



3-2-2017

**March 2, 2017**

University of North Dakota

[How does access to this work benefit you? Let us know!](#)

Follow this and additional works at: <https://commons.und.edu/und-senate-minutes>

---

**Recommended Citation**

University of North Dakota. "March 2, 2017" (2017). *University Senate Meeting Minutes*. 503.  
<https://commons.und.edu/und-senate-minutes/503>

This Minutes is brought to you for free and open access by the UND Publications at UND Scholarly Commons. It has been accepted for inclusion in University Senate Meeting Minutes by an authorized administrator of UND Scholarly Commons. For more information, please contact [und.commonson@library.und.edu](mailto:und.commonson@library.und.edu).

Minutes of the University Senate Meeting  
March 2, 2017

1.

The March meeting of the University Senate was held at 4:05 p.m. on Thursday, March 2, 2017 in Room 113, Education. Chair Dana Harsell presided.

2.

The following members of the Senate were present:

Andert, Blake	Hong, Doojin	Noghanian, Sima
Balgamwalla, Sabrina	Jendrysik, Mark	Petschen, Chris
Barbu, Simona	Jeno, Susan	Poochigian, Don
Betting, Laurie	Johnson, Peter	Quinn, Andrew
Correll, Scott	Kalbfleisch, Pamela	Ray, Linda
DiLorenzo, Thomas	Kennedy, Mark	Schindler, Gary
Doze, Van	Kenville, Kim	Stofferahn, Curt
Du, Guodong	Laguet, Soizik	Storrs, Debbie
Dunnigan, Gerri	Liang, Lewis	Tang, Clement
El-Rewini, Hesham	Lindseth, Glenda	Todhunter, Paul
Fazel-Rezai, Reza	Lindseth, Paul	Vogeltanz-Holm, Nancy
Ferraro, Richard	McGimpsey, Grant	Walch, Tanis
Gabriel, Holly	McGinniss, Mike	Walker, Stephanie
Gedafa, Daba	Miller, Charles	Weaver-Hightower, Rebecca
Gjellstad, Melissa	Munski, Doug	Williams, Margaret
Halgren, Cara	Murphy, Eric	Zerr, Jessica
Hanson, Nicholas	Neubert, Jeremiah	Zhao, Julia
Harsell, Dana	Nickum, Annie	Zimmerman, Sonia

3.

The following members of the Senate were absent:

Bateman, Connie	Grijalva, James	Ocken, Jake
Beyer, Brandon	Gupta, Surojit	Ostadhassan, Mehdi
Blackburn, Royce	Henderson, Pam	Petros, Tom
Borboa-Peterson, Stacey	Higgins, James	Rand, Kathryn
Brekke, Alice	Hill, Shane	Roux, Gayle
Casler, James	Hyder, Muneeb	Sens, Donald
Christopherson, Anne	Jorgenson, Terra	Souvannasac, Eric
Enger, Tracy	Juntunen, Cindy	Tanaka, Tomohiro
Faruque, Saleh	Lerma, Sam	VanderBush, Ashley
Flynn, Amber	Mikulak, Marcia	Wood, Robert
Flynn, Seth	Nelson, Blair	Wynne, Joshua
Glidden, Ethan	Nguyen, David	

4.

The following announcements were made:

- a. Provost DiLorenzo provided an update regarding the CoBPA Interim Dean search process:
  - Nominations were accepted.
  - Seven individuals presented on Friday, February 24, 2017.
  - A selection will be made soon.
- b. Mr. Murphy provided updates from CCF:
  - 605.3 has been decided and allows for at least a 90-day notification with an additional 90-day pay period.
  - UND will support a 12-month notification.
  - NDSU is also supporting a 12-month notification.

- CCF elections were recently held and include a diverse makeup from around the NDUS.

5.

Mr. Harsell called attention to the minutes of February 2, 2017. Mr. Munski moved to approve, Mr. Jendrysik seconded the motion carried.

6.

The question period opened at 4:22 p.m. Mr. Neubert asked when the budget for departments will be announced. Mr. DiLorenzo stated that the legislative process is in process until April 28, 2017. The process will be fluid until then. There are decisions to be made regarding the voluntary separations and phased retirements. Mr. Neubert also asked when the MIRA model allocations will be disseminated. Mr. DiLorenzo stated that the next chairs leadership meeting will provide some answers.

Ms. Laguerre asked if rumors about not implementing MIRA are true. Mr. DiLorenzo stated that this model is used to calculate what a college is allocated based on many factors.

Ms. Weaver-Hightower inquired as to what the separation process will be like for employees needing retraining. Pat Hanson, Director of HR and Payroll Services, stated that HR provides numerous services including individualized services, COBRA options, an internal recruitment process for open positions, two additional years of internal recruitment, application/resume assistance, workshops, and EAP is available for ninety days from separation.

Mr. Murphy asked what our holdings in the library will be in the future and will the library be built into a sustainable model for a research university. Ms. Walker replied that she has twelve possible proposals to help move the library forward towards a sustainable model. She cited the University of Nevada-Reno as an example of sustainability.

Mr. Quinn asked about the sustainability of the Graduate School. Mr. DiLorenzo stated that we are looking at being more creative and more efficient through the use of technology. He and Mr. McGimpsey have been in discussions regarding this.

Ms. Ray inquired if UND will start a bike program for transportation across campus. Mr. Murphy replied that the student wellness committee has looked at this request. There is a lot of interest, but there is no money.

The question period ended at 4:40 p.m.

7.

Mr. Harsell called attention to the annual report of the Senate Academic Standards Committee. Mr. Quinn made a motion to accept and file the report. The motion carried.

8.

Mr. Harsell called attention to the annual report of the Senate Academic Procedures Committee. Mr. Quinn made a motion to accept and file the report. The motion carried.

9.

Mr. Harsell called attention to the Curriculum Committee report. Mr. Quinn moved to approve the report. Mr. Gedafa seconded and the motion carried.

10.

Mr. Harsell called attention to the nominations for Senate committees and opened the ballot to nominations from the floor. There were no nominations from the floor. Mr. Poochigian moved to approve the ballot as distributed. Mr. Munski seconded and the motion carried.

11.

Mr. Harsell called attention to the Honorary Degree for 2017. Ms. Worley, chair of the Senate Honorary Degrees Committee, presented a nomination from the College of Arts and Sciences after reviewing the SBHE policy. Mr. Gedafa moved to approve the nominee and Mr. Quinn seconded. A discussion ensued. The motion carried.

12.

Mr. Harsell called attention to a resolution regarding the library. Ms. Walker provided a quick overview of the resolution. Mr. Munski moved to endorse the resolution. Mr. Jendrysik seconded the motion. A discussion ensued. Ms. Weaver-Hightower made a friendly amendment to include outcomes of the roadmap in the library annual report. Mr. Munski agreed to the friendly amendment, as did Mr. Jendrysik. The discussion continued and the motion carried.

13.

Mr. Harsell called attention to the sponsored program direct charging policy. This item is something that should have been in the announcements. It will be open for public comment in the near future.

14.

Mr. Harsell called attention to a resolution authored by Senator Petros. Mr. Murphy distributed the resolution in Mr. Petros' absence. Mr. Murphy explained the resolution. Mr. Munski moved to accept this resolution. Mr. Murphy seconded the motion. A discussion ensued.

Mr. Quinn moved to extend the meeting by 15 minutes. Mr. Munski seconded the motion and the motion carried. The discussion continued on the resolution at hand. Mr. Munski moved to table the motion until the next meeting. Mr. Stofferahn seconded and the motion to table carried.

15.

The meeting adjourned at 5:35 p.m.

Scott Correll, Secretary  
University Senate

TO: University Senate

FROM: Scott Correll, Chair, Student Academic Standards Committee

DATE: March 2, 2017

RE: 2015-16 Annual Student Academic Standards Committee Report to Senate

The Student Academic Standards Committee, an appeals board, meets upon demand. The Committee functions within the guidelines approved by the Senate on February 3, 1983, as revised in April, 1985, and again as revised on March 4, 1999. A summary of the year's Probation/Suspension/Dismissal, Reinstatement, Academic Grievance and exceptions to admission standards activities is indicated below.

Because of the confidential nature of the information about the students, the Committee keeps no written minutes other than a statement about the action taken with respect to each student seeking reinstatement. When a grade grievance is the issue before the Committee, minutes are kept of the entire proceedings.

The Committee meets as needed, with the greatest demand usually occurring at a time immediately preceding the beginning of a term.

Fall 2015-Spring/Summer 2016, members held 7 meetings between the dates of November 16, 2015 and August 30, 2016.

