

**North Dakota State Board of Higher Education**

May 17, 2023, Research and Governance Committee Meeting Minutes

The State Board of Higher Education Research and Governance Committee will meet on Wednesday, May 17<sup>th</sup>, at 3:15 p.m. CT, via Teams.

Committee Co-Chair Ryan called the meeting to order at 3:15 p.m. CT.

SBHE Committee members participating:

Dr. Casey Ryan, Co-Chair  
Ms. Danita Bye, Co-Chair  
Dr. John Warford  
Dr. Lisa Montplaisir, Faculty Advisor

NDUS staff participating:

Chancellor Hagerott, NDUS  
Mr. Jerry Rostad, NDUS  
Ms. Terry Meyer, NDUS  
Mr. Darin King, NDUS  
Ms. Dina Cashman, NDUS  
Mr. Chris Pieske, NDUS

Others Participating:

Dean Carmen Simone, DCB  
President Easton, DSU  
President Darling, LRSC  
President Flanagan, NDSCS  
President Cook, Dr. Colleen Fitzgerald, Dr. Fellows, NDSU  
President Armacost, Dr. John Mihelich, UND  
President Van Horn, MaSU  
President Shirley, MiSU  
President LaFave, VCSU  
President Hirning, WSC  
Dr. Delore Zimmerman, VPP  
Dr. David DeMuth, Regional  
Ms. Meredith Larson, Asst Attorney General

**1. Agenda**

And,

**2. Meeting Minutes**

Warford moved, Bye seconded, to approve the agenda with an addition of an update on Chancellor's evaluation timeline and April 19, 2023, meeting minutes, as presented.

Warford, Bye, and Ryan voted yes. Motion passed.

3. **Discuss Research Working Groups/Legislation, HB 1379**

Drs. Mihelich and Dr. Fitzgerald informed the committee that they are currently working on writing an application for the Montana Grant, it due by August 15<sup>th</sup>. the first round will identify 20 to 22 initial strategy grant/tech hubs. The second phase is the implementation stage, and they will narrow down the selected group to 5 – 10. There are several events occurring in June, including the Montana group making visits to the Fargo/Grand Forks area. There will be business, chamber, and NDSU throughout their time in North Dakota.

Dr. Zimmerman spoke about the funds appropriated from the legislative session and indicated it is the starting point, the need to show results for an increase in funds during the next session.

Dr. Fitzgerald stated that she had sent out a proposal regarding the guidelines for the economic diversification research grants; she reviewed each component and explained the short timeline to submit. The committee discussed and had no suggested changes.

Bye moved, Warford seconded, to approve moving forward with the guidelines for the economic diversification research grants, as presented.

Warford, Bye, and Ryan voted yes. Motion passed.

4. **HERD Data for SBHE Goal #5: 1) Institutionally finance research, 2) cost sharing, and 3) unrecovered indirect costs**

Dr. Ryan stated he will have discussions with both UND and NDSU VPs of research and HERD data reports will be on a future agenda.

5. **SBHE Policy 311 Public Records**

Mr. Jerry Rostad reviewed proposed amendments to Policy 311, Public Records; he explained the changes were due to part of the adoption of Senate Bill 2343. The committee members had no concerns.

Ryan moved, Warford seconded, to recommend approval of Policy 311, as presented.

Bye, Warford, and Ryan voted yes. Motion passed.

6. **SBHE Policy 100.6, Authority and Responsibility of the State Board of Higher Education, Chancellor and Institution Presidents**

Mr. Jerry Rostad Mr. Jerry Rostad reviewed proposed amendments to SBHE Policy 100.6, Authority and Responsibility of the State Board of Higher Education, Chancellor and Institution Presidents. He explained that SBHE policies are required to be reviewed after 10 years and this policy review was at that mark. In March it was on the full Board agenda with a recommendation from the committee, however, member Bye, co-chair of the SBHE Governance Committee requested to pull it from the agenda so that additional inputs/edits could be accomplished He stated re-routed through the appropriate councils and cabinet a couple times and amended by the committee in April.

The committee members had a thorough discussion on each of the components:

- Section 2, regarding policy and procedures:
  - The committee discussed that the language and process has been in place and worked for over ten years and indicated that there have been no issues with delineation between board policy and NDUS procedures. Legal Counsel, Meredith Larson stated that the policy should be written to reflect board action; procedures are not a Board responsibility, however, even if the language is taken out of the policy, the Board still has the authority to ensure NDUS procedures align with board policy. The committee agreed to recommend the edits as presented.
- Section 3, regarding a conflict with the Constitution that was raised by member Volk at the full Board meeting:
  - Mr. Rostad stated he consulted with legal counsel which recommended adding the word prioritizes - SBHE is a policy-based governance board that prioritizes setting strategic direction and broad policies. Ms. Larson stated there was no follow-up and/or clarification from member Volk since the Board meeting. She explained the Constitution provides the SBHE autonomy to govern its institutions, then statutorily, the presidents of the institutions have autonomy to govern their campuses.

Legal counsel and the committee agreed it is not in conflict with the Constitution and recommended the edits as presented.

- Section 4d, regarding capital project prioritization
  - The committee noted that this is the current process and questioned the need to amend it. Mr. Rostad explained it was more a clean-up and clarification to the previous language; it does not change the process and/or action the Board has in place. The Board will continue to work with legislation for capital project requests; the policy does not limit the Board to how they review and determine priorities. The committee also noted that the BFC committee indicated they will be reviewing the criteria and ranking process prior to the next legislative session; ultimately it is legislation that approves the capital projects requests, regardless of the prioritized list the Board submits to them.
  - 4f – At the last Board meeting, Member Volk stated that the current language needs to be further discussed.

Mr. Rostad stated he wanted to bring it to the committee's attention but is unclear what will be discussed or possibly amended during the full board meeting.

- Section 5, regarding SBHE members serving on NDUS campus foundation Boards:
  - Serving a fiduciary vs. an advisory role on other boards.
  - SBHE Policy 308.4, Conflict of Interest defines conflicting out.
  - SBHE members are required to sign a disclose statement at the beginning of their term on the SBHE, further, are obligated to recuse themselves from voting on that particular conflicted issue or perspective, even if it is a potential conflict.
  - The language is repetitive of what is already in the conflict-of-interest policy, adding it to 100.6 simply adds a layer of protection and/or trust; reiterating it in Policy 100.6 is also being responsive to inquiries by legislators.

The committee members concluded that it is covered in Policy 308.4 but leaving it in Policy 100.6 adds another safeguard; Mr. Rostad will make minor edits, including referencing policy 308.4.

