

MINUTES
October 2, 2006
President's Cabinet
Jordan A, SUB
2:00 p.m.

In attendance: *See attached list*

I. Presentations

A. Bird Flu Pandemic

Jared Everett distributed copies of a draft version of Boise State University's Pandemic Influenza Department Planning Guide as well as an outline to accompany a slide presentation about Pandemic Flu preparedness. Universities countrywide are being asked by federal and local governments to create plans to prepare and respond to a possible avian flu pandemic because traditional responses would not be effective. The slide presentation gave background and information about the emergency response structure and recommendations for individual department plans that would alleviate functionality problems. Boise State's Health Center will be leading any future dissemination of information about this plan to BSU employees.

B. Interactive Learning Center

Ben Hamblen and Susan Shadle talked about the new building under construction on campus and its functions. The structure will follow a more modern trend toward the conversion of traditional classrooms to "learning environments". It is designed to establish a sense of community amongst staff and students by creating spaces that facilitate creativity and experimentation, as well as "down-time" areas, food services and a 200-seat lecture hall. A slide presentation demonstrated how the building is going to be used and the layout. Also discussed were the latest technical advances and teaching aids, such as 3-D imaging.

B. Media Training

Frank Zang talked about how to deal with requests for interviews from the media. Press coverage can be good publicity for Boise State if handled properly. He covered important points to keep in mind when talking with reporters; e.g., anticipating questions and planning responses in advance, thinking before speaking, saying more than necessary, refraining from repeating negative questions, and correcting inaccurate inquiries. He asked to be made aware of requests in advance of an interview.

II. Consent Agenda

- A. Workload for Official Faculty (5354) – The policy was presented for the record, as it was already approved by the Provost's Office September 1, 2006.
- B. Purchasing Policy – This policy reflected several minor changes to the Purchasing Policy approved at the President's Cabinet meeting of April 10, 2006.

- C. Summary of Upcoming Policy Changes and Proposed New Table of Contents – The summary is primarily for informational purposes and will take some time to detail and get in place.

In addition, it was noted that when seeking policy changes, the correct format for presenting policies should be used. A policy template will be forwarded to all members. In addition, existing policies should not be downloaded from the Web, but instead, those wishing to propose changes to existing policies should contact the President’s Office so that the official version can be forwarded for proposed changes.

III. University Policies – Final Reading

- A. Investment Policy (6150-C)

JoEllen stated that the details of this policy were needed only to assure that GAAP (Generally Accepted Accounting Principles) compliance is met.

Proposed changes to the Investment Policy were unanimously approved as presented.

- B. Software Patch Management (new)

The Information Technology Advisory Committee is working towards isolating Boise State’s electronic devices from viruses, worms, etc. This policy will establish that all of Boise State’s electronic devices be automatically patch managed as well as automatically updated in software and virus management programs.

The Software Patch Management policy was unanimously approved as presented.

- C. Desktop and Laptop Computing Standards (6463-C)

This update to existing policy is related to changing technologies, and seeks to establish standards to be followed by all departments to promote the sharing of information throughout the university. It also establishes and ensures a level of support for programs, which is determined by the product compatibility with campus systems.

The Desktop and Laptop Computing Standards policy was unanimously approved as presented.

- D. Endowed Chair Policy (new)

Rika Clement stated that the only addition to this policy establishes that when an endowed chair takes place, there will be a memo of agreement spelling out how the five-year period will be managed and how the money will be spent.

The Endowed Chair policy was unanimously approved as presented..

IV. University Policies – First Reading

A. Smoking (6720-C)

Ferd Schlapper presented information as requested on this proposed policy change, first discussed February 13, 2006. A summary of updated information was distributed. Mr. Schlapper's proposed change includes a two-year phase-in by establishing smoke-free areas during year one, and moving to a smoke-free campus year two. Members raised concern over enforcing such a ban at entertainment venues on campus, concerts, football games, etc. The possibility of creating a waiver system or designation system for these sorts of venues was discussed. Additional feedback on the proposed change should be sent to Ferd Schlapper.

