

STATE BOARD OF HIGHER EDUCATION  
Minutes – September 18-19, 1997  
Grand Forks, North Dakota

The State Board of Higher Education met September 18-19, 1997 at the Rural Technology Center on the campus of the University of North Dakota. The president called the meeting to order at 12:45 P.M. Members present were:

Paul Ebeltoft, President	Beverly Clayburgh
Joe Peltier, Vice President	Craig Caspers
Cynthia Kaldor	Shane Waslaski, Student Member
Jeanette Satrom	Kay Fulp, Faculty Representative
John Hoeven	

Presidents and Executive Deans present were:

Dr. Ken Baker, UND	Dr. Thomas Plough, NDSU
Dr. Ellen E. Chaffee, MaSU/VCSU	Dr. Erik Shaar, MiSU
Dr. Phil Conn, DSU	Mr. Garvin Stevens, UND-W
Dr. Sharon Etemad, UND-LR	Dr. Donna Thigpen, BSC
Dr. Jerry Olson, NDSCS	

Staff members present were:

Larry A. Isaak, Chancellor  
Michel Hillman, Vice Chancellor for Academic Affairs  
Laura Glatt, Vice Chancellor for Administrative Affairs  
H. P. Seaworth, General Counsel & Executive Secretary  
Stacy Herron, Director of Communication  
Peggy Wipf, Director of Financial Aid  
Carol Asplund, Administrative Officer

### Minutes

**It was moved** by Mrs. Kaldor, seconded by Mr. Peltier and unanimously carried to approve the minutes of the July 10, 1997 Board retreat as distributed.

### Board President's Report

Mr. Ebeltoft said his conversations with other Board members since the July retreat have been to determine how best, during the coming year, the Board can continue to be a force for higher education in North Dakota and how it can position itself as a force worthy of recognition in setting policy for higher education in North Dakota. The Board is attempting, by scheduling meetings with the media, policy-makers, and at the campuses, to increase the public profile and awareness of the Board's decision making process and to increase public input into that process. He encouraged the presidents, members of the media, and student representatives to join with the Board to improve higher education in North Dakota.

### **Chancellor's Report**

Chancellor Isaak recognized Dr. Baker and the UND staff for their hard work and an outstanding job in restoring the campus following the flood damage.

The Chancellor said much time and effort has been spent on development of the draft University System Strategic Plan. He said the individual campus plans are thorough, specific, contain measurable outcomes and timelines, and meet the Board's expectations.

Chancellor Isaak said R. S. Krishnan, a faculty member at NDSU, has been selected chair of the NDUS Compensation Committee.

The Chancellor met with the Teacher Education Task Force and encouraged them to find alternatives to continue providing quality graduate or continuing education to K-12 teachers.

Dr. Thigpen has been appointed to chair a task force to review the federal Welfare Reform and Welfare to Work legislation and make recommendations for the University System.

Chancellor Isaak said he is making inquiries about potential membership for North Dakota in the Midwest Higher Education Compact. The Western Interstate Commission for Higher Education is considering giving North Dakota full voting privileges as Affiliate Members.

The Chancellor attended the State Higher Education Executive Officers meeting. He also met with the Grand Forks Redevelopment Committee, and attended a meeting of the State Board for Vocational and Technical Education of which he is a member.

Dr. Hillman has been asked to discuss with the Legislative Council Interim Education Services Committee the remedial education services provided on the campuses.

Chancellor Isaak thanked the Board Members, System Office staff and Presidents/ Executive Deans for attending the dinner with U. S. Education Secretary Riley. He thanked Peggy Wipf from the System Office and Dr. Thigpen who helped arrange the meeting and the students from Bismarck State College who prepared and served the dinner.

On October 2, the System Office staff will meet with staff from the South Dakota Board of Regents to discuss a variety of issues.

Chancellor Isaak read a Certificate of Appreciation for indispensable assistance presented to the University System from the Higher Education Resource Organization for Student (HEROS).

Chancellor Isaak informed the Board that the Chancellor's Cabinet has met twice with legislative leadership. He said the legislators are encouraging the Board of Higher Education to be leaders in setting policy. They are supportive of the lump sum allocation to the Board and stressed flexibility with accountability.

Dr. Hillman commented on the Academic Discipline Conference held to facilitate curricular discussions in each discipline and to move towards common course prefixes, numbers, and titles where courses are equivalent. He said 265 faculty representing 40 disciplines from 11 campuses attended the conference. He said much progress has been made in common course numbering and the faculty will continue working on this initiative. A full report will be presented at the November Board meeting.