- Section 9, regarding added in there to respond to a Senate bill 2343, and it quite honestly section A have right to current and historic information you do already.
  - SBHE members shall engage in transparent communication between one another to effectuate the duties vested in them through section 6 of Article eight of the Constitution.
  - Century code within the limits of open meeting laws
  - SBHE members to the right to receive current and historic information, with the caveat that requests received by system office staff is authorized by the Chancellor and/or Board Chair. The requests will be determined depending on the system office staff and resources. Ms. Larson stated the policy complies with and mirrors the language that is in state law with open records and open meetings, as well as the new amendments related to 2343, with a minor edit to the language “requests for information will be fulfilled by the Chancellor, designated staff, within the limits of available staffing and resources’.

The committee members agreed with the proposed amendments.

Ryan moved, Warford seconded, to recommend approval of Policy 100.6, with amendments, as discussed.

Warford, Ryan, and Bye voted yes. Motion carried.

**7. SBHE Policy 302.3 SBHE Budget and Finance Committee**

Mr. David Krebsbach reviewed proposed amendments to SBHE Policy 302.3 SBHE Budget and Finance Committee. He explained that the committee requested that Policy 302.3 be sent back and reviewed the Admin Affairs Counsel regarding section 4, for information technology matters. The language is clarified to state information technology matters that have a significant financial impact on the NDUS will be brought before the budget and finance committee.

The committee members had no concerns.

Warford moved, Ryan seconded, to recommend approval of Policy 302.2, as presented.

Warford, Ryan, and Bye voted yes. Motion carried.

**8. 2023 Draft Self-Assessment Priorities**

Co-chair Bye reviewed the SBHE annual self-assessment results that were derived from the Board survey data that was taken by all ten Board members. The following priorities were identified:

1. Communication
  - of communication among Board members is high. Conflict on the SBHE is managed productively.
2. Meeting Process and Effectiveness
  - Board members avoid representing particular campuses or constituencies when deliberating policy or actions.

3. Policy

- The SBHE reviews the strategic plan regularly to discuss the progress of the system toward fulfillment of the plan.

The committee discussed and agreed to move two of the priorities forward:

1. Communication:

- The quality of communication among Board members is high. Conflict on the SBHE is managed productively.

2. Policy

- The SBHE reviews the strategic plan regularly to discuss the progress of the system toward fulfillment of the plan.

Ryan moved, Warford seconded, to recommend approval of the Board priorities, as amended.

Ryan, Warford, and Bye voted yes. Motion passed.

The committee also discussed options for improvements to the process of conducting the board self-assessment; they agreed to continue discussions at future meetings.

9. New Board Member Orientation

The proposed new board member orientation process is similar to previous years; the current binder of information is an expanded version provided last year. The committee discussed options for additional components to include in next year's process.

Ryan moved, Warford seconded, to recommend approval of the new Board member orientation, as presented.

Ryan, Warford, and Bye voted yes. Motion passed.

## **Reports/Discussion**

Added item – Chancellor's evaluation timeline

Board Chair Ryan stated that the Chancellor's evaluation is currently in the process. Mr. Pieske reviewed the timeline of the process taking place. The committee had no concerns and review and discuss at the June Board meeting.

10. May Strategic Planning Retreat/Envision 2035

Co-chair Bye and Mr. Jerry Rostad agreed that he will provide an update for the full Board on May 23<sup>rd</sup>.

11. Tenure review

Co-Chair Ryan stated there will be a working group consisting of himself, member Mihalick, SBHE Faculty advisor Montplaisier, Vice Chancellor Johnson, and Chancellor Hagerott. The group will focus on the collection of data on post tenure from all institutions; they will hear from campuses Presidents, receive various data/information from CCF and other constituents. He will periodically provide status reports to the Governance Committee and the Board.

The meeting adjourned at 4:55 p.m. CT.

Approved June 21, 2023.

## **Guidelines for the Economic Diversification Research Grants**

### **Draft – 05/17~~5~~/2023**

The **Economic Diversification Research Funds were established to award** grants to NDUS institutions. The purpose of the grants is: 1) to stimulate economic activity across the state through innovation of new technology, concepts, and products; 2) to promote job creation and career and wage growth; 3) to enhance health care outcomes; 4) to address loss of revenue and jobs in communities with economies that depend primarily on the fossil fuel industry; and 5) to provide experiential learning opportunities for students. (Section 16.3) Projects that leverage funds from other sources will be of particular interest. Institutions are permitted to carry out research in collaboration with one or more NDUS institutions or the private sector.

In each year of the biennium, NDUS will award half of the allotted funding as designated to North Dakota state university and the university of North Dakota with equal amounts awarded to each institution. Each institution's Vice President for Research shall employ appropriate mechanisms to allocate funding for that institution's Economic Diversification Research Grants using the criteria consistent with the legislative intent outlined in the North Dakota Century Code created by HB 1003 by the 68<sup>th</sup> Legislative Assembly, as approved by the institution's President.

Implementation at remaining NDUS institutions: NDUS will award 1/9 of the allotted funding to each of the other institutions. The President of each institution shall determine an appropriate mechanism for selection of research for the Economic Diversification Research Grants using the criteria consistent with the legislative intent outlined in the North Dakota Century Code created by HB 1003 by the 68<sup>th</sup> Legislative Assembly.

Institutions shall report whether research were initiated by the institution or by the private sector and shall report the amount of matching funds when an institution uses such funds. Each institution shall have a point of contact for potential private sectors to initiate research.

At the end of each fiscal year, each institution will prepare a report for the SBHE that meets the approved guidelines and provides the required data on performance outcomes.

#### **Grant Oversight: Internal Advisory Committee**

The Internal Advisory Committee shall consist of five members: one representative nominated by NDSU; one representative nominated by UND; one representative from the regional/dual mission and 2-year/polytechnic institutions; the chair of the SBHE Research Committee; and the Chancellor (or designee) of the NDUS. The SBHE Research Committee Chair shall serve as chair of the Internal Advisory Committee. The Internal Advisory Committee will fulfill its oversight of the grants through annual review each institution's report.

#### **Grant Oversight: External Advisory Committee**

The External Advisory Committee shall consist of three members in academia (outside of NDUS), industry or government. One member shall be nominated by NDSU; one member shall be nominated by UND; and one member shall be nominated by the regional/dual mission and 2-year/polytechnic institutions; The External Advisory Committee will fulfill its oversight responsibility of the Economic Diversification Research Grants by annually reviewing the comprehensive report that has been compiled by the SBHE as required by the statute.

