

**Minutes**  
**PRESIDENT'S COUNCIL**  
**Approved**  
**August 3, 2009**

**PRESENT:**

President F. Ann Millner  
Vice President Norm Tarbox  
Vice President Brad Mortensen  
Vice President Jan Winniford  
Vice President Brad Mortensen  
Vice President Bret Ellis  
JoAnne Robinson

**GUESTS:**

Rich Hill  
Dane LeBlanc  
Mike Davies  
Kathy Edwards  
Jennifer Evans  
R C Callahan

- |   |   |
|---|---|
| Minutes   | 1. The meeting convened at 8:00 a.m.  |
| Consent Calendar<br>(Sabbatical Request)        | 2. The minutes from the July 20, 2009, meeting were approved with changes.  |
| Pandemic Planning                               | 3. The following Consent Calendar item was approved:<br><p style="margin-left: 40px;">Shane Schvaneveldt, Professor, Business Administration, Spring Semester 2010.</p>   |
| ACTION  | 4. President's Council reviewed draft pandemic plans. President Millner stated that she would like to present basic instructions at the Opening-of-School meeting on August 17. This item will be placed back on the agenda for the August 10 meeting.                                |
| Code Purple and Address Verification Initiative | Kathy Edwards will prepare a communication strategy for staff and students. Dane LeBlanc will do a simplified check list for departments. Rich Hill and Cherry Nelson will finalize the Questions and Answers for supervisors. VP Tarbox will report on the business continuity plan. |
| Ogden City Water Tank Proposal                  | 5. VP Tarbox reported that a process has been developed to systematically verify contact information. Once each semester, during the computer log-in process, a screen will appear asking for contact information verification. This information will be for Code Purple use only.    |
|   | 6. Kevin Hansen presented a proposal by Ogden City to build water holding tanks along the hillside to the east of campus. One of the proposed tanks would be on Weber State University property. Mr. Hansen will request a copy of the full plan for review.                          |

Building Board Tour

- 7. VP Tarbox informed President's Council that the State Building Board is planning to stop at the WSU Davis campus in the near future. A date and time has not yet been determined.

WSU Application Form

- 8. Provost Vaughan discussed with President's Council a plan to require applicants to complete the ethnicity portion of the application by locking that screen until all information is completed. VP Ellis suggested adding a statement that explains that this information is required to reflect accurate institutional statistics. Forrest Crawford asked that an opt-out provision be allowed for those that really don't want to provide the information. A box indicating "other" will be added.

ACTION

President's Council approved the plan.

International Economics

- 9. Provost Vaughan reminded President's Council of a program to allow under-subscribed programs to register non-resident student as self support students at \$190 per credit hour. The first cohort was for out-of-state automotive students. He requested approval to form a second cohort for students from Shanghai who want to study international economics.

ACTION

President's Council approved the request for a second program cohort in international economics

Master of Science in Radiological Sciences and Master of Professional Communications

- 10. Provost Vaughan presented two master degree programs, Master of Science in Radiological Sciences and Master of Professional Communications, that are ready to be submitted to the Board of Trustees for their approval. The degree requests would then be presented to the Board of Regents for approval

ACTION

President's Council approved the requested master degree programs to be submitted to the Board of Trustees for their approval.

Online Contingency Plan

- 11. Provost Vaughan advised President's Council that he had asked Gail Niklason to form a group to look at plans to continue classes if the campus were closed. Three things he learned: 1) there isn't sufficient server capacity right now, but there are plans to provide that capacity; 2) 72% of courses currently have no on-line presence; and 3) faculty should include in their syllabus instructions for continuing in the event campus is closed for a period of time.

Provost Vaughan will initiate Blackboard training for faculty and will develop options for funding this training.

Customer Service  
Budget

- 12. Jennifer Evans and R C Callahan from the Office of Workplace Learning reported to President's Council that they are planning a one-day conference for Customer Service month this year. All activities will be repeated during the day to facilitate office coverage. They would also like to continue the mystery shopper calls and visits to various departments and presented two options. Option A would allow the third-party calls and visits to occur during different times of the year. Option B would be to continue the third-party calls during a limited time period.

President's Council recommended that the mystery shopper results obtained last year be distributed again prior to the conference in October.

ACTION

President's Council approved the Option A recommendation for third-party calls and visits.

President Millner requested that the Customer Service Standing Committee look at how campus events and information are distributed on campus, including the role of the Information Booth.

Black Student Issues  
at WSU

- 13. Forrest Crawford reported that he has been talking with Betty Sawyer, the President of the NAACP in Ogden regarding concerns about general treatment of African American students at WSU and, in particular, a recent incident involving an African American student. Dr. Crawford will schedule a luncheon meeting with the local NAACP group.

Student Affairs  
Facility Rental and  
Service Charges for  
2009-2010

- 14. VP Winniford presented proposed rental and service charges for Student Affairs facilities for the 2009-2010 year. VP Tarbox will review the proposal rates with Financial Services.

Next Meetings

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

Aug 10	8:00 - 11:00 am	Board Room
Aug 17	Opening of School Meetings	
Aug 31	8:00 - 11:00 am	Board Room
Sep 7	Holiday	