Student Affairs Council Minutes
January 3, 2008
Conference Call

Members Present:
Mike Hillman, NDUS
Paula Berg, MiSU-B
Mike Lenhardt, BSC
Bob Boyd, UND
Ray Gerszewski, MaSU
Georgia Pullen, NDSCS
Hugh Long, WSC
Dick Jenkins, MSU
Katie Nettll, Financial Aid Director, for Laurel Goulding, LRSC
Kate Haugen, Associate Vice President for Student Affairs, NDSU

Members Not Present:
Rachel Peterson, NDSA
Anne Jorgenson, NDSA
Glen Schmalz, VCSU
Hal Haynes, DSU
Prakash Mathew, NDSU

The meeting was called to order at 1:08 p.m. by Mike Hillman. There were no additions or deletions to the agenda and it was approved by consensus.

After review of December 6, 2007, Student Affairs Council meeting minutes; there were no corrections and the minutes were approved unanimous consent.

Academic Affairs, Cabinet, Board and Interim Committee

Mike Hillman had nothing current from AAC. The Cabinet had two meetings in December; the major reasons for those meetings were enrollment reporting policies and procedures. The Chancellor recommended that the second reading be waived and that the two policy changes be adopted as presented. The policy changes are effective immediately. Other issues will continue to be worked on and implemented.

The Higher Education Interim Committee has not met since the last SAC meeting. No future meetings are currently scheduled.

The Board discussed the Fighting Sioux issue at its December meeting. Two members of the public testified at the meeting. The consensus of the board was that the Chancellor meet with the tribal leaders. At the board meeting they decided to step back and take some time to make sure everything that can be done is being done. The Chancellor suggested that he contact the tribal chairs and have some follow-up discussions and help outline what the next step should be.
**Professional Staff Development**

Bob Boyd said Gary Pavela contacted him via e-mail. Mr. Pavela discovered that his son has his commencement on May 18. He still wants to come to the May 19-20 workshop but requests that his presentation be moved to the afternoon of May 19 or to May 20. Bob suggested that the spirituality presentation scheduled for the afternoon of May 20 be moved up to the afternoon of May 19 and give Mr. Pavela the entire day of May 20. He asked if anyone had any opposition to the change. This would mean that the SAC would meet with Mr. Pavela on the evening of May 19 if Mr. Pavela can be in Grand Forks. There was no opposition. Mike Lenhardt asked Bob to expound on the spirituality speaker as he has had many questions from his campus about what the topic will be. Bob does not have any update because the speaker has not yet been scheduled. Mike Lenhardt wonders what the content would be and who the message is supposed to reach. Ray Gerszteski says it depends on the speaker, to a certain extent we can guide the speaker, but ultimately, the speaker will develop the content. Bob said this would not just be for faculty/advisors. He feels it should be applicable to anyone who comes to the event. Bob suggests we should secure a speaker and hear what that persons approach would be and come back to the February meeting with that information and see how the council feels about the speaker and the topic. Mike Hillman felt we had already agreed upon the appropriateness of the topic of spirituality, but since that is apparently not the case, we will keep this on the agenda for the February 7 meeting. If anyone has any comments or suggestions, please use the listsev and to inform other members.

**Student Comments**

Bob Boyd gave an update on the Student Association for Rachel Peterson who was not in attendance. The NDSA has not met since the last SAC meeting. They do have a meeting scheduled and she will have a report for the SAC February meeting. She has reviewed the criminal history questions and is comfortable with them. She also said the NDSA is supportive of the Alcohol and Other Drugs Resolution.

**Criminal History**

Mike Hillman asked Kate Haugen to give an update on her meeting(s) with Hal Haynes. Kate had distributed a one-page proposed list of questions and introductory statements that she and Hal Haynes had developed prior to the SAC meeting. NDSU is in their second year of using their criminal background questions on their application form. They continue to refine the questions and have learned that inquiring about any criminal history background is much too broad and they were inundated with positive responses. They concluded after their first year of using the questions that they didn’t need to ask about non-violent types of misdemeanors.

