

# University Senate Minutes

Fargo, ND 58105

North Dakota State University

November 18, 2002

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## University Senate Minutes November 18, 2002

The University Senate met at 3:30 p.m. in Room 338 of the Memorial Union, with Dr. D. Rider presiding and the following members present: D. Andersen, M. Bauer, M. Bhandary, A. Burnett, M. Butler, M. Carena, V. Clark Johnson, L. del Rio Mendoza, L. Disrud, R. Garvey, R. Groves, C. Harter, I. Justitz, D. Katti, G. Kegode, J. Leitch, C. Logue, L. Liudahl, W. Martin, S. Morgan, N. Mueller, W. Njanje, G. Nuechterlein, S. O'Rourke, J. Olsen, C. Peterson, R. Pieri, J. Rasmussen, T. Riley, T. Schaffer, R.C. Schnell, C. Skauge, R. Stammen, K. Teigen, A. Thompson, K. Thorson, J. Trowbridge, D. Webster, D. Wells, A. White, S. Yuvarajan

Substitutes: M. Bhattacharya for P. Schwarz, D. Cooley for J. Norris, S. Foster for M. Boetel, S. Goplen for M. Mahinfalah, R. Harrold for P. Jensen, G. Kegode for M. Khan, A. Richter for B. Provolt, G. Youngs for R. Rathge, D. Wells for O. Helweg, J. Wigtil for A. Wilhelm

### Previous Minutes

MOTION (Riley/Garvey): to approve the minutes of October 14, 2002, as distributed.  
MOTION PASSED WITH UNANIMOUS CONSENT.

### General Announcements

- Vice President for Academic Affairs and Provost Schnell announced that the governor will speak to President Chapman about NDSU's budget on December 4th. Budget discussions have been positive based on NDSU's direction and recent accomplishments.
  - The State Employee Compensation Commission is recommending 2003-05 compensation increases for permanent state employees to be a minimum of \$40/month across the board (increases greater than \$40/month must be based on merit and equity). Each agency appropriation is increased by 5 percent of salaries beginning in 2003 and 2 percent of salaries in 2004.
  - Provost Schnell stated that while NDSU is likely to hold steady with its budget, many schools are being forced to cut their budgets. In addition, he reported that many institutions are facing record tuition increases of 16-40%. NDSU's proposed increases won't be known until the session concludes.
  - President Chapman has decided to absorb the \$700,000 allotment into the discretionary fund.

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- Provost Schnell reported that the President's Council is considering having NDSU operate on summer hours (7:30 a.m.-4 p.m.) during winter breaks beginning this year.

## **Committee Reports**

### **1. Campus Space and Facilities**

Dr. Ann Burnett reported that NDSU's parking lots are in need of improvement. Parking fees will increase because the state does not allocate money to such improvements. Parking fees are proposed to increase to \$80 during 2003-04, to \$90 during 2004-05, and to \$110 for the following years.

### **2. Academic Affairs**

Dr. George Youngs, chair, presented the curricular recommendations, which included the deletion of two prefixes and a change in course title.

MOTION (Burnett/Nganje): to approve the curricular recommendations as shown in [Attachment 1](#). Discussion was held on the retention of the ECON prefix over AGECE prefix for 201 and 202. MOTION PASSED WITH UNANIMOUS CONSENT.

### **3. General Education**

Dr. Larry Peterson, chair, presented the General Education recommendations put forth by the committee. These included New General Education Courses with Outcomes, Continued Approval for General Education with Changes in Outcomes, and Continued Approval for General Education with No Changes in Outcomes.

MOTION (Pieri/Riley): to approve the General Education recommendations as shown in [Attachment 2](#). Discussion was held on the course content of HIST 135: Race in U.S. History. MOTION PASSED WITH UNANIMOUS CONSENT.

Peterson announced that the New Course Packet has been updated to provide more helpful guidelines to individuals submitting courses for general education consideration. This packet and other General Education forms are posted on the Web at [www.ndsu.nodak.edu/registrar](http://www.ndsu.nodak.edu/registrar) (see University Senate Links).

