Administrative Affairs Council Meeting Minutes  
Tuesday, May 3, 2016 – 1:00 p.m.  
Conference Call

Attendance:
BSC, Dave Clark, Tamara Barber  
DCB, Laura Pfeifer  
DSU, Scott Hanson, Janet Reisenauer  
LRSC, Corry Kenner  
MaSU, Steve Bensen  
MiSU, Brent Winiger  
NDSCS, Dennis Gladen, Keith Johnson  
NDSU, Karin Hegstad  
UND, Alice Brekke  
VCSU, Wesley Wintch  
WSC, Laurie Furuseth  
CTS, Jane Grinde  
NDUS, Tammy Dolan, Robin Putnam, Karol Riedman, Rick Tonder, Terry Meyer

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

NDUS Procedure 805.1 – High School Students Enrolled in College Courses  
Campuses were asked if they are applying the employee benefit of a Dependent Waiver against tuition charged for the High School Students Taking College Credit. LRSC, NDSCS and VCSU are currently giving Dependent Waivers for Unsubsidized and Subsidized Rates for High School students. Ms. Dolan said based on campus feedback and for consistency among campuses, NDUS Procedure 805.1 will be updated to reflect the changes below and placed on the next Chancellor’s Cabinet agenda for approval. No concerns were raised by council members.

Action items:
- Ms. Dolan to update NDUS Procedure 805.1(4) to include the following language, “, with the exception of tuition and fees for high school dependents of employees who qualify for waivers per SBHE Policy 820(3f).” The NDUS Procedure will be placed on the next Chancellor’s Cabinet agenda for approval.

Human Resource Policies 5.5.1, and 5.5.2 – Employee Suggestion Incentive Program  
Ms. Jane Grinde said the proposed changes to HR Policies 5.5.1 and 5.5.2 will allow an employee two options to submit a recommendation and to align the percentage of savings and maximum payout with state law. It was suggested by council members that the word ‘concurrently’ be inserted into policy 5.5.1 so when an employee submits a proposal, it be submitted concurrently to appropriate campus officials and the State Suggestion Incentive Committee. This allows campuses to review proposals to see if there are reasons why it couldn’t be implemented if approved. Ms. Grinde will rework the policy and resubmit it to the Human Resource Council for their review. Following that review, it will be placed on a future Chancellor’s Cabinet and SBHE agenda for approval. There were no concerns expressed with 5.5.2.

Action items:
• Ms. Grinde to insert the word ‘concurrently’ into 5.5.1 so when an employee submits a proposal it be submitted concurrently to appropriate campus officials and the State Suggestion Incentive Committee. HR 5.5.1 and 5.5.2 will be reviewed with the HRC before it is placed on a Cabinet and SBHE agenda for approval.

State Board of Higher Education Meeting Update
Ms. Dolan said board members were very interested in hearing campuses report on their draft allotment plans. Rep. Sanford contacted her following the meeting and asked that a summary of the campus allotment plans be a topic at the June Higher Education Committee meeting. Ms. Dolan said the office will summarize the information and share it with campuses for their review.

Action items:
• Ms. Dolan to summarize campus allotment plan information and share with campuses for their review.

Data Inconsistencies Project Plan
Ms. Riedman reviewed the report in the agenda materials. As of April 4, the Data Inconsistencies Project was re-organized. The new committee and roles are as follows:
  Project Manager: Joe Tillman (Eide Bailly)
  Steering Committee: Karol Riedman, chair, Tammy Dolan, Lisa Johnson, Karin Stinar, and Karla Stewart
  Sr. Leadership Oversight: Lisa Feldner, Darin King
  Subject matter experts: Mick Pytlik, Teri Thorsen, Tom McNaughton, and others as needed

Council members were provided a status report as of April 25. She said each area, human resource, academic, and finance, will be reorganized and work prioritized. Ms. Dolan added that as the finance area reorganizes, campuses will be called upon to assist with working through some of the identified inconsistencies to make progress toward getting them completed.

Action Items
• Ms. Dolan to visit with Mr. Pytlik and Ms. Thorsen to identify what has been completed to date and to reorganize.

2017 Biennial Budget and IBARS
Ms. Dolan said Ms. McDonald and Mr. Klemen continue to work on pulling data to provide to OMB to see how it will upload into IBARS. Within the next week a new set of files will be shared with campuses and the working group will continue to review the information to identify problems.

Governor Dalrymple will release the 2017-19 biennial budget guidelines Wednesday, May 4. Ms. Dolan will share these guidelines with campuses.
Mr. Tonder said capital projects will be placed on the May 18 BFC and the May 24 SBHE agendas. Campuses will be asked to make their presentation to the board at the May 24 meeting.

**Action Items**
- Ms. Dolan to provide campuses with budget guidelines
- Ms. McDonald and Mr. Klemen to provide campuses with data to continue their review prior to uploading it into IBARS

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

Ms. Dolan said each study group will make their presentations to the SBHE at the June SBHE Retreat.

The meeting adjourned at 1:32 p.m.