North Dakota State Board of Higher Education
Minutes of the November 21, 2013, Meeting
At Mayville State University

Members present:

Dr. Kirsten Diederich, President
Mr. Duaine Espegard
Ms. Kari Reichert
Dr. Doug Munski, Faculty Adviser

Dr. Terry Hjelmstad, Vice President
Mr. Devin Hoffarth
Ms. Janice Hoffarth, Staff Adviser
Ms. Kathleen Neset

Members absent:

Mr. Grant Shaft
Mr. Don Morton

NDUS senior staff present:
Ms. Claire Ness, NDUS General Counsel

Dr. Diederich, chair of the Board, called the meeting to order at 9:00 a.m. CT

Discussion of Chief Auditor functions and possible interview questions.

Interview Timothy Carlson (9:45 a.m.)

Interview Eric Miller (10:45 a.m.)

Follow up discussion concluding that there will be no formal offer to either candidate at this time, a background check will be conducted on Mr. Carlson, and Mr. Miller will be notified that he is no longer being considered for the Chief Auditor position. The SBHE agreed to reconvene at a future date to consider an offer.

Meeting recessed at 11:50 a.m. CT

Dr. Diederich, chair of the Board, called the meeting back to order at 1:00 p.m. CT

Members present:

Dr. Kirsten Diederich, President
Mr. Duaine Espegard
Ms. Kari Reichert
Dr. Doug Munski, Faculty Adviser
Mr. Don Morton

Dr. Terry Hjelmstad, Vice President
Mr. Devin Hoffarth
Ms. Janice Hoffarth, Staff Adviser
Ms. Kathleen Neset

Members absent:
Mr. Grant Shaft

Interim Chancellor present: Dr. Larry C. Skogen

Institution presidents present:

- David Clark, Interim President BSC
- Ken Grosz, DCB
- D.C. Coston, DSU
- Doug Darling, LRSC
- Gary Hagen, MaSU
- David Fuller, MiSU, by phone
- John Richman, NDSCS
- Dean Bresciani, NDSU
- Robert Kelley, UND
- Steve Shirley, VCSU
- James Foertsch, VP for Business Services, WSC

NDUS senior staff present:

- Ms. Claire Ness, NDUS General Counsel
- Mr. Murray Sagsveen, Chief of Staff and Director of Legal Services
- Ms. Linda Donlin, Director of Communications and Media Relations
- Dr. Lisa Feldner, Vice Chancellor for IT and IR
- Dr. Sonia Cowen, Interim VC of Academic & Student Affairs
- Ms. Laura Glatt, Vice Chancellor of Administrative Affairs
- Ms. Kristie Hetzler, Executive Assistant to the SBHE

Approval of Board agenda

Hoffarth moved, seconded by Reichert, to approve the Board agenda after removing items 34, 35, and 36, policies related to Board committees. These will be added to a future agenda following additional internal review. The motion was unanimously approved.

Approval of Minutes

Espegard moved, seconded by Neset, to approve the following Board minutes:

August 7, 2013
August 23, 2013
September 6, 2013
September 16, 2013
September 24, 2013
September 25, 2013
October 25, 2013
The motion was unanimously approved.

Approve 2014 State Board Meeting Schedule

Espegard moved, seconded by Hoffarth, to approve the following SBHE meeting dates for 2014:

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
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<tbody>
<tr>
<td>January 30, 2014</td>
<td>LRSC</td>
</tr>
<tr>
<td>February 27, 2014</td>
<td>BSC</td>
</tr>
<tr>
<td>March 27, 2014</td>
<td>WSC</td>
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</tbody>
</table>
Cabinet & SBHE  April 24, 2014     DSU
Cabinet & SBHE  May 29, 2014     MiSU
Cabinet & SBHE  June 26, 2014     UND
SBHE    July – TBD     TBD
Cabinet & SBHE  September 25, 2014    NDSCS
Cabinet & SBHE  October 30, 2014    NDSU
Cabinet & SBHE  November 20, 2014    VCSU
Cabinet & SBHE  December 18, 2014    BSC

The motion was unanimously approved.

