Student Affairs Council Meeting Minutes
NORTH DAKOTA UNIVERSITY SYSTEM

Thursday, 13 March 2014 1:00 p.m. – 3:00 p.m.
Teleconference

Members Present: Dr. Donna Fishbeck (Bismarck State College), Dan Davis (Dakota College Bottineau), Pattie Carr (Dickinson State University), Stephanie Shock (Lake Region State College), Dr. Ray Gerszewski (Mayville State University), Dr. Philip Parnell (North Dakota State College of Science), Dr. Prakash Mathew, Dr. Laura Oster-Aaland (North Dakota State University), Dr. Lori Reesor (University of North Dakota), Dr. Vitaliano Figueroa (Valley City State University), Heather Fink (Williston State College), Collin Hanson (North Dakota Student Association).

Members Absent:

Staff Present: Becky Lamboley (North Dakota University System), and Nancy Green (North Dakota University System).

A. Call to Order
1. Welcome and Introductions
2. Approval of Agenda
   Ms. Lamboley added Brenda Zastoupil to the agenda to give an update on the State Grant Formula. The Safety and Security Questions on Admissions Applications will be removed.
3. Approval of meeting minutes
   a. SAC 3 February 2014
      It was moved by Dr. Parnell, seconded by Dr. Figueroa, to approve the 3 February 2014 Student Affairs Council minutes.
   b. Joint AAC/SAC 3 February 2014
      It was moved by Mr. Davis, seconded by Dr. Gerszewski, to approve the 3 February 2014 Joint Academic and Student Affairs Council minutes.

B. Council Business
1. State Grant Formula – Brenda Zastoupil
   Moving into the 2014-15 awarding year, the amounts will move to $1,650, the maximum set in statute. The Cabinet is looking at the entire budget with a suggestion to increase about 4% per year through the next biennium. Legislators have contacted Ms. Zastoupil wanting to go above the 4%. A $2,000.00 amount has been suggested. There have been changes to the state grant procedures and they will be updated.

   There will be about 47 students being awarded the North Dakota Scholars this year. The North Dakota Academic Scholarship and the Career and Technical Education scholarships are in their fourth year. The financial aid offices at the campuses have been helping with which students qualify for the scholarships. There is no change on the Indian Scholarship.

   A middle income based scholarship program has been talked about and more talk might be heard as the next legislative session approaches. There are concerns; some students are being missed between the low income and middle income groups. Ms. Zastoupil will send out a summary and framework of the initial middle income scholarship discussions to Ms. Lamboley to be distributed to the SAC.
As the next legislative session approaches, Ms. Zastoupil anticipates discussions on the state grant, the academic and CTE scholarship and possibly a middle-income scholarship.

2. Possible Data Exposure – Becky Lamboley
Ms. Lamboley was asked to serve as a member of the Core team that is working on the possible data exposure issue. There is a Frequently Asked Questions and Answer document included in the agenda materials that is identical to the information posted on the NDUS website. All students calling in are being sent to the website. Ms. Lamboley asked if there were any questions or discussion. There were none.

3. Review of SAC Guidelines – Becky Lamboley
SAC has been asked to review the SAC Guiding Documents that are posted on the NDUS website. The last two specifically are SBHE Policy. Currently there are no documents regarding voting and a caucus to meet. There is an assumption that the NDSA representatives carry a vote. There are some names that need to be updated. Dr. Gerszewski noted that he has documentation from roughly 1995 indicating that NDSA is a voting member. It was noted that the Vice Chancellor is a non-voting member. Ms. Lamboley stated that the Student Affairs Director is non-voting.

4. Pathways Update – Becky Lamboley
Ms. Lamboley shared that Dr. Cowen presented the progress made so far with the three Task Forces to both the Joint Boards and the State Board of Higher Education (SBHE) just a couple of weeks ago. Both Boards received the progress very well. The Admissions Index Task Force is continuing to look at the data that NDUS currently has and the feedback provided during the last Joint meeting is being kept in mind. There is no update on the analysis yet. The Remedial/Developmental Education via Grade 12 of North Dakota’s Public P-12 Schools has an upcoming meeting with superintendents and teacher deans.

