

North Dakota University System Foundation Meeting Notice and Agenda

The North Dakota University System Foundation will meet Friday, September 6, 2019 at 10:00a.m. CT. The meeting will be held by conference call and will originate in the Chancellor's Office, 600 E. Boulevard Ave. – 10th floor, State Capitol, Bismarck, ND, 58505.

To Call-In:

Dial 701-328-7950, Passcode 855187#

1. Call to Order
2. #Approval of Agenda
3. Welcome Jill Louters
4. #Approval of March 28, 2019 Meeting Minutes
5. Financial Report – Ms. Dolan
6. #IRS Form 990 Filing – Ms. Schock
7. #Payment of BSC Invoice (Lumina Balance)
8. #Process for Disbursement of Funds – Ms. Schock
9. Update on Dakota Nursing Program – Ms. Traynor
10. Update on Cyber Education Programs - Chancellor Hagerott
11. Fundraising for Energy Workers – Chancellor Hagerott
12. Next Steps for Manufacturing Initiative - Chancellor Hagerott/Rep. Schreiber-Beck
13. Donor Interest in the Humanities – Chancellor Hagerott
 - a. Mike Jacobs: Don't give away Legacy earnings article
14. December Meeting Location
15. Questions/Comments
16. Adjournment

#action required

Contact Patty Schock (701) 328-4129 or patty.schock@ndus.edu prior to the scheduled meeting date if auxiliary aids or services are needed.

North Dakota University System Foundation Minutes

March 28, 2019 12:00p.m. CT.
Conference Call

Call to Order

Mr. Traynor called the meeting to order at 12:08 p.m. CT.

Members Present:

Connected by Phone:

Mr. Jon Backes

Ms. Julie Traynor

In Person:

Mr. Dan Traynor

Dr. Larry Skogen

Chancellor Mark Hagerott (ex officio)

Ms. Tammy Dolan (Secretary/Treasurer)

Others present:

Ms. Patty Schock, Accounting Specialist

Dr. John Miller, President of Williston State College

Members absent:

Representative Cynthia Schreiber-Beck

Mr. Mike Warner

Mr. Don Morton

Agenda

It was moved by Dr. Skogen, seconded by Mr. Traynor to approve the agenda as written.

Backes, J. Traynor, Skogen, and D. Traynor voted aye. **Motion carried.**

December 19, 2018 Meeting Minutes

It was moved by Ms. Traynor, seconded by Dr. Skogen to approve the December 19, 2018 minutes.

Backes, J. Traynor, Skogen, and D. Traynor voted aye. **Motion carried.**

NDUS Foundation Financial Report

Ms. Dolan presented the financial report as of February 28, 2019.

Balance in account = \$17,477.44

Update on Bakken U Activity

Williston State College President John Miller presented the NDUS Foundation board with an update on the activities of the Bakken U. President Miller noted that the Bakken U is a collaborative effort of western schools (BSC, DSU, MiSU, DCB, and WSC) originally designed to assist veterans returning from active service and assist them transition into energy related jobs. The scope has expanded to look at economic vitality in western North Dakota.

In the last 18 months marketing has been a focus. Developed the catch phrase of “The Power of the West” and a related logo. Wants the Bakken U to transcend the campus boundaries and be regional. Website has been redone. Purposeful marketing done using ESPN Sports links for handheld devices done from November through February. Metrics for that marketing exceeded national averages.

In the next year discussions will be held regarding funds leveraged by the campuses for scholarships and looking at more consistency. Looking at synergy in what is being offered to take distance out of the equation. Also looking at expanding marketing to cross gender boundaries to engage people in non-traditional fields.

Update on Cybersecurity Program

Dr. Skogen stated that Bismarck State College has been very active in cybersecurity. Yesterday Bismarck State College received the NSA Department of Homeland Security designation as a Center of Academic Excellence in Cybersecurity. This creates the ability to apply for grants. Two visits with Palo Alto coming up on May 2-3, 2019 and potentially June 27, 2019.

Palo Alto is very interested in the connection to veterans. Military Family Education Fair on April 6, 2019 at Virginia Wesleyan University. Bismarck State College (BSC) will have representatives there to talk about opportunities in cybersecurity.

