AGENDA
Human Resources Council
North Dakota University System
September 13 & 14, 2011

University of North Dakota
Energy and Environmental Research Center
Lewis and Clark Room
15 North 23rd Street, Grand Forks, ND (east end of campus)

In attendance:
(BSC) Carla Sivesind
(DSU) Gail Ebeltoft, Chris Heringer-Staff Representative/4 yr. campus
(LRSC) Joann Kitchens, Becky Lang-Staff Representative/2 yr. campus (MaSU) Steve Benson
(MiSU) Wes Matthews
(NDSCS) Ann McGray
(NDSU) Colette Erickson, Tricia Johnson, Jill Spacek, Brittnee Steckler
(NDUS) Laura Glatt, Cynthia Goulet, Karin Stinar, Teri Thorsen
(UND) Joy Johnson, Diane Nelson, Pat Hanson
(VCSU) Derek Hughes
(WSC) Michelle Remus

Tuesday, September 13, 2011, 12:30pm:
Alice Brekke, UND’s Vice President for Finance and Operations, greeted HRC members and welcomed them to UND’s campus.

Presentations:

Paul Hovelsrud, Managing Consultant, Institutional Relationships, TIAA-CREF | Financial Services

Paul distributed information to the group and spoke about TIAA-CREF meeting the needs of participants, a review of investments, financial education seminars, individual counseling, and a NDPERS and Roth 403b update. He spoke briefly about the proposed TIAA-CREF oversight committee and the steps such a committee would need to outline in order to meet their fiduciary responsibilities.

Jarred Ploof, Account Manager, and Kelly Anderson, Mpls Office Manager, The Standard Insurance Company

Jarred distributed documentation to attendees with details about the life cycle of a LTD claim. He spoke about the long term disability product and the claim submission process.
Sparb Collins, Executive Director, NDPERS – Implementation of high deductible health insurance plan/health savings account on January 1, 2012

Documentation detailing the high deductible health plan and health savings account was distributed to HRC members prior to the meeting. Sparb reviewed the information and addressed questions.

Prior to the meeting, Laura Glatt had requested HRC members to make recommendations for the following issues:

*Will Higher Ed be amending the Cafeteria plan document to allow employee contributions?* Yes, the plan document should be amended to allow employee contributions. Question: Will Laura coordinate this with AFLAC?

*Will Higher Ed allow member contributions to an HSA?* Yes, HRC recommends that Higher Ed allow employees to make personal contributions to their HSA account. Note: Sparb indicated that a payroll deduction is not available yet and is not anticipated to be available until 2013. Employees are allowed to make contributions by personal check and take a deduction on their annual tax return.

*Will Higher Ed allow a limited use FSA accounts for employees?* No, considering administrative complexity of FSA, HDHP and HASs, HRC recommends that a limited use FSA not be offered for 2012. Mirroring the state, Higher Ed will reconsider this option for 2013.

Agenda Items:

1. Follow-up: New veterans’ preference legislation – June 2011 meeting minutes: “Joann Kitchens asked for more clarification of the changes to veteran’s preference. Cynthia Goulet is in contact with the ND HR office to get clarification and will issue a memo when she has more information.”

Cyndi reported that she is working with the state’s assistant attorney general to write a memo addressing veterans’ preference procedures. She said that the new version of the veterans’ preference policy is more employer-friendly. It is separated into two parts; employers using competitive personnel systems and employers using non-competitive personnel systems. There is no mandate to hire a veteran if using a competitive personnel system (absolute preference). The main change in the competitive personnel system is from demonstrating absolute preference to veterans’ being given extra points in the applicant scoring process towards granting an interview. Applicants who properly indicate their veteran status get additional points for screening, but from that point of the process forward they are treated as any other candidate. The new law also exempts coaches from veterans’ preference and lateral moves within state government.

The employer is required to have a prescribed number of applicants to be interviewed before they begin the search. The reason for the delay in issuing a memo is because the prescribed number of individuals to be interviewed is a sticking point. The group discussed the pros and cons of using a percentage of number of applicants, rather than indicating a specific number of applicants to be interviewed, or using language of “no more than” or “no less than” with the prescribed number. Laura asked if there is risk if each institution establishes its own prescribed number or should the same prescribed number be used system-wide? Campuses indicated they would want to determine their own prescribed percentage or number,
based on the opening. Diane referred to the current NDUS procedure 601.0 on veterans’ preference and that it will need to be updated. When asked when campuses needed to take these changes into effect, Cyndi stated that the bill became law August 1, 2011 and campuses are to follow it from that date forward. It was noted that the continued use of “open until filled” is acceptable.