Public Comment
North Dakota State University student Robert Kringler addressed the importance of a direct student voice in policy making and system governance. Mr. Kringler also spoke about ways to keep higher education more affordable and infrastructure concerns on campus.

Student Body President, Nicholas Creamer from University of North Dakota informed the State Board of Higher Education about three documents recently approved by the UND Student Senate:

- Senate Resolution SR1314-10 states that the UND “Student Body fully supports the complete implementation of the principles, practices, and initiatives outline in the Pathways to Student Success program.”
- Senate Resolution SR1314-11 states that the Student Senate urges the commissioner of higher education and the SBHE to promptly establish and define all necessary standards that institutions will be expected to achieve in order to be awarded monies appropriated for the use of ‘Performance Funding.’”
- Senate Bill SB1314-12 states that the Student Senate agrees to allow monies raised from the McCannel Hall Fee to be used to fund the renovation costs associated with the One-Stop Shop proposal, including those beyond the physical McCannel Hall structure, but only if certain conditions are met.

Composite Financial Indicator (CFI)
President Bresciani provided a briefing on the Composite Financial Indicator (CFI) score for NDSU and the institution’s improved financial situation:

- better aligned with HLC standards
- utilization of financial ratio analysis
- reorientation of debt philosophy
- a better, long-term business philosophy in today’s environment

Approve Education Challenge Fund grants
The Education Challenge Fund was established in 2013 (N.D.C.C. § 15-10-48 through § 15-10-51), and $29,000,000 was appropriated to the fund (Section 2, Senate Bill 2003; 2013 Session Laws, Chapter 34, Section 2). Pursuant to N.D.C.C. §§ 15-10-48 and 15-10-51, the grant review committee recommended SBHE approval of the following grants for projects at the University of North Dakota.

Espegard moved, seconded by Neset, to approve the following Education Challenge Fund grants:

1. $460,002.50 for the Collaborative Energy Complex to be matched with:
   a. $50,000 from Neset Consulting;
   b. $200,000 from Great River Energy; and
   c. $670,005 from AE2S – Advanced Engineering and Environmental Services, Inc.
2. $175,000 for the College of Business and Public Administration to be matched with:
   a. $100,000 from Emerson Process Management; and
   b. $125,000 from Otter Tail Corporation.
3. $125,000 for the Ronald D. Offut Endowment to be matched with $250,000 from the Endowment to provide support for faculty in the Department of Entrepreneurship.
4. $25,000.50 for the Advanced Engineering and Environmental Services, Inc. Civil Engineering Endowment to be matched with $50,001 from the Endowment to provide support for civil engineering scholarships.
5. $25,000 for the Carlton Bjerkaas Atmospheric Sciences Endowment to be matched with $50,000 from the Endowment to provide scholarships for undergraduate Atmospheric Science majors.
6. $25,000 for the Jane S. Nelson Nursing Scholarship Endowment to be matched with $50,000 from the Endowment to provide an annual scholarship for students enrolled in the College of Nursing.
7. $40,000 for the Helen and Leonard Selkurt Aviation Scholarship Endowment to be matched with $80,000 from the Endowment to provide scholarships to female students enrolled in the aviation program at the School of Aerospace Sciences.
8. $37,500 for the David A. Brown Scholarship Endowment to be matched with $75,000 from the Endowment to provide scholarships to students enrolled in the College of Business and Public Administration.
9. $25,000 to the Don Schmid Child Welfare Leadership Scholarship Endowment to be matched with $50,000 from the Endowment to provide scholarships for second-year graduate students in social work.
10. $25,000 to the Ralph and Barbara Cushing Scholarship Endowment to be matched with $50,000 from the Endowment to provide scholarships at the School of Medicine and Health Sciences.
11. $25,000 to the Agnes & George Griffeth Memorial Scholarship Endowment to be matched with $50,000 from the Endowment to provide scholarships to students from Northern Cass High School or Central Cass High School.
12. $250,000 to the Henry and Judee Herr Endowment to be matched with $500,000 from the Endowment to support endowments within the College of Business and Public Administration.
13. $25,000 to the Arne G. Brekke Endowment to be matched with $50,000 from the Endowment to support programs associated with the Arne G. Brekke Bygdebok Collections at the Chester Fritz Library.

