

NDSU STAFF SENATE

Agenda

Wednesday, March 1, 2017
Great Room, Memorial Union

Senators and Substitutes:

- Attendance taken at the table by the entrance.
- Please mute or turn off cell phones before the meeting.

- I. **Call to Order**
- II. **Attendance Report** by Carin Engler
- III. **Consent Agenda** – (policy details listed here: https://www.ndsu.edu/policy/senate_coordinating_council/)
 - A. **Policies for Information**
 1. 112 – Job Applicant / Employee Criminal History Background Checks
 2. 134.2 – NDSU Lactation Policy
 3. 304 – Academic Staff and Executive/Administrative Positions – Procedures for Filling
 4. 309 – Minimum Qualifications for Instructional Faculty
 5. 823 – Financial Conflict of Interest – Public Health Service Sponsored Research
- IV. **Approval of Meeting Agenda**
- V. **Campus Kudos** by Lori Askew
- VI. **Program**
 - A. Title IX & Equity Training: Kara Gravley-Stack & Angela Bachman
- VII. **Student Government Report**
- VIII. **Faculty Senate Report**
- IX. **Approval of Wednesday, February 8, 2017 Staff Senate Meeting Minutes**
- X. **Treasurer's Report** by Tina Exner
- XI. **Advisor Comments** by Colette Erickson
- XII. **Committee Reports**
 - A. Bylaws by Laura Dallmann
 - B. Elections by Gennifer Sprecher
 - C. Legislative by Diane Axness
 - D. Public Relations by Elizabeth Worth
 - E. Information Technology by Matt Chaussee
 - F. Scholarship by Patty Lloyd / Emilie DeWitte
 - G. Staff Development by Larissa Kunde / Niki Lynnes
 - H. Staff Recognition by Loretta Askew
 - I. Campus Engagement by Daniel Erichsen
 - J. Gunkelman Award by Amanda Groom
 - K. Senate Coordinating Council by Jim Osland
 - L. State Staff Senate by Ryan Brinkman
 - M. Joint Committees
 1. Campus Space and Facilities by Ben Bernard
 2. Environmental Sustainability by Chad Lindberg / Cathy Giddings
 3. Library by Ben Bernard
 4. University Athletics by Eric Gorecki
 - N. Ad Hoc Committees
 1. Administrator Training Initiative by Gennifer Sprecher
 2. Learning Space Advisory Committee by Laura Dallmann
 3. Staff Ambassadors by Amanda Booher
 4. Parking by Eric Gorecki
- XIII. **Executive Committee** by Jered Pigeon
- XIV. **President's Cabinet** by Jim Osland

XV. Old Business

A. Lost and Found by Gennifer Sprecher

XVI. New Business

XVII. Announcements

XVIII. Adjourn

Scheduled meetings:

- Staff Senate: Wednesday, April 5, 2017, 9:30 – 11 AM in the Plains Room, Memorial Union
- Executive Committee: Wednesday, March 15, 2017, 9:30 AM in the Badlands Room, Memorial Union

NDSU Staff Senate apparel order form

- Please make checks out to NDSU Staff Senate (or cash is accepted).
- Deadline for orders: Friday, March 17, 2017
- All shirts will be Black with the NDSU Staff Senate Logo in Yellow.
- Mail checks and order form to: Elizabeth Worth (Putnam Hall 106)
- Items will be delivered to staff senate meeting April 5. If you are unable to make this meeting please contact Elizabeth (elizabeth.worth@ndsu.edu/ 1-8476) for pickup

1. Stretch 1/2 Zip Pullover - Ladies' - \$35.48 (\$33 + 7.5% tax)

- Stretch material with open cuffs and hem, raglan sleeves and cadet collar, front pouch pocket and thumbholes at cuff, 90/10 polyester/ spandex, sizes XS-4XL



2. Lightweight Jersey Full Zip Hoodie – Ladies’ - \$27.95 (\$26 + 7.5% tax)

- 60/40 cotton/ polyester, front pouch pockets, sizes XS-4XL



3. Active Textured Performance Polo – Ladies’ - \$25.80 (\$24 + 7.5%)

- 100% polyester, Johnny collar and open placket, open hem sleeves and side vents, tag free, sizes XS-4XL