The presidents and executive deans discussed preliminary enrollments at the campuses. A final report, along with a budget plan outlining actions to address tuition revenue shortfalls, will be given at the October Board meeting.

### **Student Association Report**

Jon Olafson, North Dakota Student Association President, said NDSA meets this weekend. The group will discuss the University System strategic plan. He said the United States Student Association has contacted the NDSA to serve as a model for other student organizations.

### **Council of College Faculties Report**

Ms. Fulp said the faculty have reviewed the University System Strategic Plan. In addition, they are working on three issues: (1) the advancement of placement tests and scores to allow students to receive credit for knowledge in certain areas; (2) faculty appeals to the Board; and (3) the State of Faculty Conference to be held next March in Bismarck.

### **Special Orders**

#### **North Dakota Strategic Plan**

Mr. Ebeltoft thanked institutional administrators and faculty for preparing individual campus strategic plans. The remainder of the day was spent in reviewing the plans and receiving comments from the presidents and executive deans.

### **Public Comment**

Ms. Fulp shared the Council of College Faculties general recommendations:

1. The mission of each campus should be clearly stated in the plan. If the Board wishes to change the mission of the campuses, it should outline the process and set a timeline to bring the change about. The plan should also reaffirm what faculty are doing, what the students are learning, and how higher education is serving communities.

2. The terms of costs and other resources needed to implement the plan need to be better communicated.
3. Establish standards across campuses.
4. Document student and employee performance, and evaluate the programs to see if they are meeting needs.
5. Utilize faculty with exchange programs, conferences, and sharing of teaching ideas.
6. Establish a technical support position to assist faculty and students with technology.

Chancellor Isaak requested campus CEOs include measurement strategies and an identifiable prioritization process in their revised plans. He will consider the CCF's suggestion in Goal 3. The Plan will be redrafted after October 1, the deadline for comments, for review at the October 16 Board meeting. It was the consensus of the Board to send the revised Plan to the Governor and legislative leadership. The System Office will notify all legislators that copies are available upon request.

### **University of North Dakota**

**It was moved** by Mr. Hoeven, seconded by Mr. Peltier to permit the University of North Dakota to aggressively pursue the development of the Bronson property within the best interest of the University, and to report back to the Board as plans develop for Board approval of leases or other agreements for specific use of the property. Mrs. Kaldor, Mr. Peltier, Mrs. Satrom, Mr. Hoeven, Mrs. Clayburgh, Mr. Caspers, Mr. Waslaski, and Mr. Ebeltoft voted aye. The motion carried.

### **Board discussion regarding self-evaluation**

Board members reviewed the results of a Board self-assessment questionnaire they completed following the workshop in July. The survey covered the Board's perception of their performance, communication, strategic planning, orientation, and miscellaneous. At the conclusion of the discussion, it was the consensus of the Board to continue discussions at future Board meetings and to do another Board assessment survey a year from now.

### **Consent Agenda**

**It was moved** by Mrs. Kaldor, seconded by Mrs. Clayburgh to approve the following consent agenda items 1 through 20. Mrs. Kaldor, Mr. Peltier, Mrs. Satrom, Mr. Hoeven, Mrs. Clayburgh, Mr. Caspers, Mr. Waslaski, and Mr. Ebeltoft voted aye. The motion carried.

#### **1. Western Undergraduate Exchange Program**

The Board adopted the following recommendations to expand the Western Undergraduate Exchange Programs:

- a. The North Dakota University System will accept students from Arizona, California, and Washington under the WICHE WUE program on a space available basis beginning the fall of 1998. Where program enrollment limitations exist for programs open to WUE students, preference will be given to students from the other fully participating WUE states.

- b. A review of student enrollments from Arizona, California, and Washington will be completed after Fall 2002 enrollments are known. As a result of the review, the Board may decide to no longer accept students from these three states as part of the WUE program after the Fall of 2003.
- c. Only students from Arizona, California, and Washington **not** enrolled in the North Dakota University System during the 1997-98 academic year may become WUE students eligible for the WUE tuition rate

**2. ADA Pool Allocation for the 1997-99 Biennium**

Approve the following distribution of \$500,000 appropriated by the 1997 Legislature for handicap accessibility projects during the 1997-99 biennium.

