

Minutes
PRESIDENT'S COUNCIL
Sept. 2, 2020
8:00 am via Zoom

PRESENT (via Zoom Meeting):

Dr. Brad Mortensen, President

Dr. Bret Ellis, Vice President for Information Technology

Dr. Ravi Krovi, Provost

Dr. Betsy Mennell, Vice President for University Advancement

Dr. Brett Perozzi, Vice President for Student Affairs

Dr. Norm Tarbox, Vice President for Administrative Services

Ms. Adrienne Andrews, Assistant Vice President for Diversity

Ms. Sherri Cox, Executive Assistant to the President

Dr. Timothy Herzog, Faculty Senate Chair

Mr. Luke Jenkins, Staff Advisory Council Chair

Mr. Steven Richardson, Director of Strategic Initiatives

Ms. Stephanie Hollist, Deputy General Counsel

Mr. Rich Hill, General Counsel

Dr. Jessica Oyler, Assistant Vice President/CHRO

Meeting Minutes (Aug. 5, 2020)

Legal Matters

PPM 3-6, Employment of Relatives and Household Members

Approval

COVID-19 Testing Procedures

1. The meeting convened at 8:00 a.m. President Brad Mortensen welcomed attendees.
 2. President's Council Members approved minutes from the August 5, 2020, meeting.
 3. Mr. Rich Hill discussed legal matters pertaining to a Notice of Claim and Legal Hold documents that have come to the university from the state concerning a potential lawsuit against universities based on COVID-19 issues from students that lived on campus, paid tuition, fees and attended school full time making claims they didn't receive services.
 - a. Records pertaining to student tuition, fees and student housing will need to be retained and locked down for a long period of time, as this could take years to resolve.
 - b. All supervisors need to give Rich a list of employees who keep these records from these three areas so he can meet with them and give instruction for what and how to properly store these records.
 - c. An email will go out from the legal office explaining this situation.
 4. Vice President Tarbox and Dr. Jessica Oyler, Assistant Vice President/CHRO, discussed PPM 3-6, Employment of Relatives and Household Members, which included:
 - a. Updates to come into alignment with the law.
 - b. Having a common form filled out by family members.
 - c. A review process taking place every few years.
- After discussion, PPM 3-6, Employment of Relatives and Household Members was approved and will be presented at the Board of Trustees meeting for approval. This PPM will be presented to the Personnel and Academic Policy Committee.
5. Vice President Brett Perozzi, discussed COVID-19 Testing Procedures with President's Council. After meeting with Mr. Dane LeBlanc and Dr. Ben Heaton, the following discussion items included:
 - a. WSU is now responsible for testing and contact tracing. Research into the best and most affordable testing methods is an ongoing process.
 - b. On-campus testing for symptomatic students, faculty, and staff is the main concern.

	<ul style="list-style-type: none"> c. A self-report form should be filled out by students, faculty, staff and visitors on campus should they test positive or have symptoms. d. More guidance needs to be sent to campus on symptoms and what should be reported.
Early Retirement Application	6. Provost Ravi Krovi discussed an early retirement request from Patricia Shaw.
Approval	The policy for early retirement requests requires approval by Board of Trustees. President Mortensen has visited with trustees concerning this, and the request is approved.
Fall Semester Check-in	7. President Mortensen led a discussion on the fall semester. Clear communication needs to be sent to campus regarding expectations of staff and working remotely. Town Halls will continue to happen monthly through the fall or as needed, with the next one scheduled for the end of September.
USHE Update	8. President Mortensen gave a USHE update that addressed the following topics: <ul style="list-style-type: none"> a. Tab B, Budget Process and Guidelines b. Tab F, Statutory Responsibilities and Authorities c. Tab G, Roles and Missions of Institutions d. Tab H, Delegated Duties and Responsibilities e. Tab K, Utah’s Growing Opportunity Gap f. Tab L, Learn and Work in Utah <p>Discussion included the USHE equity resolution to summarize Diversity, Equity and Inclusion, learn and work grants, and \$2 million in funding.</p>
Trustees Draft Agenda	9. President Mortensen outlined a draft agenda for the upcoming Board of Trustees meeting on Sept. 15, 2020. Action items to be included: PPM 3-6, Employment of Relatives and Household Members, the new Master of Physician Assistant Studies program, and Board of Trustee Committee Charters.
Other	10. Other items addressed by President’s Council included the following: <ul style="list-style-type: none"> a. A discussion on Davis Campus Council and their protocol for emergency contacts after an incident at NUAMES where a threat was made. NUAMES administration was notified, but staff at Davis

Campus was not. A notification system in place for emergencies was discussed.

- b. Parking enforcement seems a bit strict this fall. Issues are arising with ticketing students and faculty. What accommodations and adjustments can be made with many empty lots this year due to COVID-19 and our circumstances? This will be addressed by Administrative Services to include places where students can sit in their cars to access WiFi.
- c. A campus climate survey will be forthcoming going out to faculty, staff and students. An agency has been selected to conduct the survey.

Upcoming Events

- 11. Upcoming Events were included in the packet. A virtual Student Services Expo is scheduled Sept. 16-19 that should be a lot of fun with prizes for students. On Constitution Day, there may be students out on campus asking questions on how well people know the constitution.

Meeting Adjourn

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