### **Reporting Guidelines**

The state board of higher education shall compile reports from each institution and submit a comprehensive report annually to the legislative management. The comprehensive report must include information on how the research efforts by each institution align with the state's priorities, how the institutions collaborate when appropriate, and how the outcomes of the research meet established expectations (Section 16.4)

Institutions shall submit a report annually. The report should detail the following information:

- Use of funds, including amounts and purpose
- matching funds amount and source (when appropriate)
- expenditures expected by the end of the current fiscal year
- statement describing how the institution's use satisfies legislative purpose as outlined in the first paragraph
- external collaborations (when appropriate) and collaborations internal to NDUS
- performance outcome data (see below)

**Criteria for Assessing performance outcomes for Economic Diversification Research Funds:** Reporting shall include quantitative data and qualitative narratives on the following performance outcomes as appropriate to the institution's use of the funds:

- Development and implementation of new technologies or products (including research and commercialization agreements and patent applications)
- Documentation and narrative related to enhanced healthcare outcomes
- Attraction or retention of talent to the state (including faculty, research scientists, technicians and postdoctoral fellows)
- Student(s) trained/graduated
- Publications or presentations
- Outreach
- Grant applications
- Additional revenue (such as federal, local, private sector funding) secured as a result of the funds

## Summary of Proposed Action ND State Board of Higher Education

**Title:** Policy 311 Public Records

**Proposed motion or action:** Approve/deny the amended SBHE Policy 311 Public Records.

**Background information:** This amendment is necessary to comply with SB 2343 and to correspond with the amendments to SBHE Policy 100.6.

**Financial issues or implications:** None

**Legal/policy issues or implications:** The amendment, along with the amendments to SBHE Policy 100.6, bring the SBHE into compliance with SB 2343.

### Review Process:

#### Legal/System Office/Council Reviews

Legal Review	5/15/2023	AAC	NA
Senior Staff	NA	Admin	NA
CIO	NA	SAC	NA
HRC	NA	Cabinet	NA

#### Committee Review

RGC	5/17/2023
SBHE	5/23/2023

**Chancellor's recommendation:** Chancellor Hagerott recommends approval

**Two-Year/Polytechnic:** [NA](#)

**Regional/Dual Mission:** [NA](#)

**Research Tier:** [NA](#)

### Contact information:

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**NORTH DAKOTA**  
**STATE BOARD OF HIGHER EDUCATION**  
**Policy Manual**

**Policy:** 311 Public Records

**Effective:** February 23, 2022

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1. **Policy.** Except as otherwise specifically provided by law, all records of the State Board of Higher Education, the North Dakota University System, and its institutions are public records and should be open and accessible to inspection by the public.
2. **FERPA-Protected Records.** Student education records are confidential and access to those records is restricted according to the Family Education Rights and Privacy Act of 1974, as amended (FERPA). Pursuant to FERPA and applicable North Dakota law and policy, each institution shall, at minimum:
  - a. Adopt a policy as required by 34 CFR Section 99.7;
  - b. Comply with the requirements of SBHE Policy 503.2;
  - c. Notify students currently in attendance of their rights under FERPA no less frequently than annually;
  - b. Except as provided under FERPA and 34 CFR Section 99.31, relating to conditions under which personally identifiable information may be disclosed without consent, obtain a signed and dated written consent of the student before it discloses personally identifiable information from the students education records;
  - c. Maintain a record of each request for access to and each disclosure of student personally identifiable information from the education records of each student as required by 34 CFR Section 99.32;
  - d. Ensure that all vendors and state agencies with access to student personally identifiable information maintain records regarding access, use, and disclosure of such records;
  - e. Maintain copies of all agreements entered pursuant to FERPA regarding the disclosure of student personally identifiable information.
  - f. Provide the notice required by 34 CFR Section 99.37 concerning disclosure of directory information;
  - g. Adopt procedures implementing FERPA provisions governing release and transfer of student disciplinary records. Consistent with FERPA, student disciplinary records are confidential and may be released only as permitted under FERPA and implementing institution procedures; and
  - h. Comply with all other requirements of FERPA and applicable regulations.

The Chancellor shall adopt a procedure establishing a uniform, systemwide definition of directory information, which must be incorporated in required institution policies and apply to the system office.

Records of former students, including deceased former students, shall remain confidential for as long as the records are maintained. Such records may only be disclosed to the student or at the student's written, signed request, except those records of deceased former students may be released or disclosed at the request of a parent, personal representative, or other qualified representative of the student's estate, or pursuant to a court order or subpoena. NDUS Core Technology Services (CTS) will maintain all student records for a minimum of five years after graduation, and will maintain core student records, such as academic scores and attendance records, indefinitely, unless a campus provides alternative instructions for records relating to its former students.

3. Access to and disclosure of campus police records is governed by N.D.C.C. Section 44-04-18.7. Accordingly, active criminal intelligence information and active criminal investigative information are exempt from the open records law. Each campus law enforcement agency shall maintain a list of all files containing active criminal intelligence and investigative information which have been in existence for more than one year, which shall be subject to disclosure under N.D.C.C. Section 44-04-18.
  - a. Campus police records which are open and must be disclosed under Section 44-04-18.7 include:
    - i. Arrestee description, including name, date of birth, address, race, sex, physical description, and occupation of the arrestee;
    - ii. Facts concerning the arrest;
    - iii. Conviction information;
    - iv. Disposition of all warrants;
    - v. A chronological list of incidents, including initial offense report information;
    - vi. A crime summary, including a departmental summary of crimes reported and public calls for service;
    - vii. Radio log;
    - viii. General registers; and
    - ix. Arrestee photograph, if release will not adversely affect a criminal investigation.

Notwithstanding the foregoing, campus police records under this section shall not include student personally identifiable information obtained from education records protected by FERPA, and to the extent that information contained within campus police records is obtained from FERPA-protected records, that information is confidential and may not be released except as permitted by FERPA.

- b. Law enforcement records and files concerning a child, as that term is defined at N.D.C.C. ch. 27-20, shall be kept separate from the records and files of adults and shall not be open to public inspection and may not be disclosed except according to the provisions of N.D.C.C. ch. 27-20.
  - c. Records of undercover law enforcement officers are confidential and exempt from the open records law as provided by N.D.C.C. Section 44-04-18.3.
4. **Applications for Employment.** Documents and information submitted in response to a posted position for a vacant position (“Application Materials”) are exempt from public disclosure, except as follows:
- a. If fewer than three persons submit Application Materials by the date the job posting closes, then all submitted Application Materials shall be open to the public.
  - b. If more than three persons submit Application Materials in response to a posted position, then the hiring authority shall designate three or more finalists prior to making a hiring decision. Upon the designation of finalists, only the Application Materials submitted by the finalists shall be open to the public.
  - c. Prior to the designation of finalists, information contained in Application Materials may be utilized for the purposes of evaluating candidates for the posted position, including checking references, verifying eligibility, and similar purposes, even if doing so reveals identifying information about an applicant.
  - d. Some or all identifying information contained in an applicant’s Application Materials may be disclosed with the written consent of the applicant.

