I. Call to Order at 3:03 pm in Prairie Rose Room, Memorial Union.

II. Attendance


III. Approval of previous meeting minutes from May 9, 2016 (attachment 1)

MOTION (Peters/W. Christensen): to approve minutes of the May 9, 2016, Faculty Senate meeting as distributed. MOTION CARRIED WITH UNANIMOUS CONSENT

MOTION (Cooley/Strand): to approve the agenda. MOTION CARRIED WITH UNANIMOUS CONSENT.

IV. Consent agenda

V. Announcements

a. Dean Bresciani, President
   o No report.
   o D. Cooley asked what the resolution was for the language of the School Song. The committee who reviewed the matter chose to eliminate, from publication, the last 2 verses. It went to the President’s Cabinet and was approved.

b. Katie Gordon, Faculty Senate President
   o Reminded senators to review the documents that were emailed out earlier as they are helpful resources for the senate.
      ✓ Faculty Senate Orientation (attachment 2)
      ✓ Roberts Rules of Order (attachment 3)

c. Stuart Haring, Faculty Senate President-Elect
   o Welcomed senators and visitors and expressed his desire for a productive year on the senate.

d. Jim Osland, Staff Senate President
   o Introduced himself and thanked Faculty Senate for having him, expressed his interest in working with Faculty Senate in the upcoming year.

VI. Unfinished Business – Update and follow-up information will be provided about the status of these policies based upon Senate decisions from the May 2016 meeting.

a. Policy 801 (attachment 4)
b. Policy 813 (attachment 5)
   o President Gordon is meeting with Research and SPA this week to discuss both of these policies. The process for revision of these policies will follow that approved by the Senate in the May 2016 meeting, which includes a period of public commentary and open forums.
   o R. Hearne asked if the timeline of having to receive the proposal 5 business days prior to the sponsoring agency submission deadline has been reviewed.
     • Katie said it’s a concern that will be discussed.

VII. New Business
a. Faculty Senate goals and priorities for the upcoming year
   o Improve communication between research and faculty.
     • M. Secor-Turner suggested Faculty Senate use the Research Council as a method of communication.
   o Budget reductions
     • Task forces are looking at different suggestions. Proposals are to be posted to the webpage by end of fall semester.
   o Merging of Academic Affairs and General Education committees
     • These are ad hoc committees now and the University Curriculum Committee is newly formed.
     • Haring asked where the forms for course approvals are since they are no longer Academic Affairs forms and should be removed from the Forms webpage.
       ➢ C. Wolf-Hall said the information from the forms were incorporated into Courseleaf and that is where faculty should complete their request for course approval now. She will have the forms removed from the Webpage.

b. Resolution Proposal by Dennis Cooley (attachment 6)
   o President Gordon asked Administrators to leave during discussion of this topic.

MOTION (Cooley/Hearne): to put this resolution proposal on the floor for discussion.
MOTION CARRIED WITH UNANIMOUS CONSENT.

   o Discussion on the wording of the document started but then the following motion was made.

MOTION (Sun/Burghaus): to stop discussion of the resolution proposal (voting on this motion was presented as A: to continue discussion (against the motion); B: to stop discussion (in favor of the motion); C: abstain). MOTION PASSED WITH VOTE OF 37-4-1. The following senators or their substitutes voted aye: E. Berry, A. Braaten, J. Brekke, W. Christensen, E. Conwell, D. Cooley, C. Cwiak, A. Flood, J. Frenzel, P. Gibbs, J. Hageman, S. Haring, R. Hearne, E. Khan, B. Klamm, W. Kopp, D. Lehmberg, K. Lyman, S. Markell, K. McPhee, K. Nelson, W. Olftert, T. Peters, S. Pryor, C. Ray, F. Salajan, S. Salem, M. Secor-Turner, S. Shaik, M. Strand, A. Ungar, S. Vetter, M. Vosen Callens, A. Wagner, T. West, D. Wyum, and S. Zhong, the following senators or their substitutes voted no: U. Burghaus, J. Johnson, X. Li, and W. Sun, the following senators or their substitutes abstained: B. Braaten.
Discussion continued and it was suggested that a shortened version be drafted. Senators felt the original resolution was too wordy and lengthy and readers would get lost. D. Cooley had a revised resolution that was much shorter and it was handed out to the senators. (attachment 7)


Much discussion continued on wording of the original resolution and the suggested changes came down to solely focusing on support of President Bresciani and extending his contract at NDSU. (attachment 8)

MOTION (Cooley/Salajan): to send the reworded resolution out to Faculty caucus and Staff Senate for feedback and discuss again at the October Faculty Senate meeting. MOTION PASSED WITH VOTE OF 37-4-0. The following senators or their substitutes voted aye: E. Berry, A. Braaten, B. Braaten, J. Brekke, U. Burghaus, W. Christensen, E. Conwell, C. Cwiak, A. Flood, J. Frenzel, P. Gibbs, J. Hageman, S. Haring, J. Johnson, E. Khan, B. Klamm, W. Kopp, D. Lehmberg, X. Li, K. Lyman, S. Markell, K. Nelson, W. Olfert, T. Peters, S. Pryor, C. Ray, F. Salajan, M. Secor-Turner, S. Shaik, M. Strand, A. Unger, S. Vetter, M. Vosen Callens, A. Wagner, T. West, D. Wyum, and S. Zhong, the following senators or their substitutes voted no: D. Cooley, R. Hearne, K. McPhee, and W. Sun.

VIII. Adjourn

MOTION (Pruess for Berry/W. Christensen): to adjourn.

Meeting adjourned at 4:27 p.m.

Submitted,
K. Hoyt
Faculty Senate Secretary

Substitutions – S. Dekeyser for C. Hargiss, B. McDaniel for W. Kopp, and V. Hinsz for L. Thomas

I. Agenda Updates

MOTION (West/Harvey): to add General Education and Academic Affairs addendums to the consent agenda. MOTION CARRIED WITH UNANIMOUS CONSENT.

