Carry-over Agenda

1. HR policy 20.4 clarification (Nelson)

An edited version of policy 20.4, Institution Closures, was sent to HRC members for review. A motion was made by Wes Matthews to accept the modified language and seconded by Anne Bergeron. The motion carried. Dave will work with Cyndi to submit the final draft to the Board.

The final draft is as follows:

20.4.1 The institution president or officer delegated authority by the president has authority to close the institution. In Bismarck, if the capitol building is closed, NDUS Offices in the capitol shall be closed. If a campus is closed, NDUS offices located on the campus shall be closed. The chancellor or other NDUS officer delegated authority by the chancellor has authority to close NDUS offices at other times. The action shall be communicated to employees, students and other interested persons through local media or other reasonable means.

20.4.2 Only institution employees designated by the employees’ department head, system information technology services (SITS) employees designated by the NDUS CIO or officer delegated such authority by the CIO, or other NDUS office employees designated by the chancellor or other officer delegated such authority by the chancellor, may be required to work during the period when the institution is officially closed.

20.4.3 All other regular employees shall be granted leave with pay for hours they would normally work during a closure. Employees not scheduled to work during the closure because of a previous arrangement, including annual or sick leave, are not entitled to the closure pay (i.e., the employee must use the prearranged annual or sick leave). All non-exempt employees properly authorized to work shall receive additional pay at straight time rates for hours worked during the official closing, unless the employee exceeds 40 hours in the work week. (See policy 12, Overtime).

20.4.4 When the institution remains open, employees unable to report to work shall notify their supervisor and take annual leave or leave without pay.

2. Update on policies sent for feedback or to the Board (Goulet)
• Cyndi reported that the Board has accepted the changes for HR policies 1.2 and 3.1 to add prohibition on grounds of sexual orientation. Cyndi suggested the same policies should be amended to include prohibition on the grounds of genetics. This amendment needs to be forwarded to Academic Affairs for their approval.

• Amendments to policies 605.1, 605.3 and 605.4

  Policy 605.1 - Academic Freedom and Tenure; Academic Appointments - Added section #5 for special appointments.
  Policy 605.3 - Nonrenewal, Termination or Dismissal of Faculty - Added additional detail to section #1b about written notice of nonrenewal and section #4 about nonrenewal for faculty on probation or special appointment.
  Policy 605.4 - Hearings and Appeals - Added detail to section #3 and #4 about providing an expeditious hearing.

Amended policies were distributed to HRC members and Cyndi asked for feedback via email directly to her. Amendments need to be reviewed by Academic Affairs and CCF. Laura reminded the group that the next Academic Affairs meeting is on February 1 and the Chancellor’s cabinet meets on February 16th and it is important that there be opportunity for adequate input, as the policy revisions need to be in place before we issue new contracts in June of this year.

• SB 2279 – Relating to Veterans’ Preference. Cyndi reported that Higher Ed has yet to take a position on the bill. She said NDUS operates under a competitive personnel system and absolute preference of a veteran, whether the veteran is disabled or not, would only be granted in a non-competitive personnel system. Teri asked if the bill would affect internal searches. Cyndi said no. Cyndi did not know if the bill applied to part-time positions. Dave and Wes will review the bill and report back any recommendations. Diane said if this bill takes away anything from the veterans, she thinks it will have a tough time passing. Diane suggested the Board may want to remain neutral on this bill. The Board is scheduled to review the bill on Thursday, January 27 with the hearing to be held on Friday, January 28.

  Rita Lindgren moved that HRC remain neutral on SB2279. The motion was seconded by Diane Nelson. After further discussion about taking a specific position if more information is revealed, the original motion passed.

Committee Reports

1. Faculty sick leave policy (Matthews/Goulet)

Wes reported that a short-term disability option has been examined. The cost was $350,000 per year for the NDUS, prorated for each campus. He said the committee was not ready to make a proposal and that discussions were still planned. Colette asked if Admin. Affairs or the Finance VP’s have looked into the
faculty sick leave issue. Wes replied no. Laura asked if it was known what the Chancellor’s time frame was for a decision, stating that it needs to be resolved by the end of the current academic year or put on hold for next academic year, until the faculty return. Pat said the Chancellor wants it resolved earlier, not later. He said some campus presidents have expressed concerns. Their campus faculty senates are working on policies and the presidents are not sure if they should approve these policies or wait for a Board decision. Pat said the Chancellor feels that NDUS is too widely divergent in faculty sick leave policies. These policies range from very informal to policies that have affectively adopted sick leave policies that are in place for staff. Pat recommends the NDUS should have a uniform faculty sick leave policy system-wide. The timeline was discussed and the need for CCF, Academic Affairs Council and Administrative Affairs Council to consider a recommendation before the Chancellor’s Cabinet meets on March 23rd. Wes said the committee will press on, knowing the deadline.

