

**Minutes**  
**PRESIDENT'S COUNCIL**  
**March 4, 2020**

PRESENT:

President Brad Mortensen

Vice President Betsy Mennell

Provost Ravi Krovi

Vice President Norm Tarbox

Vice President Bret Ellis

Dr. Jeff Hurst, Associate VP/Dean of Students

Ms. Adrienne Andrews, Assistant Vice President for Diversity

Ms. Amy Huntington, Staff Advisory Council Chair

Dr. Timothy Herzog, Faculty Senate Chair

Ms. Stephanie Hollist, Deputy General Counsel

Dr. Eric Amsel, Associate Provost

Dr. Daniel Kilcrease, Executive Director, Student Affairs Auxiliaries

Dr. Brenda Kowalewski, Associate Provost

Mr. Steve Nabor, Senior Associate Vice President for Financial Services and CFO

Mr. Dane LeBlanc, Director of Public Safety

Mr. Rich Hill, General Counsel

Mr. Abel Mkina, Director, Risk Management & Special Projects

Mr. Steven Richardson, Director of Strategic Initiatives

Ms. Sherri Cox, Recorder

Minutes

Digital Fluency District  
Report (Dr. Brenda  
Kowalewski)

2020-21 Student Fee  
Recommendation  
Committee  
Recommendations  
(Dr. Daniel Kilcrease)

Coronavirus Update (VP  
Norm Tarbox / Dane  
LeBlanc)

1. The meeting convened at 8:00 a.m. President Brad Mortensen welcomed attendees.
2. President's Council Members approved minutes, with corrections, from the Feb. 5, 2020, meeting.
3. Dr. Brenda Kowalewski, Associate Provost, gave a report on the Digital Fluency District, which includes a proposal for upgrades and renovation to Lampros Hall for the benefit of students and faculty. Upgrades to areas in the Stewart Library were also included. The upgrades and renovation for both has a price tag of \$558,992. Discussion pertaining to funding took place. This proposal will be revisited at a later time.
4. President Brad Mortensen gave a brief update on a statewide student fee audit by the state auditor at the legislature prior to Dr. Daniel Kilcrease's presentation on FY21 student fees. Dr. Kilcrease provided documentation with an update on student fee requests for FY21. An explanation of fee increases was given based on student committee input on where fees are allocated. Revenue comes from the proposed 2% increase in the student rate. Board of Trustees and Regents approval will be based on the overall rate, not the details in the allocation.
5. Vice President Norm Tarbox led a discussion on what other institutions are doing concerning the Coronavirus situation, including: Restrictions in place for international and US travel for groups. Study Abroad trips have been cancelled through spring semester. VP Tarbox voiced concerns with travel on purchase cards needing to be managed. His recommendation was to put together a smaller group to handle decisions for this situation.

Director of Public Safety, Mr. Dane LeBlanc discussed the university's pandemic response plan, which has been in place since 2013 and the steps that need to be taken moving forward. Details concerning student housing plans, cancellation of events, etc. needs to be managed. A call center needs to be implemented and an incident management team needs to be established to start following this plan.

Mr. LeBlanc would like the team to meet every Wednesday moving forward at 1:00 pm to give direction as to WSU's plan.

Dr. Eric Amsel discussed a Continuation of Operations Plan (COOPs) in more detail. It includes an online information website, ([weber.edu/coops/](http://weber.edu/coops/)) that has been established for information. COOPs gives instruction on handling school remotely, ways to continue classes as referenced in PPM 4-9a, testing off campus, lab courses, functioning as a university, etc. Faculty needs to arrange to hold classes remotely if needed. Training on options will be made available. Deans and Department Chairs should communicate this with faculty to stress importance of becoming adaptable now, rather than waiting until crunch time.

Mr. Abel Mkina, Manager of Risk Management, and Mr. Rich Hill, General Counsel, talked about the financial deadlines and potential loss of money for study abroad trips and conferences that need to be considered. Another topic concerned how to handle people coming to campus from other high risk level countries.

Action

The Presidents Council agreed on the following:

- a. To make decisions on study abroad trips closer to the financial deadline of March 18.
- b. Travel restrictions: Suspend international travel to any level 3 or higher destination through spring semester.
- c. Ask folks to be prudent about summer travel plans for work, following CDC guidelines.
- d. A communication plan will be established with a website created through Marketing and Communications to be updated daily to send to campus. Communication will come from the President's office Friday afternoon to refer people to the website and check the CDC guidelines for information. An informative message, not panic.
- e. To not cancel big events on campus at this time.
- f. Commencement in April will be on a wait and see basis.

Parking Rates FY21 (VP Norm Tarbox)

6. Vice President Tarbox discussed proposed parking

Approval

rates. Out of the options offered, he felt like option A was the best choice with a 0% rate increase for the Dee Events Center.

ROTC Tuition (VP Norm Tarbox)

The President's Council approved the parking rates proposed for FY21 Option A.

7. Vice President Tarbox proposed an ROTC tuition benefit for teaching staff members and spouses including graduate level.

Approval

The President's Council approved the proposed tuition benefit for teaching staff members and spouses including graduate level.