Work continuing on rolling out the Bachelor of Applied Science degree which will have enrolled students in August 2019. Currently have 89 students in the associate degree program. Targeting 200 students in cybersecurity for the AAS and BAS levels. Also working with Palo Alto to connect with community colleges that they work with to expand the program. Currently hiring cybersecurity advisor/recruiter. Receiving calls daily on this program. Palo Alto has designated BSC as a regional academy for their certifications. Working with state CTE to offer the certificates to K-12 faculty statewide. Rolling those classes out in fall of 2019.

A portion of the donation has been invested in creating a cyber range. Engineering tech students are designing and building a Lego city that cyber students will break into from the cyber range. Scholarships being offered for female and diversity students per the agreement. Also working closely with the tribal colleges to coordinate the cybersecurity program with their campuses.

Update on Dakota Nursing Program Initiative

Ms. Traynor noted that the Bush Foundation grant proposal is written. Ms. Traynor and Megan Laudenschlager of Strengthen ND are still working to sort out an issue with the required fiscal sponsor. The NDUS Foundation does not have enough in its operating budget to get the full \$500,000 award. They are exploring partnering with a campus as the fiscal sponsor or looking at collaboration. If one campus acts as the fiscal sponsor there could be an issue with the match and future grants/matches. The proposal is due on April 11th and they anticipate submitting the Monday of that week.

Ms. Traynor, Chancellor Hagerott and Ms. Schock met with CHI St. Alexius President Kurt Schley and Chief Nursing Office Julie Ward on March 19, 2019. Shared information on the NDUS Foundation and the Dakota Nursing Program (DNP). DNP intersects with CHI at six different locations. Identified \$200,000 for a hybrid nursing program and \$300,000 for tuition reimbursement for nurses that return to school for a graduate degree to teach for DNP. Meeting was very positive.

Potential Trustees

Ms. Schock noted that the updated by-laws were fully signed and in effect. Additional trustees could be considered and brought before the State Board of Higher Education for approval.

IRS Form 990 Filing

Ms. Schock noted that with the cybersecurity donation the NDUS Foundation now exceeded the limit for filing a 990-N (Postcard) and would have to file the full form 990 for fiscal year 2019. The filing is not due until November 15, 2019. Ms. Schock requested that the board consider an outside firm for the initial filing. The board agreed and asked Ms. Schock to get additional quotes from firms around the state and visit campus foundations for input.

June Meeting Location

Mr. Traynor noted that the State Board of Higher Education will be holding its annual retreat at the end of June 2019 in Bismarck. He has requested that the foundation board meet in conjunction with the State Board of Higher Education meetings.

Adjournment

Mr. Traynor adjourned the meeting at 12:41 p.m. CT.

**North Dakota University System Foundation
Statement of Revenue and Expenses
For the one month period ending July 31, 2019**

Support and Revenue

Donations - Designated	\$0.00
Donations - Undesignated	\$0.00
Refunds/Other Deposits	<u>\$0.00</u>
 Total Support and Revenue	 \$0.00

Expenses

BSC Foundation	\$0.00
Strengthen ND (Grant Writing)	\$0.00
Annual Bank Fee	\$0.00
Secretary of State	\$0.00
	<u> </u>
 Total Expenses	 \$0.00

Fund Balance, Beginning of Fiscal Year	<u>\$41,827.44</u>
Fund Balance, Fiscal Year to Date	<u>\$41,827.44</u>

North Dakota University System Foundation
Statement of Revenue and Expenses
For the month ending July 31, 2019

Support and Revenue

Donations - Designated	\$0.00
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Refunds/Other Deposits	<u>\$0.00</u>
Total Support and Revenue	\$0.00

Expenses

\$0.00

Total Expenses \$0.00

Fund Balance, Beginning of Period	<u>\$41,827.44</u>
Fund Balance, End of Period	<u>\$41,827.44</u>