MOTION (Cooley): to move Policy 156 from consent agenda to New Business, after policy 325 (a senator asked that this policy be removed from consent agenda).

II. Approval of April 18, 2016 minutes

MOTION (Christianson/Gillam): to approve the April 18, 2016, Faculty Senate meeting minutes as distributed. MOTION CARRIED WITH UNANIMOUS CONSENT.

III. Consent agenda

a. Academic Affairs Report (attachment 1)

b. Policy changes (attachment 2) (All housekeeping changes: 100-816; information only: 156-183)
   - 100
   - 171
   - 603
   - 703
   - 707
   - 802
   - 816
   - 156 – a senator asked for this to be removed and put in new business
   - 183

MOTION (Unger/Gillam): to approve consent agenda. MOTION CARRIED WITH UNANIMOUS CONSENT.

IV. General Announcements

- **D. Bresciani, President**
  - Plaque presented to D. Cooley for service as Faculty Senate President.
  - Most of President Bresciani’s time is being spent on the budget situation of having to cut an additional 10% (plus 2.5-3% for inflation) from the budget for the biennium.
  - A committee has been working on the above separately from the 4.05% allotment. They have come up with over 200 ideas of how to deal with the cuts.

- **B. Ingram, Provost**
  - 10% is about 15.8 million dollars. 80% of the appropriated budget is in Academic Affairs.
Faculty Senate Minutes

Allotment was handled in not spending money that we had received and salary savings.

Three things discussed at the open forum: 1) growing ourselves out of the budget cut; finding ways to incentivize depts. to offer programs that would bring new students or new revenues to campus. This is important but it doesn’t help us with the $15 million cut though because we have to present a budget that is at 90% of our current budget and we can’t do that by saying we can bring $15 million dollars of revenue in, trust us. They going to expect us to outline the $15 million in cuts. But generating new revenue will help us with the revenue we are losing. 2) Streamline what we do, especially on the administrative side. Look at the number of administrative positions on campus and how we are configured on campus. There should be some salary and organization savings by streamlining this. 3) Curriculum organization – course sizes, etc.

Another Qualtrics survey will be sent out and invite faculty, staff and academic affairs to provide feedback on ideas.

Need to have an idea where our budget savings is going to come from by midJuly.

Can email Provost with information from the form that was passed out at open forum on May 5th.

D. Cooley, Faculty Senate President

Tom Ambrosio’s term on CCF expired, Jane Schuh will replace him and start a 3 year term. B. Pruess will replace K. Noone due to her departure from the university, and will finish the last 2 years of this term. S. Duffield will be the alternate member.

SCoFR election – there are two candidates at this time. You must be a full professor if you are interested in doing it. A secured electronic vote has to be sent to the entire faculty on campus.

Legislature Cheat Sheet (attachment 3) explains how to go about interacting as a constituent with the legislators.

Policy and Procedure – There is an ad hoc committee working on Policy and Procedure, they have determined how to separate them and will start working on policies at the 300 level which is Policy on Faculty.

Faculty Affairs Committee – D. Cooley received two questions, the first one was if the Leave policy has any flexibility; if faculty can do a half year or if they have to do a full year. Cooley sent this to the Faculty Affairs to render a decision and bring back to Senate. Their decision doesn’t necessarily have any force, it’s just so they can look at it.

Interest in having staff evaluate faculty (reciprocal evaluation) – sent to staff affairs to see if practical.


S. Moir, Student Government President

Spencer introduced himself as new Student Government President and Anuj Teotia is Vice President.
V. Senate Committee Reports
   a. Report from ad hoc committee on Campus Safety and Security Survey - Carol Cwiak (attachment 4)

VI. Unfinished Business
   a. Proposal to merge Academic Affairs and General Education committees (attachment 5)
      i. C.A. Platt showed a slide that showed the current system and the proposed system side by side and another slide that laid out the transition and assessment plan for the merger.
      ii. A question regarding when the rollback takes place, it is not stated that it can be done if in the Spring of 2017 the merger doesn’t prove to be effective.
         ▪ Proposal indicated FS can take appropriate actions as necessary.
      iii. Concern about the process of AA and GE and how productive they will be knowing that they will be dissolved in January.
      iv. W. Christensen had a handout that members of a committee signed.


b. Proposal to change FS Budget Committee (attachment 6)


c. General Education Committee – Joe Mike Jones and Crosswalk (Attachment 7)
   i. Mapping of the “old” categories to the “new” outcomes.

Attachment 1

Faculty Senate Minutes
Fargo, ND 58108 North Dakota State University May 9, 2016

VII. New Business
a. Election of Faculty Senate President-Elect
   • Becomes effective 12:01 am May 17.
   i. Stuart Haring (attachment 8)
   ii. Carlos Hawley (attachment 9)
   iii. Bob Pieri (attachment 10)


b. Policy 190 (attachment 11)
   i. Graduate school revised the policy to clarify the language so it’s legally compliant regarding how student documents are handled.


c. Policy 352 (attachment 12)
   i. The 352 ad hoc committee proposed two revisions 1) require the chair of any PTE committee to go through training within the past 3 years and 2) include administrators who are being considered for promotion may not be involved in any candidate review and recommendation process, including the selection of external reviewers.

d. Policy 801 (attachment 13)

MOTION (Barrett/Sun): to send the proposal back to Research with the instructions to have a public comment period, much as the federal government has on its policies, and after that period, there can be a public forum for those who have concerns to meet with those proposing the policies. The revised policies will be returned to the Senate for consideration sometime in Fall. MOTION CARRIED WITH UNANIMOUS CONSENT.

e. Policy 813 (attachment 14)

MOTION (Haring/Hilliard): to send the proposal back to Research with the instructions to have an open public comment period, much as the federal government has on its policies, and after that period, there can be a public forum for those who have concerns to meet with those proposing the policies. The revised policies will be returned to the Senate for consideration sometime in Fall. MOTION CARRIED WITH UNANIMOUS CONSENT.

f. Policy 325 (attachment 15)

MOTION (Pruess/West): to send changes back to SCC. MOTION CARRIED WITH UNANIMOUS CONSENT.

g. Policy 156 – pulled from consent agenda (attachment 16) – There was a complaint filed against NDSU in 2014. NDSU entered into a resolution agreement with the Office of Civil Rights to address the issue. The agreement required NDSU to revise this policy to make our procedure of dealing with discrimination, harassment, and retaliation complaints clear and also include former employees and former students in the process so they can file grievances.