Bob Boyd said he thinks what has been submitted is a good compromise between the two forms that DSU and NDSU have been using. He asked Mike Hillman if he is correct in thinking that SAC is supposed to come up with the questions that will be submitted to the Chancellor’s cabinet, who will then approve or make modifications to the questions and pass them on to the State Board of Higher Education. Mike said all of the criminal history policies were on the agendas of the last two SBHE meetings. The policies were adopted at the December meeting by
the SBHE and the Chancellor, based on advice from the Cabinet, does have the latitude to put in place the follow-up items to implement the policies. On the academic side, there will be discussions among and between the institutions regarding which academic programs will be required to do the criminal history background checks and where they will be optional. Those will come back to the cabinet to be adopted by the Chancellor as part of procedures. The actual implementation of the criminal history questions will be done by procedure. The board policy, as he understands, is in place. It is up to the Chancellor to adopt the specific questions in the application. The SAC has been asked to take the lead in developing the recommendations for the questions. For undergraduates there will be common criminal history questions. Each campus must develop its own process to consider the answers to those questions and to follow-up and provide students with appropriate due process. Kate Haugen added that on the common application there is a follow-up question regarding any yes answers. NDSU asks the student to write a narrative if they answer yes to any of the criminal history questions. They also require the student to submit official documentation regarding any criminal history. DSU does not. There is a lot of complexity in the documentation regarding any history. Whether the campuses should follow-up and get the documentation or require the student to provide the documentation is a question that each campus needs to address. Mike Hillman said the council asked Hal/Kate to come up with a recommendation and they have done a great job on this. Ray Gerszewski moved to accept the recommendations as presented. Georgia Pullen seconded. Mike Hillman asked if there was any further discussion. Motion passed unanimously by voice vote. Mike again thanked Kate and Hal for their great work. He said Pat Seaworth has not seen this recommendation yet and he may have some editorial suggestions prior to this going to the cabinet at the second January meeting.

**Common Calendar Dates**

Mike Hillman said he had a calendar drafted outlining all of the university system dates more clearly. The calendar includes the 11th day drop/add date, the last date to withdraw and all other common calendar dates. He didn’t want to confuse those dates with the dates regarding policies on enrollment reporting that have been passed and will be in effect this spring. The common drop/add dates will not be in place until the fall of 2009 because we have already published calendars for 2008-09. He did have a calendar drafted that did a better job of indicating which days were official class days. Official class days are Monday through Friday excluding holidays, within the common calendar. He asked if anyone had any questions or concerns regarding common calendar dates. Kate Haugen asked if Saturdays had ever been considered as being official class days. Mike wanted Kate to expound – she feels with the different ethnic backgrounds and non-traditional populations it would be nice to have Saturday as an option. Mike said although we have a common calendar, institutions are permitted to offer non-common calendar classes and sessions.

Bob Boyd questioned the NDSA fall break proposal and where that proposal it is at. Mike Hillman said he has heard they were discussing a fall break but feels it was put on hold due to the semester break. He has seen nothing official from the students on a request for a fall break. If we do get a request, how should we handle it? Would academic affairs or student affairs address the issue? Who should act on this request? Depending on the nature of the request, anything more than a day could infringe on the required number of class days required by Board
policy. If not, this would go to the cabinet and cabinet would ask for senior council recommendations. If we hear anything official from the students, the SAC should be involved in the discussions and the type of discussion (policy or procedure) will be determined at the time the request is received.

**System Budget Priorities**

At our December meeting we discussed two issues. The first is that we need to look at support for the alcohol consortium request. The second issue is the disability services pool that can be accessed when campuses run into extraordinary costs to serve students. There is confusion on what extraordinary means. Hugh Long is on the alcohol consortium board but has not participated in the last couple of meetings. Ray Gerszewski said he missed the last conference call with the consortium but his understanding is that on that conference call they did review the projected budget with the council committee consortium members and did have endorsement from that group. Mike Hillman asked Ray to share the details of the request. The request is for $462,608.00. The reason for the substantial increase is because it was developed with the reasoning to expand services. The request includes an additional outreach coordinator, an administrative assistant and additional office and travel expenses. The request also includes some additional money for campus specific programming. The SAC council agreed that the alcohol consortium is a priority.

The request for financial support for an annual development workshop was discussed. Mike Hillman suggests that we add this to a list of things that might be funded out of board initiative. His plan is to put this into that category and see how it works out. No one objected to this approach.