Firm	Phone	Location	Base Price	Includes	Comments
Brady,Martz & Associates	701-223-1717	Bismarck	\$750	990 and all schedules	Increases if form 990T is needed
Britsch & Associates PC	701-662-8724	Devils Lake	\$800	990 and all schedules	Can increase if time it takes to complete is lengthy
David Hance CPA	701-240-2410	Minot	\$600	990 and all schedules	Can increase if time it takes to complete is lengthy
Eide Bailly	701-255-1091	Statewide	\$1,800	990, A & B	Could be less if not as much time needed.
Haga Kommer	701-222-4100	Bismarck	\$500	990 and all schedules	Approx. \$130 an hour with a base of \$500 (approx 4 hours). If it takes more than that it goes up at \$130 an hour.
Hoerner Rodakowski, PC	701-483-1122	Dickinson	\$750	990	Base of \$750; Increases as Additional Forms are Needed
Karol Riedman	701-202-7051	Bismarck	\$700	990, A, B & O	Includes electronic filing. Additional \$50 per schedule if more are needed. If the 990 requires little time to prepare due to low activity the fee could be reduced accordingly.
Phil Condit, CPA	701-237-6364	Fargo	\$750	990 and all schedules	
Widmer Roel CPA	701-221-2655	Bismarck	\$1,200	990, A, B, D, I & O	



INVOICE NO: CETND **Envision61919**
DATE: 06/19/19

[illegible]

2609.86

Total Due	\$3,458.27
Total Paid	
Balance Due	\$3,458.27

**Make checks payable to Bismarck State College CE & TrainND
PO Box 5587
Bismarck ND 58506-5587**

THANK YOU FOR YOUR BUSINESS!

Envision

5/15/2019

Income		Actual
	Participant Income: Advance	
	Income: On-Site	
	Exhibitor Income: Advance	
	Sponsorship Income	
	Pre-Conference Income	
	Total	0.00

Expenses		Actual
533000	Food	✓ 485.05
	BSC Food Service	485.05
535000	Misc Supplies (Supplies)	✓ 48.45
	Lanyards X 51	33.15
	Name Plastics X 51	15.30
542000	Printing	✓ 124.77
	Conference Badge- Printing X 51	12.75
	Flash- Packet Materials	88.02
	Black & White Copies X 300 @ \$0.08	24.00
623000	Professional Fees & Services	✓ 2,800.00
	Coordination Fee	2,800.00
	Total Income	0.00
	Total Expenses	3,458.27
	Total Due	3,458.27

Attendee
list attached

Contract
attached



Coordination Proposal for

**ENVISION: AI and Privacy Summit
May 15, 2019**

**Submitted by
Bismarck State College
Continuing Education and TrainND**

This coordination proposal includes the following proposed contracted services as requested by the North Dakota University System (NDUS). By signing and returning the accompanying agreement for registration management services, NDUS (Host) accepts the proposal and enters into an agreement under which BSC will provide the services outlined below.

Pre-Conference Planning

Planning:

- Participate in planning meetings
- Assist committee in developing planning timeline
- Assist in determining and carrying out specific conference theme and objectives

Financial Services:

- Assist committee with budget development (if applicable)
- When assessing the conference budget, keep in mind the following conference expenses will be tracked by BSC and assessed to the conference financials:
 - Nametag paper and plastic badge holders
 - Confirmation mailings (paper, envelopes, postage, if applicable)
 - Daily business expenses (i.e. office supplies)
 - Catering
- Serve as a fiscal agent for conference-related billings and invoicing
- Manage total income and expenses with accurate accounting

Facility, Audio-Visual Equipment & Food Services:

- Negotiate contracts with facilities for meeting rooms, exhibitor space, food and lodging accommodations
- Coordinate with facility for appropriate room sets
- Reserve audio-visual equipment and on-site technician, if necessary (equipment provided by BSC will include a rental fee). A/V tech will also be billed at an hourly rate.
- BSC will provide equipment at the following rate ONLY if the committee and facility are not able to provide it.

