CND Manager Self Service Update
Ms. Thorsen provided a presentation to council members on Manager Self-Service Project Overview on Hires and Onboarding which is a paperless approval process for terminations (resignations, retirements, and dismissals), and on-boarding (hires and rehires). She reported that 10 business units are live in production and three are left (MaSU, LRSC, WSC). They have received good feedback and based on that feedback, enhancements will be made. The greater challenge is change management around automating these long-standing business processes. Ms. Thorsen asked Council members to provide support for new business processes through conversations on campus.

After Council member discussion, it was suggested that an ad hoc group be assembled to help identify and promote new business processes. It was suggested that the individuals on this group need to have the authority to make commitments on behalf of the institution. Ms. Thorsen will define the scope and responsibilities of such group and based on this, campuses will be asked to appoint someone to the group.

International Student Health Insurance
Ms. Lamboley, NDUS Director of Student Affairs, provided Council members an update on International Student Health Insurance. Due to changing health insurance carriers during the Spring 2014 term, health insurance premiums increased significantly for international students. In order to assist students with this late change, Chancellor Skogen has approved a one-semester (Spring 2014) exception to NDUS Procedure 505. Institutions may develop payment plans (one or two payments) for health insurance premiums for international
students. If they do not pay the premium in full by the end of the 6th week of the term their enrollment should be cancelled. The two payment option plans are listed below.

The two payment option plan will have to include required collection/drop dates:

- $605 due from each international student to their campus on or before February 17, 2014.
  - Campuses remit the above payments to United Healthcare no later than February 21, 2014.
  - Unpaid students are dropped from enrollment no later than February 28, 2014 by the respective campus.
- $605 due from each international student to their campus on or before March 24, 2014.
  - Campuses remit the above payments to United Healthcare no later than March 28, 2014.
  - Unpaid students are dropped from enrollment no later than March 31, 2014.

There were questions from Council members asking if the campus would be responsible to pay any amount in the event the student doesn’t pay or that the student drops enrollment. Ms. Lamboley said that United Health Care is taking that risk and the campus will not be responsible for any of these unpaid premiums.

She said that since this is intended as a one-time exception, no other procedural changes are being contemplated at this time.

**In-State Lodging Rates for Employees**

Ms. Putnam reported that the Controllers Group is recommending a consistent process for documenting in-state lodging rates in communities where the availability is limited. The intent is to imbed language into the Accounting Manual as well as a current NDUS procedure. The Controllers are recommending the following:

"In the unlikely situation an employee cannot find lodging at 90% of the GSA rate, the following process needs to be followed:

- Prior approval by campus designated approver must be obtained.
- The request must document the name of employee, name of city travelling to, dates of lodging, name and local phone number of the lodging facility, the rates quoted for the dates of travel or if there were no available rooms. A minimum of 3 facilities should be contacted. If traveling to a North Dakota community that does not have 3 lodging facilities, indicate on documentation.
- This documentation must be attached to the travel reimbursement form.
- Occasionally, additional documentation will be requested to ensure the most cost-effective rates possible were obtained."

There was no concern expressed about moving the recommendation forward to the Chancellor as a procedural change.

**Standardized Contractor Contracts**

Mr. Tonder said he is working on standardizing construction contracts and other documents and creating templates that construction companies will be able to download from the NDUS website for use. These documents will have been vetted and approved by legal. He is also drafting guidelines that will be helpful to campuses on the construction process. Mr. Tonder went on to review the Capital Project Contingency Application – Design – Bid – Building Delivery Method and the Construction Manager at Risk Delivery Method application forms. Mr. Tonder said he will revise the forms based on feedback from Council members, and will seek legal input about whether bids must be in hand before
contingency funds can be allocated. Council members indicated this is especially problematic for CM projects. Revised forms will be sent out to the Council via email.

**Update on Systemwide Master Plan and Space Utilization Study**
Mr. Tonder reviewed the [NDUS system-wide master plan 2014](#) institution contact Mr. Tonder reported that Paulien & Associates out of Denver has been retained to assist the NDUS through the process. Mr. Tonder is currently drafting the scope of work for Paulien & Associates and working on the final contract, which is expected in mid-January. He indicated that each President has appointed a single contact on each campus to assist with information needs, and Mr. Tonder reviewed the information list. There were no questions about the information requests to date.

