Student Affairs Council  
Meeting Minutes  
February 7, 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  
Laurel Goulding, LRSC  
Prakash Mathew, NDSU  
Rachel Peterson, NDSA  
Glen Schmalz, VCSU  
Hal Haynes, DSU

Meeting was called to order at 9:05 a.m.

Additions to the Agenda – Mike Lenhardt said the ConnectND Oversight Committee has met and he could have an update on that. It was added to the agenda under updates.

No additions or corrections to the January 3, 2008, SAC draft meeting minutes. Without objection, the minutes were declared final as distributed.

Updates:

Mike Hillman gave an update on the AAC which met Tuesday by conference call. The AAC thought that the SAC suggestions for resources for professional development likely to come out of either the board or chancellor discretionary pool were well received. The AAC also supported the SAC request for a disability student services pool at the system level. In the long term they would like to move towards a degree audit system. Randall Thursby thinks planning can begin immediately although it will not happen before the next legislative session, he feels a committee should be formed. There was some discussion on the potential duplication of academic requests. Prakash commented that degree audit should be moved up as a much higher priority. Ray echoed Prakash’s comments and said he wonders if there has been any discussion to integrating degree audit into Peoplesoft. Mike Hillman said that is a good question for Randall Thursby when he joins us later in the meeting.

The Chancellor’s Cabinet met yesterday here in Bismarck. Dr. Boyd represented President Kupchella and Mike Hillman asked him to give a summary of the cabinet meeting. Dr. Boyd commented that there was discussion by Randall Thursby on shadow systems. He said Mr. Thursby understands why they are used/needed but that there were both pros and cons to using
them. Mr. Thursby asked the presidents to become familiar with the shadow systems on their campuses and to be sure that their operations are understood. The cabinet then discussed annual budget guidelines. One time funding was discussed and the SAC one-time proposals were discussed. The higher education center funding (4.5 million) was also discussed. The chancellor will be visiting with presidents about their campus needs. There was some feelings that worsening state workforce shortages required the university system to step forward with more than the typical budget requests in response. Mike Hillman said several presidents commented that salaries, particularly faculty salaries, are the biggest challenges facing the university system. Dr. Marsha Krotseng discussed workforce training and distributed a handout and asked for feedback in the near future. New policies and procedures were then discussed. The general consensus from the president’s cabinet was that the system should join with the rest of the state agencies and contract with Notefind. The chancellor added a discussion on system staff employees to the agenda. Sister staff have been receiving the same tuition waiver opportunities as the staff and faculty on their campuses but several issues were never clearly defined. The cabinet supported the draft of a policy that reflected that tuition waiver opportunity for system staff employees.

Mike Hillman asked if anyone had received feedback from the president regarding yesterday’s cabinet meeting. No one had.

**Board and Interim committees**

Mike Hillman said there is a board meeting in Mayville in 2 weeks. The board met at UND on Monday and offered the UND presidential job to Robert Kelley and they are waiting for his response. The higher education interim committee will be meeting in about 1 month. This will not be a roundtable format, it will be focused on responding to the issues that came up at the last meeting. There will be a meeting of the education interim committee later in March to possibly discuss the American Diploma Project and Project Lead the Way. The workforce committee has been conducting statewide hearings. Having so many different committees discussing the advancement of higher education is a confusing thing, but at least they are talking.

Statewide e-transcript implementation is being considered. Other states have implemented it as a way to encourage students to participate in higher education by making the exchange of transcripts easy and efficient. NDUS has suggested to the BND that North Dakota join the MEC e-transcript initiative and, because it supports access to higher education, the BND student loans (SLND) should be interested in funding the whole project, which is somewhere in the range of $300,000.

Paula Berg asked if we could discuss common calendar updates at this time. Without objection, discussion was held.

