

**INSTITUTIONAL POLICY AND PLANNING COMMITTEE
MEETING MINUTES
March 22, 2019**

PRESENT: Mary Lou Bates; Marta Brunner; Grace Burton; Lisa Hobbs; Bill Duffy; Max Fleischman '19; Greg Gerbi; Tim Harper, Vice Chair; Katie Hauser; Michelle Hubbs; Carolyn Lundy; Crystal Moore; Martin Mbugua; Jennifer Mueller; Donna Ng; Michael Orr; Levi Rogers; Abdul Shokur '21; Joseph Stankovich;

- **New Members**

VP Woodfork announced that subsequent to the willingness-to-serve call, President Glotzbach has appointed two staff members to temporarily serve on IPPC's Subcommittee on Budget and Finance for the healthcare benefit expense. These two appointees are Administrative Assistant for the Management and Business Department Terri Kindl (non-exempt) and Assistant Director for Financial Aid Lisa Tuttle (exempt). The next subcommittee meeting will be held next Friday, March 29.

As chair of the subcommittee, VP Ng said that she would reach out to the new members and brief them on material covered in the first healthcare review meeting March 8. She stated that the goal is for the subcommittee to come up with recommendations for IPPC for the next healthcare cycle which begins January 1, 2020, and also for the longer term. Associate Professor and Chair of Physics Greg Gerbi asked about the strategy for keeping the campus community informed. VP Ng replied that it

Q: Saratoga Springs moves slowly on permits; can we get them in this short a time?

A: As of now, all signs indicate timely approval.

Q: From a sustainability perspective, will we commit to using native/non-invasive species; consider water retention; use locally sourced materials? Also, is there a way to delineate bike lanes, maybe with a complimentary color? Finally, Sustainable Saratoga's plan involves bringing back the double row of trees that used to be on North Broadway; can we support that?

Q2: How many of these items would have to be settled before permits are issued?

A: There is time to consider this. Please share the items with Facilities and with Finance and Administration for consideration.

Q: Is the cost of this renovation totally covered by the donor's gift?

A: Totally. We're hoping the donor will be so pleased with the plan that an additional gift might be possible.

Q: How to mitigate possible damage to the pavers during CIS construction?

A: This factor is being considered.

5. Protection of Minors Policy

Associate Dean for Diversity and Faculty Affairs Crystal Moore provided an update on the implementation of the Protection of Minors Policy and screened the training video. She said the nine-minute video was created by our insurers United Educators and has been adapted for use by the College. The Policy represents an important step for the protection of children who come on campus, and is meant to provide clarity on what people should do if they suspect abuse. She said that she is working with Human Resources to include the video, which might be coupled with anti-harassment training, and that the goal is for every employee to receive this training. She said that students will also need to receive the training and that Student Affairs is considering if it will be incorporated within new student orientation or possibly as a requirement of student campus employment. She hopes that employees will begin to have access to the video this Spring.

With regard to the video, Associate Dean Moore noted that the Safety Committee did substantial work in revising it. She said that while not all of their proposed revisions were accepted, the committee is satisfied that it is a better product than the earlier versions. She explained that it is not possible to make any further chaner

A: True, and it may increase the demand for those services. We can include information

and that they will come together next week to look at the results of that poll. He said there would be at least one, possibly two more meetings before the response is prepared, and that the subcommittee would issue a statement followed by the prioritized list.

There were several follow-up questions, including:

Q: Are students included in the CSS membership?

A: There are two student members.

Q: Once the CSS provides suggestions, how will they be handled?

A: As a subcommittee, the recommendations will go from CSS to IPPC. They will also be shared with President's Cabinet. The swing space plan and recommendations will return to IPPC at the April 5 meeting.

Q: Has placing the swing space in Palamountain parking lot been considered?

A: Yes, but it was deemed impractical as it would require building a new parking lot somewhere else.

Q: It was also suggested that people be given reasonable amounts of time to respond to changes as the new CIS timeline is implemented.

A: Plans are shifting in real time so we are trying to keep the community updated on these shifts as they occur.

Q: If there is disagreement on the recommendations, how will that be presented to IPPC?

A: (L. Rogers): Can give examples of what was considered; believes there will be consensus on the top five priorities.

Q: Budget would be \$5 million for two-story building, not including other considerations?

A: (VP Ng): Yes. We need to find the right balance; it will not be 100% one way or the other.

Q: Now that square footage is reduced, is that enough space?

A: Yes, it will be tight, but do-able, with available spaces in Hoge.

Q: Was moving to 32k square foot building a compromise?

A: Yes. We looked at the floor plan and consolidated; there is no built-in flexibility.

Q: We (IPPC) had the benefit of seeing VP Ng's PowerPoint; have the students seen and

- Long term financial planning, including subcommittee work on healthcare;
- Maybe a round robin of President’s Cabinet members sharing their short- and long-term visions for their respective Divisions; the connection between this suggestion and the strategic planning suggestion was recognized.

VP Woodfork noted that if we were to have another retreat, given our current schedule, either subcommittee meetings would be bumped or it may be necessary to extend the IPPC meetings on 4/5 or 4/26, and asked that we consider how to effectively use this potential time. A poll to review options will be circulated.

9. Other Business

Faculty member serving as Vice Chair of IPPC: Tim Harper
Faculty representative from the IPPC: Grace Burton
Member of the President's Cabinet: Michael Orr
Exempt staff member from IPPC: Lisa Hobbs
Non-exempt staff member from IPPC: Carolyn Lundy
Student Government Association Vice President for Financial Affairs: Abdul Shokur '21
Regular Guest: Bill Duffy

Additional Members for Work on Healthcare Benefits Expense

Human Resources: Brett Last and Laura Goodwin (consultants will be invited by HR as needed) Appointed by President Glotzbach, March 22, 2019:
Lisa Tuttle, Exempt Staff Member,
Terri Kindl, Non-Exempt Staff Member