NDUS Human Resources Council
Minutes
September 10 and 11, 2008
Lake Region State College

Voting Members
Rita Lindgren BSC
Gail Ebeltoft DSU
Joann Kitchens LRSC Chair
Becky Lang LRSC 2-year representative
Steve Bensen MASU
Wes Matthews MISU
Jim Borkowski MISUB
Dave Lindberg NDSCS
Jan Baker NDSU Doctoral Rep
Broc Lietz NDSU
Diane Nelson UND
Erin Klingenberg VCSU

Non-voting Members
Colette Erickson NDSU
Joy Johnson UND
Teri Thorsen NDUS
Laura Glatt NDUS Sept 11
Pat Seaworth NDUS Sept 10

Visitors
Carla Sivesand BSC
Karen Amundson MASU

Erin made, and Gail seconded, a motion to approve the minutes for the last three meetings. The motion passed.

BCBS summary plan Diane Nelson
A dean from UND attended a meeting out of state. He went to walk-in clinic. The walk-in clinic referred him to a hospital. The hospital was not a BCBS-approved hospital. BCBS is paying a very small amount of the claim. The PERS plan with BCBS reads that notification responsibility is upon the member. Page 41 of the contract says: “If a member seeks covered services from a participator, the participator files the insurance. If a member seeks covered services from a provider NOT participating with BCBS, pre-authorization responsibility is on the member.”
Group members were not aware of this caveat. **Action item:** Joann will invite Sparb Collins (NDPERS) to next meeting to learn more information.

**Coaches and team travel**
Pat Seaworth
Auditors have found institutions were not following policy language in HRC policy 31.1. The policy is being revised as follows:

**31.1** Employees who are authorized to travel at institutional expenses generally are required to submit a detailed record of travel expenses on a travel reimbursement voucher. However, coaches and other authorized employees may detail and document athletic team travel expenses, including expenses of coaches, trainers and other employees, on a team travel expense report and employees are not required to submit separate individual travel reimbursement vouchers for expenses detailed and documented on a team report.

Prior to this meeting, it had been suggested to Pat that this policy be reworded to include other organized groups such as bands, employee groups, etc. The HRC agreed with that idea. Jim made a motion for the HRC to support the revised policy. Diane seconded the motion. The motion was approved. **Action item:** Pat will modify the language to include that change.

**Criminal History Background Checks**
Pat Seaworth
Pat gave the group an update on the progress to date on the new policy on criminal history background checks. The policy calls for mandatory checks on certain positions (police, childcare, custodians with access to secure areas, employees with unsupervised access to cash, etc). An FBI check is required for law enforcement and security. For other positions, a more local background check through BCI is sufficient. This was in effect for employees hired on or after March 19, 2008. This applies even to transfers within a campus to one of these named positions. In the system office, their process is to check in all past states of employment for the last ten years. Pat reminded campuses to implement this policy, and go back to anyone for whom this wasn’t done who was hired after March 19.

Erin asked if people could be hired prior to the results of the background check. If it is for one of the required positions, they cannot, according to Pat.

Broc asked about an easier way to get the billing set up through BCI. The current method adds to the delay in hiring. This makes using private vendors more attractive, since they will direct bill. However does this raise negligent hiring issues since private vendors do NOT use the FBI database? Pat said FBI is the most comprehensive database. Broc asked if there would be value in a common NDUS contract. **Action item:** Broc will first pursue a billing strategy with BCI. If that isn’t
successful, Broc will ask the HRC to approve a request to the Chancellor’s office for a system-wide RFP.

**Family Leave**

HRC policy 22 needs to be revised to reflect the recent change in federal law to extend family leave to military family leave.

While on FMLA, employees are required to use any paid annual/sick leave. Does the NDUS want that? The state does require that currently.

Jim moved HRC policy 22 be approved as written, with the exception that “26 months” be changed to 26 weeks. Steve seconded the motion. Under this motion, an employee must use paid leave before unpaid leave is used. The motion failed.

David made a motion to approve policy 22 changes as written, with the exception of deleting 22.7, and changing “26 months” to “26 weeks.” Becky seconded the motion. The motion was approved.

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<th>Roll call</th>
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<td>Jan</td>
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**Action item:** Pat will revise the policy draft and move it forward through the approval process.

