

**Information Senate Coordinating Council Agenda**  
**Thursday, March 23, 2023, 9:00 a.m.**  
**MU Peace Garden Room**

**Members:** Canan Bilen-Green, Chair; Ann Fredrickson, Secretary; Mark Genkinger – HR; Fred Hudson, Kristi Steinmann Josh Schroetter – Staff Senate; Anastassiya Andrianova, Florin Salajan, Warren Christensen – Faculty Senate; Alex Duerr, Taylor Kimball, Hannah Flohr – Student Government

**Meeting Minutes:** No minutes to review as there was no meeting in February.

**Introduction of Guests:** Heather Higgins-Dochtermann – Policy 156; Carrie Petersen – Policy 503

**Policies to be Discussed:**

1.	<b>156</b>	Discrimination, Harassment, and Retaliation Complaint Procedures – Heather Higgins-Dochtermann – V1 01/26/23. Approved by Responsible Office 1/27/2023. <b>Approved by Legal 3/8/2023 and 3/22/2023.</b>
2.	<b>503</b>	Receipting – Carrie Petersen - V1 02/28/23. Approved by Responsible Office 3/3/2023. <b>Approved by Legal 3/8/2023.</b>

**Carryover: (updates from last meeting in red)**

1.	<b>129</b>	Salary Administration Policy – Heather Higgins-Dochtermann – V1 05/16/2022. Approved by Responsible Office 5/18/2022. Approved by Legal 05/25/2022. Faculty Senate consent agenda for next meeting. Staff Senate consent agenda for next meeting. Student Government approved on 9/25/2022. Staff Senate approved on 10/5/2022. Faculty Senate approved with revisions on 11/15/2022. Sent back to policy requester on 11/16/2022. Received V2 11/17/2022. Sent to Responsible Office 11/17/2022. Responsible Office returned with suggested changes 11/29/2022. Received V3 1/3/2023. Approved by Responsible Office on 1/3/2023. Sent to Legal 1/3/2023. Sent back to Mark Genkinger/Heather Higgins-Dochtermann on 1/5/2023 with suggestions for change from legal. Received V4 1/5/2023. Responsible Office approved on 1/5/2023. Legal approved on 1/5/2023. Faculty Senate input for new business. Staff Senate consent agenda. Student Government consent agenda. Faculty Senate approved 1/23/2023. Student Government approved 1/22/2023. <b>Staff Senate consent agenda 4/5/2023.</b>
2.	<b>136</b>	Flexible Spending Accounts Program – Mark Genkinger – V1 092322. Approved by Responsible Office 9/27/22. Approved by Legal 10/12/2022. Faculty Senate consent agenda. Staff Senate consent agenda. Student Government consent agenda. Staff Senate approved 1/4/2023. Faculty Senate approved 1/23/2023. Student Government approved 1/22/2023. Sent to Provost 1/24/2023. <b>Approved by Provost 2/24/2023. Sent to President 2/24/2023. Approved by President 3/15/2023. Policy manual updated 3/16/2023.</b>
3.	<b>153</b>	Smoke Free Facilities – Emily Hegg – V1 09/26/2022. Approved by Responsible Office 10/12/2022. Approved by Legal 12/19/2022. Faculty Senate consent agenda. Staff Senate input for new business. Student Government input for new business. Staff Senate requested clarification on impact on employees living in NDSU owned houses (research extension centers) on 2/1/2023. Student Government approved V1 on 1/29/2023. <b>Faculty Senate approved V1 on 2/13/2023. Waiting to hear back from Emily Hegg on clarification requested by staff senate – as of 2/24/2023 still inquiring additional information/feedback from members of NDSU Extension.</b>
4.	<b>155</b>	Alcohol and other Drugs: Unlawful and Unauthorized use by Students and Employees – Laura Oster-Aaland and Matt Larsen – V2 101222. Approved by Responsible Office 10/12/22. Approved by Legal 11/7/2022. Faculty Senate consent agenda. Staff Senate consent agenda. Student Government consent agenda. Staff Senate approved 1/4/2023. Faculty Senate approved 1/23/2023. Student Government approved 1/22/2023. Sent to Provost 1/24/2023. Approved by Provost 2/9/2023. Sent to President 2/10/2023. <b>Approved by President 2/13/2023. Policy manual updated 2/13/2023.</b>
5.	<b>159</b>	Injury Claims Against NDSU and State Risk Financing – Jennifer Quenette – V1 12/13/2022. Approved by Responsible Office 12/15/2022. Approved by Legal 12/19/2022. Faculty Senate consent agenda. Staff Senate consent agenda. Student Government consent agenda. Student Government approved

