Administrative Affairs Council Minutes
April 8, 2014 – 9 a.m.

Conference Call

Participants
Tamara Barber – BSC
Kara Bowen – DCB
Mark Lowe – DSU
Corry Kenner – LRSC
Steve Bensen – MaSU
Dennis Gladen and Keith Johnson Dallas Fossum – NDSCS
Bruce Bollinger, Mike Ellingson and Ray Boyer – NDSU
Cindy Fetsch – UND
Brian Foisy – MiSU
Doug Dawes – VCSU
James Foertsch – WSC
Laura Glatt, Cathy McDonald, Robin Putnam, Rick Tonder and Terry Meyer – NDUS Office

Ms. Glatt convened the meeting and asked council members if there are additional items to discuss, none were added.

Emergency Preparedness and Management
Ms. Glatt reviewed SBHE Policy 906 Emergency Preparedness and Management; Continuity of Operations; Security with council members. The last item in that policy states, “The chancellor and institution presidents shall, subject to funding and staffing constraints, develop and implement plans under which the system and institutions substantially shall comply with these Policy 906 requirements by July 1, 2014.”

Based on a recent survey of campuses, Mr. Tonder reported that he believed overall that campuses are at about 75 percent complete with their plans. In as much, they probably aren’t completely up to date, but that could happen without too much effort. He also said for those campuses that don’t have a plan in place, it would be helpful to have a template document to share to expedite completion.

Ms. Barber expressed concerns that there are no campus resources available for the development of an Emergency Management plan. She said at BSC they have been working on enhancing safety and security on the campus but that is different from developing an emergency management plan, they are a different skill set and each require full-time attention. She asked if it is possible to extend the July 1, 2014 deadline in the policy. Mr. Bensen also expressed concerns of not having adequate staffing to address the planning requirements.

Ms. Glatt said that there is some flexibility in the policy that it recognizes the July 1, 2014 deadline date is subject to funding and financing.
Mr. Boyer said there are two issues, one is safety and security which was somewhat addressed last legislative session and the other is emergency management planning and continuity of operations. One position(s) cannot do both. The development, implementation and maintenance of the planning/continuity must be done at both the institution and the departmental level. It was suggested that at least one full-time FTE, plus possible administrative support, is required at each campus for emergency planning and continuity of operations.

Ms. Glatt recognized that last session the NDUS received partial funding for safety/security, which was focused on providing 24/7 safety and security at each campus. The 2013 Legislature did nearly fully fund WSC, DSU, and MiSU’s requests on 24/7 coverage, and most other campuses received $100,000 for the biennium, excluding NDSU and UND.

After further council discussion, Ms. Glatt said she will look at what was not funded last legislative session for safety and security and also, address funding needs for planning and continuity of operations. This information will be forwarded to campuses for review and input. This request will be added to the potential list of 15-17 budget request items for Chancellor consideration.

Ms. Glatt said that if the request isn’t included in the 2015 Biennial budget request, the policy requirements will need to be reviewed.

**Master Plan Update**

Mr. Tonder reported that a draft should be available April 15 from VFA on deferred maintenance projects identified by the campuses. Paulien & Associates will have a draft plan available on or around May 1st, although it won’t include all of the IT information. The IT component is being initiated now and will be a series of interviews with campus IT personnel.

Mr. Lowe asked if the information received from VFA and Paulien is to be included in what the campus submits. He also asked if there will be a separate system master plan. Mr. Tonder said there will be a separate system master plan and campuses could incorporate what they received from VFA and Paulien into their campus master plans or treat that information as supporting documentation.

Mr. Tonder said campuses are to submit their master plans by April 18, which is to include deferred maintenance, building condition schedules, and major capital project priorities. Campuses will have an opportunity to revise what they submit based on information received from Paulien, as necessary.

**Accounting Manual Update**

Ms. Putnam reported that in FY13 the State Auditor’s issued an informal audit recommendation that was related to the functional classification of athletic expenditures in the financial statement footnotes. In the State Auditor’s original recommendation, they asked that these be classified as auxiliary. There was turnover in the State Auditor’s office and additional research was conducted, resulting in a change from their original
recommendation, which is more consistent with NACUBO guidance 703.11. Based on that audit recommendation, Ms. Putnam said the Controller’s group developed a draft document to include in the accounting manual to address the informal audit recommendation. The Controller’s suggest that each campus be responsible for assessing whether an enterprise is considered self-supporting and NACUBO defines self-supporting as overtime revenues will equal or exceed expenses. Although in any given year there could be a deficit or surplus. The Controller’s asked that campuses conduct a one-time analysis using the previous three years data (FY2011, FY2012, and FY2013) and this would be kept on file in the event auditors ask for the information. It was also suggested by the Controller’s that if campuses see a significant change, the analysis should be done more frequently.

Council members didn’t have any concerns with Ms. Putnam working with the Controller’s to get the Accounting Manual updated and the information distributed to others as necessary and to be in compliance by June 30, 2014.

**Performance Funding Task Force Update**
Ms. Glatt reported that the task force met recently and heard a presentation on PAR (Predictive Analytic Reporting). PAR is to allow for analysis at the student level so the campus could predict student success or failure in advance, which would allow the campus to put intervention strategies in place to prevent student failure. Due to the cost to implement PAR, the Chancellor was reluctant to take those funds from the $5M performance funding pool. The Task Force recommended that PAR be presented to the Chancellor’s Cabinet. They also recommended that funding for PAR could come from, based on institutional decision from one of three places: (1) performance funding that had been allocated to campuses based on performance; (2) campuses could use other institutional resources to support PAR, which UND is currently doing, or (3) request in 15-17 biennial budget request.

Secondly, the task force recommends moving forward with developing a model for the allocation of the $5M in performance funding based on the three SBHE approved measures, utilizing CND data. She said the Chancellor is still targeting completion of a draft model by June.

**Discuss 2015-17 Biennial Budget**
Ms. Glatt reported that review and approval of the 2015-17 Biennial Budget Request has been delayed from the April to the May SBHE meeting. The delay is due to the Governor’s budget guidelines not being released until the end of April, and re-creation of the SBHE committees. The Chancellor will make his recommendation in May to the Budget and Finance Committee. She reported that OMB agreed to delay submission of the budget requests until August 15, and they will consider later submission dates if needed.
Pathways Plan Meetings
Ms. Glatt sent an e-mail to council members earlier asking them to hold dates for Pathways Plan meetings. She said the initial meetings will be with the different tiers and based on those discussions, future meetings may be by tier or the group as a whole. She said she would resend the meeting dates to the Council.

The meeting adjourned at 10:30 a.m.

Upcoming meetings:
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