Membership:

Spring, 2015

Janna Schill  
 Kim Kenville  
 Tim Prescott  
 Sherrie Fleshman  
 Michael Flynn  
 Vikki McCleary  
 vacant - student member  
 McKenzie Darling - student member  
 Michael Mann - VPAA designee  
 Suzanne Anderson - ex-officio non-voting chair

Fall, 2015 & Spring, 2016

Richard Fiordo  
 Janna Schill  
 Kanishka Marasinghe  
 Vikki McCleary  
 Sherrie Fleshman  
 Kim Kenville  
 Michael Mann - VPAA designee  
 Kaitlin Grosgebauer - student member  
 vacant - student member  
 Marci Mack - ex-officio non-voting chair

Student Academic Standards Committee Annual Report for 2015-16

A. Students suspended:

1. Suspended after Spring Semester 2016 (1630)	202
2. Suspended after Summer Session 2016 (1640)	39
3. Suspended after Fall Semester 2015 (1610)	<u>136</u>
Total suspended for year	377

B. Students dismissed:

1. Dismissed after Spring Semester 2016 (1630)	3
2. Dismissed after Summer Session 2016 (1640)	4
3. Dismissed after Fall Semester 2015 (1610)	<u>15</u>
Total dismissed for year	22

Annual Student Academic Standards Committee Report to University Senate  
Page 2 - March 2, 2017

C. Students reinstated by Deans

1. Reinstated Spring Semester 2016 (1630)	73
2. Reinstated Summer Session 2016 (1640)	23
3. Reinstated Fall Semester 2015 (1610)	<u>144</u>
Total reinstatements by Dean for the year	240

D. Requests for Reinstatement by Committee

1. Approved	8
2. Denied	2
3. No Action	0

E. Personal Appeals of Denied Reinstatements

1. Approved	0
2. Denied	0

F. Academic Grievance Reviews 2

G. Students Admitted for Spring Semester 2016 (1630)

Freshmen:

1. Admitted as Exceptions	0
2. Admitted as Exemptions (not meeting HS core)	1
3. Denied	<u>2</u>
	3

Transfers (with fewer than 24 transferable credits):

1. Admitted as Exceptions	0
2. Admitted as Exemptions (not meeting HS core)	1
3. Denied	<u>0</u>
	1

H. Students Admitted for Fall Semester 2016 (1710)

Freshman:

1. Admitted as Exceptions	0
2. Admitted as Exemptions (not meeting HS core)	17
3. Denied	<u>68</u>
	85

Transfer (with fewer than 24 transferable credits):

1. Admitted as Exceptions	0
2. Admitted as Exemptions (not meeting HS core)	0
3. Denied	<u>2</u>
	2



TO: University Senate

FROM: Scott Correll, Chair, Administrative Procedures Committee

DATE: March 2, 2017

RE: 2015-16 Annual Administrative Procedures Committee Report to University Senate

- I. The Administrative Procedures Committee met on 9 occasions to review student petitions for deviations from university-wide academic requirements and policies related to registration deadlines, grade changes, and all other administrative procedures not reserved to the jurisdiction of the Deans, except for general education requirements. The summary table below reports the activity of the committee from April 20, 2015 through March 7, 2016.

II. Membership

Spring 2015

Sarah Mosher  
 Victor Lieberman  
 Kimberly Porter  
 Ken Ruit  
 Doug Munski  
 Robert Hill, Dean  
 Bruce Smith, Dean  
 Nate Schroeder, Student  
 Suzanne Anderson, ex officio,  
 non-voting chair

Fall 2015 and Spring 2016

Janna Schill  
 Andrew Quinn  
 Kimberly Porter  
 Victor Lieberman  
 Sarah Mosher  
 Bruce Smith, Dean  
 Margaret Williams, Dean  
 Nate Schroeder, Student  
 Marci Mack, ex officio,  
 non-voting chair

III. Administrative Procedures Committee Report for 2015-16

A. Petitions by type:	<u>Approved</u>	<u>Denied</u>	<u>Tabled</u>	<u>Total</u>
1. Drops after deadline	40	28	2	70
2. Grade changes	264	1	2	267
3. Change to/from S/U	4	1	0	5
4. Change to/from Credit to Audit	0	2	0	2
5. Remove "W" from record	5	7	0	12
6. Withdraw after deadline	7	4	0	11
7. Accept transfer credit	0	0	0	0
8. Grade forgiveness	1	0	0	1
9. Repeat one course with another	3	1	0	4
10. Change number of credits after deadline	5	0	0	5
11. Accept credits from 2-yr. college to satisfy 60-credit requirement from 4-yr. institution	0	0	0	0
12. Change registration	8	0	0	8
13. Change credits after deadline	<u>21</u>	<u>0</u>	<u>0</u>	<u>21</u>
	358	44	4	406

B. Personal re-considerations after denials: 2 Approved, 1 Denied

C. Referred for additional information: 4

IV. A. Spring 2016 (1630) grade changes approved administratively by the  
Office of the Registrar for the Administrative Procedures Committee.

College of Arts and Sciences	49
School of Engineering and Mines	14
School of Law	1
College of Nursing	3
College of Business & Public Administration	6
Graduate School	6
School of Medicine	0
Center for Aerospace Sciences	5
College of Education and Human Development	4
Military Science	<u>0</u>
	88

B. Fall 2015 (1610) grade changes approved administratively by the  
Office of the Registrar for the Administrative Procedures Committee.

College of Arts and Sciences	42
School of Engineering and Mines	5
School of Law	0
College of Nursing	3
College of Business & Public Administration	1
Graduate School	11
School of Medicine	0
Center for Aerospace Sciences	3
College of Education & Human Development	2
Other (Military Science, Honors)	<u>1</u>
	66

C. Summer 2015 (1540) grade changes approved administratively by the  
Office of the Registrar for the Administrative Procedures  
Committee.

College of Arts and Sciences	50
School of Engineering and Mines	6
School of Law	0
College of Nursing	3
College of Business & Public Administration	7
Graduate School	0
School of Medicine	9
Center for Aerospace Sciences	11
College of Education & Human Development	6
Other (Military Science, Honors)	<u>0</u>
	92



- D. Spring 2015 (1530) grade changes approved administratively by the  
Office of the Registrar for the Administrative Procedures Committee.

College of Arts & Sciences	12
School of Engineering & Mines	1
School of Law	0
College of Nursing	1
College of Business & Public Administration	2
Graduate School	0
School of Medicine	0
Center for Aerospace Sciences	0
College of Education & Human Development	1
Other (Military Science, Honors)	<u>0</u>
	17

**University Senate Curriculum Committee Report  
March 2, 2017**

**I New Course**

- CJ 320 : Cybersecurity Law and Investigations – New Course
- CJ 440 : Evidence-Based Practices and Programs in Criminal Justice – New Course
- NURS 505 : Advanced Pharmacology – New Course
- NURS 515 : Basic Principles of Anesthesia Practice I – New Course
- NURS 516 : Basic Principles of Anesthesia Practice II – New Course
- NURS 518 : Pharmacotherapeutics for Nurse Anesthesia – New Course
- NURS 524 : Anatomy for Nurse Anesthetists – New Course
- NURS 528 : Advanced Principles of Anesthesia Practice I – New Course
- NURS 529 : Advanced Principles of Anesthesia Practice II – New Course
- NURS 544 : Pharmacotherapeutics for Primary Care – New Course
- NURS 545 : Care of the Frail Older Adult – New Course
- NURS 560 : Clinical Anesthesia Practicum I – New Course
- NURS 561 : Clinical Anesthesia Practicum II – New Course
- NURS 562 : Clinical Anesthesia Practicum III – New Course
- NURS 563 : Clinical Anesthesia Practicum IV – New Course
- NURS 576 : Clinical Anesthesia Practicum V – New Course
- NURS 600 : Integrated DNP Core Concepts I – New Course
- NURS 601 : Integrated DNP Core Concepts II – New Course
- NURS 606 : DNP Systems Focused Practice I – New Course
- NURS 607 : DNP Systems Focused Practice II – New Course
- NURS 608 : Healthcare Economics, Finance and Leadership – New Course
- NURS 609 : DNP Project Teams – New Course
- NURS 611 : Rural Healthcare Forum – New Course
- OT 400 : Culture & Occupation – New Course
- OT 401 : OT Process & Practice Contexts – New Course
- OT 402 : Research Foundations in OT – New Course
- OT 403 : Research Methods in OT – New Course
- OT 404 : Occupation & Analysis – New Course
- OT 405 : Forming Your Professional Identity – New Course
- OT 406 : Integration & Fieldwork 1 – New Course
- OT 439 : Health & Disease Affecting Occupational Performance – New Course
- OT 440 : Evaluation of Occupational Performance – New Course
- OT 441 : Leadership Foundations in OT – New Course
- OT 442 : Integration & Fieldwork 2 – New Course
- OT 443 : Movement & Occupational Performance – New Course
- OT 444 : Introduction to OT Intervention – New Course
- OT 500 : Interventions for Mental Functions Applied to Occupational Performance – New Course
- OT 501 : Interventions for Neuromusculoskeletal & Movement Functions Applied to Occupational Performance – New Course
- OT 502 : Management & Advocacy for OT Practice – New Course
- OT 503 : Integration & Fieldwork 3 – New Course
- OT 510 : Experiential 1 – New Course

