

**INSTITUTIONAL POLICY AND PLANNING COMMITTEE**  
**MEETING MINUTES**  
**May 19, 2020**

**PRESENT:** Cerri Banks, Mary Lou Bates, Joerg Bibow; Grace Burton, Vice Chair; Sean Campbell; Lundy; Martin Mbugua; Jennifer Mueller; Kendrah Murphy; Donna Ng; Michael Orr; Joe Porter; Levi Rogers; Joseph Stankovich; Dwane Sterling; Amy Tweedy; Peter von Allmen; and Joshua C. Woodfork.

**ABSENT:**

**GUEST:** President-Elect Marc Conner; Human Resources Consultant Sara Delaney Vero; Human Resources Associate Director Dwayne Zuhlke, Human Resources Liaison Brianna Herman; Title IX Coordinator Joel Aure; and Title IX Deputy Coordinator for Student Affairs Gabriela Melillo

**The meeting was held via Zoom** and called to order at 1:01 p.m. by Chair President Glotzbach.

**1. Approval of Meeting Minutes from the May 1, 2020 Extended Meeting and the May 8, 2020 meeting.**

A clarification and recommendation were made for a correction to the draft meeting minutes of May 1, after which **the May 1, 2020 meeting minutes were unanimously approved**. A clarification was sought for the draft meeting minutes of May 8, after which **the May 8, 2020 meeting minutes were unanimously approved**.

President Glotzbach welcomed President-Elect Marc Conner to the meeting and stated his appreciation of President-Elect Conner for making time in his schedule to attend the first hour of the IPPC meeting. He thanked staff from the Human Resources team for their willingness to come and brief the IPPC on their important and sensitive work to date.

**2. Furlough Update**

Vice President for Finance and Administration and Treasurer Donna Ng, Human Resources Consultant Sara Delaney Vero, Human Resources Associate Director Dwayne Zuhlke, and Human Resources Liaison Brianna Herman provided an update on furlough planning. The group reported that supervisors, in consultation with members of the Human Resources (HR) staff, have contacted non-union Skidmore employees regarding furloughs that began May 18 or will begin on May 25. The remaining employees, whose furlough or work-share will begin on June 1, will be consulted shortly. HR has sent out confirmation letters containing detailed furlough information, along with FAQs and instructions on how to file for unemployment benefits, to the employees who are being furloughed. HR is in close communication with employees to ensure that their questions are answered. HR also explained that they have established a telephone hotline to assist furloughed employees with any questions, and they have encouraged employees to please make use of this resource.

The group explained that non-union employees fall into three furlough categories, according to implementation dates: May 18, May 25, or June 1. In addition, employees can then be categorized into three furlough groups: full furlough, partial furlough, or work-share. Work-share involves grouping people who are doing similar work across the college or within a unit. Both partially furloughed and work-share employees have a reduced work schedule. The group noted that it was a lengthy process to apply for the Work-Share Program and that HR recently heard that the updated work-share application has been approved by New York State.

The group also reported that they have worked with supervisors to explain the furlough and work-share programs, so that supervisors would be better able to support employees through the process. IPPC members suggested that HR be as proactive as possible in offering assistance and outreach. The group responded positively to this suggestion. President Cabinet members were encouraged to keep the lines of communication open within their divisions. Academic Administrative Assistant for Neuroscience and Physics Carolyn Lundy asked if the College would reconsider providing the opportunity to those employees who have been fully furloughed the ability to place their healthcare cost share in arrears. President Glotzbach replied that Cabinet would be willing to discuss the matter. He thanked Donna and her team for the tremendous effort made to ensure that employees and supervisors are informed, educated, and supported throughout the furlough process.

### **3. Title IX New Regulations Update**

Title IX Coordinator Joel Aure provided an update regarding the Title IX regulations policy changes from the federal government that will go into effect August 14, 2020. These policy changes were just released on May 6 as part of a 2,033-page document. The regulations, including the grievance procedures, apply to all student, staff, and faculty. The most significant new requirements, include: live hearings, cross-examination by advisors must be permitted (the College must provide one if one or both parties cannot afford/acquire their own), heightened evidentiary standards along with a narrower jurisdiction, and a higher threshold for what is deemed sexual harassment under Title IX.

Title IX Deputy Coordinator for Student Affairs Gabriela Melillo added that existing policies will need to be modified and new policies created. Deputy Coordinator Melillo stated that we will need to effectively train all personnel involved in the investigation and adjudication process, and we may need to consider outsourcing for specific roles. Given conflicting federal and state laws, we will need to get clarity on which provisions we can follow while maintaining compliance. There will also likely be future litigation that may shape how the new regulations affect our policies and processes. The new policy changes will likely pose an increased financial burden on the College, and we will need to consider how to allocate sufficient funds and resources to accommodate these required changes/additions. In her opinion, the changes may have a chilling effect on the campus and could lead to decreased reporting

that there

added

the summer, when we know more about the fall, to decide whether or not to pull this particular lever; the administration would then recommend any changes to the Board, if needed at that time.

c) Tenure and Promotions

Dean of the Faculty and Vice President for Academic Affairs Michael Orr stated that at the May 15 Full Board of Trustees meeting all tenure and promotions that were brought forth were approved. President Glotzbach specifically turned to current IPPC member Jennifer Mueller and congratulated her on receiving tenure and promotion to Associate Professor.

**5. Planning Streams**

a) 2020-2021 Academic Planning Working Group Update/Planning