**June Retreat**

Mike Hillman asked Hugh Long to update the council on the status of the SAC June Retreat. Hugh said he knows he is partnering with Hal Haynes to come up with a retreat but they have not yet gotten into any lengthy discussions. Mike Hillman covered the dates (June 4-5) and the timeline with Hugh. The plan is to have a late lunch on June 4 and wrap up mid-afternoon on June 5.

**ConnectND**

Mike Lenhardt is on the oversight committee but does not have much information. He said there is an IVN meeting going on and a lot of the student administrative people are getting an update on the transition to the 9.0 system.

Ray Gerszewski updated the council on ConnectND names/addresses. There are concerns on several campuses regarding having accurate names and addresses. There is ongoing discussion on how the institutions can best facilitate this. There are problems with students keeping their information updated. They have found out that the modules do not update at the same time and
the 9.0 upgrade will not alleviate this problem. We need to find some avenue to encourage the students to keep the information in ConnectND current.

**Music Service**

Randall Thursby discussed a music service to be used by students to download music on campus, specifically RUCKUS.com. VCSU and UND have signed licenses with RUCKUS. RUCKUS.com is a download music service that is fairly large and used by a lot of institutions. If the service is used in an academic environment, there are no ads, etc. as long as the students remain on campus. When they start to connect off campus, ads, etc. will appear. There are limitations in that the songs that are downloaded cannot be burned onto a CD or moved to an MP3 player and it cannot be used on a Macintosh computer. The advantages are that it would aid students in getting music and RUCKUS would install servers for the downloads. He feels we should provide this service to our students and our campuses. Mike Hillman asked if there is a group that is formally looking at this. This would go to the oversight committee. There is no cost to the student or the campus. Randall said if he receives support from SAC he will look for support from the CIO council. Mike feels if all campuses could agree on one music service it would make better use of out-of-state internet bandwidth. Randall asked to hear comments from UND and VCSU. No one from VCSU was present to comment. Bob Boyd from UND does not know anything about it but will address it with the student representatives at their next meeting. He said he has only been asked to read over the contract and sign it. Randall says there is no specific timeline and there is no cost to the students or campuses. If anyone would like additional background they may go to RUCKUS.com for information. We will put this on the SAC February 7 agenda.

**NDHECSAP**

Mike Hillman asked Karin Walton if the consortium unanimously recommend the budget. Karin said yes at their meeting on December 13 and asked if anyone had any questions. She thanked the council for their support.

Karin Walton summarized the meetings that NDHECSAP has been holding. The consortium has been discussing how to effectively plan for the next legislative session and how best to educate the legislators. They have talked about coordinating their campus visits with invitations to legislators at the same time. The subcommittee has brainstormed ideas on how this can be approached. She would like guidance from SAC on how to get the legislators to campuses. Bob Boyd spoke about how UND invites a legislative delegation to campus and provides an opportunity for the president’s cabinet members to visit with the legislators about what is important to them. He feels most legislators will come when invited by the president. Georgia Pullen likes the idea and asked who would be making the invitation to the legislators. Karin said they are deferring to SAC as to how to invite the legislators. Mike Lenhardt feels it is an excellent idea that the invites come from the presidents. He felt Karin should draft the letter about what is expected to be shared with the legislators at the meetings so that it would be consistent. Direct campus contact is really the best way to get a legislators attention. It is the consensus of the council to recommend to presidents that local legislators be invited to the campus meetings regarding the consortium and that Karin Walton was asked to draft a letter of
invitation to be sent to the legislators regarding the visit. Karin thanked the council for their continued support.

**Alcohol and Other Drugs Resolution**

Mike Hillman asked Bob Boyd to comment. Bob said he is very appreciative that the resolution passed with the kind of support that it did. He is anxious to see what kind of action will take place. The thing that appealed to him was the last statement on the resolution. (Therefore, let it be further resolved that the State Board of Higher Education and Chancellor’s Cabinet will work to ensure that all elements of the college community avoid providing ”mixed messages” that might encourage alcohol and other drug abuse.) He feels it is a challenge on his campus and he looks forward to it actually happening. Mike Hillman will use this Resolution when submitting the budget request for the alcohol consortium.

There being no other issues, Mike Hillman reminded everyone to brief their presidents especially about the budget proposals. Their support would be a huge asset and if they can’t be active supporters, hopefully they will not speak against the SAC recommended proposals.

The meeting was adjourned at 3:06 p.m.