Administrative Affairs Council Minutes
November 9, 2010 – 1:00 p.m.
Conference Call

Participants
Dave Clark, Tamara Barber and Mary Eisenbraun – BSC
Alvin Binstock and Mark Lowe – DSU
Corry Kenner and Joann Kitchens – LRSC
Steve Bensen – MaSU
Brian Foisy and Jonelle Watson – MiSU
Jim Borkowski – MiSU-BC
Mike Renk, Keith Johnson, Dallas Fossum and Tami Matijcek – NDSCS
Karla Mongeon-Stewart, Bruce Bollinger, Karin Hegstad, Cindy Rott, Mike Ellingson, Joan
Chapek – NDSU
Alice Brekke, Larry Zitzow, Sharon Loiland, Chelsea Larson, Laura Thoreson and Dawn
Pladson – UND
Trudy Collins and Ron Palmer – VCSU
Laura Glatt, Cathy McDonald, Pat Seaworth, Mick Pytlik and Deanna Dailey – NDUS Office

Presentation by FAMIS on Capital Projects Module and Key Control Modules
Tim McClean provided an overview of the FAMIS Capital Project Tracking Module via Webex. Mr. McClean stated that currently, the NDUS is using about 20-25% of the capabilities of the FAMIS product, which the System already owns. He went on to say that FAMIS has the ability to provide a high-end view of project management expenses, which are typically for an NDUS executive perspective, not from the contractor perspective. Mr. McClean added that FAMIS acts as the summary reporting structure for all of the estimated costs, committed costs and actual expenditures for any project. It incorporates internal and external contractor services and is fully compatible with NDUS’s existing programs. FAMIS offers flexibility, along with consistency, in how facility managers on each campus report capital projects.

Ms. Glatt asked if there are any “canned reports” available in addition to the example reports that were provided to the group. Mr. McClean said additional reports could be created by each user. In response to a question about the extraction of data from FAMIS to prepare reports in other programs, Mr. McClean indicated that anything in the Discovery program can be extracted and used in Excel or Access, as well as many all other commonly used software programs.

Mr. Zitzow said the Inventory Control (FIC) model for key control has been in place since 1995. At this time, the FAMIS Governance Committee is asking the Administrative Affairs Council whether they would support system-wide implementation of the Capital Projects Module. Mr. Zitzow said the NDUS has already purchased the entire FAMIS product. However, some costs would be incurred if the module is implemented, such as for training users how to utilize the FAMIS modules and an additional FTE for ConnectND staff to support these added modules as follows:
- $33,275 capital projects module
- $37,050 key control
- Unknown amount-CND staffing

Mr. Pytlik said this new CND FTE would also eventually assume other responsibilities. He added that whether the NDUS chooses the FAMIS product or any other software, the same staffing and support issues would be present as the existing CND ancillary support staff are already busy with supporting other systems. Mr. Pytlik recommended that if every campus does decide to use a capital project tracking product, they should use the same one rather than having a number of different products to support.

In response to a question from Ms. Collins, Mr. McClean said there would be no duplication of entry between PeopleSoft and FAMIS, as the data can be transferred between the two programs.

Ms. Mongeon-Stewart expressed concern about legislators forcing the system campuses to implement some sort of capital project tracking software. Ms. Glatt asked the campus representatives whether they have any interest in using this product. Only NDSCS, NDSU and UND members expressed interest. The other participants expressed concern about the added expense and staffing demands this would create on campus. Ms. Glatt asked if, assuming we only have three campuses interested and that adequate resources are identified, there is any reason we wouldn’t implement it for those interested. Mr. Pytlik responded that ConnectND staff would have no objections to only three campuses using it. He reiterated his concern about other campuses choosing a different product in the future. Mr. Pytlik said if this does happen, they would have problems supporting these other campuses’ choice.

Ms. Glatt asked Mr. Pytlik to provide Mr. Zitzow with the cost estimate for support and implementation of the FAMIS Capital Projects Module, including the additional FTE, for discussion with the FAMIS Governance Committee, who they can recommend how to proceed with this matter.

Consider proposed student payment plan policy
Mr. Seaworth reviewed the revisions made to proposed policy 830.1. Ms. Glatt asked Mr. Seaworth if, based on the comments presented in an e-mail written by Karin Hegstad, there was anything he would change. Ms. Hegstad said that UND and NDSU want to see more than a $35 enrollment fee due to the cost of administering a payment plan. Ms. Larson added students are paying for the privilege of having payments spread over months. Ms. Loiland expressed concern over having fees dictated in policy and the business practices that would be affected by doing so. Ms. Glatt explained that this does need to be in a procedure, at the very least, to ensure consistency across the system when setting fees.

Based on the discussion today, Ms. Glatt said it appears there is more work to be done on this policy. She added that in the current environment, it is going to be very difficult to allow campuses to implement their own procedures and set their own fees and that consistency is critical. Ms. Glatt said this policy can’t be made too vague, as we need to be able to justify any new or increased fees. Ms. Glatt asked Mr. Seaworth to work with Ms. Hegstad, Ms. Larson and Ms. Eisenbraun regarding any the additional revisions to SBHE policy 830.1, to which he agreed. Once completed, it will be brought back to the Council for consideration.
Discuss legislative session reporting requirements
Ms. McDonald reviewed the reporting requirements for the 2011 House and Senate Appropriation Committees. She said she wanted to provide this information earlier this year, as the NDUS has received several informal recommendations from the State Auditor’s Office (SAO) regarding campuses failing to provide the appropriate information in the past. Ms. McDonald reminded the business officers that everyone needs to use consistent general project descriptions and said she will distribute a list of descriptions soon.