MOTION (Birgit/Harvey) to approve policy 156. MOTION CARRIED WITH UNANIMOUS CONSENT.

h. Passing of the Gavel

i. D. Cooley passed the gavel to K. Gordon. She will start her Faculty Senate President duties at 12:01 am on Tuesday, May 17, 2016.

VIII. Adjourn

Meeting adjourned at 5:32 p.m.

Submitted,
K. Hoyt
Faculty Senate Secretary
Faculty Senate Orientation

Questions for the NDSU Faculty Senate:

· What are my main responsibilities?

Faculty Senate Bylaws, Article I. Section 8.

All senators are expected to:

1. Attend all Faculty Senate meetings. If unable to attend the meeting the senator must
   find a competent substitute (who is not already a senator) to act as her or his proxy at
   the meeting. Said proxy will have all rights and privileges accorded a regular senator.
   The senator must provide signed notification of the substitution to the Secretary of the
   Faculty Senate prior to start of the meeting.
2. Prepare for Faculty Senate meetings including reading the agenda and all attachments
   prior to the meeting.
3. Participate in meetings as long as doing so advances the business of the Faculty
   Senate.
4. Disseminate Faculty Senate information to their individual representation units.
5. Gather opinions and other information from their representation units concerning
   Faculty Senate activity.
6. Show proper decorum during meetings.

· The Faculty Senate is “responsible for the review and approval of policy (Article II,
  Section 1).” What authority do our decisions have? Who is responsible to enforce them?

The Faculty Senate is the last stage of the legislative process for policy listed in the Faculty
Senate Bylaws – Article II. Section 13 below. We can accept, reject, or modify policy. If
a policy change or initiative is approved by us, then it goes to the NDSU President for his
authorization or veto.

We are not authorized to intervene in matters outside of that prerogative, although we may
use resolutions to show the Will of the Faculty Senate on a matter.

· What is meant by “review, recommend, and participate in the formulation and exercise
  of policy,” (Article II, Section 2)?

Faculty Senate Bylaws, Article II. section 13

The primary business of the Faculty Senate is to review, propose, and approve of policy with
respect to the following matters:

1. Academic freedom, including rights and responsibilities.
2. All curricular matters, including establishment, dissolution, and substantial changes to
degree programs.
3. Research and scholarship.
4. Admissions standards and prerequisites.
5. Requirements for regular certificates and degrees.
6. Regulations regarding attendance, examinations, grading, scholastic standing, and honors.
7. Teaching quality.
8. Professional standards and criteria for positions accorded academic rank.
10. And other academic matters.

- How are we to receive and respond to the announcements made by the President of the University, the Provost, the Student Body President, and the Staff Senate President at each meeting? Are they informational, or binding?

They are informational only. If a senator would like to have more information, then there is always an opportunity given by each speaker to ask further questions.

- What do I do if I disagree with something that is being discussed or voted on?

Given Robert’s Rules of Order, a senator may disagree with anything he or she feels inappropriate. If it happens during a debate, then the proper protocol is to raise one’s hand to be recognized by the President. Once that is done, then the senator has the floor to say what he or she wants to in a clear, precise, and concise way so that everyone gets her or his turn to be heard.

- What are my responsibilities toward my college?

Each senator is expected to act as a conduit of information from the Senate to her or his college and from the college to the Senate. Each senator represents the interests of her or his college’s faculty, but at the same time works diligently to advance the interests of the university and faculty as a whole.

- Where do I find Senate documents and information that I will need to access?

https://www.ndsu.edu/facultysenate/

- How do we refer to Senate leaders, and to other Senate members in meetings?

We generally refer to each other by first or last name, whichever we feel comfortable using. However, we are always respectful when addressing each other as individuals and each other’s view and opinions.
Questions for the Faculty Senate Executive Committee (above, as well as):

· What is our relationship to university administration?

They are there to provide information to and offer advice when requested by the Committee.

· What are my main responsibilities?

Article III. Section 7. Executive Committee of the Faculty Senate

1. Voting membership shall consist of one senator from each representation unit, the President, the immediate Past President, and the President-Elect. In the event the immediate Past President is unable or unwilling to serve, the President will appoint another past President as a replacement for the immediate Past President on the committee. The term of office shall be for one year following the regular May meeting.

2. Non-voting membership shall consist of the Dean of Graduate and Interdisciplinary Studies, the Provost (or designee), a faculty representative from the Commission on the Status of Women Faculty, the Faculty Senate Secretary, and the parliamentarian. The term of office of all members of Executive Committee shall be for one year following the regular May meeting.

3. During the first week of the fall semester, the Executive Committee shall meet and organize for the academic year.

4. Committee responsibilities are the following:
   1. Delegating tasks to Faculty Senate committees.
   2. Reviewing the progress of Faculty Senate committees.
   3. Setting the agenda for upcoming Faculty Senate meetings.
   4. Interpreting, when necessary, provisions of the Faculty Senate Constitution and Bylaws

· What are my responsibilities toward my college?

