

Minutes
PRESIDENT'S COUNCIL
Approved
August 13, 2012

PRESENT:

President F. Ann Millner
Vice President Norm Tarbox
Provost Mike Vaughan
Vice President Brad Mortensen
Vice President Jan Winniford
Vice President Bret Ellis
Dr. Forrest Crawford
JoAnne Robinson

GUESTS:

Bryce Barker
Louis Aponte,
Andrea Grover
Vince Crane

	1.	The meeting convened at 8:00 a.m.
Minutes	2.	The minutes from the July 30, 2012, meeting were approved.
FY 2012-2013 Audit Schedule	3.	Bryce Barker, Director of Internal Audit, presented the proposed audit schedule for 2012-2013. He reported that audits were being scheduled for two colleges a year per a request from President Millner. The audit schedule will need to be approved by the Board of Trustees.
ACTION		President's Council approved the proposed FY 2012-2013 audit schedule. The schedule will be submitted to the Board of Trustees for their approval. The recent desk top audit was discussed by President's Council. There was some concern that findings were issued that went beyond policy and secure computing standards. President Millner stated that is important that we audit to policy and standards. The task force needs to revise the current policy and training needs to be provided.
Cash Handling Policy Feedback	4.	VP Tarbox asked if there was any further feedback to the proposed changes to the cash handling policy. President Millner added that a training strategy needs to begin very soon after the policy changes are approved.
PII and PCI Scans	5.	VP Ellis reported that we now have a product to conduct Personal Identifiable Information (PII) and Payment Card Industry (PCI) scans. The scans will report back to the data center with encrypted and secure data showing where credit card account numbers and social security numbers are

PPM 5-36, Lost and Found	located. The scans will target only those areas that take in money. VP Ellis added that they will do a first round scan and report the results.
	6. VP Winniford presented proposed changes to PPM 5-36, Lost and Found. The policy hasn't been updated since campus police used to be the keeper of lost and found. The Union Building Information Desk is now the central depository and they have a process in place to log and tag all items. It is standard practice that credit cards are destroyed after 24 hours. VP Ellis cautioned that jump drive-type devices should not be put into network computers. Jump drives are sometimes left in parking lots, etc., for the purpose of infecting computers. President Millner requested that the vice presidents discuss the policy with their divisions and bring back any feedback.
PPM 3-48, Extra Compensation (Salaried Non-Faculty)	7. VP Mortensen reported that PSAC and CSAC were recommending changes to PPM 3-48. The approval level would move down a level. President's Council indicated they were more comfortable with approval remaining at the vice president level.
Spring 2012 Mystery Shopping Results and Budget for 2012-2013	8. Vince Crane, Training and Development Consultant from Human Resources, presented the results of the 2012 Mystery Shopper program. President Millner asked if Human Resources was familiar with the Noel Levitz Student Satisfaction survey. She added that the student satisfaction scores from that survey aren't improving and perhaps we should try something different. Provost Vaughan remarked that Noel Levitz would look at this for us and it might be worthwhile to find out how much it would cost.
ACTION	President's Council approved the customer service week budget request.
Information Technology Themes for 2012-13	9. VP Ellis reported on five projects IT will focus on for 2012-13: <u>Box Deployment</u> - This is now available for faculty and staff to use. The cost is \$14 per month for 50 GB per user. Information would be available to you wherever you are and can be shared. <u>Faculty/Staff Google e-mail</u> - IT is moving forward with migration to Google e-mail

Data Warehouse - WSU is moving from Crystal Reports to Argos. This is better supported by Banner.

Classroom Capture - Beginning this Fall with Dumke College of Health Professions.

eWeber Mobile - Converting eWeber into a format for all mobile devices.

VP Tarbox inquired if there was an estimate of how much storage would cost Weber State University in the next five years. President Millner asked that VP Ellis bring that estimate back to President's Council.

Information
Technology Portfolios

- 10. VP Ellis reported on where the IT Division was on portfolio projects. He added that the three most important portfolios are Academic, Administrative and Student. VP Tarbox advised that there are still problems with deprovisioning. VP Ellis replied that they are making progress but it's a slow process. President Millner stated that it needed to be complete before the next audit review.

One-Time Funds List

- 11. VP Tarbox reviewed the current one-time funds list. VP Winniford advised President's Council that Student Affairs would request an increase in funds for parades.

ACTION

President's Council approved the one-time funds list.

PPM 6-15, Master
Calendar Policy

- 12. VP Winniford asked if there was still a need for PPM 6-15, Master Calendar Policy.

Next Meetings

- 13. The next meetings of President's Council will be:

Aug 27	8:00 am - 11:00 am	Board Room
Sep 10	8:00 am - 11:00 am	Board Room