

NORTH DAKOTA STATE UNIVERSITY  
**STAFF SENATE MEETING MINUTES**

December 12, 2007

Visit the Staff Senate website at  
[www.ndsu.nodak.edu/staff\\_senate](http://www.ndsu.nodak.edu/staff_senate)

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

**Upcoming Staff Senate Meetings:**

January 9, 2008	9:30-10:30 am	Memorial Union Great Room
February 13, 2008	9:30-10:30 am	Memorial Union Great Room
March 12, 2008	9:30-10:30 am	Memorial Union Great Room

**Upcoming Executive Committee Meetings:**

January 23, 2008	9:30-11:00 am	Memorial Union Crest Room
February 27, 2008	9:30-11:00 am	Memorial Union Crest Room
March 26, 2008	9:30-11:00 am	Memorial Union Crest Room

***All broadbanded staff members are encouraged to attend.***

Before the meeting, special seasonal music was provided by a brass quintet from NDSU Music Department, directed by Neil Mueller. President Barb Geeslin thanked them and asked them to introduce themselves.

**I. Meeting was called to order by President Barb Geeslin at 9:30 am.**

**II. Attendance and Substitutions.**

Heather Heger. For today's meeting, there was a quorum with 60 senators present and 9 absent.

Substitutions:

Jackie Schluchter for Viet Doan
Suzan Wolter for Susan Finneseth
Sharon Kautz for Merle Flood
Cindy Reppen for Kevin Schindlbeck
Audrey Olson for Kathy Sjostrom
Jen Baker for William Vandal
Janine Trowbridge for Jeri Vaudrin

Senators absent without substitutions:

Ron Fingarson, Steve Harris, William Law, Theresa McMullen, Kris Mickelson, Karen Roesch, Tim Singelmann, Michael Tracy, and Chris Winjum

Guests: Judy Normann, Department of Statistics

**III. Approval of Agenda.**

Barb Geeslin presented the idea of using a Consent Agenda for future meetings and referred senators to the attachment which explains that concept. She indicated that it may be tried beginning in January. See Attachment 1.

Barb Geeslin announced one addition to the agenda: Steve Bergeson is to give a report on the smoking policy. The agenda was approved with the change.

**IV. Program.**

**A. Guest Speaker – John Adams, Vice President for Finance & Administration**

Vance Olson introduced Vice President Adams. Vice President Adams proceeded to explain that we are in the first year of the biennium, and administration is looking at big picture items to be included in the next budget. In the spring, they will develop the specifics of the next proposed budget, which must be approved by the State Board in June. A year from January is the beginning of the next legislative cycle. Parity takes care of ongoing items while equity includes the new needs. They will request funding for items like ConnectND, student financial aid increases, EPSCoR matching funds, etc. This year represented one of the best budgets from the state in 20 years. Increased NDSU enrollment puts additional pressure on the budget. The new NDSU budget officer is Karla Mongeon-Stewart, who is already making improvements. Building initiatives include capital improvements and a new material handling facility. The state is expected to provide one-time funding for some building refurbishments.

A question was asked about whether several parking spots could be designated at the Wellness Center for staff and faculty to park any hour of the day. John Adams will look into it.

There was a request for an update about the breach-of-records notice employees received awhile back. John Adams reported there have been no cases reported or linked to this. Broc Lietz reported that there have been three cases in the state, but none of those were linked back to the university breach.

There was a question about enrollment increases and the subsequent growth in numbers of faculty and staff. John Adams indicated that these will be funded initially by tuition.

**B. Friendship Family Program – Office of International Programs**

Vance Olson introduced Josh Reimnitz, Student Body President, who spoke as a student in a public relations campaigns class in which he is enrolled. The class is working on public relations for the Friendship Family Program of the Office of International Programs. There are many international students who would benefit from linking with an area family. He asked senators to consider participating by taking an international student home for dinner, or perhaps bowling, or on a trip to visit family out in the state. Right now, 30 students are connected to families, and four more are looking for families. The matching of the two takes place in the Office of International Programs. Students are matched with compatible families based on hobbies and general interests, religious beliefs, and other relevant factors. The public relations class is improving the website to add more information; he displayed the website where more information can be found as well as the host application to sign up. See [http://www.ndsu.nodak.edu/International/int\\_students/fam\\_friendship\\_Program/fam\\_friendship\\_pro.shtml](http://www.ndsu.nodak.edu/International/int_students/fam_friendship_Program/fam_friendship_pro.shtml)

**V. Approval of the November 14, 2007, meeting minutes.**

Minutes stand approved as presented. Staff Senate minutes are available at [http://www.ndsu.nodak.edu/staff\\_senate/meetings.shtml](http://www.ndsu.nodak.edu/staff_senate/meetings.shtml).

**VI. Treasurer’s Report.**

Barb Geeslin presented the Treasurer’s Report. There are fund balances of \$465.53 in appropriated funds and \$10,504.39 in local funds.

**VII. Committee Reports.**

**A. COSE – Barb Geeslin.**

Barb Geeslin encouraged staff, once again, to make nominations for the state’s FISH awards. It is a great opportunity to give visibility to NDSU staff.

**B. Policy Coordination Committee – Gretchen Bromley. See Attachment 2.**

Gretchen Bromley presented policies from the Policy Coordination Committee - for information only.

**For Information:**

- Policy 144 – Workers Compensation
- Policy 152 – External Professional Activities
- Policy 180 – Separation Procedures
- Policy 515 - Travel
- Policy 712 – Contracts and Agreements

Policy 714 – Policy Coordination Committee. Barb Geeslin noted that Staff Senate will now have two representatives serving on PCC - both the President and the President-Elect.

