

**INSTITUTIONAL POLICY AND PLANNING COMMITTEE**  
**MEETING MINUTES**  
**December 17, 2010**

PRESENT: Acting President Susan Kress, Chair; Hugh Foley, Vice Chair; Mary Lou Bates, Rochelle Calhoun, Winston Grady-Willis, Ann Henderson, Mark Huibregtse, Bob Turner, Muriel Poston, Paty Rubio, Justin Sipher, Michael West, Adrienne Zuerner, Anne Petruzzelli, Gail Cummings-Danson, Denise Smith, and Barbara Krause (Secretary).

ABSENT: Michael Casey, Jeff Segrave, Alexandra Stark, and Jonathan Zeidan.

**1. Approval of Minutes**

Minutes of the December 3, 2010 meeting were approved with minor changes.

**2. Faculty Parental Leave Policy**

In the context of reviewing the minutes of the December 3<sup>rd</sup> meeting, Acting Vice President for Academic Affairs Muriel Poston asked for clarification regarding the status of the Faculty Parental Leave Policy. At the previous meeting, some IPPC members had expressed concern about endorsing the policy without more information about the budgetary implications that would follow if it were implemented, and the draft minutes indicated that the proposed policy would come back to IPPC in the context of budget discussions.

Acting VPAA Poston provided projected costs based on experience over the past three years. She also reminded IPPC members of the important impetus behind the policy – namely, to avoid educational experience. She also noted that, pursuant to the *Faculty Handbook*, IPPC must endorse any amendment to Article IV (Benefits, where the new policy would appear) before the change could be considered by the Faculty Executive Committee (FEC) for presentation to the faculty. Acting President Susan Kress asked whether IPPC was prepared at this point to endorse the proposed Faculty Parental Leave Policy.

A lengthy discussion ensued during which members questioned whether the policy should be approved before knowing how the funding for it would be considered relative to other budgetary priorities, and what the status of the policy would be if it were endorsed by IPPC and the funding somewhat unusual in requiring a vote of the faculty to approve changes to College-provided benefits. Finally, it was noted that there are legal concerns about certain wording of the current parental leave policy.

Following this discussion, **IPPC voted to recommend the Faculty Parental Leave Policy, with implementation contingent upon its being funded.** A copy of the recommended policy







Acting President Kress then turned to the process and asked whether there were certain conversations whether or how to charge a smaller group. For example, might IPPC as a whole wish to understand and consider in a more focused way the implications of applicant-pool demographics,

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issues are better understood, IPPC might be prepared to frame the question(s) that will permit the group to consider our optimal enrollment. She asked whether IPPC members would support moving forward in this way, with the understanding that we do not yet know what the charge to the next group might be. Without objection, IPPC expressed its willingness to move forward as suggested by Acting President Kress.

## **7. Farewell**

Acting President Kress noted that this was the final IPPC meeting for Ann Henderson, Registrar and Director of Institutional Research, and she expressed profound thanks to Ms. Henderson for her many years of dedicated and excellent service to Skidmore. IPPC members offered sustained and warm applause as they bade Ms. Henderson farewell.

*Minutes prepared by Barbara Krause. Please notify of any changes.*

## ATTACHMENT A FACULTY PARENTAL LEAVE POLICY

Skidmore College is committed to supporting faculty members by providing them with clear and reasonable options for managing the leave policy for faculty giving birth or adopting a child during the instructional period is built on two main tenets: first, that eligible members of the faculty are granted up to an 8-week paid leave in the period surrounding the birth or adoption of a child, and that no academic or administrative work be expected of them during this period; second, that faculty members be able to take a paid parental leave for the remainder of the semester and return to work without experiencing a full loss of income within a year of birth or adoption.

In formulating its parental leave policy, the college affirms for its faculty, and indirectly for its students, a commitment to parents who seek to lead full professional, intellectual, and personal lives. A primary goal of the policy is to allow both the faculty member and the college the opportunity to maintain the integrity of the classroom and avoid placing undue burden on the individual or the department.

All provisions and applications of this policy are meant to be consistent with state and federal law, including the Family and Medical Leave Act. In accordance with college policy, absence under the Faculty Parental Leave Policy will also be designated as time absent under the Family and Medical Leave Act. **Please note that the reference to “the instructional period” refers to one week prior to the date students begin classes for the semester and ends on the date of the final exam for the semester.** Returning Faculty members are paid for the fall semester over 13 pay periods beginning with the fiscal year (June). The following 13 pay periods are for the spring semester.

Faculty applying for leave under this policy will complete a Faculty Application for Parental Leave. Faculty who will be absent from the college due to giving birth will also be responsible for completing a Notice and Proof of Disability Claim Form and forwarding the claim form to their physician for completion. The physician will return the form to Human Resources. Completion of these forms will allow paid and unpaid leave under this policy as outlined below under Faculty Parental Leave Eligibility. Faculty who apply for a one course reduction with no salary reduction will also be responsible for completing the Faculty Affidavit of Parental Leave form attesting to the birth or adoption of a child.

In the event a faculty member chooses to return to the classroom mid-semester, it is required that the Resources indicating the faculty member may return to full employment and specifying whether there are any restrictions. The Chair, in conjunction with the Dean of Faculty, will determine if restrictions can be accommodated. The Chair, in conjunction with the Dean of Faculty, may also offer the faculty member special project work for the remainder of the semester, if available.

Though individual decisions about replacing a faculty member in the classroom remain at the discretion of the Dean of Faculty, it is presumed the college shall replace faculty members who are on parental leave.

Administrators holding faculty rank are not eligible for this policy.

### **Faculty Parental Leave Eligibility Full-time Faculty Member for At Least One Continuous Year**

1. Faculty member who has taught at the College in a full-time position for at least one continuous year; birth or adoption during instructional period: Eligible for paid leave for the entire semester. This pay will combine 8 weeks full disability pay for (or equivalent for adoptions) and full pay under this policy for the remainder of the semester before and after disability period.
2. Faculty member who has taught at the College in a full-time position for at least one continuous year; birth or adoption during the last week of classes: Eligible for either a one course teaching reduction with no salary reduction for semester during or after the birth; **Or**