Cyndi said she would continue working with the assistant attorney general in order to make a recommendation.

2. Follow-up: NDUS HR policy 20.4 – June meeting minutes: “OMB’s policy concerning the flood was discussed. Joann Kitchens made a motion to update NDUS policy 20.4 to mirror OMB’s policy. The motion was seconded by Steve Benson. The motion carried.” Diane will send out a draft policy change before the meeting.

Diane Nelson distributed a draft of policy 20.4 with the proposed change:

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) will not be charged leave for that closure. 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).

Wes Matthews mentioned that the policy does not include anyone on leave without pay but did not propose any changes. Diane Nelson commented that another policy addresses this – NDUS HR Policy 21: Leave Without Pay. The policy addresses this point stating, “21.4: Employees while on leave shall retain their years’ service rights and accumulated benefits, but shall earn no additional benefits.”

Wes Matthews made a motion to except the change. Joann Kitchens seconding the motion. The motion carried.

3. Follow-up: New honor guard legislation – June meeting minutes: “Wes Matthews made a motion to include details for honor guard leave in NDUS HR policy 20. The motion was seconded by Joann Kitchens. The motion passed unanimously.” Wes volunteered to draft a policy and send it to Cynthia.

Wes’ draft policy was reviewed by Cyndi Goulet and is proposed:

20.7 Honor Guard Leave - Honor guard leave is an approved absence from work, with pay, of up to twenty-four working hours per calendar year for an employee to participate in an honor guard for a funeral service of a veteran. An institution may grant a request for honor guard leave even if the absence of the employee might interfere with the normal operations of the agency. The institution may ask for verification of membership in Honor Guard.

Discussion: Diane Nelson mentioned that campuses may have problems with the sentence “An institution may grant a request for honor guard leave even if the absence of the employee might interfere with the normal operations of the agency”. She stated that the code was written to apply only to state agencies and it can be reworded for Higher Ed if needed. Brittnee Steckler asked if the word “may” could be changed
to “shall”. Joann Kitchens asked if the states’ intent was to always grant the leave, regardless of what might be going on at work. Diane answered yes.

Diane made a proposal to change the sentence to the following: “A request for honor guard leave should be granted even if the absence of the employee might interfere with the normal operations of the agency.”

Derek Hughes made a motion to adopt the policy, with the proposed change. The motion was seconded by Wes Matthews. The motion carried.

Wes will submit the policy to Cyndi for another review.

Pat Hanson asked if an earnings code will be set up in PeopleSoft. Once the board approves the policy, she will file a help desk ticket to request the new earnings code.

Upon further review, Cyndi advised against using the word “should”. She advised using either “shall” or “may” to allow discretion. Diane explained that the state’s wording sounds like a mandate even though “shall” or “may” can be interpreted as discretionary, “Shall” and “may” are opposite. “May” sounds like a mandate with discretion, while “shall” sounds like a mandate without discretion. Cyndi suggested adding “strongly” or “highly encourage”.

The following change was proposed:

“An institution is strongly encouraged to grant a request for honor guard leave even if the absence of the employee might interfere with the normal operations of the agency.”

Wes Matthews made a motion to approve. Gail Ebeltoft seconded the motion. The motion carried.

4. Discussion: from HRMS Users Group (Teri) – Should future-dated employees have access to HRMS Self-Service before their start date? What other systems do they access before their start date?

Teri Thorsen said this is more of a policy question than software question. There is a wide range of demand for when people get access to PeopleSoft. She asked how early a date future hires should have access to self-service. The only thing a future hire would see in self-service is personal data and emergency contact. For NDSU, VCSU and UND, parking permit purchases would also be accessible, which preventing early access has caused problems purchasing the permits on some campuses. The question was asked if Notifind picks up POI’s (future hires) and Contingent Workers. Teri answered that only contingent workers are picked up in Notifind, not POI’s.