The motion was unanimously approved.

Espegard moved, seconded by Hoffarth, to authorize UND to proceed with construction of the Collaborative Energy Center (CEC) at a cost of $15.5 million, to be funded from gifts, donations or matching grants, subject to Budget Section approval. The motion was unanimously approved.

Espegard moved, seconded by Hoffarth, to authorize UND to seek Budget Section approval of the Aerospace building project, if Education Challenge Funds become available for the project. The motion was unanimously approved.

Pathways to Student Success
In 2012, the State Board approved the Pathways to Student Success concept. Dr. Skogen briefed the Board on implementation of Pathways:

September through December of 2012 – Initial draft developed, then circulated to internal and external audiences. The pillars include Access, Quality, Affordability, Learning and Accountability. Overall goal is to enhance the quality of higher education in North Dakota.
January through June of 2013 – Discussions among stakeholders in K-12 and Higher Education about impacts of plan and preliminary models developed; confirmation that direction is appropriate, but analysis is necessary.

July through December of 2013 – Analyzed profile of 2012 graduates, compared with plan requirements of students to be admitted in future, determined impact on academic requirements and on institutions' admissions, developed financial models for tuition and dual-credit rates, reviewed Board policies impacted, and developed recommendations for practical application in the best interest of the student.

January through February of 2014 – Revise plan as needed, develop implementation proposal, review with stakeholders, gather feedback, and make recommendations for improvement.

March 2014 - Target date to present finalized plan to Board; communicate and confirm timeline with stakeholders.

April 2014 – Roll out plan to public, with robust communication to all internal and external audiences.

Fall 2015 – Full adoption of plan across NDUS in partnership with K-12 educators.

With implementation, students begin enjoying benefits of one of the best education systems in the country. State sees return on investment as its highly educated workforce supports and attracts business and industry.

Interim Chancellor Six Goals
Interim Chancellor Skogen submitted six proposed goals to the Board. Hjelmstad moved, seconded by Hoffarth, to approve the six goals:
1. Implement and execute a NDUS communications plan
2. Ensure the implementation of the Pathways to Student Success plan
3. Re-institute a strategic planning process that will result in a consensus developed system-wide update to the current strategic plan and develop a strategic plan for the university system
4. Institute a system-wide compliance plan
5. Oversee the development of a system-wide master facility plan
6. Develop a biennial budget
The motion was unanimously approved.

Financial and Facility Consent Agenda

Espegard moved, seconded by Neset, to approve the following consent agenda items:

- Ratify the Chancellor’s interim authorization to proceed with the renovation of the NDSU Library Storage Building in the amount of $570,000 to be funded with 2013-15 appropriated (operations) funding and authorize the transfer of $570,000 from operations to capital assets in accordance with Section 35 of Senate Bill 2003 (2013 Session Laws, Chapter 34, Section 35).
- Authorize NDSU to increase the project authorization of the Sanford Health Athletic Complex (formerly Bison Sports Arena) from $35,404,356 to $41,000,000, an increase of $5,595,643 funded from private funds (which may incur a deficit fund balance related to a corporate donation to NDSU to be collected over a ten year period) further, and to proceed with the project following Budget Section approval.
- Authorize:
The issuance of not to exceed $8,600,000 State Board of Higher Education of the State of North Dakota, North Dakota State University, Housing and Auxiliary Facilities Revenue Refunding Bonds, Series 2014A, for the purpose of refinancing the outstanding NDSU Housing and Auxiliary Facilities Revenue Bonds, Series 2004, maturing on and after April 1, 2015, and paying the costs of issuance of the Series 2014A;

o NDSU President and Vice President for Finance and Administration to approve the sale of the bonds (Series 2014A) provided that the rate not exceed 6%, provided the present value of the debt service savings is not less than 3%. The approximate final date upon which the principal amount of the obligation will mature or become payable is April 1, 2034; and

o Appointing the firm of Arntson Stewart Wegner PC as the bond counsel and Fieldman, Rolapp & Associates (Independent Financial Advisors to Government) as the financial advisor.