**C. Program Committee – Vance Olson.**

There will be a movie on alcohol use at January's meeting. Also, a pre-meeting exercise will include readings in honor of Martin Luther King Day.

**D. Public Relations Committee – No report**

**E. Staff Development – Barb Geeslin.**

Barb Geeslin reminded all senators that February 6 is the all-day staff development workshop in the Memorial Union, and the committee is working hard on plans for this.

**VIII. Old Business.**

**A. Sustainability Task Force – Gretchen Bromley.**

Gretchen Bromley reported that 45 people responded that they are interested in joining the task force, including faculty, staff, and students. Information will be posted on the Staff Senate website, and there will be on-campus opportunities for people to provide input. Al Brewer, who heads the program at Minnesota State University Moorhead, was the speaker at the first meeting.

**B. Valentine's Ball – Vance Olson.**

Vance Olson announced that 7:30 pm to midnight will be the time of the Valentine's Ball on Saturday, February 9. There will be Big Band music provided by students, as well as Hip Hop, Funk, and a DJ. Students are getting more involved with planning. There will be a speed-dating room set up, and a kissing booth will be available as a fundraiser for American Heart Association. Student admission prices will be \$5 each or \$8 per couple. Students, staff and faculty will be encouraged to come even if they don't dance, as it will be an opportunity to socialize and have fun. President Chapman is excited and has offered to contribute funding. It should be a self-funded event and considered the first annual Valentine's Ball. The committee meets often and is committed to making it a fun event.

**C. Smoking Policy - Steve Bergeson.**

Steve Bergeson gave a brief update from the committee working on the Smoking Policy. Gene Berry is chairing the new subcommittee of University Senate. The policy is being rewritten, and the committee has tried to develop a middle ground approach. The proposed policy has been presented at University Senate and received very few comments there. In keeping with state law, there is no smoking in state buildings. Outdoor smoking is restricted and proposed for at least 50 feet from buildings since the major complaint was smoking by doorways and air intakes. There will be exemptions to the outdoor smoking rules for locations such as the NDSU Research and Technology Park, Northern Crops Institute, Newman Outdoor Field, and others. It will come back to Staff Senate for review later, and it will be a long process before final approval of the policy. Broc Leitz added that the President wants to be sure of much grassroots support before the policy is finalized.

**IX. New Business – None.**

**X. Advisor Comments – Broc Lietz.**

Broc Lietz reported that a system-wide proposal was recently approved to move forward with mandatory direct deposit, and NDSU will be moving to this as well, with a July 1<sup>st</sup> beginning date. It applies only to payroll, not to reimbursements.

**XI. Announcements.**

The Staff Development photography workshop will be held on December 19 from 2:00-3:00 pm in the Memorial Union Century Theatre.

**XII. Adjournment.**

MOTION (Dallmann/Bromley): to adjourn the meeting. MOTION PASSED WITH UNANIMOUS CONSENT. The meeting was adjourned at 10:30 am. Barb Geeslin wished everyone Happy Holidays.

**NOTE: Senators who must be absent from a Staff Senate meeting are to send a substitute. Any regular broadbanded employee who is not a senator may be a substitute and will have all the rights and privileges as a Staff Senator at that meeting. Substitutes, please sign in on the attendance sheet listing by the Staff Senator's name for whom you are substituting. Please notify Membership/Attendance Officer Heather Heger prior to the meeting (231-8293 or heather.heger@ndsuh.edu).**

Respectfully submitted,  
Kay Sizer  
Staff Senate Secretary

A Board Resource Tool from the Midwest Center for Nonprofit Leadership

## **Consent Agenda**

David O. Renz, Ph.D.

### **What is a Consent Agenda?**

A consent agenda is a practice by which the mundane and non-controversial board action items are organized apart from the rest of the agenda and approved as a group. This includes all of the business items that require formal board approval and yet, because they are not controversial, there is no need for board discussion before taking a vote. Items may be on a consent agenda only if all board members agree; if even one member considers a specific item to need discussion, it must be removed and placed on the regular agenda for the board meeting.

### **Why are Consent Agendas Used?**

Consent agendas are used to save board meeting time and to help ensure that board meetings focus on substantive topics that are worth discussion. Through the “bundling” process, the entire set of items of business that are not worth board meeting time can be voted on in one action versus taking the time to vote on each individual item.

### **When Should Consent Agendas Be Used?**

Consent agendas should be used when there are a number of non-controversial business items on which the board needs to vote. Complete information must be provided in advance of the meeting to all board members, so that each knows what is being proposed and has the opportunity to consider whether the item truly is non-controversial. The key here is “non-controversial,” and the definition of non-controversial may vary from organization to organization. Consent agenda items often are matters that a bylaw or some other rule or regulation requires to be formally approved by the board, yet there is no value added by engaging the board in discussion about the item (e.g., a routine lease renewal for a facility already included in the approved agency budget). Consent agendas are not to be used to hide actions that will be controversial -- to do so breaches the trust of the board and undermines the value of this practice.

### **Where Should Consent Agendas be Placed within the Overall Meeting Agenda?**

The consent agenda typically appears very near the beginning of the regular meeting. This allows any item removed from the consent agenda to be placed onto the overall agenda for discussion and action later in the meeting. As with all formal board action, a quorum must be present to in order for action on the consent agenda items to be legitimate and binding.

