

**INSTITUTIONAL POLICY AND PLANNING COMMITTEE**  
**MEETING MINUTES**  
**November 4, 2016**  
**10:30 a.m.**

**PRESENT:** Mary Lou Bates; April Bernard; Paul Calhoun; Michael Casey; Bill Duffy; Julia Elstein; Cynthia Evans; Tim Harper, Vice Chair; Lisa Hobbs; Mark Hofmann; James Kennelly; Kris Leggiero; Eric Morser; Dorothy Parsons; Levi Rogers; Denise Smith; Joseph Stankovich; Mike West and Joshua C. Woodfork.

**ABSENT:** Cerri A. Banks; Beau Breslin; Philip A. Glotzbach, Chair; and Debra Townsend.

**GUESTS:** Adele Einhorn and Crystal Moore.

Called to order at 10:30 AM.

**1. Approval of Meeting Minutes, October 14, 2016**

IPPC approved the Minutes from the October 14, 2016 meeting.

**2. Starbuck Steering Committee (SSC) Update**

Crystal Moore, Associate Dean of the Faculty and Professor, and chair of the SCC, provided background on the role of SCC. She recognized the following committee members of the SCC for their thoughtful and dedicated participation:

William Tomlinson, Director of Sponsored Research

Patty Bosen, Director of Health Services

Dan Rodecker, Director of Facilities Services

Lisa Hobbs, Associate Director of Operations, Off-Campus Study and Exchanges

Elizabeth Kopraski, Senior Administrative Assistant, Student Academic Services

Lisa Tuttle, Assistant Director, Financial Aid

Cindy Hurley, Bursar, Financial Services

Crystal Dea Moore, Chair, Associate Dean of the Faculty

Loretta Greenholtz (*ad hoc* member), Academic Safety Officer

Crystal reminded the committee that in January of 2016, it came to the attention of members of the President's Cabinet that colleagues in Starbuck Center had serious concerns that environmental factors in the building could be related to three cases of breast cancer that were diagnosed post-2012 renovation of the building. Cabinet convened the Starbuck Steering Committee and charged the committee with engaging in a review process. The SSC located and hired a firm to conduct environmental testing and a produced a health survey, and consulted with the New York State Department of Health and other relevant parties. James Bowers, M.P.H., Senior Research Scientist of the NYS Department of Health, Bureau of Environmental and Occupational Epidemiology visited Skidmore twice, and concluded that there was nothing to suggest that any chemical exposure in Starbuck was responsible for the incidence of breast cancer among those who had worked in the building who had been subsequently diagnosed. He further indicated that the number of cases he saw in the reports was not unusual or outside of

what would be expected in an average workplace. Nonetheless, the SSC, with support from President's Cabinet, decided to go ahead with further testing to be completely sure the building was safe.

Adirondack Environmental Services was hired to do both environmental testing as well as a health survey of Starbuck occupants. The firm concluded

- The SSC operated by a set of principles that guided our work: transparency, community education, and timely engagement. The decisions we made always went back to these principles.
  - The staff in Starbuck were deeply appreciative of the times that Crystal walked the building. She did that only 3 times during the process, but her presence was important.
  - Staff want to be kept in the loop to the greatest degree possible and to learn why certain decisions are made. They might not always agree with the decision but if they are
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A: Yes. This is a realistic goal, since over the last few years NYRA has continually decreased the number of stalls available, so to date, the show has gradually decreased by 80%

Q: Is there any con(s) to the new site, such as attendees not wanting to travel out of downtown?

A:

including student members of the Office of Student Diversity Program clubs/organizations, members of the Space Planning Working Group, and interested students, staff, and faculty.

**Upon motion made and seconded, the IPPC unanimously approved the CIGU charge to plan for a Social Justice / Multicultural Space. [see Appendix II]**

### **5. Call for Agenda Items**

Timothy Harper, Vice Chair for the IPPC called for future agenda items. He noted one topic regarding peer and aspirant groups, which came up in response to question at the October 4<sup>th</sup> meeting. He indicated that information related to this item will be distributed by President Glotzbach and Joshua Woodfork for IPPC review, after which the IPPC may determine whether or not there is a need to further address the topic.

### **6. Other**

Mike West, Vice President for Finance & Administration, reported that the IPPC Subcommittee on Budget & Finance met and reviewed budget parameters, as well as the next admissions class. He indicated that the class is projected at 620 on campus, instead of the originally planned 640, with a target of 36 students in London, and there is no over enrollment planned at this time. The subcommittee also reviewed the entering class size from 1985 to present to see how they vary each year.

Mike announced benefits open enrollment, which runs from November 2-16, and the upcoming employee benefits fair and encouraged members to attend, stressing the importance of all employees reviewing their benefits. He reported that there will be a 3.9% increase to employees for health benefits in 2017.

Jim Kennelly, Management and Business faculty member, announced that there would be a brief ceremony by the flagpole on Veterans Day and invited all to attend. He mentioned that there is a surprising number of veterans or those connected with veterans in our community. The college recently hosted a luncheon for college veterans, and it was a wonderful opportunity to recognize them for their service.

Mary Lou Bates, Vice President and Dean of Admissions and Financial, aid announced that Veterans Day is also a big day for admissions tours.

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

## **Appendix I**

**From the IPPC Meeting Minutes, October 18, 2013**

### **4. Real Estate Opportunity Fund**



- Space to host events, including exhibits, research talks, focus groups and interviews, poetry sessions, and discussions about diversity and social justice-focused issues
- Venue for pedagogy workshops about teaching in an inclusive classroom
- Library and resource center for the community
- Conference and/or office space for related offices in Diversity and Inclusion, Academic Affairs, and Student Affairs

Timeline:

- Deliver a proposal to IPPC in mid-March
- Identify designated space by the end of the academic year in order to move forward with concrete plans for implementation