Peterson also reported that inconsistencies in General Education policies have been clarified. Prerequisites for General Education courses now must be other General Education courses. The committee has decided to grandfather in current

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Gen Ed courses that do not meet these prerequisite criteria. Such courses and their prerequisites will be reevaluated during the 5-Year Review process.

## **4. Computing and Information Technologies Planning & Goals**

Dr. David Wittrock, chair, reported that HECN has the capability of checking for viruses in @ndsu.nodak.edu electronic mail ([Attachment 3](#)). The committee would like to have the HECN virus scanning service implemented at NDSU. The process would entail returning to senders e-mails detected with viruses (along with a reason) before they arrive in the recipients' mailboxes. The system already is installed and operating without negative consequences at Dickinson State University, Lake Region State College, North Dakota State College of Science, and other NDUS institutions.

Questions regarding software, speed of mail delivery and dial-up server impacts were entertained by Johannes Grosen, ITS.

## **5. University Athletics**

NDSU Athletic Director Gene Taylor provided the Senate with a Division I update.

- Like other institutions going through division reclassification, the decision on conference affiliation ultimately will be made by the University President. The Big Sky Conference is NDSU's priority focus right now.
- A consulting company, Carr and Associates, is conducting a study to help identify conferences to lobby for NDSU. This study also will help identify preparation needs for the Division I Strategic Plan.
- UC-Davis is making the DI transition to the Big West Conference this coming year. NDSU will look at their model when making negotiations in our conference.
- The input of a leadership team comprised of SU faculty, staff, team makers, and others also will be involved with this transition.
- 2003-04 will be NDSU's last year in Division II. 2004-05 will be a transition period to Division I.
- Bob Babich will be NDSU's head football coach next year, and is focusing on program improvements.
- Media coverage this week will include NDSU's stance on discontinuing the use of the Fighting Sioux nickname when UND competes at NDSU.

Women's Athletic Director Lynn Dorn stated that academic performance of student athletes is at the forefront in the transition to Division I.

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- Academic Standards will affect the way NDSU recruits student athletes as core course and GPA requirements will change to a sliding scale under DI regulations.
- Recruiting territories will be expanded.
- Steps will be put in place to better help student athletes succeed academically at NDSU. These include working closely with the Office of Registration and Records and the University Athletics Committee.

## 6. NDSU Policy Coordinating Committee

Presiding Officer Rider announced policy changes for informational purposes and review. Comments and/or suggestions were welcomed.

- Policy 170 – Payment of Meals for Staff and Guests ([Attachment 4](#)). Any comments should be directed to Gary Wawers.
- Section 327 – Evaluation of Academic Deans, Directors and Department Chairs ([Attachment 5](#))  
Discussion was held on language used in the writing of the policy.
- New Policy 506.1 – Donations, Promotional, and Work Environment Expenses ([Attachment 6](#)). A concern was raised on the complexity of the policy and its impact on office coffee funds.

Other:

- Section 190 – Intellectual Property – Research and Consulting Committee has recommended several changes. This previously was distributed via the Faculty ListServ at NDSU. Feedback on this SBHE policy should be directed to that committee.

## Unfinished Business

- Standing Committee on Faculty Rights: Presiding Officer Rider announced that the last person elected to serve on the Standing Committee on Faculty Rights is no longer available, leaving a vacancy again. Senators were urged to direct names of nominees to D. Rider by November 22<sup>nd</sup>.
- ERP Salary Proposal ([Attachment 7](#)): Presiding Officer Rider drafted a letter per the Senate's request and plans to forward it to the ERP Steering Committee this week (committee meets 11/19/02). MOTION (Olsen/Richter): to approve the letter drafted by Rider on behalf of University Senate and forward it to the ERP committee. There was no discussion. MOTION PASSED WITH UNANIMOUS CONSENT.

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A. Burnett earlier commented that the NDUS Council of College Faculties has developed an increasing interest in this matter, but were informed that lengthy debate could delay implementation and increase costs. There has been discussion on a 3-month loan period with the conditions that they be long-term and at 0% interest.

