Administrative Affairs Council Meeting Minutes
Thursday February 4, 2016 – 1:00 p.m.
Conference Call

Attendance:
BSC, Tamara Barber, Dave Clark, Mary Eisenbraun
DCB, Laura Pfeifer
DSU, Scott Hanson, Janet Reisenauer
LRSC, Corry Kenner, Joann Kitchens
MaSU, Steve Bensen
MiSU, Brent Winiger, Jonelle Watson
NDSCS, Dennis Gladen, Keith Johnson
NDSU, Bruce Bollinger, Cyndy Rott, Karin Hegstad
UND, Karla Mongeon-Stewart, Chelsea Larson
VCSU, Wesley Wintch
WSC, Laurie Furuseth
CTS, Mick Pytlik
NDUS, Tammy Dolan, Cathy McDonald,
Robin Putnam, Rick Tonder, Laura Anne Schratt, Terry Meyer

Ms. Dolan convened the meeting at 1 p.m.

Student Health Insurance Contract
Ms. Chelsea Larson provided the summary below to council members:

Background
- International students required to carry plan endorsed by the Chancellor
- Current UHC plan is in the Platinum band – high level of benefits
- Annual cost: $2364 – same for both international (mandated) and domestic (voluntary) students
- Key features:
  - $100 in-network deductible
  - 100% coverage at Student Health; no deductible
  - Rx copay $10 or less
  - Medical evacuation covered at 100% with no maximum

Concern
- UHC underwrites the NDUS plans for voluntary and mandated insurance plans together, to create the single NDUS price
  - Based on market research, international students could get insurance that meets the plan requirements outlined in the NDUS plan with a significant cost savings.
- Total Voluntary Enrollment has continually declined:
  - 2013 = 513 domestic
  - 2014 = 455 domestic
  - 2015 = 389 domestic

Proposal
- Request UHC price the international and voluntary (domestic) plans separately in order to reduce the premiums for the international student plan
• Consider requesting some reduction in benefits – drop below the Platinum band – to further reduce premium costs for all students
  o UND reaching out to international students to seek their input on what features they want their plan to include
• UHC is currently working to set prices for next academic year
• They are making assumption that plan structure is not changing, so if a change is desired, NOW is the time to request
• Ideally, they want to have final amounts submitted no later than 4/1 – ND Insurance Dept. will have to approve all insurance plans after that, and it takes a long time – the sooner UHC can submit rates, the better

In response to a question, Ms. Larson said if UHC is asked to price the international plan different than the domestic plan, the NDUS is still in compliance with the existing contract. There should be no benefit changes to the plans.

It was also noted that if the cost is reduced for international students, the price for U.S. students will increase, which is something that the workgroup needs to look at.

The goal is to offer a better rate for those students that are required to carry the insurance.

Action items
• Ms. Dolan will visit with Interim Vice Chancellor Rothaus about:
  o ask UHC to provide a breakdown, by school, for the voluntary insurance enrollment numbers,
  o ask UHC to provide cost estimates for:
    ▪ current insurance plan
    ▪ mandated insurance plan
    ▪ voluntary insurance plan
• After UHC has provided cost estimates, ask the Student Health Insurance workgroup to regroup and look at:
  o The three options
  o Look at MHEC’s IXSolutions for a voluntary plan option
  o Review Policy and Procedure 505 for changes
• Timeline: UHC is currently working on pricing next year’s contract so workgroup will need to convene soon
• Ms. Dolan to share MHEC’s IXSolutions with campuses

Data Inconsistencies Project Plan
Mr. Pytlik provided the council with the objectives identified in phases 1 and 2 for the data inconsistencies project along with the timeline. He reported that Phase 1 is moving toward wrap up.

*Phase 1 — through January 2016*
  1.2 - Standardize definitions & rules for creation of POI & CW
5.2 - Standardize procedures for p-card use and processing – TEMPORARILY ON HOLD – The State Auditor’s Office new Performance Audit Division for higher education will be conducting a performance audit.

5.4 - Standardize process to record mandatory fees – THERE IS DIALOGUE WITH STATE AUDITOR’S OFFICE to zero in on what inconsistencies are still unresolved. Mr. Pytlik said back in 2012 there was a subgroup of the Controller’s that looked into this, which was also reviewed with the Administrative Affairs Council. He believes the mandatory fee issues were addressed along with developing definitions.

5.5 - Standardize procedures for tuition, fees, waivers, discounts, stipends – SAME AS 5.4

5.6 - Standardize Rules re: spouse/dependent waiver – COMPLETE

8.2 - Standardize definition of FT student for FICA tax exemption

9.3 - Standardize definition and tracking of internships

9.4 - Annual Perf Review Complete checkbox

The Phase 2 workgroups will be assembled soon.

**Phase 2 — February 2016 – April 2016 – DEVELOPING WORKGROUPS**

1.1 - Standardize extracts from HCM to reduce number of extracts maintained

2.1 - Standardize use of deduction & tax override flags in Department Budget Table

4.1 - Standardize recording of high school completion

5.1 - Standardize faculty sick leave (will extend into phase 3)

5.3 - Standardize admissions policies & procedures

7.1 – Developing consistent HR data elements

8.1 - Standardize definition of distance ed student/course/program

**2017 Biennial Budget preparation**

Ms. Dolan said after the dates are set for the May and June SBHE meetings, the budget timeline dates will be set and shared with campuses.