BSC	\$ 13,010
UND-LR	3,938
UND-W	1,149
UND	212,732
NDSU	116,828
NDSCS	12,637
DSU	32,282
MaSU	27,182
MiSU	36,007
VCSU	34,932
MISU-BC	<u>9,304</u>
Total	\$500,000

- 3. Adopt the Policies and Procedures Manual for the North Dakota Student Financial Assistance Program. Exhibit A
- 4. Approve the following appointments to the State Grant Advisory Board:
  - Terms to expire June 3, 1998
    - Dr. Sharon Etemad, UND-LR, Executive Dean
    - Connie Armstrong, Bismarck, High School Counselor
    - Jon Olafson, UND, Student Representative
  - Terms to expire June 30, 1999
    - Sandy Klein, Dickinson State University, Financial Aid Administrator
    - Sr. Rosanne Zastoupil, University of Mary, Financial Aid Administrator
  - Terms to expire June 30, 2000
    - Bob Neas, NDSU, Financial Aid Administrator
    - Steve Bensen, Mayville State University, Fiscal Officer
- 5. Accept the grants and contracts received by the **University of North Dakota, North Dakota State University, and Minot State University.**

6. Ratify the Vice Chancellor for Administrative Affairs' action in awarding a contract to ENSTAR of Fargo for \$65,093 to network campus residence halls for cable television and student computer access at **Mayville State University**.
7. Ratify the Vice Chancellor for Administrative Affairs' action in awarding a contract for demolition and reconstruction of the Armory to Capital City Construction for \$135,000 at **Bismarck State College**.
8. Permit **Bismarck State College** to name the Science Center the 'Jack Science Center.'
9. Permit **Bismarck State College** to name the Student Success Center located in the connecting link between the Science Center and Schafer Hall, the "Sykes Student Success Center."
10. Permit the **University of North Dakota** to change the name of the Television Production Center to "Television Center" which more clearly identifies the center's current and future activities which involve the development and research process that goes into television programming.
11. Permit the **University of North Dakota** to waive Policy 703.1 (Retirement Policy) to allow:
  - Dr. James Kelleher and Dr. Paul Ray from the School of Medicine to assist with teaching and refurbishing labs that were destroyed as a result of the flood;
  - Dr. Gerald Lawrence to teach through June 1998 due to increased enrollment;
  - Dr. Lavonne Russell to serve as Director of the RAIN project for 1997-98;
  - and Dr. Myron Bender to lecture in the Department of Industrial Technology for 1997 Fall semester due to a resignation.
12. Declare that an emergency situation exists for the repair of the high voltage circuit for the Northwestern Drive housing units on the campus and authorize the **University of North Dakota** to negotiate a contract without rebidding.
13. Permit the **University of North Dakota** to advertise for architect/engineering services for remodeling the basement of Smith Hall; further authorize the Chancellor to award a contract based on the recommendations of the Agency Selection Committee and permit UND to advertise for construction bids and award contracts for the project. Estimated cost of the project is \$800,000. Funds will be provided by FEMA and housing reserves.
14. Ratify the Chancellor's action in awarding a contract to EAPC Architects for architect/engineering services for construction of the Animal Quarters facility at the **University of North Dakota** School of Medicine and Health Sciences based on the recommendation of the Agency Selection Committee. Estimated cost is \$6 million

with \$1.8 million from federal funding, \$3 million from state funds and \$1.2 million from private funds.

15. Ratify the Vice Chancellor for Administrative Affairs' action in awarding the following contracts for the Technology Center at the **North Dakota State University** Williston Research Center:

General -- Wickum Construction	\$405,846
Mechanical - Mon-Dak Heating	108,900
Electrical -- Triangle Electric	<u>61,150</u>
	\$575,896

16. Ratify the Vice Chancellor for Administrative Affairs' action in awarding contracts for the Sudro Hall remodeling project at **North Dakota State University**:

General -- Roers Construction	\$204,600
Mechanical - Robert Gibb & Sons	49,980
Electrical - Modem Electric	<u>37,388</u>
	\$291,968

17. Ratify the Vice Chancellor for Administrative Affairs' action in awarding an architect contract for roof replacements for South Engineering, Thorson Maintenance Center, and family housing at University Village, **North Dakota State University**, to Ness Architects. Estimated cost of the project is \$296,170. Sources of funds are the 1997-99 capital improvement budget for South Engineering and Thorson Maintenance Center and family housing repair reserves for University Village (family housing).

18. Ratify the Vice Chancellor for Administrative Affairs' action in awarding a contract for the Biosciences Research Laboratory/Bison Sports Arena steam line project at **North Dakota State University** to Quantum Associates for \$101,503. Funding sources are a portion of the 1995-97 capital improvement carryover of \$125,000 and the \$497,890 budgeted for infrastructure improvements for 1997-99.

19. Approve, subject to final determination of the hold harmless clause and contingent upon approval of **North Dakota State University** and NDUS legal counsels, a lease requested by the Federal Aviation Administration providing for the real estate rights for the FAA's middle marker facility located on NDSU land. The marker serves Runway 35 at Hector International Airport.

