Student Affairs Council Meeting
Minutes
December 6, 2007

Mike Lenhardt, BSC       Georgia Pullen, NDSCS (by telephone)
Paul Berg, MiSU-B        Prakash Mathew, NDSU
Mike Hillman, NDUS       Hugh Long, WSC (by telephone)
Bob Boyd, UND            Glen Schmalz, VCSU
Hal Haynes, DSU          Dick Jenkins, MiSU
Ray Gerszewski, MaSU     Laurel Goulding, LRSC

Mike Hillman called meeting to order at 10:10 a.m.

Mike announced that Pat Seaworth would be coming at 1:00 to talk about wording regarding criminal history questions on undergraduate application and common calendar dates/enrollment reporting relating to the tuition and fee payment deadline. He then asked about any additions to the agenda. Updates on the Alcohol consortium and ConnectND names/addresses were added to the agenda.

Mike Hillman asked for corrections or additions to the November 1 meeting minutes. Paula Berg and Dick Jenkins had minor corrections.

Hal Haynes moved to approve the November 1, 2007, meeting minutes with the minor corrections, second by Prakash Mathew. Passed unanimously.


The council discussed the relevance of the video.

Hal Haynes spoke regarding a recent USA today article about illegal immigration, impact on economics, and workforce issues in North Dakota and offered to email it to everyone.

Discussion continued on the video and each member’s experiences with racial change.

Mike Hillman thanked Prakash for suggesting the viewing of the video.

Updates:
Mike Hillman spoke about the Interim Committee meeting on December 4th. He asked for comments from each institution regarding feedback they may have had from their presidents. Some commented that, in discussing operational details out of context, the committee was missing the big picture. Most members had not yet been briefed by their presidents.
Mike Hillman gave a summary of the Interim Committee meeting.

The Board’s next meeting is set up for conference call on December 20, very routine agenda except for the NCAA lawsuit discussion. One comment – we have not been able to produce an annual enrollment report for the past two years because we haven’t been able to get all of the data connected together to come up with a meaningful report. We are working on one for this year but will not distribute it institutions have the information they need to verify the report. Fall enrollment report that was distributed had some errors, at least for LRSC, so it will be corrected and redistributed.

The Cabinet met two weeks ago and will meet again by conference call on December 19. Mostly routine issues were discussed at the conference call meeting except that they spent about one hour talking about enrollment reporting. The workgroup had a conference call the week before the chancellor’s cabinet meeting. Enrollment count and fee payment options were discussed. There seems to be another category of students who do not pay referred to as blanket exemptions. This means the student(s) haven’t paid and we don’t know why. Of the five options discussed, there really was no general consensus but the workgroups adopted recommendation required students who haven’t paid or made arrangements to pay by the fee payment date to pay a late fee. They are also going to toughen up some other policies too, like if no payment, no registering for the next term and they can’t get a transcript. Dick Jenkins asked if changing reinstatement fee to late fee satisfies Pat Seaworth. Mike Hillman said Pat Seaworth thought the suggestions recommended by the workgroup were trivial at best. Paula Berg said the late fee charge would alleviate the process of dropping the student from classes.

During the chancellors cabinet conference call, Mike Hillman gave a report on the above policy changes that the workgroup came up with. The Chancellor had Julie Schepp check with other states to see how they confirm enrollment figures. In the short time before the cabinet meeting, Julie was only able to confirm with a few states – Minnesota, South Dakota and Indiana – of those states, South Dakota required attendance be taken and Minnesota and Indiana required some payment arrangements to be made.

Mike Hillman said this was discussed in the senior staff meeting this morning. One of the big issues is that we don’t know what is really required for arrangement to pay. Pat Seaworth is concerned about the students who we don’t know whether they are on campus or not. Pat Seaworth is going to review the arrangements to pay policy and come up with something to address the issue. His draft should hopefully happen today so that Mike can get it out to the senior councils and the workgroup. He feels if we can define enrolled as something other than just registered then we will have a starting point to work forward from. Paula Berg says enrolled is registered for classes and paid according to the catalog.

The council adjourned for lunch at 12:20 and reconvened at 12:45.