4. 1/2 Zip Pullover - Men's - \$35.48 (\$33+ 7.5% tax)

- Open cuffs and hem, raglan sleeves and cadet collar 90/10 polyester/ spandex, sizes XS – 4XL



5. Lightweight Jersey Full Zip Hoodie - Men's - \$27.95 (\$26 + 7.5% tax)

- 60/40 cotton/ polyester, front pouch pockets, sizes XS – 4XL



6. Active Textured Performance Polo - Men's - \$25.80 (\$24 + 7.5% tax)

- 100% polyester, 3-button placket, open hem sleeves and side vents, tag free, size XS – 4XL



Name: _____

Department address _____ Phone: _____

Shirt Order: #1 ☐ #2 ☐ #3 ☐ #4 ☐ #5 ☐ #6 ☐

Shirt Size: XS ☐ S ☐ M ☐ L ☐ XL ☐ 2XL ☐

3XL ☐ 4XL ☐

Make checks payable to: NDSU Staff Senate

Parking Office Guidelines and Procedure Overview

- 1.) What is the Parking Office's means of communication to ensure effectiveness? In last year's email announcement regarding new year permit renewals a \$20 service fee was mentioned regarding in-person assistance. Can you elaborate on that?
 - a. The Parking Office sends out notifications and announcements via NDSU listservs and social media. Unfortunately due to the number of listserv announcements sent out some emails have ended up in people's junk mail.
 - b. Their communication is a collaborative effort – all are involved in writing and proofing the announcements that go out. There have been times when people have questions, concerns, and/or dislikes, and they have bypassed the Parking Office for clarification. They are here to assist people, and would like the opportunity to answer any questions anyone may have.
 - c. The Parking Office has added technology in order to provide convenience and efficiencies, so they are trying to get everyone to use the online renewal system. However, they understand that not everyone has access to a computer, so they have set-up a kiosk in their lobby for those persons, as well as anyone wanting clarification or other assistance. This kiosk service does not have a fee associated to it, and follows the same online renewal process, in order to familiarize everyone with it, and also for consistency sake. But if you still prefer to bypass the online renewal process altogether, you may renew at the ticket counter for a \$20 service fee.
- 2.) What is the Parking Office' customer service philosophy? Any consideration given for human error/learning curve? For example, the issuance of warnings through the first full week in each semester, rather than a citation(s)?
 - a. Their customer service philosophy is always customer service orientated. They approach questions and possible disputes in a non-combative manner in order to deescalate a situation from getting uncomfortable or alienating. They are responsive to corrective criticism, and pride themselves on finding resolutions.
 - b. The Parking Office does take a learning curve into consideration for students. During the 1st week of each semester they issue warnings versus citations. They do not offer this to staff, because it would be difficult to determine if a staff member was new, and their employment is continuous.
 - c. They have strived to implement consistency that may not have been there before. This is important to them in order to alleviate sending any mixed messages.
 - d. Keep in mind that everyone must agree that they have read and understand the Parking Guidelines before they are issued a permit.
- 3.) Can you explain the appeals processes? Who oversees each appeal? How are the committees/boards formed? Who is responsible for follow up and ndsu.parking@ndsu.edu email communication? What is the denial rate for each level of appeal?
 - a. For step-by-step instruction, see that Parking Office website or the back of any citation.
 - b. Appeals are received and responded to within 5 business days. This is the initial appeals review level, which is handled by 2 Parking Office staff, and overseen by the Transportation Manager. They follow the Parking Office guidelines when approving or denying any appeals.
 - c. If the initial appeal was denied, one has the ability to request to go in front of the Parking Office Appellant Board, which is comprised of 1 staff, 1 faculty, and 3 students with up to a 2 year appointment.
 - d. The Appellant Board's decision is final.
 - e. Brit Steven, Transportation Manager, is ultimately responsible for managing the email account, but has delegated to office staff.
 - f. Brit Steven did not know that denial rate offhand. He will get back to us on that.
 - g. The number of appeals per week is dependent on the campus events, weather, etc. On average there are 6 appeals per workday.