20. Ratify the Vice Chancellor for Administrative Affairs' action in awarding the architect contract for the Allied Health Center project at the **ND State College of Science** to Mutchler, Bartram Architects.

#### **Allocation of funds for common course numbering**

As a result of Board action in November 1996 authorizing the Chancellor to adopt and maintain a common course number system, Dr. Hillman reviewed the request for a

Coordinator of Articulation and Transfer. **It was moved** by Mr. Peltier, seconded by Mrs. Kaldor that the Board of Higher Education allocate \$50,000 from the System's 97-99 contingency fund and \$75,000 from the System's 97-99 salary pool appropriation to implement the Board's directives on common course numbering and other transfer initiatives. Mrs. Kaldor, Mr. Peltier, Mrs. Satrom, Mr. Hoeven, Mrs. Clayburgh, Mr. Caspers, Mr. Waslaski, and Mr. Ebeltoft voted aye. The motion carried.

**Small Campus Capital Repair Pool Allocation**

The Board reviewed a proposed distribution of the \$500,000 appropriated to the Board by the 1997 Legislature. **It was moved** by Mr. Peltier, seconded by Mrs. Satrom to approve the allocation of \$375,000 and authorize the campuses to proceed with the following projects. The remaining \$125,000 will be allocated at a later time. In addition, the Board seeks Emergency Commission approval for a disaster-related loan of up to \$200,000 for the parking lot resurfacing project at **UND-Lake Region** or for approval of a special assessment district for this project within the city of Devils Lake. Mrs. Kaldor, Mr. Peltier, Mrs. Satrom, Mr. Hoeven, Mrs. Clayburgh, Mr. Caspers, Mr. Waslaski, and Mr. Ebeltoft voted aye. The motion carried.

UND-W	Street Renovation and Street Lighting	\$ 80,000
MaSU	Electrical Panel, Circuits and Systems Upgrades	80,000
VCSU	Osmon Fieldhouse Arena Floor	85,000
MiSU-BC	Coal Handling Project	<u>130 000</u>
Total		\$375,000

**Policy Amendments**

Dr. Hillman explained that amendments in Policies 100.1 and 100.2 address diversity. **It was moved** by Mrs. Kaldor, seconded by Mr. Waslaski to approve the following policies on second reading and final passage. Mrs. Kaldor, Mr. Peltier, Mrs. Satrom, Mr. Hoeven, Mrs. Clayburgh, Mr. Caspers, Mr. Waslaski, and Mr. Ebeltoft voted aye. The motion carried. Exhibit B.

- 100.1 Mission of the North Dakota University System
- 100.2 Mission of the State Board of Higher Education

As a result of dual enrollment legislation, Dr. Hillman asked the Board to approve Policy 403.5 Secondary-Postsecondary Articulation Agreements; Dual Credit Post-secondary Enrollment Options. **It was moved** by Mr. Peltier, seconded by Mr. Hoeven to approve Policy 403.5 on second reading and final passage. Mrs. Kaldor, Mr. Peltier, Mrs. Satrom, Mr. Hoeven, Mrs. Clayburgh, Mr. Caspers, Mr. Waslaski, and Mr. Ebeltoft voted aye. The motion carried. Exhibit C.

Mr. Seaworth requested approval of amendments to Policies 301.1 and 307.3 updating the organization and titles of institutions. **It was moved** by Mr. Hoeven, seconded by Mrs. Kaldor to approve the following policies on second reading and final passage. Mrs. Kaldor, Mr. Peltier, Mrs. Satrom, Mr. Hoeven, Mrs. Clayburgh, Mr. Caspers, Mr. Waslaski, and Mr. Ebeltoft voted aye. The motion carried. Exhibit D.

- 301.1 Organization & Titles of Institutions Governed by the SBHE

### 307.3 Branch Campus Governance and Organization

Mr. Seaworth said amendments to Policy 302.8 Safety and Risk Management Committee; Loss Control Committees expand the membership of the safety and risk management committee and require each institution to establish a loss control committee. **It was moved** by Mrs. Satrom, seconded by Mr. Peltier to approve Policy 302.8 on second reading and final passage. Mrs. Kaldor, Mr. Peltier, Mrs. Satrom, Mr. Hoeven, Mrs. Clayburgh, Mr. Caspers, Mr. Waslaski, and Mr. Ebeltoft voted aye. The motion carried. Exhibit E.

