

Minutes
PRESIDENT'S COUNCIL
Feb. 27, 2019

PRESENT:

President Brad Mortensen
Vice President Bret Ellis
Vice President Brett Perozzi
Vice President Norm Tarbox
Provost Madonne Miner
Asst. Vice President Adrienne Gillespie Andrews
Ms. Jackie Shafer (SAC Chair)
Dr. Doris Stevenson (Faculty Senate Chair)
Ms. Stephanie Hollist, Deputy General Counsel
Mr. Mark Halverson (Guest)
Ms. Sherri Cox (Recorder)

Minutes

Student Fee
Recommendations

1. The meeting convened at 8:00 a.m. President Brad Mortensen welcomed attendees.
2. President's Council Members approved minutes with revisions from the Jan. 23, 2019, meeting.
3. Vice President Brett Perozzi led a discussion on student fee recommendations. Questions were posed concerning what the requests were versus what we are receiving, and equity in the process. Vice President Perozzi offered to provide a spreadsheet listing base allocation amounts, requested amounts and provided amounts for those wishing to receive it. Tuition is up 2% and fees are up 3%.

The Alumni Relations came forward with a request that the students agreed to provide one time funding for. Ogden Peak Communications came forward with a request that the students chose to base fund. This process is managed closely as many requests come in for student fees.

Athletics did a great job in presenting their request. The USA Today collegiate readership program is going away which will allow funding to go elsewhere.

The President's Council approved the student fee recommendations and will request a letter from Student

PPM 6-8 Student Fee
Philosophy Update

Body President, Jordan Slater, supporting the increase.

4. Vice President Perozzi discussed updates for PPM 6-8, Student Fee Philosophy. The changes, recommended by the student senate, include: Approvals by the WSUSA president rather the Student Senate, adding periodic non-student affairs area reviews receiving student fees, and adding an appeals process. These updates are in alignment with the current practice as well as the Board of Regents policy. The policy has student senate approval.

The President's Council approved PPM 6-8, Student Fee Philosophy updates subject to a minor clarification to the wording in the appeals section. The PPM change will go to the Business Committee meeting and then to the Board of Trustees meeting as an action item.

FM Policy Revisions

5. Vice President Norm Tarbox introduced two policies coming to the Business Committee for review in March. Associate Vice President for Facilities and Campus Planning, Mark Halverson, gave the following report on the policies:
 - a. PPM 5-44, Lock and Key Policy: Addresses revisions to the policy including: How keys are requested, approved, issued and tracked.
 - b. PPM 5-44A, Electronic Access Policy: Allows for digital process for auditing, self-auditing, requests, and records. Clarifies the appeals process, which will improve the lost and stolen key policy.

The policies have gone through Legal Counsel approval. Their purpose is to provide a reasonable level of security for the University, while allowing freedom of access to the campus community.

Financial Services
Policies

6. Vice President Tarbox discussed the following three financial services policies:
 - a. PPM 5-27, Surplus Property Revision
PPM 5-28, Fixed Asset Accounting. The primary change was adding central control of missing fixed capital assets.
 - b. PPM 5-31, Driver License Requirements

Information Security
Policy

7. Vice President Bret Ellis shared with the council updates made to PPM 10-1, Information Security.

Changes included formatting and basic cleanup to the language of the document. Improvements of PC lifecycle tracking, including encryption of secured information on computers will be implemented.

The President's Council approved the six proposed policy changes. The proposed policy items will move to the Business Committee as a single agenda item titled "Miscellaneous Policies".

New Regent Rule: R840
Institution Business
Communications

8. Vice President Tarbox shared information on proposed Board of Regent rule: R840 Institution Business Communications. The intent of this rule is for employees to use WSU email while engaging in WSU business. This rule primarily relates to use of WSU email, rather than personal email accounts. It was noted that there are other platforms for communication that do not appear to be specifically covered by this rule.

The President's Council agreed to send feedback, concerns and questions to the Commissioner's office.

Deans' Department
Council Chair
Appointments

9. Provost Madonne Miner brought seven names before the Board of Trustees for approval as Deans' Department Council Chairs:
 - a) Dr. Jennifer Turley
 - b) Dr. James Zagrodnik
 - c) Dr. Clay Rasmussen
 - d) Dr. Sandra Fital-Akelbek
 - e) Dr. Ron Meyers
 - f) Dr. James Hansen
 - g) Dr. Isabel Asensio

The President's Council approved the appointments of the new Deans' Department Council Chairs.

Special Leave Request

10. Provost Miner presented a one semester sabbatical request by Dean Jeff Steagall. She has made a request to the chair of APAFT to develop a leave policy associated with deans when they return to faculty status.

The President's Council approved the one semester sabbatical request and will move it to the Board of Trustees meeting in March.

PPM 4-19

11. Provost Miner discussed PPM 4-19, Grading Policies, which describes how grade changes are to be made by faculty.

The President's Council approved the change to PPM 4-19, Grading Policies.

