Administrative Affairs Council Minutes  
November 20, 2012  
NDSU Alumni Center

Participants  
Dave Clark and Tamara Barber – BSC  
Mark Lowe and Bill Ament – DSU  
Corry Kenner and Joann Kitchens – LRSC  
Steve Bensen – MaSU  
Brian Foisy – MiSU  
Kara Bowen – DCB  
John Richman, Mike Renk and Keith Johnson – NDSCS  
Bruce Bollinger, Karin Hegstad and Cindy Rott – NDSU  
Alice Brekke, Peggy Lucke, Cindy Fetsch and Dawn Pladson – UND  
Doug Dawes – VCSU  
James Foertsch – WSC  
Laura Glatt, Mick Pytlik, Rosi Kloberdanz, Linda Baeza-Porter and Cathy McDonald – NDUS  
Office

Governor’s Proposed Funding Model  
Laura said it has been recommended to the Governor that auxiliary gross square footage be removed from the physical plant component of the formula. She said she does not know whether the new model will be deployed in the Governor’s proposed 13-15 budget or not.

The Council discussed the means to access information from each campus about course assignments to subject/prefix, based on the Chancellor directive to review on a system wide basis. Laura said this is needed for two reasons: 1.) ensure there are no material differences between campuses that may impact the formula weighting factors; and, 2.) to create a baseline of course assignments to prefix/subject→CIP code→funding model discipline clusters.

Funding committee members pointed out that they did not start at the course level, as someone else on campus had already assigned courses a prefix/subject, and ultimately a CIP code. So the committee started their work at the CIP code level. It was agreed that the data that Linda Baeza Porter had run for each campus from the special query that was developed by the funding committee, is a good point to start to evaluate course assignments. Linda will resend the file to each campus and they will develop a crosswalk from course level to discipline clusters. It was pointed out by UND and NDSU that there are different parameters that need adjustment in the query and they indicated their intent to share these with Linda.

Laura reiterated the need for campuses to submit this information by early next week, so the analysis could be started. She said she believed the Chancellor wanted some assurances of the consistency of the data going into the legislative session.
IT Update
Mick and Rosi provided an update on several IT related issues including: new facility, document imaging, unified communications, Microsoft windows 8.

Laura noted that SITS will move to a stand-alone business unit effective January 1, 2013 for accounting purposes. This new business unit would include SITS, as well as some current UND specific funding, as staff will be co-located in the new facility. SITS will in turn provide services back to UND under a service level agreement for certain services such as telecommunications, network, programming, etc. Laura raised a concern and question that under this model, the SITS budget would now include funds and FTE that are for the benefit of UND. This appears to be the reverse issue we were trying to correct, and that is that SITS funding and FTE were previously embedded in the UND and NDSU budgets, overinflating campus counts. Now, SITS will appear to be overinflated for campus specific staff, who will only serve UND needs. Mick said they would continue to review this issue to determine how they might be clearly reported.

Bruce raised questions about the current status of SITS and Northern Tier Network funding, and delayed distribution, which is has created a temporary negative fund balance at NDSU. Laura said she would have Randall follow-up directly with Bruce.

It was also noted that SITS intends to have a Sharepoint site functional by the legislative session so it can be used to update multi-campus information, with proper security controls.

Pathways to Student Success—Tuition Model
The Council discussed tuition model development issues. Multiple Council members raised concerns, as summarized below.

1.) Timelines for submitting rates and information are too aggressive. Campuses want adequate time to complete their due diligence given all the simultaneous moving and complex parts of the tuition model: move to per credit; move to new residency rates; merging of fees; common rates across tiers. They are nervous about identifying rates (even preliminary rates) by the end of this calendar year and possibly needing to modify them thereafter (and explain ongoing changes), as they complete more analysis.

2.) Distance Education. The Vice Presidents would like to simultaneously address both on-campus and distance ed rates together (as opposed to separate phases of the same effort), as the latter will likely impact on-campus rates anyway.