This Section constitutes the policy of the State Board of Higher Education as referenced in N.D.C.C. § 44-04-18.27.

5. **Personnel Records.** Personnel records are public records open to inspection by the public, except as follows:
- a. Personnel records that relate to an employee who is employed either in a federal work-study program or only as a result of their status as a student are confidential pursuant to FERPA.
  - b. Employee medical records and employee assistance program records are confidential, may not be placed in an employee's personnel file, and may not be released without the written consent of the employee or as otherwise provided by law. Records within the personnel file which contain medical information are exempt.
  - c. Personal information, as defined in section 44-04-18.1 (2), including a person’s home address, home telephone number, photograph, medical information, motor vehicle operator’s identification number, payroll deduction information, the name, address, phone number, date of birth of any dependent or emergency contact, any credit, debit, or electronic fund transfer card number, and any account number at a bank or other financial institution, are exempt from the open records law and may be released only as required by law, pursuant to SBHE policy, or with the employee’s written consent.
  - d. The Chancellor shall adopt a procedure establishing a uniform, systemwide procedure concerning release of exempt personal information, which must be incorporated in required institution

procedures and apply to the system office. Placement of documents in an employee's personnel file is governed by N.D.C.C. Section 54-06-21.

6. **Internal Auditors' Records.** The following provisions govern the records of an internal auditor employed by the SBHE, NDUS, or institution.
  - a. "Working papers" include records kept by an internal auditor of the procedures applied, the tests performed, the information obtained, draft audit reports, and the pertinent conclusions reached in the audit engagement.
  - b. The working papers of an internal auditor employed by the SBHE or an institution related to an ongoing audit are exempt from public disclosure while the audit is ongoing.
  - c. Draft audit reports of an internal auditor are exempt from public disclosure until the final audit report is released by the internal auditor.
  - d. Upon the release of the final audit report, all drafts and working papers are open to the public unless designated as confidential by the internal auditor. The designation of confidentiality must include the reason for the confidentiality and the approximate date when the working papers will be made public. Information or records included in working papers which are otherwise exempt or confidential under other federal or state law are not made open to the public by their inclusion in working papers.
  - e. This Policy applies only to formal audits of internal auditors, and not to other work performed by the internal auditors in the course of their employment.
7. **Fundraising and Donor Records.** Records related to donors or prospective donors are exempt from public disclosure, including the name, address, telephone number, electronic mail address, estate planning information, tax record or financial information, and other personal information and correspondence received or retained by the SBHE, NDUS, or an institution or their agents, including a nonprofit affiliate under SBHE Policy 340.2.
  - a. For the purposes of this section, "financial information" includes data that provides details regarding a gift, a payment schedule of a gift, the form of a gift, or the specific amount of a gift made by a donor.
  - b. In order to comply with this section, documents submitted to the Challenge Grant Review Committee in support of a request for matching funds shall be redacted by the submitting institution or the NDUS Office prior to submission to the Committee.
8. **Other Exempt or Confidential Records.** Additional records exempt from or confidential under the open records law include (without limitation):
  - a. Medical information or records in the possession of the SBHE, NDUS, or an institution other than in a personnel record, including but not limited to patient records at student health services and university system clinics (N.D.C.C. § 44-04-18.16; N.D.C.C. § 44-04-18.32).

- b. Information pertaining to an employee's retirement account balance, disability applications and benefits, and surviving spouse applications and benefits under N.D.C.C. ch. 54-52 or a plan adopted by the board (N.D.C.C. § 54-52-26);
  - c. Trade secret, proprietary, commercial and financial information (N.D.C.C. § 44-04-18.4 and SBHE Policy 611.6), including university research records and personally identifiable study information;
  - d. Computer software programs or components for which a copyright, patent or license is acquired (N.D.C.C. § 44-04-18.5);
  - e. Attorney work product (N.D.C.C. § 44-04-19.1(6)) and active litigation records (N.D.C.C. § 44-04-19.1(12));
  - f. Complaints submitted to the NDUS Office of Compliance and Ethics or an institution official, for the shorter of 75 days from the date of submission, or the conclusion of the investigation into the Complaint (N.D.C.C. § 44-04-18.1(6)).
  - g. Social security numbers, which are confidential under N.D.C.C. § 44-04-28; and
  - h. Title IX records at state universities and colleges (N.D.C.C. § 44-04-18.28).
9. **Disclosure of Public Records.** Copies of records that are not confidential or exempt from public disclosure shall be provided upon request.
- a. Records must only be provided in the form in which they are stored. If records are stored electronically, only an electronic copy may be provided, subject to providing a physical copy if a requestor does not have access to means to receive and review the electronic copy.
  - b. SBHE, NDUS, and institution records need only be provided in the form in which they are kept, and employees are not required to engage in summary, collation, collection, or preparation of data except as required to provide reasonable access the public record or data.
  - c. **Fees.** The NDUS (for itself and for the SBHE) may establish a fee schedule to cover the costs of locating, reviewing, copying, redacting, and producing records pursuant to this policy and any applicable NDUS or institution procedures, subject to the following limitations set forth in N.D.C.C. § 44-04-18:
    - i. The fee for standard paper copies may not exceed twenty-five cents per copy. No fee may be assessed for providing copies of electronic documents.
    - ii. A fee not to exceed twenty-five dollars per hour, excluding the first hour, may be charged per request for locating records.
    - iii. A fee not to exceed twenty-five dollars per hour for excising confidential or exempt material if excising the material requires more than one hour.
    - iv. If a request is made for access to a record on a backup an additional reasonable fee may be charged to cover costs attributable to the use of information technology resources.

The NDUS and institutions may waive any fees in the discretion of the Chancellor or institutional chief executive officer or their designee for this purpose. Prior to beginning any review for which a fee may be charged, the NDUS or institution must provide the requester with an estimate of such fee and request approval or pre-payment.

