

INSTITUTIONAL POLICY AND PLANNING COMMITTEE

MEETING MINUTES

October 3, 2014

10:30 am

PRESENT: President Philip A. Glotzbach, Chair; Natalie Taylor, Vice Chair; Addison Bennett '16; Beau Breslin; Rochelle Calhoun; Dennis Conway; Bill Duffy; Timothy Harper; Samuel Harris '15; Karen Kellogg; Wendy Kercull; Kathy Kinnin; William Lewis; Ting Li; Viviana Rangil; Monique Smith; Joseph Stankovich Michael West; Joshua C. Woodfork.

ABSENT: Mary Lou W. Bates; Joerg Bibow; Paul Calhoun; Michael Casey.

1. Approval of Minutes from September 19, 2014

The Minutes of the September 19, 2014, meeting were approved with the following amendments: (1) under the Review of the Committee Operating Code, the SGA representative should be called the SGA Vice President for Student Life as opposed to the SGA Vice President of Residential Life; and (2) under the IPPC Annual Report 2013-2014 Review it should read "...four general purpose classrooms and four computer classrooms, in addition to a general computer lab."

2. Follow-Up to Campus Lockdown October 1, 2014

President Glotzbach introduced Dennis Conway, Director of Campus Safety, who gave an overview of the October 1, 2014, campus lockdown. Mr. Conway reported that in the early morning law enforcement notified Campus Safety that a dangerous individual may be heading toward Saratoga Springs. Once the suspect was confirmed to be near the campus, the campus was put on lockdown. The E2 Alert System was initiated shortly after 7:00 am. Five different law enforcement agencies arrived on campus to assist. Two students noticed the suspect and reported him. The suspect was apprehended shortly afterwards. The campus remained on lockdown so that law enforcement agencies could perform an evidence search. The campus was then opened later that morning, with classes resuming at 11:15 am and offices reopened; however, the North Woods remained off limits with law enforcement remaining on campus until early evening. Mr. Conway reported that some students did not receive the alerts, and some parents of students and residents on North Broadway felt under informed about the incident. It was noted that students' cell phone numbers are automatically put into the alert system, while employees are not automatically in the system. Everyone is encouraged to update their cell phone information with Campus Safety.

Dean Rochelle Calhoun added that following an emergency response, a review of that response occurs in an effort to improve future preparedness. The review of the October 1st lockdown will occur October 6th.

Emergency response programs are offered on campus and everyone is encouraged to attend. While each emergency is different, the training can be very useful.

Vice President for Finance & Administration Michael West reported that students who arrived on campus for a tour during the lockdown remained in the Admissions building and did not go on a tour of the campus that day.

Dean of the Faculty Beau Breslin suggested that part of the alert message in the October 1 incident possibly should have included a message to leave if you are around the perimeter of the campus.

It was noted the community and students on campus cooperated very well in this lockdown situation.

3. Staff Survey/Town Hall Meetings Update

Vice President for Finance & Administration Michael West reported there are two remaining Town Hall meetings regarding the staff survey, at 6:00 am and 2:00 pm on Monday, October 13. After this final meeting the President's Cabinet will issue an action plan with recommendations and the consultant's presentation will be posted online with password protection. Mainly, the areas that continue to need work involve respect, voice, value, diversity and inclusion.

4. Inclement Weather Policy Update

Dean Rochelle Calhoun reported that a team including herself, Beau Breslin, Michael West, Dan Rodecker and Barbara Beck determines the College's inclement weather response on a given day. It was mentioned in a Town Hall Meeting regarding the Staff Survey that staff would like to have a voice in this discussion, and a meeting will occur today (October 3) for staff to discuss their concerns, needs and suggestions. This issue will return to the IPPC for more discussion.

5. "In It Together: the Strategic Action Agenda: 2014-2015" & "SGA: Working for a Better Skidmore: Action Agenda for 2014-15"

President Glotzbach acknowledged the copy of the Strategic Action Agenda given to each member of the IPPC and asked for any final comments on it. A first draft of the next Strategic Action Plan will be coming from President Glotzbach to this Committee shortly.

It was moved by Kathy Kinnen and seconded by Sam Harris that the IPPC endorse the: "In It Together: the Strategic Action Agenda: 2014-2015" document. The motion carried.

This document will be shared with the Board of Trustees and the community.

SGA President Addison Bennett acknowledged the copy of their action agenda “SGA: Working for a Better Skidmore: Action Agenda for 2014-15.” The four themes they highlighted in the document are inclusion, ease of use, culture of care, and competence and communication.

Karen Kellogg questioned which communication method is most effective when contacting students. The SGA will pass this question onto their newly formed Inclusion Taskforce and will discuss it with its own Executive Committee.

President Glotzbach commented that he is impressed with the timeliness and organization of the SGA Action Agenda.

The meeting adjourned at 11:17 a.m.

The next meeting will be on Friday, October 17, 2014, 10:30-12:00 pm in Zankel 215.

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