- The rates will be charged at a daily rate:

Flip Chart Stands	\$15.00
Flip Chart Pads	\$20.00
Laptop	\$100.00
LCD Projector	\$200.00
Overhead Projector	\$35.00
Speakers	\$20.00

** The rates listed above will be charged per day*

- Coordinate on-site use of photocopy and fax machines, special phone services, and shipping services
- Work with catering services to select menus for breakfast, breaks, and lunch
- Update facility with meal counts
- Arrange for special needs (i.e. storage space, dietary requirements, handicap services)

Other Services:

- Order conference supplies (i.e. nametag supplies, folders)
- Develop and order signs, banners, table tents, etc.

Participant Pre-Registration:

- Provide online registration RSVP link
- Prepare roster of pre-registered participants
- Provide printed nametags for participants, presenters and planning team
- Answer conference-related inquiries

Onsite - Summit

Setup:

- Verify setup for meeting rooms and exhibiting space
- Provide final meal count
- Assist in registration and information desk area
- Post welcome, registration and meeting room signs

Registration & Check-In:

- Coordinate registration area
- Check in pre-registered participants and speakers
- Distribute program books and other conference materials including presenter handouts, supplies, and certificates.

Miscellaneous:

- Furnish basic on-site office supplies and first aid kit
- Help track meals
- Provide on-site troubleshooting

Post-Conference

Financial Services:

- Process approved refunds and billings
- Transfer registration income to organization's account
- Compile expenses into one final invoice for organization

- Generate final financial report within 60 days of conference close

Conference Analysis:

- Assist with distribution and collection of conference evaluations
- Attend post-conference meeting
- Provide final attendee roster to reflect on-site changes/additions
- Generate summary of conference evaluations

Benefits of BSC Conference Services

- Registration software designed specifically for providing ease of data entry, tracking of registration information, and numerous specialized reports; the data is backed up nightly to a server located in a separate facility to ensure no data is lost in the event of a disaster.
- Qualifies for North Dakota state rates (where honored), non-profit status and tax-exempt status.
- Bismarck State College and all of its employees are bonded for one million dollars through the North Dakota Bonding Fund.
- Bismarck State College has in place a full accounting system for the accurate handling of revenues and expenses. The Division of Continuing Education and TrainND is regularly audited by BSC's Internal Auditing to ensure that internal controls are tight and functioning effectively. Each conference is set up with its own fund so that accounting transactions are tracked separately.
- Bismarck State College Office of Conference Services has been in business for 25 years. It has the financial resources available to pay conference expenses prior to receiving registration funds.
- Use of Bismarck State College's state of the art National Energy Center of Excellence, the Bavendick Stateroom, which can accommodate up to 400 participants, and multiple breakout rooms at reduced rates. ***Fees for use of the Bavendick have been waived, per Dr. Skogen.***

Agreement for Event Management Services

This Agreement to purchase services is made and entered into by the **Host** and Continuing Education and TrainND, 1200 Schafer Street, Bismarck, ND 58506.

Scope of Service

Bismarck State College agrees to provide conference planning and coordination services for the

ENVISION: AI and Privacy Summit as stated in the coordination proposal dated March 18, 2019 which is attached to and incorporated in this agreement.

Damages

Bismarck State College staff will inspect leased areas prior to reservation time and following the event. Damages should be reported immediately to Continuing Education and TrainND. Damages to Bismarck State College's property or equipment shall be the responsibility of the **Host** and/or the person or organization causing such damage. Extensive damages may result in forfeiture of future reservations with Bismarck State College.

Entire Agreement

This is the entire agreement between the North Dakota University System and Continuing Education and TrainND. Amendments must be written, signed and attached to this agreement. Failure to sign and return this document within 30 days of it being issued by Bismarck State College will cause this proposal and agreement to be withdrawn and to be null and void.

- Additional services are available upon request. Additional services are billed at the 85.00 hourly fee and must be pre-approved by the **Host** and Bismarck State College.

Term

The term of this agreement begins on the date the document is executed by the North Dakota University System and returned to BSC and ends upon completion of services provided by BSC and a final financial report.

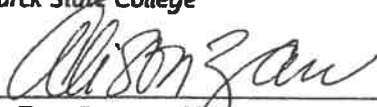
In the event the ENVISION: AI and Privacy Grant Summit or the North Dakota University System cancels the 2019 event or terminates BSC's services, BSC shall be reimbursed for hourly fees at \$85.00 per hour and expenses already incurred.