2. At-large Representatives (Lindberg/Matthews/Nelson)

Will report at a later date.

Agenda

1. 2010 employee satisfaction survey results (Glatt)

Top area of concern is employee training and recognition. HRC position—how can we assist in providing employee training efficiently and just-in-time? Topic tabled for future agenda item.

2. Date for broadband language changes on the NDUS website (Glatt)

NDUS went live with a new web site. Broadband descriptions are on the web site. Dates of revision are noted but Laura is questioning the importance of a date being attached and, if so, how are they kept current? Wes Matthews made a motion that a date be published when they were effective/created. The motion was seconded by Colette Erickson.

Discussion: Laura wants a review of current broadband descriptions to make sure they are the most current and the dates are correct. Also, as changes are implemented, what is the procedure for getting them updated on the web? The history of any updates to the bands should be in the HRC minutes.

The motion carried. Dave called for two volunteers to review the current broadband descriptions and dates and report any updates to Laura. Joy Johnson from UND and Rita Lindgren from BSC volunteered. They will create a list and disburse it to HRC members for review.

3. Funeral leave (Hughes)

Derek asked if the title of the policy should be changed to “Bereavement Leave”. Wes suggested to check ND Century Code. Derek said he will work with Cynthia and report back to the group.

4. Negative vacation balance: leave without pay? (Matthews)

Wes was looking for what other campuses are doing when employees have run out of annual leave. He said advance leave is permitted in certain circumstances while leave without pay is granted in other cases.
He asked when someone doesn’t have enough leave, is it automatically leave without pay or is leave taken in advance permitted? Most responded that these situations are treated on a case-by-case basis.

5. Staff sick leave carry-over to faculty position (Hughes)

Derek explained that an employee hired at VCSU had been accruing sick leave at another campus. When they transferred to VCSU, they requested to keep their accrued sick leave. Derek made a motion to amend HR policy 7.7 by adding “provided the employing institution allows sick leave accrual within the institution”. The motion was seconded by Wes Matthews. Discussion followed with Wes stating that he though NDPERS kept a record of any unpaid sick leave balances. Derek withdrew the motion and will review ND Century Code. He will give a report at the next meeting.

6. Family sick leave (Lindberg)

SB 2213 - NDPEA introduced legislation to increase family sick leave from 40 to 80 hours. Wes said the state HR office is not taking a stance on it. Rita mentioned that HRC had a committee that studied it and HRC was supportive of the increase. She also said the 80 hours comes from federal regulations. Laura stated that NDPEA has been assured that HE supports the bill. If HRC takes a neutral stance, an explanation would be needed for NDPEA. She said the Board supported the change based on the fact that the campuses supported it. Dave Lindberg made a motion to support the bill. The motion was seconded by Diane Nelson. The motion passed. Wes Matthews will testify on Friday, January 28th, in support of the bill.

7. State service and support staff letter (Lindberg)

Dave received a letter from Aaron Berg, NDUS Staff Senate President, requesting HRC’s support of a non-voting advisory position representing the staff to the ND Board of Higher Ed. Laura cautioned that campus presidents should be consulted before individual HR officers take a position. Diane said that NDUS Staff Senate would be disappointed if HRC remains neutral. Colette asked when the faculty got a non-voting seat, if the Board took a neutral or favorable position? Laura stated she believed the position at that time was neutral. Diane Nelson made a motion in support of a non-voting staff member to serve on the ND Board of Higher Ed. The motion was seconded by Colette Erickson. Discussion continued about whether or not it is problematic to recommend support of a bill while the Board remains neutral. The call ended prior to a vote. Upon further discussion by email, the motion was withdrawn and Dave called for a vote. Motion to remain neutral carried.

8. Training and Wimba (Lindberg)

The call ended prior to discussion of this agenda item.