



NDSU STAFF SENATE

NORTH DAKOTA STATE UNIVERSITY STAFF SENATE MEETING: FEBRUARY 8, 2006 MINUTES

Visit the Staff Senate Web Site at:
www.ndsu.nodak.edu/staff_senate

Full Staff Senate meetings are held the second Wednesday of each month from 9:30-10:30 a.m.
The Executive Committee meets on the fourth Wednesday of each month from 9:30-11:00 a.m.

Upcoming Staff Senate Meetings:

March 8, 2006	9:30-10:30 a.m.	Peace Garden, Memorial Union
April 12, 2006	9:30-10:30 a.m.	Peace Garden, Memorial Union
May 10, 2006	9:30-10:30 a.m.	Dakota Ballroom, Memorial Union

Upcoming Executive Committee Meetings:

February 22, 2006	9:30-11:00 a.m.	Badlands, Memorial Union
March 22, 2006	9:30-11:00 a.m.	Badlands, Memorial Union
April 26, 2006	9:30-11:00 a.m.	Crest, Memorial Union
May 24, 2006	9:30-11:00 a.m.	Crest, Memorial Union

All broadbanded staff are encouraged to attend.

- I. **Meeting was called to order by President Janine Trowbridge at 9:30 am.**
- II. **Substitutions:** (Heather Heger) Remember to check in at the back table. For today's meeting, there was a quorum with 57 senators present, 8 senators absent.
- Substitutions: Kris Mickelson in for Susan Bornsen;
Diana Kowalski in for Irene Askelson; and
Brad Mohs in for Rian Nostrum.
- Guests: Gene Berry, Kara Stack, Larry Anenson, Cheryl Stetz, and Colette Erickson in for Broc Lietz
- III. **Approval of Agenda:** Items added/deleted on the agenda are as follows: Add the following four reports: PR Committee; Logo/Banner Committee; President's; and COSE. Bob Peterson made a **MOTION** to accept the agenda as amended. Vicki Miller **SECONDED** the **MOTION**. The **MOTION CARRIED**.
- IV. **Program:**
- Gene Berry and Kara Stack presented information from the NDSU President's Diversity Council.** See <http://www.ndsu.nodak.edu/diversity/> – The Diversity Council was established by President Chapman in 2001. A climate assessment was completed in 2003 with the survey results being shared with campus the fall of 2003. Based on the results of this survey, a strategic plan was drafted in 2004. It was finalized and endorsed by the President's Cabinet the summer of 2005.
- The five components to the strategic plan are: 1) institutional commitment 2) learning and pedagogy; 3) research and creativity; 4) recruitment and retention; and 5) inter- and intra-group relations.
- See
<http://www.ndsu.nodak.edu/diversity/NDSU%20Strategic%20Plan%20for%20DEC%2010%205%2005.pdf> to view the plan and action steps.
- Larry Anenson, Wellness Center Health Educator, and Cheryl Stetz, Fargo Cass Public Health,** presented information regarding the NDSU Tobacco Cessation Program. This program is available to all NDSU students, faculty, and staff. It's offered through the NDSU Health and Wellness Center in cooperation with the Fargo Cass Public Health. For more information see: <http://wellness.ndsu.nodak.edu/education/tobacco/index.shtml>
- V. **Approval of the January 11, 2006, meeting minutes:** Minutes, as published, were approved by unanimous consent. Staff Senate meeting minutes are available at: http://www.ndsu.nodak.edu/staff_senate/meetings.shtml
- VI. **Treasurer's Report:** Vicki Miller. There are fund balances of \$ 4,728.48 - appropriated funds; and \$ 5,836.67 - local funds.
- VII. **Committee Reports:**
- **Policy Coordination Committee** - Steve Bergeson. See ATTACHMENT 1.
- For information:
Policy 361: Emeritus Titles – matches – SBHE languages
Policy 515: Travel – Employees – update meal allowances
- For input:
Policy 112: Pre-Employment and Current Employee Criminal Record Disclosure

Policy 134.1: Workplace and Family/Dependent Responsibilities
Policy 346: Animal Welfare - IACUC – oversight for animal welfare.

Steve Bergeson made a **MOTION** to accept Policies 112, 134.1, and 346 as reviewed. Gretchen Bromley **SECONDED** the **MOTION**. **MOTION CARRIED.**

- **Scholarship Committee:** Peggy Cossette - The committee met in January. Watch for information to come to you by Valentines Days.
- **Staff Development Committee:** Lorna Olsen - Thank you to all for attending the January 31 motivational seminar at the FargoDome. It was a very successful day. 173 people attended the seminar. Pens and two gift certificates were donated by the Varsity Mart for door prizes. There will be a Super Bowl party for T.A.C.K.L.E. on February 24th in the Peace Garden Room. The committee is planning 2 -3 workshops for February and March. Deb Williams from "Ducks in a Row" will be speaking on February 28th on getting organized. (**This has now been changed to March 7th.) There will be a wrap up party for T.A.C.K.L.E. in May.
- **Equity Focus Group:** Janine Trowbridge - Members: Gretchen Bromley, Deb Hegdahl, Paula Larsen, and Theresa Semmens. Janine met with the consultant group. Jim Council and Janine visited with VP/Provost Schnell regarding the equity issue. Our situation is one of inequity. Equity funds come out of new money from the legislature. The rule is 80% parity and 20% equity. Parity occurs if the percentage of the institution's budget in comparison within the budget as a whole is 85% of peers. The institution would then get parity funds. The equity is how we compare with peers both at a state and national level. The legislature has asked for a consultant to review this and report to the legislature. The preliminary report will be submitted in February in Bismarck. The final report will be introduced here at NDSU in March 2006.
- **Staff Satisfaction:** Janine Trowbridge - See **ATTACHMENT 2**. This staff satisfaction survey (still in draft format) is a follow-up to the 2004 campus quality survey. This was presented to President Chapman last week. He will bring it to his cabinet on Monday. E-mail Janine or Heather Heger with comments. Dr. Bill Slanger will pay for the follow-up survey being processed through the Group Decision Center. Dr. Slanger will evaluate the data and provide us with the results.
- **Smoking:** Marilyn Koehlmoos - The committee will be sending out a short survey (5 questions). The committee is working with the Group Decision Center. Look for the survey via e-mail towards the end of February.
- **University Senate Jodie Filpus** - See **ATTACHMENT 3**.
- **PR Committee – Pam Hommen** - The committee is working on the next newsletter. It should be completed within the next week or two. The Health Fair is scheduled for April. The committee is currently looking for new ideas for Staff Senate's participation at the Health Fair.
- **Logo Banner Committee Jeff Schwartz** – Logo suggestions from the January Staff Senate meeting were sent to Laura McDaniel. A response is expected within the next week to ten days. It's important to have a consistent look with the rest of NDSU. Please send any comments to Jeff Schwartz or Barb Welk.