5. Academic and Student Affairs Committee – Becky Lamboley
The SBHE has established three Committees under the board: Academic and Student Affairs, Auditing, and Strategic Planning. The SBHE Chair has appointed the members of each of the committees. These committees were developed to aide with Pathways. They will review materials prior to the Cabinet and the SBHE.

6. Safety and Security Questions on Admissions Applications – Dr. Lori Reesor
This item has been tabled until a later date.

7. Title IX: Sexual Misconduct – Becky Lamboley
   a. Potential Partnership with CORE Technology Systems
      Patti Heisler works in the NDUS office in Fargo in Core Technology Services. There is technology available to assist with training that is mandated by Title IX. Articulate is the name of the program which works through our Moodle and Blackboard technology and allows each campus to tailor the training to their specific campus. If there is interest, we could develop a learning contract in the form of an internship through which a student could develop Title IX training for each respective campus. The cost of the program is $1,500 per computer. There was no comment when Ms. Lamboley asked if there was interest or discussion regarding this option.
   b. Sexual Misconduct Sanctioning Recommendations
The Title IX Compliance Kit that was provided to the SAC in February, has been reviewed by General Counsel and has been signed off and approved. There were two minor changes. Ms. Lamboley will send out an updated kit to the campuses. This is a recommendation for the campuses to use but is not mandated. The Compliance Checklist should be completed and submitted to Nancy Green by 1 October 2014. Ms. Lamboley is available for assistance in coming into compliance, including the training requirements. Ms. Lamboley created a Sexual Misconduct Sanction Recommendation in addition to the Compliance Kit, which will be provided with the other Title IX documents when emailed.

c. Proposed NDUS Procedure Draft

SAC is the first group to receive the proposed NDUS procedure draft. The draft was created per Mr. Sagsveen’s recommendation. Each institution will be responsible for imposing appropriate sanctions on students who have been found responsible for sexual misconduct.

UND has concerns. They have a process in place and now there are some parts of the proposed procedure that would go against the UND code. NDSU has concerns with putting together guidelines at the system level due to the open documents policy. There is also concern with equal protection from the campus level to the system level.

This procedure is currently not moving forward. Ms. Lamboley asked that the council review and bring back recommendations before the April meeting.

8. Student Health Insurance Plan – Becky Lamboley

Ms. Lamboley has spoken with Dale Burns at United Health Care (UHC) and there are plans to meet 24 March at which time UHC will have the drafted plans for 2014-2015 completed. Ms. Lamboley has provided Mr. Burns with a copy of NDUS’ campuses requested adjustments, which are as follows:

- Enrollment by semester for both domestic and international students (spring and summer terms would be combined into one semester); and fall would be a second semester;
- Premium payment by semester if not monthly; and
- A need for student athletes to begin coverage as of August 1, 2014; in the future there may also be a need for international students to have coverage prior to the 15th of August depending upon where the fall semester start date happens to fall.

Mr. Burn’s response via email has indicated that the recommendations should be implemented with little issue. Some of the feedback that Ms. Lamboley received from the campuses showed a need to more thoroughly communicate within each respective campus regarding the enrollment process, premium and plan details, and whom to contact with questions or for additional information. August 16th will be the start of the 2014-2015 plans.

9. Mental Health – Becky Lamboley

NDUS is moving forward with a partnership with FirstLink for an after-hours crisis intervention. We are hopeful that the service will begin in April as a spring pilot with campuses interested in participating. Some campuses have expressed an interest in using FirstLink over the summer months with each campus having the option to opt in or opt out.

The Psychiatric sub-committee has decided to use Minot State University as the pilot campus to implement telemedicine. MiSU currently does not have electronic medical records like the majority of the other campuses, which indicates a need for an electronic medical record system for NDUS.
The Mental Health Task Force (MHTF) has requested the development of a NDUS procedure to establish an active Behavioral Intervention Team at each campus. Ms. Lamboley reviewed the drafted procedure which General Counsel has reviewed and signed off on. The MHTF agreed to move forward. It is now SAC’s turn to review and decide if it should move to Cabinet. If Cabinet approves it, it would then move to SBHE. SAC was asked to review the drafted procedure and provide feedback prior to the April meeting.

