

**INSTITUTIONAL POLICY AND PLANNING COMMITTEE**  
**MEETING MINUTES**  
**December 14, 2018**

**PRESENT:** Cerri A. Banks; Mary Lou Bates; Marta Brunner; Grace Burton; Lisa Hobbs; Bill Duffy; Greg Gerbi; Philip A. Glotzbach, Chair (by phone); Tim Harper, Vice Chair; Katie Hauser; Michelle Hubbs; Carolyn Lundy; Martin Mbugua; Jennifer Mueller; Donna Ng; Michael Orr; Levi Rogers; Joseph Stankovich; Amy Tweedy; Joshua C. Woodfork.

**ABSENT:** Sean Campbell; Owen O'Donnell '21; Nigel Smith '19.

**GUESTS:** Loretta Greenholtz, Christine Kaczmarek, Crystal Moore.

Meeting opened at 10:34 am by Vice Chair Tim Harper.

**1. Approval of Minutes from November 2, 2018.** The minutes were approved without

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With regard to the budget, President Glotzbach noted that on December 4, Moody's Investors Service re-affirmed its "negative" outlook for the U.S. higher education sector, citing operating expenses that will continue to outpace revenue growth. Moody's first downgraded US higher ed last December 5, from stable to negative. Even in the face of these developments, Skidmore kept its A1 rating with a stable outlook, which is an indication of the financial strength of the College. But President Glotzbach observed that Moody's perspective on higher education generally is an indication of the environmental challenges the College faces.

- d) Cabinet has also been working with Donna Ng to advance the CIS agenda, about which there will be more information later in this meeting.

### **3. Protection of Minors Policy**

Associate Dean for Diversity and Faculty Affairs Crystal Moore, Director of Academic Safety Loretta Greenholtz, and Senior Director of Business Services Christine Kaczmarek brought back to IPPC the *Protection of Minors Policy*. They covered some revisions of language in the policy to achieve greater clarity. They also shared an accompanying draft webpage on the Skidmore website. Under the policy, they explained that training will include a brief (around ten-minute) video that is currently being worked on using the resources of insurer United Educators. Dean Moore called the group's attention to several specific points in the revised policy, and then shared the draft webpage. With the policy officially beginning January 1, 2019, Dean Moore asked for IPPC's input on how best to inform and educate the community. Committee members offered several suggestions to the Safety Committee including th0.002 Tc - (ebm( )o(e)]TJ0 J[(w)-12 (eb)]TJ-0.0



the Faculty for Diversity and Faculty Affairs Pat Fehling are acting as liaisons to the Science faculty in this effort.

Q: When/how quickly will decisions be made? A: Ideally during the February 2019 Board of Trustees meeting, but that may not be possible. The Board of Trustees meeting in May 2019 may be more realistic. Moving forward an accelerated building schedule requires re-thinking of how of the project funding has been approached so far. Donna Ng added that a higher degree of costing confidence is needed first, which is being ascertained now and will continue in January. President Glotzbach reaffirmed commitment to completing the project as designed, as quickly and cost-effectively as possible. He thanked community members for their continued patience as these ideas are pursued.

Q: Will discussions in January also encompass opportunity costs? A: Opportunity costs to this project increase the longer we delay; no other budget areas are really affected.

Q: What can we *not* do in this time frame if we go to an accelerated timeline for CIS? A: This question will be answered within the budget process. The need to fund depreciation is also a reason to accelerate the timeline.

Q: Should IPPC consider holding another Open Forum on the process? A: Yes, we will schedule an Open Forum for early in the Spring semester, once there is something concrete to report. We will also consider using the next Community Meeting to provide an update [it is scheduled for Tuesday, March 5, 2019].

Professor Greg Gerbi expressed concern about a February presentation to the Board, as it would not allow enough time for community input. President Glotzbach agreed that, as a wide range of people will be involved, time is needed, and suggested that we will assess progress in mid-January. He asked that faculty continue to bring any concerns forward to CIS liaison Pat Fehling.

Joshua Woodfork then asked the Committee's permission to switch agenda items 6 and 7, to discuss the idea of a proposed IPPC Committee Retreat first, as these—and other budget items—would fall under this gathering.

## **6. Retreat Scheduling**

Following up on President Glotzbach's report this meeting and comments at the beginning of the academic year and in res

## **7. Healthcare Update**

VP Donna Ng provided a handout, and called the committee's attention to her information on strategy options and benchmarking: a comparison of Skidmore's healthcare costs to those of selected peer and aspirant institutions. She also gave a brief overview of several dimensions of Skidmore's health care options including employee contribution, plan design, cost management, and communications strategies in the context of a potential revamp of Skidmore's healthcare benefits. Donna suggested that these topics could be presented for discussion at the forthcoming IPPC Retreat.

## **8. Smoking Policy Implementation Update**

Dean of Students and Vice President for Student Affairs Cerri Banks reported that the campus will be smoke- and tobacco-free as of January 1, 2019. This includes the entire campus and smoking in personal vehicles on campus property. Permanent signage will go up around campus and on the website, and there will be a campus community email announcement, a press release to the public, and a kickoff event in Case Center on January 28, 11:00 am–3:00 pm. The smoke-free campus initiative, including signage, is being funded by a New York State grant administered by our campus partner, Glens Falls Hospital.

Similar to the alcohol and drug policies, Human Resources will include it in the employee *Handbooks*, and Student Affairs will include it in the *Student Handbook*. Dean Banks will meet with facilities directors in the coming weeks to discuss implementation and enforcement of the new policy. She reminded the committee that violations of the policy will be adjudicated in accordance with the typical process under which the offender falls, meaning students would go through the student conduct process and employees would be referred to HR. An assessment of the policy will take place six months after implementation.

Q: Has there been any communication with the incoming class, the one we are currently recruiting? A: We are already a smoke-free campus; tour guides will mention it, and there will be banners and other signage for outside contractors and other visitors.

## **9. Call for Agenda Items**

No agenda items were presented.

## **10. Other Business**

There was no other business brought forward.

The meeting was adjourned at 12:06 pm.

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