- **COSE:** Cindy Kozojed - See [ATTACHMENT 4](#).
- **President's Report:** Janine Trowbridge - Janine reported on the University Senate resolutions (see New Business below for more information) . The search for a (SBHE) vice chancellor for international recruitment which was approved November 2005 has been put on hold. UND and NDSU have offered the services of their international studies offices. Because of construction, portions of the Memorial Union's lower level will be temporarily closed beginning in May 2006. The food court will close May 12, 2006. Members of Diversity Council are encouraging all of us to look at the diversity plan and see how to implement the plans in your own departments and positions. The Search for VP for Business & Finance is in stage II . The search committee will be reporting to President Chapman June 6, 2006. The ad for the VP position goes out February 10, 2006.

VIII. Old Business

IX. New Business/Discussion

- **Election-Employee Recognition Award Committee** (3 members) Heather Hagar - We need three committee members. One from each of the following bands: 4000, 5000, and 6000. Laura Dallman was nominated from the 5000 band. Sarah Adams was nominated from the 4000 band. Beryl Lonski was nominated from the 6000. Sharon Morgan made a **MOTION** that nominations should cease and that a unanimous ballot be cast. Brian Miller **SECONDED** the **MOTION**. All in favor. The **MOTION CARRIED**.
- **University Senate Resolutions** See <http://www.ndsu.edu/univsenate/sm200506/sm200601.pdf>. Request motion to officially adopt:
 - **University Senate Resolution 1 (January 23, 2006) pertaining to Equity Funding at NDSU.** Steve Bergeson made a **MOTION** to support the actions of the University Senate in the above named resolution. Vicki Miller **SECONDED** the **MOTION**. The **MOTION CARRIED UNANIMOUSLY**.
 - **University Senate Resolution 2 (January 23, 2006) pertaining to the Unique Needs of Institutions and Student Fees Associated with Connect ND.** Brian Miller made a **MOTION** to support the actions of the University Senate in the above named resolution. Jodie Filpus **SECONDED** the **MOTION**. The **MOTION CARRIED UNANIMOUSLY**.
 - **University Senate Resolution 3 (January 23, 2006) pertaining to Support for Dr. George Wallman's Letter Regarding Problems Associated with Connect ND.** Theresa Semmens made a **MOTION** to support the actions of the University Senate in the above named resolution. Sue Geissing **SECONDED** the **MOTION**. The **MOTION CARRIED UNANIMOUSLY**.
- **IT Resolution – Request motion to support the Review of the Information Technology Committee System at NDSU found at:** <http://its.ndsu.nodak.edu/documents/ITGovernanceReviewTeamReport.pdf> President Janine Trowbridge pulled this item from action in order to allow staff senators an opportunity to review the document in its final form. Please read through and forward comments to Janine or anyone on the Executive Committee.
- **Staff Satisfaction Survey** - This will be a future item for adoption after final form.

X. Advisor Comments, Broc Lietz: Colette Erickson reported Broc had no comments. Colette may assume the role of Staff Senate Advisor while Broc is fulfilling the responsibilities of Interim VP for Business and Finance.

XI. Announcements

The Staff Senate will need a new web person effective May 2006. Our current webmaster, Hamid Echane, will be graduating. Laura Dallman, an Administrative Secretary and MIS undergrad, has offered to work as webmaster for Staff Senate.

A copy of the NDSU self study report and bookmark have been provided to each senator at today's meeting. The evaluators will be on campus next Monday and Tuesday (February 13 & 14). Please be familiar with this and participate at the staff open forum on Tuesday, February 14.

XII. Adjourn: Jodie Filpus made a **MOTION** to adjourn. Vicki Miller **SECONDED** the **MOTION**. The **MOTION CARRIED**, and the meeting was adjourned at 11:00am

NOTE: Senators who must be absent from a Staff Senate meeting are to send a substitute. Any regular broadbanded employee who is not a senator may be a substitute and will have all the rights and privileges as a Staff Senator at that meeting. Substitutes, please sign in on the attendance sheet listing by the Staff Senator's name for whom you are substituting. Please notify Membership/Attendance Officer Heather Heger prior to the meeting (1-8293) heather.heger@ndsu.edu)

Respectfully submitted,

Lois Christianson
Secretary

POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

Section

112: Pre -Employment ~~and Current Employee~~ Criminal Record Disclosure

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Amend policy to add duty of current University employees to report criminal convictions (all felonies and misdemeanors involving violence or theft) to supervisor. All current employees will be required to sign the Criminal Record Disclosure Form.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Coordination Committee - 6/15/05, 7/21/05, 9/15/05, 11/17/05, 12/15/05

Staff Senate – 8/19/05, 12/14/05

University Senate – 8/19/05, 12/12/05

Student Senate – 8/19/05

President's Council – 8/19/05, 11/22/05

3. This policy revision was originated by (individual, office or committee/organization):

General Counsel

SECTION 112: PRE-EMPLOYMENT ~~AND CURRENT EMPLOYEE~~ CRIMINAL RECORD DISCLOSURE

SOURCE: NDSU President

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1. All applicants for employment at NDSU, whether full-time or part-time, including student employment, must sign the [criminal record disclosure form](#) prior to being hired. Any offer is contingent on return and review of the signed form and verification. The hiring unit is responsible for obtaining the signed form prior to the final offer.
2. A positive response (that is, the potential offeree answers that they have a criminal record) does not preclude employment. A determination will be made based on the type of conviction, how recent the conviction is, and the relevance of any conviction to the position for which the person has applied. An offer may be withdrawn as a result of these considerations. Disclosure by an applicant for employment under this policy does not prevent the University from enforcing any other policy or requirement with regards to pre-employment criminal record disclosure.
3. The form shall be kept in the employee's official personnel file (<http://www.ndsu.nodak.edu/policy/718.htm>) (or, for individuals not hired, with the applicant's file).
4. Supervisors who have a situation under this policy should consult, prior to making a final hiring determination, with appropriate personnel, for example, ~~Equal Opportunity~~ Director [for Equity and Diversity](#) (for non broadbanded positions), Human Resources Director (for broadbanded positions), General Counsel, or their Department Chair or Dean.

5.0 Current Employees:

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5.1 Current employees have a duty to immediately report a criminal conviction covered under this policy (all felonies; and misdemeanors involving violence or theft; or any offense requiring one to register as a sex offender) to their supervisor. See Policy 155 for arrests and convictions involving drugs and alcohol in the workplace. Additional evidence about the conviction (example, the judgment of conviction) may be placed in the employee's official personnel file. The employee can add a statement pertaining to the conviction. Whether the conviction has an effect on employment status will be determined by the supervisor after consultation with appropriate personnel. (See section 4 above.) The employee can request that the conviction information be removed from the employee's official personnel file after misdemeanors are over 5 years old and 10 years for felonies.

5.2 Information regarding this subsection shall be provided to employees as part of the NDSU Annual Notice of Policies Covered under the ND Risk Management Program.