• Authorize Northern Crops Institute (NCI), NDSU, to increase spending for the Feed Mill Equipment Installation from $100,000 to $926,971, an increase of $826,971, to be paid from other funds; to change the scope of the project; to further seek Budget Section approval for the increase in spending and expansion in project scope; and to proceed with the project after all approvals have been received.

• Authorize NDSU to remove the Seed House at North Central Research and Extension Center at a cost of $98,450.

• Authorize NDSU to increase the project authorization and scope of the Center for Computationally Assisted Science and Technology project from $660,000 to $4,270,000, an increase of $3,610,000, to be funded by grant funds; to change the funding sources from one federal grant to a second federal grant; to seek legislative Budget Section approval; and to proceed with project after all approvals have been received.

• Authorize UND to proceed with repairs to the Hyslop Pool at an estimated cost of $452,100, to be paid from 2013-2015 state appropriated extraordinary repairs capital assets funding.

• Authorize UND to proceed with repairs to the Hyslop Pool at an estimated cost of $452,100, to be paid from 2013-2015 state appropriated extraordinary repairs capital assets funding.

• Authorize MiSU to proceed with construction of a new facilities management (physical plant) building, at a total project cost of $2,408,905 from state appropriated capital assets funding.

• Authorize WSC request to enter into lease agreement with the WSC Foundation to enable the construction by the Foundation or other private entity of apartment units on the WSC campus to provide housing for WSC employees and employees of other essential services in the community (health care, education, law enforcement) and approve terms of lease agreement between WSC and the WSC Foundation.

The motion was unanimously approved.

2014-15 Room, Board and Fee Guidelines
Neset moved, seconded by Espegard, to approve the following 2014-15 Room, Board and Fee Guidelines:

The following factors must be considered when determining room and board rates for 2014-15:

• Campuses should estimate minimum average salary increases of 3% for permanent employees beginning with the month of July 2014, unless an exception is provided by the SBHE. Because employees of auxiliary operations are not funded from state funding sources, the cost of the salary increase should be considered when setting room and board rates for 2014-15.
• Rates should reflect the cost of operating food service and residence hall activities including: salaries, wages and benefits that are competitive with local markets; inflationary operating cost increases; technological enhancements; adequate set-aside for repair and replacement of equipment and facilities; and bonding requirements.
• Consideration should be given to the need for major repairs in the auxiliary areas, including roof repair, shower replacements, fire code compliance, siding, ADA remodeling, etc.
• Room and board rates should remain competitive with regional market rates.

Consistent with SBHE policy 805.6, campus presidents should approve room and board rate increases, within the guidelines detailed above. Once approved, the campuses will forward the room and board rate schedules to the NDUS Office, including the percentage increase needed to fund the basic salary and food/supplies inflationary increases, and an explanation of any increases beyond that percentage. The schedules will also disclose the average salary increases that are assumed in the approved room and board increases.

Campus presidents will also approve increases in student government activity and university/college fees consistent with SBHE policy 805.2, unless the total increase in all mandatory fees (i.e. student government activity, university/college fee, technology fee, ConnectND fee, North Dakota Student Association fee) are greater than 1% of the FY14 full-time, resident, on-campus, undergraduate tuition rate at that institution. In that case, the SBHE must determine that an exemption is necessitated as a result of:
1. Student demand, as evidenced by a campus-wide student election or formal action by an institution's student governing board or committee.
2. Before mandatory fees on students may be increased to support the construction or renovation of a campus building valued at more than one million dollars, the use must be approved by a majority of the students voting on the question at a campus-wide election, unless the construction or renovation for which the use of mandatory fees was authorized before July 1, 2013.

