Student Affairs Council Minutes
NORTH DAKOTA UNIVERSITY SYSTEM

Thursday, 4 September 2014 1:00 p.m. – 3:00 p.m.
Teleconference via Phone

Student Affairs Council members participating: Dr. Donna Fishbeck (Bismarck State College), Mr. Dan Davis (Dakota College Bottineau), Ms. Marie Moe (Dickinson State University), Mr. Lloyd Halvorson (Lake Region State College), Dr. Ray Gerszewski (Mayville State University), Dr. Lisa Eriksmoen (Minot State University), Dr. Philip Parnell (North Dakota State College of Science), Dr. Timothy Alvarez (North Dakota State University), Dr. Laurie Betting (University of North Dakota), Dr. Vitaliano Figueroa (Valley City State University), and Ms. Heather Fink (Williston State College).

Members Absent: Dr. Dick Jenkins (Minot State University) and Mr. Blayd Sanders (North Dakota Student Association).

NDUS staff participating: Ms. Becky Lamboley, Ms. Laura Glatt, Mr. Murray Sagsveen, and Ms. Nancy Green.

Approval of Minutes
Motion: To approve the 14 August 2014 minutes with adjustment of Dr. Fishbeck’s report.
   Moved: Mr. Davis
   Seconded: Dr. Alvarez
   Action: Approved unanimously.

Approval of Agenda
Motion: To approve.
   Moved: Dr. Alvarez
   Seconded: Dr. Parnell
   Action: Approved unanimously.

Council Business
Affordable Care Act Implementation – Ms. Laura Glatt
Ms. Glatt had a daylong meeting with all the Human Resource payroll officers on rolling out the Affordable Care Act (ACA) and the implementation. Things are being defined and two areas to bring resolution are: 1. how to count adjunct faculty hours, and 2. how to count resident assistants, especially their on call and overnight hours. There are three periods that we need to be concerned about: 1. the look back period, 2. administrative period, and 3. stability period. The original implementation date mandated by the state is 30 September 2014.

Ms. Lamboley told the members if they wanted to pull together some questions, she would submit them to Ms. Glatt for response. That response would be shared during the October meeting.

SBHE Policy 805.3 Application, Course, Program and Other Miscellaneous Fees – Ms. Laura Glatt
What initially started the change is the section in the policy that the Chancellor can waive the application fee in unusual, documented special student financial need circumstances. This language will be deleted. Administrative Affairs is proposing additional language that the money can be used for
processing applications and other institutional costs. The admissions officers are talking about increasing the application fee. This item will be placed on the October agenda for more discussion.

**Measure 3 – Mr. Murray Sagsveen**

Measure 3 is a proposal to replace the State Board of Higher Education (SBHE) with a full-time three-member commission, much like the Public Service Commission (PSC). The Higher Learning Commission (HLC) has sent four letters in response to the measure; two to the Legislative Council, the third to Chancellor Skogen, and a fourth to Governor Dalrymple. Each letter addresses HLC concerns regarding the governance structure proposed by Measure 3, which could have significant accreditation implications for all 11 North Dakota University System (NDUS) campuses. If Measure 3 passes, the SBHE would need to submit a new application for accreditation to HLC by mid-February 2015. The application requires information regarding the new governance structure, how the new structure will work, and a request for continued accreditation. In short, there would be significant work required to maintain accreditation should the measure pass.

NDUS employees cannot advocate for support or opposition of the measure while at work or using any state resources. Employees can voice their opinions away from work. Students can use freedom of speech but also are not able to use state resources in doing so. Students are also required to follow the campus policies.

**6 October Meeting Times: SAC and Joint AAC/SAC – Ms. Becky Lamboley**

The Joint AAC/SAC meeting will start at 1:00 p.m. CDT. SAC will start their meeting at 11:30 a.m. CDT to 1:00 p.m. with a working lunch provided.

**Student Discipline Information Sharing – Dr. Lori Reesor**

Dr. Reesor asked to move Student Discipline Information Sharing to the face-to-face 6 October meeting. Dr. Reesor would like to discuss instances when students transfer from one institution to another, within NDUS, who have discipline issues

**Diversity – Ms. Becky Lamboley**

The Diversity Council has not met. Chancellor Skogen will ask the campus presidents to provide him with their selected campus representative. This Council will function like the Academic Affairs Council (AAC) and Student Affairs Council (SAC), and Ms. Lamboley will serve as chair.

Ms. Lamboley has been asked to serve as liaison for HEROS and will bring regular updates from this group to the Diversity Council.