### **Who Should Use Consent Agendas?**

Consent agendas are used by both non-profit and for-profit organizations whose boards are trying to use members' time efficiently and that have much routine business to approve. It is especially common to see the boards of governmental entities such as libraries and educational institutions use consent agendas because of the volume of routine business that they are required by law and regulation to approve.

### **How Can Consent Agendas be Used Effectively?**

The key to success is to provide all consent agenda information to board members well in advance of the meeting. It is essential that board members have ample time prior to a meeting to become familiar

with each item on the consent agenda. That way, if a member or members have a concern about any item(s) that they believe need further discussion, then they will ask for the item(s) to be removed from the consent agenda and addressed separately.

At the time in the regular agenda when there is to be action on the consent agenda, the chair will first inquire whether there are any items that need to be removed from the consent agenda. If any member wishes an item to be removed, it must be removed and placed on the regular agenda. Immediately following the opportunity to remove any items for separate discussion, the consent agenda is moved and approved as a set. (For example: "I move the consent agenda." Another member: "I second the motion.")

It may be useful to those who plan the overall meeting agenda and the consent agenda (usually the board chair and/or executive director) to have guidelines, developed in consultation with the board, to clarify which types of items might be appropriate for the consent agenda.

### **When Should a Consent Agenda Not Be Used?**

The consent agenda practice should not be used unless all members of the board understand and agree to its use. This approach places more responsibility upon members to prepare prior to the meeting. Obviously, if members do not read the information on the consent agenda prior to the meeting, they cannot responsibly agree to the inclusion of any particular item on the consent agenda. The worst outcome would be to take action on a matter of significant programmatic or legal importance without truly having the board's **informed** consent.

A Board Resource Tool from the Midwest Center for Nonprofit Leadership  
The Midwest Center for Nonprofit Leadership University of Missouri – Kansas City

**POLICY CHANGE COVER SHEET**

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

**Section**

144: Worker's Compensation

This policy is being updated to match existing SBHE policy language in NDUS Human Resources Policy Manual, Section 8: Workers Compensation.

It is also being updated for department names, position titles, language and timelines for submitting claims.

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

Policy Coordination Committee – 9/17/07; 10/19/07; 11/21/07

Staff Senate -

University Senate –

President's Council –

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

University Police & Safety Office (6/14/07)

**SECTION 144: WORKER'S COMPENSATION**

**Version 3 () (10/8/07)**

**SOURCE: NDUS Human Resources Policy Manual: Section 8**

1. The North Dakota State Board of Higher Education recognizes that the safety, health and well-being of its employees is important. To this end, a priority will be placed on the prevention of accidents and occupationally-incurred illnesses. It is a goal to reduce claims costs. It is the responsibility of every employee to work in a safe manner, and intervene when others are performing in an unsafe manner.
2. All employees are protected by Workers Compensation against accidental injury or occupationally-incurred illness in the performance of their official duties.
3. NDSU will maintain an approved North Dakota Workers Compensation Risk Management Program. Components of this program include:

### 3.1

All on-the-job accidents and injuries or occupationally-incurred illnesses must be reported within twenty-four hours to the employee's supervisor and the *University Police and Safety Office (UP&SO)*. This is for the protection of the employee as well as the University.

*3.1.2 The Employee Incident Report and the Supervisor Incident report  
([http://www.ndsu.nodak.edu/ndsu/police\\_safety/safety/Forms/INCIDENTForm.pdf](http://www.ndsu.nodak.edu/ndsu/police_safety/safety/Forms/INCIDENTForm.pdf))  
must be submitted immediately or within 24 hours to the Safety Office.*

### 3.2

All employees must receive training or information on general safety rules, safe operating procedures, ergonomic hazards and the institution's claims management procedures. Employees in unique work environments must receive additional training relevant to their position.

### 3.3

To have a claim paid by Workers Compensation, employees must seek medical care from the University's Designated Medical Provider(s). However, employees have the option of choosing their own medical provider for Workers Compensation care if they make that known in writing to the UP&SO in advance of any injury or treatment for an occupationally-incurred illness or *injury*.

#### 3.3.1

*All claims for medical expenses or time loss payment must be filed through the UP&SO Claims Specialist.*

#### 3.3.2

*Return to work accommodations will be coordinated for all time loss claims. Employees must comply with the physician's recommendations and accept temporary work accommodations as facilitated by the Workers Compensation Claims Specialist, UP&SO and the employee's supervisor.*

#### 3.3.3

*If no accommodations can be made and the employee is eligible to receive Workers Compensation time loss benefits due to his/her absence from work, the employee may elect to use Workers Compensation benefits only or use it in combination with the University sick leave and/or annual leave.*

4. In the case of absence due to illness or injury, for which Workers Compensation time-loss benefits are received, sick leave pay may be utilized to the extent of the difference between such benefits and the employee's regular salary. The employee may elect to use Worker's Compensation only or use it in combination with sick leave and/or annual leave. However, the employee's leave account shall only be charged that percentage of time which corresponds to the percentage of salary that the institution shall pay. The total time-loss payment shall not be more than the employee's regular pay.

