Administrative Affairs Council Meeting Minutes  
Monday, June 13, 2016 – 1:30 p.m.  
Conference Call

Attendance:
BSC, Dave Clark, Tamara Barber  
DCB, Laura Pfeifer  
LRSC, Corry Kenner, Joann Kitchens  
MiSU, Brent Winiger  
NDSCS, Dennis Gladen, Keith Johnson  
NDSU, Bruce Bollinger, Cindy Rott and Karin Hegstad  
UND, Alice Brekke, Karla Mongeon-Stewart, Cindy Fetsch  
VCSU, Wesley Wintch  
WSC, Laurie Furuseth  
Forest Service, Brenda Johnson  
NDUS, Tammy Dolan, Karol Riedman, Rick Tonder, Cathy McDonald  

Campuses Absent: DSU, MaSU

Ms. Dolan convened the meeting at 1:30 p.m.

SBHE Policy 401.2 – Political Activities
Ms. Riedman reviewed the proposed policy changes to SBHE Policy 401.2 – Political Activities, and indicated that she will be reviewing it with all Councils. The point of the policy is to not endorse or give the appearance of endorsing a political candidate. It’s not a violation of the proposed policy to merely allow them to announce their candidacy on a campus. It was suggested that the policy be cross referenced to HR policy, since 401.2 is an academic policy, and staff wouldn’t intuitively review a policy in that area. Any other comments or concerns should be sent to Ms. Riedman before June 30.

SBHE Budget and Finance Committee Update
Ms. Dolan explained that the biennial budget request will go directly to the SBHE on June 17, without prior review with the SBHE Budget and Finance Committee.

Interim Higher Education Committee Update
Ms. Dolan reviewed highlights of the two-day meeting that was held in Valley City on June 7 and 8. On the first day, the funding formula was reviewed with the committee, including informing them that 90% of the current per credit hour amounts were utilized to calculate the 2017-19 budget request. She also indicated that the sunset clause of the 96% budget would be requested, and the committee may include that request in a bill that they will be drafting.

Tammy made a presentation regarding the 4.05% allotment plans, and has been asked to also present that information to the Budget Section on June 27. She will contact the chair of the committee, to determine the level of detail that will be expected. If they are expecting detailed information, she will ask campuses to be there to answer questions. She will let campuses know, by the end of this week.
Ms. Dolan reported that the master plan and space utilization study was reviewed and received positive feedback. Preliminary draft information was reviewed with the committee, regarding the Administrative Cost Study, but they were informed that the information was at the beginning stages and additional work needed to be done to address consistency and other issues.

The committee is interested in pursuing an analysis of the cost of providing distance education courses, vs on-campus courses, but this won’t happen until sometime in the future. Concerns were expressed that there are many factors to consider in this analysis, and that the difference in amounts charged for the different delivery isn’t only specific costs associated with the courses.

**Data Inconsistencies Project Plan**

Ms. Riedman explained that the project has been reorganized into 3 areas, and reviewed a schedule that showed the various stages of each item on the list. She encouraged council members to respond to requests and stay engaged with the process. Existing documentation has been, and continues to be reviewed to determine the current status of the items. More work groups may be needed, and additional updates will be shared with the Council. Since this is a legislative mandate, the December 31 deadline is crucial.

**2017 Biennial Budget and IBARS**

Ms. McDonald reviewed the biennial budget operating and capital project schedules that were discussed with the Chancellor’s Cabinet last week, and will be the basis of the recommendation to the SBHE for approval on June 17. Dave Clark asked if campuses had the latitude to adjust the extraordinary repairs portion of the base budget limit, based on their own analysis. After discussing the current feeling of many legislators that extraordinary repairs/deferred maintenance should be a priority of the campuses. It was recommended that campuses not cut too deeply into the base extraordinary repair funding level. Mr. Tonder explained that capital projects were ranked based upon the percent of deferred maintenance and/or life safety cost to the total cost, based on the campus scoping documents.

Ms. McDonald indicated that OMB will allow campuses to use a “lump sum budget adjustment” in the pay plans, rather than specifically identifying positions, and will be required to disclose an estimate of how many FTE (or a range) that the adjustment would equate to in the narrative. She suggested that the campuses also include, in the narrative, the methodology that would be used to determine positions to be eliminated.

Ms. McDonald gave a status update for the financial and payroll extracts that will be used for uploading data into IBARS. The queries should be available for campuses to run later this week.

**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. Feedback from the SBHE will effect next steps.

The meeting adjourned at 2:30 p.m.