They are the same as a general Faculty Senator with the addition of making sure that the other faculty senators from your college are fulfilling their roles and responsibilities.
A Quick Tour of Robert's Rules of Order

Robert’s Rules of Order Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

1. A member can only speak after obtaining the floor, i.e., right to speak, from the Presiding Officer
2. Other members should respect the person who has the floor by never interrupting. It may construed as “limiting the speaking members’ right to full participation.”

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action! The assembly rules - they have the final say on everything! Silence means consent!

Obtaining and assigning the floor

1. A member raises hand when no one else has the floor (this adds more order to the meeting)
2. The chair recognizes the member by name
3. Member makes a motion.
4. A motion must normally be seconded by another member before it can be considered.

To obtain the floor and present your motion do this:

1. Wait until the last speaker has finished.
2. Rise and address the President by saying, "Mr. (or Ms.) President" (or whatever title/term you use)
3. Wait until the President recognizes you.
4. Make Your Motion using “I move that we…”
5. Wait for Someone to Second Your Motion. Another member can second your motion or the President will call for a second. If there is no second to your motion, it is lost.

Standing while another has the floor is out of order! You must be recognized by the Chair before speaking!

TYPES OF MOTIONS

Motions are typical methods used by members of a body to express themselves during a meeting. A motion is a proposal that the entire membership can take action on. There are five basic types of motions:

1. Main Motions:
   a. Introduces items to the membership for their consideration.
   b. They cannot be made when any other motion is on the floor.
2. Subsidiary Motions:
   a. Assist the meeting in in treating or disposing of the main motion. Amend, Postpone Indefinitely, Postpone, Table,
3. Privileged Motions:
   a. Bring up items that are urgent about special or important matters unrelated to pending business. Take precedence on all matters except the Immediately Pending Question, such as Amend, etc
4. **Incidental Motions:**
   a. Provide a means of questioning procedure concerning the existing motions and must be considered before the motion.

5. **Motion to bring the matter Back:**
   a. Used in the attempt to "kill" a motion.

**Debate Guidelines**

1. The motion cannot be debated until the Chair has restated the motion and stressing that: "It is moved and seconded that ... Are you ready for the question?" If no one rises, the chair calls for the vote!
   a. Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he/she pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
   b. **To amend a motion do this:**
      i. Wait until the last speaker has finished.
      ii. Rise and address the President by saying, "Mr. (or Ms.) President" (or whatever title/term you use)
      iii. Wait until the President recognizes you.
      iv. Make Your Motion using “I move to amend the motion …”
      v. Wait for Someone to Second Your Motion. Another member can second your motion or the President will call for a second. If there is no second to your motion, it is lost.
   c. Amendments can be called anytime during the debate.

2. In conducting the debate, the "immediately pending question" is the last question stated by the Chair!

   **Motion, Resolution, Amendment, or Motion to Postpone.** The member moving the "immediately pending question" is entitled to preference to the floor!

3. If there are no objections to the basic motion, then members can debate the motion. To debate a motion do this
   a. Wait until the last speaker has finished.
   b. Rise and address the President by saying, "Mr. (or Ms.) President" (or whatever title/term you use)
   c. Wait until the President recognizes you.
   d. Take the floor and present your opinion on the motion. Debate must be confined to the merits of the motion.
   e. All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!

4. No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!

5. The maker of the motion has first right to the floor if he claims it properly

6. Debate can be closed only by order of the assembly (by 2/3 vote) or by the chair if no one seeks the floor for further debate.

**Voting on the Motion**

1. After the debate is closed, the chair proceeds to take the vote. The chair says: *The question is on the adoption of the motion that ....... Those are in favor, say 'Aye’. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.) Those abstained please say ‘Aye’. Any acceptable voting procedure can be used: raising hands, secret ballot or verbally.*

2. **The chair announces the result of the vote.** *The ayes have it, the motion carries, and ... (indicating the effect of the vote) or The nays have it and the motion fails.*
A SUMMARY OF COMMON MOTIONS

1. **Point of Privilege**: Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
2. **Parliamentary Inquiry**: Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
3. **Point of Information**: Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
4. **Orders of the Day (Agenda)**: A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
5. **Point of Order**: Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
6. **Main Motion**: Brings new business (the next item on the agenda) before the assembly
7. **Divide the Question**: Divides a motion into two or more separate motions (must be able to stand on their own)
8. **Consider by Paragraph**: Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
9. **Amend**: Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
10. **Withdraw/Modify Motion**: Applies only after question is stated; mover can accept an amendment without obtaining the floor
11. **Commit /Refer/Recommit to Committee**: State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
12. **Extend Debate**: Applies only to the immediately pending question; extends until a certain time or for a certain period of time
13. **Limit Debate**: Closing debate at a certain time, or limiting to a certain period of time
14. **Postpone to a Certain Time**: State the time the motion or agenda item will be resumed
15. **Object to Consideration**: Objection must be stated before discussion or another motion is stated
16. **Lay on the Table**: Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
17. **Take from the Table**: Resumes consideration of item previously "laid on the table" - state the motion to take from the table
18. **Reconsider**: Can be made only by one on the prevailing side who has changed position or view
19. **Postpone Indefinitely**: Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
20. **Previous Question**: Closes debate if successful - may be moved to "Close Debate" if preferred
21. **Informal Consideration**: Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
22. **Appeal Decision of the Chair**: Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
23. **Suspend the Rules**: Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified
### Parliamentary Procedure At A Glance

