

North Dakota Century Code 4-08.10 FTE Report  
 NDSU Extension Service  
 Department 630

## **Introduction**

The Legislature has allowed the NDSU Extension Service to adjust full-time equivalent positions (FTE), subject to the availability of funds, to carry out its mission.

Prior to the 2015-17 Legislative Session, FTE Adjustments for NDSU Extension were reported to OMB and included in the 2015-17 budget request per Section 8 of Senate Bill 2020 (2013). This was reported to the Office of Management and Budget by the North Dakota University System on 8/8/2014 (see exhibit 1) and adjusted the FTE as of 06/30/2014.

## **Current Biennium**

House Bill 1020, passed by the 64th Legislative Assembly (2015), added the FTE adjustment to Century Code, and included a new reporting mechanism. In Section 8 it states that the Director of the Extension Service shall report FTE adjustments to the Budget Section annually (see exhibit 2).

Below is the NDSU Extension FTE Report. For additional details regarding the adjustments please see exhibit 3.

## **NDSU Extension FTE Report**

	<u>Total FTE</u>
Final Authorization, HB 1020 (2015-17)	263.91
7/1/14 - 06/30/15 adj. per Section 8, SB 2020 (2013-Session)	<u>1.41</u>
Adjusted FTE, 6/30/2015	265.32
Positions adjusted or created since 06/30/2015	<u>(0.45)</u>
FTE Total, 11/30/2015	264.87

North Dakota Century Code 4-08.10 FTE Report  
NDSU Extension Service  
Department 630

## **Previous Biennium – Legislative Reference**

Below is Section 8 of Senate Bill 2020 from the 63<sup>rd</sup> (2013) Legislative Assembly:

**SECTION 8. FULL-TIME EQUIVALENT POSITION ADJUSTMENTS.** The board of higher education may adjust or increase full-time equivalent positions as needed for the entities in section 1 of this Act, subject to availability of funds. The board shall report any adjustments to the office of management and budget prior to the submission of the 2015-17 budget request.

North Dakota Century Code 4-08.10 FTE Report  
NDSU Extension Service  
Department 630

**Previous Biennium - Adjustment**

The FTE were adjusted prior to the submission of the 2015-17 budget request as follows in an email from Cathy McDonald, Director of Finance for the North Dakota University System office to Becky Deichert, Management and Fiscal Analyst, Office of Management and Budget:

**From:** McDonald, Cathy [mailto:cathy.mcdonald@ndus.edu]  
**Sent:** Friday, August 08, 2014 2:41 PM  
**To:** bdeichert@nd.gov  
**Subject:** Ag FTE (SB2020-Section 8)

Hi Becky,

Per SB2020 (Section 8), "the board of higher education may adjust or increase full-time equivalent positions as needed...subject to the availability of funds. The board shall report any adjustments to the office of management and budget prior to the submission of the 2015-17 biennium budget request."

As you know, FTE are constantly changing, but as of the time of the budget preparation, the 2013-15 adjusted FTE for UGPTI, NDSU Research, Extension, NCI and Agronomy Seed Farm were as follows:

UGPTI – 54.98  
Branch Research Centers – 110.94  
Extension Service – 262.91  
Main Research Center – 351.85  
NCI – 12.0  
Agronomy Seed Farm – 3.0

Consistent with past practice, I have instructed the agencies to enter these FTE amounts in the 2013-15 Biennium Appropriation column in IBARS. Note that these FTE numbers exclude new FTE included in the 2015-17 budget request. I believe this email fulfills the requirement of Section 8. Let me know if you have any questions. Thanks Becky.

Cathy



**Cathy McDonald**

Director of Finance

**North Dakota University System**

600 E Boulevard Ave, Dept 215

Bismarck ND 58505-0230

Ph: 701.328.4111 Fax: 701.328.2961

Email: [cathy.mcdonald@ndus.edu](mailto:cathy.mcdonald@ndus.edu)

Web: [ndus.edu](http://ndus.edu)

North Dakota Century Code 4-08.10 FTE Report  
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Department 630

## **Current Biennium – Legislative Reference**

House Bill 1020 from the 64th (2015) Legislative Assembly included the following section:

### **4-08-10. Extension agent to submit monthly account of expenditures - Position adjustments - Budget section report.**

The extension agent shall submit monthly an accurate itemized account of all expenditures incurred by the agent in the regular conduct of duties to the North Dakota state university extension service for examination and audit. When charges are made by an extension agent for money expended in the performance of official duties, all items of one dollar or more expended and charged for must be covered by a subvoucher or receipt that must be signed by the person to whom the money was paid. The subvoucher or receipt must show at what place, on what date, and for what the money expended was paid. The extension agent shall forward the subvouchers or receipts with the bill, claim, account, or demand against the county. When charges are made for transportation expenses, they may not exceed the amounts provided by section 11-10-15, and must be in itemized form showing the mileage traveled, the days when and how traveled, and the purpose thereof, verified by affidavit. The account must be transmitted and recommended for payment by the North Dakota state university extension service which shall audit the same and which may approve or disallow any expense item therein. The state board of agricultural research and education and the president of North Dakota state university shall control and administer the North Dakota state university extension service subject to the supervision of the state board of higher education. Funds appropriated to the North Dakota state university extension service may not be commingled with funds appropriated to North Dakota state university. An appropriation request to defray expenses of the North Dakota state university extension service must be separate from an appropriation request to defray expenses of North Dakota state university. Subject to the availability of funds, the director of the North Dakota state university extension service may adjust or increase full-time equivalent positions in order to carry out activities to accomplish the mission of the extension service. All full- or part-time positions must be separate from North Dakota state university.

Annually, the director of the North Dakota state university extension service shall report to the office of management and budget and to the budget section any adjustments or increases made pursuant to this section.

North Dakota Century Code 4-08.10 FTE Report  
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 Department 630

### **NDSU Extension Service - Previous Biennium - Additional Information**

Detail of FTE Adjustment 07/1/2014- 06/30/2015 per Section 8, S.B. 2020 (2013-15 Biennium)

<u>Position</u>	<u>Total FTE</u>
Professor - Ext	0.05
Associate Professor	(0.20)
Assistant Professor	(0.40)
Accounting Finance Professional	0.26
Extension associate	0.70
Technician	1.00
	<u>1.41</u>

### **NDSU Extension Service - Current Biennium - Additional Information**

Detail of Positions adjusted or created pursuant to 4-08.10 since 06/30/2015

<u>Position</u>	<u>Total FTE</u>
Associate Professor	(0.30)
Specialist	(0.20)
Coordinator	(0.20)
Center Director-Central Grasslands REC	0.05
Center Director-Hettinger REC	0.05
Center Director-Langdon REC	0.05
Center Director-Williston REC	0.05
Center Director-Carrington REC	0.05
	<u>(0.45)</u>