Student Affairs Council Minutes  
April 7, 2011  
BSC – Horizon Conference Room

Members Present  
Prakash Matthew, NDSU  
Ray Gerszewski, MaSU  
Michel Hillman, NDUS  
Jan Solem, WSC, via phone  
Lydia Dworshak, DSU  
Melissa Johnson, NDSCS  
Randal Thursby, SITS  
Jane Vangsness Frisch, NDUS  
Randy Fixen, LRSC  
Lori Reesor, UND  
Paula Berg, DCB, via phone  
Donna Fishbeck, BSC  
Caren Barnett, MiSU  
Aimee Copas, NDUS  
Lisa Johnson, NDUS, via phone

Others Present  
Jenny Marboe, NDSA  
Marietta Kemmet, NDUS  
Molly Sanders, DOH  
Kirby Kruger, DOH

Hillman called the meeting to order at 10:07 a.m.

Additional Agenda Items:  
Motion to approve March 10, 2011 minutes by Donna Fishbeck, 2nd by Randy Fixen. Motion approved.

Updates:  
Academic Affairs, Cabinet, Board and Legislative  
Dr. Hillman said the Academic Affairs Council has tentatively planned to meet at Devils Lake for the June Retreat. A mini planning session was held in April because the Board retreat has been moved to May in order to prepare for the new fiscal year. There have been no definite agenda items for the Board Retreat, but two possible items relate to finance and communication. The finance item centers on the finance plan but also involves tuition and fee and what the strategy will be as well as other financial issues. He said the finance plans will have several components. Plans are to have a national figure in attendance to guide the Board in making financial plans. The second item concerns communication within the system and external entities. Senior Staff other than the chancellor will not be attending the first two hours of the Retreat.

Dr. Hillman discussed policy 605 and the changing dates for faculty contracts. This change is a result of the legislature not being finished until late April. The Board has tabled the issue until the next meeting. The update on the legislative session at the Board was relatively brief. Brief discussion on SB 2351 and concerns were voiced about the limitations. Prakash said an audit has begun on local funds and is scheduled to conclude in August.
CIO Update
Randall Thursby said they are nearing the completion of the BPOS conversion. Randall said that services provided by SITS, Minot, Mayville, and Valley City are encrypted, specifically the e-mail. If the e-mail is sent from outside the system and also if someone is not on one of the e-mail systems mentioned, the e-mail will not be encrypted. Hillman asked if the encryption involved state government, Randall was not sure but thinks it is, the test has not been run to verify if the encryption is in place.

On April 18th, ConnectND services, will be moving to Sun Guard for help desk services. General questions will be answered as well as ConnectND specific issues. The questions concerning individual campuses will be routed back to the individual institutions. This service will be 24/7. Mike asked another question about encryption and if it will apply to attachments and Randall said anything concerning the e-mail is encrypted in transit but will not be once it reaches its destination. Randall said the University System Office is encrypted, but the majority of campus computers do not have this feature activated. Randall said the institutional systems need to be in use for encryption to occur and the use of another mail system will affect the encryption.

Mike said a question was asked at a recent meeting regarding the ability to go from campus to campus and not have to log on each time. Randall said it should be in use at this time and the primary issues at this time are some campuses need to update their wireless program. The separate active directory system account users are the ones who are able to use this system.

NDSA Report
Jenny Marboe reported on who the new officers for NDSA will be for the upcoming year. William Woodworth, BSC will be president, Amanda Elney, VCSU will be vice-president, SAC representative will be Olivia Spencer, NDSU. The names of Kendra Krueger, VCSU and Robert Balley, NDSU, have been forwarded to SBHE. At the meeting Jane Vangsness spoke to the group concerning the consortium and as a result two students will be added to the consortium, one from the larger institutions and another from the two year institutions. The next meeting will be on May 15th and 16th at VCSU. Prakash commended Jenny on her excellent participation in SAC.