Pat Seaworth joined the meeting at this time to discuss the criminal history question on the undergraduate applications and enrollment reporting.
Criminal History

Pat Seaworth gave an update on the criminal history wording. At the November board meeting, the board considered the introduction and first reading of two policies regarding criminal history background questions on applications. The second reading will be at the next board meeting. The next step after that will be action by the chancellor’s cabinet and the chancellor to approve implementing procedures. The final step will be for each institution to adopt an institution policy and implement those policies on their campus. There are two remaining pieces that are still being discussed, one is the list of programs for which FBI checks will be authorized – an Academic Affairs Council group is working on those. The list will then be approved by the chancellor’s cabinet. The second piece that is still being discussed is the recommendation of the language on the undergraduate application for requesting criminal history information. It has been decided that a uniform language will be used on the undergraduate applications. He reviewed the common application form that was distributed with the meeting materials. This Student Affairs Council needs to recommend the uniform language for recommendation to the chancellor’s cabinet. Prakash Mathew stated that there is little difference between NDSU and DSU’s current form. Mike Lenhardt said that NDSU’s is much more specific but he would like clarification on the questions that the information requested be provided for a specific period of time (since 9th grade or high school). Prakash suggests Hal Haynes and Kate Haugen from his campus work together to come up with a common language and bring the recommendation to the next meeting. Bob Boyd asks if this will be an expectation for the fall of 2009, not the fall of 2008. Pat Seaworth says this will probably be implemented fall of 2009. Bob Boyd asked how NDSU and DSU are dealing with distance students. Prakash/Hal both said they are not dealing with it because those students are not on campus. Bob asks how about an incomplete application, Prakash Mathew says both have further questions that are asked and the application will not be processed if the questions are not answered. He wonders how we deal with international students. Prakash says they go through a lot of security checks to get their visas but that there are loopholes there too. Paula Berg says that just because a student is an online student, it doesn’t mean they will never be on campus. When applications are processed, it is generally not known if the student will be distance or on campus. Hal Haynes wonders about someone applying to DSU for classes at BSC. Pat Seaworth said the questions then becomes, is there going to be some system set up that checks that.

Mike Hillman likes the idea of NDSU and DSU working together on the wording since they already have applications. The timeline is near (early next year) per Pat Seaworth, so if NDSU and DSU come with something to the January meeting, we could then send that to the board. Paula Berg made a motion to have Hal Haynes and Prakash’s designee recommend common language for the criminal history questions and distribute the recommendations to SAC prior to the January meeting for review and bring the wording to the January meeting for discussion, seconded by Doug Jenkins. Mike Hillman asked for discussion on the motion. Bob Boyd wonders why we are not considering the questions on the common application that was distributed with the meeting materials. All assumed that they would also consider that when coming up with their recommendation. Bob Boyd wonders if we are all comfortable with what NDSU and DSU are using, he feels his campus
is leaning towards the simple questions on the common application. He is interested in any research that anyone has that supports what we are doing; it would be very helpful to him to take back to his campus. Mike Hillman says that one critical thing is that if a student lies on these questions, they could be immediately dismissed from campus. Bob Boyd says that is still not research and credible research on the size and nature of the problem is what he needs to take back to his campus, he needs to have something to support what we are trying to do here. Pat Seaworth says he has checked and has provided information on the number of institutions that are doing this and it is a significant number of institutions. Over 300 institutions currently use the common application. State laws have been passed mandating this. He does not know of any studies that are reporting how effective this policy is, just that schools have this in place and they have denied enrollment to students based on their answers to the criminal history questions. Paula Berg called for a question on the motion. Mike Hillman restated the motion – under the guidance of Prakash Mathew’s designee and Hal Haynes recommendations for common wording will be developed and distributed before our January meeting, and the understanding is that when the council discusses those recommendations in January the questions on the common application or other options may still be considered and the understanding is that the questions they work on can also address suspensions and dismissals. The motion passed unanimously.

Common Calendar Dates
Pat Seaworth reported on enrollment reporting and distributed draft policy 440. There has been a task group working on these related issues – credit policy deadline for payment of tuition and fees and the enrollment report. There was forwarded from the task group recommendations of some changes. As Pat Seaworth understands it, there was not a consensus of the task group. The chancellor has seen the recommendations and does not feel they are adequate and he feels the same. The reason being is it does not address the issues that have gotten us into trouble with enrollment count. Due to audit reports, legislators do not trust the enrollment figures and therefore do not support increased funding. He feels we have gotten past the widespread mistrust and most legislators have faith in the enrollment numbers but there is a minority that doesn’t. We can’t afford any more missteps, or having the auditors stand before the legislators and discount our enrollment reports. The recommendations that came out of the task group won’t work because they don’t change the current policies, they just add another level of non-accountability – count students in 3rd week, reporting as long as they have an account with the school and they are being assessed late fees. He does not feel this would move past the chancellor or the board. The chancellor has asked him to draft amendments that would provide clear guidance on the exceptions to the fee payment guidelines and enrollment reporting that is reasonable and tries to eliminate most of the problem students that we are spending time trying to track down. No one else has seen these policies that he has distributed and they will go back to the work group. He just tried to clarify and define the circumstances under which an institution may grant an extension or the groups of students who could be exempt from the 12-day fee payment deadline. These guidelines clearly eliminate the blanket exemption. Prakash Mathew asks how what Pat Seaworth has distributed is different from what we have previously discussed. Seaworth says the structure and policy of the existing policy is retained but there is clarification and guidance
on circumstances under which an extension is permitted. His intent was to specifically list all of those exceptions that have been mentioned, leaving a final group of students who do not fit into any of these categories and therefore should not be counted in enrollment. Laurel Goulding feels this spells it out very well for her campus but she asks what the acceptable margin of error is to the auditors. Seaworth says we are not talking about margin of error; we are defining which students are not making an effort to make arrangements to pay.