May 2019 Event Management Fee

\$2,800.00

If the above Conference Management Services and Fees are satisfactory, please sign below and return one copy to Bismarck State College. This proposal will serve as our contract.

Agreed to by:

 _____ Host, North Dakota University System	<u>20 March 2019</u> _____ Date
 _____ Sara Vollmer, Director Continuing Education and TrainND Bismarck State College	<u>3/21/19</u> _____ Date
 _____ Alison Zarr, Program Manager Continuing Education and TrainND Bismarck State College	<u>3/21/19</u> _____ Date



NORTH DAKOTA UNIVERSITY SYSTEM FOUNDATION

Sponsorship/Donation Request Form

Please fill out as much information as possible . Your request will be reviewed in a timely fashion.

Organization Name: _____

Please describe your intended use of funds: _____

Amount Requested: _____ Estimated Total Project Cost: _____

Date funds are needed: _____

Time frame in which funds will be used: _____ to _____

Primary Contact person: _____ Telephone No.: _____

Organization Mailing Address: _____

City: _____ State: _____ Zip: _____

Has the NDUS Foundation provided a donation for your organization in the past? Yes No

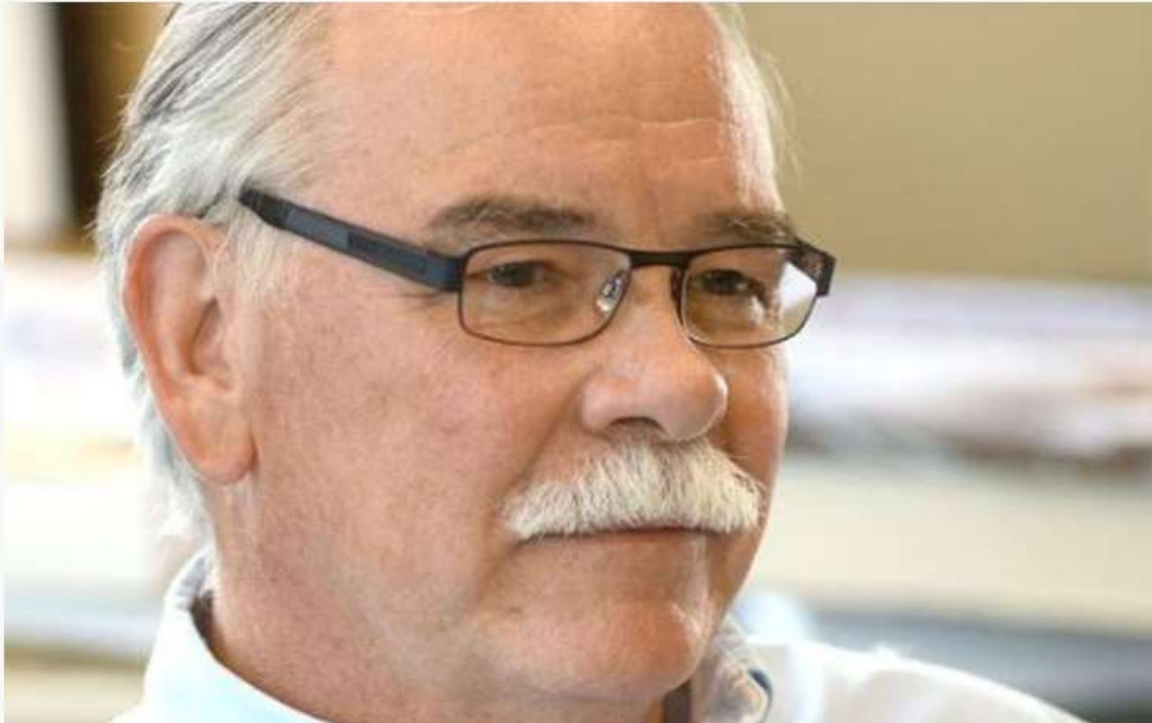
Is your group/organization a nonprofit 501(c)3? Yes No

Additional information or comments: _____

Thank you for your request. The NDUS Foundation is dedicated to serving higher education in North Dakota.