- 4.) What are the alternative options for forgetting a permit? Why and how are these options provided or considered?
- a. If one forgets their permit, they have the following options:
 - i. To use their one get out of parking ticket pass issued upon renewal of each year's permit, if one was to receive a citation.
 - ii. Go home and get their permit.
 - iii. To purchase a one-day permit either at the Parking Office or online (coming soon).
 - iv. To park in the pay lots (however, more expensive than the one-day permits)
 - v. Park on a city street
 - vi. And they are working on the possibility for people to earn an extra get out of a parking citation pass, by re-reviewing the Parking Office's guidelines and taking a short quiz. If you pass you receive another citation excuse.
- 5.) There appears to be inconsistency among users, can you explain? For example, the Parking Office will grant special circumstances for events, which displaces the individuals that have purchased a permit for the particular lot being used for an event; pro-rated reimbursements are granted for students, but not staff and faculty; Facilities seem to park wherever they want, without getting a ticket; handicapped parking for guest may end up not being convenient which limits their desire to visit; enforcement doesn't seem to be as consistent in the summer months as in the academic months; etc.
- a. There may have been inconsistencies in the past, but they are working on operating in a consistent manner.
 - b. As for the examples:
 - i. Not every department has talked with the Parking Office when they have hosted large events, and end up sending out a listserv announcement offering up free parking in certain lots. Once the emails go out, the Parking Office cannot do anything about it and manage the best they can. In many cases they end up not ticketing during those periods in case permitted employees and students that have been displaced have parked in other lots. They've implemented a process to grant special circumstances for events, etc.
 - ii. I don't believe we received an answer as to why staff members don't receive a pro-rated reimbursement if their employment ends before the academic year.
 - iii. Facilities has to be able to perform their jobs, so it is necessary to allow them to park as needed. However, they are supposed to park in ways and spaces that are as non-intrusive as they can. In addition, it would be difficult to ticket a state agency.
 - iv. The Parking Office has had good experiences when working with the handicap and providing them convenient parking. Many times a department will call the Parking Office for instructions prior to a staff member starting or a guest's arrival to determine the logistics, and that has always worked out well.
 - v. The summer patrolling should be consistent to the academic year's now, because they hired a full-time, 12 month position that will patrol all of the parking lots year-round. This position was new in the summer of 2016.
- 6.) Can you explain the Parking Office's enforcement procedures?
- a. They issue a citation to those in violation. They are creating consistency.
- 7.) Has the Parking Office considered providing any training or open forums for Q&A?
- a. Again, everyone that purchases a permit must read or agree they fully understand the Parking Office's guidelines. Reading the guidelines is the best way to get all of the information out.
 - b. They don't feel an open forum(s) will be beneficial, because statistically speaking most that attend these events are upset and aren't there to necessarily learn.

- c. They do attend one Student Senate meeting each year to inform people of their operations and guidelines, and to answer any questions people may have. They would like to attend a Staff Senate meeting on an annual basis as well.
 - d. They set-up a booth at all student orientations, and next year they will become part of their presentation.
- 8.) Can you tell us a little more about the audit that the Parking Office is going through?
 - a. It has been in process for the past 6 months.
 - b. Knowing it is still in process there isn't any finding to report on.
 - c. Transportation Manager, Brit Stevens, will use as a tool on how they can improve their services, and to ensure that students and staff are being treated equally.
- 9.) How are the parking citation revenue used? What percent of the budget does it make up? How dependent is the Parking Office on this revenue - what is the average carryover each year?
 - a. The revenue source breakdown is unknown at this time. Brit would need more time to have that compiled. The staff member that handles the financial information is currently telecommuting at a part-time basis.
 - b. They feel that they are not dependent on the citation revenue.
- 10.) What are the Parking Office's annual expenditures?
 - a. Brit provided a 5-year financial summary for our reference. See appendix A.
- 11.) How does the Parking Office and Facilities work together to keep the parking lots maintained and clean of debris, snow, and glass?
 - a. The Parking Office and Grounds Supervisor work together daily on regular upkeep, as well as special requests/reports.
 - b. If one has something to report, please contact the Facilities directly or the Parking Office, and they will forward it onto Facilities.
 - c. An email is sent out to the students in residence halls and apartments on when plowing or work is being done. If they have not moved their vehicle, it will be towed at the owner's expense.
- 12.) When is it allowable for a department to pay a parking ticket? How often does this happen, and what type of funding is used to pay the ticket?
 - a. Brit Stevens referred to an email response he received back from NDSU Controller Gary Wawers.
 - b. All NDSU staff, students, and guests are responsible for their own parking ticket and permits.
 - c. See Appendix B for more details.
- 13.) Please describe all other services that the Parking Office provide, and your hours of operation.
 - a. Other service provided are direction guidance, safety awareness, and wellness check.
 - b. Hours are 8-4:30 Monday thru Friday during academic sessions. Summer and holidays are 7:30-4.
 - c. Even though the summer and holiday hours change to start at 7:30 they do not believe that they will start ticketing until 8am each day. They understand it can pose a problem for those that work at 7:30, and if you experience a problem to contact Campus Police and someone will be sent to investigate and possibly ticket the illegally parked vehicle(s).
 - d. The Parking Office reserves the right to tow or boot a car, but it is not a common practice, and they are very reluctant to use those method of parking enforcement.
- 14.) What has the Parking Office done to solicit feedback from its users?
 - a. They have sent out surveys on specific topics.
 - b. They do welcome any communication.