2011 NDUS Student Retention Summit
Aimee Copas reported on the Summit to be held on May 19th and 20th. Dr. Vincent Tinto will be the keynote speaker. Three breakout sessions will be held on Thursday for 2 hours dedicated to the two-year campus; four-year campus and the research institutions. Additional speakers will be scheduled during the day on May 19th. The second day will have private sessions and a large group session to discuss what to take back to the campus and people involved in retention. Discussion and questions concerning the number of people who will be able to attend and the limitation of how many from each campus followed. Prakash commented on the make-up of the planning committee members and who has not been involved in the planning of the summit. He felt the academic affairs should be involved more in this process. Questions were asked about the cost of the conference. May 1st will be the initial deadline for registration and then registration will open for the remaining spaces. Concerns were voiced over the number of participant limitations and that the individuals who are most involved in student retention are in attendance at this conference.
Meningococcal College Requirement
Kirby Kruger summarized the process to date regarding student health and updating vaccination requirements. The national level has reconsidered their recommendations on the meningococcal immunization. Mike said the issue has been looked at across the system and waiting for the CDC recommendation. Molly recapped the current immunization recommendation concerning meningococcal. The question was asked concerning whether the booster shot at 16 would be required and Molly said nothing has yet been discussed. Ray asked about the middle school requirement and the percentage of middle school students have been vaccinated and Molly said approximately 60% have been immunized. Prakash asked how international students will be handled; Molly said it will be handled similarly to the MMR requirement. Prakash asked about the fee issue and the amount required to vaccinate all incoming freshmen. Most insurance companies cover the vaccination cost, discussion centered on handling uninsured individuals. Mike inquired of Kirby if there was something that could be done on the P-20 side to facilitate this process.

The issue of requiring all incoming students under 21 to have the immunization or only those living on campus was discussed. This immunization should be for two doses or booster within the last five years. A straw poll was taken and the following comments and recommendations were heard. Ray – require all new students; Randy – all students; Melissa – all students, Prakash – no; Lori – on campus only; Donna – only on campus; Lydia – yes to all students; Caren all incoming students, NDSA all incoming students; Jan – all incoming students; Paula – all incoming students. With no report from VCSU, three campuses prefer resident students only, seven prefer all incoming students. Hillman will ask Pat Seaworth to draft a policy, it will then be presented at cabinet and ultimately to the Board.

NDHECSAP Update
Jane Vangsness reported on the NDCORE aggregate survey results and the information was given to SBHE. The trend continues downward and is very encouraging. This information was also shared with the North Dakota Student Association and the Academic Affairs Council. The Student Association passed a resolution to appoint two members to the consortium, one student from the four-year institutions and one from the two-year institutions. An update on the North Dakota Partners Intervention Grant was given and events held on the campuses. A summary of the satisfaction survey will be given to this group at their May meeting. She reminded the group that the ECHUG needs to be completed by incoming first year students. The March meeting had a discussion concerning the Parent’s LEAD (Listen, Educate and Discuss) Program which was developed and done in partnership with DOT. She said the Strategic Planning will be discussed at the May 18th meeting. Randy Fixen expressed thanks to Jane for her efforts at campuses.

International Student Health Insurance
Prakash reported on the status of the Student Health Insurance for International Students. There are some differences between what was to be set forth and what is actually occurring. A meeting recently held discussed what was covered and what happens at the end of the six-week time period. There was a conference call with involved individuals and Pat Seaworth raised the question concerning coverage, they indicated that it was covered. Scenarios were discussed and they said they would abide by the agreement. A six-week window to recover the funds was discussed, but nothing was resolved during the conference call.
Disabled Student Services Contingency Fund Committee
Ray reported on the Disabled Student Services Council meeting in Bismarck. The funds approved for allocation to the individual campuses will be issued in check form. Funds will be used to purchase technology for accommodation purposes. The other issue to be addressed will be remaining funds and how they can be used and accessed.

NDUS Credit Reporting
Lisa Johnson reported on the system degree-credit reporting. Clarification was needed in the non-degree credit activity. Registrars will be reviewing the document in May at their meeting. There are four areas concerning degree credits. Lisa discussed these sections. Jan Solem asked if any of the other campuses were using the attached credit format. Lisa discussed the different reporting level used and in particular the freshman-sophomore definitions.

Strength Through Sharing
Discussion was held on the concerns of the Strength Through Sharing conference and problems.

Development of Learning Communities
Mike commented on the support of the Development of Learning Communities. He asked if there were comments or developments.

Announcements
Lydia reported on activities at DSU and upcoming events. Jenny complimented the Council for their support for students. Jenny Marboe thanked the council for their support and the work they accomplish.

Future Meetings
Plans for the retreat were discussed. Becky will handle the planning and details. Last year’s business meeting was combined with cultural events at Medora. Mike said the three main topics for discussion would be Ray suggested the value of holding a discussion on the issues from the legislature. Randy questioned if the counseling budget remains as is, how they would attract people to the smaller campus.

Meeting adjourned at 2:18 pm