

Minutes
PRESIDENT'S COUNCIL
Approved
October 4, 2006

PRESENT:

President F. Ann Millner
Vice President Norm Tarbox
Provost Michael Vaughan
Vice President Jan Winniford
Interim Vice President Kathy Edwards
CIO Don Gardner
Forrest Crawford
JoAnne Robinson

GUESTS:

Kathleen Miller
Julie Park
Jordan Yospe - Signpost

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| | 1. | The meeting convened at 10:15 a.m. |
| Minutes | 2. | The minutes from the September 13, 2006 meeting were approved with changes. |
| Consent Calendar | 3. | The following Consent Calendar items were approved: |
| (Sabbatical Leave) | | Vicki Napper, Associate Professor, Teacher Education, Academic Year 2007-08. |
| (Early Retirement) | | Richard K. Schiffman, Facilities Management, effective November 30, 2006. |
| PPM 5-11, Petty Cash Reimbursement | 4. | VP Tarbox presented recommended changes to PPM 5-11. The major revision is a change to the limit from \$75.00 to \$100.00. |
| ACTION | | President's Council approved the recommended changes to PPM 5-11. The revisions will be taken to the Board of Trustees in November. |
| Rental Fee Waiver Request | 5. | VP Tarbox reported he had received a request from Don Keipp for a waiver of rent for use of the stadium for a band review. He recommended the waiver be approved as it is in compliance with policy. |
| ACTION | | President's Council approved the rental waiver. |
| Time & Attendance System Update | 6. | VP Tarbox told President's Council that the new time and attendance system has been successfully implemented. The new system was developed by the Information Technology group at Weber State. |

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| Administrative Services Administrative Standing Committees | 7. VP Tarbox provided copies of the Administrative Standing Committees operating under his direction. All committees are functioning. |
| University Mission Statement | 8. Provost Vaughan distributed copies of a revised University Mission Statement to be taken to the Board of Trustees. |
| ACTION | President's Council approved taking the revised Mission Statement to the Board of Trustees. |
| ACCUPLACER Placement | 9. Provost Vaughan distributed data on administration of the ACCUPLACER testing for spring, summer and fall semester. Twenty percent of students taking the math exam place in 1010 or higher. A significant number of students are being placed in developmental English classes. Enrollment in English as a Second Language (ESL) classes has doubled as students place higher if they take the ACCUPLACER exam after completing ESL. |
| Information Security Policies | 10. Kathleen Miller, Internal Audit, distributed copies of the following information security policies and requested review and feedback: <ul style="list-style-type: none"> - PPM 5-17 - Information Security Policy - PPM 5-17a - Information Security Policy - Firewall Policy - PPM 5-17b - Information Security Policy - Centralized and Decentralized |
| IT Upgrades and Updates | 11. Don Gardner reviewed currently scheduled IT upgrades |
| GroupWise Client Upgrade | 12. Don Gardner announced a mandatory desktop client upgrade on Groupwise. This is required to correct vulnerability in older versions of the client. |
| One-Time Funds | 13. VP Tarbox reviewed the current 2006-2007 One Time Funds Report. |
| Discretionary Funds Report | 14. VP Tarbox told President's Council that this report will be presented to the Board of Trustees for approval on October 12. |
| Operation and Maintenance of President's Home | 15. VP Tarbox reported that WSU has a unique situation because President Millner lives in her own home. This report will go to the Board of Trustees for approval on October 12. |
| Parking Passes and Tickets | 16. VP Tarbox stated that requests are being received to use departmental institutional funding to pay for parking passes and parking tickets. These expenses should not be paid with institutional funding. |

Minutes - President's Council

October 4, 2006

Next Meetings

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

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| Oct 18 | 8:00-11:30 am | Business | Board Room |
| Nov 8 | 8:00-11:30 am | Business | Board Room |