

President's Council (PC)
Meeting Summary
April 16, 2004
10:00 a.m., CSS 301C

Attendance:

Burcham, Davison, Duffett, Eisler, Postema for Hill-Kennedy

Discussion Items:

- ❑ **Board Policy Revision Project – Postema for Hill-Kennedy**
Guests: Kelly Marek, Karen Paine, Beth Krueger, Warren Hills
Marek reviewed a potential timeline and the approval steps for the project. There was discussion regarding communication to campus community as the project progresses. Our approach is one of policies that reflect practice and to make policies and procedures simpler and more user friendly. Duffett and Hill-Kennedy will continue to be the champions for the project.
The VPs will review the recommendations individually, discuss as a Council in early June, and update the Board of Trustees in August.
- ❑ **Summer/Retreat Schedule – Eisler**
The VPs should hold June 2 or 3 for a planning retreat.
- ❑ **Update on Planning Presentation – Eisler**
Eisler provided an update on the campus presentation and upcoming discussion sessions.
- ❑ **Distribution and Cost Summary of Annual Report Publications (UA&M) – Duffett**
Duffett reviewed the beginning discussion from last meeting and provided additional options. Agreement that *Crimson and Gold* and the Ferris Foundation Annual Report will continue. The President's Annual Report will be delayed due to budget constraints.
- ❑ **Performance Evaluations – Eisler**
Annual Performance Appraisals should be completed and forwarded to Human Resources (HR) by Friday, July 2. Forms are available online or through HR.
- ❑ **Service Award Lunch – Eisler**
Members of the Distinguished Staff/Teams Committee, awardees, nominees, and supervisors of awardees will be invited to a luncheon with the President and vice presidents honoring the 2004 Distinguished Staff and Team members.
- ❑ **Luminis Update – Schedule for PC agenda – Duffett**
Duffett would like to provide a 5-10 minute presentation soon to Council regarding the Luminis project and the single source sign-on.
- ❑ **Discussion on Budget – Eisler**
Guest: Sally DePew
Eisler will meet VPs individually on divisional budgets before May 26th. The FY '05 budget, room and board recommendation, and tuition recommendation will be taken to the Finance Committee in June and to the full Board of Trustees for approval in July.

Other:

- ❑ Eisler: The next meeting date for Council will be April 27. The Klett dedication was well done. The Donor Dinner is April 24. Thanks for all you are doing.

Next meetings:

April 27, 2004, 12:00pm

Adjourned at 11:00am

Submitted by Elaine R. Kamptner