Administrative Affairs Council Minutes
May 14, 2013 – 9:00 a.m.
Conference Call

Participants
Dave Clark – BSC
Kara Bowen – DCB
Tad Torgerson and Mark Lowe – DSU
Corry Kenner and Joann Kitchen – LRSC
Steve Bensen – MaSU
John Richman, Keith Johnson and Mike Renk – NDSCS
Bruce Bollinger and Cindy Rott – NDSU
Alice Brekke, Cindy Fetsch, and Peggy Lucke – UND
Brian Foisy – MiSU
Doug Dawes – VCSU
James Foertsch – WSC
Laura Glatt, Robin Putnam and Terry Meyer – NDUS Office
Mick Pytlik and Teri Thorsen – SITS

Ms. Glatt called for additional agenda items and she added campus assessments to the agenda.

Manager Self Service and Web-Based Budget Module
Ms. Thorsen reported that the Web-Based Budget Module is now in production and security will be provided to campuses soon. She reported that every campus plans to use the product to some extent this cycle, except for BSC. There is a strategic piece to BSC’s processes that isn’t in the product yet. UND and NDSU will pilot a few departments. Training was provided to campuses in early May.

Ms. Thorsen reported that Manager Self Service was the number one CND enhancement since it includes workflow and reduces paperwork, and will eliminate lost transactions, improve information retrieval and reduce the need for expanded paper filing systems. The first component of the product to be implemented is termination, which includes dismissals, resignations, and reductions in force. Pilot campuses are UND, NDSU, BSC and SITS. These campuses have been meeting with a consultant from Logic Gate. SITS hopes to go live with this component of the product by the end of June 2013 and roll it out to others campuses in July through September. Simultaneously the pilot campuses will then start the process of piloting the next component of the product—the onboarding process—starting in July.

Outcome of Legislative Session/Final Appropriation
Ms. Glatt is in the process of summarizing each of the legislative bills and will outline action steps for each bill. She will share the document with council members when it is ready.

Ms. Glatt said there are several pools in Sec. 1 of SB2003 to be distributed to the campuses. They are pending direction from Chancellor Shirvani.
Discuss Annual Budget Guidelines as Approved by SBHE on May 9
Ms. Glatt reported that Ms. McDonald distributed a document to council members that outlines the process and timeline. There were no questions about the process and timeline. In response to a question about additional approvals required for tuition rates, Ms. Glatt said the SBHE approved a maximum limit and as long as the campus stays at or below that maximum limit, no additional approval is necessary beyond the campus president. She asked that campuses inform her of their final rate as soon as possible.

Data Inconsistencies Process
In Mr. Thursby’s absence, Ms. Glatt updated the group. She said the document was shared with Cabinet members at the last Chancellor’s Cabinet meeting. The Cabinet indicated they would prioritize items continued evaluation based on cost/benefit analysis. Ms. Glatt said that once the priority list is developed it would be her expectation that each one be considered separately by the appropriate council. Each analysis would include cost, benefit, pros, cons, ramifications, etc.

Mr. Clark asked if there was a timeline for prioritization for each of the items in the document. President Richman responded that Cabinet members would like to have the document shared with senior councils on the front end and ask them to prioritize each item and provide a fiscal note that includes time and resources needed. This information would then be shared with Cabinet members for their continued discussion. Ms. Glatt said she would follow-up with Mr. Thursby on process and will share that information with council members.

Ms. Putnam reported that the chief accountants have some concerns with balancing the need for consistent data with the day-to-day operational demands of running a campus as well as the practicality of having consistent data with 11 campuses that vary in size and function.

Campus Assessments
Ms. Glatt distributed a schedule outlining the FY14 assessments for the current internal audit, compliance and legal positions. She reported that the Chancellor has indicated this will continue to be evaluated as other changes are made, and may be adjusted in the future. Ms. Glatt said Sharon Schwartzbauer will notify campuses when payment is due for FY14, in the meantime do not send any payments.

Mr. Clark asked if the two legal positions are filled and Ms. Glatt said they were by Wagner-Goulet and Holloway. She said the two audit positions will be vacant soon, with the pending departure of Mr. Eggert. She also informed council members that per SB2003 (2013), the reporting relationship of the UND and NDSU attorneys and audit staff will be to the NDUS Office.

Ms. Brekke asked what happened to Mr. Seaworth’s position and wasn’t that funded in the NDUS Office budget. Ms. Glatt said there is an ongoing retirement benefit owed to him and that will continue to be paid for a period of time from the assessment funds. She said that wasn’t initially built into what was assessed to campuses; but due to vacant positions funding is available to cover Mr. Seaworth’s contract. Ms. Brekke then asked that when that obligation is done, will there then be three attorneys in the NDUS Office or will those
dollars buy down the campus assessment. Ms. Glatt said she was unsure of the Chancellor's staffing plans.

Ms. Glatt said the campus assessment for legal positions was historically split among nine campuses and now that UND and NDSU will report to the NDUS Office, she wasn't sure how that was going to play out. She had a conversation with Ms. Holloway, and since there are so many unknown variables at this time, the campus assessment will be left as it is this year—with UND and NDSU excluded. However, it could be revisited at a later date when there is a better understanding of how employees will spend their time.

Mr. Renk asked if campuses will be assessed for the legal positions at UND and NDSU. Ms. Glatt said that the legislation transferred the funds from UND and NDSU to the NDUS Office for those positions. She said until the transition is complete and the Chancellor identifies his staffing plan, it is unknown how assessments might change in the future.

Mr. Torgerson asked if the UND and NDSU attorneys will be available to the other nine campuses. Ms. Glatt said she wasn't sure since there are so many transition details that need to be worked through first.

Ms. Brekke asked if there have been conversations on the logistics of transferring of employees from UND and NDSU to the NDUS Office and the concern of a short turnaround time. Ms. Glatt said that there have been conversations with the Chancellor and Ms. Holloway and Ms. Holloway is working on the details, employees will be contacted when more information is available.

Meeting adjourned at 9:42 a.m.

Future Meetings
July 22-23, 2013 (Retreat)
September 10, 2013
October 15, 2013
November 19, 2013