

**President's Council
Meeting Summary
November 19, 2008
8:30 a.m., CSS 302**

Attendance: Armstrong, Burcham, Christner, Eisler, Green, Kamptner, Pilgrim, Postema

Presentation: P-Card
Guest: Pam Hughes, Finance Office
Mrs. Hughes presented P-card program changes, including card graphics, roles and responsibilities, fraud protections, and management enhancements. The commodity cards will be updated to a red Purchasing card (for individuals in a department, low balance department card, or declining balance card) or a yellow Commercial card (for deans and above). The Corporate (travel) card will also be updated so that individual employees may apply for a card – not based on personal credit, use it only for appropriate travel purchases, and will be personally responsible for payment. Transition to the new cards has begun and should be completed by March 2009.

Presentation: PCI Compliance
Guest: Kim Graboskey, PCI Compliance Officer
The Payment Card Industry data security standards and challenges were presented. Since we accept credit card payments, the University has an obligation to comply with these regulations. To be compliant, each area receiving credit card payments must assure that all data is physically secure based on 12 standard requirements. Twenty-one departments are attempting to complete the security assessment questionnaires. MarketPlace software has been purchased to streamline all payments through one PCI-compliant application and data center. VP Christner indicated that the division of Administration and Finance will be responsible for the cost and the IT portion of compliance. Yearly training on compliance will be provided, including Town Hall meetings. Additional information may be found at Ferris.edu/pci

Action Item: Summaries from the October 22, 2008 PC meeting and the November 5, 2008 PC/DC meeting were approved for posting.

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

Discussion Items:

- Donation Policy
VP Christner distributed the Business Expense Policy, Appendix A, with a focus on #5 Donations to charitable and non-charitable organizations. Council members will review, speak with VP Christner regarding individual concerns, and the entire Appendix will be returned to an upcoming meeting for discussion.
- Tuition Waiver
VP Christner presented an update on making tuition waiver rates uniform across the University. Steve Stratton will talk with union leadership regarding contract updates. VP Christner will discuss this with VC Davison before implementation.

- **Minor Caps List**
VP Christner distributed the Minor Caps draft summary. Vice presidents will assure that all projects are listed and prioritized, and then the project list will be returned to Council. A campus walk-around will be postponed until January.
- **Scholarships**
VP Burcham provided a summary of potential scholarship changes for Fall 2009, including new options.
- **Enrollment**
VP Burcham distributed data on Fall 2009 applications and processing.
- **Diversity Office**
CDO Pilgrim congratulated many in the University community for their strong efforts on diversity initiatives and civil debates. He mentioned progress made in divisional and department diversity plans, presented a document listing problems specific to international students, and discussed an advertisement from a local business.
- **Distinguished Staff/Team Awards Committee**
President Eisler has contacted those recommended for the 2009 Distinguished Staff/Team Awards Committee and they have agreed to serve: Pepper Bonnett and Linda Telfer, co-chairs; Mike McKay, Debra Vance and Ruth Ridderman, members.
- **Honorary Doctorates for 2009**
President Eisler reminded Council members that Honorary Doctorate nominations are due.
- **Budget Reduction**
President Eisler provided updates on the state deficit and requested vice presidents to develop and share with him their divisional plans for reducing their budget by 1%.
- **Board of Trustees**
Guest: Karen Obermier
President Eisler requested information and action items to be brought forward to the Board of Trustees at the upcoming working session or special meeting in December.
- **Capital Campaign**
VP Armstrong supplied an update on the Comprehensive Capital Campaign feasibility study and steering committee.
- **Search Updates**
VP UA&M search: John Willey has accepted the position and will begin in January.
VP A&F search: Three finalists have been identified and will be on campus for interviews the first two weeks of December.
Provost search: Initial search committee interviews are scheduled for December 5-6 with on campus visits in February.
- **Annual Planning**
The Dec. 3rd SPARC meeting agenda will be presentations on assessment, diversity, and communication/marketing.

- Other
Council members reported on issues within their divisions. President Eisler announced that the faculty relationship meetings have been an informative and very useful; Dale Feinauer will be on campus December 3rd for additional meetings.

Next meeting date: President's Council will next meet on December 10th (tentatively 8am-1pm) and December 17th (tentatively 8:30am-2:00pm).

Meeting adjourned 12:30pm

Submitted by Elaine R. Kamptner