**TO DO THIS:** | **YOU SAY THIS** | **May you interrupt the speaker?** | **Do you need a second?** | **Is it debatable?** | **Can it be amended?** | **What vote is needed?** | **Can it be reconsidered?** |
---|---|---|---|---|---|---|---|
Adjourn Meeting | “I move to adjourn.” | NO | YES | NO | NO | Majority | NO |
Call an Intermission | “I move to recess for…” | NO | YES | NO | YES | Majority | NO |
Complain about heat, noise, etc. | “I rise to a question of privilege.” | YES | NO | NO | NO | No Vote | NO |
Temporarily suspend considering an issue | “I move to lay the motion on the table.” | NO | YES | NO | NO | Majority | NO |
End debate and amendments | “I move the previous question.” | NO | YES | NO | NO | 2/3 | NO |
Postpone discussion for a certain time | “I move to postpone discussion until…” | NO | YES | YES | YES | Majority | YES |
Give closer study of something | “I move to refer the matter to committee.” | NO | YES | YES | YES | Majority | YES |
Amend a Motion | “I move to amend the motion by…” | NO | YES | YES | YES | Majority | YES |
Introduce Business | “I move that…” | NO | YES | YES | YES | Majority | YES |

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**THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDANCE… BELOW, THERE IS NO ORDER…**

Protest breach of conduct or rules | “I rise to a point of order.” | YES | NO | NO | NO | No Vote | NO |
Vote on a ruling of the chair | “I appeal from the chair’s decision.” | YES | YES | YES | NO | Majority | YES |
Suspend rules temporarily | “I move to suspend the rules so that…” | NO | YES | NO | NO | 2/3 | NO |
Avoid considering an improper matter | “I object to consideration of this motion.” | YES | NO | NO | NO | 2/3 | YES 2 |
Verify a voice vote by having members stand | “I call for a division,” or “Division!” | YES | NO | NO | NO | No Vote | NO |
Request Information | “Point of information…” | YES | NO | NO | NO | No Vote | NO |
Take up a matter previously tabled | “I move to take from the table…” | NO | YES | YES | NO | Majority | NO |
Reconsider a hasty action | “I move to reconsider vote on…” | YES | YES | YES | NO | Majority | NO |
Policy Change Cover Sheet
This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.

If the changes you are requesting include housekeeping, please submit those changes to ndsu.policy.manual@ndsu.edu first so that a clean policy can be presented to the committees.


1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
   - Is this a federal or state mandate? ☐ Yes ☑ No
   - Describe change: Policy has been updated to provide clarification on changes for administration requirements of the proposal and award activities. Also, some activities have been shifted to the Research and Creative Activity Business Development unit, and those changes are included.

2. This policy change was originated by (individual, office or committee/organization):
   - Research and Creative Activity/Sponsored Programs
   - Val.kettner@ndsu.edu

   This portion will be completed by Mary Asheim.
   Note: Items routed as information by SCC will have date that policy was routed listed below.

3. This policy has been reviewed/passed by the following (include dates of official action):
   - Senate Coordinating Committee:
   - Faculty Senate:
   - Staff Senate:
   - Student Government:
   - President’s Cabinet:

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!
SECTION 801
GRANT AND CONTRACT ADMINISTRATION - GENERAL PROVISIONS

SOURCE: NDSU President

1. PROPOSALS.

1.1 All proposals submitted to external sponsoring agencies must be reviewed and approved by the responsible Department Head(s)/Chair(s), Center Director(s), the College Dean(s), and Sponsored Programs Administration (SPA) (as a designee of the Vice President for Research and Creative Activity) PRIOR to the submission of the proposals to sponsoring agencies. Such approval is required even when an institutional signature is not required by the sponsor. A pre-proposal or letter-of-intent must be routed for review and approval if the signature of an authorized institutional official is required, or if a detailed budget or cost share is required or included. In cases where equipment match funds are required, the Vice President for Research and Creative Activity's (or designee's) approval is also required.

1.2 A Proposal Transmittal Form (PTF) is required for each proposal submitted for review. The PTF and instructions are located on the SPA website: http://www.ndsu.edu/research/sponsored_programs_admin/forms/. A completed PTF, proposal cover page, abstract, detailed budget on sponsor budget template (if available, or on SPA generic budget template if no sponsor template is required) and budget justification with complete detail as to why each item is necessary must be received in SPA at least 5 business days before the sponsoring agency submission deadline in order to guarantee timely review and approval or submission by SPA. Proposals must be received no later than 9:00 a.m. to count as the first day in the 5 business days. University published business hours will control the cut-off times for submission, not sponsor established times that exceed university hours.

1.3.1 The completed proposal and PTF must be routed submitted to through all necessary parties involved in responsible for any aspect of the proposal approval process. Necessary parties are determined based on each proposals’ requirements (review, central equipment match, space, etc.) Each office may require modifications to a proposal before the routing can continue. Proposals must meet the criteria of each review stage in the process BEFORE submission to a sponsoring agency.

1.3.1 The Head/Chair, Director and Dean are responsible for reviewing and approving the proposal for:

- consistency with the department, center and college mission;
- availability and commitment of department, center and college support services and resources, including faculty and staff committed effort/time, space, and finances and equipment; and
- assurance that the department, center and college obligations as defined in the proposal can and will be met; and.
• appropriate management and oversight, if necessary, of any conflicts of interest for their faculty participating in the proposed project.

1.3.2 Sponsored Programs Administration, as designated by the Vice President for Research and Creative Activity, acts on behalf of the President and is responsible for reviewing and approving the proposal for:

• reviews the proposal for consistency with the institutional mission and policies,
• compliance with public or private agency policies and regulations, and
• compliance with applicable federal, state and local laws and regulations. Each office may require modifications to the proposal. Proposals must meet the criteria of each review process BEFORE submission to a sponsoring agency.

1.3.3 The Vice President for Research and Creative Activity, or designee, is responsible for approving the use of and obligating central equipment match funds. Priority for use of these funds will be given to proposals that are interdisciplinary or that involve the acquisition of equipment for the enhancement of centralized research lab infrastructure. A request for equipment match funds must be made in writing to the Vice President for Research and Creative Activity at least three weeks prior to the due date of the proposal and after the appropriate approvals are received by the pertinent departments and colleges contributing remaining cash match. Requests for consideration can be made for up to 1/3 of the required cash match.