**2009 Legislation**

There is an opportunity to recommend legislation for review by the Chancellor’s Cabinet/Chancellor/Board. The Board is the only body that can file NDUS bills with the legislature. Chancellor Goetz wants recommendations by the October 22 Cabinet meeting, so this is this group’s last opportunity to speak up.

Erin asked about revising the statute (54.52.4-03) that limits the use of dependent leave to 40 hours. It seems odd that employees are eligible for donated leave, when they have their own leave they could be using.
Erin moved that the HRC recommend a change to statute language which would lift the cap to 104 hours if HRMS (Central Personnel) is in agreement (Erin has call in to HRMS). Broc seconded the motion. After discussion, Erin withdrew the motion. Erin moved the HRC recommend a change to statute language which would lift the cap to 96 hours, if HRMS (Central Personnel) is in agreement. The 96 hours is based on the sick leave a person earns in one year. Broc seconded the motion. The motion carried. **Action item:** Erin will let group know what she hears from HRMS.

**Service Awards/Dues-Memberships/Tuition**   Laura Glatt
Laura had distributed two versions of a bill which are being considered by the legislative Employee Benefits Programs Committee. The bill would add reporting requirements for service awards, employer paid tuition and memberships/dues. The consensus of the HRC was this would not be a good bill. **Action Item:** Diane asked that HRC members contact their legislators, as Laura had indicated. Contact would be made as a human resource professional or private citizen, not as a representative of the NDUS/campus.

**TIAA-CREF questions**
Pat suggested that any questions about the contract from employees be referred to Laura or Pat. They will pursue with TIAA-CREF. Joann asked about section 1.6 of the contract.

> “Compensation means regular salary which is basic annual earnings and summer session pay, if any, but excluding overtime, continuation education and extension.”

What is the difference between continuing ed and on-line? Generally continuing ed is non-credit; on-line is usually for credit. The latter is regular earnings, and thus, eligible for TIAA-CREF. Teri clarified that in PeopleSoft, following the language in the TIAA-CREF contract, Distance Ed earnings do not have TIAA-CREF contributions applied to them. Campuses need to take care as to what earnings code they are applying, and realize which have TIAA-CREF contributions attached to them and which to not.

**Follow-up item:** CND has now put all 403(b) Vendors in the system for all campuses, even if the campus is not currently using a provider.

**Policy 612  Faculty grievances**   Wes Matthews
Is mediation required? The way the language is, it appears to be required. It was the opinion of the group that this was referring to information conversation, not formal mediation. (However, note subsequent exchange of emails between Matthews/Seaworth; it does appear to be required in Policy 605).
NotiFind
A question was asked about if Contingent Workers are included in the extract that goes from PeopleSoft to NotiFind. Teri verified that they are.

Mental health initiatives
Campuses gave Gail details of what they are doing in response to the Chancellor's initiative.

AFLAC – flex benefits
BSC is going off and will begin to self-administer through PeopleSoft. All other campuses are staying on. NDUS, UND, NDSCS will continue to self administer.

Succession Planning
Are we doing enough with succession planning? Group members discussed various approaches they had seen and/or used. The group will think more about it and discuss at the next meeting.

HEIT salary survey
In its early years, this survey was lacking in validity. The survey appears to have grown, and now appears more valid, and thus valuable. BCBS used to do an IT survey that was good, but they have stopped, so now this would fill an important niche. Wes moved the HRC accept this survey as a valid survey. Broc seconded. The motion passed.

NCAA salary survey
NDSU is getting pressure to respond to this survey. UND has not yet been approached by them. Diane responded that you can pull CUPA surveys by athletic conference, so that’s the approach they’ve taken.

Drug and Alcohol Committee
No report; they haven’t met. This issue will be dropped until someone takes a lead on it.

Internal applicants
Are NDUS office employees to be treated as internal applicants for positions on campuses? That can differ by campus, depending on campus recruitment policies.
Are campus employees to be treated as internal applicants for NDUS positions? Yes.
Summer health insurance

Laura Glatt

Laura updated the group on the issue of summer health insurance coverage for employees who do not return in the fall. She has placed it on the agenda with the Academic Affairs Council. They want a couple of representatives from the HRC to attend that meeting to answer questions. Laura asked for reps from each of the “models.” The meeting is Oct 7, at 11 a.m. MISU, NDSU and UND will attend to represent their model; CND staff will attend to respond to any technical PeopleSoft questions about how this is programmed, or can be programmed.

