The State Board of Higher Education met on Thursday, April 28, 10:00 a.m. CT, via Skype originating from Bismarck State College, NECE building, room 335, 1200 Schafer Street, Bismarck, ND, 58501.

Other skype locations:
UND - Information Technologies Building, room 142, 4349 James Ray Drive, Grand Forks
NDSU - Old Main, President’s Conference Room, Room 102, 1340 Administration Avenue, Fargo
WSC - Stevens Hall, Room 202c, 1410 University Avenue, Williston
MiSU - Administration Building, President’s Office, 2nd floor, 500 University Avenue W, Minot

Members present:
Ms. Kathleen Neset, Chair
Mr. Greg Stemen
Dr. Kevin Melicher
Mr. Mike Ness
Dr. Eric Murphy, Faculty Adviser

Mr. Don Morton, Vice Chair
Ms. Kari Reichert
Mr. Nick Hacker
Ms. Emma Tufte, Staff Adviser

Chancellor present: Dr. Mark Hagerott

Institution Presidents present:
Dr. Gary Hagen, President, MaSU
Dr. Doug Darling President, LRSC
Dr. Jerry Migler, Dean, DCB
Dr. Ray Nadolny, President, WSC
Dr. Dean Bresciani, President, NDSU
Mr. Ed Schafer, Interim President, UND
Dr. Larry C. Skogen, President, BSC
Dr. Steve Shirley, President, MiSU
Dr. Tisa Mason, President, VCSU
Dr. Tom Mitzel, President, DSU
Dr. John Richman, President, NDSCS

NDUS senior staff present:
Dr. Lisa Feldner, Interim Chief of Staff
Dr. Richard Rothaus, Interim Vice Chancellor for Academic and Student Affairs
Ms. Tammy Dolan, Chief Financial Officer
Ms. Linda Donlin, Vice Chancellor for Strategic Engagement
Mr. Rick Tonder, Director of Facilities Planning
Ms. Jane Grinde, Director of Human Resources
Ms. Kristie Hetzler, Executive Assistant to the State Board of Higher Education

Others Present:
Mr. Noah Brisbin, Attorney General’s office
Mr. Nick Vaughn, Attorney General’s office

The North Dakota University System is governed by the State Board of Higher Education and includes:
Bismarck State College • Dakota College at Bottineau • Dickinson State University • Lake Region State College • Mayville State University • Minot State University
North Dakota State College of Science • North Dakota State University • University of North Dakota • Valley City State University • Williston State College
1. **Agenda**  
Morton moved, Melicher seconded, to approve the agenda.

Morton, Stemen, Ness, Hacker, Melicher, Reichert, and Neset voted yes.

2. **Meeting Minutes**  
Ness moved, Stemen seconded, to approve the following meeting minutes:
- January 19, 2016
- February 3, 2016

Ness, Hacker, Morton, Stemen, Melicher, Reichert, and Neset voted yes.

**Board Policy 1st Reading:**
3. HR Policy – 18, Rest Periods  
Stemen moved, Melicher seconded, to approve first reading of HR Policy 18.

Stemen, Ness, Hacker, Morton, Melicher, Reichert, and Neset voted yes.

**Board Policy 2nd Reading:**
4. Policy 402 – Delegation of Admission Authority
5. Policy 402.1.1 – Admission Policies Standardized Test Scores
6. Policy 402.1.2 – Admission Policies Placement into College Courses

Melicher moved, Stemen seconded, to approve second reading of policies 402, 402.1.1, and 402.1.2.

Hacker, Morton, Stemen, Ness, Melicher, Reichert, and Neset voted yes.

7. HR 6 – Annual Leave
8. HR 7 – Sick Leave

Human resource policies, HR 6 and HR 7 were tabled and will be amended before the May 24th Board meeting.

9. **Institutional Master plans**  
Rick Tonder gave an overview of the institutional master plans, including, space utilization data. He explained there exists a significant amount of excess space within the NDUS, which is reflected in the amount of square feet present per student, and the relatively low classroom and class lab utilization rates at a number of institutions. Acknowledging that condition, there are numerous contributing factors which we must address:

- The NDUS facility inventory is aging, and many classrooms receive less than optimal scheduling due to a lack of infrastructure, inadequate heating and ventilation, or general poor condition.
- Centralized scheduling is not uniformly in place at all institutions, making it difficult to utilize all classrooms and labs efficiently.
• There is an excess of classrooms and class laboratories.

He stated the following are recommendations:

1. Require central scheduling of a minimum of 95% of classrooms and class labs at each institution to improve classroom and class lab utilization.
2. Prioritize deferred maintenance projects which improve classrooms and class labs that are currently underutilized due to existing conditions.
3. Remove facilities in lieu of repair where the estimated deferred maintenance cost is greater than 65% of the replacement value unless there is significant historical or other value present in the building.

The Board noted that if an institution does not have a completed masterplan, it would impact the consideration of Board approval of their capital projects.

Melicher moved, Ness seconded, to approve those components of the institutional master plans which illustrate the historical data, physical inventories, and deferred maintenance/life-safety-security priority needs; and the three recommendations to improve space utilization rates and reduce deferred maintenance. Also, reserve approval for the program and enrollment driven needs until such time as the needs are reviewed and approved by the SBHE.

Morton, Melicher, Morton, Stemen, Ness, Hacker, Reichert, and Neset voted yes.