1.3.4 The Vice President for Finance and Administration must approve, prior to submission, any proposal requiring additional space, renovations, remodeling, and/or relocation of offices or labs. Any proposals requesting renovations or remodeling of space in the Research 1, Research 1A and/or Research 2 facilities, or relocation to those facilities, must also be approved by the Vice President for Research and Creative Activity.

1.3.5 The Vice President for Information Technology, or designee, must approve, prior to submission, any proposal affecting or requiring significant information technology services, as defined at http://www.ndsu.edu/it/research/prep/.

1.2 A Proposal Transmittal Form is required for each proposal submitted for review. Proposal Transmittal Forms may be obtained from Sponsored Programs Administration.

1.43 Sponsored Programs Administration requires a minimum of 72 hours to process a proposal. If time is a problem, the entire proposal need not be submitted. A completed Proposal Transmittal Form, the proposal cover page, an abstract, and the budget page may be sufficient for final approval. Following final review by Sponsored Programs Administration (as a designee of the Vice President for Research and Creative Activity), the principal investigator will be contacted called and informed of university approval or of the need for revision(s). Grant and contract proposals requiring additional space, renovations, remodeling, and/or relocations must be approved by the Vice President for Research and Creative Activity and the Vice President for Finance and Administration prior to submission.

2. AWARDS.

2.1 All contracts, grants and agreements must be reviewed by Sponsored Programs Administration prior to their execution. Research and Creative Activity’s Business Development unit is responsible for negotiating all terms of private industry awards, and Sponsored Programs Administration is
2.2 Work may not take place and expenses may not be incurred on a pending award unless an advanced account number is requested and established. Advanced account numbers are issued only after department, center, or college assumption of responsibility, in writing, in the event an award is not successfully executed. SPA will not negotiate or sign an award where the award document is initiated after the work is already completed.

3. All correspondence between the Principal Investigator and the sponsoring agency Program Officer must be limited to technical questions. All correspondence between the Principal Investigator and the external sponsoring agency Contracting Officer, that is unrelated to the scientific/technical effort of the award, must be initiated by and shall be copied to Sponsored Programs Administration, or in the case of questions concerning allowable costs by Grant & Contract Accounting. Any request to change award terms, including no-cost time extensions, budget modifications, or changes in scope of work, must be initiated by Sponsored Programs Administration is responsible for requesting approval from the awarding agency to change any agreement terms. For private industry awards, requests are initiated through SPA and then forwarded to Business Development by SPA for appropriate action(s).

4. Sponsored Programs Administration reserves the right to renegotiate, withdraw or reject any proposal or agreement that has not been reviewed and approved through the proper channels and signed by the appropriate authorized institutional representatives.

5. All financial reports required by the external agencies will be prepared by Grant and Contract Accounting. The Principal Investigator will be contacted if assistance is needed in completing the reports.

6. All checks relating to sponsored agreements should be sent to:

   Grant and Contract Accounting  
   North Dakota State University  
   NDSU Dept. 3130  
   PO Box 6050  
   Fargo, ND 58108-6050

   If a check is mistakenly sent to a department instead of Grant and Contract Accounting, the check should be delivered as soon as possible to Grant and Contract Accounting for deposit. All information received with the check should be attached. The Customer Account Services Office will not deposit a check into a grant or contract account (Funds 40000-49999) without the approval of Grant and Contract Accounting.

HISTORY:
New July 1990
Amended April 1992
Amended June 1996
Amended March 2002
Amended August 2007
Amended October 2009
Housekeeping February 14, 2011
Housekeeping March 16, 2015
Policy Change Cover Sheet

This form must be attached to each policy presented. All areas in red, including the header, must be completed; if not, it will be sent back to you for completion.

If the changes you are requesting include housekeeping, please submit those changes to ndsu.policy.manual@ndsu.edu first so that a clean policy can be presented to the committees.

SECTION: Policy 813 Facilities and Administrative Costs

1. Effect of policy addition or change (explain the important changes in the policy or effect of this policy). Briefly describe the changes that are being made to the policy and the reasoning behind the requested change(s).
   - Is this a federal or state mandate? □ Yes X □ No
   - Describe change: Numerous changes requested to accommodate the removal of CNSE from the policy, as that unit no longer exists in its previous format, and also to account for the change in F&A Rate Agreement. Rather than including the rate table, a link is provided to the Rate Agreement on SPA's website, so that the Policy doesn't require updating when the rates are renegotiated. Also, changes are providing clarification on definitions of categories and guidance on use of various rates. Finally, changes provide clarity on approvals required for use of off-campus rate.

2. This policy change was originated by (individual, office or committee/organization):
   - Research and Creative Activity/Sponsored Programs and Finance & Administration/Grant & Contract Accounting
   - Val.kettner@ndsu.edu and/or ann.young@ndsu.edu

   This portion will be completed by Mary Asheim.
   Note: Items routed as information by SCC will have date that policy was routed listed below.

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

   Senate Coordinating Committee:

   Faculty Senate:

   Staff Senate:

   Student Government:

   President's Cabinet:

The formatting of this policy will be updated on the website once the content has final approval. Please do not make formatting changes on this copy. If you have suggestions on formatting, please route them to ndsu.policy.manual@ndsu.edu. All suggestions will be considered, however due to policy format guidelines, they may not be possible. Thank you for your understanding!
SECTION 813
INDIRECT COSTS (aka FACILITIES AND ADMINISTRATIVE COSTS)

SOURCE: NDSU President

1. The University has established indirect cost rates with the cognizant federal audit agency. The rate charged to a sponsored agreement depends upon the function of the work performed. Before deciding which rate applies to each program, carefully review the definitions of research, instruction, and other sponsored activity as defined below.