Legislative and Council of Presidents Updates (President Brad Mortensen)

8. President Mortensen gave a review of the legislative sessions and Council of Presidents meetings. The Affordability Task Force will meet the morning of March 26 before our hearings to approve the tuition increase. No budget decisions have been made by the legislature yet. There has been discussion to put forward a provision to amend the constitution that allows children and the disabled to be supported with income tax.

PPM 6-14 Health and Counseling Services (Dr. Jeff Hurst)

9. Dr. Jeff Hurst, Associate VP/Dean of Students discussed changes to PPM 6-14 dealing with Health and Counseling Services.

Approval

The President's Council approved the proposed revisions to PPM 6-14 and will move it forward to the Board of Trustees for approval.

Department Chair Recommendations (Provost Ravi Krovi, Dr. Eric Amsel)

10. Provost Ravi Krovi, with Dr. Eric Amsel, Associate Provost, proposed the following 15 department chair recommendations starting three-year terms on July 1, 2020:

- Laine Berghout, Chemistry
- Marek Matyjasik, Earth and Environmental Sciences
- Matthew Domek, Microbiology
- Brent Horn, Criminal Justice
- Eric Ewert, Geography
- Sara Dant, History
- Frances McConaughy, Dental Hygiene
- Darcy Carter, Health Administrative Services

- Travis Price, Health Sciences
- Robert Walker, School of Radiologic Sciences
- Pieter van der Have, Construction Management Technology
- Kyle Feuz, School of Computing
- Chad Smith, Health, Physical Education and Recreation
- Louise Moulding, Master of Education
- Shaun Adamson, Teaching & Information Services

Approval

The President's Council approved the proposed department chair recommendations and will move them forward to the Board of Trustees for approval.

Early Retirement Requests (Dr. Eric Amsel)

11. Dr. Eric Amsel brought forward two early retirement requests:
  - a. Robert Law
  - b. David R. Lynch

Approval

The President's Council approved the early retirement requests and will move them forward to the Board of Trustees for approval.

PPM Update (Dr. Eric Amsel)

12. Dr. Eric Amsel presented the following PPM Update:
  - a. PPM 8-11, III. C: Evaluation of Faculty Members, 3<sup>rd</sup> Year Review

Decision

After discussion, the President's Council decided to send the PPM to the Policy Office for formatting, technical changes, and further discussion. The PPM was not approved.

Program Reviews

13. Dr. Amsel brought forward the following Program Reviews:
  - a. Nursing
  - b. Respiratory Therapy

Approval

The President's Council approved the Program Reviews and will move them forward to the Board of Trustees for approval.

Promotion & Tenure Documents (Dr. Eric Amsel)

14. The following Promotion & Tenure documents were discussed by Dr. Amsel:
  - a. EAST Promotion, Tenure, and Post-Tenure Review Policy

Approval

Curricular Changes (Dr. Eric Amsel)

b. MCOE Post-Tenure Review Document

The President's Council approved the Promotion & Tenure Documents and will move them forward to the Board of Trustees for approval.

15. The following Curricular Changes were brought before the President's Council by Dr. Amsel:

- a. Program Name Changes
  - i. Associates in Communication
  - ii. French for the Professions
  - ii. French for the Professions Minor
  - iv. German for the Professions
  - v. German for the Professions Minor
  - vi. Spanish for the Professions
  - vii. Spanish for the Professions Minor
  - viii. Department of Botany and Plant Ecology
  - ix. MSRS Innovation and Improvement
- b. New Certificates of Proficiencies
  - i. Cert. of Proficiency in Cybersecurity
  - ii. Cert. of Proficiency in Field Botany
  - iii. Cert. of Proficiency in Juvenile Justice
  - iv. Cert. of Proficiency in Limited Radiographer
  - v. Cert. of Proficiency in Victim Advocacy
  - vi. Cert. of Proficiency in Rhetoric and Writing (Graduate Certificate)
- c. New Programs
  - i. AA in English
  - ii. AAS, AS, and AA in Digital Media
  - iii. AS in Technical Theatre
  - iv. BS in Environmental Science
  - v. Masters of Social Work
- d. Master of Science in Radiologic Sciences
  - i. New Emphases
    1. Master of Science in Radiologic Sciences: Cardiac Specialist
    2. Master of Science in Radiologic Sciences: RA Emphasis

Approval

The President's Council approved the Program Name Changes; approved the New Certificates of Proficiencies pending the discussion of the Certificate of Proficiency in Juvenile Justice with the Women's Center first; approved the New Programs and Master of Science in Radiologic Sciences New Emphases and will move the Curricular Changes forward to the Board of Trustees for approval.

Other

16. Other Items brought before the President's Council included:

a. Vice President Tarbox brought up registering your @weber.edu email with Amazon for purchasing card purposes. John K has written a letter and notification has gone out to all organizations.

b. WSU is now under contract to sell 2.3 acres of land in front of the Dee Events Center for hotel development. This will be taken to Board of Trustees this month.

Upcoming Events

17. Upcoming Events were reviewed without discussion.

Meeting Adjourned

18. With no further items to discuss, the meeting was adjourned.