3.) Cost neutral vs. revenue neutral. Attempting to hold the typical full time student harmless, within a single campus, and across tiers, will likely have substantial revenue impact on some campuses. Laura suggested that campuses develop and submit proposed rates, as directed and also include information on revenue impacts, so that there is meaningful and complete information from which to make any necessary changes. Campuses can also consider proposing different options that attempt to balance the student and institutional impact.

4.) Simplicity. The more variations we add to the model, the more complex it is becoming.

Laura said she has reviewed these items with the Chancellor previously, but said she would raise the concerns again. She encouraged VP’s to share their concerns and comments with their
President, and Presidents should bring them to the attention of the Chancellor, as they deem necessary.

Dual credit rates were discussed. The understanding is that students taking dual credit courses, on campus, would pay the traditional on-campus rate(s). A common rate, among all two-year and four-year regional campuses (including MiSU) for dual credit courses offered in the high school would be developed. It was suggested that the goal should also be to develop a uniform subsidized rate (i.e. school district is paying part of the cost) across the system to eliminate competition.

Regarding residency tuition changes, it was clarified that the grandfathering period applies only to MiSU.

Accumulated Fee Balances
It was pointed out many fees have the same item type and are deposited to the same fund number, making it impossible to separately identify the specific fee amount, number of students paying the fee, and related revenue. For example, if a campus has multiple biology fees ranging from $20 to $75 per lab, these may all be merged together in the database. Laura suggested that campuses should provide as much individual and detail specific data, as possible, but where this is an issue, campuses should list the fee description, average number of students, FY12 fee revenue and 6/30/12 fund balance on one line and identify the range of fee amounts.

Joann Kitchens and Mary Eisenbraun noted there are some queries available and said she would distribute this information via email to the Council. They are:

- **NDU_0093_SF (Item Types with Item Amounts)** – This query will show how much was posted to each student within the time frame you enter into the parameters (for a particular item type). Joann ran this for 7-1-11 thru 6-30-12.
- **NDU_0131_SF (Item Types with Item Amounts by Term)** – This is the query Mary Eisenbraun referred to. Joann indicated this is probably even better than the one she used because if something was changed from a previous term, you wouldn’t see it here.

2013 Legislative Session
Laura noted that hearings have been scheduled on January 14, 15 and 16, 2012. This will include both Senate Appropriations hearings, and also joint House and Senate Education hearings. More detailed information on specific hearing requirements will be distributed as those become available. She also said that she is unsure if the legislative process protocol will change under the leadership of Chancellor Shirvani, but again, will keep the Council informed as she learns more.

Cathy reviewed the statutory reporting requirements and indicated that although similar information has been provided to the campuses in the past, not all campuses have included the required information in the appropriation committee hearing materials. This has resulted in audit recommendations at some campuses, and she asked that campuses include all required information in the 2013-15 appropriation hearings, including the following:

- One Time funding uses as outlined in Section 2 of HB1003(2011)
- Report on amounts and uses of funds carried over from one biennium to the next. This should include all general and special funds reported to OMB as carryover from 2009-11 to 2011-13 biennium.
SBHE Agenda Review
Laura said that new timelines for the submission of SBHE agenda requests has not yet been identified, but she will make this available as soon as it is available. She wanted to note that the Chancellor has asked the Public Affairs Director to review and edit all SBHE agenda background materials before they are finalized for distribution. Laura said that many times there is not adequate time to communicate these changes with campus staff before they are distributed due to the tight timelines. She said that if any substantive changes are made, she would attempt to communicate these to the campuses, but did not want anyone to be surprised should the documents they submit be changed.

NDUS Office staffing changes
In recent months there have been new staff that have joined the System Office; Laura summarized these for the Council as:
• Linda Donlin, Director of Public Affairs
• Noah Brisbin, Special Assistant to the Chancellor
• Kirsten Franzen, Director of Compliance
• Linda Baeza Porter, SITS staff support serving as data liaison

Searches are underway for other positions: Vice Chancellor for Academic Affairs, University Counsel, University Auditor, and Director of Financial Aid.

The Council thanked Mike Renk for his years of leadership and service to NDSCS and the NDUS, upon his retirement at the end of CY2012.