1.1 ORGANIZED RESEARCH. Organized Research means the critical and exhaustive investigation or experimentation having for its aim the discovery of new facts and their correct interpretation; the revision of accepted conclusions, theories, or laws, in light of newly discovered facts; or the practical applications of such new or revised conclusions. This category includes all activities specifically organized to produce research outcomes, whether commissioned by an external agency or separately budgeted by the institution. It also includes activities involving the training of individuals in research techniques.

1.2 ORGANIZED RESEARCH-CNSE. This category is for organized research to be carried out at the NDSU Center for Nanoscale Science and Engineering.

1.23 INSTRUCTION. Instruction means the teaching and training activities of an institution. Except for research training, this term includes all teaching and training activities, whether they are offered for credits toward a degree or certificate or on a non-credit basis, and whether they are offered through a regular academic session, summer school division, an extension division, or a continuing education division.

1.3 OTHER SPONSORED ACTIVITY. Other sponsored activities mean programs and projects financed by federal and non-federal agencies and organizations which involve the performance of work other than instruction and organized research. Examples of such programs and projects are health service projects, and community service programs.

2. The current approved indirect cost rates can be found in the Colleges and Universities Rate Agreement found on Sponsored Programs Administration’s (SPA) website under the “Forms” section at: https://www.ndsu.edu/research/sponsored_programs_admin/forms/. are as follows:

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>RATE</th>
<th>LOCATIONS</th>
<th>APPLICABLE TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/10</td>
<td>6/30/11</td>
<td>43.50%</td>
<td>On-campus</td>
<td>Organized Research</td>
</tr>
<tr>
<td>7/1/11</td>
<td>6/30/13</td>
<td>44.50%</td>
<td>On-campus</td>
<td>Organized Research</td>
</tr>
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<td>7/1/13</td>
<td>6/30/14</td>
<td>45.00%</td>
<td>On-campus</td>
<td>Organized Research</td>
</tr>
</tbody>
</table>
### Table:

<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
<th>Percentage</th>
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<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/10</td>
<td>6/30/14</td>
<td>26.0%</td>
<td>Off-campus</td>
<td>Organized Research</td>
</tr>
<tr>
<td>7/1/10</td>
<td>6/30/14</td>
<td>35%</td>
<td>On-campus</td>
<td>OR-CNSE</td>
</tr>
<tr>
<td>7/1/10</td>
<td>6/30/14</td>
<td>19.30%</td>
<td>Off-campus</td>
<td>OR-CNSE</td>
</tr>
<tr>
<td>7/1/10</td>
<td>6/30/14</td>
<td>53.20%</td>
<td>On-campus</td>
<td>Instruction</td>
</tr>
<tr>
<td>7/1/10</td>
<td>6/30/14</td>
<td>26.00%</td>
<td>Off-campus</td>
<td>Instruction</td>
</tr>
<tr>
<td>7/1/10</td>
<td>6/30/14</td>
<td>38.10%</td>
<td>On-campus</td>
<td>Other Sponsored Activity</td>
</tr>
<tr>
<td>7/1/10</td>
<td>6/30/14</td>
<td>20.30%</td>
<td>Off-campus</td>
<td>Other Sponsored Activity</td>
</tr>
</tbody>
</table>

**Indirect cost is calculated as follows:**

\[
\text{Indirect Cost} = \text{Modified Total Direct Cost} \times \text{Rate from the Rate Agreement referenced above table.}
\]

**Modified Total Direct Cost (MTDC):**
- Consists of all **direct** salaries and wages, **applicable** fringe benefits, materials, and supplies, services, travel and **subgrants and subcontracts up to the first $25,000 of each subgrant or subcontract** (regardless of the period of performance covered by the subawards under the award).
- Shall exclude equipment, capital expenditures, charges for patient care, rental costs, student tuition remission (student), rental costs of off-site facilities, scholarships, and fellowships, **participant support costs, and as well as the portion of each subgrant and subcontract** in excess of $25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs and with the approval of the cognizant agency for indirect costs.

**Definition of Equipment:**
- Equipment is defined as tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit.

**Definition of Off-Campus:**
- A project is considered off-campus if the activity is conducted at locations other than in University owned or operated facilities and indirect costs associated with physical plant and library are not considered applicable to the project. Use of the off-campus rate must be approved prior to inclusion in a proposal. A request must be submitted to SPA justifying the reason for the off-campus rate. This request must be submitted at least two weeks prior to the due date of the proposal. SPA will make a determination whether the off-campus rate is approved for use.

**Treatment of Fringe Benefits:**
- This organization charges the actual cost of each fringe benefit direct to Federal projects. However, it uses a fringe benefit rate which is applied to the salaries and wages in budgeting fringe benefit costs under project proposals. The following fringe benefits are treated as direct costs: FICA, SUI, WORKERS COMPENSATION, RETIREMENT PLAN, AND HEALTH/LIFE/DISABILITY INSURANCE.
Treatment of Paid Absences: Vacation, holiday, sick leave pay and other paid absences are included in salaries and wages and are claimed on grants, contracts and other agreements as part of the normal cost for salaries and wages. Separate claims are not made for the cost of these paid absences.

3. In most cases the activities of the University will be considered to be on-campus activities. Off-campus rates for indirect cost will be used only if the project will be conducted in a remote location for an extended period of time. A project that would qualify for off-campus rates would be one that would not be using University facilities for any of the work performed. Some examples of departments that would be off-campus are Agronomy Seed Farm (Casselton), Forest Service (Bottineau), Research Centers (Carrington, Central Grasslands, Dickinson, Hettinger, Langdon, North Central and Williston) (this list is not all inclusive). If the project is split among departments – the on-campus/off-campus rate should be determined by where 50% or more of the work is being performed. However, use of the off-campus rate must have SPA’s approval.

