

President's Council (PC)
Meeting Summary
August 18, 2004
8:30 a.m., CSS 301C

Attendance:

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

Discussion Items:

- ❑ President's Council Meeting Schedule - Eisler
Council meetings will be scheduled for all Wednesdays except the first (to be used for Leadership Council) of each month during the academic year; will be canceled if not needed.
- ❑ University's Sponsorship of Fund Raising Events - Duffett
VP Duffett will provide a list of previous sponsorship requests and dollar amounts; a business policy may be drafted based on the results.
- ❑ Holiday Inn - Duffett
VP Duffett provided an update on the LaBelle Management contract and university usage of the facility.
- ❑ Summer '05 Incentives and Class Offerings - Duffett
Housing/dining planning should start now for next summer based on the analysis of Summer '04 usage. VP Duffett and Harris will meet and review the data.
- ❑ Vice President's use of Credit Cards - Duffett
All VPs are now using Pcards; a person in each office must verify information and all will be audited. There will be discussion to expand the practice.
- ❑ Grant Writing - Duffett
VP Duffett, Harris, Hill-Kennedy, and VC Green will meet to discuss options and strategy for grant writing.
- ❑ Draft Business Policy Letter for IT - Duffett
The *Campus Computing Access and ID Creation BPL* was discussed; several suggestions were made. VP Duffett will return with a revised draft.
- ❑ UA&M Master Event Calendar - Duffett
UA&M Calendar 2004-2005 was distributed; a few additional events will be added and all VPs may add events to their schedules.
- ❑ Discussion on Budget - Eisler
The State Budget was scheduled for Aug. 25; however, many pieces have not yet been completed by the legislature. It may be some time before the State's budget is known.
- ❑ Discussion on Planning - Eisler
The Aug. 23 Kick-Off Convocation itinerary: 7:45-8:15am Continental Breakfast; 8:15-11:30am Welcome, VPAA, Academic Senate, Introduction of new employees, the planning piece will focus on the envisioning process with Pres. Eisler and Achieving Your Best Future with Dr. Kim Cameron.

Other:

- ❑ Green: FSU-GR added another Digital Animation cohort.
- ❑ Duffett: Housing is down slightly from last fall; they will offer more single rooms.

- ❑ Burcham: Activities will start early in the fall to connect students to downtown. 1st Impressions (tents, signs...) start Sunday, Aug. 22.
- ❑ Hill-Kennedy: The July Foundation meeting was a good visioning process. The October meeting will be important for determining goals; VP Harris should be introduced at that meeting.
- ❑ Harris: Is getting to know people and issues.
- ❑ Eisler: Provided an update on the BOT Retreat. Discussed timing on sending the Capital Outlay to the State. Requested VPs send operational efficiencies for State reporting to Sally DePew (invited as a guest for this discussion). Dialogue concerning a campus open forum to discuss data from planning and master planning. There will be a September retreat for VPs/VCs.

Next meetings:

Aug.23: 1:00-4:00pm Planning Session with Kim Cameron

Sept. 8: 9:00-11:00am in CSS 301C

Adjourned at 10:50am

Submitted by Elaine R. Kamptner