Mike Hillman thanked Pat Seaworth for the policies and feels that they are an enormous step forward in the solution to this enrollment problem. With the interim committee focus on retention and graduation rates, we need to be careful about every student we count because we are responsible for their success.

Pat Seaworth then addressed draft policy 830.1 which ties enrollment reporting with credit policy. Mike Hillman asked if either of the two members of the work group had any questions. Paula Berg said she feels these two policies answer a lot of questions; it just makes more hectic an already hectic time at the institutions. Ray Gerszewski feels the draft resolves most of the issues, he questions why dual credit students are listed as an exemption and Seaworth said it was one of the things that registrars questioned as causing problems. Mike Lenhardt questions item e on draft policy 830.1; there are several students who expect to receive financial aid (all students expect to receive financial aid). Paula Berg suggested alternate wording to “students expected to receive financial aid by the institution.” All felt this was a good suggestion and Seaworth said we could change that wording. Mike Hillman asked if there were any other questions or comments for Pat Seaworth. There were none. Everyone thanked him for his great work and felt these were very comprehensive policies. The intent is to get this in place for the spring 2009 semester. Ray Gerszewski questioned if there needs to be any formal action by this group. Seaworth says this group going on record as supporting it would be very helpful. Hillman wants confirmation or questions from anyone by Monday and if there are any major questions, we will get together by telephone Wednesday. It was the consensus of the council that this is an avenue well worth pursuing. Much appreciation was expressed to Pat Seaworth for his work on these policies and he left the meeting.

Professional Staff Development
Bob Boyd distributed some materials. The small planning committee from SAC in addition to a local planning committee (at UND) met a few weeks ago to try to put something together for this workshop. Assuming we come to some agreement here today, a date saver would be sent out to all of last year’s participants. The dates are May 19-20, 2008. The location will be the Idea Lab, Ina Mae Rude Entrepreneur Center at UND. He then covered the agenda as set so far. If the SAC feels we are heading in the right direction with what he has set up, we need to put together a budget and move forward. Georgia Pullen feels it sounds very good. Prakash Mathew made comments and said he felt Bob had put together a very good agenda. Dick Jenkins agreed that it looks great, as does Laurel Goulding. Bob Boyd asked if anyone had someone on his or her campus that could contribute/facilitate the spirituality piece. A few suggestions were made but nothing
definite was decided. Bob Boyd will proceed with planning and get to work on a budget for the January meeting.

**Future Meeting Dates**

Prakash Mathew asked if we could look at the dates of future meetings as the next agenda item. Bob Boyd requested moving the meetings to a different Thursday each month instead of the first because he has an on campus meeting the first Thursday of each month. Discussion was held on alternate dates.

Three members definitely cannot be present on January 3rd. Laurel Goulding and Prakash said they would be gone the entire month of January. Hal Haynes will be returning on January 3.

It was decided that the next meeting would be held **January 3, 2008** in the afternoon by conference call.

It was suggested that we do a conference call in February and start face-to-face meetings in March. The February meeting will be a conference call on **February 7, 2008**, at 9:00 a.m.

**March 6, 2008** – face-to-face meeting in Bismarck beginning at 10:00 a.m.

**April 3, 2008** – conference call in the afternoon.

**May 19, 2008** - face-to-face meeting in Grand Forks from 8:00 a.m. – 12:00 p.m.

We will plan a retreat for June at the January meeting. Hugh Long and Hal Haynes are planning to co-host a West retreat.

Prakash Mathew and Hal Haynes left at this time. Mike Hillman asked them to submit system budget priorities if they had anything.

**North Dakota Student Association Comments**

Bob Boyd distributed a report from student representative Rachel Peterson and went over the report. NDSA meet recently and discussed a resolution for the Disability Services Contingency Fund. NDSA also discussed reinstating a fall break. Bob Boyd said it is being received fairly well on UND’s campus, Ray Gerszewski said there has been some discussion on his campus also. Mike Hillman said we could possibly fit 2 days into the fall calendar. Various dates were discussed. There is some support for a 4-day weekend with no specific dates recommended.

