North Dakota State Board of Higher Education
Meeting Minutes
May 24, 2016

The State Board of Higher Education met on Tuesday, May 24, at 8:30 a.m. CT, at the Bismarck State Capitol, Brynhild Haugland Room, 600 East Boulevard Avenue, Bismarck, ND 58505.

Chair Neset called the meeting to order at 8:30 a.m. CT.

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
Mr. Nick Hacker
Ms. Kari Reichert
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 Brescia, President, NDSU
Mr. Ed Schafer, Interim President, UND
Mr. Mark Kennedy, Incoming 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
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
1. **Agenda**
   Melicher moved, Stemen seconded, to approve the agenda with the following amendments:
   - Remove SBHE Audit Committee report; it will be covered in policy readings for policies 302.2 and 802.8
   - Add 1st reading of policy 1202
   - Present Recognition Plaques to outgoing Board Members

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

2. **Meeting Minutes**
   Ness moved, Morton seconded, to approve the March 15, 2016 meeting minutes.

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

3. **Policy 302.2**
   Laura Schratt reviewed 1st reading of policy 302.2, regarding the audit committee.

4. **Policy 802.8**
   Laura Schratt reviewed 1st Reading of policy 802.2, regarding internal audit charter.

   Lisa Felder explained the information security officers, the campus CIOs, and CTS leadership are in the process of updating and revising information technology and security policies. New policy 1202.1 is the first of the policies to be added.

   Hacker moved, Melicher seconded, to approve first reading for the following policies:
   - 302.2
   - 802.2
   - 1202.1

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

5. **Policy HR 7**
   Jane Grinde reviewed 2nd reading of policy HR18, regarding rest periods.

6. **Policy HR 6**
   Jane Grinde reviewed 2nd Reading of policy HR 6, regarding annual leave.

7. **Policy HR 7**
   Jane Grinde reviewed 2nd Reading of policy HR 7, regarding sick leave.
Hacker moved, Melicher seconded, to approve second reading for the following policies:

- HR 6
- HR 7
- HR 18

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

8. **Shared Services: Learning Management System**

Lisa Feldner gave an update on the Chancellor’s cabinet study regarding, shared services. She indicated the system is moving towards Blackbload for their learning management system; she does not currently have the cost. Board members encouraged the system office to continue to standardize in other areas as well. They expressed how important it is to keep moving forward and stated that this topic merits a motion.

Hacker moved, Stemen seconded, to move forward with utilizing Blackboard system-wide for the learning management system.

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

9. Don Lefleur from the State Auditor’s Office explained that a vulnerability assessment is completed biennially. Mr. Erik Wallace, the consultant from Cyber Intelligence Group at Tele Communication Systems reviewed the North Dakota University System vulnerability assessment and NDUS draft responses.

**Presentations on Capital Projects**

Tammy Dolan handed out a list of the campus projects that were received from each institution. She indicated the list is not inclusive to all the campus needs. She asked that each campus request for capital projects be limited to two. This list is not the final version that will move forward to the Governor’s office. The system office will continue to prioritize the list and the final will be presented to the Board on June 17.

Each President presented their draft campus projects requests.

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

Don Morton gave an overview of the SBHE Budget, Finance, and Facilities Committee recommendations. Board confirmed with NDUS and WSC Presidents that their campus masterplans were completed.

10. Authorize NDSU to proceed with the water/sewer line replacement of a portion of Administration Avenue at an estimated cost of $1,200,000 to be funded from 2015-17 extra-ordinary repair funds.

11. Authorize NDSU to rename the STEM Classroom and Lab Building to the “A. Glenn Hill Center” as per SBHE policy 902.12
12. Authorize, to the extent permitted by NDCC 4-05.1-19 (6), NDSU to proceed with the construction of a seed cleaning facility located at the Carrington REC in Carrington, ND, for a cost not to exceed $2,250,000 comprised of $750,000 from the state general fund and $1,500,000 from other funds.

13. Authorize Williston State College to use appropriated funding in the amount of $800,000 from the one-time funding of $1.5 million transferred to WSC as per HB1003, Section 33 – Use of 2013-15 Biennium Appropriations – Contingent Appropriation Reduction to complete the parking lot at the new TrainND Workforce Training Center (Phase III). Further, authorize WSC to increase Phase III from $7,500,000 to $7,650,000, funded from $800,000 one-time funding, $2,500,000 financed through the Bank of North Dakota, $1,750,000 received as an oil impact grant from the Department of Trust Lands, $1,984,000 in private fundraising, and $616,000 in local funds generated from training activities; and to seek authorization from the interim budget section committee during its June meeting.

Melicher moved, Ness seconded, to approve budget, finance, and facilities items 10 – 13.

Hacker, Johnson, Melicher, Ness, Stemen, and Neset voted yes.

SBHE Academic and Student Affairs Committee Recommendations
Kari Reichert gave an overview of SBHE Academic and Student Affairs Committee recommendations:

Stage II-New Program-Organizational Change:
14. North Dakota State College of Science’s request for an organizational change to rename a department: From English and Humanities Department and Performing Arts Department To English, Communications, and Performing Arts Department, effective Summer 2016.

15. North Dakota State College of Science’s request for an organizational change to rename a division: From College Outreach Division To Workforce Training Division, effective Fall 2016.

Stage II-New Program:
16. North Dakota State University’s request for a new program via on-campus and distance education: Master of Science in Extension Education, CIP Code 01.0801, effective Fall 2016.

Stage II-Program Terminations:
17. Dickinson State University’s request for the following program terminations:
   • Bachelor of Arts in Biology, CIP Code 26.0101, effective Fall 2016;
   • Bachelor of Arts in Chemistry, CIP Code 45.0501, effective Fall 2016;
   • Bachelor of Arts in Computer Science, CIP Code 11.0101, effective Fall 2016;
   • Bachelor of Arts in Mathematics, CIP Code 27.0101, effective Fall 2016;
   • Minor in Biology Education, CIP Code 13.1322, effective Fall 2016;
   • Minor in Chemistry Education, CIP Code 13.1323, effective Fall 2016;
   • Minor in Earth Science Education, CIP Code 13.9999, effective Fall 2016;
   • Minor in Elementary Science, CIP Code 13.131, effective Fall 2016;
   • Bachelor of Science in Education in Choral Music Education, CIP Code 13.1312, effective Fall 2016;
• Bachelor of Science in Education in Instrumental Music Education, CIP Code 13.1312, effective Fall 2016; and,
• Bachelor of Arts and Bachelor of Science in Writing, CIP Code 23.1302, effective Fall 2016.

Ms. Reichert noted that the committee also discussed core courses, special appointments, and the program termination process. She indicated Richard Rothaus will continue to work with on them and policy changes may come to the full Board at a future meeting.

Hacker moved, Ness seconded, to approve academic and student affairs items 14 – 17.

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

18. Update from the May 17th Meeting was covered in policy review of 302.2 and 802.1 (agenda items 3 and 4).

Chair Neset recognized departing webcast member, Jordan Bitz and thanked him for the work he has done for the SBHE. Board members wished him luck with future career.

Chair Neset adjourned the meeting at 12:20.