- OT 511 : Experiential 2 – New Course
- OT 512 : Interventions for Sensory Functions Applied to Occupational Performance – New Course
- OT 513 : Community-Based Practice Interventions – New Course
- OT 514 : Innovative Practitioner – New Course
- OT 516 : Integration & Fieldwork 4 – New Course
- OT 517 : Education in OT – New Course
- OT 518 : Advanced Integration 1 – New Course
- OT 520 : Advanced Integration 2 – New Course
- OT 583 : Level II Fieldwork A – New Course
- OT 584 : Level II Fieldwork B – New Course
- OT 594 : Doctoral Experiential Placement– New Course
- SOC 592 : Research Experience in Sociology – New Course
- SOC 594 : Readings in Sociology – New Course
- SPED 997 : Independent Study Report – New Course

## **II Course Deletion**

- NURS 488 : Nursing Practicum Theory – Course Deactivation
- SWK 256 : Social Welfare – Course Deactivation

## **III New Program**

- UND-OT : Occupational Therapy Doctorate – New Program

## **Senate Approval is not required for the following report items**

## **IV Program Changes**

- EE-Minor-Prof Flight : Electrical Engineering – Program Change
  - Change in minor requirements
- NUR-DNP : Nursing-Doctor of Nursing Practice – Program Change
  - Change in admissions requirements
  - Change in degree requirements
- RHS-BS : BS in Rehabilitation & Human Services – Program Change
  - Change in program requirements
- SWk-Minor-Ger : Minor in Gerontology – Program Change
  - Change in minor requirements
- T&L-BSED-Sci : BSED with Major in Science – Program Change
  - Change in program requirements

## **V Course Changes: Undergraduate**

- ANTH 376 : The Aztec, Maya and Inca – Course Change
  - Change in credit hours from 3-4 to 3
  - Prerequisite Change
  - Terms offered: On Demand

- ANTH 377 : North American Archaeology – Course Change
  - Prerequisite change
  - Terms offered: On Demand
- ART 220 : Painting I – Course Change
  - Prerequisite change
  - Terms offered: Fall and Spring
- EE 308 : Electronics Laboratory I – Course Change
  - Course number change to EE 321L
  - Prerequisite change
- EE 309 : Electronics Lab II – Course Change
  - Course number change to EE 421L
  - Prerequisite change
- SWK 318 : Mental Health – Course Change
  - Terms offered: Fall

#### **VI Course Changes: Graduate**

- NURS 532 : Family Nursing – Course Change
  - Change in course title to “Family Centered Advanced Practice Nursing”
  - Prerequisite change
  - Terms offered: Spring
- NURS 588 : Management of Psychopathology I – Course Change
  - Revise course description
  - Terms offered: Fall
- NURS 589 : Management of Psychopathology II – Course Change
  - Prerequisite/corequisite change
  - Revise course description
  - Terms offered: Spring
- NURS 598 : Evidence Based Research I – Course Change
  - Course number change to NURS 602
  - Prerequisite/Corequisite change
  - Revise course description
  - Terms offered: Fall
- NURS 599 : Evidence-Based Research II – Course Change
  - Course number change to NUS 603
  - Prerequisite/Corequisite change
  - Terms offered: Spring
- NURS 522 : Health Informatics – Course Change

- Course number change to NURS 604
- Terms offered: Summer
- NURS 582 : Health Policy – Course Change
  - Course number change to NURS 605
  - Terms offered: Summer
- NURS 596 : DNP Capstone – Course Change
  - Course number change to NURS 610
  - Prerequisite/Corequisite change
  - Revise course description
  - Terms offered: Spring, Summer
- PA 541 : Primary Care I Clinical – Course Change
  - Change in credit hours from 6 to 5
- PA 561 : Primary Care III – Clinical –Course Change
  - Change in credit hours from 8 to 9
  - Terms offered: Fall
- SOC 521 : Advanced Analytical Methods – Course Change
  - Course title change to “Advanced Statistical Methods”
  - Revise course description

Nominations for Senate Committees  
Committee on Committees - March 2017

For Information Only (not a ballot)

COMMITTEE	CONTINUING MEMBERS	TERM EXPIRES (FALL)	NOMINEES	TERM EXPIRES	VOTE
1. Academic Policies & Admissions Committee			Elect 2 until 2020		
	S. Antonova (A&S)	2018	Soizik Laguette (JDO)	2020	
	J. Casler (JDO)	2019	Timothy Prescott (A&S)	2020	
	R. Mabey (MED)	2019	Sandra Short (EHD)	2020	
				2020	
				2020	
2. Administrative Procedures			Elect 3 until 2019		
	P. Schumacher (JDO)	2018	Janet Jedlicka (MED)	2019	
	E. Cherry (A&S)	2018	Cai Xia Yang (CEM)	2019	
			Anne Walker (EHD)	2019	
			Shuzo Takahashi (AS)	2019	
				2019	
				2019	
3. Budget, Restructuring and Reallocation			Elect 4 until 2021 (1 JDO, 1 NUR, 1 BPA, 1 LAW)		
	M. Gjellstad (A&S)	2018	Kenneth Flanagan (NUR)	2021	
	R. Zerr (A&S)	2018	Mary Askim-Lovseth (BPA)	2021	
	J. Shabb (MED)	2018	Terra Jorgenson (JDO)	2021	
	P. Gerla (CEM)	2019	Brad Myers (LAW)	2021	
	K. Smart (EHD)	2019		2021	
				2021	
4. Compensation			Elect 3 until 2020 (all Tenured)		
	S. Robinson (A&S) (NT)	2018	Sandra Short (EHD) (T)	2020	
	M. Sage (NUR) (TT)	2019	Slavka Antonova (A&S) (T)	2020	
	R. Wise (A&S) (T)	2019	Kenneth Flanagan (NUR) (T)	2020	
			Paul Drechsel (JDO) (T)	2020	
			Naima Kaabouch (CEM) (T)	2020	
				2020	
				2020	
5. Conflict of Interest/Scientific Misconduct			Elect 3 until 2020 (1 MED, 1 LAW, 1 A&S-science/social sciences)		
	S. Harken (LIBR)	2018	Kim Becker (MED)	2020	
	T. Clement (BPA)	2018	Mark Hoffmann (A&S-science/soc.science)	2020	
	T. Evanson (NUR)	2018	Thad Rosenberger (MED)	2020	
	D. Maury (A&S-humanities)	2019	Nuri Oncel (A&S-science/soc.science)	2020	
	M. Weaver-Hightower (EHD)	2019	Eric Johnson (LAW)	2020	
	I. Mamaghani (CEM)	2019		2020	
	L. Martin (JDO)	2019		2020	



COMMITTEE	CONTINUING MEMBERS	TERM EXPIRES FALL OF	NOMINEES	TERM EXPIRES	VOTE
6. Curriculum			Elect 3 until 2020 (1 CEM, 1 BPA, 1 A&S-science/social sciences)		
	J. VanLooy (JDO)	2018	Brian Urlacher (BPA)	2020	
	D. Poochigian (A&S-humanities)	2018	Marcellin Zahui (CEM)	2020	
	Z. Lunak (MED)	2019	Jeremiah Neubert (CEM)	2020	
	K. Terras (EHD)	2019	Charles Miller (A&S)	2020	
	D. Tande (NUR)	2019	Greg Vandenberg (A&S)	2020	
				2020	
				2020	
7. Essential Studies			Elect 4 until 2020 (1 EHD, 1 JDO, 1 A&S-science/social science, 1 Any)		
	M. Jendrysik (BPA)	2018	Steven LeMire (EHD)	2020	
	K. Flanagan (NUR)	2018	Mary Baker (EHD)	2020	
	M. Gjellstad (A&S-humanities)	2018	Michael Dodge (JDO)	2020	
	D. Yearwood (BPA)	2018	Xiaodong Zhang (JDO)	2020	
	B. Solberg (MED)	2019	Wendelin Hume (A&S-science/soc. science)	2020	
	C. Tang (CEM)	2019	Heather Terrell (A&S-science/soc. science)	2020	
	B. Reissig (A&S-fine arts)	2019		2020	
	A. Kubatova (A&S-soc science)	2019		2020	
8. Faculty Handbook			Elect 1 until 2020 (Tenured)		
	S. Nielsen (MED) (TT)	2018	Richard Wise (A&S) (T)	2020	
	M. Dusenbury (JDO) (NT)	2019	Rebecca Weaver-Hightower (A&S) (T)	2020	
	J. Carmichael (A&S) (T)	2019		2020	
				2020	
9. Faculty Instructional Development			Elect 2 until 2020		
	D. Gedafa (CEM)	2018	Timothy Prescott (A&S)	2020	
	L. Martin (JDO)	2018	Aimee Rogers (EHD)	2020	
	S. Moser (A&S)	2019	Mark Jendrysik (BPA)	2020	
	D. Lawrence (A&S)	2019	Rhoda Owens (NUR)	2020	
				2020	
				2020	
10. Honorary Degrees			Elect 1 until 2022 (college members eligible only from CEM, EHD, LAW or NUR)		
	W. Jensen (JDO)	2018	Steven LeMire (EHD)	2022	
	J. Schill (MED)	2019	Thomasine Heitkamp (NUR)	2022	
	M. Jendrysik (BPA)	2020	Yeo Howe Lim (CEM)	2022	
	E. Scharf (A&S)	2021		2022	
				2022	
11. Honors			Elect 3 until 2020		
	R. Ferarro (A&S)	2018	Matt Gilmore (JDO)	2020	
	K. Porter (A&S)	2018	Laurie McHenry (LAW)	2020	
	B. Goodwin (A&S)	2018	Anne Haskins (MED)	2020	
	S. Gupta (CEM)	2019	Michael Dodge (JDO)	2020	
	P. Kalbfleisch (A&S)	2019	Marcia Mikulak (A&S)	2020	
	J. Vacek (JDO)	2019		2020	
				2020	