The consensus was to leave as-is for now and address the situation for better communication of hires to the parking department so security is maintained, but cash/check payment may still be accepted. If new information presents itself, then HRC members will take another look it.

4. Tabled from last meeting: HB1029 Implementation (Laura) – See attachment 1.

Discussion will wait until Laura Glatt can participate.

6. Tabled from last meeting: TIAA-CREF oversight report (Laura) - See second part of attachment 1.
Diane Nelson attended the TIAA-CREF oversight meeting in Bismarck in June. The meeting was organized by Laura Glatt to discuss if there was a need for an oversight committee to undertake more fiduciary responsibility of TIAA-CREF funds which amount to billions of dollars. Attendees included Paul Hovelsrud from TIAA-CREF and Sparb Collins from NDPERS.

Laura is still contemplating what kind of oversight should be in place over the TIAA-CREF plan. Any additional oversight would require significant effort from committee members and may add more risk in the fiduciary management of the plan due to too much oversight. After consulting with the Chancellor, who suggested we ‘tread lightly’, Laura is considering forming a small committee to create a broad investment policy.

7. Tabled from last meeting: Campus Quality Survey (Laura) – See attachments 2 and 3. (Attachment 3 identifies the survey questions that make up the “Employee Training and Recognition” composite scores.)

Diane Nelson contacted UND’s Institutional Research office and asked what elements of the survey made up the statistic for Employee Training and Recognition? They provided the questions that made up that data (attachment 3). Overall the score was low in this area.

Discussion: The survey is long and complex. ‘How it is’ vs. ‘How it should’ be is very arbitrary. Diane found out that this survey may not be used any longer. Laura forwarded an email from Aimee Copas, NDUS Academic Affairs Associate, who stated that the institutional research offices have yet to come up with a survey to address all the needs. She expects the survey needs will be addressed once they have a better handle on what future accountability will be expected.

8. Around the table: (Derek Hughes) What does each campus use for time tracking software (or on paper)?

VCSU – manual time entry/coding budget number on timeslip.
DSU – everything is paper. Currently testing with three departments to see if they can decentralize.
MAY – everything is paper. Don’t track “regular” employee’s time, they turn in leave cards for annual/sick.
LRS – everything is paper. Manual adding/auditing. Kronos is too expensive and it would not pay for them to invest in it because they are too small.
MIS – Paper for overtime. They use Kronos but still enter some paper timeslips.
UND – Kronos, and other time tracking systems such as AIMS, FAMIS and EERC. There are still several departments that submit paper timeslips. They agree that Kronos is expensive.
NDSU – Very decentralized—use of HE Time Entry for hourly and annual/sick leave and workstudy. Also use Kronos – clocks and PC punch, and FAMIS. The only thing keyed by Payroll is late leave cards.
SCS – Fillable PDF with submit button, sent to supervisor for electronic signature, then sent by email to Payroll. Forms router routes to database, extracted in Excel then entered manually in PS. Meeting with John Lindstrom (CND), to load excel file to Sophie, then load into PS.
WSC – paper.
Derek asked when Manager Self Service will be implemented and Karin Stinar responded that if the project is approved by the Board, it would begin after the implementation of PeopleSoft Environments Partitioning Project (PEPP).

Wednesday, September 14, 2011, 8:00am:

9. Discussion: NDUS HR policy 17.1.c. (Colette) – How are campuses implementing the 10% provision of the policy? “...an employee may take up to an additional ten percent of the employee's accrued sick leave to care for an eligible family member who has a serious health condition. The calculation of this additional amount which is available to be taken by an employee is based upon the sick leave balance of the employee at the time of approval.”

NDSU is implementing a policy for the additional 10% provision of dependent sick leave. Colette Erickson asked what other campuses are doing. Most responded that they are implementing procedures similar to shared leave. Diane Nelson reported that UND has implemented a long term leave request/response form. She shared the form with the group. The group discussed that the documentation of the additional 10% gets tricky. They need to document how many hours the 10% is and how many of the available 10% is approved for the employee to use. Campuses use a calendar year for determining the additional 10% dependent sick leave.

