Summary of Proposed Action
SBHE Budget and Finance Committee
Meeting – March 30, 2017

1. **Issue:** Campus Assessments

2. **Proposed actions:** Approve campus assessments for CUPA HR, Annual Accounting Training, and the Economic Impact Study.

3. **Background information:** The System Office periodically assesses campuses for certain expenses to accomplish system-wide tasks. Assessments have been utilized to cover necessary functions that were not funded by a state general fund appropriation, such as internal audit, compliance and data inconsistency project management. Other times assessments are used for services requested by the campuses, such as the economic impact study, CUPA HR membership & surveys, and Meltwater/TV Eyes (used to monitor news articles).

SBHE Policy 302.3 requires the Budget and Finance Committee to approval proposed campus assessments exceeding $10,000.

At this time, the System Office requests BFC approval assessments for the following items that have been or will be paid by the System Office on behalf of the campuses:

- **Economic Impact Study - $17,613** – The economic impact study is conducted every other year to study the impact of the institutions on the local economy.
- **CUPA HR - $16,461** – The College and University Professional Association for Human Resources (CUPA HR) provides campuses with current salary market survey information and other resources that is used for salary administration.
- **Annual Accounting Training - $12,000 estimated** – The Controller’s Group hosts annual face-to-face training for NDUS controllers and accountants. Professional accounting consultants are hired to conduct the training.

4. **Financial implications:** The System Office will bill institutions on a per capita basis or according to actual number of participants, as appropriate.

5. **Legal/policy issues:** None

6. **Academic issues:** None

7. **Coordination:** Chief Financial Officer

8. **Attachments:** None

9. **Contact information:** Tammy Dolan, Chief Financial Officer, tammy.dolan@ndus.edu, 328-4116

10. **Chancellor’s recommendation:** Approve