5.3 All current employees will be required to sign a Criminal Record Disclosure Form. This one time event will be accomplished as part of the next Annual Notice of Policies notice after this Policy goes into effect.

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Inserted: Employees will be required to sign a Criminal Record Disclosure Form

Effective Date: July 1, 2002

POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

Section 134.1 - Workplace and Family/Dependent Responsibilities

This is a new policy originally requested by the NDSU Extension Service to cover issues of children in the workplace. This version, however, is intended to be a broader statement of the importance of balancing workplace and family/dependent responsibilities and provides guidelines for a range of those responsibilities.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Committee - 1/27/06
President's Council –
Staff Senate –
University Senate -

3. This policy revision was originated by (indicate individual, office or committee/organization):

Equity and Diversity and the General Counsel in response to a request (see above).

For any questions
please send e-mail to:
NDSU.Policy.Manual@ndsu.edu <mailto:NDSU.Policy.Manual@ndsu.edu>

SECTION 134.1 – Workplace and Family/Dependent Responsibilities

1. North Dakota State University respects the importance of balancing work and family/dependent responsibilities and recognizes that there are times when these work responsibilities and family/dependent responsibilities will conflict with each other. Various options for employees to care for their dependents in the form of paid and unpaid leave are provided in the NDSU policies (see sections 130, Annual Leave; 135, Family Medical Leave-Uncompensated; 143, Sick/Dependent Leave; and 149, Leave Without Pay) see <http://www.ndsu.edu/policy/>.
 2. Occasionally situations arise that are not specifically covered in these policies. When such situations occur, NDSU is committed to addressing them with sensitivity and fairness to all concerned and will consider an employee's request to accommodate the situation, based on the following factors:
 - A. Workplace health, safety, and institutional liability issues related to the request;
 - B. Potential impact on the employee's work accomplishment and performance;
 - C. The employee's performance history;
 - D. Effect on the efficiency and productivity of others in the immediate workplace environment and/or unit;
 - E. Length of time involved in the employee's request;
 - F. Concerns of relevant decision-makers and clientele (for example, county commissioners for county Extension staff).
- NOTE: In some cases, the employee may be required to sign a liability waiver.
3. Prior to a decision regarding the employee's request, the employee's immediate supervisor will discuss the situation and the request with his/her supervisor and consult with relevant campus staff such as those in the Office of Human Resources/Payroll to assure that all reasonable options for a mutually satisfactory way to address the employee's situation are explored.
 4. With regard to infants and young children, parents/guardians are responsible for arranging regular, appropriate childcare. In the event of an emergency, an employee may need to bring a child(ren) to the workplace for a short period; in these circumstances the employee is expected to
 - ✓ inform his/her supervisor;
 - ✓ supervise the child(ren) at all times;
 - ✓ assure that disruption to co-workers and clientele is minimal; and
 - ✓ prohibit children from entering hazardous areas.

A child who has an illness that prevents him/her from being accepted by a regular child care provider or from attending school, particularly a child with an infectious illness, should not be brought to the workplace under any circumstances.

The supervisor retains the right to instruct the employee to remove a child from the workplace if these expectations are not met and the factors outlined in #2 above are not satisfactorily addressed.

HISTORY: January 2006

POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

Section 346: Animal Welfare

Changes were made to convey accurately the structure, responsibilities, and requirements of the Institutional Animal Care and Use Committee. Sections were removed to align the policy with federal regulations and our internal ability to administer compliance oversight. We have made housekeeping changes to be as clear and concise as possible so that the most important facts are readily accessible.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Committee: 1/27/06

University Senate: 1/30/06

Staff Senate: 1/30/06

President's Council: 1/30/06

3. This policy revision was originated by (individual, office or committee/organization):

NDSU Institutional Animal Care and Use Committee

Approved 17 November 2005

**Contacts: Jayma Moore, IACUC chair, 231-8435
Pierre Freeman, IACUC Director, 231-8114.**

SECTION 346: ANIMAL WELFARE

SOURCE: NDSU President

North Dakota State University is committed to complying with all applicable laws and regulations regarding the humane care and use of live vertebrate animals utilized for research, teaching, testing, and/or exhibition purposes conducted at NDSU or by NDSU personnel.

The University's animal care and use policies are administered by the Institutional Official, who is appointed by the NDSU President. An Institutional Animal Care and Use Committee (IACUC) has been appointed to oversee the University's animal care program. The IACUC is responsible for review and approval of protocols concerning animals, inspection of animal facilities, and reporting to appropriate government agencies.

Examples of activities that require prior IACUC approval include but are not limited to the following:

- activities utilizing live vertebrate animals owned by NDSU or housed at NDSU facilities, including off-campus facilities such as the Research Extension Centers.
- activities involving live vertebrate animals that are conducted by faculty, students, staff, or other representatives of NDSU, regardless of funding source.

Specific guidance regarding animal-related activities and the need for IACUC approval can be obtained from the IACUC office.

Principal Investigators and other personnel working on animal-related activities are required to complete IACUC training before submitting a new protocol for review by the IACUC.

Any individual may report a concern involving the care and use of animals for which North Dakota State University is responsible. Any IACUC official or member will receive animal-welfare-related concerns, questions, or complaints, which then will be reviewed by the committee. Reports received by other University personnel must be forwarded immediately to the IACUC office. The individual presenting the concern is assured freedom from recrimination, coercion, or reprisal. After committee review, responsible officials will take necessary corrective actions and report committee findings to appropriate regulatory agencies if warranted.

Detailed policies and procedures governing the care and use of vertebrate animals are described in the handbook *The Care and Use of Vertebrate Animals at NDSU*. They also may be viewed electronically at <http://www.ndsu.nodak.edu/research/compliance/iacuc/> and are available in hardcopy from the IACUC office.

HISTORY: Amended April 1992; October 1997; May 2001, September 2003, November 2005.

Deleted: The

Deleted: the Public Health Service (PHS) Policy of Humane Care & Use of Laboratory Animals, the provisions of the Animal Welfare Act, USDA Animal Welfare regulations, the *Guide for the Care and Use of Laboratory Animals*, the *Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching*, and other

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POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

Section

361: Emeritus Titles

Changes are being made to match Board Policy 430.2 language changes approved at December 15, 2005 SBHE meeting.