The Board’s fiduciary responsibility is to ensure that the cost of education to the average North Dakota citizen remains affordable. The campus approved room and board rates and mandatory fees will be considered part of the total cost of education when the Board approves a 2014-15 tuition policy, as part of the 2014-15 annual budget guidelines at their February 27, 2014 meeting. Note that, other than dual credit rates, the tuition model included in the Pathways To Student Success Plan does not go into effect until Fall 2015.

The motion was unanimously approved.

Tenure requests
Espegard moved, seconded by Morton, to approve the following NDSU tenure requests:

Dr. C. David Bertolini, NDSU, Professor of the Department of Architecture and Landscape Architecture, College of Arts, Humanities, and Social Sciences.

Mr. Matthew J. Kirkwood, NDSU, Associate Professor of the Department of Architecture and Landscape Architecture, College of Arts, Humanities, and Social Sciences.

The motion was unanimously approved.

Academic Consent
Neset moved, seconded by Hoffarth, to approve the following academic consent items:

• BSC - Program termination of Technical Studies Certificate
• MiSU - Request to award an honorary baccalaureate degree
• NDSU - American Indian Health Center

The motion was unanimously approved.

Policies
Neset moved, seconded by Espegard, to approve second reading and final adoption of the following policies:

830.1 Student Payment Policy

1. All tuition and fees payable by a student shall be paid are due by the fee payment date designated by the institution. Except as otherwise provided by this subsection 4, the designated fee payment date must be within the first 12 scheduled class days of the term for the regular fall or spring semester or equivalent deadline for a summer term or classes scheduled outside a regular term. For classes scheduled for a term of 12 days or less, the payment deadline is the end of the class term. Institutions may establish a different fee payment date or grant extensions permitting later payment of tuition and fees as follows:

   a. For classes scheduled outside of the traditional academic calendar or classes that don’t begin at the beginning of a traditional academic term, provided a separate payment deadline is established within 12 scheduled class days of the beginning of the class or classes;

   b. For payment of tuition and fees by an employer or other third party under a contract or plan approved by the institution;

   c. For high school students enrolled in dual credit classes;

   d. Under a deferred payment plan option, according to which a student may elect to pay tuition and fees in installments with the following terms:

      (1) The institution may collect a deferred payment plan enrollment fee, not to exceed a maximum amount established by the chancellor;

      (2) The institution may, but is not required to collect an initial down payment;

      (3) Payments must be made in not more than four installments, not counting an initial down payment;

      (4) The payment schedule must provide for payment in full by the end of the term for which payments are due; and

      (5) Subject to restrictions imposed by state law and this policy, the institution shall assess late fees on any payment past due more than 30 days;

   e. For students expected by the institution to receive financial aid at a later date;

   f. For students that register or add a class or classes after the first scheduled class day; or

   g. For any other student based on financial hardship or other good cause as determined and approved by an authorized institution official.
2. Financial aid disbursements may be applied directly to student charges for tuition, fees, room, board, and other expenses. Such crediting for financial aid disbursements and appropriate distribution or collection of any resulting balances shall be in accordance with federal regulations and the institution’s payment schedules.

3. Tuition, fees, room, board and other charges may be billed to a third party payor, including a governmental agency or private organization that has provided an approved billing authorization. Payment for such bill shall be due prior to the end of the enrollment period for which billed.

4. Institutions may provide for a 30 day billing period for collection of flight fees, parking fines and other payments not practical on an advance cash payment basis. Room and board charges or rent shall be paid according to the room or board or housing contract. Other charges posted to student accounts may include room and board, parking fees, flight costs, and student health charges. Room and board charges or rent shall be due according to the room and board or housing contract. Other charges shall be due when posted to a student account or by the term due date established in subsection 1, whichever is later.

5. Institutions may assess a late fee not to exceed 1.75% per month on past due for all unpaid student charges for tuition, fees, room, board or rent and other charges. Late fees must be limited according to NDCC section 12-01-14 to a maximum of 1.75% per month, beginning after the charges are past due for one month thirty days, in accordance with N.D.C.C. § 13-01-14.