Mr. Seaworth requested approval of Policy 350.1 State Board of Agricultural Research. The Board was established by the 1997 Legislature. **It was moved** by Mrs. Satrom, seconded by Mrs. Clayburgh to approve Policy 350.1 on second reading and final passage. Mrs. Kaldor, Mr. Peltier, Mrs. Satrom, Mr. Hoeven, Mrs. Clayburgh, Mr. Caspers, Mr. Waslaski, and Mr. Ebeltoft voted aye. The motion carried. Exhibit F.

Mr. Seaworth said changes to the following policies reflect legislative action and requested approval. He stated that \$50,000 in Section 6.1 of the Architects Manual should be changed to \$100,000 and suggested that these additional amendments be made on second reading. **It was moved** by Mrs. Clayburgh, seconded by Mr. Waslaski to adopt the suggested additional amendments in Section 6.1 of the Architects Manual and approve the following policies on second reading and final passage. Mrs. Kaldor, Mr. Peltier, Mrs. Satrom, Mr. Hoeven, Mrs. Clayburgh, Mr. Caspers, Mr. Waslaski, and Mr. Ebeltoft voted aye. The motion carried. Exhibit G

902.3 Requests for Construction, Renovation and Remodeling

902.5 Construction Process - Architectural Plan Specification

909 Real Property Leases

Section 6 of the Architects Manual and Exhibit B

## 400 Academic Affairs

### Minot State University

Vice President Jim Croonquist and Dr. Jack Rasmussen, Dean of the College of Education and Human Services, provided the Board an update on actions taken in response to specific criticisms from the NCATE Board and the resource allocation to support the changes. The written response is filed in the System Office.

Dr. Hillman presented Minot State University's request for permission to offer a Master of Arts in Teaching: English to enable public school teachers to obtain a graduate degree. Dr. Croonquist explained MiSU would like approval to deliver the program for one delivery cycle of three summers of coursework with the understanding that the Chancellor may approve future cycles of the program if enrollments and student interest are strong. **It was moved** by Mr. Peltier, seconded by Mrs. Satrom to approve the Master of Arts in Teaching (English) at **Minot State University** for one delivery cycle of the three summers of coursework with the understanding that the Chancellor may approve

future cycles, if necessary. Mrs. Kaldor, Mr. Peltier, Mrs. Satrom, Mr. Hoeven, Mrs. Clayburgh, Mr. Caspers, Mr. Waslaski, and Mr. Ebeltoft voted aye. The motion carried.

### **North Dakota State University**

Dr. Hillman presented NDSU's request to establish and offer a Minor in Agribusiness. **It was moved** by Mr. Waslaski, seconded by Mrs. Kaldor to approve the Minor in Agri-Business at **North Dakota State University**. Mrs. Kaldor, Mr. Peltier, Mrs. Satrom, Mr. Hoeven, Mrs. Clayburgh, Mr. Caspers, Mr. Waslaski, and Mr. Ebeltoft voted aye. The motion carried.

## **800 Financial Affairs**

### **University of North Dakota**

Ms. Glatt and Lyle Beiswenger, UND Vice President for Finance, presented UND's request for approval of the Initial Resolution authorizing the Issuance of Not to Exceed \$21,500,000 University of North Dakota Housing and Auxiliary Facilities Refunding Bonds and Not to Exceed \$450,000 University of North Dakota and Auxiliary Facilities Revenue Bonds. The purpose of the request is to realize potential savings of \$3.1 million. Mr. Beiswenger reviewed three options for capturing the savings but said the University is not prepared to make a recommendation at this time. **It was moved** by Mr. Peltier, seconded by Mr. Hoeven to approve the request for refinancing and authorize the Chancellor to approve the savings terms. Mrs. Kaldor, Mr. Peltier, Mrs. Satrom, Mr. Hoeven, Mrs. Clayburgh, Mr. Caspers, Mr. Waslaski, and Mr. Ebeltoft voted aye. The motion carried.

## **Board Member Reports**

Mr. Caspers attended a meeting of the Red River Learning Corridor at UM--Crookston. Mr. Hoeven and Mrs. Clayburgh reported on their visit at North Dakota State University.

The Board discussed the **North Dakota State University** Student Health Center. **It was moved** by Mr. Hoeven, seconded by Mr. Peltier to urge President Plough to pursue future proposals for the construction of a Health and Wellness Center at North Dakota State University. Mrs. Kaldor, Mr. Peltier, Mrs. Satrom, Mr. Hoeven, Mrs. Clayburgh, Mr. Caspers, Mr. Waslaski, and Mr. Ebeltoft voted aye. The motion carried.

## **Campus Reports**

The Board accepted the campus reports presented by the presidents and executive deans.

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The Board meeting adjourned at 10:30A.M. The next meeting will be October 16, 1997 at Dickinson State University.

