Student Affairs Council Meeting Minutes  
NORTH DAKOTA UNIVERSITY SYSTEM  
Thursday, 5 March 2015 1:00 p.m. – 3:00 p.m.  
Phone Conference

Student Affairs Council members participating: Dr. Donna Fishbeck (Bismarck State College), Mr. Dan Davis (Dakota College Bottineau), Mr. Lloyd Halvorson (Lake Region State College), Dr. Ray Gerszewski (Mayville State University), Dr. Dick Jenkins (Minot State University), Dr. Philip Parnell (North Dakota State College of Science), Dr. Timothy Alvarez (North Dakota State University), Dr. Lori Reesor (University of North Dakota), Ms. Heather Fink (Williston State College), and Mr. Brady Eichelberger (North Dakota Student Association).

NDUS staff participating: Ms. Becky Lamboley, and Ms. Nancy Green.

Guests: Ms. Lisa Johnson, Dr. Lisa Feldner, Mr. Murray Sagsveen, Dr. Tanya Spilovoy, Ms. Brenda Zastoupil (NDUS), Casey Peterson, and Jeri Vaudrin (NDSU).

Approval of SAC’s 7 January 2015 Meeting Minutes  
Motion: To recommend approval.  
Moved: Mr. Eichelberger  
Seconded: Mr. Jenkins  
Action: Motion passes.

Approval of Agenda  
Motion: To recommend approval with the following changes: Dr. Lisa Feldner will speak first, NDSU will share information regarding the Vet state wide training, and the removal of SBHE 509 Professional Student Exchange Programs.  
Moved: Dr. Alvarez  
Seconded: Mr. Davis  
Action: Motion passes.

Council Business  
Legislative Update  
Mr. Murray Sagsveen went through the following bills and gave updates:

HB1127 has to do with non-resident veterans attending any NDUS campus. They are entitled to resident tuition. This bill is required by federal law and is more of a compliance bill not providing any additional rights.

HB1471 has to do with First Amendment rights of student journalists who are working in student publications. This passed the House 92-0.
SB2133 would have provided that certain student directory information would be exempt from the open records law. This bill failed 20-26.

SB2150 in the original format would have authorized students to retain attorneys to represent them in any disciplinary proceeding. The bill was amended in the Senate so it focuses on allowing students to retain attorneys for disciplinary proceedings that could lead to expulsion or suspension. This bill passed as amended by the Senate 45-1. It is now in the house and NDUS is speaking with sponsors for fine tuning issues particularly related to appeals.

SB2279 prohibits discrimination based on sexual orientation. This does apply to everyone in the State of ND. This bill passed the Senate 25-22. The House could have a closer vote.

SB2330 would put the student address and birthdate on student ID cards primarily for voting purposes. This was slightly amended in the Senate and passed 46-0. The House had a lengthy hearing with a possible do not pass from the House Committee. The opposition's primary concern had to do with security. At NDSU and DSU, the ID card is used for housing facility access. If the card was lost or stolen, the person in possession of the ID card could have access to housing facilities putting the student's personal safety and property at risk. Presidents Bresciani (NDSU) and Coston (DSU) testified against it.

HB1151 has to do with institution-related foundations. This bill would reauthorize the Challenge Grant program, which in the past biennium put about $87 million into the foundations related to the institutions and some of the institution's buildings. This was a $29 million appropriation and the House wants to reduce the appropriation to $19 million. The Senate could possibly increase the appropriation. This bill would provide funding for endowment programs for scholarships for students.

HB1003 is the SBHE appropriations bill. The House, after significantly amending the bill, passed the bill and sent it to the Senate. The SBHE is opposed to many of the House amendments. All the attorneys and internal auditors would be removed from campuses and the State Board of Higher Education (SBHE). A House amendment would require SBHE to conduct comprehensive performance evaluations on each President, Vice President, Vice Chancellors, and others in accordance with detailed requirements set up by the Legislature with the evaluations being public record.

**SBHE Policy 840 Contract Review and NDUS Procedure 840 Contracts**

Dr. Lisa Feldner reported State Board of Higher Education (SBHE) Policy 840 Contract Review has issues for faculty and Information Technology (IT) regarding the click through agreements for software downloads. It is a fairly low risk. The vendors will not change their wording; so Councils are being asked that both the SBHE policy and NDUS procedure not to have to go through legal if the software is under $2500. The SBHE policy is currently under review at SBHE.

**Motion:** To recommend approval.

**Moved:** Dr. Reesor

**Seconded:** Dr. Parnell

**Action:** Motion passes.
Document Retention
Dr. Lisa Feldner gave an update on SBHE Policy 1912 Public Records. The State Records management office together with campus retention put together an NDUS policy along with an institution specific records retention schedule that will go into effect 1 March 2015. Campus records retention people can get training and start implementing now. Training is available at the State Capitol and online. Dr. Feldner will send out training contact information to the campuses.

NDSU Veterans Educational Training
Casey Peterson, Director of Student Success Programs, and Jeri Vaudrin, Project Coordinator for the Veterans Educational Training program spoke on the Veterans Educational Training (VET), which is a free college prep program for veterans that need to earn a GED, and/or brush up on skills to get accepted into college. The program is funded through the State. It is administered from NDSU and available statewide to all veterans wanting to enroll in any ND institution of higher education. Partners are needed across the State to serve the veterans. A full day of training is being provided in Minot, ND on 19 May 2015 to help serve students in the community who would like to attend school close to home and to organize the professionals around the state who serve the veterans in higher education. The hope is to get one to two people from each campus to attend. VET is the new form of the Veterans Upward Bound, which was a Federal program under the TRIO Program. VET follows the exact format as the Veterans Upward Bound was, but less restrictive.

