**HRC Meeting Minutes**
May 14/15, 2008  
Minot State University

**Attendees**  
Jean Altepeter (doctoral staff representative, voting)  
Jim Borkowski (MiSU-B, voting) (15th)  
Gail Ebeltoft (DSU, voting)  
Colette Erickson (NDSU, non-voting)  
Angie Friez (two year staff representative, voting)  
Laura Glatt (NDUS, non-voting)  
Joy Johnson (UND, non-voting)  
JoAnn Kitchens (LRSC, voting)  
Erin Klingenberg (VCSU, voting)  
Broc Lietz (NDSU, voting)  
Rita Lindgren (BSC, voting)  
Susie Mack ((four year staff representative, voting)  
Wes Matthews (MiSU, voting)  
Ann McGray (NDSCS, voting)  
Diane Nelson (UND, voting)  
Pat Seaworth (NDUS, non-voting) (15th)  
Barb Slagle (WSC, voting)

**Absentees**  
Steve Benson (MaSU, voting)  
Kate Grecier (ConnectND, non-voting)

**Guests**  
Pat Hanson (UND)  
David Klein (VCSU)

**May 14, 2008**

1. Meeting called to order at 1:00

2. **NotiFind.** David Klein (VCSU Safety Director) provided a description of NotiFind, an emergency notification system. Highlights from the description include:

   a. An electronic form for gathering employee information is being created to provide necessary data for input into PeopleSoft. Input through self-service format will update PeopleSoft. Form is expected by mid-August.
   
   b. Information is imported from PeopleSoft into LDRPS (Living Disaster Recovery Planning System) which provides the foundation for NotiFind. (Wes noted that the LDRPS system still needs to be maintained to delete employees as the PeopleSoft update will add new employees, but it will not delete terminated employees.) This is an issue that is still being addressed.
c. Each campus needs to review SBHE policy 1902, Emergency Notification Systems.
d. A test is needed of the system at least once each semester.
e. Recent tests at VCSU provided positive results.
f. Some training was provided to campuses in April 22, 2008 on the use of NotiFind.
g. Campuses have some flexibility as users of the system.
h. General discussion about the system and process took place. Various issues were introduced and they are being addressed.

3. **Job Family 1105.** Carried over from the last meeting. (Primary issue is whether a position assigned to job family 1105 must supervise professional positions.) It is generally agreed that the current language indicates that supervision of professional positions is a requirement for assignment to this job family.

4. **Job Family 1195.** Discussion involved the creation of job families 1195, 3295, 4295, and 5295, noting the need for descriptors. Job families were approved at the last meeting with the exception of 1195 due to the discussion concerning job family 1105. With that discussion complete, 1195 is added.

5. **Exit Survey Revision.** Colette reported progress on a new exit survey. The team is preparing to decide the method for gathering the answers to the questions that have been gathered through input since the last meeting.

6. **Internal Controls for Payroll Process Update.** Broc reported that changes in audit standards have expanded. Darci Trenda, (Director of Financial Reporting, NDUS) has edited the draft report to take the audit standards into account. The issue is now broader than the HR function and is closed for the HRC agenda at this point.

7. **NDPERS Employee Benefits Committee Report.** Laura provided a handout and emphasized CDC minimum requirements, possible changes in deductibles and co-insurance, possible changes in EPO coverage, and possible addition of wellness dimension addressing individual wellness efforts.

   a. CDC minimum requirements. Current health insurance does not cover the minimum requirements outlined by the CDC. Meeting the CDC requirements means increase health coverage and increased cost of $6.93 per plan. This cost might be offset by savings from decreasing other coverage not necessary by CDC standards.
   b. Possible changes in deductibles and co-insurance. NDPERS is running various options in preparation for the upcoming legislative session. Nothing is definitive.
   c. Possible changes in EPO coverage include discontinuance.
   d. Possible addition of wellness dimension addressing individual wellness efforts. This approach would provide a different approach to decreasing costs in light of the deletion of EPO coverage. This approach would provide a systematic method
for individuals to decrease their cost by participation in various wellness activities.

8. **Higher Education IT (HEIT) Salary Survey.** Colette introduced the HEIT survey seeking validation for the NDUS to use it as a source of market data. After some discussion for clarity, a decision was deferred until our next meeting.

9. **Alcohol and Drug Testing.** Ann introduced the possibility of creating a policy regarding alcohol and drug testing. Reasons for considering this include reasonable suspicion, post-accident, and pre-employment. NDSCS was considering this for their campus, but Pat Seaworth had indicated a need for an NDUS policy instead of or before the creation of a lone campus policy.

   (Discussion continued on May 15th.) Pat questioned the practical need for such a policy in the first place before proceeding with the creation of an NDUS policy. It was noted that a specific policy is not required to request voluntary submission to alcohol/drug testing of an employee. After the discussion a subcommittee was formed to consider the matter further. Ann McGray, Diane Nelson, Barb Slagle volunteered to be on the subcommittee.

10. **Hotels and State Rate Reimbursement.** Ann introduced the issue of the state reimbursement rate for lodging being less than the actual cost to the employee. The question is: can the campus reimburse the difference?

   (Discussion continued on May 15th.) Pat S. confirmed that a change in NDCC would be necessary to provide reimbursement beyond the rate stated in the law.

11. **NDUS HR Policy 31, Travel Expense.** Diane introduced the discussion. The issue is whether coaches should have to file a detailed record of travel expenses when their travel expenses are actually folded into the overall team travel expense. If not, then a change to Policy 31 is necessary. HRC is willing to change Policy 31; however, input is necessary from the Admin Affairs Council because of potential consequences due to IRS regulations and NDCC.