10. Agricultural Research & Education (SBARE)
The State Board of Agricultural Research and Education (SBARE) is a statutory board (NDCC 4-05.1-16 through 4-05.1-21), which is responsible for budgeting and policy making associated with the agricultural experiment station and the NDSU Extension Service.

Hacker moved, Morton seconded, to approve the appointments of Larry Hoffman and Richard Roland to four-year terms on the State Board of Agricultural Research and Education beginning July 1, 2016.

Stemen, Ness, Hacker, Morton, Melicher, Reichert, and Neset voted yes.

Chancellor’s Report
Tammy Dolan indicated the Governor will announce his budget guidelines on May 4th and based on that budget, the office will continue to work on the 2017-2019 budget within those guidelines.

A presentation on integrating district steam heating with carbon production, which is a joint venture between Valley City State University and University of North Dakota that was given to the Board. It will establish new academic, research, and economic development opportunities. The integration provides a platform for educating tomorrow’s energy experts with hands-on learning opportunities that are irreplaceable and extraordinarily valuable teaching tools. The
resulting program development has enormous potential within science, engineering, medicine, and other traditional academic disciplines served throughout the NDUS.

Chancellor Hagerott requested the Board members consider staggering the presidential evaluations by tier. Board members indicated a review of the Chancellor would also be appropriate.

**SBHE Budget, Finance, and Facilities Committee Consent**

11. Recommend authorization for Dakota College at Bottineau to proceed with the Nelson Science Center renovation project at a cost of $1,054,288 funded as per HB 1003 Section 1, Dakota College at Bottineau, Capital Assets.

12. Recommend authorization for UND to proceed with O’Kelly Hall classroom renovations and IT CORE upgrade in Merrifield Hall at an estimated cost of $7,000,000 to be funded by extraordinary repair funds ($2,300,000) and matching funds ($4,700,000); UND’s student technology fee ($2,400,000), asbestos abatement fund ($200,000), telecommunication fee ($1,000,000), appropriated funds ($600,000) and other local sources ($500,000).

Melicher moved, Stemen seconded, to approve SBHE Budget, Finance, and Facilities Committee recommendations, items 11 and 12.

Morton, Melicher, Stemen, Ness, Hacker, Reichert, and Neset voted yes.

**SBHE Academic and Student Affairs Committee Recommendations**

Stage II—Organizational Changes:

13. Mayville State University’s request for an organizational change to rename a division: From Division of Business and Computer Information Systems To Division of Business, effective Fall 2016.

14. North Dakota State University’s request for an organizational change to rename a department: From Department of Veterinary and Microbiological Sciences To Department of Microbiological Sciences, effective Fall 2016.

Morton moved, Hacker seconded, to approve SBHE Academic and Student Affairs Committee recommendations, items 13 and 14.

Stemen, Ness, Morton, Melicher, Hacker, Reichert, and Neset voted yes.

Stage II—New Program:

15. Minot State University’s request for a new program via traditional and distance education: Master of Science in Sports Management, CIP Code 31.0504, effective Fall 2016.

Ness moved, Morton seconded, to approve SBHE Academic and Student Affairs Committee recommendation, item 15.

Hacker, Stemen, Ness, Morton, Melicher, Reichert, and Neset voted yes.
Stage II-Program Terminations:
16. Mayville State University’s request for the following program termination: Certificate in Information Technology, CIP Code 11.0301, effective Fall 2016.
17. Williston State College’s request for a program termination: Certificate and Associate of Applied Science in Interdisciplinary Studies, CIP Code 30.9999, effective Fall 2016.
18. Williston State College’s request for a program termination: Certificate and Associate of Applied Science in Mental Health Addictions Technician, CIP Code 51.1502, effective Fall 2016.
19. University of North Dakota’s request for the following program termination: Certificate in Conflict Transformation, CIP Code 30.0501, effective Fall 2016.
20. University of North Dakota’s request for the following program termination: Minor in Russian, CIP Code 16.0402, effective Fall 2016.

Hacker moved, Morton seconded, to approve SBHE Academic and Student Affairs Committee recommendations, items 16 - 20.

Stemen, Ness, Morton, Melicher, Hacker, Reichert, and Neset voted yes.

21. Tenure
North Dakota University System institutions submitted their recommendations for tenure for approval by the State Board of Higher Education (SBHE). In each case, criteria for tenure has been identified and applied by each of the campuses’ respective internal review entities (i.e., faculty within the designated department/division/college, Provost/Vice President for Academic Affairs, and President).

Board members noted that tenure will be discussed/reviewed in the near future.

Morton moved, Ness seconded, to approve all SBHE Academic and Student Affairs Committee recommendations for tenure, effective for the academic year of 2016-17.

Hacker, Stemen, Ness, Morton, Melicher, Reichert, and Neset voted yes.

SBHE Audit Committee Update
Kathleen Neset informed the Board the Audit Committee met with the State Auditor’s office (SAO) in executive session to review LRSC, MaSU, NDSCS, NDSU, and UND; draft operational audits completed for fiscal year 2015/2014 and the NDUS’ responses. Kathleen noted that all the audits were good; there was only one issue with NDSU’s Sanford Health Athletic Complex (SHAC) capital project. The SAO and NDSU did not come to an agreement on the analysis regarding the bidding process and change orders; that will be included in the final report.

Meeting adjourned at 3:10 p.m. CT