- d. **Legal Review.** The SBHE, NDUS, and institutions should seek legal counsel from the appropriate assigned attorney or other individual who has received training on proper redaction and production procedures prior to releasing information or records which may contain exempt or confidential information.
  - e. **Referral.** NDUS entities may not refer a request for the disclosure of records to another entity within the NDUS. If an NDUS entity does not have records, they may respond that they have no responsive records to the request. NDUS entities, may, but are not required to, provide information to a requester about what entity may have more records related to the request; however, providing such information does not eliminate the requirement to respond to the request.
10. Records which are designated as either “exempt” or “confidential” by N.D.C.C. § 44-04-18, *et seq.*, may only be released to the public as permitted by that statute or SBHE Policy.
- a. The following exempt records may only be released to the public by a roll call vote of the SBHE:
    - i. Exempt recordings of executive sessions of SBHE or SBHE committee meetings, including to ~~SBHE members and~~ NDUS employees.
    - ii. Attorney work product related to an active litigation matter or administrative proceeding, or which is prepared in imminent anticipation of the same, except as necessary to the litigation matter.
    - iii. Otherwise-exempt Application Materials submitted in response to a posted position in the NDUS Office or for the office of Chancellor or institution chief executive officer.
    - iv. Exempt personal information of SBHE members, the Chancellor, or an institution chief executive officer, except as necessary to carry out the business of the North Dakota University System, including but not limited to payroll or reimbursement.
  - b. The SBHE Audit Committee shall have the discretion to release exempt complaints received, by whatever means, by the Office of Internal Audit or the Office of Compliance and Ethics, except as set forth in this policy.
  - c. Unless otherwise provided by this Policy, if an exempt record is maintained by an institution under the control of the SBHE, the institution’s chief executive officer may determine whether to disclose the record to the public.
  - d. Unless otherwise provided by this Policy, if an exempt record is maintained by the NDUS Office or by the NDUS Office on the SBHE’s behalf, the Chancellor may determine whether to disclose the record to the public.
11. The Chancellor and institutions shall adopt procedures to implement a uniform process for responding to requests for the disclosure of records under this Policy.

12. The NDUS Office and each institution shall maintain a continuing program for the management of records as required by N.D.C.C. ch. 54-46 using the North Dakota Colleges/Universities General Records Retention Schedule maintained and updated by the ND Information Technology Department and as supplemented by institution-specific retention schedules maintained by individual institutions. Records received or created by Board members are governed by the NDUS Office program.
13. NDUS Core Technologies Services (CTS) retains employee email accounts for two years as required by statute, unless a different time is required by a litigation hold. Campuses shall be responsible for ensuring that any and all email communications that are subject to a different retention schedule are retained as required.
14. The North Dakota University System (NDUS) and its institutions shall immediately implement litigation hold procedures when they are involved in litigation, or it is reasonably foreseen that they may become involved in litigation. A litigation hold is the process of identifying and preserving materials that may be relevant to the litigation, including documents, electronic information, and other items. The Chancellor shall adopt a procedure implementing the litigation hold process.
15. The Chancellor shall adopt a procedure implementing provisions of the Financial Services Modernization Act of 1999 (Gramm Leach Bliley Act).

References: 15 U.S.C. § 6801; 20 U.S.C. § 1232g; 34 C.F.R. Part 99; N.D.C.C. ch. 15-10; N.D.C.C. ch. 44-04; N.D.C.C. § 54-06-21; N.D.C.C. ch. 54-46; SBHE Policy 503.2.

History: New policy, SBHE minutes, October 22, 1992; Amended, SBHE minutes, January 15, 1998; Amended, SBHE minutes, May 21, 1998; Amended, SBHE minutes, November 21, 2002; Amended, SBHE minutes, December 16, 2004; Amended, SBHE minutes, June 16, 2005; Amended, SBHE minutes, November 20, 2014 (the Amended to paragraph 7 will be effective March 1, 2015); Amended, SBHE minutes, September 28, 2017; Amended, SBHE minutes, February 23, 2022.

**Title:** Policy 100.6 Authority and Responsibility of the State Board of Higher Education (dated 2012)

**Proposed action:** Approve/Deny the above policy

**Background information:** All SBHE policies are required to be reviewed after 10 years. Policy 100.6 reached the 10-year mark this past year. The policy was reviewed and updated in late 2022 and was routed through the appropriate councils and SBHE committees, landing on the March SBHE monthly agenda. However, Member Bye asked to pull policy 100.6 off the agenda so that additional inputs/edits could be accomplished. The updated policy is now ready to go forward. Specifically since the previous review, sections 3, 5, and 9 were added, section 4.d.

**Financial matters:** NA

**Legal/policy matters:** Section 9 is intended to comply with SB 2343.

**Academic matters:** NA

**Review Process:**

Legal Review	12/06/2022; 04/17/2023; 5/15/2023	Recommends moving forward
Senior Staff	12/12/2022	Recommends moving forward
AAC	01/03/2023	Recommends moving forward
Admin	01/03/2023	Recommends moving forward
SAC	01/03/2023	Recommends moving forward
Cabinet	01/12/2023	Recommends moving forward

**Chancellor's recommendation:**

**Committee Review**

RGC	01/18/2023; 3/22/2023; 4/19/2023; 5/17/2023		
SBHE	1/26/2023	1st Read	Returned to RGC
	4/27/2023	1st Read	Revised policy
	5/23/2023	2nd Read	

**Contact information:**

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# NORTH DAKOTA STATE BOARD OF HIGHER EDUCATION POLICY MANUAL

**SUBJECT:** INTRODUCTION

**EFFECTIVE:** September 26, 2012

**Section:** 100.6 Authority and Responsibility of the State Board of Higher Education (SBHE),  
Chancellor and Institution Presidents

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1. The SBHE was established by an initiated measure approved by the voters in 1938 (now Ar. VIII, § 6 of the North Dakota Constitution). Art. VIII, §6 states the SBHE “shall have the control and administration of” all of the state institutions established in the state constitution at that time and “such other state institutions of higher education as may hereafter be established.” Further, the SBHE “shall have full authority over the institutions under its control” and “full authority to organize or reorganize within constitutional and statutory limitations, the work of each institution under its control, and do each and everything necessary and proper for the efficient and economic administration of said state educational institutions.” The SBHE shall appoint a commissioner of higher education as its “chief executive officer.” In 1990, the SBHE established a unified system of higher education, with its Commissioner/Chancellor as the system’s chief executive officer. Later, the state legislature enacted North Dakota Century Code § 15-10-01.2, which states:

The institutions of higher education under the control of the state board of higher education are a unified system of higher education, as established by the board, and are designated as the North Dakota University System (NDUS).