**Common Calendar Updates**

Mike Hillman said the new 4th week census date was implemented on short notice this semester. The report at the cabinet meeting is that things went well for the campuses. The volume of students that needed follow-up has decreased significantly. There is a recommendation to go to a standard calendar regarding drop/add dates. The recommendation was that those be implement in the fall of 2009 since the 2008-09 calendars have been published on most campuses. Pat
Seaworth suggested waiting a little to let the other policies take effect. Randall Thursby wants to invite representatives from each institution to Bismarck to discuss enrollment reporting, fine-tuning, and where to go from here. Annual enrollment report and other issues would also be discussed if time allows. February 27 is the day that they are looking at for this workshop. Dr. Hillman asked for comments on the 4th week enrollment reporting. Prakash commented that the 4th week enrollment reporting was a major change for the better for NDSU.

**Professional Staff Development Workshop**

Bob Boyd had distributed information regarding the workshop. Referring to the budget, Dr. Boyd said if all goes well, we will probably come out without having to tap into dues or ask campuses for extra money. This is because UND has agreed to cover the expenses of Gary Pavela. Dr. Boyd reminded SAC that this would probably not be a yearly contribution so the SAC must remember that for future professional development workshops, if we are not provided with dollars from the system office to support this, in the future campuses will have to invest more money. He is proceeding to refine the program and should have it firmed up shortly. Hal Haynes commented that Dr. Pavela is doing a February 19 audio conference on student affairs hot topics and it might be helpful to check it out.

**NDSA**

Rachel Peterson said the NDSA met in Bismarck two weeks ago. They are encouraging implementation of the RUCKUS music system for campuses. They are also preparing a resolution regarding the disability services funding. They are meeting again in Minot tomorrow. Prakash questioned whether NDSA would be taking a leadership role in the NDUS non-smoking policy. Rachel said so far the NDSA has not been willing to take a stance on the non-smoking policy but it may be discussed at tomorrow’s meeting. Dr. Boyd said the constitutional issue that the NDSA is facing is a difficulty that has occurred in one instance is that there is an officer of the NDSA who is no longer able to serve as an official delegate from that institution. The question is what does the NDSA do to resolve this and what does its constitution allow it to do. Apparently there is a gap in their constitution and that if there is a problem with an officer fulfilling their delegation, there is no way for the NDSA to deal with the problem until they have official notification from the institution.

**ConnectND**

Mike Lenhardt reported that the Oversight Committee met on January 29 by IVN. The CIO Search has 3 finalists that will be interviewed on Feb. 19-20 via IVN and if anyone is interested in participating they are welcome. Next week there will be a test environment up for campuses to use. This piece must be completed prior to the student admin module implementation. The student admin was 44% complete as of January and system offices are running test scripts. There will be another round of testing across all modules that will take place in April and this will take place in Bismarck. If all goes well, on June 16-17 production will be down for the changeover. Alternative dates are in early July. The biggest challenge is in the auxiliary systems. The budget is healthy; they are within budget and may have a small surplus at the end of the year. This means no student fee increase next year or in the following biennium. The
only other issue discussed was the satisfactory academic progress and academic standards policy, this includes the use of cumulated GPA.

**Fall Break Proposal**
Rachel Peterson gave some background on how the fall break resolution came about. UND and VCSU have both passed the resolution. This is still a work in program for the NDUS as dates need to be figured out. Paula Berg wondered if the day would need to be made up at a later time. The NDSA had not looked into the possibility of making up the date but hope to get in touch with the system office for guidance. Paula said talk on her campus is that if a class day would have to be added, when would it be added. Canadian thanksgiving is always the 2nd Monday in October so that is a consideration for the fall break day. Mike Hillman did a quick count of the calendar and he is thinking that one day off would not cause us to reschedule a day. This of course would have to be looked at more closely and the policy checked. Dr. Boyd wonders what kind of day off this would be, Dr. Hillman feels this would just be for students, not faculty, staff, etc. Hal Haynes suggests speaking with the athletic directors prior to assigning a day for the break as athletic activities may eliminate some days from consideration. Dr. Hillman feels this is a good idea and that all NDSA representatives should start speaking to other people/groups on their campuses. Mike Lenhardt wonders if the AAC has discussed this issue. No they have not, it will be on their Mach agenda. Laurel Goulding wonders how this contributes to quality education, reducing the number of class days decreases what students get for their money. Rachel said this proposal was brought forward because there are 9 weeks in the fall with no long weekends and for freshmen and sophomores this is a long time. Paula Berg wondered if the common calendar workgroup might be a place for this to be discussed. Dr. Hillman thought that was a good idea. The earliest implementation would be the fall 2009 calendar. There was no further discussion except that we should all begin discussion on our own campuses.