6. Institutions may also impose additional sanctions according to the room and board or housing Contract for past due housing charges.

7. Institutions may remove late fees based on financial hardship or other good cause, as determined and approved by an authorized institution official.

8. Institutions may impose additional sanctions, including a hold shall place holds on transcripts and on future enrollment of students who have past due student charges or who have not complied with or been granted an extension under this policy. Absent documentation of attendance as provided in Policy 440, institutions shall cancel registration of students who have not complied with or been granted an extension under this policy. Institutions may remove holds based on adequate resolution of past due student charges or noncompliance with this policy, as determined and approved by an authorized institution official.

440 Enrollment Reporting
System degree credit enrollment reporting is intended to be consistent with United States Department of Education Integrated Postsecondary Education Data System definitions for measures of instructional activity on an annual basis. The measures are adjusted for a semester basis for term reporting.

1. Fall and Spring Enrollment Reports

Each campus-institution shall report fall and spring semester enrollments for degree credit students based on the number of students enrolled on the twentieth scheduled class day of the fall and spring semesters. “Enrolled” means: the student has registered and paid tuition and fees, made arrangements to pay or a plan for payment is in place; an extension has been granted as provided by
Policy 830.1; or, the institution has other documentation the student is registered and in attendance, including, for example, documented class attendance or student access or use of a learning management system or other online services on or after the first scheduled class day of the semester.

Institutions shall cancel registration of students who do not meet the definition of enrolled prior to enrollment reporting.

2. Annual Enrollment Reports
   a. Each campus shall, for each reporting period, report to the university system office numbers of all students by category as defined by this policy. The university system office shall prepare and submit to the Board an annual system report, including unduplicated degree credit, non-degree credit, and non-credit enrollment for each campus and the system at the end of each academic year.

   b. Annual reports shall include categories for all degree credit students, non-degree credit students, and non-credit students and include total head count. Reports shall include non-duplicated totals at the campus and system level.

      (1) Reports for degree credit students also shall include full-time, part-time, and full-time equivalency (FTE) numbers; numbers of new freshmen; and transfer students.

      (2) All degree credit and non-degree credit enrollments shall be reported based on information in the administrative information system. Reports shall include course delivery mode and location for site-based courses.

      (3) Annual enrollment reports shall include all enrollments for which the student did not get a 100% tuition refund.

      (4) Non-credit students shall be reported based on the numbers of students participating in all non-credit education and training activities.

2. Definitions.
   a. Degree credit students means students enrolled in institutional instructional activities which result in the award of college credit that can be applied toward a college degree or credit-based remedial courses taken by degree seeking students.

   b. Enrolled means that a student has registered and:

      (1) Paid tuition and fees; or

      (2) Made a payment of at least $100 on or before the institution’s payment due date; or

      (3) Has a payment plan in place with the institution; or

      (4) Has a different payment date or has been granted an extension as provided by Policy
(5) The institution has other documentation that the student has registered and is in attendance, including documented class attendance or student access or use of a learning management system or other online services on or after the first scheduled class day of the semester.

c. Non-degree credit students means students enrolled in institutional instructional activities, with the exception of remedial courses typically taken by degree seeking students, which result in the award of college credit which typically cannot be applied toward a college degree. Non-degree credit activities include attached credit.

d. Non-credit students means students enrolled in all institutional activities, including CEU only activities, which do not result in award of college credit immediately upon completion of the activity.

e. Annual report year means a complete summer term and succeeding fall and spring semesters.

f. New or first-time freshmen, means students entering any institution for the first time at the undergraduate level, including students enrolled in the fall term who earned college credits in the prior summer term and/or entered with advanced standing before graduation from high school.

g. Transfer students means students who have earned college credit at another postsecondary institution following high school graduation.

h. Full-time undergraduate students means undergraduate students who are enrolled in 12 or more credit hours during fall or spring semester.

i. Full-time graduate students means graduate students enrolled in 9 or more credit hours during fall or spring semester. For institutional academic administration purposes, other assignments may be taken into consideration when considering the full-time status of a graduate student.

j. Full-time professional students means medicine, law and pharmacy students enrolled in 9 or more credit hours during the fall or spring semester.

k. Part-time students means all students enrolled in courses for credit but less than full-time.

l. Total head count means all students enrolled in courses for degree credit. Auditing students are not included in total head counts.

m. Full Time Equivalency (FTE) on a semester basis means undergraduate total credit hours divided by 15; graduate total credit hours divided by 12. Full-time equivalency on an annual basis means undergraduate total credit hours divided by 30; graduate total credit hours divided by 24. Every professional student is counted as one FTE student.