- c. The Parking Office would like to present at Staff Senate annually, as they do at Student Senate. They do ask if there are specific topics of discussion or questions that those are sent to them prior to any presentation so they have appropriate time beforehand to compile data, statistics, etc.

Parking Committee's resolution to concerned staff member's citation appeal

The Staff Senate Ad-Hoc Parking Committee reviewed the details of the parking citation concerns that were brought to our attention by a concerned staff member. The Committee reviewed all of the detail submitted by this individual, as well as the campus parking regulations, including the citation appeal process. The Committee also met directly with the Parking Office staff to discuss these and other issues that were raised in the December Staff Senate meeting. The specific questions put forth to us were as follows:

- 1) Why is the Parking Office so inflexible for staff members who are ticketed while performing work related activities?
 - a. The Department Service Vehicle tag should be a courtesy by a staff member to the parking office so that they do not have to process appeals for staff members who are using parking spaces for work related activities. To that extent if someone is a habitual offender then the citation should stand.

Committee response: Department Service Vehicle permits are not a courtesy from the individual to the Parking Office. They are a courtesy from the Parking Office to NDSU departments who have individuals that need to park in various locations across campus for work related activities. The terms of the DSV permits are clearly stated on the permits themselves and when individuals wish to use these privileges, they are agreeing to abide by those terms. Relaxed enforcement on this issue opens the door for complaints about inconsistent enforcement and abuse of the DSV permit. Parking in a lot other than your assigned lot without a DSV permit, regardless of the reason, warrants the issuance of a citation, per the NDSU parking regulations. The Parking Office must make every effort to enforce the regulations as they are written so that they may justify their decisions with impartiality (as in the case of the current parking audit). The sole purpose of the independent Parking Appeals Board is to make the decision whether extenuating circumstances should warrant an appeal being granted. It is important for this separation to exist to ensure the Parking Office abides by the written parking regulations and is consistent in its enforcement efforts.

- 2) What percent of initial appeals are actually granted? Parking citations should be intended to be a deterrent not a source of revenue. If someone has a reasonable argument for requesting an exception then why not approve the appeal.

Committee Response: Parking citations are primarily a deterrent because of their associated fees. While parking citations do generate revenue, the Parking Office only issues them when a parking violation occurs. The suggestion that the Parking Office is being unfairly opportunistic with the issuance of parking citations is unfounded. The Parking Office is meticulous in documenting violations including multiple digital images of the vehicle to ensure that enforcement errors rarely occur. The percent of appeals that are granted is irrelevant. There is a well-established process for parking citation appeals which involves an initial review from the Parking Office to determine if there was an error on the parking enforcement side. If there was an error made by the enforcement officer, the appeal is granted. If there was no error, then the person submitting the appeal has the option to submit their case for review by an independent Parking Appeals Board that is comprised of individuals from the Student, Staff and Faculty Senates.

