra Townsend.

**GUESTS:** Barbara Beck; Herb Crossman; Mariel Martin; Crystal Moore; Kelly Patton-Ostrander, Julia Routbort; Natalie Taylor.

Because of the absence of President Glotzbach, IPPC chair, and Tim Harper, IPPC Vice Chair, who were both away on College business, Joshua Woodfork, Vice President for Strategic Planning and Institutional Diversity, served as Chair, and Professor of Management and Business James J. Kennelly, faculty representative, served as vice chair of this meeting. Vice President Woodfork welcomed Professor of Economics Peter Von Allmen to IPPC, as Peter replaces Professor Joerg Bibow who has a teaching conflict this semester.

### 1. Approval of Committee Minutes

IPPC **approved** the meeting Minutes from February 5, 2016, with revisions to the attendance list.

### 2. The Jed and Clinton Health Matters Campus Program

Associate Dean of Student Affairs for Health and Wellness Julia Routbort joined IPPC to revisit Skidmore's possible participation in The Jed and Clinton Health Matters Campus Program. Julia initially brought this discussion to IPPC on November 20, 2015. During this meeting's discussion, she provided a handout that further outlined details of the four-year program, including the framework, steps, considerations, and benefits. Julia also spoke about the survey tool, site visits, the list of other colleges who are participating or have participated, and the working group that she would envision guiding our institution through this process. The survey process consists of two campus surveys during the four-year program, one in Year 1 and another in Year 3. The survey acts to assess our campus resources and efforts regarding health and well-being. Since Julia has been in contact and negotiations with the Jed and Clinton Foundation regarding our participation, Skidmore will be charged the pilot rate of \$1,950, instead of the full cost they are now charging other institutions.

Upon the motion brought forward by the IPPC Student Affairs Subcommittee, the Committee **unanimously approved** moving forward on this initiative.

IPPC requested that Julia and the IPPC Subcommittee on Student Affairs contact the Faculty Executive Committee (FEC) to request the appointment of faculty to serve on her working group and contact the Student Government Association to request the appointment of students. Moreover, IPPC asked Julia to contact Barbara Beck regarding her working group on health and wellness. Julia envisions the working group consisting of staff, administrators, faculty, and students. She envisions the four-year timeline beginning to gather and submit data during the fall 2016 semester.

### **3. Merging Bands and Aligning Benefits**

Director of Human Resources Barbara Beck joined IPPC to discuss the proposed merger of bands for support and administrative staff positions and the alignment of benefits to coincide with such a merger. She provided a handout of current and proposed salary ranges for exempt/non-exempt employees and a proposed new point factor distribution for staff. Barbara explained that the 2014 staff survey once again highlighted the perceived stigma around the divide between what we used to call administrative/professional versus support staff categorizations. The College now refers to these groups as exempt/non-exempt.

Barbara also explained that along with the above changes, there will be changes to benefits for non-exempt staff—instead of earning the benefit based on time of service all will now begin employment with four weeks vacation, plus three personal days, and short-term disability will now be the same for exempt and non-exempt.

Barbara noted that she has previously shared this information with the pilot Staff Advisory Group and President's Cabinet and that both groups reacted positively. Barbara's staff will begin meeting with various offices across campus to roll out this information in time for the June 1 general salary adjustment, and Human Resources will postpone all PQ reviews until June, once this new system is in place.

Upon a motion made and seconded, the Committee **unanimously approved** and affirmed the merger of the bands and alignment of the benefits.

### **4. Title IX Coordinator and Sexual and Gender-Based Misconduct**

Assistant Director for Equal Employment Opportunity and Workforce Diversity Herbert Crossman, Associate Dean of Student Affairs and Interim Deputy Title IX Coordinator Mariel Martin, Associate Dean of the Faculty for Diversity and Faculty Affairs Crystal Moore, and Associate Professor of Government and Vice Chair of the Dean of Students and Vice President for Student Affairs Natalie Taylor joined IPPC to discuss the Title IX Coordinator position. Currently this position is combined with the Dean of Students and Vice President for Student Affairs post. As we search for a new Dean/VP Student Affairs, the question is whether the Title IX Coordinator should remain as part of the Dean of Students and Vice President for Student Affairs position or be separated as a stand alone post, or combined with another leadership position on campus. The College's search consultant for the Dean/VP Student Affairs position has crafted the search advertisement and is asking what language to include regarding Title IX.

Barbara Beck distributed a handout of Title IX reporting structures from the New York Six consortium schools and from some of our peer and aspirant institutions. The Committee heard various views about the position/s, and also discussed the reporting structure for the Title IX Coordinator, should it be separated from the Dean/VP Student Affairs position.

After lengthy discussion, the Committee **unanimously agreed** to separate the two positions but also agreed that additional discussions regarding the reporting structure should occur. President Glotzbach will communicate with the FEC and the Committee on Appointments, Promotion, and Tenure (CAPT) about the separation and the reporting structure so that the search for the Dean/VP Student Affairs may continue in a timely manner.

#### **5. Key Budget Assumptions FY'17 and Capital Budget FY'17**

Director of Financial Planning Kelley Patton-Ostrander joined IPPC for our budget discussions. Vice President for Finance and Administration & Treasurer Michael D. West detailed the proposed FY '17 Key Budget Assumptions and the FY '17 Capital Budget. Both President's Cabinet and the IPPC Budget & Finance Subcommittee have previously approved these proposed budgets.

After a brief discussion and questions, the Committee fully supported the FY'17 proposed budgets. Professor of Economics Peter von Allmen, who is a semester replacement on IPPC, abstained from voting, as he was not an IPPC member when earlier conversations took place. Because of time limitations, Mike and Kelley offered to stay following the meeting or communicate via email should any Committee members have additional questions.

The meeting adjourned at 12:05 p.m.

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