Administrative Affairs Council Minutes  
November 4, 2014 – 10:30 a.m.  
Conference Call

Participants  
Tamara Barber – BSC          Bruce Bollinger – NDSU  
Janet Reisenauer – DSU          Cindy Fetsch – UND  
Corry Kenner, Joann Kitchens – LRSC          Doug Dawes – VCSU  
Steve Bensen – MaSU          Laura Glatt – NDUS  
Brian Foisy – MiSU          Cathy McDonald – NDUS  
Dennis Gladen, Keith Johnson, and Dallas          Rick Tonder – NDUS  
Fossum – NDSCS

Ms. Glatt convened the meeting and asked if there were additional items, noting that employee tuition waiver and affordable care act will be added.

Space Study Update  
Mr. Tonder said the majority of campus space inventory has been completed with the balance being completed by the end of the week. Paulien & Associates are currently reviewing the information, including room codes. By the end of November, beginning December, Paulien will return a draft analysis of our space inventory and utilization. The draft analysis will be shared with the campuses for their review.

Ms. Glatt asked what the consultant will use for benchmark comparisons Mr. Tonder replied that the consultant has an extensive database of information from other institutions, and will identify most similar peers and also, note any unique mission and program exceptions.

The original goal is to get the data into FAMIS, but not all campuses plan to use FAMIS. He said he is working with IT staff to see how best to get the data added to FAMIS. There will need to be ongoing discussion about whether FAMIS will be used by all campuses or not for this data purpose.

Phase III of this project, to be started in about January 2015, will focus on classroom utilization. This will require blending Ad Astra data and actual campus registrar information. Mr. Tonder will work with Academic Affairs to ensure consistency in the use of AdAstra. It is expected that Phase III be completed over a six month period, and be fully completed and integrated into the next campus master planning process.

Capital Policies  
Ms. Glatt said she has received draft policy changes from Mr. Tonder but hasn’t had time to vet them yet. They will be shared with council members when ready.
Mr. Tonder said he worked with UND, NDSU, and NDSCS on the proposed policy changes, including a clear understanding of what is considered maintenance and what is considered construction. This distinction is consistent with an earlier A.G.’s opinion on maintenance versus construction.

He also wants to clarify the inclusion (or exclusion) of FF&E from projects for approval processes. He noted there is also a desire to re-establish a policy for building plaques.

Proposed changes to Century Code are: bonding when using a construction manager at risk and lignite research. Mr. Tonder said there are a number of researchers at UND and NDSU that have identified a clean way to burn ND Lignite, and feel boiler projects are a good platform to create these new technologies. Mr. Tonder said he has looked at some of the requirements for some enabling legislation that would hopefully allow researchers to become more involved with our coal boiler replacement projects. And, somehow assist us in developing technologies that don’t add to the cost of the system, but in turn, make the coal fired burners more environmentally friendly then they are currently perceived to be.

**HIF and Flex Pace programs to help with housing**

Jolene Klein and Jennifer Henderson, North Dakota Housing Finance Agency; Lori Gabriel, Bank of North Dakota; and David Klein, executive director, Stutsman, Foster, and Dickey Sargent Counties Housing Authority joined the meeting. They provided information on various programs available through HFA and BND to assist with housing needs.

HFA funds must be used, in part, to serve low income and essential service workers. Essential service workers are teachers, police officers, nurses, county and city government works, etc. The projects help to buy down overall cost for students, local campus employees and help stimulate developer interest.

Mr. Klein concluded that if there is an interest Ms. Klein and Ms. Gabriel are willing to review any proposals institutions may want to submit.

**Affordable Care Act Update**

Ms. Glatt said there was a full day of training October 30th in Valley City for campus HR and payroll staff. Staff will be very busy the month of November having to complete the first look back period, Nov. 1, 2013 to Oct. 31, 2014. Open enrollment for the lookback eligible employees ends December 5. For new hires prospectively, campuses will have to determine ACA eligibility initially at time of hire. This will require a modified employment contracts; especially for adjunct faculty, resident assistants, and graduate students to be sure contracts are very clear on the front end for work hour requirements. New forms/template letters are being created and shared with HR staff. Regular meetings have been scheduled with HR and payroll staff for the initial month of implementation.

**Employee Tuition Waivers**

In response to Mr. Bensen’s question on the new employee tuition waiver policy, Ms. Glatt said the current policy does continue to provide 100% waiver for on campus courses, and it was
broadened to require a minimum of 50% of the cost paid by the employing campus and 50% paid by the employee effective Fall 2014. At the July Council retreat, there was discussion about possible changes to clarify and simplify the waiver. Ms. Glatt said this is on the to-do list, but that any changes won’t be ready for Spring 2015. When proposed changes are ready, we will want to be diligent about working any changes through the appropriate Councils and faculty and staff representative groups before moving to the Cabinet and SBHE.

Meeting adjourned at 11:55 a.m.