2. Holding the NDUS in its trust, the SBHE:
  - a. ~~Establishes the mission, vision and goals of the~~ Ensures the NDUS achieves the purposes of its mission and goals;
  - b. ~~Hires and evaluates the Chancellor and institution presidents~~ Ensures the NDUS is properly led and managed;
  - c. ~~Maintains the quality of academic programs;~~
  - d. ~~Provides responsible~~ governance policies and procedures for proper governance;
  - e. ~~Safeguards NDUS assets;~~
  - f. ~~Honors the mission and integrity of each institution and its people;~~
  - g. ~~Champions~~ Serves as a catalyst to create more efficient and effective programs and services through partnership and resource sharing;
  - h. ~~Maintains student affordability;~~
  - i. ~~Represents the institutions to the public and vice versa, assisting where appropriate in the understanding of each other’s needs;~~
  - j. ~~Ensures effective stewardship of its financial, physical, and intellectual assets;~~
  - k. ~~Achieves cost savings due to economies of scale, where appropriate;~~
  - l. ~~Secures cooperative and planning advantages;~~
  - m. ~~Shapes, supports, and achieves complementary institution missions;~~

~~n. Ensures excellence in programs, faculty, and students;~~

~~o.l. Minimizes unnecessary duplication through cooperative endeavors;~~

~~p.m. Gains public and legislative support for the NDUS through unified efforts; and~~

~~q.n. Shields institutions from direct political and other outside interference.~~

3. The SBHE is a policy-based governance board that focuses on setting strategic direction and broad policies, rather than managing day-to-day operations. The board's role is to ensure that all NDUS institutions are achieving their mission and objectives while adhering to ethical and legal standards. The board delegates operational responsibilities to the executive leadership team and monitors their performance against established policies and goals.

In fulfilling its mission and vision, the SBHE will govern the institutions in the NDUS in accordance with the North Dakota Constitution and state statutes and will be guided by the belief statements and core values adopted by the SBHE. The people of North Dakota created the SBHE through the North Dakota Constitution to ensure the institutions and their employees were protected from political interference. Recognizing the legitimacy and importance of such protection and believing each institution properly retains substantial responsibility for its own affairs, the SBHE and the NDUS honor the integrity of each institution and its people. The SBHE will provide the leadership and governing environment necessary to maximize the opportunities for the NDUS institutions to be successful in fulfilling their individual missions and enhancing the economic and social vitality of North Dakota.

- 3.4. The North Dakota Constitution provides the SBHE with broad powers and specifies the SBHE retains any powers it does not specifically delegate to the institutions. The SBHE has adopted the following guiding principles regarding the responsibility of the SBHE, as stewards of the NDUS, and the institutions.

- a. SBHE approval for new or discontinued programs and organizational units ensures the overall pattern of service to the state is coherent and efficient.
- b. ~~SBHE review of institutional and program quality ensures the institutions provide positive educational experiences and seek continually to improve. Academic program quality and faculty quality determinations are made by faculty peers and institution administrators. The SBHE's responsibility is to support,~~ provides oversight, and holds the institutions accountable for institutional and program quality that ensures positive educational experiences that continually seeks improvement for results.
- c. SBHE budget guidelines and final approval of budget requests promote equity and appropriate investment of state resources throughout the NDUS.
- d. SBHE priority-setting of capital/building facility requests promotes the equitable funding of NDUS facilities funding on a systemwide, prioritized process. ~~the based on statewide need.~~
- e. On matters that involve major costs for equipment or facilities which could be shared effectively among institutions, such as computing and telecommunications, the SBHE expects and will help facilitate such sharing.
- f. The SBHE sets NDUS priorities regarding all requests of the legislature and executive branch. Those representing the institutions are not to undermine those priorities.
- g. The SBHE is the appointing authority for institution presidents and has final authority concerning contract terms. The SBHE shall exercise this authority in consultation with

the Chancellor and has delegated to the Chancellor authority to conduct searches and recommend a candidate and contract terms to the SBHE.

- h. The SBHE delegates substantial authority and responsibility to each institution's president through the Chancellor, as defined in SBHE Policy 305.1, and holds each accountable for performance.
- i. The SBHE shall have access to information about students, programs, faculty, staff, and finances of each institution to carry out its responsibilities.
- j. The Chancellor shall alert the SBHE when ~~'s attention any~~ difficulties in the application of any of the above responsibilities ~~that~~ threaten to impede institutional effectiveness or efficiency. The SBHE is committed to free and fair inquiry and just resolution of such difficulties.
- k. General education courses and programs are central to the mission of all NDUS institutions and overlap among institutions is expected and necessary. However, the SBHE will continue to guard against unnecessary program duplication and collaborative delivery will be encouraged where the quality of the program can be maintained and the total cost of delivery can be reduced.
- l. Professional, technical, vocational, and graduate courses and programs require institutional and SBHE judgments regarding their number and missions.
- m. The SBHE retains authority for naming, professorship and endowed chairs, physical structures, ~~a~~ and academic units including a college, school, department, center or institute and academic units including a college, school, department, center or institute.

5. Members of the SBHE shall not serve on other NDUS campus-based boards or campus-based foundation boards. This ensures that the SBHE operates in an ethical and transparent manner and avoids the potential for competing interests that may influence decision-making or create the appearance of a conflict of interest.

4.6. Within the framework of the NDUS is a division of labor between the Chancellor and the services operating at each institution. In addition to a strong SBHE and Chancellor, achieving the advantages and purposes of a multi-institution NDUS require the energies, leadership, and talent of equally strong presidents who are dedicated to the mission and goals of their respective institution. While the principal role of the SBHE and Chancellor lie in policy, overall direction, and planning, the leadership demanded of the presidents is primarily focused on implementation and direct operational control. Generally, system-level services exist only when there is a strong rationale justifying cost efficiencies and unnecessary duplication of functions. These include academic policy, planning, and quality assessment; capital planning and construction; budgeting; human resources policy and compliance; institutional research; risk management; auditing; legal services; information technology systems and services shared among the institutions; and legislative and community relations.

5.7. The Chancellor is the chief executive officer of the SBHE and NDUS and exercises such powers as are necessary for SBHE and NDUS governance and functions. Chancellor duties and responsibilities are delegated in SBHE Policy 304.1 and other SBHE policies or directives.

8. A president is the chief executive officer of their respective institution and a member of the Chancellor's executive staff. The presidents report to and are responsible to the Chancellor. This

designation includes the right and responsibility to manage the institution within the overall policies and directives issued by the Chancellor and SBHE. Presidents' duties and responsibilities are delegated in SBHE Policy 305.1 and other SBHE policies or SBHE or Chancellor directives.

9. SBHE members shall engage in transparent communication between one another to effectuate the duties vested in them through section 6 of article VIII of the Constitution of North Dakota and N.D.C.C. § 15-10-17, within the limits of open meeting law.
  - a. The SBHE and each of its members have the right to receive current and historic information relating to the specific powers and duties under section 6 of article VIII of the Constitution of North Dakota and N.D.C.C. § 15-10-17.
  - b. Requests for existing information or records will be fulfilled by the Chancellor or designated staff expediently and within the limits of available staffing and resources while in compliance with state and federal laws (Family Educational Rights and Privacy Act/FERPA and Health Insurance Portability and Accountability Act/HIPPA) as well as best practices for non-disclosure of Personal Identifiable Information (PII).
  - c. Requests to create new records or customized information must be approved by the SBHE chair.
  - d. The SBHE will be notified of all requests to release closed or confidential records, as defined in N.D.C.C. ch. 44-04. A member of the SBHE will not be denied access to a record, current or historical, that is closed or confidential, unless releasing such record is otherwise prohibited by law.