4. If the indirect cost rate assigned to a particular project is scheduled to change during the life of the project, the indirect cost rate should remain at the rate of the initially funded budget period.

5. Unless specifically prohibited or limited by the sponsoring agency, the inclusion of indirect costs at the appropriate current federally negotiated rate is required in every grant and contract budget. If a sponsoring agency restricts recovery of indirect costs to a percentage that is less than the appropriate current federally negotiated rate, the Principal Investigator must provide to SPA a copy of the sponsoring agency’s guidelines or published policy reflecting the indirect cost limitation. No exceptions for reduced indirect costs will be made for research sponsored by for-profit entities (i.e., companies) unless there is a clear, established policy that is publically posted on the entity’s website (and that applies universally to all proposals). If an award proposal is received without the inclusion of indirect cost, SPA reserves the right to renegotiate the award agreement for the inclusion of indirect cost, either by an increase in the award amount or by reallocating the award amount to cover both direct and indirect costs.

6. INDIRECT COST ALLOCATIONS. In order to provide an additional incentive for faculty and staff participation in sponsored activities at NDSU, it is the University’s policy to directly support such activity with a portion of the indirect cost payments received by the University under all sponsored agreements.

Of the indirect costs drawn, 42.0% will be allocated back to the generating colleges or units; 16% will be allocated back to the Office of the President (for Research); and 42.0% to the Office of the President. Allocation exceptions must be approved by the President.

HISTORY:

New
Amended
Amended
Amended
Amended
Amended
Amended
Amended
Housekeeping
July 1990
April 1992
December 1996
August 1997
January 2000
October 2004
August 2007
February 16, 2011
July 12, 2013
Whereas: The North Dakota State University Faculty Senate recognizes the role and responsibilities of the State Board of Education and the North Dakota University System and its leadership,

Whereas: To continue to pursue its mission, NDSU requires steady administrative leadership based on shared governance, especially during the current critical financial challenge NDSU has and will face in the next biennium. Anything less will hurt NDSU, NDUS, and North Dakota through, in part, the loss of key personnel and inability to recruit and retain the best replacements to serve everyone’s short and long term interests.

Whereas: President Dean Bresciani has provided this leadership, as evidenced, in part, by the handling of the severe cuts to NDSU’s budget and the positive reviews of such from the faculty, staff, students, and other stakeholders.

Whereas: The state of North Dakota voters and taxpayers have strongly and repeatedly voted against any politicization of the North Dakota University System and political interference in the proper running of NDUS and its institutions.

Whereas: The State Board of Higher Education’s handling of President Bresciani’s contract extension has the \textit{prima facie} appearance of being politicized after outside political and media interference, as evidenced by actions of several parties in the media and elsewhere,

Whereas: The appearance of politicization undermines trust in the system and its administrators by NDUS institutions, their constituents, and the public at large. In turn, the system’s and its institutions’ ability to fulfill their mission to the people of North Dakota is hampered, if not rendered impossible.

Whereas: NDUS stakeholders should not be at odds with each other in a time of crisis and severe budget cuts affecting NDUS institutions when that conflict is not only unnecessary but severely damaging to the interests and integrity of the many and various innocent stakeholders involved.

Resolved: The Faculty Senate at North Dakota State University fully endorses the following:

1. The extension of President Bresciani’s contract,
2. The collaborative improvement of stakeholder relationships to improve efficiency, respect, and justice for all stakeholders,
3. The cessation of personnel matters being made public when doing so is gratuitous,
4. The cessation of activities that weaken rather than strengthen either NDUS and its leadership, or the NDUS institutions and their leadership, and
5. The cessation of activities that have the \textit{prima facie} appearance of being politically influenced or motivated.
Whereas: The North Dakota State University Faculty Senate recognizes the role and responsibilities of the State Board of Education and the North Dakota University System and its leadership,

Whereas: To continue to pursue its mission, NDSU requires steady administrative leadership based on shared governance, especially during the current critical financial challenge NDSU has and will face in the next biennium. Anything less will hurt NDSU, NDUS, and North Dakota through, in part, the loss of key personnel and inability to recruit and retain the best replacements to serve everyone’s short and long term interests.

Whereas: President Dean Bresciani has provided this leadership, as evidenced, in part, by the handling of the severe cuts to NDSU’s budget and the positive reviews of such from the faculty, staff, students, and other stakeholders.

Whereas: The handling of President Bresciani’s contract extension has caused great concern among faculty, staff, students, and other NDSU, NDUS, and North Dakota stakeholders,

Resolved: The Faculty Senate at North Dakota State University fully endorses the following:

1. The immediate extension of President Bresciani’s contract,
2. The collaborative improvement of relationships to improve efficiency, respect, and justice for all stakeholders,
3. The cessation of personnel matters being made public when doing so is unnecessary and unhelpful, and
4. The avoidance of activities that weaken either NDUS and its leadership, or the NDUS institutions and their leadership.
Whereas: The North Dakota State University Faculty Senate recognizes the role and responsibilities of the State Board of Higher Education and the North Dakota University System and its leadership,

Whereas: To continue to pursue its mission, NDSU requires steady administrative leadership based on shared governance, especially during the current critical financial challenge NDSU has and will face in the next biennium.

Whereas: NDUS stakeholders should not be at odds with each other in a time of crisis and severe budget cuts affecting NDUS institutions when that conflict is not only unnecessary but severely damaging to the interests and integrity of the many and various innocent stakeholders involved.

Resolved: The Faculty at North Dakota State University fully endorses the following:

1. The extension of President Bresciani’s contract, and
2. The collaborative improvement of stakeholder relationships to improve efficiency, respect, and justice for all stakeholders.