Council members inquired about whether they were to continue to update their inventory, campus maps, etc. Ms. Glatt said campuses can continue to complete work that have already been asked to complete and/or is underway, but, to not proceed with any new efforts until more instructions are forthcoming. More information should be available about mid-January. Mr. Tonder indicated that if campuses need assistance perhaps some of the Paulien subcontractors can assist with that work since they will be on-site anyway, thereby reducing the cost of the work. Mr. Tonder is hopeful we can work from the existing campus master plans and avoid developing new plans. If that is the final decision, a SBHE policy waiver would be needed and Ms. Glatt said she can assist with attaining that. It is Mr. Tonder's intent to hold a large group kick-off meeting on the systemwide master plan as soon as ready.

**Probationary Employee Salary Increases**
Ms. Glatt reviewed the Human Resource Council recommended change to the annual budget guidelines related to probationary employees. She said the change would be embedded in the new annual budget guidelines beginning in FY15.

The proposed change is as follows:

Probationary employees are not eligible for the standard July 1 increase; however, they may be given all or a portion of the increases upon completion of probation, at the discretion of the appointing authority. Probationary employees are not eligible for the July 1 increase; however, in unique circumstances, a probationary employee may be eligible for a market or equity adjustment to address internal or external equity on July 1. In addition, once the employee is off probation they may be given all or a portion of other increases, at the discretion of the appointing authority.

Ms. Glatt said there was a conversation with state government, and they leave the decision regarding raises for probationary employees up to each state agency. There were no concerns from Council members.

**Review Proposed Changes to HRC Policies**
Ms. Glatt reviewed proposed changes to the human resource policies (20, 20.1.3, 20.2.4, 20.3.5, 20.6.9, 20.7). In June 2013, the SBHE approved changes to HR policies 6-annual leave, 7-sick leave, and 12-overtime in response to an audit recommendation related to the
calculation of overtime pay. The changes that are being proposed in the 20.1.3, 20.2.4, 20.3.5, 20.6.9, and 20.7 are consistent with the earlier adopted changes. There were no concerns from Council members. Ms. Glatt said these would move forward to the SBHE in January.

**Discussion on Specific FY13 DRAFT NDUS Financial Statement Audit Recommendations**
Ms. Glatt specifically covered two audit findings. The first audit finding is on "tracking course, special and program fees." She shared a draft response. There were no concerns expressed about the proposed response.

The second audit finding was related legislative approval for local fund projects at MiSU and UND. Ms. Glatt reviewed three proposed responses with Council members and after discussion, Council strongly supported option three, which suggests the NDUS is in compliance with state law and does not intend to make any changes. Council members discussed the practical difficulties of doing what is recommended by the SAO. Ms. Glatt will relay that position to Interim Chancellor Skogen, who will direct the final response, which are due to the State Auditor’s Office by January 13, 2014.

**Review Reserve Policy/Procedure Draft**
Ms. Glatt reviewed a proposed draft of what will be either a policy or procedure that implements the carryforward recommendations previously approved by the Council. Ms. Glatt indicated she had already received some minor modifications from UND. If others have suggested changes these are to be forwarded to Ms. Glatt by Friday, January 10, at which time it will be forwarded to legal counsel for drafting. The intent is to place this on the January 30 Chancellor’s Cabinet agenda for consideration.

**2015-17 Biennial Budget Process, Timeline and Priorities**
Ms. McDonald reviewed the draft 2015-17 Biennial Budget Process and Timeline with Council members. She said the Chancellor will share it with constituent groups. Ms. Glatt said that Interim Chancellor Skogen wants the cornerstone of the 2015-17 budget request to be student affordability. Ms. Glatt asked Council members to give some thought and provide feedback to her or their president about affordability initiatives and/or other initiatives.