### 4.1

*The employee may elect to use Workers Compensation time-loss only, or use it in combination with sick/annual leave.*

4. 2

*If the employee elects to use Workers Compensation only, not in combination with University sick and/or annual leave, then he/she is placed on leave without pay at the University for the amount of time not covered by the reimbursement from Worker's Compensation.*

4. 3

*If the employee wishes to use sick/annual leave for the portion of salary not covered by the Workers Compensation time-loss payment, the employee must submit leave cards for all time loss from work through their regular department process.*

- 5. During the time that the injured employee is using sick leave and/or annual leave, the institution will continue to issue a payroll check. Thus, when the injured employee receives a check from the Workers Compensation Bureau, that check must be turned over to the NDSU HR/Payroll Office.
- 6.
- 7. Upon using all accrued benefits, an employee will be placed on leave without pay for a maximum of 90 calendar days. At the end of that period, the employee, the supervisor, the Workers Compensation Bureau and the UP&SO Claims Specialist shall evaluate the medical prognosis. If it is unlikely the employee will return to work in a reasonable amount of time (*within 90 days of being placed on leave without pay*), the position the employee holds will be filled through regular procedures. When the employee, upon medical approval, is able to return to work, , *within two years of being placed on leave without pay*, the employee is entitled to be placed in the same classification, if qualified, when a position becomes available. If an employee must be completely retrained into a different capacity from their employment at the time of injury, the employee's position shall be filled through regular procedures. When the training is complete, the employee may compete as an internal candidate for a position *at NDSU*.

8.If the employee is not able to return to work within two years of being placed on leave without pay, their employment shall be terminated. *8.1 For Workforce Safety purposes, North Dakota Public Employees Retirement System (NDPERS) maintains employee records for two years. If the employee is not able to return to work in any capacity after two years, he/she forfeits his/her rights to be considered for placement into a position at NDSU except to participate in regular recruitment procedures.*

*HISTORY: July 1990; Amended April 1992; April 1996; June 1997*



## POLICY CHANGE COVER SHEET

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

### Section

152: External Professional Activities

Amend policy in Section 5.1.1 to clarify consulting approvals may only be for one year maximum, and then would have to be reapproved.

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

Policy Coordination Committee - 11/21/07

Staff Senate -

University Senate -

Student Senate –

President’s Council –

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

Provost

General Counsel

Draft 2 (11/26/07)

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For any questions please send e-mail to:  
NDSU.Policy.Manual@ndsu.edu <mailto:NDSU.Policy.Manual@ndsu.edu>  
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### SECTION 152: EXTERNAL PROFESSIONAL ACTIVITIES

SOURCE: NDSU President  
University Senate

#### 1. INTENT

##### 1.1

North Dakota State University, within stated guidelines, encourages employees to participate in professional activities providing information, advice, or services to those outside of the University as a means of gaining additional professional experience and maintaining professional competency within their specialized disciplines. Participation in external professional activities is expected to contribute to the mission of the University.

1.2

Acceptance of full-time employment at NDSU carries a commitment to the University that is understood to be full-time in the most inclusive sense. Full-time faculty and staff ("Employees") are expected to devote their primary loyalty and energy toward meeting their instructional, research, service, and administrative duties. External activities and financial interests must not interfere with the expected primacy of these commitments, nor present a conflict-of-interest to the University, nor create a public relations problem for the University. Prior to accepting appointments, engaging in a business, or otherwise diverting their attention from university duties, employees must make disclosure of the activity and, if appropriate, obtain approval.

1.3

Approval to participate in external professional activities does not permit use of the University's name in any announcement, advertisement, publication, or report if it implies University endorsement of a product or service. The University does not assume any responsibility for the professional services rendered during an external professional activity.

2. PROFESSIONAL SERVICE WITHOUT REMUNERATION

2.1

Employees of NDSU are often asked to participate in professional, discipline-related activities, such as officers of national organizations, journal editors, editorial boards, etc. Such participation is viewed as desirable, and University approval to engage in these activities is necessary only if substantial use of University facilities or resources will be needed for support of these activities.

3. EXPERT TESTIMONY

3.1

Because of their unique expertise, faculty or staff may be asked to serve as expert witnesses in a court of law. Because of the nature of the legal process, such activity may place the University employee in an unintentional adversarial position.

3.2

Therefore, University employees are encouraged to appear as "juris amici" (friend-of-the-court) instead of as expert witnesses representing one party. If a University employee serves as an expert witness for compensation, the University Consulting Form must be completed and approved, and the consulting guidelines apply.

3.3

An employee may be required to provide expert testimony if served with a valid subpoena of the court. If so, the University General Counsel must be notified of the subpoena.

#### 4. PROFESSIONAL SERVICE WITH REMUNERATION (HONORARIA)

##### 4.1

University employees are encouraged to provide public service by making presentations to various groups and organizations or serving on proposal review committees. Often the employee may be given an honorarium in appreciation of such service.

##### 4.2

An honorarium is defined as a monetary gift which is meant to express appreciation or honor to the recipient which is not covered under the consulting policies.

##### 4.3

Employees can accept honoraria from non-NDSU or non-State (North Dakota) related entities. Unless the consulting policy applies, employees shall regard the services for other departments within the University or for other state agencies or entities for which they might receive honoraria as part of their public service obligation and refuse or return such honoraria.

#### 5. PROFESSIONAL SERVICE WITH REMUNERATION (CONSULTING)

##### 5.1

Employees of NDSU are often requested to provide professional expertise as consultants to private agencies, governmental (state and national) agencies, industries, or individuals for which they receive remuneration or retainer fees. In general, the following policies must be followed when participating in consulting activities. For purposes of this policy, teaching a course or teaching a substantial portion of a course for another educational institution or other business or organization shall be treated as consulting and governed by this policy. This policy applies to both teaching in person or by means of an electronic communication.