COMMITTEE	CONTINUING MEMBERS	TERM EXPIRES FALL OF	NOMINEES	TERM EXPIRES	VOTE
<b>12. Intellectual Property</b>			<b>Elect 1 until 2020</b>		
	M. Askelson (JDO)	2018	Travis Desell (JDO)	2020	
	M. Wu (MED)	2018	Evguenii Kozliak (A&S)	2020	
	K. Porter (A&S)	2019	Wayne Seames (CEM)	2020	
				2020	
				2020	
<b>13. Intercollegiate Athletics</b>			<b>Elect 4 until 2020</b>		
	T. Heitkamp (NUR)	2018	Robert Wood (BPA)	2020	
	K. Kenville (JDO)	2018	Richard Wise (A&S)	2020	
	E. Murphy (MED)	2018	Cai Xia Yang (CEM)	2020	
	M. Askelson (JDO)	2019	Sandra Short (EHD)	2020	
	G. Schindler (MED)	2019	Audrey Rambough (MED)	2020	
			Janna Schill (MED)	2020	
				2020	
				2020	
<b>14. Legislative Affairs</b>			<b>Elect 1 until 2018 and 2 until 2020</b>		
	vacant	2018	Sukhvarsh Jerath (CEM)	2018	
	J. Liu (JDO)	2019	Rebecca Weaver-Hightower (A&S)	2020	
			Kenneth Flanagan (NUR)	2020	
				2020	
				2020	
<b>15. Library</b>			<b>Elect 1 until 2018 and elect 3 until 2020 (1 JDO, 1 EHD, 1 BPA, 1 LAW)</b>		
	D. Haberman (LIB)	2018	Van Doze (MED)	2018	
	M. Mikulak (A&S)	2018	Shuzo Takahashi (A&S)	2018	
	vacant	2018	Laurie McHenry (LAW)	2020	
	D. Denny (NURS)	2019	Mark Jendrysik (BPA)	2020	
	F. Ames (CEM)	2019	Mary Baker (EHD)	2020	
	C. Oancea (MED)	2019	Michael Dodge (JDO)	2020	
				2020	
<b>16. Online &amp; Distance Education</b>			<b>Elect 2 until 2020 (1 JDO, 1 EHD)</b>		
	D. Owens (BPA)	2018	Virginia Clinton (EHD)	2020	
	C. Harsell (NURS)	2018	Steven LeMire (EHD)	2020	
	N. Grewal (CEM)	2019	Terra Jorgenson (JDO)	2020	
	H. Terrell (A&S)	2019	Joe Vacek (JDO)	2020	
	J. Holm (A&S)	2019		2020	
	S. Degerstrom (MED)	2019		2020	
	E. Johnson (LAW)	2019		2020	
<b>17. Scholarly Activities</b>			<b>Elect 3 until 2020 (1 JDO, 1 CEM, 1 A&amp;S-humanities/fine arts)</b>		
	C. Ozaki (EHD)	2018	Yeo Howe Lim (CEM)	2020	
	T. Clement (BPA)	2018	Daba Gedafa (CEM)	2020	
	L. Ray (MED)	2018	Jun Liu (JDO)	2020	
	E. Scharf (A&S-social science)	2019	Xiaodong Zhang (JDO)	2020	
	A. Kubatova (A&S-science)	2019	Sarah Mosher (A&S-humanities/fine arts)	2020	
	D. Tande (NUR)	2019	Slavka Antonova (A&S)	2020	
				2020	
				2020	

COMMITTEE	CONTINUING MEMBERS	TERM EXPIRES FALL OF	NOMINEES	TERM EXPIRES	VOTE
18. Student Academic Standards			<b>Elect 2 until 2020</b>		
	K. Marasinghe (A&S)	2018	Dustin McNally (CEM)	2020	
	J. Schill (MED)	2018	Sherrie Fleshman (A&S)	2020	
	S. LeMire (EHD)	2019	Janet Jedlicka (MED)	2020	
	D. Helleloid (BPA)	2019	Anne Walker (EHD)	2020	
			Enru Wang (A&S)	2020	
				2020	
				2020	
19. University Assessment			<b>Elect 3 until 2020 (1JDO, 1 CEM, 1 A&amp;S)</b>		
	D. Worley (EHD)	2018	Mark Hoffmann (A&S)	2020	
	M. Askim-Lovseth (BPA)	2018	Yeo Howe Lim (CEM)	2020	
	D. Hanson (MED)	2018	Douglas C. Munski (A&S)	2020	
	M. Jackson (LAW)	2019	Marcellin Zahui (CEM)	2020	
	A. Quinn (NURS)	2019	Leslie Martin (JDO)	2020	
			Soizik Laguette (JDO)	2020	
				2020	
				2020	



## Roadmap to a Sustainable Budget for UND Libraries

UND Libraries, in collaboration with other units, could employ many strategies to lower costs, increase purchasing power, and raise revenue. Via these strategies, our capacity to meet user needs (and our funds) would increase along with other factors, such as enrollment, graduate programs, and research grant success. Some of these strategies have been successfully employed at other institutions, but no one appears to have adopted them all, which is our recommendation. Proposed strategies are:

1. **Research Grant Overhead** – Some institutions designate a percentage of research grant overhead (often 1-3%) for the Library, to supply research resources in grant areas. Two examples are Lehman College of the City University of New York (1%) and University of Nevada Las Vegas (3%). As UND gains success in research grants, UND Libraries would gain resources to support this research.
2. **Library Fees** – Many institutions impose a per-term or per-credit Student Library Fee, pro-rated for part-time students. A recent national study by Jennifer Jones of Georgia State University showed that about 25% of academic institutions charge a mandatory library fee for students. The average is \$59/semester. The highest is \$204/semester, and the lowest is \$2.50/semester. NDSU has long charged a library fee; it is currently \$3.34/credit, capped at 12 credits, and they have applied for an increase to \$3.85/credit. Some also have a differential library fee for undergraduates vs. graduates; the latter fees are higher to reflect the higher-level, often costlier, resources required. As enrollments rise, funds rise.
3. **Student Technology Fees** – Many institutions, including UND, impose a Student Technology Fee. The City University of New York is an example of an institution that allocates a percentage (10%) of Student Technology Fees to library e-resources to serve students. As enrollments rise, funds rise.
4. **Revenues** – Many libraries are permitted to keep revenues from fines and printing. Some libraries offer free or small-fee community workshops on topics such as Patents, Resources for Small Businesses, or Genealogy. Some libraries do research for businesses for a fee; one example is the Toronto Public Library system's business research service. Toronto Public Library, also has a bequest supporting small business resources (<http://www.torontopubliclibrary.ca/smallbusiness/>). Currently, UND Libraries only receive fines revenue, and since students will soon be able to pay everything online, it's possible these funds may be allocated to a general fund, not to the Libraries. However, if printing and fines revenue could be returned to the Libraries, and if we were permitted to offer fee-based workshops or research services, this could be a source of several thousand dollars of revenue – not huge, but still useful.
5. **Fundraising – Friends of the Library - Sponsored Events** – UND has no Friends of the Library group. They're substantial work, but can be a source of revenue. The University of Toronto's Fisher Rare Book Library has a "Friends of Fisher" group that holds events such as speakers, seminars, silent auctions, etc., to raise funds for that library. Creating a Friends of the Library group may require setting up a 501(c)3; this could be investigated. The University of Colorado raised substantial revenue for its multimillion dollar renovation with similar fundraising.
6. **Direct Fundraising for Research Infrastructure** – Fundraising is often for capital projects, scholarships, or other discrete expenses. However, it's also feasible to create an endowment to support a particular initiative. We suggest creating an endowment for "research infrastructure" –

