Administrative Affairs Council Minutes
November 6, 2007, Conference Call – 9 a.m.

Participants
Dave Clark and Tamara Barber – BSC
Alvin Binstock and Mark Lowe – DSU
Corry Kenner – LRSC
Steve Bensen – MaSU
Ron Dorn – MiSU
Jim Borkowski – MiSU-BC
Mike Renk and Keith Johnson – NDSCS
John Adams and Karla Mongeon-Stewart – NDSU
Bob Gallager, Margaret Myers and Pat Hanson – UND
Trudy Collins – VCSU
Laura Glatt, Pat Seaworth, Randall Thursby, Cathy McDonald, and Deanna Dailey – NDUS

CND Student Name/Address
Mr. Binstock asked that student name and address update be added to the agenda. He said he has brought this issue up before and is interested in the resolution status. Alvin said we need to make it as transparent as possible, but need to periodically find a window of opportunity to require students to update their name and address on CND. Randall said that students could be required to verify their address each time they log-on, but this could become very frustrating for students. He also said this functionality could be turned on/off globally across the system, but not by campus. To implement this process on a campus-by-campus basis would be time consuming. Ms. Glatt asked if any other campuses share this concern. Mr. Bensen said they do have problems with students entering inaccurate addresses but he is not certain how significant those concerns are at MaSU. Mr. Borkowski agreed and said he feels perhaps all campuses may have similar concerns to some extent, as well.

Ms. Glatt suggested a work group including representatives from the Administrative Affairs Council, Student Affairs Council, students, and ConnectND staff be formed to review the issue and develop recommendations.

Emergency Response Systems
Mr. Thursby said 2 campuses (BSC, MiSU) have signed up for the Connect ED emergency response system. The state recently hosted a demonstration of Notifind for the Loss Control Committee. The state has a contract with Notifind. The Loss Control Committee members, including NDUS representatives are interested in Notifind. Mr. Thursby would like to see the system use only 1 or 2 vendors to limit the amount of interface work required with ConnectND. He also asked the group to look carefully at the capability of each system and other issues such as:

- Text messaging capability
- Campus cell phone policy
- Do calls come in through a trunk
- Cell phone carrier services/capability
- Students ability to opt in or opt out of use
- Other uses of notification services
- Campus trunking
- Campus telephone switches
Ms. Collins and Mr. Borkowski indicated their campuses are ready to commit and urged we move quickly. Ms. Glatt said at the last cabinet meeting, there was discussion on a variety of things that can be done on each campus regarding safety and security. Ms. Glatt suggested this would be a good project to develop a budget request for one-time funding from the legislature. Cathy McDonald is going to be working on this for the NDUS.

Ms. Glatt said she realizes that some campuses are ready to implement an emergency response system program and they don’t want to slow this down. However, it is possible that we will get a better price if we negotiate with the selected vendor(s) as a system rather campus-by-campus. Mr. Thursby said he would prefer to do the interface to ConnectND after all those campuses that choose to go with a particular vendor can be done at one time (one time for each product). Mr. Borkowski said the Loss Prevention Committee is meeting on November 14 at which time they will be discussing the Notifind system. Ms. Glatt said she would create a broad-based committee to review these issues and develop recommendations.

CND Complexity Issues
He said of the original 10 issues, 6 have been dealt with, 2 are in progress and 2 are still pending. He said there have been good discussions and staff have come to the meetings with cooperative attitudes. He said the Oversight Committee will consider the workgroup recommendations this afternoon. He will work with the CAC and Oversight Committees to identify the next set of items to be considered. He said if Council members have any suggestions they should feel free to send them to him.

Discussion on conflict of interest policy
Mr. Seaworth asked if SBHE conflict of interest policy (611.4) should be revised to provide more specific guidance regarding conflict of interest. The majority of the Council members, with the exception of NDSU, support the current policy. No changes will be proposed at this time.

