March 8/9, 2006, HRC Meeting

*Mayville State University*

**Attending:**

- Gail Ebeltoft  DSU  voting
- Wes Matthews  MISU  voting (chair)
- Peg Torrance  NDSCS  voting
- Broc Lietz  NDSU  voting
- Colette Erickson  NDSU  non-voting
- Ray Boyer  NDSU  voting (doctoral staff rep)
- Joy Johnson  UND  non-voting
- Erin Klingenberg  VCSU  voting
- Barb Slagle  WSC  voting
- Joann Kitchens  LRSC  voting
- Steve Bensen  MASU  voting
- Diane Nelson  UND  voting
- Karen Amundson  MASU  visitor
- Lisa Ziegler  MASU  voting (4 year staff rep)

**Regrets:**

- Jim Borkowski  MISU-B  voting
- Pat Seaworth  NDUS  non-voting
- Andrea Heller  WSC  voting (2 year staff rep)
- Rita Lindgren  BSC  voting (by conference call on March 9th)
- Teri Thorsen  NDUS  non-voting
- Laura Glatt  NDUS  non-voting

**March 8, 2006**

Committee met with Bill and Steve from WSI for additional clarification and to ask specific questions. WSI is comfortable where the WSI Implementation Plan is currently. Auditors will write a report for Bismarck at the end of the year. Then, status quo until 2007/2008 reporting time. There was a verbal guarantee that no changes would be needed until after 2008. Workers Compensation Manuals are changed. This is typically done annually. Future changes will be shared with NDUS prior to implementation of any changes in rate codes. They are currently looking at a more elaborate workers compensation rate code system.

Final Draft - WSI will send a Discovery Letter indicating that what is being done is acceptable. NDUS will send a draft of changes and WSI will review and give campuses feedback. Each NDUS institution will implement The Plan. Once changes are made, Teri Thorsen will send, prior to sending final $ report, a report to WSI to include to include EmplID, Name, Job Title, Job family Title, Department, Gross wages, Classification Rate Code so that a mini-audit can be performed. After the mini-audit, Teri Thorsen will send
the final query/snapshot to be utilized for the 2006-2007 billing from the June 15 – 30 payroll report.

At that time, WSI will look at financial impact to NDUS. There is no guarantee, Bismarck has not given the Auditors any inclination that there will be a break, but the mini-audit will provide good information to them regarding the financial impact to the University System.

Ray Boyer presented The Plan. Questions regarding where employees should be placed in the workers compensation rate codes were discussed and answered. HRC members will e-mail the auditors with specific questions from their campus. The auditors will respond to the HRC list serv with their responses.

WSI believes that NDUS has made a good faith effort and worked diligently, they indicated they are comfortable with the direction the University System is going, but WSI will not sign. HRC was moving in good faith on the Plan believing that it would be signed by both parties, to ensure that there is not an expanded audit to the rest of NDUS.

March 9, 2006

Compensation Recommendation
Peg moved and Broc seconded: Mirror faculty in compensation and benefits adding same for NDPERS
Discussion. Motion not carried.

Broc moved and Peg seconded: HRC recommends staff compensation request be CPI + 4%.
Discussion. Motion carried.

Ray moved and JoAnn seconded: HRC represents employees in both benefit plans, increase in benefit equitably among all employees. HRC does not support retirement changed proposed because it does not support all employees.
Discussion. Motion carried.

Policy 603.1 Sexual Harassment Policy
Action Item: Rita will redraft a harassment policy with recommendations and send it to the sub-committee (Barb, Gail, Wes). They will review with Pat Seaworth0 about Policy 603.2.

HRC 20.3 Military Leave
Discussed. Unpaid Military Leave will not be paid holiday pay. May be a topic for User Group in the future for administering the policy in PeopleSoft.

6. Annual Leave
Discussion regarding leave accrual and years of service
**FLEX Plan**
If want to consider a change from AFLAC as the provider for calendar year 2007, this is the time to start reviewing it.

**Action Item:** After discussion, HRC would like System Office to investigate the option of using NDPERS as a Flex provider: their interest/willingness, cost, debit card, satisfaction of other state agencies, etc. (NDSCS would also be interested.) If NDPERS is interested than Admin Affairs will need to be a part of the discussion. Table the discussion until the next meeting.

**ND HEUG Conference** will be held on April 11th and 12th in Minot.

**Merging of North Dakota State University System Policy Manual and the State Board of Higher Education Policy Manual:** Even though it was felt that this was a worthwhile project, the group determined that there were not the resources needed at this time.

**HRC membership:** need all new staff representatives.
UND – Doctoral
Minot – 4 year
Bismarck – 2 year

**Action Item:** The new Staff Representative names should be brought to May HRC meeting in Williston. Term will start at the July, 2006 meeting through June, 2008.

Nominations and election for President and Secretary will also be at the May meeting. President needs to be a voting member due to the President needing to break a potential tie. Secretary can be a non-voting member.

Meetings: Will review meeting schedule, will continue to plan on meeting every other month, will adjust schedule if needed due to agenda, will utilize conference call if needed. Goal is to meet on each campus. Outgoing HRC Chair will set the next year meeting schedule. Wes will set the HRC meeting schedule for 2006-2007.

Broc Lietz moved to Adjourn, Peg Torrance seconded. Motion carried.

Next meeting of the HRC is May 16th and 17th at WSC.