- 3) Why make the, I forgot to hang my tag card so specific? Wouldn't it be easier for the parking office and staff members to simplify things and just say that any individual who purchases a permit gets a onetime exception card?

Committee Response: This is a slippery slope. The excuse card specifically states it may be used by an individual who forgot to hang their permit while parked in their assigned lot. Allowing the excuse card to be more open ended opens the door for more egregious parking violations to be contested which makes the Parking Office's mandate of consistent enforcement much more difficult. This is the entire purpose of the Parking Appeals Board. The board exists to determine whether or not there were extenuating circumstances that would warrant granting of an appeal for a citation.

- 4) The cost is not what bothers me it is the principal that while I am doing my job I get monetarily penalized by my employer for making a minor mistake. I paid the fee within the required time period and am now waiting to meet with the Parking Appeal Board in September.....September. Four months will have passed and the issued may not even be resolved.

Committee Response: Parking citations and their associated fees are deterrents, not penalties. When an individual parks in violation of NDSU's policies, whether intentionally or not, they are accepting the risk that they may receive a citation. That is part of the individual's responsibility for bringing a vehicle on campus. The Parking Office's role is to enforce parking in accordance with NDSU's parking regulations. Since the Parking Appeals Board is comprised of primarily students who are frequently not on campus in the summer, the board only meets from September through May. This appeal was promptly scheduled for the first available meeting of the board. The Committee determined that both the Parking Office and the Parking Appeals Board followed their established protocol. Concerns about how frequently the Parking Appeals Board meets will need to be referred to the three Senate bodies for review.

Overall: While the Ad-hoc Parking Committee is in agreement with the Parking Office and Parking Appeals Board with respect to their decisions in the above matters, the Committee did determine that there is clearly a disconnect in communication between the Parking Office and a number of NDSU staff. The conversations we had with the Parking Office were productive and we learned a lot about the logistics of parking enforcement operations at NDSU. The Committee and the Parking Office both agreed that the best approach for avoiding ongoing miscommunication was to establish a regular presentation/question and answer session where the Parking Office can provide an informational presentation annually to the Staff Senate and so that Staff Senate has an opportunity to ask questions and make the Parking Office aware of staff concerns. Staff Senate has the means to facilitate a better understanding of NDSU's parking operations, enforcement, appeals processes and future plans. It is the recommendation of the Ad-Hoc Parking Committee that Staff Senate take the lead in making that happen.

