

President's Council (PC)
Meeting Summary
February 9, 2005
9:00 a.m., CSS 301C

Attendance:

Burcham, Davison, Duffett, Eisler, Harris, Hill-Kennedy

Action Item: Summary from January 12, 2005 meeting was approved for posting.

Discussion Items:

- ❑ Board of Trustee Agenda Items - Eisler
Discussion centered around preparation of materials for board review. Vice Presidents are preparing responses to requests at the February 4 committee meetings by Board of Trustees members for additional information on agenda items.

- ❑ Budget and Planning - Eisler
There was discussion regarding Governor Granholm's State of the State Address on February 8 and potential implications for higher education and Ferris State University.

President Eisler will be distributing several messages over the next two months to keep the campus community informed regarding progress on planning task force recommendations.

- ❑ Bus Tour - Duffett
After discussion, support was expressed for a 2005 bus tour to be held. Tour dates will be revised to avoid schedule conflict. Divisions will be involved in coordinating decisions regarding visitation locations, receptions, invitation lists, and specifics for the tour.

- ❑ HR Policies and Procedures (HRPP) Project - Duffett
There are several training/information sessions scheduled for the coming week introducing the Human Resources Policies and Procedures (HRPPs), presented by Beth Krueger and Louise Yowitz.

- ❑ Interdepartmental Requisition Draft Guidelines - Duffett
There is a recommendation to provide guidelines for the use of interdepartmental funding toward events. This will be discussed within divisions and return to Council in April for further review/approval.

- ❑ FY 06 Minor Capital Improvement Project Forms - Duffett
A draft request form, project definitions, and timeline were distributed for review and comment. Based on discussion these materials will be revised for distribution to campus.

- ❑ Automatic External Defibrillator (AED) Policy - Duffett
An AED Business Policy Letter has been recommended. Vice Presidents Burcham and Duffett will meet with the committee who developed this and return to Council with additional information.

- ❑ Report of the University Records Management and Retention Task Force – Harris
A report from the University Records Management and Retention Task Force was distributed for discussion. Vice Presidents Duffett and Harris will continue to discuss space for the records project.

- ❑ Equity Increases – Eisler
Processes and policies for equity increase were reviewed.

Next meeting: February 23, 2005

Adjourned at 11:50am
Submitted by Elaine R. Kamptner