**Disability Services Contingency Fund**

Ray Gerszewski distributed some disability student services handouts. He proposes a $150,000 budget request for funding. It has been suggested that we put this in a separate line item and there was some discussion on the pros and cons of using a separate line item. Ray Gerszewski moved to submit a recommendation to the chancellor’s cabinet that a $150,000 line item be established as contingency funding for disabled student services.
Mike Lenhardt seconded. The motion passed unanimously. Mike Hillman will report to the chancellor’s cabinet that this has the unanimous support of the Student Affairs Council.

Alcohol Consortium Update
An alcohol consortium update was given by Bob Boyd. Karin Walton made a presentation to the SBHE and it was well received. He had a visit from Bill Thomas from Prairie Public Broadcasting relative to a piece that they are going to do on alcohol. Prairie Public would like to do a program on underage binge drinking regarding why ND has such a high rate of binge drinking, what can be done, treatment options, what public policy proposals are currently under consideration, etc. PBS wants to hold three town hall meetings at colleges around the state with students, faculty, parents and college administrators and have on-air commentaries from people who have ideas of what could be done. They have no money to do this and they are out pitching for federal and foundation support money and Bob Boyd just wanted to bring this to the council’s attention as they may be approaching the campuses for aid. Mike Hillman asked for a ballpark figure on the program cost from Boyd who guessed about several hundred thousand dollars, depending on how sophisticated they get. Bob Boyd feels UND would certainly want to be a contributor if asked. Mike Hillman said he agrees that this is an exciting idea and it is the kind of thing that SAC should consider doing. Paula Berg suggested DOT funding; perhaps Karen Walton should approach them.

ConnectND –
Ray Gerszwaski was no longer present to give an update. We will follow up with him to see if he has something he wants to send out to the council regarding his report.

System Budget Priorities
In addition to the disability contingency fund, what other issues does the council feel are priorities. Mike Hillman feels we should review the alcohol consortium budget and suggest increases necessary to address the needs. It was suggested that Bob Boyd visit with Karen Walton for suggestions. Dick Jenkins made a motion to review the alcohol consortium budget and recommended it as a priority and asked Bob Boyd to meet with Karin Walton, Director of ND Consortium on Alcohol and Substance Abuse Prevention for a dollar amount. Seconded by Mike Lenhardt. The motion passed unanimously.

Discussion was held on funding for professional development. Bob Boyd felt if we can keep the cost low enough that campuses feel they can afford to send a few people, support will continue to grow. He estimates it costs about $5000-$10,000 to put on a professional development conference. Mike Hillman wonders if the council wants to request $10,000/year ($20,000/biennium) for student affairs professional development to be supervised by the Student Affairs Council, which could be a stand-alone appropriation, or as a part of justification for board contingency fund. Paula Berg asked if any other councils have this in their budget. Mike Hillman says everyone is just getting their budget requests together. Paula Berg feels the legislators could easily misinterpret this and she does not want it to come right off the top of what institutions get. Mike Hillman says this has to go through a lot of levels yet so asking doesn’t mean getting. Dick Jenkins says if we
don’t identify the need, the cabinet is not going to look favorably on it, it is important to send something forward that is proactive. Bob Boyd moved that we request $10,000/year ($20,000/biennium) for professional development for SAC, seconded by Glen Schmalz. Motion carried, but not unanimously.

Mike Hillman asked for other budget priorities as a system. Laurel Goulding brought up the disabilities contingency fund and her concern that the report does not reflect the money spent on interpreters and she feels that is a large amount. The disabilities contingency fund may help with this issue. She feels it is a bigger problem than the council realizes. Georgia Pullen addressed ADA compliance and that it is a major issue and very expensive. Another issue is assisted living technology, but they don’t have the money for that either. Mike Hillman asked Laurel Goulding to suggest edits to Ray Gerszewski’s documents to add the need for interpreters to the $150,000 request for the disability contingency fund. Paula Berg suggested that Laurel Goulding send out a request on the listserv to find out what is spent on each campus for interpreters. Laurel Goulding said she will include this information which should help in strengthening the wording on the request. Mike Lenhardt stated that campuses are always required to deplete their own fund before making a request to the disability services contingency fund, he wonders if anyone knows what the amount or percentage is that is supposed to be in each campuses fund. No one had an answer.

Dick Jenkins asked Georgia to wish Michael Johnson well on behalf of the council.

The meeting was adjourned at 3:30 p.m.