Mike Jacobs: Don't give away Legacy earnings

Written By: Mike Jacobs | Aug 27th 2019 - 6am.



The North Dakota Legislature has created another committee, the Legacy Fund Earnings Committee. It's an interim committee that will report to the next legislative session -- or not, depending on what members decide to do.

Believe it or not, this is a step forward.

So far, lawmakers haven't done anything with the Legacy Fund earnings, other than to cover a budget shortfall of their own making in one session and to worry about somebody making a dash for the dough.

Here's how Rich Wardner, leader of the state Senate's Republican majority, expressed these fears, as reported by the Bismarck Tribune: "If we in the Legislature don't do something with these earnings and show the people that it's for their benefit ... somebody else is going to put it on the ballot, and it may not be in the best interest of the people of North Dakota."

To be fair, there's always a temptation toward recklessness when there's a lot of money available. Right now, the figure is \$6.2 billion in the Legacy Fund. This money is accumulated earnings from the 30 percent of the oil production taxes that goes into the Legacy Fund. The fund itself is protected; only a two thirds majority of legislators can tap it. Earnings, however, are available by majority vote. These earnings now amount to somewhere north of \$400 million. So, here are some modest, and not at all reckless, suggestions that legislators might consider.

One of the reckless ideas that's been bandied about is to eliminate the state income tax. This has proven to be a bad idea. A tax cutting frenzy seized lawmakers when the oil boom began, and the state income tax was cut drastically. When oil production slowed down, budgets were cut.

That's just one state's experience. It's happened elsewhere, too. The state of Alaska, which grew so wealthy that it began giving money back to residents, now faces a budget crisis that makes the one North Dakota had to deal with look relatively minor – except that cuts did real damage to important programs.

The problem was made worse because the North Dakota State Land Board managed to short another account, the one that supports public schools, and the money had to be made up from general taxes, because the state essentially guarantees that K-12 education will “be held harmless.” That idea didn't apply to higher education, though, and one of the first things the Legislature should do is make the higher education system whole again by bringing funding levels back to earlier levels.

Last session presidents of UND and NDSU asked for research funding, but lawmakers didn't approve it. They should revisit that decision. Someday the oil will dry up – an eventuality that may be coming sooner than we'd thought, given the escalating climate crisis. Climate's not the only thing to worry about, of course. A strong, ongoing research program supported by a continuing endowment would help prepare for a world without oil taxes.

The Legacy Fund is big enough to give the higher education system a nice morale boost, too. A modest amount of money, say 5 percent of the current balance in the fund's earnings – would be enough to fund a professorship for every campus, and a couple on each of the research campuses.

Let each campus decide its own focus and hire the brainpower to back it up. My first priority for UND would be to restore the doctorate in history, something a flagship university shouldn't be without.

Examining and interpreting the state's heritage – a use that fits well with the Legacy Fund, since both heritage and legacy come from the past. Yet local historical societies and arts organizations are desperately short of cash.

North Dakota has already discovered a way to spread funds around. “The Prairie Dog” program has moved money to local infrastructure projects statewide. The same thing could be done for the arts and humanities for quite a bit less money than it takes to pave a highway.

What we should not do is use the money for ongoing expenses of state government. Each generation is responsible for government services. We should go to the Legacy Fund only for emergencies, such as restoring higher education funding or meeting unexpected developments, for investments, such as research programs, and for honestly examining our heritage, through arts and humanities programs around the state.

We shouldn't be afraid of what someone might decide to put on the ballot. That's getting to be a more difficult undertaking – partly because lawmakers keep inventing roadblocks and partly because the state's population is increasing, which means getting more signatures to bring something to a vote.

The failure of three referendum petition drives this year shows that direct democracy is difficult – a lot harder, in fact, than forming a committee designed to ward off the wrath of a disappointed populace.

Wrong again

Doug Burgum left Microsoft Corp. in 2007, well before he began the political career that led to the governor's office. Last week's column said he was a current member of Microsoft's board.

Mike Jacobs is a former editor and publisher of the Herald.