Update on Criminal Background History Check
Mr. Seaworth said that last week, the cabinet reviewed the draft policy on criminal history and background checks. He said they supported the recommendations forwarded from the Human Resource Council, Student Affairs Council, and the Academic Affairs Council with one exception. The Cabinet opposed the provision that would require nationwide FBI checks on chancellor, president and vice president candidates. The cabinet opposed this as they feel that in nearly all instances, people entering these positions will have had a great deal of experience and public exposure. Any information should also surface during a typical criminal background check. Potential candidates may also be discouraged from applying for these positions if they are required to go to their local police department and be fingerprinted for the FBI check. The Cabinet asked Mr. Seaworth to do some research on higher education executive hiring practices nationwide to see what the common practice is regarding background checks. Mr. Seaworth talked to the consultant working on the UND presidential search, Jim Appleberry. Mr. Appleberry said he agreed with the presidents’ concern and, from his experience, this is not standard practice and he would discourage use of FBI background checks. Additional research by Mr. Seaworth finds that some institutions are doing more thorough background checks on “safety & security positions” including presidents, vice presidents, etc. These policies have been introduced only recently, giving Mr. Seaworth the sense that although this not been done much in the past, FBI background checks may become more prominent in the future. Mr. Seaworth most of the presidents supported moving the positions of chancellor, presidents and
vice presidents to the section of the policy which provides the campus the option of either conducting a state background check or FBI check.

Mr. Seaworth said he will be reviewing this again with the Human Resource Council tomorrow. The Chancellor will make a recommendation to the SBHE following that discussion.

**Mandatory Direct Deposit**

Ms. Glatt reviewed the draft “mandatory direct deposit” report which was sent to the campuses for review. She said the committee included student representation and the report was also forward to the Council of College Faculty. She said only one faculty member has expressed concern about the NDUS staff having the ability to go into their bank account to retrieve funds, which may cause overdrafts, etc. Ms. Glatt will work with the Council of College Faculties to resolve this issue.

When asked for questions or comments regarding this report, Mr. Bensen said he thinks the committee did a very good job and added that they included a direct deposit form with the last paycheck asking those faculty and staff to complete the paperwork so they could move to direct deposit.

Mr. Lowe said payroll personnel have 5 days after the direct deposit is processed to make bank account corrections. He suspects that this is the issue that has caused the CCF to discuss a policy/resolution be drafted to protect employees’ bank account information. Ms. Hanson said that this situation comes up perhaps 1-2 times per month, and when it does, the employee is notified of the error and the fact that the overpayment will be retrieved. If it’s a correction to a payroll, they generally wait until the next payroll period. However, if someone is paid by accident (terminated employee, for example) they will go ahead and remove the payment from their bank account but the individual is notified of this.

Mr. Seaworth explained that under state law, we do have the authority to mandate direct deposit. According to state and federal law, we cannot mandate the bank which is used.

Mr. Binstock feels campuses should be given the option of mandating direct deposit for student employees. When asked why, Mr. Binstock said that this provides them with another option of communicating with students, particularly as it relates to the student’s payment of outstanding fees, when the student picks up their payroll check. It was pointed out that all institutions have the ability to set up a payroll deduction with students for payment of outstanding fees, in cooperation with the student. They also have the ability to place a hold on registration and release of grade transcripts until they have paid outstanding bills.

Mr. Binstock also expressed concern about international students and their ability to open a bank account. He also is worried about their comfort level with the direct deposit process and not actually receiving a paper check. Mr. Binstock feels this change is not good for everybody and doesn’t believe it should be mandatory.

Mr. Kenner said he has basically the same concerns as expressed by Mr. Binstock. Ms. Collins said she’d like to see it mandatory for employees but not for student employees (note: Ms. Collins later voted in support of mandatory deposit for all employees, including students). Ms. Barber agreed with Ms. Collins. Mr. Binstock would like this to be optional all across the board.
Mr. Dorn and Mr. Bensen said their campuses will be making it mandatory for both staff and students.

