Administrative Affairs Council Meeting Minutes  
Wednesday, April 29, 2015 – 9:00 a.m.

Conference Call

Participants
Tamara Barber – BSC  Bruce Bollinger – NDSU  
Laura Pfeifer – DCB  Cindy Fetch – UND  
Corry Kenner, Joann Kitchens – LRSC  Doug Dawes – VCSU  
Steve Bensen – MaSU  Laurie Furuseth – WSC  
Brian Foisy, Jonelle Watson, Robin Wagner – MiSU  Mick Pytlik – CTS  
Dennis Gladen – NDSCS  Cathy McDonald, Laura Anne Schratt,  
                          Rick Tonder – NDUS Office

DSU Absent

Ms. McDonald convened the meeting at 9 a.m.

SBHE Policy 907 – Building Plaques
Mr. Tonder reviewed the draft building plaque policy. There were no suggested changes from Council members. The policy will move forward to the Board on first reading in May.

In response to a procedural question on the specific size of building plaques, Mr. Tonder suggested that campuses proceed with the specific criteria that is laid out in NDUS Procedure.

Update on Space Utilization Study Implementation Plan
Mr. Tonder said there are two priorities to work toward:

Priority 1: Establish consistent room code use and seat-count documentation in order to define space based on capacity and NECES functions:

1. NDUS Facility Planning will convene a working group of facility administrators representative of each institution type to accomplish the following tasks:
   • Review and refine the FAMIS room codes to better reflect room function. Code selection will be based on NCES standards to allow more consistent comparison with intuitions outside of the NDUS.
   • Establish standardized station count procedures for teaching labs and classrooms, taking into consideration the mission variations between institutions.
   • Establish standardized criteria and terminology for adequacy of learning technology, environmental condition adequacy, and relative levels of deferred maintenance.

2. NDUS Facility Planning will distribute the work product to each institution and schedule site visits with each of training facility personnel in standardized procedures.
3. NDUS Facility Planning, in concert with institution FAMIS administrators/CTS staff, will initiate a process whereby revised room inventory data will be assimilated into the FAMIS data base.

Expected Completion Date: September 1, 2015

Priority 2: Establish consistent enrollment documentation as it pertains to ALL educational space utilization in one central data base. This includes credit offering courses, TrainND courses, continuing education, on-line or IVN classroom/other space utilization, and distance education whereby classrooms / labs are being used for courses offered by other institutions.

1. NDUS Facility Planning will convene a working group of CTS Campus Connection Staff, a registrar representative(s), a TrainND/continuing education representative, and possibly other group representation to investigate and recommend a way-forward to accomplish this goal.

Expected Completion Date: December 1, 2015

Council members will work with Mr. Tonder on who from their campus should be named to each of these working groups.

HB1003
Ms. McDonald said the Legislature passed HB1003 yesterday (April 28). She reviewed schedules previously distributed by email to Council members.

Campuses had several questions that will have to be addressed in the near future, regarding the following: clarification regarding the sources of funds that may be used as the 2-for-1 match requirement for extraordinary repairs; what will the transition of legal work to the Attorney Generals’ office and elimination of the internal auditors mean for campuses?

Review Draft FY16 Annual Budget Guidelines
Ms. McDonald reviewed the draft 2015-16 guidelines. Council members raised concerns about including the language of ‘campus/entity-wide average salary increases be a minimum of 3% for permanent...’ due to the outcome of HB1003 at some campuses. These concerns will be shared with the Chancellor. Following discussion on the ‘tuition’ section of the guidelines, Ms. McDonald will run some additional tuition scenarios based on varying salary increase levels and distribute to Council members.

Ms. McDonald said the guidelines will be presented to Budget and Finance Committee May 8, and placed on the May 14 Board agenda.

Meeting adjourned at 11:55 a.m.