It was asked what the charge of the Diversity Council is – to collaborate, provide professional development etc. and how institutional liaisons will be a part of it. Ms. Lamboley stated that the Chancellor would like the members of the Council to have the discussion on the direction and path of Council. He would like the Council to look at campus policy and provide a comprehensive review.

MaSU shared that they are restructuring their diversity committee due to the National Council for Accreditation of Teacher Education (NCATE).

**Collective Title IX Training – Ms. Becky Lamboley**

The Title IX Task Force had its first meeting a few weeks ago. Training on all levels was the main topic from students to faculty to staff. It was suggested to bring Gina Smith and Leslie Gomez of Pepper
Hamilton Law Firm to North Dakota to provide System-wide training. They both are attorneys and are truly experts in Title IX. UND brought them to their campus for training and it was very well received. The Task Force feels that regardless how costly the training may be, it would benefit given how expensive it is to send just one person to become trained. Council members voiced that they would like to have the investigator training included. Ms. Lamboley indicated that investigator training will be one of the highest priorities of the training.

**SAC meeting lunch fund – Ms. Becky Lamboley**

About two years ago, an audit review recommended the practice of dues being paid to the Councils to no longer be submitted. The exact wording is being looked into and will be provided at a later date. Dr. Figueroa shared each institution contributed $50 a year and the current balance is $721. SAC will continue using the fund for now and revisit this topic when the fund is at a lower balance.

**Reports and Updates**

**Mental Health – Ms. Lamboley**

The Behavioral Health Report: the Department Human Services (DHS) contracted with a company to do an environmental scan of our behavioral health services (which include both substance abuse and mental health) throughout North Dakota. The recommendations have been drafted into bills for legislative session 2016 and 2018.

FirstLink, the afterhours crisis intervention line should be up and running now. Ms. Lamboley is contacting campuses to be sure it running smoothly. The start date was 1 September 2014.

Psychiatric Services are close to being implemented on Minot State University’s campus. Two hurdles need to be sorted out: 1. a telemedicine technology program that is HIPAA compliant, and 2. an electronic prescription software system so that the provider can electronically prescribe medication.

**Substance Abuse Prevention – Ms. Becky Lamboley**

The Strategic Prevention Framework State Incentive Grant (SPF SIG): the planning portion is finished; the strategic plans are finished with only a few counties needing extensions. The group is hoping to get back to communities with approval of their plans by the end of the month. The process will be similar to the assessment process where plans will be approved, need major, or minor edits. For media portion of the grant, Flint Group out of Fargo is the company that was selected to implement the media campaign regarding adult and underage binge drinking and underage drinking. Media will hopefully be seen as soon as October to November.

There is a bill proposing a change to the Medical Amnesty (also known as “good Samaritan”) law. The hope of the bill is to expand to other drugs, in small quantities. Ms. Lamboley is unsure how ‘small quantities’ is being defined. The North Dakota Higher Education Consortium for Substance Abuse Prevention (NDHECSAP) is taking a neutral stance due to lack of research on the effectiveness of medical amnesty laws for alcohol, let alone other drugs. There is another bill moving forward to increase excise taxes on tobacco.

A Blood Alcohol Concentration (BAC) calculator smartphone app is being developed and it is close to being ready to launch. The target audience is our NDUS students’ population with eventual expansion to all North Dakota residents. The launch date is targeted for next month.
**Student Health Insurance Plan – Ms. Becky Lamboley**
Nothing new has come up; however, some questions are still coming in. The enrollment deadline is 15 September.

**Ebola – Ms. Becky Lamboley**
Ms. Lamboley learned during the last video conference that there was one student who had a fever. The student was asked to stay quarantined at home and the fever has now passed and was not connected to Ebola. The Center for Disease Control and Prevention (CDC) has sent out a guideline document for colleges and universities, which the ND DoH guidelines mirror.

**NDSA**
Representation was not present to report.

**Campus Reports and Exchange of Best Practices**
Campuses had nothing to report.

**Institutional Initiatives and Issues**
DSU asked if institutions have any best practices on document retention for student affairs they are willing to share. They would like to compare their practice to others to be sure it is in line with what others are doing.

**Other Business**
- **Future Agenda Items**
  - Student Retention will be discussed at the Joint AAC/SAC meeting. Student discipline information sharing will be on the agenda for the October face-to-face meeting.

**Motion:** To adjourn.
- **Moved:** Dr. Parnell
- **Seconded:** Dr. Gerszewski
- **Action:** Approved unanimously. The meeting adjourned at 2:31 p.m. CDT.