		1/22/2023. Staff Senate approved 2/1/2023. Faculty Senate approved 2/13/2023. Sent to Provost 2/24/2023. Provost approved 3/15/2023. Sent to President 3/15/2023. Approved by President 3/17/2023. Policy manual updated 3/17/2023.
6.	<b>164</b>	Emergency Procedures: Canan Bilen-Green on behalf of Faculty Affairs – V1 01/03/2023. Approved by Responsible Office 1/4/2023. Legal approved with edits on 1/5/2023. Received V2 01/05/2023. Approved by Responsible Office 1/6/2023. Approved by Legal 1/6/2023. Faculty Senate input for new business. Staff Senate consent agenda. Student Government input for new business. Staff Senate approved 2/1/2023. Student Government approved 1/29/2023. Faculty Senate postponed until 3/20/2023 meeting.
7.	<b>309</b>	Minimum Qualifications for Instructional Faculty Policy – Canan Bilen-Green – V1 092822. Approved by Responsible Office 9/30/2022. Approved by Legal 10/11/2022. Faculty Senate consent agenda. Staff Senate consent agenda. Student Government consent agenda. Staff Senate approved 1/4/2023. Faculty Senate approved 1/23/2023. Student Government approved 1/22/2023. Sent to Provost 1/24/2023. Approved by Provost 2/9/2023. Sent to President 2/10/2023. Approved by President 2/13/2023. Policy manual updated 2/13/2023.
8.	<b>325</b>	Academic Freedom – Jeffrey Johnson – V1 12/02/21. Approved by Responsible Office 12/6/2021. Approved by Legal 12/17/2021. Fred Hudson will send Jeff some suggested changes to this policy to include staff. Faculty Senate input for new business for next meeting. Staff Senate information for consent. Student Government information for consent. Received V2 2/23/2022. Approved by Responsible Office 2/25/2022. Approved by Legal 3/10/2022. Faculty Senate approved 5/9/2022. Staff Senate did not vote on policy on 5/4/2022. Student Government approved. Staff Senate will discuss with Jeff Johnson. Received V3 on 7/18/2022. Approved by Responsible Office 8/15/2022. Sent V3 081622 to Legal on 8/16/2022. Approved by Legal 12/19/2022. Sent V3 to senates on 12/19/2022. Staff Senate Consent agenda. Student Government consent agenda. Faculty Senate input for new business. Staff Senate approved 1/4/2023. Faculty Senate approved 1/23/2023. Student Government approved 1/22/2023. Sent to Provost 1/24/2023. Approved by Provost 2/9/2023. Sent to President 2/10/2023.
9.	<b>348</b>	Instruction in the Responsible Conduct of Research – Kristy Shirley – V1 091222. Approved by Responsible Office 9/14/22. Approved by Legal 10/11/2022. Faculty Senate consent agenda. Staff Senate consent agenda. Student Government consent agenda. Staff Senate approved 1/4/2023. Faculty Senate approved 1/23/2023. Student Government approved 1/22/2023. Sent to Provost 1/24/2023. Approved by Provost 2/9/2023. Sent to President 2/10/2023. Approved by President 2/13/2023. Policy manual updated 2/13/2023.
10.	<b>361</b>	Emeritus/Emerita Titles – Shafiqur Rahman on behalf of Faculty Affairs Committee – V1 4/15/2021. Approved by Responsible Office 4/29/2021. Approved by Legal 9/9/2021. Faculty Senate input for new business. Staff Senate input for new business. Student Government approved V1 on 11/7/2021. Staff Senate requested further clarification. Email sent to Jeff Johnson/Canan Bilen Green 11/8/2021. Emailed Staff Senate responses from Faculty Affairs Committee on 11/12/2021. Staff senate approved V1 with revisions 12/1/2021. Emailed policy requester 12/6/2021 with suggestions for change. Received V2 12/6/2021. Sent to Responsible Office 12/7/2021. Responsible Office made suggestions for change on 4/13/2022. Sent back to policy requester on 4/14/2022 with a memo from the Responsible Office with further explanation for the requested changes. Faculty Affairs committee agreed to the proposed changes - V3 on 4/29/2022. V3 04/29/22 sent to Legal on 5/3/2022. Approved by Legal on 8/4/2022. Staff Senate consent agenda. Student Government consent agenda. Staff Senate approved 10/5/2022. Student Government approved 10/9/2022. Faculty Senate input for new business for December 12 meeting. Faculty Senate approved with changes on 12/12/2022. Received V4 on 12/13/2022. Sent to Responsible Office 12/13/2022. Approved by Responsible Office 1/4/2023. Approved by legal 1/5/2023. Staff Senate consent agenda – 2/1/2023. Student Government consent agenda - 1/22/2023. Student Government approved 1/22/2023. Staff Senate consent agenda 4/5/2023.
11.	<b>811</b>	811: Allowable Cost Policies - Subcontracts (Interim Policy Requested) – Courtney Peterson – V1 12/29/2022. Interim policy approval requested due to results from a desk audit performed at NDSU by the NSF. Legal approved 1/5/2023. President approved 1/5/2023. Policy manual updated 1/5/2023. Policy now goes through normal SCC process. Sent to Responsible Office 1/6/2023. Responsible Office sent back to policy requester with edits on 1/11/2023. Received V2 01/11/2023. Approved by Responsible Office 1/11/2023. Approved by Legal 1/13/2023. Faculty Senate consent agenda. Staff

		Senate consent agenda. Student Government consent agenda. Student Government approved 1/22/2023. Staff Senate approved 2/1/2023. <b>Faculty Senate approved 2/13/2023. Sent to Provost 2/24/2023. Provost approved 3/15/2023. Sent to President 3/15/2023. Approved by President 3/17/2023. Policy manual updated 3/17/2023.</b>

**Policy Revisions Completed:**

1.	<b>136</b>	Flexible Spending Accounts Program. Policy manual updated 3/16/2023.
2.	<b>155</b>	Alcohol and other Drugs: Unlawful and Unauthorized use by Students and Employees: Policy manual updated 2/13/2023.
3.	<b>159</b>	Injury Claims Against NDSU and State Risk Financing: Policy manual updated 3/17/2023.
4.	<b>309</b>	Minimum Qualifications for Instructional Faculty Policy: Policy manual updated 2/13/2023.
5.	<b>348</b>	Instruction in the Responsible Conduct of Research: Policy manual updates 2/13/2023.
6.	<b>811</b>	Allowable Cost Policies – Subcontracts: Policy manual updated 3/17/2023.

**Housekeeping Changes Completed – FYI Only:**


**Discussion Items/Announcements:**

	Discuss President’s attendance at April meeting.
	Mary Larson will join April SCC meeting to give an update on the Policy Change Cover Sheet pilot project.

**Next Meeting:**

Thursday, April 13, 2023, 9:00 a.m., ***President’s Conference Room – Old Main 102***