Mr. Tonder said campuses are to submit campus master plans to him February 19. The master plans are to be presented to the SBHE at their March meeting for approval. Once they are approved, campuses can move forward with capital planning, which is to be completed May 2016.

In response to a legislator’s question raised at the February 3 joint Interim Higher Education / SBHE meeting asking when the Space Utilization study will be complete, Mr. Tonder said the data campuses are submitting now as part of the master planning process along with the upcoming capital planning process will complete what is referred to as the Campus Master Plan / Space Utilization Study. Ms. Dolan said there are some legislators interested in reviewing the space utilization information.

**IBARS Update**

Ms. Dolan said she and Ms. McDonald have worked with Ms. Thorsen and Mr. Kleman with CTS and have identified electronic files containing budget data. This information was shared with OMB. Ms. Dolan and Ms. McDonald will meet with OMB Friday, February 5 on next steps. Following that meeting, the workgroup will convene.
Ms. McDonald said, given the budget forecast, she has been evaluating the use of some of the worksheets campuses have completed previously, such as the utility worksheets as an example. Given the limited campus resources, several campuses agreed there is no value in continuing to ask campuses to complete.

**Chancellor’s Studies:** Governance, Cost Containment, Mission, Retention, Shared Services, and Tuition and Fees

Ms. Dolan said there was a change in which the Cost Containment Study will be approached. The legislative piece is being separated from our study, so the Chancellor’s taskforce will suspend their work until the data has been pulled for the Legislature. Once the data has been pulled, etc. the taskforce can continue their work.

**Update on NDUS Foundation**
Ms. Schratt said at the February 3, 2016 SBHE meeting, the Chancellor submitted for approval and received approval for five new trustees to the foundation. The foundation will call their first meeting soon.

**NDUS Procedure 830.2**
Ms. Furuseth said their campus VP of Student Affairs asked if NDUS Procedure 830.2 could be looked at or adjusted for refunds on board and room. Ms. Furuseth said due to Williston’s rental rates dropping drastically, students are moving out of the dorms and WSC isn’t able to refill the rooms. Ms. Eisenbraun said at BSC if a student moves out of the dorm, and if the campus isn’t able to fill the room, the student loses the housing refund. BSC will share their contract with WSC.

**Revenue Forecast / Allotment Discussion**
Ms. Dolan said the Governor’s allotment was 4.05 percent, which is $41M for the NDUS. Campuses are to submit their high-level plan to Chancellor Hagerott February 22. By February 11, campuses are to submit the OMB required forms to Ms. McDonald.

Mr. Tonder asked if campuses would be interested in approaching Budget Section to use local or gift funds as a ‘blanket’ authority to make up for budget shortfalls in capital projects. If so, this would have to be presented to Budget Section prior to their June cut-off date. If campuses are interested, they are to reach out to Mr. Tonder.

**Interim Higher Education Committee Meeting**
The interim Higher Education Committee met in Fargo February 2, 2016. The joint meeting of the interim committee and the SBHE took place February 3. Ms. Dolan said international tuition waivers were a discussion topic and this will again be discussed at their May meeting.
Review Schedule of Reserves to be Included in Annual Financial Review Report
Based on input from council members at the last meeting, Ms. Putnam provided council members with how the reserve information will be presented in the annual financial report, which was included in the meeting materials. There were no concerns.

Discuss Reserves Report Required by SBHE Policy 810 - Accrual or Cash Basis for Future Years
Ms. Dolan said when appropriated reserved are reported they are done on a cash basis since they are reported before the annual financial statements are audited and finalized. For next year’s report, should we consider waiting to report the final numbers so we can report the accrual versus the cash basis? Campuses are asked to send their comments to Ms. McDonald.

Review HRC Policies 6.10 and 7.6
Ms. Thorsen said that the proposed changes to HRC 6.10 and 7.6 have been reviewed and approved by the Human Resource Council. Administrative Affairs Council members didn’t express any concerns with the proposed changes. The changes will be taken to a future Cabinet and SBHE meeting for approval.

Application for Resident Student Status / NDUS Procedure 504
Ms. McDonald reported that Ms. Zastoupil asked Mr. Brisbin with the Attorney General’s office to review the application for resident student status and the MN reciprocity application form for changes. Due to a change in law, Mr. Brisbin suggested updating the language in the residency application, “The new proposed language is to item “g” on the Application for Resident Student Status to add ‘…. or a covered individual as defined by 38 U.S.C. 3679.’” If campuses have any concerns with the proposed language, they are to send their feedback to Ms. Zastoupil.

Mr. Brisbin, has also been asked to review NDUS Procedure 504 for changes.

Department of Defense MOU.
Mr. Winiger said one of the requirements on the DOD website is that ‘Institution will have a policy that returns any unearned tuition assistance funds on a proportional basis through at least the sixty percent portion of the period for which the funds are provided.’ His concern is that what DOD wants and expects doesn’t square up with SBHE Policy 830.2(7). Following discussion, campuses are to provide Mr. Winiger with what they provided DOD. And, if there are still concerns raised by DOD, it was suggested that legal look into what DOD needs and how that aligns with SBHE Policy.

The meeting adjourned at 2:38 p.m.