

**Minutes**  
**PRESIDENT'S COUNCIL**  
**May 6, 2020**

**PRESENT (via Zoom Meeting):**

Dr. Brad Mortensen, President

Dr. Betsy Mennell, Vice President for University Advancement

Dr. Ravi Krovi, Provost

Dr. Norm Tarbox, Vice President for Administrative Services

Dr. Bret Ellis, Vice President for Information Technology

Dr. Brett Perozzi, Vice President for Student Affairs

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

Mr. Dane LeBlanc, Director of Public Safety

Mr. Rich Hill, General Counsel

Dr. Jessica Oyler, Assistant Vice President for Human Resources

Mr. Steven Richardson, Director of Strategic Initiatives

Mr. Luke Jenkins, Senior Network Engineer

Ms. Sherri Cox, Recorder

Meeting Minutes (April 1, 2020)

COVID-19 Update (Mr. Dane LeBlanc)

Professional Sales Dept. Quasi Endowment (VP Betsy Mennell)

### **Approval**

PPM 3-26, Leave Related to Birth, Adoption, &

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 April 1, 2020, meeting.
3. Mr. Dane LeBlanc, Director of Public Safety, gave an update on the COVID-19 situation on campus. USHE has issued color-coded phased guidelines to all institutions. The Task Force will review the guidelines and implement what works best for WSU, making sure we are compliant with local health guidelines. The Task Force now meets Monday, Wednesday and Friday at 1:00pm. Main questions were discussed pertaining to: Wearing of face coverings, contact tracing, classrooms and resident halls. Moving forward, priorities include:
  - a. Moving to moderate risk level, screening protocols, and a facility reopening protocol.
  - b. Making sure there is adequate PPE, cleaning supplies, space in buildings for proper social distancing in offices and classrooms.
  - c. Social distancing stipulations are still in place and employees are being asked to continue to work remotely through at least May 31, 2020.
  - d. Discussions with faculty senate, deans, and faculty chairs needs to take place to identify key issues before making decisions for fall.
  - e. An announcement in early June will need to go to campus concerning fall decisions, although it will ultimately depend on the risk color we are in at that time.
4. Vice President Betsy Mennell discussed a new Professional Sales Dept. Quasi Endowment. The funding for this has come from various corporate donations for the purpose of having a permanent source of income for the benefit of students in this department. None of the Hall donations will be involved with this quasi endowment.

The President's Council authorized the creation of a \$500,000 quasi endowment for the purpose of development of students in the Professional Sales Department.

5. Vice President Norm Tarbox invited Ms. Stephanie Hollist, Deputy General Counsel, Assistant Vice President for HR, Jessica Oyler, Staff Advisory Council

Foster Care Placement  
(VP Norm Tarbox)

Chair, Ms. Amy Huntington, and Mr. Luke Jenkins, Senior Network Engineer, to present changes to PPM 3-26, Leave Related to Birth, Adoption, & Foster Care Placement. Changes included a title change, and clarification on when parental leave can be used for those four weeks. Other changes to the wording were included, along with a chart for reference.

Approval

The President's Council approved the changes to PPM 3-26, Leave Related to Birth, Adoption, & Foster Care Placement, and will move it forward for approval by the Board of Trustees.

Lindquist Property Sale  
(VP Norm Tarbox)

6. Vice President Tarbox discussed the sale of the vacant lot across the street from the John and Twila Lindquist home. The home was sold a few years ago, and WSU has recently received an offer for the lot at \$76,000. Vice President Tarbox would like to use funds from the sale to put into the property acquisition fund. He also mentioned using the proceeds from the sale of the house and property to finance the building of an institutional residence sometime in the future. Other options may be to acquire properties needed for the BRT line or continue to increase the footprint of the Ogden campus as homes continuous to campus become available for purchase.

Approval

The President's Council approved the sale of the Lindquist property and will move it forward to the Board of Trustees for approval.

Microsoft 2019-20  
Contract (VP Bret Ellis)

7. Vice President Bret Ellis discussed WSU's Microsoft contract and the move to a 2019-2020 Office 365 contract June 1, 2020. Campus users will not notice big changes. Vice President Ellis would like WSU to make good use of this new contract due to the cost of it. Employees will be able to use it not only in the office, but will also have access on their personal computers at home. This license also include students, who will have access on their computers. It does not include emeritus faculty or retired staff. Includes bundled software. Sections A1, A3 and A5 in the document are benefits faculty may use moving forward.

Curricular Changes  
(Provost Ravi Krovi)

8. Provost Ravi Krovi brought forward the following:
  - a. Program Name Change: Radiologic Sciences Advanced (BS), Interventional Radiology (IR) Emphasis

- b. New Program: Master of Physician Assistant Studies. The President’s Council discussed space utilization for this new program, along with scheduling of the course.
- c. Program Discontinuance: Health Administrative Services (BS): Health Services Administration Emphasis, Long-Term Care Administration Emphasis, and Health Information Management Family Emphasis

Approval

The President’s Council approved the curricular changes. The program name change, Interventional Radiology (IR) Emphasis and program discontinuance of Health Services Administration Emphasis, Long-Term Care Administration Emphasis, and Health Information Management Family Emphasis, will move forward to the Board of Trustees for approval. The new program, Master of Physician Assistant Studies, will move on to USHE for peer review.

PPM Updates (Provost Ravi Krovi)

- 9. Provost Ravi Krovi proposed the following PPM Updates:
  - a. PPM 8-11, Evaluation of Faculty Members
  - b. PPM 11-1, Graduate Programs

Approval

The President’s Council approved the PPM Updates and will move them forward to the Board of Trustees for approval.

Program Review (Provost Ravi Krovi)

- 10. Provost Krovi proposed the following program review:
  - a. Electrical and Computer Engineering

Approval

The President’s Council approved the program review and will move it forward to the Board of Trustees for approval.

CARES Act Funding Update (President Brad Mortensen)

- 11. President Brad Mortensen shared an update on CARES Act Funding with the President’s Council. Discussion points included:
  - a. Eligibility for student funding
  - b. 1<sup>st</sup> distribution proposal - \$400,000.
  - c. 2<sup>nd</sup> distribution proposal - Summer ’20 - \$1,000,000.
  - d. 3<sup>rd</sup> distribution proposal - Fall ’20 - \$4,355,620.
  - e. 4<sup>th</sup> distribution proposal – Spring ’21 Remaining funds.
  - f. Information needs to be sent out to students via every digital means available, including Canvas,

social media, email, and WSUSA announcements.  
g. Jed Spencer will need to fill in actual numbers in the chart for algorithms to reflect correctly.

Board of Trustees Draft  
Agenda Review  
(President Brad  
Mortensen)

12. President Mortensen presented a draft of the May 20, 2020 Board of Trustees meeting with discussion of agenda items to be added, as well as the order of them listed on the agenda.

Other

13. There were no other items addressed by President's Council

Upcoming Events

14. Upcoming Events were included in the packet without discussion.

Meeting Adjourn

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