

**INSTITUTIONAL POLICY AND PLANNING COMMITTEE  
MEETING MINUTES  
April 23, 2010**



Vice President West distributed the FY '11 Capital Budget Summary for informational purposes at this time.

1, 2009, regarding the use of Filene Hall following the opening of the new Zankel Music Center. President Glotzbach reported that following receipt of that report, a question arose in Cabinet discussions as to whether Filene might be an appropriate space for the Admissions Office. Given the strategic importance of the College's admissions work, a decision was made to consider the possible location of Admissions in Filene. (The College's *Campus Plan* calls for Admissions to be relocated to Harder Hall.)

President Glotzbach indicated that IPPC would discuss the SPWG recommendation at its next meeting. He has decided, however, that it would not be appropriate to move Admissions to Filene Hall. Accordingly, he will accept the SPWG recommendation that Filene remain academic space and house the Office of Special Programs. Additional conversations will be necessary to determine further implications of this decision.

*Minutes prepared by Barbara Krause; please notify of any changes.*

APPENDIX A



TO: IPPC  
FROM: Philip A. Glotzbach, President  
RE: Recommendation to develop “Standards of Business Conduct” policy  
DATE: April 5, 2010

Skidmore is committed to the highest standards of excellence and integrity in carrying out its educational mission and all aspects of its operations. That commitment is reflected currently in the College’s expectations of faculty members and other employees with respect to their work on behalf of the College, in Conflict of Interest reporting forms that various individuals must complete, and in various other policies and procedures of the College.

**Rationale for developing a “Standards of Business Conduct” policy (including provisions related to conflict of interest and conflict of commitment)**

In recent years, regulatory agencies, legislative bodies, and the public have demonstrated an increased demand for both for-profit and not-for-profit corporate entities to clarify and codify expectations regarding legal and ethical behavior. Congress’ passage of the Sarbanes-Oxley Act (“SOX”), for example, strengthened requirements for corporate governance and responsibility of publicly traded companies and has been a source of guidance for not-for-profits, including institutions of higher education.

One requirement of SOX is an employee codeTm30052001c5ca

**Recommended process**

Because the types of provisions described above would apply to all members of the Skidmore community, the Cabinet and I believe that IPPC is the appropriate College body to advise the administration on the development of such policies. Accordingly, I ask that IPPC consider a process for doing this work. Mindful of current conversations and legitimate concerns regarding