Update from CIO
Randall provided an update on several projects as follows:

- **Data warehouse**: Test environment and setup nearly complete based on work of Oracle and CND staff for campus solutions: bio/demo, student financials and workforce profile. It is anticipated that the warehouse will be released for internal testing this summer, with limited access released across the System in the fall. At this time, it is anticipated that full access will be allowed to all users beginning in the spring of 2011.

- **Data dictionary**: Dr. Hillman is leading the effort to develop a data dictionary for campus solutions, while Teri Thorsen is leading a comparable effort for HRMS. Expect to have a draft completed by May, with appropriate Council review over the summer, with a planned final product ready in the fall.

- **Communications budget request**: The NDUS Office has asked for CIO assistance in reviewing and updating the definition of communications cost for state utility budgeting purposes. Randall indicated that based on his review of campus practices and industry direction he suggested that network costs should be treated as a utility cost—everything from the wall back should be treated as a utility. Items in front of the wall (e.g. phone, fax, computers, etc.) should not be considered part of the utility cost. He said he will continue to work with the campus CIOs and finance officers in review and analysis to ensure consistency. Laura indicated that this is going to impact the NDUS 11-13 biennial budget request it will need to be resolved by April 22. UND raised questions about how this will impact the 11-13 budget request and related parity calculations, and other related costs for college affordability. NDSCS indicated that campuses need to maintain flexibility in their operations and Randall agreed pointing out that this is not intended to prescribe what you need to do, but rather how these costs will be handled from a state budgeting perspective. Concerns were raised about differences in current campuses
practices regarding how these operations are funded from state appropriated and other fund sources.

- SBHE policy 1901.3: Randall said that he will be working with the CIO Council to review and recommend changes to 1901.3 to address how IT and related IT services are procured and the process for CIO review in that process, especially for those items impacting services for which the CIO is responsible.

**HIRE Act**

Ms. Thorsen reviewed the new HIRE Act, which was signed into law in March of 2010. She asked if campuses want to participate allowing certain employers (including public sector higher education institutions) to receive a tax “holiday” on the employer share (6.2%) of Social Security for new hires who meet certain conditions (specifically that they have been unemployed for at least the previous 60 days). She said it is unlikely that PeopleSoft will make software modifications to accommodate this change, so it would largely become a manual process (e.g. new hire qualify, payroll, and refunds). There was some discussion about this opportunity and the fact that the NDUS will likely have relatively low turnover in the current economy, and fewer new hires, and furthermore, the majority of new hires within the NDUS may not meet the conditions outlined in the HIRE Act.

Because administrative costs of participating in this program would likely entail costs that outweigh the savings the Council indicated that they would not likely support participation in the program. They asked that additional guidance on this law be monitored and Ms. Thorsen provide an update at the May Council meeting, at which time the Council would make a final decision.

**Higher Ed Refund**

At this time, UND currently uses HigherOne for processing student refunds. Mr. Pytlik said he is aware that at least one other campus, BSC, is moving to HigherOne. HigherOne is an outsourced refunding process that allows us to send students’ credit balances to HigherOne, who works with the student to select the manner in which they receive their money either through ACH or a debit card.

Mr. Pytlik explained that UND wrote its own queries to obtain the student and balance information, with CND staff assisting to the extent of making those queries available in the production environment for UND. Ms. Lucke offered to share the query they prepared with the other campuses, if requested. Mr. Pytlik expressed concern that if other campuses move to HigherOne, there will be more need for CND assistance to the campuses to write and support individual campus queries. The NDUS already has refunding capability through TouchNet as part of our license with them; however, he doesn’t know if this option is a viable one, since they have the ability to process refunds at a system-wide level, but not on a campus-by-campus level. In addition, the current CND system provides refunding capability.

Ms. Glatt asked the Council members if any other campuses are considering HigherOne or another vendor and if so, how soon do they hope to implement it? The only other campus that indicated that they are or would like to explore other options, outside of the CND refund capability, at this time was NDSCS.
Mr. Pytlik replied that at this time, ConnectND can support processes that allow refunds through PeopleSoft and HigherOne, but added that if there is an interest in using more than two vendors or different vendors, his staff would have to review this.

DSU raised a question about CND resources that are required to support one or two campuses and how this might detract from priorities that benefit all campuses. Mick indicated this is the reason for him raising this issue with the Council.

**Tuition Study**
Ms. Glatt stated she had nothing new to report regarding the tuition model study and asked the group if they had any questions or information they wanted to discuss based on their progress to date.

Mr. Borkowski asked what other campuses have experienced as a result of transitioning to a per-credit hour model – specifically, he wanted to know if it resulted in a change in the number of extra credit hours students take. Mr. Clark responded that BSC’s average full-time student course load decreased by about .04% or ½ credit, on average. Mr. Clark added that because they are charging a bit less per credit, they would expect their part-time students will take more. He added that over time the full-time load increased. Mr. Renk stated that the per credit-hour model had no negative impact on their campus, and initially saw a slight reduction in credit hours for those taking over 20 hours, but that was a small portion of their total student body.

Bruce Bollinger indicated that NDSU has not done any work related to this study. Ms. Glatt said they would visit more about this off line.

**2011-13 biennial budget**
Ms. Glatt reviewed the 2011-13 biennial budget process and timeline. She said the Chancellor presented the budget request to the Budget, Audit and Finance Committee (BAFC), not in any priority order, on March 29, 2010. This budget will now be presented to the State Board of Higher Education (SBHE) on April 8; however, Ms. Glatt is not sure the Board will take action at that time, but rather at their April 22, 2010, special meeting.

Ms. Glatt said the Chancellor has asked that base funding for special assessments should be requested only in the one-time funding request. If we don’t get the one-time funding, she said it will need to be made clear to the legislators that if this is not provided in the one-time funding appropriation, we will require base funding to make the necessary annual payments.

**Code of Conduct**
Ms. Putnam provided a brief background and update on the current status of the code of conduct. At a recent meeting, the Controllers Group recommended that each campus be allowed to create their own document. The system office will draft a code for the NDUS Office and SBHE and campuses can use this as a template to use, if desired. In addition, a policy has been developed requiring campuses to have a code of conduct, which outlines the appropriate requirements. Drafts will be reviewed with the Council at the May meeting.
Other - Special Audit on Construction Projects and Related Policies
The NDUS office is expecting draft audit report on April 15, 2010. We will likely have two
weeks to prepare our response to the State Auditor’s Office (SAO). Following, the system will
need to review all policy and procedure requirements. UND has been working on a flowchart
regarding project management and Ms. Glatt feels this document will be very helpful to the other
campuses, as well.

In response to a question from Mr. Binstock, Ms. Glatt said this audit was done at the request of
the SBHE and will be presented to them. The report will also be presented to LAFRC in May.

Future Meetings
May 18, 2010
July 20-21, 2010 (Retreat)
September 7, 2010
October 5, 2010
November 9, 2010
December 7, 2010