Administrative Affairs Council Meeting Minutes  
Tuesday, January 6, 2015 – 9:00 a.m.

Conference Call

Participants  
Tamara Barber, Mary Eisenbraun – BSC   Alice Brekke, Cindy Fetch – UND  
Laura Pfeifer, Jim, Borkowski – DCB Doug Dawes – VCSU  
Mark Lowe – DSU Laurie Furuseth – WSC  
Corry Kenner, Joann Kitchens – LRSC Mick Ptlik – CTS  
Steve Bensen – MaSU Lisa Feldner, Laura Glatt, Cathy McDonald,  
Brian Foisy – MiSU Robin Putnam, Laura Anne Schratt, Rick Tonder,  
Dennis Gladen, Keith Johnson – NDSCS Brenda Zastoupil, Tracy Vigness-Kolb and Terry  
Ramona Adams, Karin Hegstad, Cynthia Rott – Meyer – NDUS Office  
NDSU

Ms. Glatt convened the meeting at 9 a.m. and asked council members if there are additional items to add to the agenda. Mr. Bensen added Legislative Session testimony format for appropriation hearing.

New Tuition Model Development  
Ms. McDonald walked through the email the Chancellor sent to campus presidents seeking their input on proposed revised tuition model principles. The main changes relate to the permitted retention of a distance education access fee and changing the in-county rate from 1.75 to 1.5. It was suggested that the language in the draft that reads “However, any revenue shortfalls caused by changing this rate from 1.75 to 1.5 non-resident rate not be compensated for by resident rate increases” be amended to read “material changes” in resident rate increases. Mr. Dawes asked that VCSU be added to the discussion and planning for graduate waivers and stipends along with UND, NDSU and MiSU. Ms. McDonald said the Chancellor intends to discuss and finalize this with the Cabinet on January 14th and thereafter forward to the SBHE for consideration. Ms. Glatt suggested council members discuss this with their presidents prior to the Cabinet meeting.

Affordable Care Act (ACA) Funding  
Ms. Glatt reviewed a schedule of initial round of health insurance offers to those deemed ACA eligible. She noted these are based on only the initial look-back period and doesn’t include any awards or offers to new hires. Of 114 offers for appropriated positions (general fund and tuition income), there were 15 acceptances. She said that OMB recently informed the NDUS that they would only reimburse for the general fund portion of positions. Some Council members expressed concern about the precedent of prorating the cost of programs. Ms. Glatt will reach out to OMB to set up a meeting with them to discuss and include NDSCS, NDSU, and MiSU officials in that meeting.

Employee Tuition Waivers  
Ms. Glatt said this is a continuation of a discussion that started at the August Administrative Affairs Council Retreat. During the retreat there was discussion about possible recommended changes to the employee tuition waiver policy, to simplify and clarify it. She said Ms. Schratt has documented NDUS practices and looked at practices elsewhere. Based on that review, a series of items have been identified for discussion and consideration as follows:

- Inconsistent language in NDUS and campus policies/procedures
Council members suggested that tuition and fees should be separated on the matrix to document waiver practices.

It was suggested that, “continuing education” in 4.d. needs to be defined. There was some concern about requiring a grade of “C” or higher, as this would require payment to wait until the end of the semester. It was suggested that maybe the “C” be changed to a “passing” grade, to recognize other course grading practices.

Ms. Schratt will update the document and distribute to the Council for further review and input. This will continue as an agenda item at future meetings.

**Chief Information Officer Request on IT expenditure**

Ms. Feldner reported there is a statutory requirement to report IT expenditures. She said she has been working through the CIO’s to gather the required information. After further discussion, she clarified that only the appropriated (state general fund and tuition income) budget for the 2013-15 biennium (personnel, equipment over $5,000, and operations) and the actual expenditures for FY2014 will be reported. Ms. Feldner will follow-up by email.

**Space Utilization Study**

Mr. Tonder said the updated inventory of space at the institutions has been provided to the consultant over the course of November. Based on this information, the consultant has provided a draft report which provides an analysis of assignable square feet/ HC and FTE student for state supported facilities, with benchmark comparisons to other institutions.

Some general findings are:
- NDUS community colleges fit well within the range of utilization that he has found nationwide for rural community colleges. He noted that WSC and NDSCS had space amounts that reflected their missions.
- NDUS regional universities were perhaps on the high side, in terms of space per FTE compared nationally; but points out it is justified due to their relatively small size.
- NDUS research universities were at the low end of the scale in terms of the amount of space per FTE when compared to other large research institutions.

The draft report will be on the January Chancellor’s Cabinet meeting agenda, and will be distributed to campuses before the meeting. Ms. Glatt said that also at that meeting, Chancellor Skogen will discuss Phase III study on Classroom Utilization. Paulien & Associates have provided a proposal to complete Phase III in about a two month period, at cost of $130,000. They could begin the study in January and complete by the end of March. This would provide the legislature classroom utilization data before the end of the session.
**Resident Advisor Room and Board**

Ms. Glatt reported that as part of the FY14 financial statement audit, the SAO issued an informal audit recommendation about inconsistent classification of resident advisor room and board. Ms. Kolb pointed out in her recent research, as part of the ACA implementation those institutions have and do classify resident assistants differently, which may be acceptable for compliance with ACA and FLSA laws. Ms. Glatt suggested the audit response will indicate that the NDUS will take the issue under advisement. Ms. Brekke suggested that as we look into this, that we need to bring campus housing staff to the table for the discussion to get a clearer understanding of the RAs role on each campus.

Ms. Glatt said with RAs returning to campus this week for Spring semester, the campus will have to determine if they are employees. If employees, they are subject to ACA and thus, proper contracts must be in place.

**Legislative Format**

Ms. Glatt said NDUS appropriation hearings are scheduled the week of Jan. 19. As of now, there isn’t a specific hearing schedule available nor has any guidance been received about the required hearing content.

Ms. McDonald reminded campuses to include the ‘required’ materials in their appropriation materials. Ms. Glatt said the NDUS will be using the new inside.NDUS website for information on bills, hearing schedules, testimony, etc. She said she will send out instructions when ready for release.

Meeting adjourned at 10:24 a.m.