**Discussion on Pathways Plan**

**Tuition waivers**
Ms. Glatt and Ms. McDonald reviewed an updated draft on tuition waivers which would delay the implementation of the tuition waiver limitation. A delay is being recommended due to all of the simultaneous moving parts which will impact revenues, which is the basis for the waiver limitation calculation. The proposed timeline is as follows:

- Waiver implementation plan be delayed
  - Fall 2015—planned implementation of new tuition model and admission index
Fall 2016—full year tuition collection information will be available under the new tuition model and admission index

Fall 2016-Spring 2017—finalize waiver model based on new enrollment and tuition information

Fall 2017—set waiver limitations for Fall 2018 (campuses begin recruiting students about one year in advance of the start of class, and waivers are an important part of this recruitment strategy)

- Pending development and implementation of the plan outlined above, limit undergraduate net waivers, at each campus, to no more than current (2012-13) % of actual gross tuition, as noted below (subject to review and change each year to address unique institutional circumstances):

<table>
<thead>
<tr>
<th>Undergraduate Net Waivers, as % Gross Tuition 1/</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC</td>
<td>1.8%</td>
</tr>
<tr>
<td>LRSC</td>
<td>4.6%</td>
</tr>
<tr>
<td>WSC</td>
<td>8.6%</td>
</tr>
<tr>
<td>UND</td>
<td>5.4%</td>
</tr>
<tr>
<td>NDSU</td>
<td>8.7%</td>
</tr>
<tr>
<td>NDSCS</td>
<td>5.8%</td>
</tr>
<tr>
<td>DSU</td>
<td>7.5%</td>
</tr>
<tr>
<td>MASU</td>
<td>4.8%</td>
</tr>
<tr>
<td>MISU</td>
<td>9.0%</td>
</tr>
<tr>
<td>VCSU</td>
<td>11.6%</td>
</tr>
<tr>
<td>DCB</td>
<td>4.9%</td>
</tr>
</tbody>
</table>

1/ Undergraduate net waivers exclude employee, employee spouse and dependent, and statutory waivers (National Guard, POW/MIA/Vets Dependents and Survivors of Firefighters/Peace Officers/Emergency Medical Services). Student athlete waivers not included as exempt, pending further discussion.

With regard to graduate tuition waivers, UND, NDSU (and MiSU) are to jointly develop a proposed model which is to be submitted to the Chancellor for consideration by October 2015.

Ms. Glatt said the draft will be shared with the Student and Academic Affairs Council members.

**Dual Credit**
An updated draft on Pathways Plan – Dual Credit was reviewed outlining rates, definitions, admit codes, enrollment reporting, etc. Ms. McDonald reported that she met with a small group on the billing codes as well as CTS staff on setting up codes. She said there are a few issues that still need resolution. There was discussion about blending dual credit and early entry students into one admit code “qualified high school admits”. The Council supported this direction, but suggested that input from others is needed.

Cathy said the target is to have a final document ready for the January 30, Chancellor’s Cabinet meeting.
The Council discussed the differing fee assessment processes for dual credit students. It was agreed that by not later than Fall 2015, when the new common agreed-upon dual credit sub and un-sub rates are implemented that campuses would all uniformly charge only the CND and NDSA fees. Students taking courses on campus would pay the traditional on-campus rate and all associated fees.

Fee Merger
Ms. Glatt indicated that there appeared to be some inconsistencies within sectors or perhaps by program (e.g. nursing) of which fees would and would not be merged. Ms. McDonald distributed these earlier and asked campuses to review and submit their responses to her by January 10.

State Fleet-Student Use
Mr. Foisy said that a joint letter from NDUS legal and Risk Management should be available shortly to provide guidance on student use of vehicles. Ms. Glatt said it is her understanding that Ms. Wagner-Goulet is also working a companion piece that will provide specific examples and direction.

Meeting adjourned at 12:15 p.m.

Future Meeting Dates:
- February 4, 2014 – face-to-face in Bismarck
- March 4, 2014
- April 1, 2014
- May 6, 2014
- June 3, 2014
- July 22-23, 2014 retreat
- August 5, 2014
- September 2, 2014
- October 7, 2014
- November 4, 2014
- December 2, 2014

Respectfully submitted

Terry Meyer