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

There were no corrections to the draft minutes from the January 14, 2010, SAC meeting. The minutes were, by consensus, approved as presented.

Updates:
Hillman said that AAC met February 2. In addition to the usual curricular items, Thursby gave a report on a number of issues. Doug Fraser gave a demo of StudentVoice. Several of the academic vice presidents were interested in the functionality of StudentVoice. Hillman said that StudentVoice is one of the system initiatives that has been discussed in Chancellor’s Cabinet and will be one of the many initiatives considered at the April board meeting. He said that not all system initiatives will be funded but Hillman said that he continues to push for StudentVoice since it is a useful tool which supports a culture of accountability and links campus decision making directly to student input on an ongoing basis. At the AAC meeting, Kevin Black said that the NDSA supported StudentVoice. Hillman said that he is working with Thursby on a number of other technology based academic support pieces, i.e., SmartThinking and MyLabs. Pearson has been having discussions with StudentVoice. He said that we may be able to package the StudentVoice functionality with the other technology based initiatives. Solem asked if she could view the StudentVoice presentation. Hillman said that he would ask Vagness to connect with Solem. As a result of the chancellor’s interest, the consumer protection legislation will be on the table for the board to consider a change in legislation. The NDUS is moving ahead on this issue in partnership with Career and Technical Education.

The cabinet had a meeting which largely focused on budget initiatives. The cabinet met jointly from 12:00 – 2:30 that day with the North Dakota Tribal College Association. This was the second cabinet meeting with the NDTCA. The focus of the meeting was mostly HB 1566, NDUS collaboration with tribal colleges.
The board meeting is scheduled for next week in Devils Lake. There will be a report on the Fighting Sioux issue.

Hillman said that he sent the Interim Higher Education minutes from the January 19 and 20 meeting out on the listserv. He said that the presidents from the four-year institutions did a great job of interacting with the interim committee members. Hillman said that all of his items were deferred until the next meeting. The next meeting will be March 2.

**Disabled Student Services Contingency Fund Committee**

Gerszewski gave some background information on the contingency fund for students with disabilities. He said the balance available in the contingency fund this biennium is $150,000. He said that these funds have mostly been used on interpreters for hearing impaired students.

There is a committee that considers requests for these funds. Gerszewski said that campuses are required to use the funds set aside on their own campus before requesting money from the contingency fund. Not all campuses have funds set aside for these services. He said that none of the money from the contingency fund has been used for this biennium. Gerszewski said that this may be because there was legislation passed this biennium that allows the School for the Deaf to provide these same kinds of services to hearing impaired postsecondary students. Gerszewski asked in terms of the future, what would happen to the contingency fund if it is not being used. Hillman said that if these funds are not used, the funds become carryover funds and our office is likely to earmark that money for something different. Hillman said that he would follow-up on this issue. Gerszewski said that a new chair will be needed for the NDUS Contingency Fund Committee due to Lillian Elsinga retiring.

**CIO Report**

Thursby discussed the NDUS data warehouse and the memo that was distributed by the chancellor to the various listservs. Hillman asked Thursby how he sees councils being involved as we move these steps ahead. Thursby said that as the data elements are developed they need to go through the councils for feedback. He said that we may need to review policy in some areas to clarify what is in it in relation to data.

Thursby said that his office will be sending out a survey via email on the services they provide. The survey process will only be open for two weeks. He encouraged everyone to fill out the survey. Thusby said the results of the survey are going to be used for allocating resources for the next year.

**NDUS Summary of Military Transfer Credit**

Johnson discussed the military matrix that was distributed to the council. She said that this matrix is a survey of NDUS campuses regarding transfer of military credits. Hillman said that one large potential market is the adult student. He said that many of the returning military personnel will have earned tuition credits for themselves and their families. He said the better we can understand how to improve our policies and procedures to serve them, the more we will attract them. Johnson said this matrix is an opportunity to give us a better sense of our state and if any campus has updates throughout the year to the matrix to please send them to her.
Plan for 2010 Professional Development Workshop
Fishbeck said that there was nothing new to report. She said that she would send out bills for the workshop to the campus in March.

NDHECSAP
Vangsness distributed her report prior to the meeting. She was unable to attend. Boyd said that Vangsness’s transition has been going smoothly. He talked about the powerful stories about alcohol addiction, the consequences of young people’s drinking and what people are doing to make a difference that are being broadcast on Prairie Public for the series High Risk High: Youth Drinking in North Dakota. The radio schedule can be viewed at http://www.highriskhigh.org/hrh/.

Policies and Procedures for the Admission of Undocumented Aliens
Gerszewski asked how other campuses have been dealing with the admission of undocumented aliens. He said that he did some research and found that in most states you cannot deny these students an education because they do not have documentation. Gerszewski said that not all states have policies to deal with this issue and he did not see anything in board policy. Haynes had a similar question about a year ago and Seaworth put together a response. Fishbeck forwarded the response from Seaworth to Haynes to the SAC listserv. Haynes said that there is no federal laws or court decisions either compelling or forbidding admission of undocumented aliens to public colleges and universities. Typically DSU charges these alien students an international rate for tuition.