10. NDHECSAP – Becky Lamboley
The CORE Alcohol and Other Drug survey is scheduled to be administered this upcoming fall. 2010 and 2012 were the last two times the survey was administered using the Partners In Prevention grant to cover the cost of administration ($9,300 in 2012) and for a half time Graduate Assistant (GA) to prepare the needed IRB materials and analyze the data beyond the executive summary and cross tab report provided by the Core Institute. Prior to 2010, the campuses paid the cost of the survey administration.

The campuses will be responsible for the administration costs for the survey for this fall 2014. Ms. Lamboley will provide each campus, through NDHECSAP with the estimated cost of the 2014 administration- she anticipates that it will cost roughly $1,000 for each of the research institutions and roughly $500-600 for the other campuses, depending upon size. Ms. Lamboley made a recommendation to NDHECSAP that some of the NDHECSAP budget be used to cover the cost of a one month service contract for a GA to provide the additional data analysis work.

The development of the BAC app has been put on hold until decisions about the CORE have been made. Dr. Reesor asked what would happen if one of the campuses didn’t want to administer the survey. Ms. Lamboley indicated that it is not a mandated survey however it is a systemwide initiative that has been in effect for many years, and if one campus were not to implement the survey, it would impact the entire system.

Brief Alcohol Screening and Intervention for College Students (BASICS) training will be on 3 April 2014, which is not limited to NDHECSAP members only.

11. NDSA – Collin Hanson
NDSA met on 21-22 February 2014 at MiSU. They spoke about the creation of the NDUS Sub Committee Representatives who will be receiving a stipend. There are constitutional and bylaws coming and will be acted on at NDSA after they come forward from the subcommittee. Nominations were opened for elections with voting to occur 29 March 2014. All new positions will roll over in April. Student transportation was brought up by Bottineau on the use of state fleet vehicles. The concern was when students are at airport and need a ride to and from campus to airport during campus breaks. DCB and MiSU will work on a solution. The next NDSA meetings will be 28-29 March 2014 at LRSC and 25-26 April at BSC. With Constitution measure #3 coming up, there was an inquiry of what NDSA has to say? They plan to have a more structured discussion with representatives from both sides of either supporting or not supporting measure #3. The current resolution has language that supports and doesn’t support the resolution.

D. Reports
1. Campus Reports and Exchange of Best Practices
Dr. Mathew shared the National Conference starts this weekend. Dr. Reesor will be recognized.
E. Institutional Initiatives
There were no institutional initiatives.

F. Other Business
1. Future Joint SAC/AAC Meeting?
   The council was asked if they would be interested in a future Joint AAC/SAC meeting. Members agreed that the last Joint Meeting was very beneficial and very productive. There was a suggestion to have a meeting every three months or every other meeting. Another member felt the meetings should happen as often as it is convenient for everyone to be together. Some members felt if they were meeting periodically, it should be face-to-face. NDSA shared it would be beneficial for a face-to-face meeting due to the transition of new members. Wanda will represent both AAC and SAC while Ms. Fink is on maternity leave.

2. Future Agenda Items

G. Future SAC Meetings

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<tr>
<th>Meeting Date</th>
<th>Time</th>
<th>Location</th>
<th>Materials Due to NDUS</th>
<th>NDUS Agenda Mailing</th>
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<tr>
<td>4/10/14</td>
<td>10:00 a.m. - 3:30 p.m.</td>
<td>Face-to-Face</td>
<td>3/27/14</td>
<td>4/3/14</td>
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<tr>
<td>5/8/14</td>
<td>1:00 p.m. - 3:00 p.m.</td>
<td>Phone</td>
<td>4/24/14</td>
<td>5/1/14</td>
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It was moved by Dr. Mathew, seconded by Mr. Hanson to adjourn. The meeting adjourned at 2:20 p.m.