B. Pets on Campus (new)

Jared Everett explained the reasons for establishing guidelines with regard to pets on campus and are mainly for the protection of the campus population and the animals. There was some comment about the possibility of not including residential areas on campus under these rules. Feedback should be directed to Jared.

C. Memberships in Organizations

Jo Ellen presented the first reading policy. Feedback should be directed to her.

V. University Calendars

Mark Wheeler is serving as Chair of the University Calendar Committee. He distributed a page outlining six Academic Calendar Planning Guiding Principles. These are based on input from students and faculty, but must also comply with required number of class days and have similar start and end dates each year. He also presented the planning for the next academic year as well as dates for the next five years.

VI. President's Report

Dr. Kustra talked about discussions held between Boise State and the State Board of Education regarding our strategic plan, which is moving forward in a positive direction and also provided some details about the new V.P. of Research, Mark Rudin. He then talked about the homecoming events coming up this week. He would like to see an increase in participation by BSU alumni and emeritus in these events, as well as faculty and staff and asked for input from Dick Rapp about ways to generate greater enthusiasm. He also suggested some events in which people could participate.

VII. Other/Announcements

The Boise Art Museum student affairs and academic affairs event is being held tomorrow evening, October 3rd at the art museum. There are 22 nominees for the 2006 Student Affairs Faculty Partner award, which will be presented at the event.

There being no further business, the meeting was adjourned at 4:40 p.m.

PRESIDENT'S CABINET

Boise State University

Robert Kustra, President

2006-2007

Vice Presidents / Associate Vice Presidents

Provost: Sona Andrews

Vice President for Student Affairs: Michael Laliberte

Vice President for University Advancement: Acting, Rika Clement

Vice President for Finance & Administration: Stacy Pearson

Vice President for Research: Interim, Jack Pelton

Associate Vice President for Finance & Administration: Jo Ellen DiNucci

Associate Vice President for Campus Planning and Facilities: James Maguire

Associate Vice President for Student Affairs: Richard Rapp

Associate Vice President and Dean of Enrollment Services:

Associate Vice President for Academic Planning: Jim Munger

Associate Vice President for Undergraduate Studies: Sharon McGuire

Associate Vice President & University Counsel: Kevin Satterlee

Deans

College of Applied Technology: Larry Barnhardt

College of Social Sciences & Public Affairs: Michael Blankenship

College of Arts and Sciences: Marty Schimpf

College of Education: Diane Boothe

College of Health Sciences: Sarah Toevs, Associate Dean

Extended Studies: Mark Wheeler

College of Business & Economics: Howard Smith

Graduate College: Jack Pelton

Engineering: Janet Hampikian, Associate Dean

University Libraries: Marilyn Moody

Directors and Others

Athletic Director: Gene Bleymaier

Director, Human Resources Services: Jane Buser

Director, Alumni Association: Interim, Richard Rapp

Director of Communications & Marketing: Frank Zang

Special Assistant to the President: Ross Borden

Director, Boise State West Campus: Dennis Griffin

Executive Director, Office of Information Technology: David O'Neill

Director, Internal Audit & Advisory Services: Keith Hasselquist

Executive Director, Health, Wellness & Counseling: Ferd Schlapper

Director, Security, Parking & Transportation Services: Jared Everett

Director of International Programs: Sabine Klahr

Special Assistant to the President: Randi McDermott

President, Faculty Senate: David Saunders

President, Association of Classified Employees: Gay Barzee

Niki Callison, Enrollment Counselor, Prof. Staff Senate Representative

Students

ASBSU President: Wyatt S. Parke (3/22/06)

ASBSU Vice President: Molly George (3/22/06)

Guests

Ray Stone, Business Manager, Public Safety

Jim Coffey, Risk Manager, Risk Management & Insurance

Cal Gillis, Manager, Environmental Health & Safety

Vincent Serio, Medical Director, Health & Wellness

John McGuire, Special Assistant to V.P. for Student Affairs