NDUS Human Resource Council
Meeting Minutes
August 1 and 2, 2006
Humboldt Room, EERC
University of North Dakota

Attending:
Joann Kitchens       LRSC        voting
Erin Klingenberg (August 1) VCSU        voting
Barb Slagle          WSC         voting
Gail Ebeltoft, Chair DSU         voting
Wes Matthews         MiSU        voting
Rita Lindgren        BSC         voting
Peg Torrance         NDSCS       voting
Angie Friez          BSC         voting (2 year staff rep)
Susie Mack           MiSU        voting (4 year staff rep)
Jean Altepeter       UND         voting (doctoral staff rep)
Diane Nelson         UND         voting
Colette Erickson (conf call for TIAA) NDSU non-voting
Tricia Johnson (conf all for TIAA) NDSU non-voting
Becky Lang (August 1) LRSC        non-voting
Patti Gruman (August 1) VCSU        non-voting
Karen Amundson       MaSU        non-voting
Laura Glatt          NDUS        non-voting
Teri Thorsen (conf call August 2) NDUS non-voting

Regrets:
Broc Lietz           NDSU        voting
Steve Bensen         MaSU        voting
Jim Borkowski        MiSU-Bott  voting
Pat Seaworth         NDUS        non-voting

August 1, 2006 – 12:00 noon. Lunch sponsored by TIAA-CREF.

1. TIAA-CREF. Linda Robinson, Brandon McPherson, and Al Spano gave us an overview of the Microsites which will be set up specific to each NDUS institution. They also talked about the migration to their new system (which successfully took place on August 5). New investment funds were introduced; among them are the Lifecycle Funds. With a Lifecycle Fund, the
employee starts with a fund closest to their expected year of retirement and TIAA-CREF allocates for the investor.

2. May Minutes were approved.

3. NDUS Procedures 703.2, Payroll Deductions. After discussion, Council agreed that vendors must have 50 employees signed up before vendors are added to the vendor list in PeopleSoft for payroll deductions. Discussion ensued regarding review “. . .not less than every two years by HECN staff” of participants in plans. This was discussed again on August 2 when Teri Thorsen joined the meeting via conference call. Teri stated that the goal for the HECN staff would be to review the number of participants in plans no later than January, 2007, with changes effective July, 2007.

4. SBHE Policy 603.1, Sexual Harassment. Discussion ensued about draft policy being on Chancellor’s Cabinet agenda for August 2. Rita volunteered to follow up with Pat Seaworth to check on the compatibility between the revised 603.1 policy and the current 603.2, Equal Employment Opportunity, policy. She will report back by next meeting.

5. NDUS HR Policy 25.3, Job Discipline and Dismissal. Diane raised the question on whether a “pre-action review” was necessary for job abandonment. After considerable discussion, the issue of giving a probationary employee one week’s notice or one week’s pay in lieu of notice required in HR Policy 4, Probationary Period, was a bigger concern for campuses. Peg moved, Joann seconded, that Diane draft language to exempt job abandonment from the notice and pay requirements outlined in HR Policy 4. This draft is to be submitted to Pat Seaworth and HRC for review before the next meeting. Motion carried.

6. NDUS HR Policy 6, Annual Leave. Barb raised the question regarding the payout of annual leave for employees moving from a position where leave was earned to a position where leave is not earned. Should the payout occur at the time of transfer or not until the employee actually leaves employment? After discussion, Wes moved, Barb seconded, that the language proposed by Corry Kenner in his 05-23-06 e-mail be adopted for the first sentence in Policy 6.7: “Benefited staff employees terminating employment, or transferring to a position wherein annual leave accrual benefits do not apply, must be paid for earned unused annual leave at the hourly rate applicable at the time of termination or transfer subject to all approved payroll matched reductions/deductions.” Motion carried.

After additional discussion, Peg moved, Erin seconded, that the first part of the last sentence of HR Policy 6.7 be removed, “Proper termination notice must be given. . .” The motion also requested Pat to research whether “. . .unearned annual leave taken shall be deducted from the employee’s last paycheck” is still allowable under current ND Department of Labor guidelines. Motion carried.

7. Legislative Employee Benefits Committee Meeting. Wes updated the council members on the Legislative Employee Benefits Committee meeting that he attended in Bismarck. During that discussion, “pay for performance” was discussed. HR professionals in attendance pointed out to
legislators that reaching market salaries was more critical than “pay for performance”. HR Council held general discussion on health insurance, salaries, etc.

8. Flex-Comp. Wes asked council members what FICA savings are being achieved administering flex-comp. The consensus was that it was “significant”. The possibility of re-bidding the flex-comp administration was discussed. Consensus was not to re-bid at this time.

August 2, 2006 – 8:00am.

9. Contingent Workers/Persons of Interest in PeopleSoft 8.9. Teri Thorsen joined the meeting on conference call. In 8.9, Contingent Worker requires that Personal Data and Job Data be entered but not Payroll Data. Person of Interest requires that only Personal Data be entered. The EmplID’s generated by using either “Contingent Worker” or “Person of Interest” will follow if hired at a later time. Consensus was to leave “Contingent Worker” without adding other types and leave it up to each campus to set up positions that define the kinds of “Contingent Workers” on their campus.

On Persons of Interest, add “Future Employee” now, and Teri will review other values over the Users Group listserv.

10. WSI review discussion. Teri still on conference call. There was discussion on job codes not migrating from updated position data on a Rehire. There was also discussion on Bill Kelly’s suggestion that the spreadsheet format be used in the future. These were informal comments that he made with several campuses. The HR Council will respond to this suggestion if Bill formalizes his request.

11. PeopleSoft 8.9 Upgrade. Teri updated on status of 8.9 upgrade. Couple of setbacks: 1. Recent database updates were made so manuals that were revised by HECN staff need to be changed again. 2. Teri’s absences.

Discussion on HRMS Users Group. As Co-Chairs of the group, Joann and Diane will send out Bonnie’s guidelines to Users Group to solicit comments. Joann and Diane will then evaluate and decide if meeting is needed.

Reminder to send HRC minutes to our campus Payroll staff. Teri suggested that they be sent to the “HRC Minutes” listserv.

12. NDUS HR Policy 20.6. After discussion, the Council reached consensus on the application of 20.6.b.3: An employee may not donate more than five percent of accrued sick leave hours to an individual per event. Discussion ensued regarding processes and procedures.

HR Council also agreed that “four months” referred to in 20.6.c. mean 2080/12 x 4 = 693 hours.

13. NDUS HR Policy 22.6, Family Leave. Campuses shared experiences in the processes and procedures used in applying the family leave policy.
14. **NDUS HR Policy 7, Sick Leave.** Council members discussed campus experiences in paying out of sick leave with “ten continuous years of service of state employment” (Policy 7.5).

15. **Revised meeting dates and sites:**
   - Nov 14 and 15 – MiSU – Bottineau, Bottineau
   - Feb 13 and 14 – Bismarck State College, Bismarck
   - May 1 and 2 – NDSCS, Wahpeton

16. **Meeting adjourned.**