Retiree health insurance benefits

Laura Glatt

TIAA-CREF is beginning to offer some services in this area. Linda Robinson, who used to be the TIAA-CREF for the NDUS, has started working with this kind of product. Wes asked Laura to give an overview of what the discussions about retiree health are. Other vendors may offer products as well. Laura will continue to pass on information about this as it becomes available.

PeopleSoft Self-Service Show and Tell

Teri Thorsen

About 18 months ago, a group of campus employees met to design what they wanted the self-service pages to look like. The design got completed, but the development of that design got put on hold due lack of technical resources and then because of Teri’s reassignment to the Financials upgrade. Those resource issues are resolved, so development of the design is almost complete. Teri showed the group what the three segments (e-Profile, e-Pay and e-Benefits) look like.

During the original effort, VCSU had volunteered to be the pilot campus. However, due to staff turnover, this may no longer be possible. **Action item:** Erin will check with her campus to see if they still want to be the pilot. If not, Jim tentatively offered MISUB to be a pilot for self-service.

IPEDS

Joann Kitchens

Do people want to use the new format (which is currently optional) this year, or wait? The group decided to wait until next year. Because e-apps will be up and running, there will be no need to re-survey staff by a paper method, because staff will be able to update their information themselves.

TIAA-CREF Presentation

Brad Balkan, Lisa Benton and Holly Kendrick from TIAA-CREF joined the meeting. They discussed the new 403(b) regulations, information sharing agreements, hardship/loan provisions, 15-year catch up provision, on-line
enrollment, retiree health care services, retirement plan review, and institutional fee billing service as follows:

403(b) regulations: effective 1/1/09 all 403(b) plans, including government plans, must have a plan document that meet the new IRS requirements. TIAA is working with the NDUS Office and Acsensus to develop these new plan documents. It is our intent to have one plan document which covers all NDUS institutions, instead of separate plan documents for each campus.

Information Sharing Agreements: Effective 9/07, can only transfer 403(b) funds to a payroll slot vendor. If you transfer funds to a non-payroll slot vendor you must have a signed information sharing agreement in place. This will not be necessary in the NDUS since the decision has been made to not allow transfers to non payroll slot vendors. In response to a question, TIAA said that no information sharing agreement is needed, if transfer to only payroll slot approved vendors. The NDUS will need to ensure that the “approved” list of vendors is included in the plan documents. TIAA also reminded that it will be important to send notification to all vendors indicating who is approved and who is not. It was suggested that they also be told that if they are found to be doing business which is inconsistent with the plan that we will suspend them as an approved vendor.

Hardship/Loans: The HRC discussed the concerns expressed by the Council of College Faculty about eliminating both the loan and hardship provisions. TIAA offered to continue to administer loans, at no immediate cost to the NDUS, although this may have to be reviewed later if level of activity warrants it. If a NDUS employee wanted to borrow against a 403(b) account with another vendor, they would have to transfer the funds to TIAA, borrow against it, and when the loan is paid off, could transfer their funds back to the other vendor. TIAA reminded the NDUS that it will be important to gather information on any outstanding loan balances effective 12/31 and to also notify all vendors in writing of the hardship/loan provision changes.

15-year catch up: The NDUS needs to cover the ordering rule in the plan document and carefully monitor for compliance. TIAA also raised the question of whether the 15 years of service applies to years at a single campus or any NDUS campus.

On-line enrollment: TIAA representatives explained the new service and it was agreed that it should be rolled out at all campuses. TIAA will work individually with each HRMS office to implement.

Retiree Health Care: At the request of NDUS, TIAA outlined their new retiree health care service. The HRC will continue to work on this and look at the broad range of options and providers.
Retirement Plan Review: TIAA presented a sample report which provides a demographical view of each campus 401(a) plan participants. TIAA said if a campus is interested in a similar report they should contact them directly.

Institutional Fee Billing Service: TIAA said that some financial advisors charge a fee, which the employee must pay directly out-of-pocket currently. They said a new service is available wherein the financial advisor fee could be deducted from an employee’s 401(a) plan and remitted to the financial advisor. This would require having contracts in place with the advisors. The HRC agreed not to proceed with this service.