Minutes
PRESIDENT'S COUNCIL
April 1, 2020

PRESENT (via Zoom Meeting):

President Brad Mortensen

Vice President Betsy Mennell

Provost Ravi Krovi

Vice President Norm Tarbox

Vice President Bret Ellis

Vice President Brett Perozzi

Ms. Adrienne Andrews, Assistant Vice President of Diversity and Chief Diversity Officer

Ms. Amy Huntington, Staff Advisory Council Chair

Mr. Steven Richardson, Director of Strategic Initiatives

Dr. Timothy Herzog, Faculty Senate Chair

Ms. Stephanie Hollist, Deputy General Counsel

Mr. Dane LeBlanc, Director of Public Safety

Mr. Mark Halverson, Associate Vice President for Facilities and Campus Planning

Mr. Luke Jenkins, Senior Network Engineer

Ms. Sherri Cox, Recorder

	1. The meeting convened at 8:00 a.m. President Brad Mortensen welcomed attendees.
Meeting Minutes (March 4, 2020)	2. President's Council Members approved minutes, with corrections, from the March 4, 2020, meeting.
COVID-19 Update (Mr. Dane LeBlanc)	3. Mr. Dane LeBlanc. Director of Public Safety, gave an update on the COVID-19 situation and how campus has adapted to it. He thanked members of the task force and praised them for working through some difficult issues. The Task Force meets daily at 1:00pm. Priorities moving forward include: a. Draft documents for workers comp to assist employees in Health Professions and help students complete their internships. b. Housing: There are about 180 students living on campus. Trying to monitor needs. May need to ship personal items to those who have moved home. c. Social distancing restriction concerns and needing to make sure the footprint on campus is reduced. May need to address if the need arises to distance students living in dorms. d. WSU has a MOU with local hospitals concerning space if needed. Using space at the Dee Events Center is not preferable for WSU. A template for "facilities use" contract may need to be drafted. e. Fall Registration starts April 6. Plan is to continue with face to face classes with options to transition to online if needed. f. Essential staff and essential duties on campus need to be determined by individual departments to limit those who need to be on campus. g. Messaging to employees needs to go out as far as dates to plan to work from home. May 10, 2020 was a suggested date.
Decision	President's Council requested that more clear messages are sent out to employees to help with ambiguity.
PPM 3-48 Extra Compensation (VP Brett Perozzi)	4. Vice President Brett Perozzi, Ms. Amy Huntington, and Mr. Luke Jenkins discussed updates to PPM 3-48, Extra Compensation. Discussion included: a. A median salary b. How to put the policy in place c. Using a form to get prior approval from the primary supervisor. Supervisors need to approve

	employee work load. d. Policy was first approached as an adjunct teaching policy; new policy addresses supplemental pay for non-faculty staff overall.
Approval	The President's Council approved PPM 3-48, Extra Compensation, and will move it forward to Board of Trustees for approval.
FY20-21 Salary Increase (President Mortensen)	5. President Mortensen outlined the FY20-21 salary increases proposal as a 3% increase from the legislature, revenue from tuition increase, and a portion from performance funding. A letter to campus has been proposed an explanation as follows: a. General salary increase - 2.0% for all employees performing at a satisfactory level who are employed as of June 1, 2020. b. Merit increase – The equivalent of an additional 1.0% will be distributed differentially to employees based on merit. c. Minimum salary – As an equity measure, we will raise our university minimum full-time salary from $24,000 to $26,000. d. Minor adjustments to benefits, which will amount to $4 or less per paycheck. e. We are being consistent with other institutions and USHE funding.
Approval	The President's Council approved the FY20-21 salary increase proposal and the letter will go out to campus today with this information.
Strategic Planning (President Mortensen)	6. President Mortensen discussed the upcoming Strategic Planning meetings scheduled for April 13-14 with campus groups. Dr. John Welty has been hired as an outside consultant to facilitate the meetings. Faculty will be grouped into instructors, tenure-track, tenured and adjunct. Leadership, Staff, students and community leaders will also have group meetings.
PPM 10-2, AUP Update (VP Bret Ellis)	7. Vice President Bret Ellis discussed a final proposal for PPM 10-2, Acceptable Use Policy of University Information Security Resources. Changes are in the 5.2 section of the document which was amended by Legal Counsel. PPM 10-2 has received approval