i.e. to support the research needs of faculty and possibly students (especially graduate students). A large endowment accruing interest would be a regular source of funds for scholarly resources, which are definitely part of the infrastructure faculty need for research. If we combined this with other infrastructure funding, such as start-up or lab funds for junior faculty, or graduate research assistantships, we could substantially increase attractiveness to donors. Donors likely wouldn't want to hear "Buy my subscriptions" but might be interested in hearing "Give UND (or UND faculty and/or students) a research boost." Fundraising for e-resources was successfully done at the City University of New York (CUNY), where we raised \$2 million toward the \$65 million cost of a 5-year package deal of 5 major science databases for all of CUNY. This wasn't an endowment, but libraries (including CFL) do have endowments, and there's no reason one couldn't be constructed for this purpose, and appropriate donor recognition offered. It sounds enormous, but a \$50 million endowment, gathered over several years, at perhaps 3% interest, would generate \$1.5 million annually. Split 50-50 with other infrastructure funding, this would generate \$750,000 annually for scholarly resources. Again, this would be a long-term source of support, and should the endowment be well-publicized, it could continue to grow, and thus continue to be sustainable in terms of the proportion of scholarly resources supported.

7. **Direct Fundraising via the Website** – Many libraries, including the CFL, have website links where one can donate. The CFL donor site is at <https://securelib.imodules.com/s/1652/02-alumni/social.aspx?sid=1652&gid=2&pgid=943&cid=2091&dids=2878> ; there's a link to "Support the Library" on the CFL front page. However, the site could be improved, and more options offered for means to make a donation, and for choices of what to donate to. Stanford Libraries offer contact information for donating by phone, mail, and online, and many options for types of donations, each of which has information online, including "Collection Support," "Commemorate with Books," "Planned Giving," and "Gifts in Kind." There's a list of 3 donor societies, each for different targeted giving. To explore the options, visit <https://lib.stanford.edu/supporting-libraries/make-gift-now> .
8. **Endowed Positions** – At many institutions, some library positions are endowed. UCSD has the Audrey Giesel University Librarian. Wesleyan University has the Caleb T. Winchester University Librarian. Stanford University Libraries have 7 endowed positions: the Ida M. Green University Librarian; the Frances and Charles Field Curator of Special Collections; the Reinhard Family Curator of Judaica and Hebraica Collections; the Elwood Cubberly Education Librarian; the Mary R. and Elizabeth K. Raymond Conservator; the Morrison Curator for Social Sciences & Demography and Population Studies; and the Olga Meyer and Alice Meyer Buck Chair for the Chief of the J. Henry Meyer Memorial Library. At MIT, there are endowed positions for the Director of Libraries; the Institute Archivist; the Digital Archivist; the Rare Book and Special Collections Curator; the Scholarly Publishing, Copyright, and Licensing Program Officer; and subject librarian positions in Engineering, Science, Architecture & Planning, Management & Social Sciences, Music, and Humanities. Many endowed positions are feasible at UND Libraries.
9. **Fellowships** – Several libraries offer endowed fellowships. NCSU has annual 1 year fellowships for diversity in libraries; MIT offers endowed fellowships every other year. MIT's fellowships "provide opportunities for 2 recent graduates of MLIS programs to spend 2 years at MIT working directly with expert library staff on cutting-edge aspects of contemporary librarianship, such as digital archiving and research data services." These funds improve staffing and keep fresh ideas and skills flowing into our libraries.



10. **Additional Consortia, Collaborative Collection Development, Etc.** – All NDUS Libraries together aren't a big enough customer base to attract discounts from vendors. Also, non-research NDUS institutions have different needs; their libraries have smaller budgets and are uninterested in purchasing the costly packages needed by research institutions. We collaborate heavily with Minitex, a consortium of libraries from Minnesota, North Dakota, South Dakota, and Wisconsin. The Online Dakota Information Network (ODIN) isn't a source of consortial opportunities; it does no licensing. We've explored other consortia, and found none open to us without more fees. However, we might be able to expand collaborations with Minitex for other items, and if we grow, we can explore becoming members of the Center for Research Libraries (which NDSU Libraries joined), or the Association of Research Libraries; both offer additional options, but memberships cost several thousand dollars. We could also explore more collaborative collection development with NDSU. In FY16, we rationalized our government documents collections. Both of us are selective depositories, and have certain areas in which we each collect, e.g. NDSU collects heavily in Agriculture, and we collect heavily in Aviation. This year, we each reviewed our collections and sent materials in the other library's areas to each other, so both our collections are strong in our designated areas. If we also collaborated on, for example, shared offsite storage, or collaborative collection-building for print resources (whereby we'd each agree to build in certain areas and share collections via ILL), we could improve access to scholarly collections.
11. **ODIN** – Currently, participation in ODIN is most costly for the 2 research university libraries – UND and NDSU. Our cost this past year was approximately \$160,000 solely for membership and technical support of our ILS (Integrated Library System). Our ILS is Ex Libris's Aleph system, which is very large and complex. This is a suitable system for research libraries, but is excessively complex for many members, such as school libraries and public libraries. In fact, the Fargo Public Library withdrew from ODIN a few years ago, and Grand Forks Public Library has been considering it. In the past NDSU also withdrew, but re-joined when they decided to adopt a complex Ex Libris product called ALMA. We also spent over \$10,000 using ODIN to purchase some databases via the ND State Library. (ODIN handles the invoicing for all NDUS for these databases.) ODIN's Director claims we can't withdraw from ODIN, as there's a mandate to consolidate NDUS IT. However, ODIN is not NDUS IT (and its members include many public and school libraries), and there's no legal specification for library support services, IT or otherwise. Also, the sole reference to libraries is to the State Library. Jason Jenkins, UND Special Affiliate with the Office of General Counsel, reviewed the legislation and ODIN agreements at the UND Libraries' request, and stated that in his opinion, UND Libraries aren't legally required to maintain ODIN membership nor to accept a specific ILS. Shelby Harken, CFL Head of Technical Services, has written a detailed proposal suggesting migration to OCLC's WorldShare Management Services. This would cost us about 50% of the cost of ODIN support, would offer much more robust technical support (which has been a sore point), and would reduce workload in key areas. This would also decrease the backlog that's resulted from staff losses and unfilled positions in Technical Services.

With these initiatives, the Libraries' capacity to meet student, staff, and faculty needs will rise with UND's success in enrollment, retention, research grants, outreach, and fundraising.



**UNIVERSITY of NORTH DAKOTA  
RESEARCH & ECONOMIC DEVELOPMENT POLICY LIBRARY**

**SPONSORED PROGRAM DIRECT CHARGING**

Section 1, Research

Policy 11, Sponsored Program Direct Charging

Responsible Executive: VP Research & Economic Development

Responsible Office: Grants & Contracts Administration

Issued:

Latest Review / Revision: June 3, 2016



---

**POLICY STATEMENT**

The University of North Dakota (UND) monitors expenses on sponsored programs to ensure compliance with sponsor (federal and nonfederal) awards. The PI or authorized designee is responsible for ensuring all direct charges are allowable, reasonable, and allocable in accordance with the respective federal and non-federal award. Grants and Contracts Administration (GCA), or their designee, is responsible for final review and approval of direct charging on sponsored programs unless otherwise delegated.

---

**REASON FOR POLICY**

UND is mandated to ensure that all direct charges are allowable, reasonable, allocable, and consistently applied to comply with sponsor requirements.

