

**President's Council**  
**Meeting Summary**  
**June 17, 2009**  
**8:00 a.m., CSS 301C**

**Attendance:** Burcham, Davison-Wilson, Eisler, Evans, Kamptner, Pilgrim, Postema, Scoby, Willey

**Action Item:** Summary from the May 20<sup>th</sup> PC meeting was approved for posting.

**Good News:** Council members announced good news items from their division/area.

**Discussion Items:**

- Pandemic Plan - update  
Guest: Paul Sullivan  
Mr. Sullivan presented an update to Council members regarding the Pandemic Plan and distributed handouts of CDC definitions, steps to developing a preparedness guide, and trigger points for consideration upon an event occurrence. All divisions and departments should continue to work on continuity plans, which should fit into all possible situations. He reminded the Council that an event could be costly and that this group must be prepared to make difficult decisions quickly. Vice Presidents will work through the plan with divisional councils. We need to provide communication to the University community on the pandemic plan in the beginning of fall semester, possibly engaging Student Government. Council will have more discussion regarding the plan in August.
- Compliance Committee  
VP Postema accepted membership recommendations from Council members for the Compliance Committee. He will move forward with constituting the group.
- Travel and Expense Policy - discussion  
VP Scoby stated that IRS guidelines have prompted a review of the Transportation and Travel Policy. Council members discussed the recommendations and options. Each vice president will talk with VP Scoby regarding concerns, who will identify changes to be made and return the policy to Council.
- Value of Michigan Chamber of Commerce membership  
VP Scoby requested the history and significance of University membership to the Michigan Chamber of Commerce. VP Postema will discuss ways in which Ferris can become more involved in the Grand Rapids Chamber of Commerce with the Chamber Director.
- Contract Authority document  
VP Scoby provided an updated document listing employees with authority to sign contracts. Vice Presidents will contact VP Scoby with suggested changes.
- Economic Impact Study Proposal  
VP Willey explained the purpose of an economic impact study to Ferris. Council members discussed the need and potential uses for the data from the study and/or the comparative report.
- Kendall Foundation and the Ferris Foundation  
VP Willey described the purpose and process of moving assets from the Kendall Foundation into the Ferris Foundation. The Foundation will be good stewards and maintain separate funds for Kendall. To dissolve, both Foundation boards will need to approve, and the Attorney General and

IRS must approve. This will be placed on the Board of Trustee agenda after the documents are put together.

- **UA&M Work and Planning**  
VP Willey distributed the UA&M draft planning summary and explained the process to be used for their divisional strategic discussions.
- **Enrollment**  
VP Burcham shared Fall 2009 orientation, application and registration data. VP Burcham and VP Scoby will review options for additional payment plans.
- **Diversity and Inclusion Office**  
CDO Pilgrim shared that the office has an updated Web site. He is meeting with vice presidents regarding integrating diversity into strategic plans, working on diversity training for students and employees, and is collecting best practices from across country on searches, recruitment and retention from underrepresented groups.
- **Benefits**  
President Eisler discussed an employee benefits option that may be added to the July 8<sup>th</sup> Board of Trustees agenda.
- **Board of Trustees - June 26/July 8 Meetings**  
Guest: Karen Obermier  
Council members discussed agenda items for the upcoming Board of Trustees June 26<sup>th</sup> working session and July 8<sup>th</sup> committee and full Board meetings.
- **Summer University**  
President Eisler reported that more than 1,000 people were served at the Wednesday picnic and that a Summer University survey to employees is being completed. There will be further discussion at President's Council.
- **Tabletop Exercise for PC**  
President Eisler initiated discussion with council members regarding an emergency tabletop exercise for the Council and Emergency Response Team. This would be for 3-4 hours maximum in the early fall. Vice Presidents should decide if a second person from their division should attend as an alternate decision maker.
- **Lansing/Budget - update**  
Guest: Sally DePew  
President Eisler updated Council members on the most recent budget recommendations coming from the Governor, House and Senate. There is a long way to go before agreement and a budget is determined.
- **Other**  
VP Willey mentioned an announcement from Farmers Insurance regarding 1,600 new jobs in the state; the President is an alumnus of Ferris. President Eisler thanked Council members for their work.

**Next meeting date:** July 15, 8:30-noon.

Meeting adjourned 12:15pm

Submitted by Elaine R. Kamptner