**Council guidance on system budget priorities**
**Professional Development Conference** – there are proposals for both a board initiative pool and a chancellor’s pool. There will not be a separate agenda item for funding for this activity but it will be on the list for the pools.

**NDHESAP** - Dr. Boyd updated the council on his further discussion with Karin Walton. The consortium is supportive of the expansion. The expansion piece, if it is approved, would have to come out of one of the pool funds.

**June Retreat**
Prakash had sent an e-mail regarding his unavailability on June 5-6. Hal Haynes said he and Hugh Long have not actually met to discuss the June retreat so changing the dates should not be a problem. June 10-11 were proposed. Dr. Hillman asked if anyone had suggestions for Hal/Hugh regarding the retreat. Hugh suggests holding the meeting on the Fort Berthhold Community College campus in New Town, promote some tribal relations and possibly pick up on some local history, etc.

**SAC April meeting date**
There is a SBHE meeting on April 3, which is the date that we had tentatively scheduled our April meeting, so Dr. Hillman has a direct conflict. Prakash asked Dr. Hillman for suggestions for alternative dates. It was asked if April 2, from 9:00 a.m. –12:00 p.m. conference call would
work. Hal Haynes suggested 9:30 because of the time difference. By consensus, the SAC April meeting was rescheduled to April 2 from 9:30 – 12:00 by conference call.

**Emergency Notification System**
Dick Jenkins surmised that the update given at the cabinet meeting yesterday was the most current information. Prakash felt a one-year contract would be fair the first time around. The vendor has indicated that they have now agreed to the 3rd quarter of the year stipulation. If all features (including the true text messaging feature) are not available by the end of September, the contract can be cancelled. Randall Thursby joined the meeting at this time. Rosi Kloberdanz from HECN was also with Randall. Rosi gave a report on McAfee antivirus software. NDUS wants to expand security and has negotiated an agreement with McAfee for computer protection. They were also able to negotiate an agreement for the students. They are currently working on the best way to distribute this antivirus software and anti-spyware to the students. Randall spoke about the specifics of the ENS and the use of the information provided by the students.

Bob Boyd gave an update from the State Board of Higher Education Affordability Committee, which is chaired by Peggy Wipf of the system office. There is a consensus among the committee members that one of the gaps when it comes to affordability is the lower/middle income students who find themselves ineligible for the Pell Grant and the family does not have the resources of collateral for loans. Discussion has been held on how these students can be helped.

**Music Service**
Randall Thursby said he has not heard back from NDSA. Rachel Peterson said NDSA supports installation of a music server. Randall gave an update on his talks with RUCKUS. He asked for feedback from the different campuses and from SAC. Glen at VCSU says it is pretty popular and well received on their campus. At the beginning of the school term, 60% of their students had signed up and he is sure it is much higher now. It has helped somewhat with peer-to-peer pressures. Randall asked for some kind of show of support from SAC. Dr. Hillman felt in the long term, the implementation of the music service is a good idea and Randall said he will move forward and distribute information, etc.

The next meeting is scheduled for March 6, here in Bismarck at BSC, face-to-face. Mike Hillman encouraged all members to use the SAC listserv with their concerns.

Bob Boyd said he was just notified that Robert Kelley has accepted the President’s position at UND.

The meeting was adjourned by Dr. Hillman at 12:00 p.m.