REFERENCE: N.D. Const. Art. VIII, § 6; N.D.C.C. § 15-10-01.2; SBHE Policy 304.1, 305.1.

HISTORY: New policy, SBHE minutes, March 30, 2001; Amendment, SBHE minutes, April 15, 2004; Amendment, SBHE minutes, September 26, 2012; Revised by legal counsel, April 30, 2018.

**Title:** Policy 302.3 Budget and Finance Committee

**Proposed action:** Approve/Deny the revised SBHE Policy 302.3 Budget and Finance Committee

**Background information:** Two things here:

- In section 2, the existing policy limits a voting member of the SBHE to serving no more than three consecutive one-year terms on the committee. This update removes that limitation.
- In section 4.i, the language is clarified to state information technology matters that have a significant financial impact on the NDUS will be brought before the budget and finance committee.

**Financial matters:** N/A

**Legal/policy matters:** N/A

**Academic matters:** N/A

**Review Process:**

Legal Review	3/27/2023	Recommends moving forward
Senior Staff	3/27/2023	Recommends moving forward
AAC	4/04/2023	Informational only
Admin	4/04/2023	Informational only
SAC	4/04/2023	Informational only
Cabinet	4/12/2023	Recommends moving forward

**Chancellor's recommendation:** Chancellor Hagerott recommends approval.

**Committee Review**

RGC	4/19/2023	
SBHE	4/27/2023	1 <sup>st</sup> Read, update section 4i, as discussed, have BFC review as informational and then to RGC for recommend to full Board for 2 <sup>nd</sup> reading
	5/23/2023	2 <sup>nd</sup> Read
BFC and RGC	5/17/2023	

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**NORTH DAKOTA**  
**STATE BOARD OF HIGHER EDUCATION**  
**Policy Manual**

**Policy:** 302.3 Budget and Finance Committee

**Effective:** June 29, 2021

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1. The SBHE budget and finance committee is established to ensure the NDUS fiscal stability and long-term economic health.
2. The budget and finance committee shall consist of no less than three voting members of the SBHE and the Chancellor shall serve, ex officio, as a non-voting member of the committee. The SBHE president will appoint committee members as well as the committee chair by June 30<sup>th</sup> of each year to serve one-year terms starting July 1<sup>st</sup>. ~~No voting member of the SBHE shall serve more than three consecutive terms and terms shall be staggered to ensure continuity of committee membership over the budget cycle.~~ The SBHE president may also appoint additional members to serve, ex officio, as non-voting members of the committee. If a vacancy on the committee occurs before June 30<sup>th</sup>, the SBHE president shall appoint a voting member of the SBHE to fill the vacancy not later than the next regular meeting of the SBHE after the vacancy occurs.
3. The budget and finance committee shall set a meeting schedule for the year at the committee's first meeting after July 1<sup>st</sup>. Meetings shall comply with all applicable laws, including the necessary posting of notice, the preparation of agendas in advance of meetings, and the recording of minutes for each meeting.
4. The committee is responsible for reviewing and recommending the following to the SBHE for approval:
  - a. Biennial budget guidelines, including tuition and fees that promote SBHE goals;
  - b. Biennial operating budget for the NDUS office and SBHE operations;
  - c. Biennial budget requests to the legislative and executive branches consistent with the SBHE's constitutional requirement to prepare "a single unified budget covering the needs of all institutions under its control";
  - d. Priorities for institution capital requests and the system-wide capital master plan;
  - e. Funding mechanisms and methodologies;
  - f. Allocation of funds directly appropriated to the SBHE;
  - g. Policies regarding human resources, finance and budget;
  - h. Changes to budget and financial related reporting provided to the committee or SBHE;

- i. ~~Suggestions on i-~~information technology matters that ~~present~~ could have a significant financial impact ~~risk to on~~ the NDUS.
  - j. Major financial studies;
  - k. Retirement plan changes;
  - l. Proposed bond issues;
  - m. Proposed purchase, sale or exchange of real property;
  - n. Proposed development of state land;
  - o. Proposed significant change or expansion to capital projects; and
  - p. Proposed campus assessments exceeding ten thousand dollars.
5. The budget and finance committee shall be responsible for receiving budget and finance reports, including:
- a. Tuition waivers;
  - b. Financial review report;
  - c. Mid-year budget status report;
  - d. Student affordability; and,
  - e. Financial statements.

History: New policy, SBHE minutes, February 27, 2014; Amended, SBHE minutes, October 27, 2016; Amended, SBHE minutes, May 23, 2018; Amended, SBHE minutes, June 27, 2019; Amended, SBHE minutes, May 29, 2020; Amended, SBHE minutes, June 29, 2021.

North Dakota University System  
Proposedd 2023 SBHE Self-Assessment  
Priorities for Board improvement for 2023-2024

*1. Commend/Endorse*

- Relationship with Chancellor
  - The Board agreed on the goals and priorities for the Chancellor to achieve. The relationship between the Board and the Chancellor is a strong partnership.
- Policy
  - Board leadership effectively perform their roles.
- Meeting Process and Effectiveness
  - The committee structure is effective.

*2. Call to Action*

- Communication
  - The quality of communication among Board members is high. Conflict on the SBHE is managed productively.
- Meeting Process and Effectiveness
  - Board members avoid representing particular campuses or constitutencies when deliberating policy or actions.
- Policy
  - The SBHE reviews the strategic plan regularly to discuss the progress of the system toward fulfillment of the plan.



North Dakota University System  
2023 SBHE Self-Assessment  
Priorities for Board improvement for 2023-2024

*1. Communication*

- The quality of communication among Board members is high. Conflict on the SBHE is managed productively.

*2. Policy*

- The SBHE reviews the strategic plan regularly to discuss the progress of the system toward fulfillment of the plan.