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Coordination Committee - 1/27/06

Staff Senate - 1/30/06

University Senate – 1/30/06

President's Council – 1/30/06

3. This policy revision was originated by (individual, office or committee/organization):

General Counsel

For any questions
please send e-mail to:
NDSU.Policy.Manual@ndsu.edu <mailto:NDSU.Policy.Manual@ndsu.edu>

SECTION 361: EMERITUS TITLES

SOURCE: SBHE Policy Manual, Section 430.2

1. The Board may in its discretion confer emeritus status upon retirement or after retirement to a chancellor or president, based upon significant contributions or length or service to the state, university system or institution.
- ~~2.~~ Institutions may confer emeritus status upon ~~professors who have retired, or who are about to retire,~~ retirement or after retirement to faculty or senior administrators or professionals (excluding emeritus status for presidents) pursuant to institution policies and procedures. Criteria for emeritus status may include, but are not limited to, length of service to the institution, significant contributions to the institution and the State of North Dakota, or particularly distinguished service to an academic discipline. ~~There shall be no salary, rights, or responsibilities that shall accrue to the holder of emeritus status.~~
3. Emeritus status shall not include salary or other compensation or other rights, except privileges specified in institution policies or procedures.
- ~~24.~~ Each person so recommended shall ordinarily be nominated within the first year of retirement and approved by an appropriate faculty body (the department or appropriate unit), dean, vice president for academic affairs, and president.
- ~~35.~~ Factors included in considering a candidate for emeritus status may include, but are not limited to:
 - a. Length of service to the institution (normally ten years but may be less in exceptional cases);
 - b. significant contribution to the department, college, university and/or state; and
 - c. particularly distinguished service to the faculty member's academic discipline.
- ~~46.~~ Faculty members who choose early retirement under 703.1 of the

State Board policies shall be eligible for emeritus status under the provisions cited above. Faculty members who choose reversible retirement will not be eligible for emeritus status until their option to return to the active faculty has expired.

HISTORY: September 16, 1983; Amended September 1998

POLICY CHANGE COVER SHEET

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy):

Section 515: Travel - Employees

Part 6.6.2 OUT-OF-STATE, WITHIN CONTINENTAL U.S

Update meal allowance rates

2. This policy has been reviewed/passed by the following (include dates of official action):

Policy Committee: 1/27/06

University Senate: 1/30/06

Staff Senate: 1/30/06

President's Council: 1/30/06

3. This policy was originated by (individual, office or committee/organization):

Accounting Office (1/24/06)

SECTION 515: TRAVEL - EMPLOYEES

SOURCE: NDSU President

North Dakota Century Code (NDCC)

North Dakota Office of Management and Budget Policy

1. GENERAL PROVISIONS

1.1

DEFINITION OF "TRAVEL" - (NDSU Interpretation)

For purposes of this policy, except for No. 2 below, the term "travel" means the absence from the city or community where a person normally works and/or maintains an office.

For purposes of travel by staff members employed on the University campus their "community" shall include, Fargo, West Fargo, and Moorhead.

1.2

MEANS OF TRAVEL - (NDSU Interpretation)

Employees must choose the most prudent and economical means of travel, considering factors such as: travel expenses, time away from the office, and the needs of the University.

1.3

ACCOUNTING OFFICE RESPONSIBILITY - (NDSU Interpretation)

The NDSU Accounting Office is responsible for the initial development of NDSU's employee travel expense reimbursement policy, in addition to the final review and approval of individual employee travel expenses. Employees may be contacted by the Accounting Office for more documentation or a cost/benefit justification. The NDSU Accounting Office must apply the travel rules in this policy on a reasonable, fair and consistent basis.

1.4

TRAVEL VOUCHER REQUIREMENTS - (NDCC 54-06-09 (6))

Before an allowance for any such mileage or travel expenses may be made, the employee shall file with the employee's department an itemized statement showing the mileage traveled, the hour of departure and return, the days when and how traveled, the purpose thereof, and such other information and documentation as may be prescribed by rule of the employee's department, college, or division.

(NDCC 44-08-05.1)

Any employee who has the power to approve a voucher for a department shall determine, before approving such voucher, the following:

1.4.1

That the expenditure for travel or other expenditures were for lawful and official purposes.

1.4.2

If for travel expense, that the travel actually occurred and that the sums claimed for travel expenses are actually due the individual who is seeking reimbursement, allowance, or payment.

1.4.3

If the voucher is for expenditure other than travel expense, that the expenditure is lawful and that the voucher contains no false claims.

2. TRAVEL WITHIN THE CITY OF EMPLOYMENT

Employees may be reimbursed for expenses incurred within their "city or community" of employment for the following:

2.1

(NDSU Interpretation)

Parking fees for personal vehicles when conducting University functions or attending University meetings.

2.2

(OMB Policy 507)

Mileage at in-state rates for personal vehicles used to transport equipment or university guests for university functions.

2.2.1

(OMB Policy 507)

Mileage from a normal work station to a conference or meeting is reimbursable, if an employee actually reports to work prior to attendance at the meeting. However, mileage for travel from an employee's residence directly to the conference/meeting site is not reimbursable, since it is considered normal commuting travel.

2.3

(NDSU Interpretation)

Meals may be reimbursed as provided under NDSU Policy 170.

2.4

(NDSU Interpretation)

Transportation between the employee's residence and airport, which consists of taxi fare or mileage plus airport parking, whichever is less.

3. OUT-OF-STATE TRAVEL AUTHORIZATION - *(NDSU Interpretation)*

Employees must have each out-of-state trip pre-approved by their immediate supervisor. In addition, employees in a department, college, or division must have each out-of-state trip pre-approved by their Dean or Director. Deans and Directors who report directly to a Vice President must have their out-of-state trips pre-approved by their Vice President. Vice Presidents and others reporting directly to the President, must have each out-of-state trip pre-approved by the President. An interactive web form is available for purposes of obtaining out-of-state travel authorization.

3.1

WORKERS COMPENSATION - (NDSU Interpretation)

In cases where employees are working out-of-state for 30 consecutive days, or for any international trip, the employee must notify the Office of Human Resources to arrange proper Workers Compensation coverage.

3.2

FOREIGN TRAVEL AUTHORIZATION - (NDSU Interpretation)

Each trip to a foreign country must be approved by the appropriate Vice President.

4. PRIVATELY OWNED TRANSPORTATION - (NDCC 54-06-09)

An employee, when required to travel by motor vehicle or truck in the performance of official duty, should use a state-owned vehicle, whenever possible.

(OMB policy 511)

When an employee drives a state fleet vehicle, the State's liability coverage is primary should an accident occur. If an employee drives a personal vehicle on state business, the employee's personal insurance is primary. If an employee must drive a personal vehicle because no state fleet vehicles are available, then the State would have primary responsibility.

(NDCC 44-08-03)

Where more than one state employee travels in the same car while engaged upon official duty, whether belonging to different departments, subdivisions, boards, or commissions or not, no claim may be made for more than one mileage, such claim to be made by the owner or lessee of such car.

If an employee is allowed to use a personal vehicle, reimbursement will be made according to the rates below.

4.1

IN-STATE MILEAGE - (NDCC 54-06-09 (1a))

The sum of **31 cents (for travel prior to 08/01/05) or 37.5 cents (for travel on or after 08/01/05)** per mile actually and necessarily traveled in the performance of official duty when such travel is by motor vehicle.

4.2

(NDCC 54-06-09 (1a))

The sum of **70 cents** per mile when such travel is by private airplane.