PPM 4-21a

12. Provost Miner discussed changes to PPM 4-21a, Awarding of Transfer Credit and Credit by Examination or Petition. This policy addresses how students with lower or upper division credit coming in from other institutions may be able to remain at that credit level at WSU.

The President's Council approved the changes to PPM 4-21a, Awarding of Transfer Credit and Credit by Examination or Petition.

BS in Interior Design

13. Provost Miner proposed that Interior Design change to a stand-alone degree (BS) in Construction Building Sciences.

The President's Council approved the change to Interior Design.

Rename of AAS in Interior Design Technology

14. Provost Miner proposed a rename of AAS in Interior Design Technology to AAS in Interior Design.

The President's Council approved the renaming of the program.

Interior Design Minor Moving

15. Provost Miner introduced changes to the Interior Design Minor, which will move its location from Professional Sales to Construction and Building Sciences on the org chart and logistically to Davis Campus. No additional funding is needed for the Interior Design changes.

The President's Council approved the move of the minor.

AA in Technical Theatre

16. Provost Miner introduced a new AA in Technical Theatre. All components and faculty are in place for this to take place.

The President's Council approved the new AA in Technical Theatre.

Minor in Music Studies

17. Provost Miner presented a minor in Music Studies, which meets the needs of students who are not pursuing professional musician degrees.

The President's Council approved the new minor in Music Studies.

BA in Film Studies

18. Provost Miner introduced a BA in Film Studies. This program brings together five discipline areas, meets the needs of students and is in demand. A discussion took place regarding the name and the content taught in this program.

The President's Council approved the new BA in Film Studies.

AA in Localization

19. Provost Miner presented a new AA in Localization, which was previously approved as a minor.

The President's Council approved the new AA in Localization.

Finance Minor

20. Provost Miner discussed the addition of a Finance Minor. There is no extra cost to offer the minor and it makes sense to do so for the benefit of students.

The President's Council approved the new Finance Minor.

Certificate of Proficiency in Building Design & Construction Essentials

21. Provost Miner introduced a Certificate of Proficiency in Building Design & Construction Essentials to the President's Council. This is currently a popular field in industry.

The President's Council approved the certificate.

Certificate of Proficiency in Geospatial Technology

22. Provost Miner introduced a Certificate of Proficiency in Geospatial Technology. This should attract students who want to be workforce prepared.

The President's Council approved the certificate.

Name Change From AS in Biotechnician to AS in Biology

23. Provost Miner presented a name change from AS in Biotechnician to AS in Biology.

The President's Council approved the name change.

Course Fee Requests

24. Provost Miner discussed course fee requests with the President's Council. Others expressed concern that the proposed course fees exceed what was agreed on as a cap. Discussion included the need for better definition of our base, our goals, questions on how to meet needs of costs in departments, and how to keep increases from becoming too large. The current model is not working, as requests keep increasing. A recommendation was made to change the budgeting process. The Bursar's Office has been previously involved in this process and may have a model to help solve the questions. The timeline to determine fees is coming up quickly. It was suggested perhaps other funding could be allocated from other sources to cover requested needs.

The President's Council decided to pause and reconsider the course fee requests.

Proposed Tuition Increases

25. Vice President Tarbox proposed a 2-3% tuition increase which will be discussed at the Truth in Tuition meeting scheduled for March 11. We are lower than some institutions but need to stay in a competitive range with Utah schools.

The President's Council approved the proposed tuition range increase.

March Board of Trustees Business Committee Agenda

26. Vice President Tarbox discussed the March Board of Trustees Business Committee agenda with the President's Council. A NUAMES update will be added. The FM and PPM policies will be combined as one agenda item.

March Board of Trustees Agenda

27. President Mortensen discussed the March Board of Trustees meeting agenda. A new Google document will be shared with the Vice Presidents and their assistants to add materials to for meeting agenda compilation.

Other

28. Other items discussed by President's Council included:
a. Provost Madonne Miner announced her retirement as Provost December 31, 2019.

She will teach spring semester 2020 before full retirement.

- b. Dr. Brenda Kowalewski and Dr. Bruce Bowen are working with others on campus on the scholarship model. They are working to keep requirements of 2.5 GPA for Presidential Scholarships.
- c. Social Behavior Sciences dean surveys are moving forward.
- d. Homecoming is scheduled over fall break on Oct. 19. A suggestion to have it moved to either Oct. 12 or 28 was made based on home football games.
- e. A discussion took place about plans for the data center location after Tech-Ed is torn down next year. The most logical option is the basement of the Hurst Center.
- f. April 3-4 The Governors Native Affairs Consortium will be held in the Hurst Center, including a powwow and leadership from the Native communities. We have not hosted this in 10 years, and it will be gesture of good will.
- g. Vice President Brett Perozzi mentioned the acquisition of a \$450,000 RAMP grant for the Outdoor Adventure Center, which still needs to be signed off on, but looks promising.

Upcoming Events

29. Upcoming Events were looked over with brief discussion.

Meeting Adjourned

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