	from the faculty senate and Staff Advisory Council.
Approval	The President's Council approved PPM 10-2 and will move it forward to the Board of Trustees for approval.
Gardner OUR Quasi Endowment (VP Betsy Mennell)	8. Vice President Betsy Mennell discussed the Gardner Office of Undergraduate Research (OUR) Quasi Endowment. Mr. Kem Gardner has donated funds ($750,000) from the sale of the Riverdale Shopping Center to support undergraduate research efforts (around $30,000 per year). Proceeds from the sale of the center may be a little less than from the shopping center, but will be more stable, in our control and better for auditing purposes. VP Norm Tarbox requested that changes be made to the second bullet, first sentence to say: "Expendable funds will come from yearly interest on the endowment as determined by the WSU Investment Committee".
Approval	The President's Council approved the Gardner OUR Quasi Endowment, including changes requested to the sentence in the endowment. It will move forward to the Board of Trustees for approval.
Department Chair Appointments (Provost Ravi Krovi)	9. Provost Ravi Krovi proposed the following Department Chair Appointments: a. Mark Bigler, Social Work b. Dan Magda, Mechanical Engineering
Approval	The President's Council approved the Department Chair Appointments and will move them forward to the Board of Trustees for approval.
Early Retirement Request (Provost Ravi Krovi)	10. Provost Krovi proposed the following Early Retirement Request: a. Kelly Troy Lee Discussion concerning cancellation of the retirement reception due to COVID-19 ensued. It would be nice to recognize those who have retired during this year. Ideas will be discussed with deans. Perhaps a big event consolidating spring events can happen later in the year.
Approval	The President's Council approved the Early Retirement Request.

Emeritus Faculty Recommendations (Provost Ravi Krovi)	11. Provost Krovi proposed the following Emeritus Faculty Recommendations: a. Madonne Miner, Prof. Emerita of English b. James Young, Prof. Emeritus of English c. Naseem Banerji, Prof. Emerita of Visual Arts d. Timothy Conrad, Assoc. Prof. Emeritus of English e. Mohammad Sondossi, Prof. Emeritus of Microbiology f. Steven Eichmeier, Prof. Emeritus of Professional Sales g. Ann Ellis, Assoc. Prof. Emerita of Teacher Ed. h. David Lynch, Prof. Emeritus of Criminal Justice i. Cliff Nowell, Prof. Emeritus of Economics j. Joseph Wolfe, Prof. Emeritus of Construction and Building Sciences
Approval	The President's Council approved the Emeritus Faculty Recommendations and will forward them to the Board of Trustees for approval.
Program Reviews (Provost Ravi Krovi)	12. Provost Krovi presented the following Program Reviews: a. Construction b. Dental Hygiene c. Developmental Math d. Early Childhood Education e. Economics f. Math g. Radiologic Sciences h. Zoology
Approval	The President's Council approved the Program Reviews and will move them forward to the Board of Trustees for approval.
PPM Updates (Provost Ravi Krovi)	13. Provost Krovi presented the following PPMs to the President's Council for review: a. PPM 1-13, University Curriculum Committee b. PPM 8-11, Tenure & Promotion for Stewart Library c. Updates to Accommodate New Autobiographical Form Digital Workflow i. PPM 8-11 Autobiographical Form Changes ii. PPM 8-12 Digital Workflow Process iii. PPM 8-13 Autobiographical Form Review

	Frequency
Approval	The President's Council approved the PPM Updates and will move them forward for approval to the Board of Trustees.
Other	14. There were no other items addressed by President's Council
Upcoming Events	15. Most Upcoming Events have been cancelled or postponed at this time due to COVID-19.
Meeting Adjourn	16. With no further items to discuss, the meeting was adjourned.