## **New Business**

- Academic Integrity Committee: Presiding Officer Rider announced the Paul Rokke has been approved by the Graduate School to serve on the Academic Integrity Committee.

## **Adjournment**

The meeting adjourned at 4:25 p.m.

Kristi Wold-McCormick, Ph.D.  
Secretary

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Attachment 1

## Academic Affairs Committee

### Approved Curricular Recommendations

Course Deletions							
AGEC	201	Principles of Microeconomics					3
AGEC	202	Principles of Macroeconomics					3
Changes in Course Prefix, Number, Title, and Credits							
Dept.	No.	From	Crs.	Dept.	No.	To	Crs.
HPER	489	Spring Athletic Training Practicum III	3	HPER	489	<i>Athletic Training Capstone Experience</i>	3

Attachment 2

## General Education Courses

### Approved General Education Recommendations.

<b>Outcomes Key:</b>				
1. Communicate effectively in a variety of contexts and formats.		5. Comprehend concepts and methods of inquiry in science and technology, and their applications for society.		
2. Locate and use information for making appropriate personal and professional decisions.		6. Integrate knowledge and ideas in a coherent and meaningful manner.		
3. Comprehend the concepts and perspectives needed to function in national and international societies.		7. Comprehend the need for lifelong learning.		
4. Comprehend intrapersonal and interpersonal dynamics.				
New General Education Course with Outcomes				
Course No.	Course Title	Categories	Outcomes	
HIST 135	Race in U.S. History	A, D	3, 6	
Continued Approval for General Education with Changes in Outcomes				
Course No.	Course Title	Categories	Previous Outcomes	Recommended Outcomes
PSYC 250 [213]	Developmental Psychology	B	3, 4, 5	4, 5
SOC 412	Sociology of Sex Roles	B, D	1, 3	3, 4
Continued Approval for General Education with No Changes in Outcomes				
Course No.	Course Title	Categories	Outcomes	
PHYS 212	College Physics II	Sp	5, 6	
PHYS 212L	College Physics II Lab	Sp	5, 6	

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Attachment 3

## A Recommendation for Email Virus Filtering for the NDSU Campus

One of the leading IT security issues today is computer viruses. NDSU IT staff deal with viruses on a daily basis. Computers infected with viruses result in lost productivity because the infected machine must be cleaned by staff and is not usable during this process. Frequently, viruses cause loss of data such as email and important documents. In many cases, this data is stored locally and not backed up which means permanent loss. NDSU IT staff strongly recommend that desktop computers be protected with anti-virus software. NDSU ITS makes anti-virus software available free-of-charge to all faculty, staff, and students for business and personal use. Regardless, many desktop computers remain unprotected or the virus software is not kept up-to-date and consequently the problem remains.

A primary mechanism for virus transmittal is email. Currently, NDSU's email is not filtered for viruses. However, the HECN, which provides primary email services to NDSU and other campuses, has announced a virus scanning solution for email which uses software from the same company that is provided for desktops. The system that has been implemented scans all email to @ndsu.nodak.edu addresses for viruses. If an email is found to be infected it is rejected and the sender is notified that the mail has been rejected and why. It is important to note that there are several other email services in use on campus which would not be affected by this change (e.g. departmental or individual mail servers). Groupwise (used by Old Main and Ceres) already has a virus scanning solution which would continue.

NDSU ITS and CITPG are recommending that the campus move ahead with implementing the HECN virus scanning service. While it will not guarantee the elimination of viruses (nor can any single strategy), combined with continued emphasis on user education and the proper use of desktop software, it will contribute significantly to a reduction in the number of virus infections on the NDSU campus.

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Attachment 4

## Cover Sheet –Policy 170

### Purpose of Change

- 1) Clarify the reimbursement of business meals at actual cost and the need for a guest.
- 2) change wording to match board policy 806.1  
Clarify monthly staff meetings.