Ms. Barber asked Ms. McDonald to distribute the “Comparison of FY2010 Budget to Actual for FY ending 6-30-10”, which was previously prepared and provided to the interim committee. Ms. McDonald agreed, and added that she will include a high-level list of deferred maintenance for extraordinary repairs at that time. In response to a request from Ms. Collins, Ms. Glatt and Ms. McDonald concluded that major capital projects should be included in this report. Ms. McDonald will revise the footnote associated with this.

Discussion on tuition models
On October 27, 2010, Ms. McDonald distributed an e-mail with a summary of the tuition model schedules that had been submitted to Ms. Glatt. Following some discussion, Ms. Glatt asked if there was a majority interested in any of the models or if someone had a different approach to offer.

UND – Ms. Brekke said they have spent almost two years working on this with a committee on campus and the model they are considering is actually a combination of models. The committee is discussing the possibility of hiring a consultant to help conduct a student survey and price elasticity study. In response to a question from Ms. Glatt, Ms. Brekke said it is fairly certain that UND will be moving to a different tuition model but the transition likely won’t take place until fall 2012.

NDSCS – Mr. Renk said NDSCS is happy with their current per credit hour tuition model and said they did not have a strong preference one way or the other with regard to the number of residency categories.

LRSC – Mr. Kenner said that if they made a chance, he would not anticipate doing so until at least fall 2012. He added that the Faculty Senate is currently reviewing the issue.

DCB – Mr. Borkowski said he would prefer to remain with the flat tuition rate model, but would like to consider moving to one residency category.

NDSU – Mr. Bollinger said NDSU is looking at another model, and has been discussing with UND partnering on a consultant as described earlier.

DSU – Mr. Lowe said DSU is currently undecided on whether a change is necessary or not. He added that fewer ate categories would be simpler to understand and easier to administer. Mr. Lowe said DSU doesn’t want to go to a new model just for the sake of switching, but added that they would consider it if there is some benefit in doing so.

MaSU – Mr. Bensen said MaSU is currently using a flat tuition rate now but will likely be moving to a per-credit model with reduced rate categories.
VCSU – Ms. Collins said they currently use a per-credit model, which works well, but VCSU faculty would prefer to move to a flat rate.

MiSU – Mr. Foisy said he’d prefer to speak with Dr. Fuller before responding to this question.

WSC – No response.

BSC – Mr. Clark said BSC is currently using a per-credit rate tuition model. Their biggest issue at this time is protecting the distinction between online versus on-campus students.

Ms. Glatt asked the group if any other campuses would be interested in joining UND & NDSU in the utilization of a consultant regarding the tuition model issue. Mr. Binstock and Ms. Collins expressed an interest in learning more.

The general consensus was that if a change were made it could not be implemented before fall 2012. Ms. Glatt said she will share the comments made today with Chancellor Goetz and determine whether he would like to take this issue to the Cabinet at their next meeting.

Discussion on cell phone practices
At the last meeting, it was agreed that the NDUS would not pursue legislation addressing the issue of personal use of state cell phones. VCSU and BSC have since shared their cell phone policies, which were distributed with the agenda materials. Ms. Glatt asked the other campus representatives how they are handling cell phone practices on their campuses.

- BSC – Offers a stipend to the appropriate individuals, although no BSC are currently receiving a stipend. They continue to be allocated a state cell phone.
- LRSC – Looking at allocating fewer state cell phones. Considering a procedure to reimburse employees for use of personal cell phones.
- UND – Allowance is offered to a small group of individuals, others are issued UND-owned phones and they also provide some limited reimbursement for business use on personal cell phones.
- NDSU – Employer-provided phones to some individuals, and others just use personal phone but do not receive a stipend (this is their choice).
- NDSCS – Employer-provided phones, which are not to be used for personal calls. They also offer reimbursement for business use of personal phones.
- DSU – Stipend paid, limited to the amount that a state-owned phone would cost the campus. The stipend is set up through accounts payable, but is taxed.
- MaSU – Stipend paid as part of a qualified individual’s gross compensation, and also issue state phones especially to those utilizing state vehicles.
- MiSU – Currently issue state phones, but would like to move to a stipend based on the level of use.
- VCSU – Stipend based on percentage of business use. Higher stipends are provided to those who require a voice/data plan. State-issued phones are limited.
- DCB – Stipends currently not offered; however, it is under consideration. Presently, there are several state-owned phones issued but they are not to be used for personal use.
There were no additional questions or comments regarding campus cell phone policies. Ms. Glatt asked the Administrative Affairs Council members to share their campus cell phone policies as they are developed.

2011-13 Preliminary Budget Outlook
Ms. Glatt distributed a budget outlook prepared by the Legislative Council which provided projections based on costs to continue.

Meeting adjourned at 4:58 p.m.

Future Meetings
December 7, 2010
January 4, 2011
February 1, 2011
March 8, 2011
April 5, 2011
May 3, 2011
June 14, 2011
July 25-26, 2011
August 30, 2011
October 11, 2011
November 22, 2011