Administrative Affairs Council Minutes
January 4, 2011 – 2:00 p.m.
Conference Call

Participants
Dave Clark and Tamara Barber – BSC
Alvin Binstock and Mark Lowe – DSU
Corry Kenner and Joann Kitchens – LRSC
Brian Foisy and Jonelle Watson – MiSU
Jim Borkowski – DCB
Keith Johnson – NDSCS
Bruce Bollinger, Karin Hegstad, Ramona Adams and Stacey Winter – NDSU
Alice Brekke and Peggy Lucke – UND
Trudy Collins – VCSU
Justin Madisson – WSC
Laura Glatt, Cathy McDonald, Randall Thursby, Mick Pytlik, Pat Seaworth and Deanna Dailey – NDUS Office

Fire and Tornado Response on Insurance Coverage
As agreed at the December 7, 2010, meeting of the Administrative Affairs Council, Mr. Seaworth contacted Jeff Bitz of the ND State Fire and Tornado Fund to further discuss water damage insurance. Mr. Seaworth reported that the only option the Fund is willing to consider is the purchase of additional insurance policies through a commercial vendor. Mr. Seaworth pointed that the last time this was reviewed it was found to be cost prohibitive to the campuses. Ms. Glatt asked whether any of the institutions were interested in pursuing the matter at this time and the Council agreed that it would not be the best use of NDUS and the institutions’ time and/or resources to do so.

Ms. Collins asked if anyone had purchased flood insurance from the Federal government, usually offered in the spring of each year. Ms. Brekke encouraged her to contact Jason Uhlir at UND, as he has had some experience in this regard. When asked if other campuses in the eastern part of North Dakota have ever obtained any type of flood insurance, it was learned that NDSU purchases flood insurance from a commercial vendor. NDSCS indicated that they have not bought flood insurance in the past.

Administrative Affairs Efficiency Review Update
Ms. Glatt began by explaining that there are three major areas under review at this time based on the Administrative Affairs council survey results. Those areas are: 1.) payroll, 2.) telecommunications, and, 3.) collaborative students. She asked each subcommittee representative to update the group on their efforts thus far.

Payroll – Mr. Lowe said he and other committee members met and reviewed the current payroll process and subsequently tried to identify some ways to reduce the amount of paperwork. One change that has been implemented is rather than doing payroll over the course of two days, all of the NDUS payroll will be run on the same day. Mr. Lowe also gave a brief outline of the PeopleSoft manager’s self-service feature, which would allow managers to make edits to
employees’ payroll information electronically and as a result, significantly reduce the amount of paperwork involved. He indicated the committee would like more clarification from the Administrative Affairs Council regarding what specific areas of payroll should be reviewed. He said that a Mr. Lindberg, a committee member, would be contacting Ms. Glatt to discuss more.

**Collaborative Student Group – Ms. Glatt**

Said the first meeting of the collaborative student group was held on December 9, 2010. Based on the committee discussion, the following areas of possible review were identified:

1. **Security**: concern about passing sensitive information between campuses via email or other unsecured means.
2. **Sharing information**:
   - Expand listserv to include all employees on campus who work with collaborative student functions for sharing information and Q&A.
   - Need secure site from which can access necessary information
   - Does new CND report, expected to be released in mid-December, help address some or all of the needs? Mary B. agreed to set up a webinar for training on use of new report once it moves to production. It was recommended this be done before the Christmas holiday break and recorded for those who are not available to watch the webinar.
   - Used to have access to student information, but removed due to FERPA concerns—are not able to isolate only collaborative students from all other students in the database
   - Possibly look at setting up 3rd party payer corporate account by campus
   - Need transcripts to be completed before can calculate SAP for financial aid; differing campus grade deadlines create timing challenges-audit issue
   - All campuses should use the free National Student Clearinghouse for electronic transcript exchange
3. **Training**
   - Need regular training due to staff turnover
   - Develop manuals on collaborative student process for office use
   - Identify collaborative student process experts within the system a contact resource and/or to provide regular training
4. **Staffing**
   - Too many tasks to complete within too short of a timeframe
   - Need to either address staffing needs or look at changing the process or timeline
5. **Long Term Strategy**
   - Examine whether alternative models are appropriate given the rapid increase and expected continued increase in the number of collaborative students.