##### 5.1.1

Consulting by employees in areas related to their academic discipline may be performed only after prior approval by the line of administration through the appropriate Vice President. For example, faculty need the approval of the chair, dean, and Provost/Vice President of Academic Affairs. In addition, those faculty with a major Experiment Station or Extension Service appointment also need the approval of the appropriate Director and the Vice President for Agriculture and University Extension. Employees with full-time Agricultural Experiment Station positions (e.g., branch stations) or full-time, off-campus Extension appointments, approvals are required from the appropriate Director and Vice President for Agriculture and Extension. Staff would need the approval of the appropriate Vice President. Vice Presidents and members of the President's staff require the approval of the President. Decisions for

such approval will depend upon the nature of the employment responsibility to the University and the conditions of employment. Approval may only be granted for periods up to the maximum of one year. Approval must be sought each year if any activity extends beyond the one year maximum.

5.1.1.1

Any consulting agreement which attempts to assign ownership rights in intellectual property or provides that the ownership rights will belong to a third party and which arise in an area related to the employee's academic discipline or work at the University must be submitted for review and approval by the University. The reason is to protect the interests of the University in any employee invention or other discovery. Unless otherwise expressly authorized, employees have no authority to assign any ownership rights in any invention or discovery which may arise out of or relate to their work at the University or the use of any University property or equipment.

5.1.2

The consulting activity must not interfere with normal duties or activities.

5.1.3

The consulting activity must not represent an actual or potential conflict-of-interest.

5.1.3.1

If so, it must be resolved before engaging in the consulting activity.

5.1.4

The consulting activity must not compete directly with University sponsored services. Because of the land grant mission, fees should not be charged for consulting with North Dakota clients when the same services are provided by a defined program or staff function at NDSU.

5.1.5

The time limit on the consulting activity is limited to the equivalent of one day per week, during the contract period at NDSU, and consulting should not be performed on a regular, ongoing basis. In addition,

5.1.5.1

individuals should keep a record of time spent consulting;

5.1.5.2

travel time, office visits, correspondence, telephone calls, and other on campus consultation related activities are included in the time committed to consulting;

5.1.5.3

consulting conducted outside the regular work week is not counted as part of consulting time; however, the same policies and procedures for disclosures and approval apply;

5.1.5.4

the consulting activity should not require an absence from campus longer than 10 consecutive working days without special approval.

5.1.6

Consultants must make clear that they are not representing the University or that the name and authority of University are in no way connected with service rendered, and that reports can not be made on University stationery.

5.1.7

Travel Authorization forms must be filed as necessary.

5.1.8

Special approval must be obtained in advance for the use of University facilities and resources which may require payment of a reasonable fee, and the individual is responsible for payment of these fees. If University facilities or equipment is used, proof of professional liability insurance coverage for consulting activities may be required.

5.2

Grievances for matters involving this policy shall follow the appropriate grievance procedure (faculty, policy 353; staff, policy 230).

5.3

Approval for consulting or other external activities may be revoked if unforeseen problems occur after the initial approval. The revocation of approval may be appealed in the same manner as a denial.

5.4

Failure to follow this policy will be reported to the President who may impose sanctions that are appropriate to the seriousness of the violation.

6. RESPONSIBILITIES

6.1

Individual

6.1.1 obtain prior approval, completing Consulting Authorization Request form prior to initiation of consulting activity;

6.1.2 ensure that activity does not conflict with primary responsibilities;

6.1.3 ensure activity does not pose an actual or potential conflict-of-interest;

6.1.4 maintain appropriate records of consulting activities;

6.1.5 do not use College or University endorsement;

6.1.6 secure advance approval to use University equipment, and make

any necessary payments;

6.2

Department Chair, Director

6.2.1 evaluate all requests for interference with normal duties or conflicts-of-interest;

6.2.2 identify and resolve any actual or potential conflicts-of-interest;

6.2.3 review requests to determine that they meet policies of University;

6.2.4 forward recommendation to Dean;

6.2.5 ensure activities are reviewed annually.

6.3

Dean, Director

6.3.1 review recommendation from Chair;

6.3.2 review any special circumstances;

6.3.3 forward recommendation to the appropriate Vice President.

HISTORY: September, 1995; Amended November 1997; February 1998; October 2000, October 2003, October 2007.

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## **POLICY CHANGE COVER SHEET**

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

**Section**

180: Separation Procedure

Language is added to subsection 4 to include employees who damage or destroy property, including electronic documents, and that as a result the last paycheck may be cancelled.

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

Policy Coordination Committee - 11/21/07

Staff Senate -

University Senate -

Student Senate  
President's Council -

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

General Counsel

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For any questions please send e-mail to:  
NDSU.Policy.Manual@ndsu.edu <mailto:NDSU.Policy.Manual@ndsu.edu>  
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SECTION 180: SEPARATION PROCEDURE

SOURCE: SBHE Human Resource Policy Manual, Sections 7 and 26

1. An employee leaving the service of the University, either of his/her own volition or after having been informed of his/her separation, shall contact the Office of Human Resources/Payroll for information relevant to the separation process.
  - 1.1 Departments should submit an NDSU Change Form: 101 to the Office of Human Resources/Payroll. This should be completed at least 10 days prior to the end of the pay period in which the separation will occur.
  - 1.2 Departments should contact the appropriate security officers to remove access for systems, networks, file storage, e-mail accounts and removal from e-mail lists for the terminating employee. (<http://www.ndsu.edu/hr/forms/SEPARATE.doc>).
2. A regular employee is eligible to receive payment for accrued annual leave pay. Annual leave pay shall be prorated for the pay period of termination if the employee has not completed a full pay period of employment.
  - 2.1 The last day of work is the termination date, except that two weeks termination pay shall be provided when a two weeks notice of layoff is not possible (lack of work, or other unforeseen emergencies). Upon termination, an employee shall be paid for all unused annual leave accrued through the termination date.
  - 2.2 The effective date used in a resignation, termination, or early retirement agreement is the termination date. This means the effective date can't be a holiday or a non-working day and must be the employee's last working day.