### Status

Will present to Policy Committee in October 2002

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## SECTION 170:PAYMENT OF MEALS FOR STAFF AND GUESTS

SOURCE: SBHE Policy Manual, Section 806.1

1. Staff members must pay for their own meals in the community in which they are employed.

a) Exceptions to this policy are provided for the following:

1.1 Functions attended at the request of and on behalf of the institution, including recruiting of staff and faculty, business meals with university guests, and, including staff retreats (limited to one retreat per year for any one unit). Activities are subject to the following:

- a) The primary purpose must be business related.
- b) The employee must have either been required to attend or attendance was approved by his or her supervisor or employer.
- c) Meal reimbursement rates shall be at in-state per diem rates unless prior approval is obtained for the actual costs will be at actual cost.

d) There must be at least one university guest present at a business meal. A university guest must be a non-employee of NDSU.

e) Meals included in the cost of a conference or seminar are guided by Policy 515, part 6.2.

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~~2. Entertainment expenses associated with hosting receptions, employee recognition functions, and other institutional functions are allowed. Food and beverage expenses are also allowed when hosting an institutional event or meeting with participants from outside the hosting unit. These expenditures are not allowed on state appropriated funds resulting from general fund allocations or institutional collections nor from funds restricted by external funding sources.~~

2. The university may pay expenses, including meals and costs of coffee and other beverages or snacks, for hosting dignitaries, guests, seminars and conferences; however, institutions may not use public funds to purchase alcoholic beverages. The university may pay expenses of coffee or other nonalcoholic beverages and snacks for institutional meetings or other employee functions. (Source: State Board of Higher Education Policy 806.1, part 2)

- a. Institutional meetings may include monthly staff meetings where the business purpose of the meeting is clear. The best way to make the purpose clear is to have a formal agenda.

(Payment will not be approved for purchase of food or beverages, including coffee breaks for departmental activity unless the activity meets one of the functions described above.)

~~3. Alcoholic beverages are not to be paid for from institutional funds regardless of the source of funds.~~

~~4. The institution may require prior approval of such expenditures by the president or designee.~~

~~(Names of either the individuals or official groups attending a meal should be included on the Request for Payment form, as well as the purpose of the activity involved.)~~

(Names of either the individuals or official groups attending a meal, as well as the purpose of the activity involved, should be included on a Banquets & Meetings Documentation Form. This documentation form must be attached to the Request for Payment Form for payment of any meals under this policy.)

NOTE: Statements in parentheses have been added to assist with the administration of the policies.

HISTORY: July 1990; Amended April 1992, November 1992

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Attachment 5

## POLICY CHANGE COVER SHEET

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

Section 327 - Evaluation of Deans, Directors and Department Chairs

This is a new policy adopted by the University Senate to establish standards and procedures for evaluating deans, directors and department chairs .

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

Policy Committee - 10/16/02

President's Council -

University Senate -

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

University Senate

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**SECTION 327:** Evaluation of Academic Deans, Directors, and Chairs

**SOURCE:** NDSU President  
University Senate

### 1. Introduction

North Dakota State University believes every university employee deserves regular evaluation of his or her professional duties as they relate to a formal job description and the university's needs. This process should be honest, open, and forthright; including an acknowledgment of the employee's achievements, as well as an assessment of his or her ability to match the university's expectations, and a determination of areas needing improvement.

As this evaluation process relates to campus deans, chairs, directors, and other academic supervisory personnel, it is expected that an evaluation will always emphasize areas of special achievement, while also identifying areas needing improvement. This should be a constructive and useful experience to be welcomed by the person being evaluated. It is a required part of an on-going process designed to ensure that the person evaluated continues to meet both his or her own needs, as well as the needs of affected university publics.

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## 2. Timetable

Evaluation of deans, directors, and chairs will include input from a variety of groups. This document is designed to guide faculty, as they play a major role in evaluation of academic supervisors. It is expected that deans, chairs, and directors will be evaluated formally at least every three years. The college or department Promotion, Tenure and Evaluation (PTE) committee, supervising administrator, or the employee himself/herself may request an evaluation.

## 3. Evaluation of academic deans and directors

### 3.1 Evaluation standards

While standards vary among colleges and divisions, the considerations below are designed to help guide Evaluation Committees in forming their evaluation.

