Administrative Affairs Council Minutes
June 26, 2012 – 10:00 a.m.
Conference Call

Participants
Dave Clark, Tamara Barber and Mary Eisenbraun – BSC
Alvin Binstock – DSU
Corry Kenner and Joann Kitchen – LRSC
Brian Foisy – MiSU
Kara Bowen – DCB
Mike Renk and Keith Johnson – NDSCS
Bruce Bollinger and Karin Hegstad – NDSU
Alice Brekke, Chelsea Larson, Peggy Lucke and Cindy Fetsch – UND
Doug Dawes and Kimberly Bomstad – VCSU
James Foertsch – WSC
Laura Glatt, Cathy McDonald, Mick Pytlik and Deanna Dailey – NDUS Office

Ms. Glatt called for additional agenda items. There were three: Global Services, Deferred Maintenance Update and memo distributed by SBHE President Shaft regarding new operating procedures.

Post-Payroll Funding Changes (PFC)
Since the June 29, 2012, Oversight Committee meeting had been canceled, Ms. Glatt said this project has been temporarily put on hold in order to address other more urgent needs. In response to a question from Ms. Glatt, Mr. Pytlik said this project will address the treatment of retroactive payroll adjustments. More information will be shared at the next Administrative Affairs Council (AAC) meeting on this project.

Fee Set Up Review Report
Ms. Glatt reminded that the Council asked the Student Financial User Group to review and make recommendations on several items: 1.) ensure consistent tuition and fee set up in CND; 2.) develop common data definitions and elements for the data dictionary; 3.) possibly merge into a single fee the mandatory university/college and student government fees; and, 4.) later added, the possible merger of the CND and NDSA fees. Ms. Glatt expressed her appreciation for the work of the SF Users Group, and also UND Peggy Lucke, BSC Tamara Barber, and MiSU Brian Foisy who participated in the user group discussion.

Ms. Eisenbraun reviewed the report and recommendations, followed by discussion.

The committee discussed combining ConnectND fee from Policy 805.3 and NDSA fee from Policy 805.2.3 into one fee called “Mandatory University System Fee.” Representatives from BSC, DSU, NDSCS, NDSU and UND supported this proposal, while DCB, LRSC, MaSU, MiSU, VCSU and WSC opposed due to the allocation issues tied to using a percentage on the general ledger tab not calculating the exact amounts.
Ms. Eisenbraun said the committee does need some guidance regarding when the recommended changes need to be completed. Discussion took place regarding the amount of time required by campuses to make the suggested changes and it was agreed that it would depend upon several factors, including campus size, how many fee types each campus currently has and the amount of staff available. Ms. Eisenbraun said the smaller campuses are concerned they do not have the amount of staff needed to make all the changes by this fall and that several campuses had very new people in the student finance area and are concerned they may not have the background to make these changes with confidence. She also said there was some committee discussion about some members of the group helping those campuses who lack the necessary resources.

It was agreed that those institutions able to make the fee type changes by fall 2012 should do so and those who need more time could have until fall 2013. In addition, campus websites should be updated to provide complete information on the amount and uses of the mandatory fees, including a breakdown between the college/university and student government fees. Ms. Glatt cautioned that this later deadline may be subject to change based on the incoming chancellor’s directive.

Ms. Glatt reviewed the committee’s response to a request to consider whether the mandatory university/college and student government fees could be combined into one fee in relation to the fees in Policy 805.2.1 (a) and (b). The committee agreed to creating one fee called “mandatory student fee” for the student billing. Some campuses would like the option of either allocating the fees associated with the “mandatory student fee” with a percentage to the correct funds on the GL tab or posting all transactions to one set fund with manual allocations to the correct funding source. In response to a question from Ms. Glatt, Ms. Brekke responded that UND prefers a manually allocation option since funds are allocated to various functions and departments based on a budget plan approved by the president.

After discussion, it was decided that campuses will retain the flexibility to either electronically allocate the funds (on the GL tab) or make manual allocations, in order to address targeted allocations to functions and activities.

A vote was taken as to whether each campus representative preferred to combine the CND and NDSA fees into one “mandatory university system fee” or continue to bill them separately. The results were:

Combine: BSC, DSU and UND
Separate: LRSC, MaSU, MiSU, DCS, NDSCS, NDSU, VCSU and WSC

Ms. Glatt expressed the need to be sensitive to whether NDSA prefers to retain the separate fee billing for NDSA fee. She will contact the NDSA president to discuss before making a final decision. She also said she wants to consult with the NDUS CIO about the need to retain CND as a separate fee.