College Application Week
Brenda Zastoupil reported on the ND Application Week which is a nationwide project for ND to participate. The American College Application Campaign is a national effort to increase the number of first generation and low income students pursuing a college degree or other higher education credential. The primary purpose is to help those High School seniors navigate the college application process. The first annual ND Application Week happened on 19 November 2014 at Magic City Campus in Minot, ND. There was a great turn out with 390 seniors participating and 325 completing college applications. The Steering Committee meeting is scheduled for 31 March to go over the 2015 schedule. Mayville State University is interested in hosting several events. Goals for 2015 include engaging six to eight high schools including Magic City Campus, Carrington High School, Central Valley, Mayville, Fargo South, and Watford City; develop a website to engage more individuals for a statewide informational campaign, more consistent communication with the high school counselors, and the Bank of ND (BND).

The FASFA Completion Project kicked off a few weeks ago. Once the student puts in the application, they are encouraged to follow-up with the FASFA. Student level data can now be shared with high school counselors to include FASFA application completions. The goal for the State of ND by May is to have 47% of high school seniors completing a FASFA. The Department of Education can provide the FASFA completion information on a weekly basis to be provided to the high school counselors as a link, which is linked to BND’s website. In the future, it will be possible to check with the Clearing House to see if the students went to college. All the high school counselors have been contacted to work with them more consistently.
Open Educational Resources & Distance Education
Dr. Tanya Spilovoy reported the 2013 Interim Higher Education Funding Committee asked NDUS and the Campus Presidents to address in 2013. An open textbook report in March 2013 was created. The resources now include more free online resources than only textbooks. The main reason to use more online resources is to save students money. The Council of College Faculties, Student Association, and the State Board of Higher Education are in favor of looking into the use of online resources. Dr. Spilovoy met with the Academic Affairs Council and they said to deploy a national survey called “Opening the Curriculum” to the faculty at the end of March to see where the ND faculty are with adoption of open resources. Dr. Spilovoy asked the council to encourage faculty to participate in the survey.

NDUS Common Application for Admission – Estimated Campus Cost
Lisa Johnson went over the timeline for changes and updates to the NDUS Common Application for Admission. Hobsons will make the 2016-2017 campus changes over the summer. Lisa worked with the Admissions User Group to make edits and conducted a walk through for various groups including AAC and SAC members for input. The campuses had until February to report if there were concerns following the formal walk-through of the NDUS Common Application for Admission. Hobsons provided an estimate of $500 per campus for dynamic questions with skip logic added and $150 annual maintenance fee per campus. If no additional dynamic questions were added, there would not be a $500 cost for next year. Lisa shared the costs with the Academic Affairs Council at their meeting of 3 March.

Motion: To support the proposed costs per campus as presented and asked the NDUS to consider covering these costs in the future.
   Moved: Dr. Fishbeck
   Seconded: Dr. Gerszewski
   Action: Motion passes.

Policies & Procedures
The discussion from the Joint AAC/SAC meeting from 5 February regarding the review process of the policies and procedures was reviewed.

Minor/Grammatical Changes:
- SBHE 505 International Student Health Insurance
  - NDUS 505 Student Health Insurance - The Student Health Insurance Plan (SHIP) group will review SBHE and NDUS 505 and bring recommendations to SAC.
- SBHE 507 Student Publications - SAC will review.
- SBHE 512 Student Drivers and Use of State Vehicles by Student Groups – SAC will review.
  - NDUS 513 Complaints to the North Dakota University System Office – It is recommended to have senior staff review.
- SBHE 514 Due Process Requirements – SAC will review with general counsels input on wording.
  - NDUS 514 Behavior Intervention Teams
    - Motion: To renumber NDUS 514 to NDUS 515.
    - Moved: Dr. Reesor
    - Seconded: Dr. Alvarez
    - Action: Motion passes.

To Be Reviewed By Small Groups:
- SBHE 506.1 Immunizations; TB Testing
  - NDUS 506 Immunization

Reports and Updates

NDSA
Brady Eichelberger shared there are a lot of questions regarding the immunizations and TB testing due to Religious concerns and students do not want to be required to take the immunizations. The day of service was discussed to be made up in April or May due to the lack of service that was done on Martin Luther King, Jr. Day. Discussion of the Dead Day or Week, a day or week where projects or final papers cannot be due on that day; only a few schools have this in place at this time. Brady will be willing to serve on the small group for the SBHE 505 International Student Health Insurance and NDUS 505 Student Health Insurance. NDSA will have elections in March. Three names will go to the SBHE.

Title IX Task Force
Becky Lamboley reported at the last Title IX Task Force meeting, campuses were asked to complete the Title IX Compliance checklist and email it to Becky. The intent is the same as the Education Department General Administrative Regulations, Part 86 (EDGAR 86), compliance forms that are collected through the North Dakota Higher Education Consortium for Substance Abuse Prevention and intended to be an internal tool to help NDUS support each campus in compliance efforts.

A correction is needed on the Violence Against Women Act (VAWA)/Campus SAVE Act/Clery Compliance checklist. Noah Brisbin and Becky will do another review of that checklist.

Other Business
The Joint AAC/SAC will be via phone on 1 April.

Motion: To adjourn.
  - Moved: Dr. Parnell
  - Seconded: Dr. Alvarez
  - Action: Motion passes, meeting adjourned at 2:56 p.m.