

Minutes
PRESIDENT'S COUNCIL
Approved
July 6, 2009

PRESENT:

Vice President Norm Tarbox
Provost Michael Vaughan
Vice President Brad Mortensen
Vice President Jan Winniford
Vice President Bret Ellis
Anita Preece

GUESTS:

Dane LeBlanc
Mike Davies
Brett Perozzi
Wendell Rich
Rich Hill

EXCUSED:

President Millner
Forrest Crawford

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| Minutes | 1. The meeting convened at 8:00 a.m. |
| Consent Calendar

(Sabbatical Request)
(Early Retirement) | 2. The minutes from the June 15, 2009 meeting are pending approval with the following changes: Vice President Jan Winniford and Vice President Bret Ellis were not in attendance at the June 15 th meeting. Associate Vice President Brett Perozzi attended for Vice President Winniford. Also, after agenda item #12 , there is carry-over from the May meeting minutes. Items 11-17 should be deleted. |
| Housing Pro-Forma | 3. The following Consent Calendar items were approved:

Azenett Garza, Assistant Professor, Psychology, Fall Semester 2009.

Joanne P. Shurtleff, Admissions, beginning July 15, 2009. |
| Action | 4. Associate Vice President Brett Perozzi reviewed the reports that Wendell Rich prepared on the combined revenue and expense projections through 2016. |
| One-Time Lists | 5. Vice President Tarbox will discuss the possibility of taking the next step to proceed with the design of Wasatch Hall with President Millner. |
| Action | 6. Vice President Tarbox distributed a close-out one-time list. He reported that everything through commencement has been transferred. He mentioned that there are a dozen projects that were approved, but not transferred in the 08-09 FY. Those projects will be carried forward to the 09-10 list. |
| | 7. Vice President Tarbox asked President's Council to inform him of any requests for funding for the coming year so that he can add it to the initial list and bring it to PC for consideration in the next few weeks. |

H1N1
Preparation/
Illness Planning
Follow-up

8. Vice President Tarbox mentioned that the Pandemic Committee met and developed a contingency plan to respond to operational needs and personal administrative needs in an effective and timely manner. Departmental checklists were designed for the following seven areas:
- Identification of Essential Functions
 - Delegation of Authority
 - Communication/Messaging Plans
 - Alternative Work Schedules
 - Telecommuting
 - Infected Employees
 - Return to Work Processes

Mr. Dane LeBlanc, Mr. Rich Hill, Mr. Mike Davies, and Associate Vice President Brett Perozzi reported on their assigned areas and distributed materials to President's Council. Vice President Tarbox will add \$15,000 to the one-time funds list for Pandemic Planning.

Action

9. Mr. Dane LeBlanc will email a copy of the checklists to President's Council and will solicit feedback by July 20, 2009. Mr. LeBlanc, Mr. Hill, Mr. Davies and AVP Brett Perozzi will report back to President's Council at the July 27th meeting.

Shop Account
Overhead

10. Vice President Tarbox reported that at the June 22nd staff meeting, the shop account overhead rate was discussed. Vice President Tarbox asked for President's Council approval to endorse the general 10% overhead charge assessed on these accounts with the understanding that the actual workload created by these accounts vary by account type.

Five Year
Capital
Development
Program

11. Vice President Tarbox reported that this document outlines the project priorities that will be submitted to the State Building Board in a few weeks. It was suggested that the Social Science remodel be listed in 2014 rather than 2015.

Adjournment

12. The meeting adjourned at 9:40 a.m.