

**DAFVM Senate Meeting
Minutes
November 9, 2023**

Recording: [November 2023 DAFVM Faculty Senate Meeting-20231109 1935-1 - Webex](#)

DAFVM Faculty Senate Member Attendees:

Knight, Tricia (Chair); Correa, Sandra (Vice-Chair); Rios, Leyla (Secretary); Acharya Adhikari, Pratima; Basu, Priyadarshini (Priya); Cavinder, Clay; Franca, Fred; Ganapathi, Shankar; Jaffe, Michael; Karunakaran, Ganesh Kumar; Lee, Alison; Li, Tongyin; Manginsay, Natalie; Maples, Will;- Mathews, Rahel; Melanson, Rebecca; Morrison, Carley; Nanduri, Bindu; Poudel, Krishna; Vance, Carrie; Wilson, Jeff; Woolums, Amelia; Yu, Fei; Seong, Yun; Zurweller, Brendan.

Excused:

Camp, Jason.

Absent:

Burke, Benjamin; Fulford, Charles (Taze); Grissett-Hartwick, Gretchen; Gholson, Drew; Howell, George (Trey); Lloyd, Debra; Sparks, Bekah.

Call to Order-Meeting called to order by Dr. Tricia Knight

Roll Call-Recorded by Dr. Tricia Knight

Approval of Minutes

- Dr. Sandra Correa moved to approve the minutes from the October 2023 meeting. It was seconded by Dr. Lee, Alison. Motion to approve, no discussion, no opposition, minutes approved.

Panel Discussion: Dr. Burger.

Presentation of Dr. Burger related to: Time and Effort on Restricted Projects. Guidance for Summer and Release Salary.

- Summer salary can help you build sustainability for your research program.
- Intentional budgeting on the part of the scientist of both summer salary and academic year salary, in your restricted project will serve to support university policy, support federal requirements, and help you build strong and resilient teaching and research programs.
- **Time and effort on sponsored research projects and sponsored extension projects should be fully budgeted.** OP 80.13 says the university strongly encourages that sponsored funds be used to pay for all work, conducted on sponsored projects, including both direct and full indirect costs each year on sponsored projects. This means that time you invest on projects that are uncompensated by the sponsor constitutes a voluntary cost share. This is strongly discouraged.
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- Comment on Per M-01-06, Clarification OMB A-21 Treatment of voluntary uncommitted cost-sharing (Jan 5, 2001), and OP 80.13: If salary funds commensurate with the requirements of the budget are not budgeted, then they are effectively cost-shared, and the following applies. Must be budgeted in the project, or it must be cost-shared, but either way, you must have real-time on that project, and that real-time needs to be commensurate with how much activity and effort you have on the project.
- **How to document an effort:** (according to OP 70.08), according to the federal government, payroll is the only way to document the effort that you spend on a project. Secondly, it means that payroll should accurately reflect the effort that you put in on that project. If you have a NIFA project with 25% of your salary budgeted for it, then 25% of your salary will be charged for that project. You cannot go over 100% of the effort.
- **Faculty Appointments:** Appointments are defined in the offer letter, and they can change throughout your career with a new offer letter. To understand this, we need to know what FOPAL is. It is the name of the 24-digit account nomenclature system we use for fund numbers. Every fund in this university has a 24-digit fund number.
- **Budgeting for summer and release salary:** Faculty are encouraged to build both summer salary and academic release salary in the sponsor research budget. If you've got a funded project, you're spending some time in the summer and the academic year working on that project. Develop your budget in proportion to the effort invested in that project for both periods. Uncompensated released salary from 10 funds may not come back to the faculty directly. Instead, the department may use them to hire someone to deliver the courses the faculty member is being released from. Released salary from other sources may be used for other purposes at the discretion of the administration.

Office of the Vice President: Dr. Keith Coble

- Annual Evaluations: A new annual evaluation form (moving on from the old DAFVM form) was approved. The Division will go to the university's annual evaluation form.
- We will develop some guidelines.
- Everything needs to be in Digital Measures.
- We are still documenting the limitations of the new form but need to try it to be able to catch the weaknesses.

College of Agriculture and Life Sciences & MAFES: Dr. Scott Willard

- Celebration of the 120 years of CALS, tomorrow at the Junction at 11:00 am. All are invited.
- Many of us are going next week to the Meeting of the Association of Public Land Grant Universities.

- Dr. Darrin Dodds has been named the new Interim Associate Director of MAFES Operations, and he will stay as Head of the Plant and Soil Sciences Department. We also thank Dr. Angus Catchot for his service in this role.

College of Forest Resources (CFR) & Forest and Wildlife Research Center (FWRC): Dr. Wes Burger (Dean)

- We will host the annual golf tournament, with around 23 teams. It will be a fundraiser, and we hope to generate around 50 or 60,000 dollars.
- Next Tuesday is our advisory board meeting for our 3 departments in the college. We will also have an awards luncheon. We'll give our faculty awards, including teaching, research, extension, service, advising, and achievement awards.
- Last week, Dr. Bullard, I, and Dr Walker had the opportunity to share our vision for increasing opportunities for minorities and women at the NAFO meeting (National Alliance of Forest Owners).
- We are proud that we got third place for the Forestry Student chapter and second place for the Wildlife Chapter.

Extension. Dr. Angus Catchot:

- Lance Newman will be starting in the Northeast District as Regional Coordinator on December 1.
- We still have a Regional Coordinator position open for the Delta Region.

Dr. Ashli Brown:

- We want to invite everyone to come to Bost on Nov. 30th for the Mid-Career Faculty Event to hear the report. I know many of you specifically focused on mid-career and I know several of you participated in the focus groups and the survey. I would encourage you to attend if you can, we are going to report our findings from that, and after will have a reception to show appreciation for your contribution.

Holland Faculty Senate Updates. Dr. Michael Jaffe

- We had an interesting presentation from Tom Ritter, who is the senior security and compliance officer. He talked more about some of the changes coming with DUO in the next few months. They estimate that will probably be about March when changes begin. These changes will provide a higher level of security against hacking.
- Passwords will be required to be longer, probably 16 characters and DUO will add a security step.
- ID cards will be updated later.
- The Holland Faculty Senate put forward a resolution that administrators, such as department heads, center directors, and deans, complete mandatory training with these new faculty evaluation requirements and methods for evaluating faculty and their

respective units. Most of the evaluations are done based on each unit's P&T documents, so they need to be standardized.

- On Dr. Burger's presentation, thank you, very good presentation, but the petition from Engineering has temporarily been put on hold for now, following several meetings with some of the university's upper administration.

Faculty Housing Appeals Committee. Dr. Tricia Knight

- There were 2 requests for extension. Those were approved since there's no waiting list for faculty housing.

Report of the Chair and Vice-Chair

No report.

Old Business

We currently have one volunteer for Charters and By-laws. If someone else wants to volunteer, that would be good.

- The Ad hoc Committee for Best Practices for Faculty Recruitment volunteers are: Basu, Priyadarshini (Priya)-BMBEPP
Correa, Sandra-WF&A
Howell, George (Trey)-CVM: Basic Sciences
Vance, Carrie-BMBEPP
Mathews, Rahel-FCS/FSNHP
Poudel, Krishna-Forestry
Wilson, Jeff-NMREC
Knight, Patricia-CREC
- December Social will be announced following a Doodle poll.
- The next full meeting will be on January 11th.

Adjourn

Motion: Dr. Krishna Poudel; 2nd Dr. Carley Morrison