#### a. Leadership

Promotes high standards for the unit in areas of scholarship, instruction, and outreach; communicates priorities, standards, and administrative procedures effectively; articulates a vision for the future; provides national and statewide visibility and recognition for the unit; contributes to the leadership of the university and effectively advocates for the university.

#### b. Planning

Works effectively with staff in identifying appropriate short-term and long-term goals, in setting priorities, and in focusing resources across all unit missions.

#### c. Administration and Management

Oversees the recruitment and appointment of highly qualified staff, provides support for the successful recruitment and retention of chairs, faculty and staff, manages the dean's or director's office effectively, shares governance with staff when appropriate, provides for effective budget management, works effectively with other colleges, makes decisions in a timely fashion.

#### d. Affirmative Action

Encourages diversity and implements mechanisms for attracting and retaining women and underrepresented groups; encourages respect for all persons in the unit.

#### e. Instruction

Coordinates and implements curricula as developed by the faculty.

#### f. Outreach

Promotes the service component of the unit's mission, provides mechanisms for the successful delivery of outreach programs, is responsive to the needs of external constituencies.

#### g. Development

Within the context of the college, successfully works with the Development Foundation and other organizations in identifying and pursuing philanthropic support for the unit; develops public and constituency support for the unit.

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## **h. Personnel Development**

Supports and defends academic freedom; provides guidance, support and resources for faculty and staff development, particularly in promotion, tenure and evaluation.

## **i. Assessment**

Effectively evaluates or assesses the units under his/her administration; acknowledges areas of excellence, and recommends areas where improvement is needed.

## **3.2. Evaluation Procedures**

**a.** The Vice President of Academic Affairs Office initiates evaluations of these administrators. To ensure faculty involvement, the faculty of a college or unit must organize a committee consisting of full-time, non-administrative faculty at the assistant professor, associate professor, or full-professor level. Members of the Evaluation Committee are recommended to the VPAA by the college or unit's PTE Committee, as appropriate under the evaluative charge of this group. However, members of the college's PTE Committee cannot appoint themselves.

**b.** The number of faculty on the committee may be flexible, but should total at least five. Evaluation Committee members should decide at an initial meeting the number of members constituting a quorum. A timetable should be set in consultation with the VPAA or other senior administrative officer to assure that the faculty evaluation material is ready in time to be included in the entire evaluation document.

**c.** The Evaluation Committee will propose a written evaluation form based upon the formal job description, dean's statement of goals and accomplishments, and a statement of self-assessment. A draft of this proposed evaluation form will be made available to the dean/director, who will be invited to offer input before it is finalized. The final evaluation form will be used to solicit responses from faculty, chairs, peer administrators, and others including classified staff, students, recent graduates, and external constituencies, if appropriate.

**d.** The Evaluation Committee will analyze the completed evaluation forms and prepare a committee evaluation report summarizing the findings for the Vice President for Academic Affairs. Evaluation Committee members who do not agree with the majority report may append a dissenting report. If the Evaluation Committee believes the needs of the college or division have changed, it may recommend to the Vice President for Academic Affairs that the position description be changed.

**e.** Upon receipt of the committee's evaluation report, the Vice President for Academic Affairs will also analyze and summarize the data. The Vice President for Academic Affairs will then meet with the Evaluation Committee to determine consensus and discuss differences. The Vice President for Academic Affairs will prepare a draft report of the final evaluation and provide it to the dean. The Vice President for Academic Affairs will meet with the dean and discuss the findings of the Evaluation Committee. Following this meeting, a final evaluation report will be written and placed in the individual's official personnel file. To ensure that the process remains open and positive, it is strongly suggested that the dean/director discuss this final evaluation report at a subsequent college or division faculty meeting.

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f. At any time, faculty or staff not on the committee, of course, may contact the Vice President for Academic Affairs office or other appropriate supervising officer directly with compliments or concerns relating to the person being evaluated.

## 4. Evaluation of chairs

### 4.1. Evaluation standards

While standards vary among departments or units, the considerations below are desired to help guide faculty and/or Evaluation Committees in forming their evaluation.