NORTH DAKOTA STATE UNIVERSITY
COMPARATIVE STATEMENT OF REVENUES & EXPENDITURES
PARKING

FISCAL YEARS ENDED JUNE 30, 2016 - 2012

	2016	2015	2014	2013	2012	2016 - 15 \$ Change
REVENUES:						
Parking Permits, Fees & Fines	\$ 2,264,536	\$ 2,115,918	\$ 1,955,634	\$ 1,673,987	\$ 1,652,001	\$ 148,619
Total Revenues	<u>\$ 2,264,536</u>	<u>\$ 2,115,918</u>	<u>\$ 1,955,634</u>	<u>\$ 1,673,987</u>	<u>\$ 1,652,001</u>	<u>\$ 148,619</u>
EXPENDITURES:						
Salaries and Wages	\$ 67,094	\$ 65,919	\$ 183,448	\$ 170,516	\$ 164,707	\$ 1,175
Fringe Benefits	43,905	36,873	87,706	75,175	73,127	7,033
Operating Expenses	291,106	272,397	394,532	396,817	298,601	18,709
Total Expenditures	<u>\$ 402,106</u>	<u>\$ 375,189</u>	<u>\$ 665,685</u>	<u>\$ 642,508</u>	<u>\$ 536,434</u>	<u>\$ 26,917</u>
Expenditure % of Total Revenues	17.76%	17.73%	34.04%	38.38%	32.47%	
Net Operating Income	<u>\$ 1,862,430</u>	<u>\$ 1,740,729</u>	<u>\$ 1,289,948</u>	<u>\$ 1,031,479</u>	<u>\$ 1,115,567</u>	<u>\$ 121,701</u>
NOI % of Total Revenues	82.24%	82.27%	65.96%	61.62%	67.53%	
Capital Equipment Purchases	\$ 167,710	\$ 30,653		\$ 20,889	\$ -	
OTHER TRANSFERS, ADDITIONS, (DEDUCTIONS):						
To Parking Lot Construction Projects	\$ (2,829,160)	\$ (2,025,000)	\$ (1,522,349)	\$ (787,771)	\$ (2,073,433)	
From Completed Parking Lot Capital Projects	\$ 354,044	\$ 99,812	\$ 78,161		\$ 93,503	
To Central Admin Funds (19545)	\$ (19,905)			\$ (21,749)	\$ (19,522)	
Red Hawks Parking - from Athletics	\$ 16,246					
To Research Division for RP Lot						
Total Transfers	<u>\$ (2,478,776)</u>	<u>\$ (1,925,188)</u>	<u>\$ (1,444,188)</u>	<u>\$ (809,520)</u>	<u>\$ (2,012,202)</u>	
NET INCREASE (DECREASE)	<u>\$ (784,055)</u>	<u>\$ (215,112)</u>	<u>\$ (154,240)</u>	<u>\$ 201,070</u>	<u>\$ (896,635)</u>	
FUND BALANCE, BEGINNING OF YEAR	<u>\$ 1,101,734</u>	<u>\$ 1,316,845</u>	<u>\$ 1,471,085</u>	<u>\$ 1,270,016</u>	<u>\$ 2,166,650</u>	
FUND BALANCE, END OF YEAR	<u>\$ 317,679</u>	<u>\$ 1,101,734</u>	<u>\$ 1,316,845</u>	<u>\$ 1,471,085</u>	<u>\$ 1,270,016</u>	

Brit Stevens

Subject: FW: Department Paid Parking Permits

From: Gary Wawers

Sent: Tuesday, September 30, 2014 11:09 AM

To: Brit Stevens <brit.stevens@ndsu.edu>

Cc: Ramona Adams <ramona.adams@ndsu.edu>

Subject: Department Paid Parking Permits

Hi Brit,

I just visited with Ramona and want to share my thoughts about departments buying parking permits for temp employees.

The past practice has been to make an important distinction between persons who are temporary or short-term employees of NDSU and persons who work for a temporary staffing agency (e.g., Kelly Services, Manpower, or Preference Personnel) and provide services to NDSU.

In auditing the expenses of departments, NDSU Accounting has questioned and denied transactions where a department attempts to pay for the parking of an NDSU employee, whether that employee is full-time, part-time, temporary, or seasonal. The email below is a reminder that was sent to all departments over a year ago.

NDSU Accounting has allowed departments to purchase a parking permit for individuals employed by a temporary staffing agency and consultants. Those employed by a temporary staffing agency have been viewed as being more similar to external consultants than to employees. The key distinction is whether the individual is on the NDSU payroll.

Here is the email to NDSU employees regarding department paid parking permits:

Reimbursement of Personal Expenses

Published: 29 January 2013

Reminder to all Faculty, Staff and Students:

Payment, by departments, of employees and students required university fees are **not** allowable, regardless of the funding source. This includes the payment of parking permits. If the faculty, staff or student chooses to park in an NDSU parking lot, that faculty, staff or student is required to pay the parking permit fee as a personal expense. No exceptions will be made in allowing the department to cover this cost, either through Accounting or Payroll. The Departments should not be asking the Parking Office to bill them, via an Interdepartmental Billing (IDB), to pay for the parking permit(s) for any faculty, staff or student, nor should they be advising the faculty, staff or student to complete an accounts payable voucher for reimbursements of their parking permit fee.

Departments may purchase one day parking passes, to be used by guests only, when on campus for an NDSU business related purpose. Please see the Parking and Transportation Services webpage <http://www.ndsu.edu/parking/> for additional information on parking.

The Accounting, Payroll and Parking Offices appreciate your assistance in keeping NDSU compliant with University policies.

You are raising a good point so that our offices are on the same page. Let me know if you agree or disagree. Thanks.

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Cc: Ramona Adams <ramona.adams@ndsu.edu>

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Gary

Gary Wawers
Controller / Accounting Office
NORTH DAKOTA STATE UNIVERSITY

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