Administrative Affairs Council Minutes
July 24, 2007 Conference Call

Participants
Greg Ross and Carla Sivesind – BSC
Corry Kenner – LRSC
Steve Bensen – MaSU
Brenda Wigness – WSC
Robert Gallager and Pat Hanson – UND
John Adams, Broc Lietz, Karla Mongeon-Stewart and Gina Haugen – NDSU
Mike Renk and Keith Johnson – NDSCS
Alvin Binstock and Mark Lowe – DSU
Ron Dorn – MiSU
Trudy Collins – VCSU
Jim Borkowski – MiSU-BC
Laura Glatt, Mick Pytlik, Karin Stinar, Cathy McDonald, Darci Trenda and Deanna Dailey – NDUS

Campus Master Plan Guidelines

Ms. Glatt referred to the 2008 Master Plan Guidelines that Tamara Barber had previously sent to the members of the Administrative Affairs Council for their review. These guidelines are to be used when developing campus master plans for the 2009-11 budget cycle, due in the spring of 2008. Ms. Barber had worked with a subcommittee of North Dakota Association of Physical Plant Administrators (NDAPPA) in the development of these suggested guidelines.

Ms. Glatt asked the group for questions or suggested changes to these guidelines. Mr. Binstock inquired as to the amount of detail that should be put into the Campus Master Plans. Ms. Glatt replied that this document should first serve as a useful campus management tool, and thus, the level of detail will be largely dependent on the campus needs. However, she went on to say that the project and budget information needed should conform to the guidelines.

No further questions or suggestions were expressed. The 2008 Master Plan Guidelines were approved as presented. Ms. Glatt said she would send out the final instructions with timelines for completion.

Deferred Maintenance Evaluation

As part of campus master plan process, Ms. Barber also worked with the NDAPPA subcommittee to evaluate the model used to determine deferred maintenance projects. At the April 10, 2007, meeting, a new model was brought forward and several campuses (UND, LRSC, NDSCS, and MiSU) agreed to prepare an estimate under this new model to see how the figures reported in the past would change. Although there was no formal comparison table prepared, it was reported by those test campuses that the majority of their deferred maintenance costs were reduced using the revised model; however, some costs increased.
Ms. Glatt said that she understands that NDSU intends to hire an architect to evaluate their facilities and identify the deferred maintenance needs. Mr. Lietz reported that NDSU is currently accepting bids from external architecture firms to assist in the master planning process, including determining their deferred maintenance costs. Ms. Glatt expressed interest in the results of this project, as she feels that the information gleaned from this independent review may help the System expand upon or refine the model that has been developed. According to Mr. Adams, NDSU hopes to get a better idea of their true deferred maintenance costs, room-by-room, building-by-building, as well as some guidance in developing their long-range planning of new buildings, projects, etc. Mr. Adams said they hope to have at least a draft report by March 1, 2008, with a final report due May 1, 2008. Ms. Glatt suggested that since we have quite some time before campus master plans are due, perhaps the group should delay making a decision on the proposed model until after NDSU has received their independent draft report. It may provide some additional guidance in the development of the model.

The group agreed to delay making a final decision on the deferred maintenance evaluation model until such time as more information can be obtained regarding the independent study conducted by NDSU.

Minimum Wage Implementation

Mick Pytlik referred to the materials sent to the Administrative Affairs Council members on July 11, 2007, regarding the minimum wage increase which goes into effect today (July 24, 2007). In that document, Ms. Teri Thorsen offered suggestions on ways to make those changes to our payroll system. She said that implementing a wage change in the middle of a pay period can cause payroll irregularities.

Issue #1 – What should be the effective date of this change? Mr. Pytlik said CND staff recommends making the minimum wage increase effective July 16th, the beginning of a pay period. In the event this is not feasible, due to the additional cost, it was recommended to implement the change at the beginning of a work week on July 22. Although making the effective date July 16, 2007, (the beginning of a pay period) will cost more in campus salary dollars, it carries far less risk to our complex system, especially when larger campuses do retroactive distributions. Following discussion, it was agreed to implement the minimum wage increase effective July 16, 2007.

Issue #2 – Should these changes be made a) through a SQL update by CND technical staff, b) manually by campus staff, or c) a combination? It was agreed that CND would automatically change the wage rate for hourly employees and that campuses would look at monthly, contract pay, and annual employees and make any changes to those individuals manually. When asked how the campuses will interact with the ConnectND staff, Ms. Stinar replied that they are willing to do the technical work, but will check with each campus first.