#### a. Leadership

Promotes high standards for the unit in areas of scholarship, instruction, and outreach; communicates priorities, standards, and administrative procedures effectively; articulates a vision for the future; provides national and statewide visibility and recognition for the unit; contributes to the leadership, of the university and effectively advocates for the university.

#### b. Planning

Works effectively with staff in identifying appropriate short-term and long-term goals, in setting priorities, and in focusing resources across all unit missions.

#### c. Administration and Management

Oversees the recruitment and appointment of highly qualified staff, provides support for the successful recruitment and retention of staff, manages the department office effectively, shares governance with staff when appropriate, provides for effective budget management, works effectively with other departments, makes decisions in a timely fashion.

#### d. Affirmative Action

Encourages diversity and implements mechanisms for attracting and retaining women and minorities; encourages respect for all persons in the unit.

#### e. Instruction

Coordinates and implements curricula as developed by the faculty.

#### f. Outreach

Promotes the service component of the unit's mission, provides mechanisms for the successful delivery of outreach programs, is responsive to the needs of external constituencies.

#### g. Development

Within the context of the unit, successfully works with the Development Foundation and other organizations in identifying and pursuing philanthropic support for the unit; develops public and constituency support for the unit.

#### h. Personnel Development

Supports and defends academic freedom; provides guidance, support and resources for faculty and staff development, particularly in promotion, tenure and evaluation.

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## **i. Assessment**

Effectively evaluates or assesses the units under his/her administration; acknowledges areas of excellence, and recommends areas where improvement is needed.

## **4.2 Evaluation procedure for chairs.**

**a.** Chairs also must be evaluated at least once every three years, with the dean of the college or the director of the unit initiating the evaluation process. The dean, in conjunction with the department faculty, will form an ad hoc committee consisting of at least three faculty members.

**b.** This ad hoc committee chair will propose a written evaluation form based upon the chair's formal job description, statement of goals and accomplishments, and a statement of self-assessment. A draft of this proposed evaluation form will be made available to the chair, who will be invited to offer input before the document is finalized. The final evaluation form will be used to solicit responses from faculty, peer administrators, and others including classified staff, students, recent graduates, and, if appropriate, external constituencies.

**c.** The ad hoc committee will analyze the completed evaluation forms and prepare a report summarizing the findings for the dean. Evaluation Committee members who do not agree with the majority report may append a dissenting report. If the Evaluation Committee believes the needs of the department or unit have changed, it may recommend to the dean that the position description be changed.

**d.** Upon receipt of the report from the Evaluation Committee, the dean will also analyze and summarize the data. The dean will then meet with the ad hoc committee to determine consensus and discuss differences. The dean will prepare a draft report and provide it to the chair. The chair will meet with the dean regarding the report. Following this meeting, a final report will be written and placed in the individual's official personnel file. To ensure that the process remains open and positive, it is strongly suggested that the chair discuss this evaluation at a subsequent department faculty meeting.

**e.** At any time, faculty or staff not on the committee, of course, may contact the deans' office or other appropriate supervising officer directly with compliments or concerns relating to the person being evaluated.

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Attachment 6

## Policy Cover Sheet New Policy 506.1

### 1. Effect of Policy addition or change:

Provide rules to guide decisions in spending university money on promotional expenses.

### 2. Status of policy addition:

Presented to October 2002 Policy Coordinating Council Meeting.

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## Draft New Policy 506.1

### Donations, Promotional, and Work Environment Expenses

#### Donations

1. According to Article X, Section 18, of the State of North Dakota Constitution, it is unlawful for the state to “make donations to or in aid of any individual, association or corporation except for reasonable support of the poor, not subscribe to or become the owner of capital stock in any association or corporation.”
  - a. NDSU cannot donate money to a charity or other individual or association. Payments made to an individual or association should be for the fair value of goods received or services rendered.
  - b. Donations are unallowable, regardless of funding source.

#### Promotional Expenses

2. Promotional expenses must withstand the test of public scrutiny. Payments that are made for promotional purposes to external customers, and properly documented, are allowable university expenses. Examples include: cards, flowers, candy, and other small gifts (mugs, clothing, blankets), sponsorship or an event or activity.
  - a. The recipient of the promotional item must be an external party to NDSU who is a past, current, or prospective customer. External parties include students (including student employees), businesses, and other outside organizations.
  - b. Current NDSU employees (including terminating or retiring employees) or departments must be considered internal parties. Promotional expenses directed to benefit internal parties are not allowable, regardless of funding source.