4.3

OUT-OF-STATE MILEAGE - (NDCC 54-06-09 (3))

If only one person engages in travel exceeding any geographic point **300 miles** beyond the borders of this state, reimbursement shall be limited to eighteen cents per mile for the out-of-state portion of the travel beyond the first **300 miles**.

(NDSU Interpretation)

*When interpreting the law indicated in 4.3 above, it may be helpful to visualize that the state's border has expanded in all directions by **300 miles**. When only one person travels outside the state of North Dakota and uses their own vehicle, their miles traveled within the **300 mile** expanded border, the employee may be reimbursed at the **31 cents (for travel prior to 08/01/05) or 37.5 cents (for travel on or after 08/01/05)** per mile rate. This includes both the departure and return parts of the trip.*

*When two or more state employees travel in the same vehicle, the per mile allowance is **31 cents (for travel prior to 08/01/05) or 37.5 cents (for travel on or after 08/01/05).** State employees accompanying the vehicle owner must be listed on the travel voucher.*

4.4

(NDCC 54-06-09 (5))

State employees permanently located outside the state or on assignments outside the state for an indefinite period of time, exceeding thirty consecutive days, will be allowed and paid **31 cents (for travel prior to 08/01/05) or 37.5 cents (for travel on or after 08/01/05)** per mile for each mile actually and necessarily traveled in the performance of official duty when such travel is by motor vehicle, the **300 mile** restriction, in 4.3 above, does not apply.

(NDSU Interpretation)

Mileage allowances are assumed to be total operating costs for vehicles. No additional amounts will be reimbursed to employees for personal items such as: traffic or parking tickets, vehicle repairs, or any other normal automobile expenses.

5. COMMERCIAL AIRLINES - (OMB Policy 510)

For travel on official state business, airline tickets may be either purchased through a travel agency and billed to the department, or purchased by the employee and reimbursed. In either case, the original itinerary should be used to support the travel agency payment or employee reimbursement.

(OMB Policy 510)

Reimbursement to an employee will be allowed for the actual cost of tourist or coach fare, purchased at the lowest available rate, **except when approved by the appropriate VP or President, unless not permitted by federal rules or regulations.**

5.1

(NDSU Interpretation)

If the ticket is paid by the employee in a month prior to the travel dates, with appropriate department approval, the employee may be reimbursed immediately after the ticket is paid using a request for payment form.

5.2

(NDSU Interpretation)

Meal and lodging expenses will be limited to the days needed to complete the business trip. Meal and lodging expenses for additional travel necessary to get a discounted or reduced airline rate are reimbursable, if a cost savings can be documented.

6. MEAL REIMBURSEMENTS - (NDCC 44-08-04)

Reimbursement is allowed only for overnight travel or other travel, away from the normal place of employment, for four hours or more. Verification of expenses by receipt is required only for lodging expenses.

6.1

DEFINITION - QUARTERS - (NDCC44-08-04 (2)) *NDSU Interpretation italicized*

For purposes of employee meal and lodging reimbursements, state law defines the four quarters of a day as follows:

First quarter shall be from six (6) a.m. to twelve (12) noon. No reimbursement may be made if travel begins after seven (7) a.m.

Second quarter shall be from twelve (12) noon to six (6) p.m. *(No reimbursement will be made for this quarter if travel begins after one (1) p.m. or ends prior to twelve (12) noon.)*

Third quarter shall be from six (6) p.m. to twelve (12) midnight. *(No reimbursement will be made for this quarter if travel begins after seven (7) p.m. or ends prior to six (6) p.m.)*

Fourth quarter shall be from twelve (12) midnight to six (6) a.m. *(This quarter pertains to claiming lodging expense.)*

6.2

CONFERENCE, SEMINAR, OR OTHER MEETING - (NDCC 44-08-04 (1))

Claims may also be made for meals that are included as part of a registration fee for a conference, seminar, or other meeting and for meals attended at the request of and on behalf of the University; however, if a meal is included in a registration fee, the applicable quarter's meal allowance cannot be claimed for that meal.

6.3

TAXABLE MEALS - (NDSU Interpretation of IRS regulations)

Meal reimbursements that do not involve "overnight lodging" are reported as taxable gross income on the employee's W-2 and are subject to withholding and employment taxes. A lodging receipt is considered adequate proof of overnight lodging. Also, a notation on the travel voucher that the employee stayed overnight with a friend or relative is sufficient.

6.4

PAYMENT FOR MEALS OF STAFF & GUESTS, WHILE IN TRAVEL STATUS - (NDSU Interpretation)

NDSU Policy 170 allows reimbursement to employees for meals of staff and guests, even though the employee is not in travel status. Employees while in travel status may also occasionally encounter meal expenses when they are required to be at a meeting and there is a need to pay for meals of guests, such as when interviewing candidates, recruiting, or fund raising.

If an employee is at a required meeting and pays for meals of guests (while in travel status), the employee may be reimbursed for the actual receipt amount. If the employee meal is reimbursed at actual receipt amount on the travel voucher, he/she must not claim the applicable quarter's meal allowance.

When employees are reimbursed for the actual receipt amount for meals under this section, the expenses should be reflected under the "miscellaneous expense" column on

the travel voucher. The purpose of the meeting and names of guests must be documented on either the travel voucher or an attached banquet and meeting documentation form.

6.5

TEAM TRAVEL - (NDSU Interpretation)

Meal expenses of athletic department employees, when traveling with student athletes to games, are covered by travel advances issued from the Accounting Office. These meals are attended at the request of and on behalf of the University and, therefore, the meals are paid from the travel advance at the actual cost of the meals, in accordance with the Athletic department meal reimbursement guidelines for student athletes. The actual cost of employee meals must not exceed the applicable meal allowance for the quarter. Since the meals are paid out of the travel advance, it is not necessary for the employees involved in the team travel to complete a travel voucher to claim reimbursement for the meals.

As an alternative to actual meal costs, some head coaches may prefer to distribute a cash per diem to the employees and student athletes. The cash per diem is distributed from the travel advance for the individual to use for meals. The cash per diem for employees must not exceed the meal allowance allowed policy and must not exceed the Athletic department meal reimbursement guidelines for student athletes. Since the employee cash per diem is paid from a travel advance, it is not necessary for the employee to complete a travel voucher to claim reimbursement for the meals.

6.6

MEAL ALLOWANCE RATES - (NDCC 44-08-04 (2))

Meal reimbursement rates depend upon the time of day the employee is in travel status and whether the travel is in-state or out-of-state. Verification of receipts shall not be required for the first three quarters listed above in Section 6.1.

6.6.1

IN-STATE - (NDCC 44-08-04 (2))

Location	Daily Total	First Quarter	Second Quarter	Third Quarter
In-State	\$ 25.00	\$ 5.00	\$ 7.50	\$ 12.50

6.6.2

OUT-OF-STATE, WITHIN CONTINENTAL U.S. - (NDCC 44-08-04 (3))

The allowance for out-of-state meals, within the continental United States, is equal to per diem meals rate in the city for which a claim is made on that day as established by the United States general services administration and must be allocated twenty percent to the first quarter, thirty percent to the second quarter, and fifty percent to the third quarter.

