Members present: Mike Porter (MiSU-Bottineau), Shirley Wilson (BSC), James Wright (BSC), Donald Poochigian (UND), LoAnn Nelson (LRSC), Patti Hesler (MaSU), Ernst Pijning (MiSU), Lisa Borden-King (MiSU), Harlene Hatterman-Valenti (NDSU), Ann Smith (NDSCS), Jon Jackson (UND), James Crawford (VCSU), Neil Mueller (NDSU)

Members absent: Gilbert Kuipers (VCSU), Tom Barnhart (NDSU), Kevin Gyolai (NDSCS)

Guests: Mike Hillman

Minutes: Harlene moved approval of the minutes, seconded by Don. Minutes approved.

No Announcements

I. AAC Report – Harlene Hatterman-Valenti: AAC had a teleconference meeting due to the storm. This teleconference meeting was followed by a second meeting. Randall Thursby talked about ConnectND. There are going to be a couple of upgrades including the Student Administration upgrade, which will go live in July. The third round of testing is scheduled for April in Bismarck. The Finance system upgrade is scheduled for the end of April and is operating on a very tight schedule. If the Finance upgrade can’t be completed by the end of April it will be postponed until fall due to the Student Administration upgrade needing to go forward. There was also conversation about the degree audit system in PeopleSoft, which currently doesn’t work. There are no plans at this point to tackle it yet. AAC also discussed tuition rates for dual credit. Some feel that there should be a state wide tuition rate due to competition for dual credit students and this will be discussed in March. Conversation also indicated some problems with dual credit because it seems as though there are different grading schedules for the high schools – an “A” in college may translate to a “B” in the high school. There was some consideration of the biannual budget in relation to the professional development issue we have been discussing here at CCF. AAC members hope that this can go into a one time funding for a program. The possibility of email transcript requests from P-16 Agency members was also discussed. In relation to the ongoing discussion regarding criminal record checks AAC is in the process of reviewing which programs need to have the criminal history recommended versus required. LoAnn asked if it would be possible to gather information regarding which institutions offer most of the professional development. Jon indicated that this one-time funding approach is different than budgeting for internal budgets and asked if are we talking about one time bursts of money that institutions could put into this initiative as they see fit. He also stated that many institutions are balking at the 1/3, 1/3, 1/3 proposal that came out of the Student Affairs
Council. Mike brought the initiative to AAC and those institutions that are far away thought it was a great idea and UND and NDSU didn’t think it was very great. Shirley pointed out that for those who are currently having to pay 100% the current proposal would be a benefit. Mike indicated that the current conversation has more to do with professional development in an in-service model. This type of professional development wouldn’t be related to a degree but would help Student Affairs professionals understand their jobs better. Activities might include statewide conferences and similar events that people with similar interests would be able to attend. We are looking at packaging faculty and staff professional development into a discretionary pool.

Don returned to the discussion regarding uniform tuition for dual credit. To what extent does this raise the possibility of moving to a uniform tuition across the system? Mike indicated that he doesn’t know that there has been a major push at the Board level for this although we will see some of those discussions. He does predict that differential tuition for professional schools will continue to increase. The only two areas of discussion in this regard have been dual credit and discussion about having more formal higher education centers in different places in the state. In Bismarck, for example, there are many places delivering four-year programs so there may come to be a physical place to house these programs. Mike can imagine having one tuition rate for two year courses and another for upper level courses. This education center concept might bring about a discussion regarding tuition rates across the state.

SBHE Report: Tom is absent today. Shirley thinks the SBHE has been busy with hiring presidents. Jon indicated that despite awkwardness involved in forwarding only one name for the UND position, the person whose name was sent forward is a stellar individual.

Old Business:

1. Arts and Humanities Summit: Within the next two weeks the committee will send out a call for proposals. NDSU had a member join so they have representatives from every campus except Williston. Ernst asked that the planned dates be checked against Hostfest here in Minot as a conflict would negatively impact MSU’s involvement. The dates do not overlap with Hostfest.

New Business:

1. Shirley had a request from the North Dakota Student Association but since their representatives (President, Haylee Cripe and Vice-President Frank Michael) are not in attendance, we will wait for this item.
2. Sick Leave – James Crawford said that the Vice-President of Academic Affairs at VCSU asked if CCF had talked about a sick leave and maternity policy. Lisa will check minutes and Jon will forward UND’s policy. Mike Porter indicated that he has spent a good deal of his life teaching high school and bargaining contracts at that level. The law has very definite prescriptions dealing with maternity. It may be helpful to look at some of the larger high school bargaining contracts and see how they define maternity and how they deal with it.
3. **Statewide Professor of the year/semester:** Shirley stated that this is Tom’s idea – a way to increase morale and reward excellence. We can think about it and discuss it next time.

4. **State Board of Higher Education – CCF Representative:** The CCF elections occur in May/April. The primary training opportunity (professional development) for the SBHE occurs in March/April every spring when the Association of Governing Boards meets. The NDUS system sends new board members and it would be good to send the CCF representative as well. If this were to happen, however, it would require that the CCF representative be identified by early March. Two options were considered. We could move CCF elections up to January or February. The other possibility is the president elect could serve as Vice Chair, and SBHE representative and would automatically move into the President position. Lisa made a motion to hold CCF elections in February for all officers with terms beginning in June. The SBHE rep will have one duty in spring, which will be to go to the training. Don seconded the motion. LoAnn stated that this will mean that new members can not run for office the first year. Neil said that while that is true, it is OK to have this waiting period to learn and not be in a leadership position right away. Jon reminded members that this necessitates a change to Article 6 Section C of the CCF Constitution. We would need to replace wording referring to elections in May to wording referring to February. Motion passed unanimously. Each institution should forward to respective faculty senates as this requires approval of the campuses.

5. **Compensation Report:** Patti indicated that our final draft needs to be sent by Friday the 15th so she would appreciate any feedback. Mike Hillman said that the structure of the report is strong and extended thanks to everyone involved. He provided numerous specific suggestions including to use “progressive businesses” instead of “people” and to change the phrase “a more competitive higher education faculty” as that phrase makes it sound like we aren’t competitive now. Any further comments should be provided to Patti as quickly as possible.

Meeting adjourned at 11:50