Ms. Glatt asked for a vote on the issue. The responses were as follows:

- BSC – Employees only
- LRSC – Employees only
- UND – 100% direct deposit already
- NDSU – 100% direct deposit likely
- NDSCS – 100% direct deposit likely
- DSU – Employees only
- MASU – 100% direct deposit likely
- VCSU – 100% direct deposit likely
- MISU – 100% direct deposit likely
- MISU-B - 100% direct deposit likely

There was a consensus that direct deposit should be mandated for non-student employees, and eight of eleven campuses supported mandatory deposit for student employees, while the remaining three support leaving student employees the option of the campus.

Mr. Lowe asked if there are any allowances made for those individuals who are absolutely unable to get a bank account. Ms. Glatt replied that yes, in those cases, they can still get a paper check. The plan allows for exclusions to be made on an individual basis – the campuses would make that decision.

**Update on HB1461 implementing procedures**

Mr. Thursby said that HB 1461 gave the SBHE authority to manage and regulate information technology planning and services for institutions under its control. The SBHE policy would give the chancellor the responsibility to provide information technology planning, policies, standards, guidelines and project management oversight and reporting in coordination with the state information technology department, and that all NDUS information technology projects shall comply with established standards, guidelines, procedures and processes.

Mr. Thursby said the law requires planning and approval of administrative systems, library systems, and systems which impact the statewide network. This would include implementation of music services such as Rukus Music Service due to the potential impact on the statewide network.

Mr. Thursby has been working with the CIO council to develop guidelines and implementation policies on this issue. The emergency notification system is another project that needs to be approved at the system level prior to any contract being entered into. Making changes to such applications (Desire2Learn to LMS, for example) would also require this level of approval. In response to Ms. Glatt’s question regarding e-college, Mr. Thursby said existing contracts that will come up for renewal have not been decided on yet. He said it would be nice to be able to negotiate these renewals in order to try to get system pricing, etc. Mr. Thursby said project management guideline (process required for major projects) is $250,000 for one year, over $500,000 for its lifetime. Projects priced under that amount do not require the same level of oversight and reporting. The guidelines have been discussed and approved by the CIO council and those guidelines will be distributed electronically to the campuses for review. After the
cabinet’s review in early 2008, these draft policies and procedures would be implemented and put in place. Mr. Thursby asked if the CIOs from each campus has discussed this with them. Ms. Collins said they had, but not at the level discussed here. Ms. Glatt said Mr. Thursby and his successor will continue working with the campus CIOs to communicate better with them so they are informed of all issues in a timely manner.

Update from Mark Lowe and Tamara Barber on Common Calendar Dates and Enrollment Reporting Issues
As part of the effort to reduce complexity in administrative system operation, a workgroup was formed to review three related issues:
1. Course add and drop dates
2. SBHE bill payment deadline policy
3. Enrollment census date

Members of the workgroup include Craig Schnell, Ray Gerszewski, Paula Berg, Harlene Hatterman-Valenti, Lynn Hagen-Aaberg, Suzanne Anderson, Mark Low, and Tamara Barber. Julie Schepp, Randall Thursby, Mick Pytlick, and Mike Hillman provided staff support. So far, the only issue that’s been addressed and resolved is the academic calendar. Mr. Lowe offered to answer any questions regarding this matter.

Ms. Glatt said that at the October 26 cabinet meeting, a recommendation was made stating that if the student had not paid their bill by the 3rd week of the semester, there must be a notation in their file indicating the reason for non-payment or a footnote must be on their enrollment numbers for the 2008 spring enrollment. However, some presidents expressed concern with this process and the impact on campus offices and students. They asked this be reconsidered for the spring semester, but insure a new process is in place for the Fall 2009 period. The chancellor is taking their suggestion under consideration.

Future Meeting Dates:
December 4, 2007
January 8, 2008
February 12, 2008
March 11, 2008
March 25, 2008
April 8, 2008
May 6, 2008
June 10, 2008
July 22-23, 2008
September 9, 2008
October 14, 2008
November 13, 2008
December 9, 2008

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