(NDSU Interpretation)

The standard meal allowance rate (per diem) for cities in the continental United States is currently ~~\$31.00~~ \$39.00 per day; however, this rate is periodically updated. The Accounting Office North Dakota Office of Management and Budget (NDOMB) web site shows the official current out-of-state meal allowance rates that NDSU will follow. The

NDOMB web site includes a [listing of cities](#) whose meal allowance rates are higher than the standard rate.

The table below shows examples of how the meal allowance per diem is split between first quarter or breakfast (20%), second quarter or lunch (30%), and third quarter (50%):
The quarterly breakdown for the meal allowance in this category is as follows:

Location	Daily Total	First Quarter	Second Quarter	Third Quarter
Out-of-State, within continental U.S. (depending on city) <u>Standard Rate</u>	\$ 31.00	\$ 6.20	\$ 9.30	\$ 15.50
(depending on city)	\$ 35.00	\$ 7.00	\$ 10.50	\$ 17.50
(depending on city)	\$ 39.00	\$ 7.80	\$ 11.70	\$ 19.50
(depending on city)	\$ 43.00	\$ 8.60	\$ 12.90	\$ 21.50
(depending on city)	\$ 47.00	\$ 9.40	\$ 14.10	\$ 23.50
(depending on city)	\$ 51.00	\$ 10.20	\$ 15.30	\$ 25.50
<u>Location</u>	<u>Daily Total</u>	<u>First Quarter 20%</u>	<u>Second Quarter 30%</u>	<u>Third Quarter 50%</u>
Out-of-State, within continental U.S. (depending on city) <u>Standard Rate</u>	\$ 39.00	\$ 7.80	\$ 11.70	\$ 19.50
(depending on city)	\$ 44.00	\$ 8.80	\$ 13.20	\$ 22.00
(depending on city)	\$ 49.00	\$ 9.80	\$ 14.70	\$ 24.50
(depending on city)	\$ 54.00	\$ 10.80	\$ 16.20	\$ 27.00
(depending on city)	\$ 59.00	\$ 11.80	\$ 17.70	\$ 29.50
(depending on city)	\$ 64.00	\$ 12.80	\$ 19.20	\$ 32.00

6.6.3

NON-CONTINENTAL UNITED STATES AND OVERSEAS NONFOREIGN AREAS - (NDCC 44-08-04 (4))

The allowance for meals in noncontinental United States and overseas nonforeign areas, including Alaska, Hawaii, and Guam, is equal to the per diem meals rate in the city for which a claim is made on that day as established by the rule for federal employees established by the United States per diem committee and must be allocated twenty percent to the first quarter, thirty percent to the second quarter, and fifty percent to the third quarter.

(NDSU interpretation)

The Accounting Office web site will have a link to the appropriate meal allowance for foreign travel.

6.6.4

FOREIGN TRAVEL - NDCC 44-08-04(5))

The allowance for meals outside the United States is equal to the per diem meals rate in the city for which a claim is made on that day as established by rule for federal employees established by the United States department of state and must be allocated twenty percent to the first quarter, thirty percent to the second quarter, and fifty percent to the third quarter.

(NDSU Interpretation)

The Accounting Office web site will have a link to the appropriate meal allowance for foreign travel.

7. LODGING REIMBURSEMENTS - (NDCC 44-08-04 (1)(2d)(6)) *(NDSU Interpretation italicized)*

Reimbursement for in-state lodging expenses incurred while in travel status during the fourth quarter shall not exceed \$45 (for travel prior to 8/1/05) or \$50 (for travel on or after 8/1/05) per day, plus any additional applicable state or local taxes on lodging. Out-of-state lodging expenses shall be reimbursed at actual expense. An original lodging receipt is required for reimbursement to the employee. *(When an original receipt is lost, a photocopy or faxed invoice should be obtained with a notation by the employee that the original receipt was lost.)*

7.1

IN-STATE LODGING RATES OVER MAXIMUM - (OMB policy 505)

If a room is more than the **\$45.00 (for travel prior to 8/1/05) or \$50 (for travel on or after 8/1/05)**, the individual may only be reimbursed for the additional taxes based on **\$45.00 (for travel prior to 8/1/05) or \$50 (for travel on or after 8/1/05)**, and the additional taxes must be pro-rated. For example **(using the \$50.00 rate)**: if the room is \$60.00 and taxes are \$5.00, the individual will be reimbursed \$50.00 plus \$4.15 pro-rated taxes ($\$50/\$60 \times \$5 = \4.15).

7.2

DIRECT BILLING OF LODGING TO DEPARTMENT - (NDSU Interpretation)

Employee lodging must be first paid by the employee and then reimbursed using the travel voucher. An employee's lodging expense should not be paid directly by the department to the lodging facility.

EXCEPTIONS - (NDSU Interpretation)

7.2.1

State law (NDCC 44-08-04.5) allows a state agency or institution to pay an out-of-state lodging provider directly when the North Dakota Office of Management and Budget has obtained a sales tax exemption from the destination state.

(NDSU Interpretation)

(At this time, OMB does not have an agreement with any other state. State agencies will be notified when such agreements have been obtained.) The state law exception does not apply to in-state lodging.

7.2.2

(NDSU Interpretation)

A lodging facility may be paid directly by the department if the travel involves a student field trip or athletic team travel.

7.3

REQUIRED DEPOSITS - (NDSU Interpretation of OMB Policy 513)

If a lodging facility requires a paid deposit to hold a room in advance, it should be paid by the employee. If the deposit is paid by the employee in a month prior to the travel dates, the employee may be reimbursed immediately after the deposit is paid using a Request for Payment form. The employee will need to verify that the deposit was properly credited to the lodging bill when the travel takes place.

7.4

ROOM SHARING - (NDSU Interpretation)

When two or more state employees share lodging accommodations, each employee should normally claim his/her own reimbursement. In instances where one employee pays the total lodging costs, he/she may claim reimbursement for the same by listing the other employee(s) sharing the lodging accommodation.

(OMB Policy 513)

When a state employee is accompanied by an individual not eligible for reimbursement (a spouse or traveling companion), the state employee must have the lodging establishment clearly certify the room rate for a single person and only that amount may be claimed.

8. MISCELLANEOUS TRAVEL EXPENSES - (NDSU Interpretation)

Reimbursement may also be requested for such necessary miscellaneous travel expenses as registration fees, car rental, taxi fares, toll fees, business telephone calls, parking fees and up to \$5.00 per day for personal telephone calls while in travel status. All miscellaneous travel expenses claimed on the travel voucher must be individually

identified and explained. Receipts are required for all individual miscellaneous travel expenses exceeding \$10.00.

