Welcome & Introductions

Approval of the minutes from the May 4&5, 2010, meeting in Bottineau

September 28, 2010

403b participation for non-benefited employees (Glatt/Goulet) A template letter had been previously sent out to all campuses. It is to be used to annually inform all employees of their option to participate in the 403b plans.

HR policy 1.2 update (Goulet) SBHE Policy 603.2 of the Discrimination Complaint Procedures was amended to add prohibition on grounds of “sexual orientation.” Cyndi asked for a vote on amended HR policies 1.2 and 3.1 to match board policy.

Dave Lindberg made a motion to amend HR policies 1.2 and 3.1 to match board policy regarding sexual orientation, seconded by Jennifer Baker. Motion passed. The amended policy will be forwarded to the Board for consideration.

HR policy 20.4 clarification (Goulet/Nelson) Diane handed out a copy of HR policy 20.4 – Institution Closures. She asked for an amendment to the following sentences:

1. “All other regular, non-exempt employees shall be granted leave with pay for hours they normally work during a closure…”
   1.1 Delete “non-exempt”.
2. “If an employee is not scheduled to work because of a previous arrangement, including annual or sick leave, the employee is not entitled to the additional paid leave.“
   2.1 Delete “additional paid leave” and insert “closure leave with pay”.
3. “All non-exempt employees properly authorized to work shall receive additional pay for hours worked during the official closing”.

Present: (BSC) Linda Fossum, Carla Sivesind
(DCB) Anne Bergeron
(DSU) Gail Ebeltoft
(LRSC) Joann Kitchens, Becky Lang (2 yr college representative)
(MaSU) Steve Benson
(MiSU) Wes Matthews
(NDSCS) Dave Lindberg
(NDUS) Laura Glatt, Cyndi Goulet, Teri Thorsen, Karin Stinar
(NDSU) Colette Erickson, Tricia Johnson, Britnee Steckler, Jill Spacek, Jennifer Baker (Research Institution representative) and Bruce Bollinger, VP for Business & Finance (guest)
(UND) Diane Nelson, Joy Johnson, Pat Hanson (4 yr college representative)
(VCSU) Derek Hughes
(WSC) Michelle Borlaug
3.1. Insert “at straight time rates” after “additional pay”, replace the period after “closing” with a comma, insert “unless the employee exceeds 40 hours in the work week. (See policy 12, Overtime).”

The changes were discussed and Dave offered an alternative draft to simplify the policy for ease of reading. Following discussion, it was agreed that Dave would further refine his proposed draft and forward to HRC via email. At the same time, Diane volunteered to reformat the existing policy for ease of reading and also circulate to HRC via email. HRC members are to review both drafts and forward their feedback and suggestions to Diane, as the original primary author of the policy.

**HR policy 19 clarification (Goulet/Nelson)** Added “19.6 A holiday is considered to be an 8-hour day, prorated based on FTE%.” in HR policy 19 – Holidays. Wes asked Cyndi to forward the policy change to the Board for approval.

**SBHE policy 605.1 (Faculty contract date revision) (Goulet)** At May’s HRC meeting, a motion passed to change the date of faculty contract disbursements from June 1 to June 30 and return date of the contract from July 2 to July 15. Laura does not think this change has been submitted to the Academic Affairs Council. Cyndi agreed to prepare the appropriate policy amendments and forward the information to Academic Affairs for their consideration and input, which will be considered at the next HRC meeting.

**HB 1029/1030 (Seaworth/Goulet) NEW ITEM**

House Bill #1029 – State employee service awards, Employer-paid tuition, Employer-paid professional organization membership and service club dues.

House Bill #1030 - State employee performance bonus program.

Laura said that Higher Ed is exempt from these bills. However #1029 calls for exempt entities, including Higher Ed, to adopt similar policies to remain consistent with state government. Laura will be surveying the campuses to find out what each is doing, following consultation with OMB regarding practices of other state agencies. Although not mandated, campuses need to be mindful of these two legislative bills when establishing policies and practices.