Deleted: should

3. A regular employee with at least ten continuous years of state employment who leaves the employ of the state, is entitled to a lump-sum payment equal to one-tenth of the pay attributed to the employees unused sick leave. The pay attributed to the accumulated, unused sick leave must be computed on the basis of the employee's salary or wage at the time the employee leaves the employ of the state.
  
4. All employees having possession of any University property including, but not limited to, such items as keys, NDSU ID Cards, laptop computers, etc., shall, prior to or upon termination of employment, return such property to the employee's immediate supervisor. All debts owed the University shall be paid in full prior to termination of employment unless other arrangements have been made with the Customer Account Services Office. Faculty who have reporting requirements under sponsored research agreements shall meet such reporting requirements prior to termination. If the employee fails to return property under his/her control, damages property (including destruction of University electronic files or documents) fails to pay debts owed to the University, or fails to meet the reporting requirements under a sponsored research agreement, the employee's last paycheck and/or other compensation due the employee (e.g., accrued leave payments) may be withheld or cancelled (or a portion representing the value of the debt/property) until all such property is returned, debts are paid or reporting requirements are met. Withholding from the employee's last paycheck cannot result in employee receiving less than minimum wage or overtime requirements of law. If the employee is also a student at NDSU, grade transcripts and diplomas may be held in addition to his/her last paycheck.

HISTORY: July 1990; Amended June 1994; July 1997; October 2000; January 2006; December 2006, October 2007.

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### POLICY CHANGE COVER SHEET

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

**Section 515: Travel**

Section 5 has been updated to reflect current procedures for the purchase of airline tickets.

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

Policy Committee: 11/21/07  
 University Senate:  
 Staff Senate:

Student Senate/Executive Board:  
President's Council:

3. This policy was originated by (individual, office or committee/organization):  
Vice President for Finance and Administration (10/20/07)

## **SECTION 515: TRAVEL - EMPLOYEES**

**SOURCE: NDSU President**  
**North Dakota Century Code (NDCC)**  
**North Dakota Office of Management and Budget Policy**

### 1. GENERAL PROVISIONS

#### 1.1

##### DEFINITION OF "TRAVEL" - *(NDSU Interpretation)*

*For purposes of this policy, except for No. 2 below, the term "travel" means the absence from the city or community where a person normally works and/or maintains an office. For purposes of travel by staff members employed on the University campus their "community" shall include, Fargo, West Fargo, and Moorhead.*

#### 1.2

##### MEANS OF TRAVEL - *(NDSU Interpretation)*

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

#### 1.3

##### ACCOUNTING OFFICE RESPONSIBILITY - *(NDSU Interpretation)*

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

#### 1.4

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

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

(NDCC 44-08-05.1)

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

1.4.1

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

1.4.2

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

1.4.3

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

## 2. TRAVEL WITHIN THE CITY OF EMPLOYMENT

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

2.1

*(NDSU Interpretation)*

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

2.2

*(OMB Policy 507)*

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

2.2.1

*(OMB Policy 507)*

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

2.3

*(NDSU Interpretation)*

*Meals may be reimbursed as provided under NDSU Policy 170.*

2.4

*(NDSU Interpretation)*

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

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

*Employees must have each out-of-state trip pre-approved by their immediate supervisor. In addition, employees in a department, college, or division must have each out-of-state*

*trip pre-approved by their Dean or Director. Deans and Directors who report directly to a Vice President must have their out-of-state trips pre-approved by their Vice President. Vice Presidents and others reporting directly to the President, must have each out-of-state trip pre-approved by the President. An interactive web form is available for purposes of obtaining out-of-state travel authorization.*

3.1

WORKERS COMPENSATION - (NDSU Interpretation)

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

3.2

FOREIGN TRAVEL AUTHORIZATION - (NDSU Interpretation)

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

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

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

(OMB policy 511)

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

(NDCC 44-08-03)

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

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

4.1

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

The sum of **37.5 cents (for travel prior to 08/01/07) or 45 cents (for travel on or after 08/01/07)** per mile actually and necessarily traveled in the performance of official duty when such travel is by motor vehicle.

4.2

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

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

4.3

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

If only one person engages in travel exceeding any geographic point **300 miles** beyond

the borders of this state, reimbursement shall be limited to eighteen cents per mile for the out-of-state portion of the travel beyond the first **300 miles**.

*(NDSU Interpretation)*

*When interpreting the law indicated in 4.3 above, it may be helpful to visualize that the state's border has expanded in all directions by **300 miles**. When only one person travels outside the state of North Dakota and uses their own vehicle, their miles traveled within the **300 mile** expanded border, the employee may be reimbursed at the **37.5 cents (for travel prior to 08/01/07) or 45 cents (for travel on or after 08/01/07)** per mile rate. This includes both the departure and return parts of the trip.*

*When two or more state employees travel in the same vehicle, the per mile allowance is **37.5 cents (for travel prior to 08/01/07) or 45 cents (for travel on or after 08/01/07)**. State employees accompanying the vehicle owner must be listed on the travel voucher.*

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4.4

(NDCC 54-06-09 (5))

State employees permanently located outside the state or on assignments outside the state for an indefinite period of time, exceeding thirty consecutive days, will be allowed and paid **37.5 cents (for travel prior to 08/01/07) or 45 cents (for travel on or after 08/01/07)** per mile for each mile actually and necessarily traveled in the performance of official duty when such travel is by motor vehicle, the **300 mile** restriction, in 4.3 above, does not apply.