8.1

ENTERTAINMENT & PERSONAL EXPENSES - (NDSU Interpretation)

Employee entertainment or other personal expenses are not reimbursable. Expenses claimed by an employee that appear to fall in this category, will need additional justification to support claiming them as necessary business expenses.

8.2

CAR RENTAL - (OMB Policy 518)

8.2.1

The university will reimburse an employee for car rental if the employee used an aircraft to get to their destination, and if the use of the vehicle is sufficient to justify that mode of travel instead of a taxi. It is generally the policy to discourage car rentals unless their cost effectiveness is self-evident.

8.2.2

When renting a car for university business, purchase of additional insurance is not necessary because it is covered by the State's Risk Management Fund. However, the North Dakota Risk Management Division does recommend purchasing the liability insurance if renting outside the United States. Also, when out of the country, it is advisable to purchase the loss damage waiver as well. Employees should consider what coverages the employee's personal auto insurance provides.

8.3

TIPS AND OTHER CHARGES - (NDSU Interpretation)

Reasonable tips, not to exceed \$5.00 per tip, and service charges that are a necessary part of the business trip are reimbursable. Examples include: tips to bellhops and taxicab drivers. No reimbursement is allowed for tips on meals that are covered by the meal allowance.

8.4

LOST RECEIPTS - (NDSU Interpretation)

When an original receipt is lost, a photocopy or faxed invoice should be obtained with a notation by the employee that the original receipt was lost. Credit card receipts are not sufficient.

9. TRAVEL ADVANCES - (NDCC 44-08-04.2)

The Accounting office may approve a travel advance to employees for payment of meal and lodging expenses incurred while the employee is traveling on official business of this state, provided that such travel is planned to be in excess of five days per month, and provided that the funds advanced do not exceed eighty percent of the estimated expenses for the period.

NDSU LIMITATIONS - (NDSU interpretation)

Funds advanced for meals and lodging must be accounted for as required by this Policy. A travel advance form is available to request an advance. The Accounting Office will generally limit travel advances to the following two situations:

9.1

When an employee is chaperoning a group of students or other guests and is expected to pay some of the student's or guest's expenses.

9.2

When an employee is going on a trip for an extended period of time, such as more than one month. Usually these are international trips funded by a special grant.

HISTORY: July 20, 2000. Amended July 2001, June 2003, October 2003, August 2005.



[Aubrey Ketterling](#)

Last Updated: Thursday, August 18, 2005, 1:32 PM

Published by North Dakota State University

ATTACHMENT 2

TO: President Joseph Chapman
FROM: Janine Trowbridge, Staff Senate President
DATE: February 2, 2006
RE: Staff Satisfaction Survey

Included herein is an overview of the proposed survey and attached is the draft of questions for your review and comment. Staff Senate appreciates your support and input as we prepare the survey for submission to the Group Decision Center.

Purpose:

Follow up on the 2004 Campus Quality Survey; focusing on staff results where the performances mean resulted in gaps greater than 1.000.

Goals:

1. Staff Senate will obtain feedback from staff to be used in providing quality training, seminars, and identify processes where we have an opportunity to continue improving the overall satisfaction rating for staff at NDSU.
2. Measure the effectiveness of initiatives undertaken by each division based on the results of the 2004 survey. Evaluate areas we have improved and identify future areas of opportunity for continued improvement of staff satisfaction.
3. Identify opportunities where the Staff Senate and the Administration can work collaboratively to continue improving staff satisfaction.

Resources:

Dr. William Slanger, Director of Institutional Research and Analysis
Dr. Steven Venette, Communications
NDSU Group Decision Center
Staff Senate

Contact person for Staff Senate:

Janine Trowbridge 231-7315 janine.trowbridge@ndsu.edu

Administrators defined as NDSU administration to include the President and President's Cabinet.

Using a five point scale of strongly agree to strongly disagree. Including some open ended questions to generate further understanding and identify best practices at NDSU.

1. I completed the 2004 Campus Quality Survey.
2. Employees are adequately rewarded for outstanding job performance.
3. What method of reward is best?
4. Employees are encouraged to provide suggestions on ways to improve the work flow.
5. What method of providing improvement suggestions is best?
6. As an employee, you are empowered to resolve problems quickly.
7. Job responsibilities are clearly communicated to employees.
8. You are satisfied with the amount of training employees receive for improving customer service.
9. What kind of training do you think is most needed?
10. You are satisfied with the effectiveness of the lines of communication among departments.
11. If you disagree, how could these lines of communication improve?
12. Your department or work unit has written up-to-date service expectations.
13. There are established standards and procedures that define job expectations for employees in your department or work unit.
14. There are written procedures that clearly define who is responsible for each operation and service in your department or work unit.
15. Your department supports your desire to attend professional development seminars.

16. Team efforts effective at NDSU.
17. If you disagree, how could team efforts improve?
18. You are satisfied with how NDSU selects, orientates, trains, and empowers its employees.
19. If you disagree, what is one suggestion for improvement?
20. NDSU analyzes complaints to determine appropriate remedial actions.
21. Employees of NDSU are involved in planning for the future.
22. What is the best way for employees to be involved in the planning for the NDSU's future?
23. Employee suggestions are used to improve NDSU.
24. Employees are involved in the development and improvement of measures of how well NDSU is accomplishing what it should.
25. Information is easily accessible at NDSU.
26. What is your preferred method of obtaining information you need to do your job?
27. There is a spirit of teamwork and cooperation at NDSU.
28. Administrators pay attention to what you have to say.
29. What method of interaction with administrators is best?
30. Describe the current role of NDSU's Administration.
31. What role should Administration play in Staff Senate?
32. Staff members are recognized by Administration when they do a good job.
33. What is the best method of this type of recognition?
34. Administrators share information regularly with faculty and staff?
35. From your perspective, describe the function of Staff Senate.

36. Please mark each of the following professional development opportunities you have utilized.

- Lunchbox seminar
- Staff Senate spring seminar
- President Chapman's professional development grant
- Tuition waiver
- Staff Senate annual wellness program
- Other

37. If you have further ideas to improve staff satisfaction at NDSU, please share.

Filters:

38. What broadband position does your primary position fall into?

- Administrative/Managerial
- Professional
- Technical and Paraprofessional
- Office Support
- Crafts/Trades
- Services
- I do not know what band my position falls into

39. What division does your position most fall into?

- President
- Academic Affairs
- Business and Finance
- Research, Creative Activities and Technology Transfer
- Student Affairs
- University Relations
- Agricultural Experiment Station
- Cooperative Extension Service
- I do not know what division my position falls under.

