North Dakota State Board of Higher Education
Minutes – August 23, 2013

Members present:
Dr. Kirsten Diederich, President
Dr. Don Morton
Ms. Kari Reichert
Ms. Janice Hoffarth, Staff Adviser
Dr. Douglas Munski, Faculty Adviser

Dr. Terry Hjelmstad, Vice President
Mr. Duaine Espegard
Mr. Devin Hoffarth
Ms. Kathleen Neset

Staff members present:
Dr. Larry C. Skogen, Acting Chancellor
Dr. Lisa Feldner, Vice Chancellor for Information Technology and Institutional Research
Ms. Claire Holloway, General Counsel
Ms. Linda Donlin, Director of Communications and Media Relations
Ms. Kirsten Franzen, Chief Compliance Officer
Mr. Chris Wilson, General Counsel
Mr. Noah Brisbin, Assistant General Counsel
Ms. Kristie Hetzler, SBHE Assistant

Also Present:
Dr. Narcisa A. Polonio, Association of Community College of Trustees (ACCT)

The State Board of Higher Education met on Friday, August 23, 2013, at 2:00 p.m. CT, at North Dakota State University, Memorial Union, Plains Room, Fargo, North Dakota.

Approval of Board agenda
It was moved by Hjelmstad, seconded by Reichert, to approve the Board agenda. The motion carried.

Interim Chancellor Search
Narcisa A. Polonio provided handouts to the board members, a draft of a timeline for the process of searching for an interim chancellor, an overview of the applicants, and interview question categories to consider. Dr. Polonio explained that the position was advertised and made public, she had spoken to about seventy potential applicants, and that she spoke to every institution’s president for their input. She presented the sixteen applications and recommended that the board members review and decide which six applicants they would like to interview via interactive video network (IVN). The board members would then select three candidates for face to face interviews, and then select an interim chancellor. Ms. Reichert asked what characteristics Dr. Polonio took into consideration throughout the search. Dr. Polonio stated the desirable characteristics for this specific interim chancellor would be someone that has the knowledge and ability to guide and assist
the State Board of Higher Education. She also indicated that the interim chancellor needs to be the right person to assist in collaborating and unifying the institutions’ presidents. Ms. Reichert stated that the characteristics of the interim chancellor are very unique and quite different than what would be considered when searching for a permanent chancellor. The interim chancellor must be capable of establishing trust in relationships, have strong personal skills, and good operational skills in order to handle current board issues such as those regarding the Higher Learning Commission and Pathways to Student Success. Dr. Polonio agreed, and added it is good to have internal and external candidates. President Diederich asked fellow board members what strong characteristics they would like to see in the interim chancellor. Some of the characters the members listed were confidence, trusting worthiness, and the ability to lead while working collaboratively.

Dr. Polonio provided each board member a handout with the applicants’ names listed and asked that each member indicate which candidates they would like to interview. The most preferred candidates were Blanchard, Davies, Furness, Goettle, Skogen, and Wartell. Dr. Polonio recommended that all six be interviewed via IVN and then board members move three of those six candidates forward for a second interview that would be face to face.

**It was moved** by Morton, seconded by Reichert, to narrow the applicant’s pool to the above six individuals. Motion carried unanimously.

Dr. Polonio handed out a set of interview question categories and asked if any board member would like to add, delete, or adjust any of the items. Board members recommended that the candidates’ management style be considered and the candidates should have some experience working in higher education. The board members were asked to consider whether or not the interim chancellor should be allowed to apply for the permanent chancellor position in the future and if they would like it to be in the interim chancellor’s contract.

**Roles and Responsibility Task Force**
President Diederich asked board members if they would like to form a roles and responsibilities task force. She stated that the last task force was back in 2006; the board could either reinstate the 2006 report or put a committee together to write a new report. Board members indicated there are some 2006 items that could be rolled into the new roles and responsibilities; however they need to be thoroughly reviewed and rewritten. Ms. Franzen agreed, and stated that the new roles and responsibilities need to harmonize with current policy and procedure.

**It was moved** by Reichert, seconded by Hjelmstad, to reinstate a roles and responsibilities task force. Motion carried unanimously.

**It was moved** by Hjelmstad, seconded by Morton, to appoint President Diederich and Mr. Morton to the roles and responsibilities task force. Motion carried unanimously.
It was moved by Hjelmstad, seconded by Hoffarth, to delegate authority to Dr. Skogen to appoint other members to the roles and responsibilities task force. Motion carried unanimously.

Higher Learning Commission Response Letter
Dr. Skogen updated the board on the complaint filed with the Higher Learning Commission (HLC). He explained that the first letter that was sent in response to the complaint did not satisfy the HLC. Ms. Franzen and Mr. Wilson explained that the new rough draft is currently in bullet point format to show the details: the specific allegations, whether or not the allegations were accurate, where they may have come from, and corrective action that will be taken. They would like feedback from the board members and direction on what tone the letter should have. President Diederich suggested that the presidents of the institutions start participating in the Board meetings; their input on items like this would be valuable. Dr. Skogen agreed, and added that the HLC is concerned with how the Board collaborates with the institutions. He also emphasized that this is an accreditation issue that could affect all of the institutions. Ms. Hoffarth stated that would help the board be more aware of what is happening on the campuses. President Diederich stated that bringing the roles and responsibilities task force back will assist in drafting the response to the HLC. Ms. Franzen agreed, adding that the roles and responsibilities task force will be extremely helpful, having input from board members, institutions presidents, and the system office. She also indicated that the board will have an opportunity to review the response once it is put into a draft. Ms. Reichert agreed that the task force gives constituents an opportunity to work together. Mr. Wilson stated that the one consistent theme is collaboration and noted that he perceived agreement with that theme.

Financial and Facility Items
Dr. Lisa Feldner, Vice Chancellor for Information Technology and Institutional Research, explained that additional cost for the IT staff facility and data center project was primarily due to electrical and materials; the original bid package included the wrong type of wire.

It was moved by Hjelmstad, seconded by Morton, to approve the increase of $437,153 for the Information Technology (IT) Staff Facility and Data Center. Motion carried unanimously.

James Foertsch from Williston State University updates the board members on the Campus Drive-phase II project, Stevens Hall renovation, and the workforce training center project.

It was moved by Neset, seconded by Morton, to approve the allocation of $90,000 from the NDUS capital projects contingency pool for the WSC Campus Drive-Phase II project, to change the scope for the WSC Stevens Hall Renovation, and approve the change in project funding source for the WSC workforce training center project. Motion carried unanimously.

It was moved by Hoffarth, seconded by Hjelmstad, to approve BSC Horizon Building lease renewal for the period July 1, 2013 through June 30, 2015.

The meeting adjourned at 5:00 p.m. CT.