**HR policy 33, Continuing Education for Employees (Glatt) NEW ITEM** Laura reported that based on an earlier survey it appears that campuses are not consistent with their application of HR policy 33 in two areas:

1. Tuition waived for on-line, Cont/Dist Ed courses for on-campus employees and

2. Tuition waived for on-line, Cont/Dist Ed courses for off-campus (employed at other institutions) employees.

Following discussion, the consensus was that campuses did not see the variance in practice as a major concern so the issue is closed.

Steve asked about HR policy 33.2. It does not specifically state that the employee must be benefited. Steve made a motion to amend HR policy 33.2 to add, “All benefited employees are eligible…” and to delete “employed on at least a half-time basis.” The sentence would read: “All benefited employees are eligible for tuition waivers as provided under SBHE Policy 820…”
Joann seconded and the motion passed. The policy will be amended and forwarded to the SBHE for consideration.

**Faculty sick leave policy (Matthews/Goulet)** The sub-committee consisting of Cyndi, Gail, Pat H, Steve and Wes met to discuss establishing a consistent faculty sick leave policy. Wes asked if offering a short-term disability plan would be an option. Dave said he has data on how much a faculty sick leave policy would cost and usage statistics and said he would send that information to Wes. There was also some discussion that faculty should accrue and use sick leave like staff. Cyndi said that it is her understanding that the Chancellor would like to have one consistent statewide policy. The question is, is it feasible? Campuses have shown resistance to change their policies. The committee will meet again to discuss possible solutions and report back at the next meeting.

**Archival of HRC minutes (Kitchens)** Joann reminded the group to send any HRC minutes they may have that are not already posted on the web site to Anna at Anna.Domagla@ndus.edu. The minutes are posted on the NDUS web site at [http://www.ndus.nodak.edu/](http://www.ndus.nodak.edu/). Click on Councils > Human Resource Council > HRC Minutes.

**Election of New HRC Chair (Matthews) NEW ITEM** Colette Erickson nominated Wes Matthews, seconded by Gail Ebeltoft. Wes declined the nomination. Dave Lindberg volunteered himself as chair, seconded by Gail Ebeltoft. Motion passed. Dave Lindberg was unanimously elected as the new HRC Chairperson to serve a two-year term.

**Attachments/Meeting materials (Laura)** Laura asked if the System office could assist in disbursing meeting materials prior to the meeting. Dave said any materials can be sent to him and he will send them out to the group before the meetings.

**At-Large Representatives** Jen Baker is the current representative for doctoral campuses. Pat Hanson will serve next term. DSU will assign the next representative for the four-year campus. Becky Lang is the current representative for the two-year campus. Diane will ask the NDUS Staff Senate if they would like to have a representative from their group attend HRC. Dave suggested forming a subcommittee to research the membership of HRC. Diane, Wes and Dave volunteered to serve on the committee. They will present a report at the next meeting.

**Temporary Employee Report (Stinar)** Cheryl Widman submitted a Remedy ticket to look to see if salaried/temp employees are included in the new temporary employee report. Karin will check the criteria with Cheryl to assure it is including everyone.

**Data Privacy/Notifind (Thorsen/Seaworth)** Teri distributed NDUS Procedure 1901.2-Computer and Network Usage and NDUS Data Classification and Information Technology Security Standards. These documents contain the specifications of what data is considered to be public, private and confidential. Teri asked if the NDUS office has a standard agreement to protect data. Cindy was not aware of one but thought one could be developed. Teri proposed that the Director of Financials and HRM Systems be authorized to permit usage of any data that is private or confidential. The HRC members concurred.

**Employee Data Privacy & Internal Use Standards (Kitchen) NEW ITEM** Joann asked if campuses can share private data for internal use. Example: invitation to Presidents Office sponsored event sent to home address. NDUS Policy 1912.3 states, “you may choose to restrict access to your identifying information for non-emergency purposes.”
General consensus was data can be released if it is for a business purpose. If the data is misused, it becomes the issue of the dept/person who misused it. These requests need to be considered on a case-by-case basis.