*(NDSU Interpretation)*

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

#### 5. COMMERCIAL AIRLINES - (OMB Policy 510)

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

(OMB Policy 510)

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

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5.1

*(NDSU Interpretation)*

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

5.2

*(NDSU Interpretation)*

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

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

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

6.1

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

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

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

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

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

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

6.2

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

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

6.3

TAXABLE MEALS - *(NDSU Interpretation of IRS regulations)*

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

6.4

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

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

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

*When employees are reimbursed for the actual receipt amount for meals under this section, the expenses should be reflected under the "miscellaneous expense" column on the travel voucher. The purpose of the meeting and names of guests must be documented on either the travel voucher or an attached banquet and meeting documentation form.*

6.5

**TEAM TRAVEL - (NDSU Interpretation)**

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

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

6.6

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

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

6.6.1

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

<b>Location</b>	<b>Daily Total</b>	<b>First Quarter</b>	<b>Second Quarter</b>	<b>Third Quarter</b>
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In-State	\$ 25.00	\$ 5.00	\$ 7.50	\$ 12.50
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### 6.6.2

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

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

*(NDSU Interpretation)*

*The standard meal allowance rate (per diem) for cities in the continental United States is currently \$39.00 per day. The North Dakota Office of Management and Budget (NDO MB) web site shows the official current out-of-state meal allowance rates that NDSU will follow. The NDO MB web site includes a [listing of cities](#) whose meal allowance rates are higher than the standard rate.*

The table below shows examples of how the meal allowance per diem is split between the first quarter or breakfast (20%), second quarter or lunch (30%), and third quarter (50%).

Location	Daily Total	First Quarter	Second Quarter	Third Quarter
Out-of-State, within continental U.S. (depending on city) <b>Standard Rate</b>	\$ 39.00	\$ 7.80	\$ 11.70	\$ 19.50
(depending on city)	\$ 44.00	\$ 8.80	\$ 13.20	\$ 22.00
(depending on city)	\$ 49.00	\$ 9.80	\$ 14.70	\$ 24.50
(depending on city)	\$ 54.00	\$ 10.80	\$ 16.20	\$ 27.00
(depending on city)	\$ 59.00	\$ 11.80	\$ 17.70	\$ 29.50
(depending on city)	\$ 64.00	\$ 12.80	\$ 19.20	\$ 32.00

### 6.6.3

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

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

*(NDSU interpretation)*

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

6.6.4

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

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

*(NDSU Interpretation)*

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

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

Reimbursement for in-state lodging expenses incurred while in travel status during the fourth quarter shall not exceed \$50 (for travel prior to 8/1/07) or \$55 (for travel on or after 8/1/07) per day, plus any additional applicable state or local taxes on lodging. Out-of-state lodging expenses shall be reimbursed at actual expense. An original lodging receipt is required for reimbursement to the employee. *(When an original receipt is lost, a photocopy or faxed invoice should be obtained with a notation by the employee that the original receipt was lost.)*

7.1

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

If a room is more than the **\$50.00 (for travel prior to 8/1/07) or \$50 (for travel on or after 8/1/05)**, the individual may only be reimbursed for the additional taxes based on **\$45.00 (for travel prior to 8/1/05) or \$50 (for travel on or after 8/1/05)**, and the additional taxes must be pro-rated. For example **(using the \$50.00 rate)**: if the room is \$60.00 and taxes are \$5.00, the individual will be reimbursed \$50.00 plus \$4.15 pro-rated taxes ( $\$50/\$60 \times \$5 = \$4.15$ ).

7.2

DIRECT BILLING OF LODGING TO DEPARTMENT - *(NDSU Interpretation)*

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

*EXCEPTIONS - (NDSU Interpretation)*

7.2.1

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

*(NDSU Interpretation)*

*(At this time, OMB does not have an agreement with any other state. State agencies will*

*be notified when such agreements have been obtained.) The state law exception does not apply to in-state lodging.*

#### 7.2.2

*(NDSU Interpretation)*

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

#### 7.3

**REQUIRED DEPOSITS - (NDSU Interpretation of OMB Policy 513)**

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

#### 7.4

**ROOM SHARING - (NDSU Interpretation)**

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

**(OMB Policy 513)**

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

### 8. MISCELLANEOUS TRAVEL EXPENSES - (NDSU Interpretation)

*Reimbursement may also be requested for such necessary miscellaneous travel expenses as registration fees, car rental, taxi fares, toll fees, business telephone calls, parking fees and up to \$5.00 per day for personal telephone calls while in travel status. All miscellaneous travel expenses claimed on the travel voucher must be individually identified and explained. Receipts are required for all individual miscellaneous travel expenses exceeding \$10.00.*

#### 8.1

**ENTERTAINMENT & PERSONAL EXPENSES - (NDSU Interpretation)**

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

#### 8.2

**CAR RENTAL - (OMB Policy 518)**

##### 8.2.1

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

#### 8.2.2

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

#### 8.3

##### TIPS AND OTHER CHARGES - *(NDSU Interpretation)*

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

#### 8.4

##### LOST RECEIPTS - *(NDSU Interpretation)*

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

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

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

##### *NDSU LIMITATIONS - (NDSU interpretation)*

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

##### 9.1

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

##### 9.2

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

HISTORY: July 20, 2000. Amended July 2001, June 2003, October 2003, August 2005, February 2006.

