Administrative Affairs Council Meeting Minutes  
Wednesday, September 2, 2015 – 10:30 a.m. 

Conference Call

Participants
Dave Clark and Greg Ross – BSC 
Laura Pfeifer – DCB  
Janet Reisenauer – DSU  
Corry Kenner, Joann Kitchens – LRSC 
Steve Bensen – MaSU 
Jonelle Watson – MiSU 
Dennis Gladen and Keith Johnson – NDSCS

Gary Wawers – NDSU 
Karla Mongeon-Stewart – UND 
Wesley Wintch and Bill Ament – VCSU 
Laurie Furuseth and Vince Pachuilo – WSC 
Mick Pytlik – CTS 
Laura Glatt, Cathy McDonald, Laura Anne Schratt, Terry Meyer – NDUS Office

Ms. Glatt convened the meeting at 10:30 a.m. Additional agenda items added to the agenda was discussion on funding sources used for parking lot signage and repairs and learning management system. Laura welcomed Wesley Wintch. Wesley was recently hired as VCSU Vice President for Business Affairs.

Campus Security Funding Pool Allocation
Ms. Glatt said if there is consensus with council members today, this recommendation could be shared with the Chancellor’s Cabinet this afternoon, BFC Sept. 8 and the SBHE Sept. 30 for action.

Ms. McDonald said it is the recommendation of the workgroup (Tamara Barber (Greg Ross sitting in for Tamara), Mark Lowe, Dennis Gladen and Alice Brekke) to allocate the $3M, based on each campus’s prorated total of three priority items that were submitted with the 2015-17 biennial budget request and updated to remove costs associated with auxiliary buildings: surveillance (cameras), card access, and lighting. These priority areas based on assessments and student surveys.

The eleven campuses have identified over $6.1M in need in these three areas; however the legislature appropriated $3M in one-time funding. Each campus would receive a prorate share of the $3M based on their overall share of the $6.1M in total needs.

Mr. Ament questioned why the funds were not distributed based on the total original 15-17 budget request. He pointed out that VCSU has made completion of cameras, card access and lighting a priority and as such, has completed most of those projects. As a result, using this methodology to limit dollars to these three areas, VCSU is, by default, being punished. He did note that they were completed some time ago, so they are nearing replacement. Laura noted that NDSU had also expressed some concerns via email, but were not present to represent those concerns at the meeting.

After additional discussion, it was suggested that this agenda item be delayed until a future meeting, and that a revised allocation option be based on updated cost estimates in the 3 priority areas. Ms. McDonald will continue to work with the workgroup and campuses to update their cost estimates and bring it back to a future meeting.
**Bond Compliance Requirements**

Ms. Schratt said the NDUS Bond counsel has recommended the SBHE adopt a formal post-issuance policy and procedure for bond issues to ensure compliance with IRS regulations and maintenance of tax-exempt bond status. She said that UND and NDSU currently have a formal or informal process in place.

She said a proposed policy would identify a number of elements to ensure compliance post-issuance monitoring and reporting. Each institution would need to designate a compliance officer to coordinate the process and management of records, which isn’t a full-time position. She also asked the question if this could be a shared service arrangement, so the function need not be duplicated at each campus, although noting that the campuses would have to still manage and maintain their own records. Ms. Schratt said she worked with UND and obtained their checklist of duties. She also said that the Bond Counsel is willing to provide training to compliance officers who manage this process.

Ms. Glatt said we would continue to develop a model for implementation that has a common policy, common templates, shared tools and coordinated training, but that each campus would be individually responsible for meeting compliance requirements. It will be important to have Bond Counsel provide annual training as a refresher or as we have staff turnover. Ms. Schratt will continue development work toward this end.

**Funding Sources**

Ms. McDonald requested campuses provide her fund sources that are used for parking lot signage and repairs as well as their support of learning management system.

The meeting adjourned at 11:20 a.m.