330 Policy Introduction, Amendment, Passage.

1. New policies or policy amendments may be proposed by the Chancellor, a Board member, or the faculty or staff adviser. All new policies or amendments shall be submitted to the Board legal counsel for drafting in the approved style.
2. Upon request of the Chancellor, a Board member, or the faculty or staff adviser, a new policy or amendment shall be placed on the agenda of the appropriate Board committee.

3. A brief explanation or summary of the new policy or amendment shall be presented to the appropriate Board committee. The committee shall vote on a motion to recommend the policy or amendment to the Board, not recommend the policy or amendment, forward the policy or amendment for Board consideration without recommendation, postpone discussion or consideration to a subsequent meeting, or refer the policy or amendment to the Chancellor for study and a recommendation to the committee.

4. A committee may amend a proposed policy or amendment at any time before final committee action.

5. A policy or amendment recommended by a Board committee shall be placed on the agenda of the next regular Board meeting, excluding meetings for which a notice and agenda were posted and distributed prior to committee action. Upon determining circumstances exist calling for expeditious Board action, a committee may forward a committee recommendation to the Board for Board action at a meeting immediately or soon following the committee meeting, including a regular meeting for which notice and agenda were posted and distributed prior to committee action. The Board may at any time amend a meeting agenda to add a committee recommendation.

6. The Chancellor, a Board member, or the faculty or staff adviser may propose, and the Board may approve, addition of a new policy or amendment to a Board agenda, without prior review or absent a favorable recommendation by a Board committee.

7. Interested parties and the public shall have an opportunity to comment on a new policy or amendment at committee meetings and prior to final Board action.

8. Absent a different effective date stated in the Board motion adopting a new policy or amendment, the new policy or amendment takes effect immediately upon Board adoption of the Board motion.

1. The chancellor, a Board member, the faculty adviser or the staff adviser may propose a new policy or policy amendment by requesting that it be placed on the agenda for an upcoming Board meeting.

2. The Board’s legal counsel will draft the proposed policy or amendment to be considered by the Board.

3. The Board generally will conduct both a first reading and a second reading of any proposed policy or amendment.

   a. First Reading: During the first reading, the Board will obtain a summary of the proposed policy or amendment. The Board will vote on whether to approve the proposed policy or amendment for a second reading. Upon such approval, the proposed policy or amendment will be placed on the agenda of a future Board meeting for the second reading.
b. Second Reading: During the second reading, the Board may provide an opportunity for interested parties to comment on the proposed policy or amendment. After any necessary Board discussion, the Board may take final action on the proposed policy or amendment.

4. The Board may waive a second reading of a proposed policy or amendment by a majority vote supporting the waiver.

5. At any time before final action on a proposed policy or amendment, Board members may propose and consider amendments to the proposed policy or amendment.

6. If the Board adopts a proposed policy or amendment, the new policy or amendment will take effect immediately upon Board approval, unless otherwise specified by Board motion.

The motion was unanimously approved.

The Board postponed consideration of proposed amendments to SBHE Policy 611.2 – Employee Responsibility and Activities: Intellectual Property to allow further review and input by all stakeholders.

The Board postponed consideration of proposed SBHE policies 302.1, 302.2, and 302.3 to allow additional time for review.

Reports from the Presidents.

Espegard moved, seconded by Neset, to adjourn. The motion was unanimously approved. The meeting adjourned at 4:20 p.m.

Approved January 30, 2014 by State Board of Higher Education.