

INSTITUTIONAL POLICY AND PLANNING COMMITTEE
MEETING MINUTES
April 15, 2022

PRESENT: Mary Lou Bates; Adrian Bautista; Joerg Bibow, Vice Chair; Marta Brunner; Marc Conner, Chair; Michelle Hubbs; Jina Mao; Donna Ng; Jason Ohlberg; Lori Parks; Joe Porter; Rik Scarce; Kurt Smemo; Joseph Stankovich; Dwane Sterling; Smriti Tiwari; Amy Tweedy; Joshua Woodfork; and Carey Anne Zucca.

ABSENT: Michael Orr.

GUESTS: Interim Human Resources Director Sarah Delaney Vero; Director of Campus Safety Tim Munro.

The meeting was held via Zoom and called to order at 10:31 a.m. by Chair President Conner.

1. Approval of Meeting Minutes from the March 25, 2022 and April 1, 2022 Meetings.

A motion was made to approve the meeting minutes of March 25, 2022 and April 1, 2022. A recommendation was made for a revision to the draft meeting minutes of **March 25, 2022**, after which the **March 25, 2022 and April 1, 2022 meetings were unanimously approved.**

2. Summer 2022 Flexible Work Benefit

Interim Human Resources Director Sarah Delaney Vero provided information concerning the summer flexible work benefit. She reminded IPPC of the current [summer flexible hours policy](#). She stated that any flexible work policy must support the central mission of the College, which is to educate full-time undergraduates in a residential setting. It is important to have a work environment that fosters creativity, mutual respect, and openness to ideas in a welcoming and inclusive environment.

Director Vero explained that Human Resources recently met with supervisors to solicit feedback on the winter term flexible work benefit as well as future ideas. Feedback from supervisors was positive and supportive which aligns with information received from other staff members. She commented on the many positive aspects of a flexible work policy. Some important aspects that need attention were noted, including real time communication and the ability of supervisors and employees to pivot work schedules to accommodate shifting department needs. HR is set to partner with Information Technology to address tech needs. Director Vero referenced LinkedIn learning models as one tool that could be implemented. She stated that HR will be working to develop an employee and supervisor work guide that encompasses campus-wide expectations of a successful hybrid work model, while acknowledging the differing levels of needs, autonomy, and supervisory judgment across units.

The College acknowledges that the varied array of services provided across campus means that flexible work arrangements are not appropriate for all positions, times of year, or campus

College continues to explore extending flexible work arrangements to provide greater access to this benefit. The next step is to expand the current summer flexible hour benefit to include a

remote work option of up to two days per week to be implemented from May 31, 2022 - August 26, 2022. It was noted that a compressed work week cannot be combined with remote work, ensuring that full-time employees are on campus a minimum of three days per week. All requests

supervisor and/or unit head in consultation with the division Vice President. Director Vero stated that the College will evaluate the summer benefit to inform continued usage of remote work.

IPPC members stated their support of the summer flexible work benefit and their gratitude to HR for the attention paid to employee morale and retention. It was asked if units whose work is largely summer-based and requires their presence on campus could be afforded the opportunity to use the flex policy during another time. Director Vero replied that gathering this type of information across units and being able to be attentive and sensitive to the overall needs of each division are goals of the evaluation and one of the

May 22. Beginning in the fall semester, the current CIS staging area will return to a parking lot resulting in 156 additional spaces for a net gain of 61 spaces. An IPPC member referenced the need for clear communication to the community regarding the new parking changes and ensuring compliance in light of these changes coupled with the temporary summer reduction of available parking. It was noted that summer parking shifts and construction access shifts should be communicated, especially as units work with deliveries from outside vendors. A formal communication of the parking changes to the Skidmore community is planned.

An IPPC member commented on hearing concerns from the community on the insufficient communication prior to the April 15 memo and the resulting perceived lack of concern for those in our community who are immune compromised