

Minutes
PRESIDENT'S COUNCIL
Approved
March 13, 2013

PRESENT:

President Chuck Wight
Vice President Norm Tarbox
Provost Mike Vaughan
Vice President Jan Winniford
Vice President Brad Mortensen
Vice President Bret Ellis
JoAnne Robinson

GUESTS:

Rich Hill
Rich Hill
Dane LeBlanc

Minutes

1. The meeting convened at 8:00 a.m.

2. The minutes from the February 27, 2013, meeting were approved.

Consent Calendar

3. The following Consent Calendar item was approved:

(Sabbatical Leave Request)

Daniel J. Magda, Professor, Engineering Technology, Fall 2013 - Spring 2014.

Course Fees

4. Provost Vaughan presented proposed course fees for approval. He reminded President's Council that course fees are reviewed on a revolving cycle. VP Tarbox asked if he was satisfied with the approval process. Provost Vaughan replied that he had requested that Internal Audit include course fees in their audits. He feels that is a meaningful check. President Wight asked why every foreign language course has the same fee. Provost Vaughan explained that the fees in that department are placed in a common pool. VP Tarbox explained that a committee reviews these. That committee gets information on the departments various shop funds and if an area hasn't used their shop funds they wouldn't approve the course fee.

ACTION

President's Council approved the proposed course fees. They will be submitted to the Board of Trustees for their approval.

Differential for Master of Education

5. Provost Vaughan advised President's Council that this is the one Master program at WSU that doesn't currently have differential tuition. This proposal is to adopt an exiting schedule presently used by Criminal Justice. The Master of Education program is structured as part time for people

who are currently teaching. President Wight asked what the guidelines were for use of the fees. Provost Vaughan replied that they are not used for base salaries for faculty or adjuncts. He continued that this WSU differential tuition would still be below the University of Utah and Utah State and slightly above Southern Utah University and Utah Valley University. He added that the program is full.

VP Tarbox explained that differential tuition requests are usually quickly approved by the Board of Regents, except for Education proposals. Those are more closely reviewed.

ACTION

President's Council approved the requested tuition differential for Master of Education. The request will now be submitted to the Board of Trustees for their approval.

PPM 5-48, Smoke Free Zone

- 6. Provost Vaughan presented PPM 5-48, Smoke Free Zone for approval. VP Winniford requested time to discuss the policy with her division. The policy will be brought back to President's Council in two weeks.

PPM 5-49, Idle Free Zones

- 7. Provost Vaughan submitted PPM 5-49, Idle Free Zone, for approval.

ACTION

President's Council approved PPM 5-49. It will be submitted to the Board of Trustees for their approval.

PPM 9-20, Informal Procedures and the Informal Conciliatory Meeting

- 8. Provost Vaughan advised President's Council that the proposed revision to PPM 9-20 adds the position of faculty ombuds.

ACTION

President's Council approved revisions to PPM 9-20. The policy will be submitted to the Board of Trustees for their approval.

Information Security Risk Assessment 2013

- 9. VP Ellis and Andrea Grover introduced the top five information security risks identified during a USHE assessment and program review:
 - 1) Lack of Data Flow and Data Storage Knowledge Outside of the Data Center - We need to know where data is stored. One solution that has been implemented is using Box.
 - 2) eDiscovery
 - 3) Phishing Awareness - A process has been created so when an access attempt is going around campus and we get a number of notifications, a bulletin will be sent out. This is stressed in security training.

- 4) Lack of Audit Logging - We don't know who's accessing the system. University of Utah is creating a logging system that will help us.
- 5) Red Flag Compliance/Identity Theft - A document plan needs to be finalized. More training is needed.

VP Tarbox asked if eDiscovery is really a security risk since it deals with an administrative operation getting to information. VP Ellis responded that this item would be off the list by next year. It is on the list because we allowed people to keep their own archives. VP Tarbox asked if every e-mail sent will be captured and kept. Rich Hill added that there is a legal debate about whether emails must be kept forever.

President Wight stated that WSU should determine what our core business is and look at outsourcing things that are not our core business. We need to compare ourselves with other universities.

VP Ellis added that the biggest risk is the human factor. IT has acquired training materials that will help. There is no mechanism in place to ensure that employees with secure roles receive proper training and regular updates. They would like to use the driver's certification program as a model for this training. The Information Security Task Force will be working on this program.

Legal Issues

- 10. Rich Hill, University General Counsel, discussed current legal issues with President's Council.

Next Meetings

- 11. The next meetings of President's Council will be as follows:

Mar 27	8:00 am - 10:00 am	Board Room
Apr 10	8:00 am - 10:00 am	Board Room