May 16, 2006 HRC Meeting
Williston State College

Attending:
Joann Kitchens  LRSC  voting
Diane Nelson  UND  voting
Joy Johnson  UND  non-voting
Erin Klingenberg  VCSU  voting
Barb Slagle  WSC  voting
Gail Ebeltoft  DSU  voting
Wes Mathews  MiSU  voting (chair)
Ray Boyer  NDSU  voting (doctoral staff representative)
Colette Erickson  NDSU  non-voting
Rita Lindgren  BSC  voting

Regrets:
Teri Thorsen  NDUS  non-voting
Peg Torrance  NDSCS  voting
Broc Lietz  NDSU  voting
Steve Bensen  MaSU  voting
Lisa Ziegler  MaSU  voting (4 year staff rep)
Jim Borkowski  MiSU-B  voting
Pat Seaworth  NDUS  non-voting
Laura Glatt  NDUS  non-voting
Andrea Heller  WSC  voting (2 year staff rep)

May 16, 2006  12:30

March Minutes Approved – Wes Mathews

TIAA CREF Update – Wes Mathews
Going to NDUS Board for discussion: Life Cycle Funds and Stock Option Funds added to the Portfolio; Brokerage services.

Worker’s Compensation Codes – Ray Boyer
NDUS sent letter regarding the NDUS Plan is compliance with what was proposed by WSI. No response has been received.

Ray will send the updated WSI Audit Compliance Plan to Bill Kelly

Out of State Worker’s Compensation
There are 50 NDUS out of state employees being reported on ND WSI billing. Each institution needs to determine if they want to follow-up on refunding of those paid premiums. WSI only goes back 1 year in refunding premiums. If a campus wants to pursue it, contact Diane Waliser, WC Manager, OMB/Risk Management Division. Risk Management will take care out of state premiums for each institution.
Policy 603.1 Harassment – Rita Lindgren
Presented the Draft Policy with updates based on feedback from the last HRC meeting. 1.a will remain as recommended and 2. will remain as original. Rita will review the recommended changes with Pat Seaworth.

Employee Compensation Report – Wes Mathews
CCF and HRC both recommended 7.4% increase. The Board is recommending a 5% salary increase.

Draft Health Insurance Bill– Wes Mathews
Discussion regarding concerns with the bill. Meeting in Bismarck is on May 17th, Wes will represent HRC and will address concerns.

Flex Comp – Wes Mathews
Wes contact Sparb Collins, NDPERS. 52.54 pre-tax contributions and NDPERS. NDPERS uses the institutions savings of FICA for the administration of the Plan. May need statutory change to indicate that in NDUS a part of and appropriations bills. Action: Before next meeting, each Campus will find out what the FICA saving are. Flex Comp dollars times .0765.

NDUS HR Policy 20.5 Conferences or Convention Leave – Diane Nelson
Just clarifying how Campus’s are using this policy for employee organizations such as NDPEA.

NDUS HR Policy 25.3, Job Discipline/Dismissal – Diane Nelson
Two situations:
1. Employee leaves their job and does not report back to work.
Action Item: We will follow-up with Pat Seaworth regarding the job abandonment in Policy 23 Resignation from the November HRC meeting.
2. Medical condition and is no longer qualified/able to do their job.
Diane Nelson moved and Erin seconded to add a sentence to 25.1: This policy also applies to employees who are unable to perform the essential functions of the position. Motion carried.
Action Item: Wes will follow-up with Pat Seaworth regarding the change.
Diane moved and Gail seconded to delete in the first sentence of Policy 25.3 the words disciplinary reason to just cause.
Motion carried.
Action Item: Wes will follow-up with Pat Seaworth regarding the change.

NDUS HR Policy 6, Annual Leave (Payout or not for staff switching to faculty) – Barb Slagel
Action Item: Barb will e-mail Pat Seaworth for determination/clarification on payout of Annual and Sick Leave.

NDUS HR Policy 7, Sick Leave – Diane Nelson
Discussion

**NDUS Procedure 703.2, Payroll Deductions – Gail Ebeltoft**
Question: if an investing company is set up in PS, why don’t we all have access to it to sign up new employees?
Action Item: Tabled until next HRC meeting for more information from Teri Thorsen. Gail will send in a Remedy Ticket with this question.

**Donated Leave list from State HRMS – Diane Nelson**
Reminded that this list exists and encouraged to use it when necessary.

**Proposed HRC Meeting Schedule**
July – Grand Forks
September - Bottineau
November - Wahpeton
January - Bismarck
March - Bismarck
May - Dickinson
Discussion regarding number of times to meet.
Whoever is the Chair will continue the discussion.

**At-Large Members**
UND – will e-mail HRC regarding the Doctoral representative
Susie Mack – MiSU – will replace the 4-year representative
BSC– will let HRC know who will be the 2–year representative

**Election for HRC Offices – Wes Mathews**
Secretary can be a non-voting member. Joy Johnson volunteered. Motion carried
President has to be a voting member. Rita Lindgren nominated Gail Ebeltoft. Motion carried.

**Meeting Adjourned.**