# **BOARD MEMBER ORIENTATION**

## **1. Structure**

- a. Current Board Members – Bios/Background
  - I. Board Officers; Officer Responsibilities; Elections (Policy 310.2)
    - Mentorship Program
    - Board Spokesperson
- b. Chancellor
  - I. NDUS Org Chart and Directory
  - II. Past, Present, and Future Challenges and Accomplishments
- c. Campus President
  - I. Institution President Authority and Responsibilities; Contract Terms (SBHE Policy 305.1)
  - II. NDUS Presidents Contact Information
    - Campus Directory
  - III. Campus Overview and Mission Statements
    - Research Institutions: NDSU and UND
    - Four-year Institutions: DSU, MaSU, MiSU, and VCSU
    - Two-year Institutions: BSC, DCB, LRSC, NDSCS, and WSC

## **2. Core Value and Mission / Roles and Responsibilities**

- a. SBHE Policies:
  - I. 100.1 - Constitutional and Statutory Authority
    - North Dakota Century Code, Chapter 15-10
  - II. 100.4 - Mission and Vision of the State Board of Higher Education
    - Mission “To enhance economic growth, social vitality, and quality of life for North Dakota through the discovery, sharing, and application of knowledge.”
    - Vision “To lead the nation in educational attainment through access, innovation and excellence.”
  - III. 100.5 - Principles and Core Values of the State Board of Higher Education
  - IV. 100.6 - Authority and Responsibility of the State Board of Higher Education, Chancellor, and Institution Presidents
  - V. 310.1 - Board Member Responsibilities
  - VI. 304.1 - Chancellor Authority, Roles/Responsibilities
  - VII. 305.1 - Institution President Authority and Responsibilities; Contract Terms
- b. SBHE Committees and Associated Policies:
  - I. 302.1 Academic and Student
  - II. 302.2 Audit
  - III. 302.3 Budget and Finance
  - IV. 302.7 Research and Governance
  - V. Ad Hoc - Efficiencies and Opportunities

c. Other Board Committees/Appointments:

- I. Challenge Grant Fund
- II. NDUS Foundation
- III. WICHE
- IV. MHEC

### **3. Operational**

a. Board Meetings, Agendas, and Schedule – Terry Meyer, Chief of Staff and Kristie Hetzler, Board Exec Asst

- I. Open Records and meetings, Sunshine Laws
- II. In Person vs Teams Live and logistics
- III. Use of only NDUS/SBHE email vs personal

b. Board Member Per Diem/Travel & Expense Reimbursement Forms and Guidelines

- I. SBHE Board Member Per Diem Authorization Form-(New Fiscal Year 24)
- II. Submit SBHE Reimbursement Forms. There will be a link provided to this new location where SBHE Reimbursement forms listed below will be located):
  - a. Per Diem/Travel and Expense Guidelines (updated)
  - b. Per Diem/Travel & Expense Reimbursement form (New fillable online form for Fiscal Year 24)
  - c. NDUS Authorization for Out of State Travel Form-Requires pre-approval from Board Chair prior to submission.
- III. SBHE Policies & NDUS Procedures
  - a. SBHE Policy 706.1-Board Member and Advisor Per Diem Payments
  - b. SBHE Policy 806.1-Payment or Reimbursement of Meals and other Travel or Institutional Expenses
    - i. NDUS Procedure 806.1-Payment or Reimbursement of Meals and other travel or institutional expenses
  - c. SBHE Policy 820-Waivers and Tuition Assistance
    - i. NDUS Procedure 820-Waivers and Tuition Assistance
    - ii. Student member of SBHE eligible for waiver at Institution of enrollment. Student member must contact Institution of enrollment directly to request waiver prior to term start.

c. System Office Operations by Department

- I. Academic and Student Affairs – Lisa Johnson, Vice Chancellor for Academic and Student Affairs
- II. Budget, Finance and Facility – David Krebsbach, Vice Chair for Administrative Affairs/CFO
  - BFC Annual Calendar
  - 2023-2025 Budget
  - Funding Formula
- III. Institutional Research – Jen Weber, Institutional Research
- IV. Core Technology Services – Darin King, Vice Chancellor for IT/Chief Information Officer
- V. Internal Audit – Dina Cashman, Chief Audit Executive
  - FY23 Internal Audit Plan
  - Internal Audit Brochure
- VI. Compliance – Chris Pieske, Chief Compliance Officer
  - NDUS Policy/Procedure Review Process

- VII. Human Resources – Jane Grinde, Director, Human Resources
  - Retirement Plans (401(a), 457(b), 403(b)), Executive Compensation SBHE 703.3 Retirement
  - Investment Policy Statement
  - NDUS Retirement Plan Oversight Committee Membership
  - TIAA Fiduciary Training (June)
- VIII. Strategic Planning and Communications – Jerry Rostad
  - NDUS Strategic Plan and Objectives; Institution Strategic Plans (Policy 303.2)
  - NDUS Biennial Review/Envision
  - 2021 – 2026 Strategic Plan
    - ❖ Dashboards
  - Self-assessment outcomes

#### **4. Informational**

- I. History of State Board of Higher Education
- II. Commonly used Acronyms
- III. NDUS.EDU (public website)
  - North Dakota University System | Resource Library (ndus.edu)
- IV. SBHE Policies Codification
  - 100s: Introduction
  - 300s: Governance and Organization
  - 400s: Academic Affairs
  - 500s: Student Affairs
  - 600s: Personnel
  - 700s: Compensation
  - 800s: Financial Affairs
  - 900s: Facilities
  - 1200s: Information Technology
  - 1900s: Miscellaneous
  - HR Policies
  - NDUS Procedures
- V. Insights of North Dakota (insights.nd.gov)
- VI. Legislative Cycle (interim committees vs regular session)
- VII. Association of Governing Boards (AGB) Materials

*Notes: After initial on-boarding (orientation) and a few active months on the Board, new board members are offered a follow-up one on one session. The system office will work with them to arrange other stakeholder visits (ex: Governor's office/legislators/private sector businesses). New Board members are encouraged to visit all campuses, travel expenses paid through system office SBHE budget.*

## ND State Board of Higher Education Governance Committee Meeting

### 2023 Timeline

<i>Evaluation Activity</i>	<i>Proposed Date(s)</i>	<i>Status</i>
Governance Committee approves 2023 Evaluation Process and Timeline	May 17, 2023	
Survey questions updated for 2023 goals	May 17-19, 2023	
Governance Committee approves survey tool with goals updated	NA	
SBHE approves 2023 survey tool (consent agenda)	NA	
Chancellor's goal self-assessment responses are inserted into the survey tool	May 30-31, 2023	
Survey sent to SBHE voting & non-voting members	June 1, 2023	
Members complete survey. Chair Ryan may solicit additional input from other stakeholders at his discretion	June 1-15, 2023	
Survey report is prepared	June 16-20, 2023	
Survey report provided to Chair Ryan	June 21, 2023	

Chair Ryan authorizes sharing survey report with Chancellor and all SBHE members	June 23, 2023	
SBHE discusses Chancellor evaluation and contract renewal in executive session; vote on Chancellor contract renewal in open session	June 27, 2023	