Development of Learning Communities
Hillman said in discussions with Mathew he indicated that his intent at NDSU is to have each department have a learning outcome and then use StudentVoice to access those outcomes. Haugen said that NDSU has had great success with StudentVoice and have found it very useful. Boyd said that UND uses StudentVoice and Eduventures and are very pleased with both.

NDSA Report
Marboe reported that, due to weather conditions, NDSA had to cancel their last meeting. She said the next meeting will be February 26 and 27 at LRSC. This is the first time that LRSC has hosted a meeting. This meeting will cover the upcoming elections for next year’s officers. She said that are a number of students from North Dakota are attending the Student Government Association conference in Texas. This conference is a great networking experience for students and is a good opportunity to see what other student governments are doing and how they are working with people in their state.

Boyd talked about the upcoming possibility of flooding in our state again this spring. He said that the student population will be critically important again in helping with the flood relieve efforts. Boyd said he is concerned about the liability of our students when they are volunteering for these disaster circumstances. He asked if the use of state vehicles by students in these situations is allowed. It was suggested to ask Wagner Goulet this question.

Future Meetings
The SAC retreat will be held in Medora on June 9 and at Dickinson State University on June 10.
June 9th will be an informal and optional day in Medora for council members and their spouses or significant others. June 10th will be the SAC business meeting. Information for the Pitchfork Steak Fondue and the Medora Musical was sent to the council. Marboe said the Medora Musical does provide a discount for groups. Hillman asked Duben-Kalash to research additional activities for June 9 in Medora. The council will be staying in Dickinson at the AmericInn on June 9. Hillman said that a survey will be sent to them in the near future asking what activities they would like to do on June 9 and if they will be bringing a spouse or significant other that day. Duben-Kalash said that she would check the group discount price and get back to the council. It was suggested to send the money for the musical to Duben-Kalash.

**Student Photos in PeopleSoft**

Haugen reviewed the revisions to Procedure 1912.2 that were sent to the council.

It was moved by Haugen, seconded by Berg, to add the wording “excluding student ID photos” parenthetically to Procedure 1912.2 Student Records – Directory Information. The motion passed unanimously. Hillman asked to send the revised procedure to Seaworth and Wagner Goulet and to make sure Kristi Wold-McCormick knows.

**Announcements**

Boyd said that Lillian Elsinga has submitted her letter of resignation effective June 30; she is retiring after 36 years. UND will be conducting a search for that position. Boyd said that Elsinga will be accompanying him at the April SAC face-to-face meeting. Hillman said that we would honor Elsinga with a cake and plaque for her years of service to the university system during the April meeting.

Hillman talked about the recent Adult Learners Council Meeting that was held at BSC. The chancellor appointed a number of people to the council representing other state agencies. The chancellor wanted to have the first organizational meeting then expand the group to include private sector employers. Larson had recently gone to the CAEL conference and came back with useful information to focus on the adult learning in our state. The council identified five key issues for adult learners. These issues were 1) Financial Aid, 2) Flexible Delivery, 3) Prior Learning Assessment, 4) Advising can Career Planning and, 5) Employer Needs Assessment.

**Policy 512: Student Drivers**

Wagner Goulet handed out and discussed proposed Policy 512, Student Drivers and Use of State Vehicles by Student Groups. Berg asked if the work group that Wagner Goulet is working with would be creating the approved form mentioned in the policy. Wagner Goulet said that this hasn’t been fully thought out but the consensus of the group is that the institution would develop this form. She said that the Department of Transportation is in the process of revising its State Fleet Policy Manual and related forms. Boyd said there is inconsistent information being distributed regarding student drivers of state vehicles. He said that this issue is very confusing to all the campuses. Their campus like many others needs to know how to proceed with these requests; they cannot wait three months until a policy develops. He thanked Wagner Goulet and Seaworth for their work on this issue.

Seaworth said the next steps are that we get this policy in place. There is one more group to take a look at this policy. He said a meeting will be had with the NDUS Loss Control Committee.
next week. After that, the policy will go to the chancellor’s cabinet and then to the board. Seaworth said that with the policy in place, each institution needs to have institution policies and procedures in place determining which students and groups are authorized to use state vehicles on behalf of the institution. He said that institutions should start determining who is authorized now.

Boyd asked if the use of state vehicles by student volunteers in emergency situations is allowed. He said that there were a number of students all over the state who volunteered last year to help in the flood relief efforts in Fargo. Some of these students did drive state vehicles to travel to Fargo. Wagner Goulet said that the use of state vehicles by students in this instance would be permitted. The student volunteers would become an unpaid employee and they are delegated the responsibility of preventing against the flood.

The council adjourned at 3:00 p.m.