## POLICY CHANGE COVER SHEET

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

**Section**

712: Contract Review

Deleted: s and Agreements

Update language to reflect current title and procedures.

The title for the VP for Agriculture has been updated and the VP for Information Technology has been added in place of the Vice Provost and Chief Information Officer.

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

Policy Coordination Committee - 11/21/07  
Staff Senate -  
University Senate –  
President’s Council -

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

General Counsel  
Vice President for Information Technology (10/26/07)

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For any questions please send e-mail to:  
NDSU.Policy.Manual@ndsu.edu <mailto:NDSU.Policy.Manual@ndsu.edu>  
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SECTION 712: CONTRACT REVIEW

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SOURCE:

NDSU President  
SBHE Policy Manual, Section 840

Deleted: AND AGREEMENTS

1. Any contractual agreement involving North Dakota State University

must be signed by the President and/or the Vice President for Finance and Administration, or their designated representative or as otherwise stated in Section 2.

2. The following positions have contractual authority in the stated areas:

Provost and Vice President for Academic Affairs	academic agreements
Vice President for Agriculture <u>and University Extension</u>	entitlement programs such as Hatch and McIntire-Stennis funds and USDA/CSRS noncompetitive grants; Extension Service funds such as Smith-Lever funds
Vice President for Research, Creative Activities and Technology Transfer	research grants and contracts and technology transfer documents
Vice President for Student Affairs	student affairs agreements
Vice <del>President</del> for Information <del>Technology</del> or Dean, NDSU Libraries	software site licensing contracts
Director, Division of Fine Arts	Reineke Fine Arts and Askanase Hall use
Director of Purchasing	Purchase agreements and leases
State Forester	Cooperative Forestry Assistance funds

Deleted: Provost and Chief

Deleted: Officer

3. Delegated authority to sign as a designated representative shall be in writing and submitted to the President. All contracts and contract amendments, must be approved by University General Counsel pursuant to State Board of Higher Education Policy 840. Any contract document, lease agreement, etc., not bearing an authorized signature will not be binding to the University. General Counsel approved form contracts don't need further approval unless they are changed.

4. Written delegation must specify area of contract authority by position and/or name and be reviewed by the delegator when person in that position changes.

For more information regarding contract review, see SBHE Policy 840 [link] and SBHE Procedure 840 [link]

HISTORY: July 1990; Amended April 1992; November 1992; May 1996; February 2000; October 2000, January 2003; February 2005, October 2007.

### POLICY CHANGE COVER SHEET

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

#### Section 714 : POLICY COORDINATION COMMITTEE

Changes have been made to update position titles of current PCC members, to change the name of the Business & Finance division to Finance & Administration, and to add the positions of President of Staff Senate and the President for University Senate as permanent members of the committee. This will allow continuity of processes for these two groups.

Deleted: Presiding Officer

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

Policy Coordination Committee: 11/21/07  
University Senate:  
Staff Senate:  
President's Council:

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

Vice President for Finance and Administration (10/26/07)

VERSION 2 (11/21/07)

For any questions please send e-mail to: [NDSU.Policy.Manual@ndsu.edu](mailto:NDSU.Policy.Manual@ndsu.edu)

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## SECTION 714: POLICY COORDINATION COMMITTEE

**SOURCE: NDSU President, SBHE Policy 305.1**

1. A Policy Coordination Committee is established as a permanent, advisory committee to the President to coordinate the adoption of policies for their placement into the NDSU Policy Manual.
2. The membership of the Policy Coordination Committee is made up of the following individuals or their designees:
  1. Controller
  2. Executive Director, Chief Diversity Officer, Office for Equity & Diversity
  3. Director, Human Resources/Payroll
  4. General Counsel
  5. President Elect, Staff Senate
  6. President, Staff Senate
  7. President Elect, University Senate
  8. Provost/Vice President for Academic Affairs
  9. President, University Senate
  10. Vice President for Finance and Administration
  11. Vice President for Student Affairs
  12. Vice President for Agriculture and University Extension
  13. Vice President for Research, Creative Activities and Technology Transfer
  14. Vice President for University Relations

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15. Vice President for Information Technology

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The Vice President for Finance and Administration shall appoint the committee chair.

3. All policies of a permanent nature affecting the University as a whole should be published in the electronic NDSU Policy Manual. Before approval by the President and placement into the policy manual, such policies must be presented to the Policy Coordination Committee for review. Failure to present a policy to the Policy Coordination Committee will not invalidate a policy, but may result in unnecessary delay in its implementation or having a policy resubmitted to the proposing body or department for potential revisions. The Policy Coordination Committee does not approve or disapprove policies but advises the President on their placement in the manual and potential conflicts or problems created by the proposed policy, if any.
4. After a policy is reviewed by the Policy Coordination Committee and placed in policy manual format, it will be submitted to the President for approval. Following such approval the policy will be returned to the Office of the Vice President for Finance and Administration for distribution and publication in the manual (available on the NDSU web site at [www.ndsu.edu/policy](http://www.ndsu.edu/policy)).
5. The President has the authority to adopt interim policies and procedures concerning matters for which legislative authority is delegated by the State Board of Higher Education to campus legislative bodies. Any adoption of an interim policy or procedure must include notice to the University Senate prior to or at the time the policy or procedure takes effect. Not later than six months of its effective date, the President shall present the interim policy or procedure to the University Senate for review and its decision, subject to the President's approval or veto, concerning whether the policy or procedure should be continued, revised or discontinued.

Deleted: Policy Coordination Committee

HISTORY: November 1992; Amended May 1996; January 1998; March 2002; February 2003, October 2004, May 2005.