

## EFFORT-REPORTING TASK FORCE 1/30/07 MEETING SUMMARY

Attendance: John Frederick (Provost)  
Dawn Arnold (Engineering)  
Ted Batchman (Engineering)  
Mark Brenner (VPR)  
Sharon Brush (Liberal Arts)  
Mary Dugan (NSHE)  
Bill Follette (Psychology)  
Tammy Freeman (Effort Reporting)  
Terri Garside (NVBMG)  
Guy Hoelzer (Faculty Senate)  
Vince Johnson (UNSOM)  
Gena Jones (HR)  
Cindy Kiel (OSPA)  
Dave Lupan (UNSOM)  
Tim McFarling (HR)  
Hans-Peter Plag (NVBMG)  
Steve Rock (Education)  
Barbara Scott (UNSOM)  
Kathy Shively (Science)  
Bill Sparkman (Education)  
Jim Taranik (MSESE)  
Renee Warren (HHS)  
David Westfall (Science)

### Discussion:

John Frederick welcomed the attendees and indicated that the group had been brought together to identify the issues and challenges related to effort reporting on sponsored projects and develop a plan for working through them and proposing solutions. John noted that as a result of the conversation occurring at the January 18 Faculty Senate meeting and various e-mail discussions that have occurred, it has become clear that federal regulations, state law, and regents' policy are not commensurate with how we have evolved doing things here at the university. The following six areas of work in relation to this were identified:

- There needs to be an examination of federal regulations, state law, NSHE rules, and university policy regarding faculty effort, the work week, and other terms related to the issue of faculty work and effort both on sponsored projects and as an employee of the university.
- We need to identify all the problems associated with this issue, including those already identified on the list prepared by Guy Hoelzer and through the e-mail discussions on the topic that have occurred.
- A resource analysis related to the issue needs to be prepared.
- Practices and solutions at other institutions need to be collected.

- The electronic effort reporting system needs to be fully implemented as soon as possible.
- Ongoing communication to the campus community about the work being done and soliciting feedback throughout the process needs to occur.

There was an acknowledgment by the group that short-term as well as long-term solutions were needed.

A process for attacking these issues was developed. That process is as follows:

1. Create subgroups to work on the on the six areas above.
2. Bring the subgroups together again in two weeks for a two-hour meeting to determine immediate actions necessary and longer-term work needed.
3. Provide ongoing communication to the campus to report what is being done and to solicit feedback.
4. Provide recommendations for long-term solutions to the President in early April.

The Office of Sponsored Projects will continue to provide a means for faculty to report their effort on sponsored projects. It was also agreed that in any solution pursued by the university, faculty who honestly report effort based on the current understanding of the rules would not be penalized, financially or otherwise, at a later date.

The group explored the process and the six areas and discussed issues related to the federal definition of a faculty effort on sponsored projects, the importance of developing solutions that will not only support research faculty at the university but will allow them to continue to help the university expand research here, and the individuals who should be involved. Based on that conversation, the following subgroups were formed:

- Regulations/definitions group: Mary Dugan, Gena Jones, Tim McFarling, Cindy Kiel
- Problems identification group: Guy Hoelzer, Hans-Peter Plag, Ron Phaneuf, Barbara Scott, Steve Rock, Gena Jones
- Resource Analysis: Bruce Shively, Cindy Kiel, Gena Jones, college financial officers (Dawn Arnold, Sharon Brush, Terry Garside, Vince Johnson, Kathy Shively, Renee Warren)
- Solutions/practices at other institutions: Mark Brenner + all others on task force
- Implementing electronic effort reporting: Tammy Freeman & her existing committee and others she feels need to be involved, Vince Johnson
- Internal communication/feedback: John Frederick + Marketing & Communications personnel