---

**SCOPE OF POLICY**

This policy applies to all members of the University community and should be read by:

- |  |           |
|--|-----------|
| ✓ President                            | ✓ Faculty |
| ✓ Vice Presidents                      | ✓ Staff   |
| ✓ Deans, Directors & Department Chairs | Students  |
| ✓ Area Managers & Supervisors Faculty  | Others    |

---

**WEB SITE REFERENCES**

This policy:

Vice President for Research and Economic Development: <http://UND.edu/research>

## CONTENTS

<b>Policy Statement</b> .....	<b>1</b>
<b>Reason for Policy</b> .....	<b>1</b>
<b>Scope of Policy</b> .....	<b>1</b>
<b>Web Site References</b> .....	<b>1</b>
<b>Related Information</b> .....	<b>3</b>
<b>Contacts</b> .....	<b>3</b>
<b>Definitions</b> .....	<b>3</b>
<b>Principles (overview)</b> .....	<b>4</b>
<b>Procedures</b> .....	<b>4</b>
NonPayroll.....	4
Payroll.....	5
Potential Consequences.....	5
<b>Responsibilities</b> .....	<b>4</b>
<b>Forms</b> .....	<b>5</b>
<b>Appendices (list)</b> .....	<b>5</b>
Appendix 1 – Cost Items.....	7
Appendix 2 – Direct Costs vs NonDirect Costs Table.....	9
Appendix 3 – Direct Charging Flow Chart.....	10
Appendix 4 – Unacceptable Direct Charging Practices.....	11
<b>Revision Record</b> .....	<b>6</b>

## RELATED INFORMATION

<b>2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards</b>	<a href="http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl">http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl</a>
<b>Effort Reporting</b>	<a href="http://und.edu/research/_files/docs/policy/1-2-effort-reporting.pdf">http://und.edu/research/_files/docs/policy/1-2-effort-reporting.pdf</a>
<b>Cost Transfers for Sponsored Programs Activity</b>	<a href="http://und.edu/research/_files/docs/policy/1-1-cost-transfers.pdf">http://und.edu/research/_files/docs/policy/1-1-cost-transfers.pdf</a>
<b>Award Document</b>	Provided by the sponsor
<b>No Cost Extension Policy</b>	<a href="http://und.edu/research/_files/docs/policy/1-7-no-cost-extension.pdf">http://und.edu/research/_files/docs/policy/1-7-no-cost-extension.pdf</a>
<b>UND Grants &amp; Contracts Administration Roles &amp; Responsibility Matrix</b>	<a href="http://und.edu/research/grants-and-funding/_files/docs/roles-and-responsibilities-matrix.pdf">http://und.edu/research/grants-and-funding/_files/docs/roles-and-responsibilities-matrix.pdf</a>

## CONTACTS

Questions about this policy may be answered by your college grants management staff, if available. Otherwise, questions should be directed to the following:

Subject	Contact	Telephone	E-Mail / Web Address
Policy Content and Clarification	Grants & Contracts Administration	777-4151	<a href="http://UND.edu/research/grants-and-funding">http://UND.edu/research/grants-and-funding</a>

## DEFINITIONS

<b>Allocable</b>	A cost is allocable to a particular federal award or other cost objective if the goods or services involved are chargeable or assignable to that federal award or cost objective in accordance with relative benefits received (2 CFR 200.405).
<b>Allowable</b>	Costs must be allowable according to Federal and specific award provisions. This means the cost must be necessary, reasonable, allocable, consistently treated within the University and conform to the terms of the award (2 CFR 200.403).
<b>Consistent</b>	Costs must be given uniform treatment through the application of the generally accepted accounting principles appropriate to the circumstances (48 CFR 9905 and 2 CFR 200.419).
<b>Direct Costs</b>	Costs that can be identified specifically with a particular final cost objective, such as federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy (2 CFR 200.413).
<b>Facilities and Administrative (F&amp;A) Costs (Indirect Costs)</b>	Costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved (2 CFR 200.56).

<b>Principal Investigator (PI)</b>	The individual, designated by the awardee, who is responsible for the programmatic and financial aspects of the award and for day-to-day management of the program.
<b>Sponsored Program</b>	Research, instruction and training, public service, evaluative testing, and other scholarly and creative activities conducted under the direction of University faculty and staff and funded by organizations external to the University in accordance with award instruments.
<b>Reasonable</b>	A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost (2 CFR 200.404)
<b>Retroactive Distribution (retro and salary correction)</b>	Process used when actual distribution (payroll processing) data have been identified as incorrect after posting to the general ledger. The retro modifies incorrect transactions and posts changes to the general ledger.
<b>Source Document</b>	An original record containing the details to substantiate a transaction entered in an accounting system.

## PRINCIPLES

### OVERVIEW

The University of North Dakota (UND) monitors expenses on sponsored programs to ensure compliance with sponsor (federal and nonfederal) awards. The PI or authorized designee is responsible for ensuring all direct charges are allowable, reasonable, and allocable in accordance with the respective federal and non-federal award. Grants and Contracts Administration (GCA), or their designee, is responsible for ensuring that costs are consistently applied, including final review and approval of direct charging on sponsored programs unless otherwise delegated.

## PROCEDURES

The PI is responsible for financial decision-making for the program. The PI is also responsible for understanding institutional policies and appropriately determining the applicability of expenditures to the particular sponsored program. The PI or authorized designee must determine the appropriateness of a charge to the program. Appendices 1-4 provide guidance in determining whether a cost should be charged as a direct or indirect (F&A) cost.

Some costs benefit more than one program. In general, a cost that benefits two or more programs should be allocated on the basis of the proportional benefit. The method for allocating direct costs to multiple programs must be identified on the source document.

### Specific Procedure

#### NonPayroll

GCA, or its designee, reviews expenditures on sponsored programs including, but not limited to, journal vouchers, journal entries, travel expense vouchers and purchase orders. GCA may contact the initiating department if further clarification is needed. Additional justification may be needed for unusual expenditures and/or expenditures incurred but not paid within 90 days. Approved expenditures are signed and forwarded for processing. Unallowable expenses must be covered by non-sponsored funding.



### Payroll

GCA, or its designee, sets up allowable payroll account codes for all sponsored programs. Retroactive distributions (retros/salary corrections) and additional pay forms are reviewed by GCA for allowability.

### Potential Consequences of Not Following Sponsored Program Direct Charging Policy

---

Potential consequences of not adhering to this policy include:

1. Expenses may be disallowed by the sponsor.
2. Departments may need to provide funding for disallowed charges.
3. Fines and/or penalties may be invoked.
4. Sponsored funding may be revoked by the sponsor. This may affect all sponsored agreements between the University and that sponsor.
5. Sponsors or the University may impose additional administrative constraints.

Additionally, any violations of this policy can result in discipline up to and including termination in accordance with North Dakota University System and UND human resource policies.

### RESPONSIBILITIES

<b>Principal Investigator and/or Designee</b>	▪ Due to the extent of the responsibilities, see Roles and Responsibility Matrix in the Related Information section.
<b>Grants &amp; Contracts Administration</b>	▪ Due to the extent of the responsibilities, see Roles and Responsibility Matrix in the Related Information section.

### FORMS

<b>Journal Entry</b>	<a href="http://und.edu/finance-operations/accounting-services/_files/docs/journal-entry-cnd.xls">http://und.edu/finance-operations/accounting-services/_files/docs/journal-entry-cnd.xls</a>
<b>Grants &amp; Contracts Journal Entry</b>	<a href="http://und.edu/research/grants-and-funding/_files/docs/gca-je.xls">http://und.edu/research/grants-and-funding/_files/docs/gca-je.xls</a>
<b>Journal Voucher</b>	<a href="http://und.edu/finance-operations/accounting-services/_files/docs/journal-voucher-form.xlsx">http://und.edu/finance-operations/accounting-services/_files/docs/journal-voucher-form.xlsx</a>
<b>P-Card Justification</b>	<a href="http://und.edu/research/grants-and-funding/_files/docs/journal-voucher.xlsx">http://und.edu/research/grants-and-funding/_files/docs/journal-voucher.xlsx</a>
<b>Journal Import</b>	<a href="http://und.edu/finance-operations/accounting-services/_files/docs/journal-import-form.xls">http://und.edu/finance-operations/accounting-services/_files/docs/journal-import-form.xls</a>
<b>Additional/Reduce Pay Form</b>	<a href="http://und.edu/finance-operations/human-resources-payroll/_files/docs/add-pay-request-form-07-28-10.xls">http://und.edu/finance-operations/human-resources-payroll/_files/docs/add-pay-request-form-07-28-10.xls</a>
<b>Retroactive Distribution Request</b>	<a href="http://und.edu/finance-operations/human-resources-payroll/_files/docs/retroform-distribution-form-may-13.xlsx">http://und.edu/finance-operations/human-resources-payroll/_files/docs/retroform-distribution-form-may-13.xlsx</a>

## APPENDICES

<b>Appendix 1 – Cost Items</b>	
<b>Appendix 2 – Direct Costs VS Non Direct Cost Items</b>	
<b>Appendix 3 – Direct Charging Flow Chart</b>	
<b>Appendix 4 – Unacceptable Direct Charging Practices</b>	

## REVISION RECORD

<b>05/18/2015 – Impact Statement Endorsed</b>	President's Cabinet
---	---------------------