10. Follow-up: Faculty/sick leave policy (Cynthia/Wes)

Wes Matthews and Cyndi Goulet drafted the following addition to SBHE Policy 607.4, Sick and Dependent Leave; Family Leave, paragraph two:

If an institution uses the accrual method for sick leave, then the institution shall follow the same procedures for faculty as used by staff employees. If the institution uses a salary continuation or sick leave allowance approach, then the procedure must address the following minimum criteria:

- Definition of covered absences
- Total paid leave maximums for employee and dependent sick leave
- Integration of leave policy with the Family Medical Leave Act

Wes stated that if the accrual method is used, the PeopleSoft system can be programmed. If the non-accrual method is used, it would have to be “off the books” and not programmed.

Cyndi will consult with the Chancellor about the proposed amendment to policy 607.4.

11. Follow-up: Broadband dates and descriptions on website (Rita and Joy)

Joy Johnson said that nothing has been discussed since the March HRC meeting. Both Joy and Rita gathered information on dates for all the updates to the bands but have not met to review them. They will try to meet again before the next meeting. There’s no deadline for completing this task.

Laura Glatt reviewed the history of why the report was developed. Teri Thorsen asked for an acceptance from HRC so the report can be presented to Administrative Affairs. The report recommends implementing Manager Self Service functionality within PeopleSoft HCM for On-boarding (Hires) and Terminations. On-boarding utilizes template-based hires and there is work flow for terminations and retirements. Two other pieces of interest are Absence Management and Allocate Compensation. There are many other options but the committee thought an all-or-nothing approach would be needed for these options. The report includes pros and cons, costs and an implementation plan.

Gail asked if the implementation requires decentralization. Teri said it could be implemented even without decentralization. The person enters the data but it needs to be accepted before the data gets updated in the system. HR is still responsible for the data.

Diane talked about the need for streamlining the workflow. Right now many signatures are required. There is a need to reevaluate the need for so many approvals.

Joann asked if the smaller campuses need to decide to use the whole thing or nothing at all. Teri said that the campus president would need to make the decision if the campus was going to opt out.

Teri stated that ConnectND’s two priorities right now are PEPP and legislative/board requests. ConnectND is looking at starting the project by next April or early summer of 2012.

HRC gave consensus to move forward with the proposal to Administrative Affairs.

13. Election of new HRC chair; next meeting scheduled for January 17, 2012, conference call from 8:30am-11:30am.

The group discussed what format to use to elect or appoint a new chair—volunteer or rotate by campus. They decided to keep using a volunteer format.

Diane Nelson asked for volunteers. Derek Hughes from Valley City State University volunteered and was accepted. His term will end June 30, 2013.

The group discussed face-to-face meetings and conference calls. The group prefers face-to-face meetings but Dickinson, Williston and Minot all indicated that they could not host due to limited hotel facilities. Derek will check into making the January 2012 meeting a face-to-face meeting.

Other topics of discussion:

1. A question was asked about who manages the HRC listserv. Gail Ebeltoft said Terri Meyer administers it and there are a lot of people on it who probably should not be. Teri Thorsen said that there are actually two listservs for HRC, hrc@listserv.nodak.edu and there is an HRC minutes listserv.
2. Teri Thorsen mentioned that ConnectND staff are working on department trees for the Data Warehouse. There are five levels to organize the trees:
   1. President
   2. Vice President
   3. Director/Dean
   4. Department
   5. Unit

Campuses have been asked to review the data element dictionary to assist in coordinating the final definitions with Campus Solutions. ConnectND staff are also working with campus institutional research offices to find out their reporting needs and how the data warehouse can be leveraged to meet those needs.

3. Laura Glatt asked about the biannual compensation report. Cathy McDonald has sent a request to campuses to give feedback if the report is needed or should be discontinued. Laura said that some campuses have responded that they use the data on the compensation report for other purposes and see value in continuing to do it. Laura asked if it is retained, can it be shortened because there is not a significant change in the data from year to year. Cathy has sent an email to HRC members asking for them to recommend specific schedules to either continue or eliminate.

4. Diane Nelson gave an update on the ND Staff senate. A representative from ND staff senate has been selected to serve on the search committee for the new chancellor.

5. Diane Nelson asked about the Fraud Hotline and how much it’s used. Eide Bailey notifies campuses of the usage. At UND, it is being used quite a bit and takes significant effort to follow up on each report.