Administrative Affairs Council Meeting Minutes
Tuesday, April 5, 2016 – 1:00 p.m.
Conference Call

Attendance:
BSC, Dave Clark  
DCB, Laura Pfeifer  
DSU, Scott Hanson  
LRSC, Corry Kenner  
MaSU, Steve Bensen  
MiSU, Brent Winiger  
NDSCS, Dennis Gladen, Keith Johnson  
NDSU, Bruce Bollinger  
UND, Alice Brekke, Karla Mongeon-Stewart  
VCSU, Wesley Wintch  
WSC, Laurie Furuseth  
CTS, Jane Grinde  
NDUS, Tammy Dolan, Cathy McDonald, Robin Putnam, Karol Riedman, Rick Tonder, Terry Meyer

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

Fraud Risk Assessment Survey
The Fraud Risk Assessment survey was removed from the agenda. Ms. Laura Schratt will be asked to provide council members an update, via email.

Action items:
• Ms. Schratt to update council members, via email

Human Resource Policy 18.2 – Rest Periods
Ms. Jane Grinde said proposed changes to HR Policy 18.2 – Rest Period is to align the policy with State law. The change is to increase the number of hours from ‘four hours’ to ‘five hours’ in which ‘any employees who work more than four hours in any one day shall be allowed a minimum of thirty consecutive minutes for one meal.’ There were no objectives to the proposed change. Ms. Grinde said this policy will be on the next Human Resource Council agenda for review.

Action items:
• Policy to reviewed with HRC Members before it is placed on a future Chancellor’s Cabinet agenda.

Fair Labor Standards Act Law
Ms. Jane Grinde reviewed the information on proposed changes to the FLSA law that could possibly put these new regulations in effect early fiscal 2017. With the new proposed changes, the FLSA status of almost 1,000 employees will need to be reviewed. Ms. Teri Thorsen shared a spreadsheet of those employees affected with human resource directors. Council members are asked to review the information provided and submit their comments to Jane Grinde, prior to the May HRC meeting.
In response to a question about coaches’ contracts that are less than 12 months, as it relates to the proposed update to FLSA salary test to determine non-exempt status, Ms. Grinde said she will check into it. Her response to Ms. Dolan was that at this time there is no definitive answer to the question. She anticipates more information will become available through the Department of Labor opinion letters and the HRC discussion that is scheduled for May.

Action items:
- Campuses review information provided them and work with their campus HR director prior to May HRC meeting.
- Ms. Jane Grinde to research question from VCSU. Her response has been included as part of the minutes above.

Data Inconsistencies Project Plan
Mr. Pytlik wasn’t able to attend the meeting; however, he will update council members, via email, later in the week as well as provide them with a listing of who is on each workgroup.

Action Items
- Mr. Pytlik to provide council members with an update and a listing of who is on each workgroups.

2017 Biennial Budget
Ms. Dolan reviewed the budget process and timeline for the 2017-19 biennial budget request, that was emailed to council members earlier, and included in the agenda materials. Depending on the Governor’s direction, the process and timeline may need to be modified. Campuses will be limited to two capital project requests, and these requests will be reviewed by the SBHE Budget and Finance Committee and the State Board of Higher Education at the May 2016 meetings. The June 2016 BFC and SBHE meetings will focus on reviewing and approving the complete NDUS budget request.

IBARS Update –
Ms. McDonald said Mr. Mike Klemen with CTS is working with Ms. Lori Laschkewisch with OMB. Some information was pulled and shared with campuses, which generated additional questions. The workgroup will continue their work in preparation for the upload to OMB. Once data fields have been locked down, Mr. Klemen will work with Ms. Laschkewisch to run a test upload.

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

Cost Containment: Ms. Dolan said the group met and CTS and institutional researches are pulling and analyzing the data. That information will be shared with workgroup members soon for their feedback.

Shared Services: Ms. Dolan said the group met and continue their work to identify other services that could be considered to be shared.
Tuition and Fees: Mr. Kenner said campuses were asked to share information with President Richman, who chairs the committee.

Budget Allotment Plans, Periodic Reports:
Ms. Dolan said the Chancellor is interested in receiving periodic reports from campuses on implementation of the budget allotment plans. She asked campuses if this reporting should happen quarterly or every six months? After further discussion, it was determined that some of the information the chancellor might be interested in will be reported by campuses when they submit their annual budgets the first part of June.

Action Items:
- Ms. McDonald will review the annual budget guidelines to see if they should be modified.
- Ms. Dolan to determine how often campuses should report the status of their budget allotment plans.

Tuition Waivers
Ms. Furuseth raised a question with council members if dependent waivers are allowed for a dependent high school student taking dual credit/early entry courses, per the policies/procedures that are in place. Council members said they had this discussion and the agreement was that there would be no waiver of courses for the subsidized or non-subsidized rates.

Action items:
- Campuses are to email Ms. Dolan and Ms. McDonald what their campus practice is. Based on that information, SBHE Policy and/or NDUS Procedures will be reviewed to see if they need to be clarified.

SBHE-BFC Agenda Items:
For future planning, Mr. Tonder said all campus facility requests will be placed on both the SBHE-BFC and SBHE agendas. The calendar for submission of SBHE-BFC items will be reviewed and if there are adjustments, that will be shared with council members.

Action items:
- Ms. Kristie Hetzler to review dates in which agenda items for the SBHE BFC agenda are due.

The meeting adjourned at 1:43 p.m.