40. How has your overall satisfaction of working at NDSU changed since the implementation of Connect ND?

ATTACHMENT 3

Report from the January 23, 2006 University Senate Meeting Respectfully submitted for Staff Senate by Jodie R. Filpus

Please refer to the posted University Senate minutes online @
<http://www.ndsu.edu/univsenate/sm200506/sm200601.pdf>
for further clarification if needed

GEN ANNOUNCEMENTS

- A. President Chapman-No Present
- B. R.S. Krishnan, Associate Vice President for Academic Affairs (for Provost and VPAA Schnell)
- C. J. Council, President of University Senate
 - a. Thanks to faculty for completing phone surveys. Results will be used in a telephone conference with the Board of Higher Ed soon.
- D. D. Cooley, Parliamentarian
 - a. Discussed ways to motion to amend, refer, and withdraw a motion

COMMITTEE REPORTS

- E. Academic Affairs
 - a. Accepted curricular changes for new courses (BIOL 777, CSCI 476/676, ENGL 167, ENGL 336, ENGL 382, PHYS 370)
 - b. Accepted curricular changes for changes in course prefix, number, title, and credits (Current courses that will be changed: ENGL 320 to Business and Professional Writing, ENGL 358 to Writing in the Humanities and Social Sciences, ENGL 477 to 377, and PHYS 463/663 to 3 Credits)
- F. General Education
 - a. Presented and passed new general education course: Literature and the Environment
- G. Policy Coordinating Committee
 - a. Policies presented for information
 - i. Section 123: Payroll and Proof Lists (removed due to Peoplesoft)
 - ii. Section 133: Education Policy (word change)
 - iii. Section 181: Resignation (Employees must work the last day of employment)
 - iv. Section 701: Telecommunications (University Departments to use University Services. No phone cards to be used unless approved by VP)
- H. Council of College Faculties
 - a. Oct 27-28 will be the Arts, Humanities and State of the Faculty Conference
 - b. Working on State Wide faculty grievance/adjudication by individual from UND
 - c. State-wide Education Task force will begin looking at 80-90 issues effecting pre-school to higher education
 - d. Compensation Task Force reported that salaries of faculty were reported higher than actual
- I. Accreditation Update
 - a. Bookmarks are being distributed with University Mission
 - b. Time will be established for committee to meet with students
 - c. Open Forums to be held on Tuesday afternoon, Feb 14 in Century Theatre
 - d. Check the Website for more information
<http://www.ndsu.edu/ndsu/accreditation/assessment/index.shtml>

UNFINISHED BUSINESS

- J. Ombudsman Committee Composition and Charge
 - a. Faculty, Staff, and Students have been named to the committee

- b. They are charged to have a decision if an ombudsman is needed at NDSU to University Senate by the April meeting
- K. Policy 337: Grade Appeals was approved
- L. Policy 407 Auxiliary Exclusive Services is still being considered and revised

NEW BUSINESS

- M. Senate Resolutions
 - a. Resolution 1 regarding equity of state funding at NDSU
 - i. Stated support for the \$900,000 in equity funding given recently and continued encouragement for further consideration of equity
 - b. Resolution 2 regarding the unique needs of institutions and student fees associated with ConnectND
 - i. Stated a recommended cap on student fees for ConnectND of \$6.75
 - c. Resolution 3 regarding support for the letter written by Dr. George Wallman regarding ConnectND problems
 - i. Stated and affirmed the opinions of Dr. Wallman and gave support from the University Senate to continue working on the ConnectND problems.

ATTACHMENT 4

COSE REPORT from 1/19/06 meeting in Bismarck, ND

The COSE board will be putting a bigger effort on trying to reach people about the Governor's Award. There should be more people nominated for this award than there has been in the past. There was discussion about accepting nominations sooner so winners can be notified sooner to attend the awards presentation in Bismarck.

There was a lot of discussion on the COSE mission is to enhance the morale and public image of state employees through the recognition of their personal, civic, and work contributions. This is the whole concept behind the FISH award. So please send them in, as we know there are many, many great people here at NDSU. We had 5 nominees from NDSU this last quarter with one from Staff Senate that is here today. We would like to present Kim Groszhans with a FISH award certificate.

The COSE newsletter is available on the COSE website. This is a very informative newsletter and we encourage everyone to read it. Articles are being accepted for the April newsletter and could include something from the following categories.

- A) A long-term employee
- B) Retirees
- C) A wellness article
- D) Highlight of a state agency
- E) Personal interest stories
- F) Benefit changes that affect state employees

The COSE website has a lot of valuable information for state employees and we encourage you to check it out. Some of the items you will find are discounts available to state employees around the state, the newsletter, state employee clothing available for purchase, FISH award nomination forms, Governor's office information, legislative information, etc.

The next meeting will be held on Thursday, April 20 in Grand Forks.

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(Carcasses and tissues used for diagnostic/research purposes are not excluded from this policy.)

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Vice President for Research, Creative Activities and Technology Transfer

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The members have sufficient education and experience to perform their duties with respect to the types of animals and species used and the kinds of projects to be undertaken

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housed at the facilities and components of the University.

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The following activities require IACUC approval

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1.The use of live vertebrate animals in any research, teaching, testing or exhibition project conducted at NDSU facilities including off-campus facilities.(1)

2.The use of live vertebrate animals in any research, teaching, testing or exhibition projects conducted by faculty, students, staff or other representatives of NDSU, irrespective of the use of university or external funds, regardless of the source of such funding.

The use of live vertebrate animals in any project conducted at another institution or elsewhere by faculty, students, staff or other representatives of NDSU. Any project conducted in collaboration with NDSU (through personnel, animals, and/or facilities) must be reviewed and approved by the NDSU IACUC to ensure that the use of animals, adequate training of personnel and appropriate facilities proposed are consistent with NDSU IACUC standards. The IACUC may accept an approval statement from another PHS-approved animal facility, however, the NDSU IACUC will review the submitted documentation and vote on the protocol using the standard procedures for review of NDSU protocols.

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orientation session entitled, "Animal Care and Use at NDSU," prior to

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All co-investigators and other key personnel listed on a project are required to complete the session as well. Information regarding the completion of this requirement (including dates and times of upcoming sessions) can be viewed electronically at http://www.ndsu.nodak.edu/research/compliance/iacuc/on_campus_training.shtml.

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The IACUC will submit required reports to NDSU's Institutional Official (Vice President for Research, Creative Activities and Technology Transfer), the Office of Laboratory Animal Welfare (PHS-OLAW), and the U.S. Department of Agriculture's Animal and Plant Health Inspection Service (USDA-APHIS), evaluating the institutional programs and facilities for the care and use of vertebrate animals. The University will update and resubmit a complete Assurance every five years to PHS-OLAW.

Responsible officials (2) of this institution will receive and consider all reports, questions or complaints concerning animal welfare.

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- whether an employee, student, or member of the general public-

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Records of committee meetings and related administrative actions will be kept and made available to PHS and USDA upon request.

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Office of Sponsored Programs Administration within the Division of the Vice President for Research, Creative Activities and Technology Transfer (1735 NDSU Research Park Drive).

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(1) "Off-campus facilities" are sites not physically located on the NDSU campus, but having an affiliation with NDSU (such as the Research Extension Centers around the state).

(2) Officials responsible for animal care and use at NDSU are the Institutional Official, NDSU Attending Veterinarian, and IACUC Chair.