PeopleSoft Compensatory Time Tracking (Erikson) NEW ITEM Colette asked if other campuses are using comp time tracking in PS and was the Board Office considering mandating the use of the comp time feature for compliance? Institutions currently using PS for comp time tracking: BSC, NDSCS and UND for the division of Finance and Administration. There was no opinion offered if the Board Office would consider mandating the comp time feature for compliance.

Common Directory/Identity Management (Matthews) NEW ITEM Wes asked when employees make a legal name change, how do things like email address, userID’s, etc, get changed. Teri presented information about the Active Directory (AD) project which syncs user ID’s in NDUS common systems. The AD project team will work on policies and procedures for name changes after the launch of AD. The Bio-demo project team passed policy that a social security card must be presented as proof of a legal name change. Gar Narum is the project manager of AD. Anyone with questions related to common information systems can contact: Gar.Narum@ndus.edu.

Criminal History Background Check Form Edits (Lindgren) Additional language approved at May’s HRC meeting is now included on the forms. Issue is closed.

Exit Survey Edit for Fraud Hotline (Ebeltoft) Joann read from the last HRC minutes that Colette was going to add the hotline information to the exit survey. Colette will follow up.

Roth 403b Rollout and Notification (Glatt) Two templates have been provided from TIAA-CREF to announce the new Roth 403b plan. Laura asked if there was a preference of which announcement is preferred. Laura said she would ask TIAA-CREF to send the template to the HRC members for campus distribution. The group decided email distribution of the shorter announcement is preferred. A new salary reduction agreement was also provided but Wes said that he would rather use their current form rather than a new one, with the appropriate modifications. Wes agreed to modify the MISU form and distribute to the HRC via email for review and agreement on a common format.

NDUS Staff Senate Update (Nelson) Diane reported that the Staff Senate met on Sept 13 & 15. They are looking at what the next steps are to try to obtain a seat on the Board. The next meeting is in December. Diane volunteered to be the HRC representative at NDUS Staff Senate for this academic year and attend their meetings. It was agreed that continuity in HRC attendance in the meetings was important.

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Guest Presentations:

State HRMS Training Opportunities (Glatt/Linda Jensen) Linda provided a listing of training classes offered by HR Management Services. Topics include Emotional Intelligence, Employment Law (including ADA and FMLA), and Supervisory Management. These classes can be attended in Bismarck or arrangements can be made for the instructors to come to any of the campuses. They send an announcement to all area HR agencies when they are going to hold a
session in the area. Go to [www.nd.gov/hrms](http://www.nd.gov/hrms) for more information or contact Linda directly to arrange special training opportunities.

**NDPERS Update (Sparb Collins) Sep 29th 8:45 AM** Sparb presented information on NDPERS health insurance and retirement. Health insurance premiums are projected to increase by 7.38% in the 2011-2013 biennium. This is down from 26% this biennium. The decrease can be attributed to lower health utilization due to increased participation in wellness programs and the implementation of federal healthcare reform.

Sparb said there are three retirement plan options that have been presented to the interim legislative committee to help return the plan to a better funded status, in light of recent national investment trends. Each of the bills calls for a two percent increase in contribution rates for each of four years beginning January 1, 2012 allocated according to the following options: 1) 100% employer funded; 2) 100% employee funded; or 3) 50% employer and 50% employee. These options will receive a committee recommendation at their next meeting and may be forwarded to the legislature for consideration.

**HR policy 25/SBHE policy 605.3 Suspension procedures (Matthews)** Wes distributed guidelines that can be used in the event of an employee’s suspension. There was discussion about the question format of the document, adding clarification for punitive and non-punitive procedures, and forwarding the information to the Academic Affairs committee to get their feedback. Wes requested any more feedback be sent to him and he will make updates to the guidelines and distribute for other campus use, as they see fit.

**Dave will send a schedule of future meetings to the listserv**

**Motion to adjourn** Motion made by Dave, seconded by Colette.