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- i. Personal gifts to employees, or the employee's immediate family, must not be charged to university funds. A gift in lieu of additional compensation is not allowable, regardless of funding source. Examples include: candy, flowers, clothes (not including required uniforms), mugs, tickets, gift certificates, cash or checks.
- ii. Payment of an employee's required university fees is not allowable, regardless of funding source. Examples include: ID card or parking permit.
- iii. An exception to this policy is made in cases of the employee length of service award and retirement awards.
- c. The promotional expense must support the mission and purpose of the University. This is a key point that distinguishes a promotional expense from a donation. A donation does not further the mission or purpose of the university.
- d. University officials must exercise prudent judgement, common sense, and restraint when determining whether an expense is appropriate.
- e. The reason for purchasing promotional items must be well documented. The explanation must include a description of what is being purchased (if that is not apparent from the invoice), the intended recipient, and reason for the purchase.

## Work environment

3. Expenses incurred that create a positive physical work environment for university employees are allowable. University officials must exercise prudent judgement, common sense, and restraint with these purchases. However, expenses that benefit employees individually are considered personal expenses and are unallowable.

## Allowable

- a. Small appliances that are available to all of a department's employees are allowable, such as: coffee pots, toasters, ice machines, water coolers, microwaves, and refrigerators.
- b. Seasonal or holiday office decorations, wall hangings are allowable.
- c. First aid kit that is available to all of a department's employees is allowable.
- d. Required uniforms.

## Unallowable

- e. Pictures or office decorations for an individual's office or workstation are considered an employee's personal expense and are unallowable, regardless of funding source.
- f. Food or supplies for regular daily coffee or lunch breaks are unallowable, regardless of funding source. Examples include: coffee, filters, snacks, and donuts.
- g. Personal hygiene and medical items made available to individual employees are unallowable, regardless of funding source.

## Disputes

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4. The NDSU Accounting Office will make available written guidelines to assist departments in distinguishing between allowable and unallowable university expenses. In situations where the Accounting Office disagrees with a department's interpretation that a payment is an allowable expense under this policy, the payment will be routed to the appropriate Vice President for approval.
  - a. If the Vice President does not support the purchase, the employee will need to personally fund the expense.
  - b. Some expenses may be more appropriately paid for by the NDSU Development Foundation.

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Attachment 7

November 5, 2002

TO: Donna Thigpen, President Bismarck State College

FROM: North Dakota State University Senate

I am writing this letter on behalf of the University Senate from North Dakota State University. We have strong concerns regarding the Payroll plan proposed by ConnectND. We have reviewed the documentation provided to us, and have discussed this issue at length. We do not believe the recommended changes will be in the best interest of many of our faculty, staff, and students.

The eight day lag period (or any lag period) is unnecessary, and will create financial hardships for many of our employees. The delay in receiving pay at the beginning of this new program will require a number of our faculty, staff, and students to take a loan on money that they have already earned. New faculty may have to work for a month or more before receiving any payment. We are also discouraged that decisions regarding this issue have been made with very little input from the faculty.

Our primary concern involves the proposed eight day lag, but going to bimonthly pay checks also concerns us. The work load may not be double that of issuing a single check per month, but it will be more than the present system. It will cost the University more money, and will require more staff than the present system. This also creates more opportunities for error. Issuing paychecks on the 8th and 23rd of each month will create even more problems; most bills are due at the beginning of the month. Many employees will now have to reorganize their budgets, and will have to work out new pay schedules with their creditors.

The employees of NDSU are not afraid of change; our campus has undergone more changes the past four years than any time in its history. In fact, we embrace change if it is good change - we do not believe the proposed changes are good for our employees. We strongly encourage ConnectND to re-examine this issue, and to listen to those who will be most affected by the proposed changes.

David A. Rider

Presiding Officer, NDSU University Senate