DRAFT



### Cost Items

#### Selected cost items

Advertising and public relations costs
Advisory councils
Alcoholic beverages
Alumni/ae activities
Audit services
Bad debts
Bonding costs
Collections of improper payments
Commencement and convocation costs
Compensation - personal services
Compensation - fringe benefits
Conferences
Contingency provisions
Contributions and donations
Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringement
Depreciation and use allowances
Employee health and welfare costs
Entertainment costs
Equipment and other capital expenditures
Exchange rates
Fines, penalties, damages and other settlements
Fund raising and investment management costs
Gains and losses on depreciable assets
General costs of government
Goods or services for personal use
Idle facilities and idle capacity
Insurance and indemnification
Intellectual property
Interest
Lobbying
Losses on other awards or contracts
Maintenance and repair costs
Material and supplies costs, including costs of computing devices
Memberships, subscriptions and professional activity costs
Organization costs
Participants support costs
Plant and security costs

#### Applicable 2 CFR 200 section

Unallowable with stipulations 200.421
Allowable with stipulations 200.422
Unallowable 200.423
Unallowable 200.424
Allowable with restrictions 200.425
Unallowable 200.426
Allowable with stipulations 200.427
Allowable with stipulations 200.428
Unallowable with stipulations 200.429
Allowable 200.430
Allowable 200.431
Allowable with stipulations 200.432
Unallowable with stipulations 200.433
Unallowable 200.434
Unallowable with stipulations 200.435
Allowable with stipulations 200.436
Allowable 200.437
Unallowable with stipulations 200.438
Allowable with stipulations 200.439
Allowable with stipulations 200.440
Unallowable with stipulations 200.441
Unallowable with stipulations 200.442
Allowable with stipulations 200.443
Unallowable with stipulations 200.444
Unallowable 200.445
Unallowable with stipulations 200.446
Allowable with stipulations 200.447
Allowable with stipulations 200.448
Allowable with stipulations 200.449
Unallowable with stipulations 200.450
Unallowable 200.451
Allowable 200.452
Allowable with stipulations 200.453
Allowable with stipulations 200.454
Unallowable with stipulations 200.455
Allowable 200.456
Allowable 200.457

Sponsored Program Direct Charging Policy  
Appendix 1

Pre-award costs
Professional service costs
Proposal costs
Publication and printing costs
Rearrangement and reconversion costs
Recruiting costs
Relocation costs of employees
Rental costs of real property and equipment
Scholarships and student aid costs
Selling and marketing costs
Specialized service facilities
Student activity costs
Taxes (including Value Added Tax)
Termination costs
Training and education costs
Transportation costs
Travel costs
Trustees

Unallowable with stipulations 200.458
Allowable 200.459
Unallowable, possibly captured in F&A costs 200.460
Unallowable with stipulations. Possibly captures in F&A Cost 200.461
Allowable 200.462
Allowable with stipulations 200.463
Allowable with stipulations 200.464
Allowable with stipulations 200.465
Allowable with stipulations 200.466
Unallowable with stipulations 200.467
Allowable 200.468
Unallowable with stipulations 200.469
Allowable 200.47
Allowable with stipulations 200.471
Allowable 200.472
Allowable 200.473
Allowable with stipulations 200.474
Allowable 200.475

**Costs Typically Included as Direct Costs**

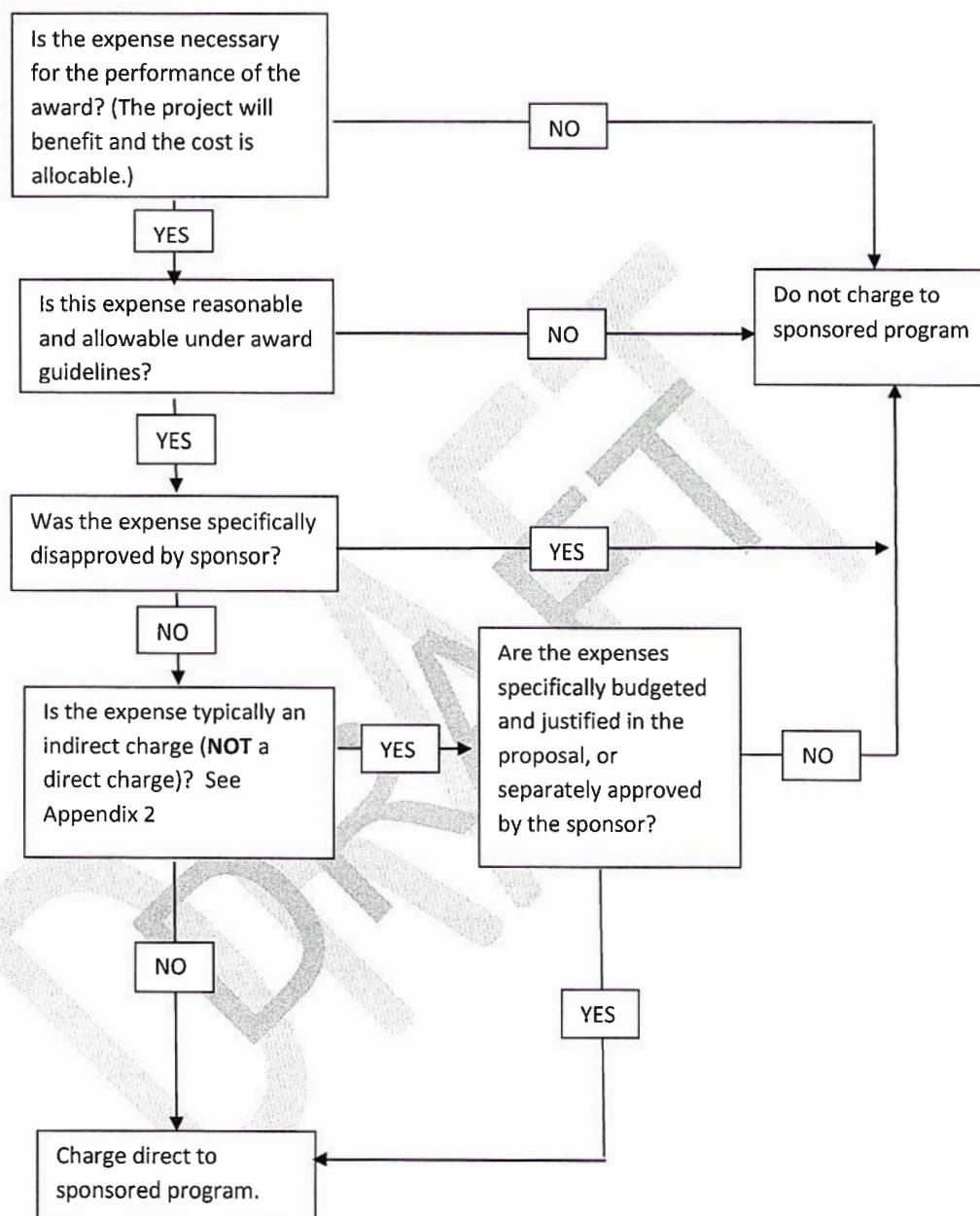
Salaries and fringe benefits of programmatic personnel who are necessary to meet the goals of the project
Scientific and technical equipment (including software, supplies, maintenance agreements and services)
Long-distance telephone charges and tele conference service charges
Lab supplies
Services
Animal Care
Consultant
Subcontracts
Travel
Tuition Remission

**Costs Typically NOT Included as Direct Costs  
(Indirect Costs)**

Salaries and fringe benefits of clerical and administrative personnel
Memberships
Subscriptions, library books, periodicals, etc.
Office supplies
General and office equipment
Postage (for general business use)
Repair and maintenance (buildings, grounds, building equipment, remodeling, etc.)
Telephone (recurring, installation and maintenance), cell phones, pagers
Common infrastructure costs, including data communication connections
Utilities
Equipment insurance
Malpractice insurance
Food

Sponsored Program Direct Charging Policy  
Appendix 3

University of North Dakota  
Direct Charging Flow Chart



**Examples of Unacceptable Direct Charging Practices**

1. Charging costs to other sponsored programs in order to meet budget or funding deficiencies.
2. Charging costs to other sponsored programs to avoid sponsor restrictions.
3. Assigning costs to programs based on availability of funds rather than on the program benefitting.
4. Charging an expense exclusively to one award when the expense was used to support other activities.
5. Rotating charges among programs without establishing that the rotation schedule accurately reflects the relative benefit to each program during that specified period of time.
6. Charging the budgeted amount in contrast to charging an amount based on actual costs.
7. Assigning charges to an award for expenses or work to be performed after the end date of the program.
8. Assigning charges that are part of the normal administrative support for awards (e.g. proposal preparation, accounting, and payroll).
9. Excessive spending toward the end of the award without programmatic justification.



