NDUS Student Affairs Council Meeting Minutes

August 8, 2013 | 1:00 p.m. – 3:00 p.m.
Phone Conference – Dial: 701-777-5900 or 701-328-1620 Passcode: 138871#

Attendees: Donna Fishbeck-BSC, Denny Ziegler-DCB, Lydia Dworshak-DSU; Randy Fixen-LRSC, Ray Gerszewski-MaSU, Prakash Mathew-NDSU, Vitaliano Figueroa-VCSU, Phillip Parnell and Vince Plummer-NDSCS, Lori Reesor-UND, Heather Fink-WSC, Collin Hanson-NDSA, Lisa Johnson and Mike Hillman-NDUS

Lisa Johnson calls the meeting to order, welcomes Dr. Mike Hillman, and announces that Dr. Hillman has been hired by the NDUS to serve as Interim Vice Chancellor of Academic and Student Affairs for a period of four months.

Proposed August 6th SAC meeting agenda approved by SAC members.

July and August minutes will be placed on the September 12th SAC agenda

NDUS Staffing Updates – Mike Hillman
Leadership for the NDHECSAP consortia and liaison with student affairs position has been retitled from Executive Director of Student Support and Student Services to Director of Student Affairs. The duties for this position and the funding source has been adjusted. The NDUS has narrowed applicants down to two, the physical location of this position is yet to be determined, and it may not necessarily be in Bismarck.
Administrative Assistant to Academic and Student Affairs (Kristie’s position) is currently being advertised.

Academic Affairs Associate (Aimee Copas’s position) – This will be advertised as a Director of Academic Affairs and the duties of this position will be changing. Mike will be assuming responsibilities and initiatives related to P-20 as the primary higher education contact on Common Core State Standards (CCSS).

Reinstatement of formal NDUS leadership for CTEC and Workforce Training is under consideration at this time.

Academic Affairs, Cabinet, Board and Legislative Items – Mike Hillman
Mike Hillman forwarded the presentation provided by David Longanecker, President of the Western Interstate Commission on Higher Education (WICHE) to the ND Higher Education Funding Committee.

Cabinet members and SBHE members both discussed aligning SBHE policies with Pathways and moving forward with it.

Dr. Hillman provided an update on the upcoming HLC visit to the NDUS. Mike reiterated that the HLC results could affect the accreditation of all 11 institutions. The HLC visit to the NDUS is tentatively scheduled no earlier than the last two weeks of October (2013) and could be as late as November (2013).

NDSA Report – Collin Hanson
The NDSA retreat in Fargo was focused on leadership development, and the first meeting is scheduled
for Sept 20-21, 2013, at NDSU.

**NDHECSAP Report – Lisa Johnson**
EDGAR 86 reports are due September 1, 2013, to the NDUS office and can be directed to Kristie Hetzler at kristie.hetzler@ndus.edu.

**Student Health Insurance Update – Lisa Johnson**
The student health insurance subcommittee is hoping to draft and release a RFP for potential new insurers for the 2014 plan (beginning January 1, 2014). Ray asked whether it would be better to bill per semester rather than the full year. Lisa indicated she will ask the subcommittee members and check with policy/procedures and get back to the group.

**Strategic Planning – Mike Hillman**
State law requires a strategic plan which led the SBHE to approve the extension of the 2009-13 NDUS strategic plan for one more year. This enables the NDUS to remain in compliance through June 2014. There have been discussions on a new process for strategic planning. The Interim Higher Education Committee is now called the Higher Education Funding Committee (HEFC).

**NDUS/DPI Dual Credit - Mike Hillman**
Mike distributed the revised, dual credit memo signed by Dr. Skogen of the NDUS and Dr. Baesler of DPI reiterating criteria associated with offering dual credit coursework.

**NDUS Academic Forgiveness Policies – Lisa Johnson**
Lisa indicated the matrix included in SAC materials was drafted for former NDUS senior leadership. The matrix allowed individuals to see a side-by-side comparison of campus policies related to academic forgiveness or academic reassessment.

**Global Service Indicator (student financials) – Lisa Johnson**
Lisa indicated that Academic Affairs Council members had several questions regarding the Global Service Indicator including the origin of the request, the number of students impacted, and how the group arrived at the recommended amount of $300 and a 90 day time frame. Lisa said she will contact Laura Glatt for additional details from the workgroup and will include SAC members in the response.

**Prioritization of Data Inconsistencies – Lisa Johnson**
Lisa distributed a document summarizing the prioritization of data inconsistencies on behalf of SAC members. She forwarded the summary to Teri Thorson who is compiling prioritizations from SAC, AAC, and Administrative Affairs for Cabinet discussion.

**NDUS Mental Health Narrative/Mental Health Funding - Mike Hillman/Lisa Johnson**
Two documents were included in the SAC materials: 1) summarizing the initial full proposal and 2) actual funding approved by the legislature. Mike and Lisa informed the group that while some key initiatives were funded, the request for additional staff positions to carry out those responsibilities was not approved. The new Director of Student Affairs will be asked to begin working on initiating contacts to provide additional mental health services to campuses.

**Undocumented Students – Vitaliano Figueroa/Lisa Johnson**
Lisa provided a brief summary of her findings and policy recommendations for the consideration of the Student Affairs Council. She indicated that undocumented students are not tracked in the student information system (ConnectND), nor are students required to disclose this status to admissions staff at the time of application. Knowledge of undocumented students within the NDUS is anecdotal and estimated to be between 12-20 students for any given semester across the NDUS. States like California, Texas, and New Mexico that have developed policies to support undocumented students usually concentrate on enabling undocumented students to be classified as “in-state residency” for the purpose of billing for tuition. While undocumented students are not eligible to receive federal financial aid, some states have allowed state funds to support undocumented students and others allow the creation of scholarships for undocumented students. While the Council was interested in drafting specific policy to support international students, Lisa suggested that current NDUS century code and NDUS policies and procedures already support classification of undocumented students who graduate from ND high schools as ND residents for the purpose of billing. She cautioned that publically posing additional SBHE policy to reiterate policies already in place may draw undue, unfavorable attention to a vulnerable student population from some stakeholders. Rather, Lisa suggested that SAC members might work with Diversity Council members of their campus to provide education and awareness to campus staff regarding current ND Century Code, NDUS procedures, and SBHE policy.

**Orientation Planned for new SAC members – Mike Hillman/Lisa Johnson**
Lisa and Mike will see if they can organize an orientation for new SAC members at the next face-to-face meeting on September 12th.

**NDUS Policies and Procedures**
SBHE Policy 402.1 and SBHE Policy 402.2 – the intent was to draft language to enable campuses to admit students with a GED in lieu of a high school diploma at their discretion. Otherwise, according to the policies as they are written, campuses must seek permission for exemptions or waivers of these policies.

SBHE Policy 830.1 Student Payment Policy came to us for edits because the auditors requested it.

SBHE Policy 440 Enrollment Reporting added some language to what constitutes and defines a payment; the change in language is to tighten the policy up for the auditors.

**Future Meetings:**
Face-to-Face
BSC Horizon Building Conference Room
Thursday, September 12 10:00 am – 3:30 pm (CT)
Number: 701-777-5900 or 701-328-1620
Passcode: 202534#

**Adjourn**