Ms. Glatt said any policy or procedural change would move to other appropriate councils (e.g. Administrative Affairs, Academic Affairs, etc.), depending on whether they were finance or academic issues, allowing for input from every campus. She pointed out that one issue is related to who at the system level will help to facilitate the work of this committee.
Telecommunications – Mr. Thursby said there has been some discussion regarding the possibility of the NDUS using AVAYA switches or the Office Communicator product from Microsoft. He added that since we now have the license for the Communicator, this group will be exploring what it can offer. He said the staff member assigned to this task has been out on medical leave and will resume when he returns to work.

SBHE Policy 805.1
Just prior to this meeting, Ms. Glatt e-mailed the most recent version of SBHE Policy 805.1, which changes the placement and exemption related to teacher professional development revenues.

In response to Ms. Glatt’s request for comments, Mr. Seaworth suggested replacing “i.e.,” with “in the state treasury at the Bank of North Dakota” in subsection 2.

In response to Ms. Brekke’s question regarding why “non-degree granting” was deleted from references to “teacher professional development,” Ms. Glatt said it came at the urging of NDSU and assumed that all teacher professional development is non-degree granting. While it may be recorded it is not reflected on the official academic transcript. It was agreed that the word “or” in line two of subsection 3 (“credit or activities”) should be deleted in an effort to clarify that issue. Also, the last sentence in subsection 3 will be revised to read “however, teacher professional development is revenues are excluded from institutional collections.”

Ms. Glatt and/or Mr. Seaworth will make the clerical edits and distribute to the business officers for final review. The policy will be added to the January 12, 2011, Cabinet meeting, for a recommendation. Ms. Glatt indicated that if there are any additional campus concerns she would need to be made aware of these before January 12th.

Program Fee Policy and Tuition Study Update
Ms. Glatt said that both of these items are resting with the chancellor. With regard to the tuition study she said he is waiting for information from two campuses before deciding how to proceed. On the program fee policy, he intends to visit with the presidents prior to making any decisions on how to proceed.

Mr. Kenner had a question regarding SBHE Policy 805.3 – 805.3 Application, Course, Program and Other Miscellaneous Fees about language related to student input and filing information with the NDUS Office. In response to his concern, Ms. Glatt said that the SBHE’s Budget, Audit and Finance Committee requested more student input be considered when setting fees. However, there had been past discussion regarding the level of information a student has available prior to giving their input. In order to address, without adding more reports, it is being suggested that a copy of whatever is to be provided to the students also be provided to the NDUS Office. This would add another level of transparency without creating additional work for campuses. Through this process, the NDUS may be able to advise those campuses about the proper levels of disclosure.

2011 Legislative Session
Ms. Glatt said that Legislative appropriation hearings will be held sometime during the week of January 17; however, she hasn’t received word from Legislative Council regarding specific dates for institutional hearings. The chancellor and his staff have been reviewing bills as they come in
and tracking those that will affect NDUS. The Cabinet will begin meeting via conference call Thursdays at 3:00 p.m. this week and will continue to do so throughout the entire session. Hearing schedules are released every Friday morning. The system office will review the schedule and subsequently distribute relevant information to the institutions on Friday afternoon.

Mr. Bensen asked whether campuses should consider having students participate in the hearings. Ms. Glatt replied that, as stated in the “Budget Hearings – 2011 Legislative Session” handout, provided by the Chancellor, student testimonials are very effective and thus, encouraged. She reminded the group to keep in mind they may only have 30 minutes to present, so it is important to use their best judgment regarding the number of people testifying on the institutions behalf. Ms. Glatt added that PowerPoint presentations are encouraged, though not required.

In response to a question from Mr. Bensen, Ms. Glatt said that it would be appropriate to provide budget information which reflects the SBHE request, the Executive Recommendation and any differences; however, she cautioned that the current SBHE position is to support the Executive Budget, with few exceptions. Ms. McDonald reminded the group about an email she distributed with a summary of this side-by-side comparison for each campus. She said she would re-distribute the schedules in an Excel format for campus use as they see fit.

Mr. Foisy asked about the audit recommendation that stated use of carryover funds. Ms. McDonald referred him to her January 4, 2011, e-mail in which she stated “… there may not be sufficient time (during the hearing) to actually review these with the committee, but the required items must be included in the information packets that you distribute.”

Ms. Glatt concluded by saying information on the hearing schedule will be distributed as soon as it is received in the System office.

Other
No additional items.

Meeting adjourned at 2:53 p.m.

Future Meetings
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