**Cost Items**

**Selected cost items**

Advertising and public relations costs
Advisory councils
Alcoholic beverages
Alumni/ae activities
Audit services
Bad debts
Bonding costs
Collections of improper payments
Commencement and convocation costs
Compensation - personal services
Compensation - fringe benefits
Conferences
Contingency provisions
Contributions and donations
Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringement
Depreciation and use allowances
Employee health and welfare costs
Entertainment costs
Equipment and other capital expenditures
Exchange rates
Fines, penalties, damages and other settlements
Fund raising and investment management costs
Gains and losses on depreciable assets
General costs of government
Goods or services for personal use
Idle facilities and idle capacity
Insurance and indemnification
Intellectual property
Interest
Lobbying
Losses on other awards or contracts
Maintenance and repair costs
Material and supplies costs, including costs of computing devices
Memberships, subscriptions and professional activity costs
Organization costs
Participants support costs
Plant and security costs

**Applicable 2 CFR 200 section**

Unallowable with stipulations 200.421
Allowable with stipulations 200.422
Unallowable 200.423
Unallowable 200.424
Allowable with restrictions 200.425
Unallowable 200.426
Allowable with stipulations 200.427
Allowable with stipulations 200.428
Unallowable with stipulations 200.429
Allowable 200.430
Allowable 200.431
Allowable with stipulations 200.432
Unallowable with stipulations 200.433
Unallowable 200.434
Unallowable with stipulations 200.435
Allowable with stipulations 200.436
Allowable 200.437
Unallowable with stipulations 200.438
Allowable with stipulations 200.439
Allowable with stipulations 200.440
Unallowable with stipulations 200.441
Unallowable with stipulations 200.442
Allowable with stipulations 200.443
Unallowable with stipulations 200.444
Unallowable 200.445
Unallowable with stipulations 200.446
Allowable with stipulations 200.447
Allowable with stipulations 200.448
Allowable with stipulations 200.449
Unallowable with stipulations 200.450
Unallowable 200.451
Allowable 200.452
Allowable with stipulations 200.453
Allowable with stipulations 200.454
Unallowable with stipulations 200.455
Allowable 200.456
Allowable 200.457



Sponsored Program Direct Charging Policy  
Appendix 1

Pre-award costs
Professional service costs
Proposal costs
Publication and printing costs
Rearrangement and reconversion costs
Recruiting costs
Relocation costs of employees
Rental costs of real property and equipment
Scholarships and student aid costs
Selling and marketing costs
Specialized service facilities
Student activity costs
Taxes (including Value Added Tax)
Termination costs
Training and education costs
Transportation costs
Travel costs
Trustees

Unallowable with stipulations 200.458
Allowable 200.459
Unallowable, possibly captured in F&A costs 200.460
Unallowable with stipulations. Possibly captures in F&A Cost 200.461
Allowable 200.462
Allowable with stipulations 200.463
Allowable with stipulations 200.464
Allowable with stipulations 200.465
Allowable with stipulations 200.466
Unallowable with stipulations 200.467
Allowable 200.468
Unallowable with stipulations 200.469
Allowable 200.47
Allowable with stipulations 200.471
Allowable 200.472
Allowable 200.473
Allowable with stipulations 200.474
Allowable 200.475

DRAFT

**Costs Typically Included as Direct Costs**

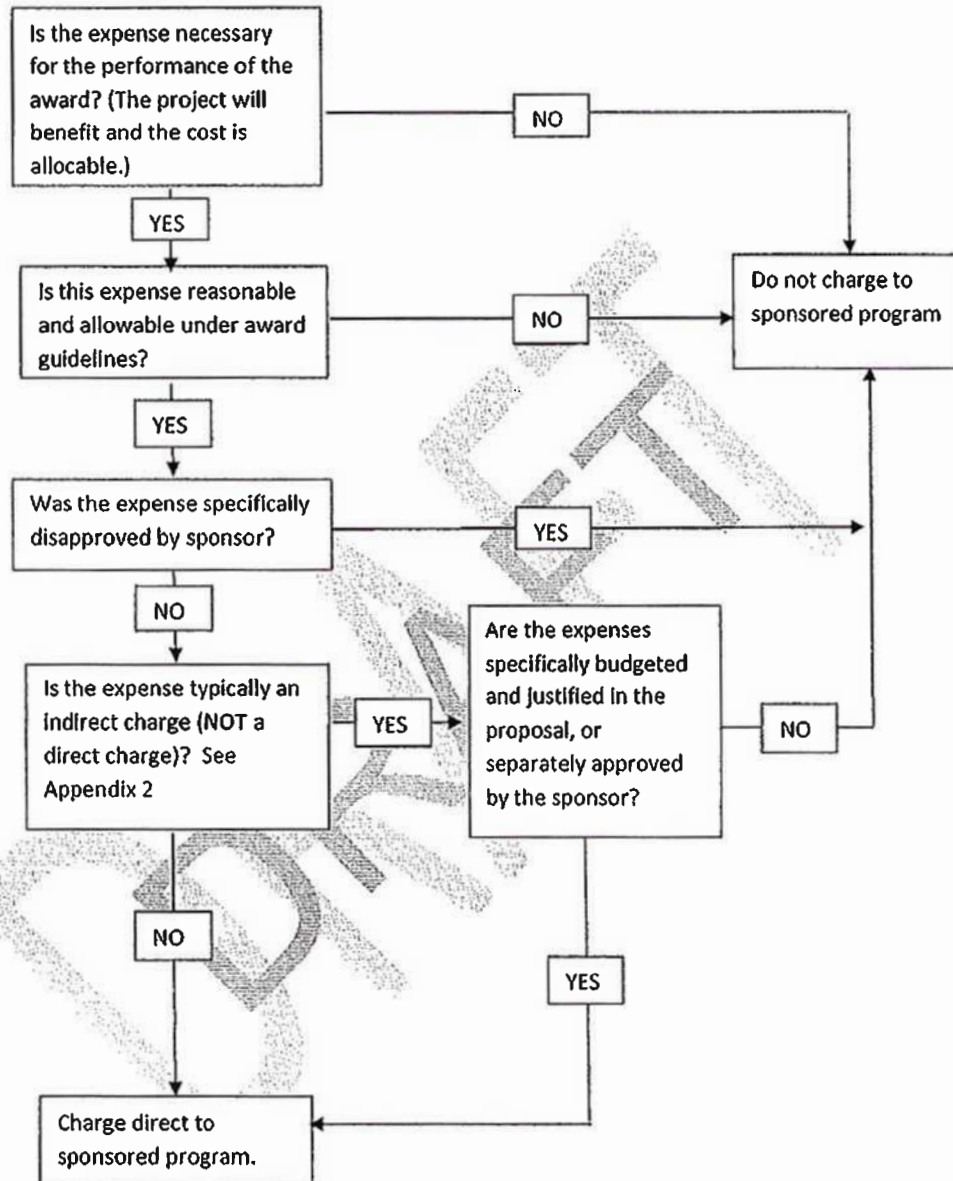
Salaries and fringe benefits of programmatic personnel who are necessary to meet the goals of the project
Scientific and technical equipment (including software, supplies, maintenance agreements and services)
Long-distance telephone charges and tele conference service charges
Lab supplies
Services
Animal Care
Consultant
Subcontracts
Travel
Tuition Remission

**Costs Typically NOT Included as Direct Costs  
(Indirect Costs)**

Salaries and fringe benefits of clerical and administrative personnel
Memberships
Subscriptions, library books, periodicals, etc.
Office supplies
General and office equipment
Postage (for general business use)
Repair and maintenance (buildings, grounds, building equipment, remodeling, etc.)
Telephone (recurring, installation and maintenance), cell phones, pagers
Common infrastructure costs, including data communication connections
Utilities
Equipment insurance
Malpractice insurance
Food

Sponsored Program Direct Charging Policy  
Appendix 3

University of North Dakota  
Direct Charging Flow Chart



**Examples of Unacceptable Direct Charging Practices**

1. Charging costs to other sponsored programs in order to meet budget or funding deficiencies.
2. Charging costs to other sponsored programs to avoid sponsor restrictions.
3. Assigning costs to programs based on availability of funds rather than on the program benefitting.
4. Charging an expense exclusively to one award when the expense was used to support other activities.
5. Rotating charges among programs without establishing that the rotation schedule accurately reflects the relative benefit to each program during that specified period of time.
6. Charging the budgeted amount in contrast to charging an amount based on actual costs.
7. Assigning charges to an award for expenses or work to be performed after the end date of the program.
8. Assigning charges that are part of the normal administrative support for awards (e.g. proposal preparation, accounting, and payroll).
9. Excessive spending toward the end of the award without programmatic justification.

DRAFT



Whereas the University of North Dakota is undergoing budget cuts of an unprecedented magnitude,

Whereas many people are undergoing severe occupational and financial hardships because of these cuts;

Whereas the morale of the faculty and staff has been severely impaired by these cuts;

Whereas decision to make the cuts right now deep enough to set aside 7 million dollars for advertising, research and other undefined priorities is exceptionally insensitive and misguided in these troubled times;

Be it resolved that the University Senate requests that the President reduce the magnitude of the cuts dramatically until the current budget crisis is over.