12. **Perks Card.** Laura introduced an invitation from a vendor to provide “perks” cards for employees. Discussion produced a question of whether an open bid process should be required.

   (Discussion continued on May 15th) The issue that came from the discussion is the use of state resources for the distribution of marketing materials for a private enterprise. It is one thing to share information with employees, but quite another to become part of the promotion effort of a private company. The Council of State Employees (COSE) website maintains of lists of state employee discounts. It was agreed to refer the Perks Card vendor to COSE.

*Meeting in recess at 4:45.*
May 15th Meeting was called to order at 8:00.

13. **NDUS HR Policy 22, Family Leave.** Dianne noted the need to update this policy in light of recent changes to the FMLA regarding military service. Item forwarded to Pat Seaworth for revision.

14. **NDUS HR Policy 6.3, Annual Leave.** Dianne noted that the “use or lose” leave balance is not taking an employee’s term into account, only the FTE. Dianne wanted the HRC to be aware of this issue as she pursues a remedy in PeopleSoft.

15. **Annual/Sick Leave Payouts and Key Return.** Dianne introduced the question whether a policy was needed to withhold the leave payout if the terminating employee has not returned university property; keys, for example. Pat S. stated that we do not have the authority to withhold this payout. Other discussion addressed the following questions:

   a. Can we require a deposit on university property given to an employee? No.
   b. Can we have the employee sign a receipt when property is given to an employee that outlines consequences of not turning the property back to the employer upon termination? Yes.

16. **Family Sick Leave.** Erin asked the history of the 40 hours limit of family sick leave, and it was noted that this is a limit imposed by NDCC 54-06. Discussion noted that an employee can be eligible for shared leave due to a qualifying medical condition of a dependent even though they have a large sick leave balance. Noting the need for a legislative solution (if we would seek to make changes), Erin volunteered to check with the State Human Resources office to gain their view of the issue before we continue with this item.

17. **Meeting Dates/Locations for June 08 – June 09.** The following schedule was established:

   September 10-11  Lake Region State College  
   November 4-5    Mayville State University  
   February 11-12  Bismarck State College  
   May 20-21       Dickinson State University  

18. **Election of Officers/Representatives.** Joann Kitchens was elected as chair of the HRC for the next two years (July 08 – June 10). (Nomination by Wes, second by Jim, elected by majority voice vote)

19. **Criminal History Background Checks.** Pat S. provided an update regarding the background checks.
a. Each institution needs to select no more than two contacts for communicating with BCI with regard to FBI background checks.

b. Training is currently being coordinated for the selected contacts and others who will be involved in the process. (Pat noted that FBI information is a confidential record.)

c. Campuses need to develop local policy and procedures regarding the process including guidelines for decision making based on the information gathered through the process. Local policy should also address the logic behind the type of check (FBI, BCI, private vendor) required based on selected criteria.

d. General discussion occurred regarding various related issues.

e. Question of whether we should have a standard form came up. It was agreed we should review forms already in place at NDSU and DSU and use them as templates for our campuses.

20. **Health Insurance Termination Date.** HRC continued the discussion on the different ways faculty resignations in the summer months are handled by the different campuses. Issues introduced:

   a. Timing of contracts might offer clarity on the issue. NDCC 54-52.1-03 presents that the health plan for teachers can be continued between contracts provided a signed contract for the next school year exists. The law also speaks of coverage through the entire summer without mentioning any effect based on a resignation date.
   
   b. Item not concluded.

21. **403b Regulations (TIAA-CREF Conference Call).** Highlighted points of discussion: (refer to “403b Plan Fundamentals, Your Guide to Compliance” from TIAA-CREF)

   a. Creation of a NDUS plan document for 403b is necessary
   
   b. Loans/Hardship Distributions – TIAA-CREF can administer this service for the NDUS for all companies sponsoring 403bs for our employees. There is a cost for this service currently estimated at $5000, but not yet determined.
   
   c. Information Sharing Agreements may be needed with 403b vendors without a “payroll slot”

22. **NDUS Procedure 703.2, Payroll Deductions.** Laura (on behalf of ConnectND) revisited the procedure as NDSCS has requested a general deduction with NDSCS as the vendor. (Teri Thorsen and Karin Stinar joined the meeting by telephone.) Discussion centered on two main issues: workload involved in setup and maintenance by ConnectND and the campus and the philosophical intent of the procedure.

   a. It was generally agreed that the majority of the workload belongs to the campus.
   
   b. Discussion was held without any changes recommended to the procedure.
23. **NDUS HR Policy 20.4, Storm Days.** Having agreed to rename this section from “Storm Days” to “Institution Closure”, Pat S. brought forward an edited draft of the policy change. Consensus supported the changes except to indicate that closures do not only happen as emergencies.

24. **NDUS Procedure 702.0, Salary Deferral/payback Plan.** Pat S. brought a draft of this new procedure for review. Discussion noted the following:

   a. A question as to whether it can apply to employees other than benefited faculty members, particularly benefited staff members. Pat S. will call NDPERS to investigate issues that relate to offering participation to NDPERS retirement plan participants.
   b. Also, the language will include any contract with a term less than 12 months.
   c. The plan year is a 12-month period based on the first day of the contract, not only August 16th.

**Meeting adjourned at 1:40.**

Minutes submitted by Wesley Matthews