

INSTITUTIONAL POLICY AND PLANNING COMMITTEE

MEETING MINUTES

April 18, 2014

PRESENT: Philip A. Glotzbach, Chair; Natalie Taylor, Vice Chair; Rochelle Calhoun; Erica Bastress-Dukehart; Mary Lou Bates; Eric Beriguete '15; Joerg Bibow; Beau Breslin; Paul Calhoun, Michael Casey; Bill Duffy; Timothy Harper; Samuel Harris '15; David Karp; Wendy Kercull; Kathy Kinnin; Jackie Murray; Jeanne Sisson; Joseph Stankovich; Peter von Allmen; Michael West; Joshua C. Woodfork.

ABSENT: Jeanne Sisson.

1. Approval of Minutes

Without objection, minutes of the April 4, 2014 meeting were approved.

2. Minimum Wage

Following-up on a April 4 IPPC agenda item and discussion, guests Director of Financial Aid Beth Post-Lundquist and Assistant Director of Financial Aid Lisa Lessard presented information responding to the Student Government Association's (SGA) Senate April 2, 2014 "Resolution in Support of Raising the Minimum Wage in Accordance with NY State for Student Workers at Skidmore College."

The IPPC once again discussed a number of issues regarding this matter, including:

- the pay scale of work study jobs on campus with a range of \$7.25 to \$10.50 (10 pay grades between these hourly wages);
- supervisors/managers understanding of our policies related to pay levels and hiring;
- the question of a need for uniformity or autonomy in pay levels for different jobs;
- comparison data from other colleges;
- the need to educate students about the meaning of work;
- fairness, equity, and NY State law and policy;
- the budget already being set for next year.

Sam Harris restated SGA's position and main concerns. After further discussion, IPPC moved to table this issue to the fall semester and to bring it back next academic year after having gathered more information, including further comparative data, and a commitment to prioritize discussion.

3. College Closing Policy

Vice President Rochelle Calhoun presented a proposal to revise the Inclement Weather and Emergency Closing/Delay Policy. The proposal was suggested by the Vice President of Academic Affairs and the Vice President for Student Affairs in the hopes of being flexible and

attentive to inclement weather and all of Skidmore's employees. Vice President Calhoun explained the origins of the proposal and the process thus far. The proposal includes:

"In an effort to respond to the multiple needs of our faculty, staff and students when we experience inclement weather, and with the fundamental understanding that we are a residential/academic institution that should always preserve the ability of our student to attend classes when they are in session we make the following suggestion:

In addition to the current ways that we address inclement weather, we would like to add a new category "Open with Essential Staff Only". This new category would only be used during the academic year and would mean the following:

- Every department has per-determined how they will keep their office function going.
- All staff who come in as "essential" on these days will be compensated (pay/flex-time/another day off).
- All faculty are expected to teach their classes or make other arrangements (include remote options).
- All staff will be compensated for the day (regular pay)."

IPPC raised questions and included discussion regarding:

- about the response to this year's weather and the College's decision to remain open;
- what problem was trying to be solved by this proposal;
- calculating the associated costs;
- checking on College policies and union practices;
- clarifying how Greenberg Childcare Centers makes their weather decisions;

In addition to the questions that were raised in this discussion, IPPC asked that:

- this proposal return to the group of five people who coordinate decisions regarding the College's status (Barbara Beck, Beau Breslin, Rochelle Calhoun, Dan Rodecker, and Mike West);
- that staff input is considered;
- that the proposal return to IPPC in the fall with any necessary revisions or changes.

4. New Initiatives and 5. Budget Update

Vice President West presented the proposed list of New Initiatives for FY14. He noted that the draft document already reflects significant reductions made by Cabinet members from among the proposals received in each of their areas, as well as a Cabinet discussion about how to allocate the \$500,000 New Initiatives budget across the divisions. Mr. West responded to several informational questions about the items. IPPC's Budget & Finance Subcommittee has discussed the proposed New Initiatives and recommends approval. IPPC approved the New Initiatives as presented.

Vice President West also provided an update on publicly available announced tuition and fee increases from our peers institutions which generally were as projected.

5. Intellectual Property Policy

Vice President Breslin and Director of Sponsored Research Bill Tomlinson presented the Intellectual Property Policy. Members of the IP Working Group included: Beau Breslin, Susan Zappen, William Duffy, Thomas O'Connell, T.H. Reynolds, Ethan Flum '13, Adrian Cowles '13, and Bill Tomlinson. The Working Group conferenced with Board of Trustee Members Nancy Hamilton and Scott Martin to review the policy and incorporate suggestions. The policy was discussed by the Board of Trustees on February 20, 2014.

IPPC discussed and answered general questions related to the policy. Questions regarding the clarity of Part A - Copyright ensued. Vice President Breslin proposed to revise this section and asked IPPC to preliminarily endorse the policy with approval of this section coming via email without objection. IPPC endorsed the policy. Vice President Breslin suggested that he would bring the policy to the Faculty for endorsement. The Intellectual Property Policy is set to return to the Board of Trustees during the May Meeting.

The Subcommittee on Strategic Planning met at the conclusion of the IPCC meeting.

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