Discussion took place regarding tuition item types for MHEC and WICHE programs. It was agreed that they will be commonly named MSEP, WUE and WRGP, with implementation to be complete by the start of the fall 2012 term.
With the exception of the item type description, the other changes discussed today should be able to be made by fall 2012.

A summary of discussion conclusions and actions is as follows:

1.) Supported the common fee structure and tree definitions, as presented. Review and implementation to be completed by no later than the start of the Fall 2013 term, due to the significant changes required at some campuses and consistent with FY transition.

2.) Merge the college/university and student government fees (as they appear on the face of the student bill) into one fee commonly named “Mandatory Student Fee”. Implementation will be completed by the start of the fall 2012 term. Campuses will retain the flexibility to either electronically allocate the funds (on the GL tab) or make manual allocations, in order to address targeted allocations to functions and activities.

3.) The campus technology fee will be commonly named “Mandatory Technology Fee”. Implementation to be completed by the start of the fall 2012 term.

4.) The CND and NDSA fees will remain separate, but will be commonly named “Mandatory ConnectND fee and Mandatory NDSA fee”. Implementation to be completed by the start of the fall 2012 term (with the exception of UND, as they start processing student billing next week for the SOMHS).

5.) Campus website should be updated to provide complete information on the amount and uses of the mandatory fees, including a breakdown between the college/university and student government fees.

6.) Tuition item types for MHEC and WICHE programs will be commonly named MSEP, WUE and WRGP. Implementation to be complete by the start of the fall 2012 term.

7.) A work-group of the SF user group will be created to assist campuses with the implementation changes, as needed.

8.) CND staff will embed the agreed upon definitions and data elements in the data dictionary, and forward the appropriate link, when available.

9.) A common set-up and procedure was defined for study abroad programs—campuses will be making changes consistent with this agreed upon set up

2013-15 Biennial Budget Process
Ms. Glatt said there have been some questions regarding the 2013-15 biennial budget process and timeline. She said the SBHE will meet on Thursday, July 12, at which time they will consider the biennial budget request and major capital priority list. Dr. Shirvani will likely want to review both documents and make his recommendations prior to board discussion. Following SBHE approval, institutions will have approximately one month to submit their budget to IBARS and to Ms. McDonald. Ms. McDonald met with Tammy Dolan from OMB on June 25 to discuss the instructions for IBARS. Ms. McDonald will forward them to campus officials ASAP, since there are some items that can be worked on prior to the budget being finalized. Ms. McDonald is also preparing information for the campuses that will provide them with the amount to reconcile to for biennial budget amounts and in terms of what the appropriations are for the 2011-13 biennium. In addition, Ms. McDonald is working on common change code recommendations.

Global Services
Ms. Eisenbraun explained that a global service indicator would be added to a student record to alert another campus to potential issues such as a delinquent account. This would alert another
NDUS institution of outstanding issues before a student is admitted or enrolled. When asked earlier, Mr. Seaworth raised the issue of potential FERPA violations. In response to a question from Ms. Glatt, Ms. Eisenbraun said she believes it would be possible to make the change to CND once the policy & FERPA issues have been resolved. Campuses already have the ability to enter that global service indicator individually, but we want to be able to make this a global indicator. Ms. Glatt asked the group if, once the legal issues are resolved, they had any opposition to going forward with the global service indicator. Ms. Brekke said the Department of Education has prepared a report regarding student aid fraud and said she will email the report to Ms. Glatt for her review.

Ms. Glatt will arrange for a meeting between Mr. Seaworth, CND representative(s), SFUG representative(s) and financial aid officers to discuss how to resolve these issues and move forward. Ms. Eisenbraun agreed to be a part of this discussion, as well.

Deferred Maintenance
Ms. McDonald said she has sent out background information on deferred maintenance and after some discussion, it was agreed that we will continue to use OMB’s formula at this time in responding to requests related to deferred maintenance.

New Chancellor Procedures
Mr. Clark asked Ms. Glatt if there is anything that this group needs to be aware of regarding the new chancellor, who will officially take over that office on July 2, 2012. Ms. Glatt said that Dr. Shirvani has been in North Dakota several times since he was hired, but he has spent much of that time getting to know other key players throughout the state. He does plan to schedule a cabinet meeting soon after his arrival, at which time he will likely outline his expectations and processes. Ms. Glatt did indicate that she believes the turnaround time for receiving agenda items to them getting on the agenda may be changed and that the new Chancellor is very data driven, so consistency in information across the NDUS will be even more important.

Meeting adjourned at 11:41 a.m.

Future Meetings
August 28, 2012
October 9, 2012
November 20, 2012