In attendance:
BSC – Rita, Lindgren, Carla Sivesind
DCB – Anne Bergeron, Kara Bowen
DSU – Gail Ebeltoft
LRSC – Becky Lang, Joann Kitchens
MaSU – Karen Amundson, Jane Grinde
MiSU – Wes Matthews
NDCS – Ann Hiedeman
NDSU – Colette Erickson, Tricia Johnson, Matthew Hammer
NDUS – Cynthia Wagner Goulet, Karin Stinar, Teri Thorsen
UND - Pat Hanson, Joy Johnson
VCSU - Derek Hughes
WSC - Michelle Remus

Presentation

Patti Heisler and Jerry Rostad, from NDUS-SITS Advanced Learning Technologies, gave a presentation on Blackboard Collaborate, Blackboard IM, Tegrity and Moodle.

Old Business

1. Faculty Sick Leave – Cynthia Wagner Goulet – No update

2. Code of Conduct and Annual Policies Sub-Committees
The committee includes: Colette, Joy, Gail, and Kara. The following addition to the Code of Conduct was discussed:

   Board members, officers and employees are expected to uphold the values of honesty, respect, integrity and trust. In addition, when interacting with one another and the public, all are expected to behave in a professional, cordial, civil, positive, respectful and ethical manner.

Gail made a motion to recommend the changes to legal counsel for their review and then forward to the Board for approval. Seconded by Colette. The motion passed.

3. Overtime – NDUS Policy 12.3 – Derek Hughes
Wes shared the communication he had with Cory Wigdahl from the ND State Auditor’s Office.

The group discussed the feasibility of loading annual market data from an excel spreadsheet into PeopleSoft. Wes stated that it would be useful to have it in PeopleSoft to use with annual salary budget process.
5. Exit Survey – Link in PeopleSoft HRMS Self Service – Karin Stinar
A request has been submitted to the ConnectND HR team to add a link in Employee Self Service to the Employee Exit Survey. The request is to have the link become available when the termination has been entered into PeopleSoft. Karin indicated that the HR team discussed it and there is an opportunity to work on it very soon. Karin will give a progress report at the next meeting.

Becky said department managers want to review the survey responses earlier so they can implement needed changes. NDSU will send Becky the link so they can sign in and review the data. Pat said that the survey looks to be very generic—it would be nice to include each campus logo. Colette said that DC&E did it as a courtesy but will ask if it’s possible. Jane volunteered to gather the logos and send them to Colette.

Current/New Business

1. Coaches/Background Checks/Sick Leave – Cynthia Wagner Goulet/Gail Ebeltoft
Cyndi asked for opinions on whether applicants for part-time coaches, including seasonal coaches, should be exempt from the NDUS Procedure 602.3(3)? Some campuses stated that a background check is done on all coaches regardless of the timeframe they will be coaching while others do not do the background check if the coach is hired for only a short time (example: one week camp). The consensus was reached that if the employee is hired as a coach, the background check is mandatory and there is no need to amend the policy.

Cyndi asked for the groups’ opinion on criminal history checks on a person who is an NDUS employee at one institution and who applies for a same or similar position within the NDUS? System-wide the consistent process is that a new background check in conducted. The only way around it would be to create a shared repository of the background checks, which did not seem feasible. When the policy was written the agencies identified as “other” (non-FBI and non-BCI) were added to allow flexibility.

Cyndi asked about sick leave relative to positions which accrue sick leave and those that do not. What happens when employees transfer between the two? Gail stated that there is no law that prevents canceling the sick leave. They have an employee who transferred from a 12 month staff to 10 month faculty position and requested to be paid the 10% of their sick leave accrual. Since the employee did not have 10 years of service and was not terminating, the request was denied. The employee escalated the issue to legal counsel at the System Office. Accrued annual leave is paid out upon transfer, sick leave paid out if 10 years of service, not paid if not 10 years. NDSU does not pay sick leave out until termination, even if it’s many years down the road. Some interpret the law as if 10 years only includes time accruing leave but does not include time not accruing leave. NDSU includes all continuous years of service, whether accruing or not. Since there is inconsistency, there seems to be a need to standardize.

The topic was tabled pending further research to validate which method is more in compliance with the law. Cyndi will work with NDSU and UND.

2. Bone Marrow Donation – Cynthia Wagner Goulet
Cyndi reported that if it HRC’s intent to recommend an amendment to include organ/marrow donation within the paid leave policy, it would be in compliance with NDCC 54-06-14.4. Colette made a motion to mirror the state’s HRMS policy OMB HR Policy, Chapter 7, Section 2 on Organ or Bone Marrow Donation Leave. The section states:

A division director may grant a leave of absence, not to exceed twenty workdays, to an employee for the purpose of donating an organ or bone marrow. An employee may request and use donated annual or sick leave for the purpose of donating an organ or bone marrow but cannot exceed the limitations of donated leave as stated in the State Leave Sharing Program section. If an employee does not receive the full amount of leave needed for the donation, the division director may grant a paid leave of absence for the remainder of the leave up to the maximum total of twenty days. The division director may require verification by a physician regarding the purpose and length of the leave requested. Any paid leave of absence granted under this section may not result in a loss of compensation, seniority, annual leave, sick leave, or accrued overtime for which the employee is otherwise eligible.

During discussion an issue was raised concerning the “maximum total of twenty days” and what type of employees fall into the category of “performs services necessary in an emergency”. The vote was tabled to allow further campus discussion and will be included in the agenda for the next HRC meeting.

3. NDUS HR Policy Manual Consolidation with SBHE 600 & 700 – Cynthia Wagner Goulet

Cyndi asked the group whether it would make sense to proceed with consolidation of HR policies, or combining what is now a separate HR Policy Manual with the 600 and 700 sections or other sections of the SBHE Policy Manual.

The group stated that a rewrite of the 600 and 700 sections of the HR Policy Manual has been considered before and no one stated that they were opposed to it. Volunteers for a subcommittee include: Wes Matthews, Joy Johnson, Rita Lindgren, Carla Sivesind and Ann Heideman. Ex-officio – Cynthia Wagner Goulet. They will begin with a feasibility study.

4. Immunization – Cynthia Wagner Goulet

Cyndi is suggesting a slight change to the immunizations NDUS Procedure 506 - Immunization, to specifically exempt NDUS employees who take some classes from immunizations requirements. Cyndi stated that the proposal is being circulated through other councils and the change is straight forward. The proposal made by Pat Seaworth is:

Procedure: 506 Immunizations

3. Students enrolled only in distance learning courses, courses taught off campus, continuing education or noncredit courses, and students in attendance at camps, workshops or programs and classes delivered under contract to a third party are exempt from this policy SBHE Policy 506.1. In addition, NDUS employees appointed to a continuing position on at least a half-time basis or for 20 or more hours per week are exempt from the policy.

Rita Lindgren moved to support the amendment with the addition of “benefited employee”, as proposed. Seconded by Jane Grinde. The motion passed.
5. **Policy 20.6 Leave – Colette Erickson**

NDSU has an employee who is on worker’s comp and shared leave. Colette asked how other campuses handle the shared leave. Options: 1) 4 months (even though it is not full-time using shared leave but a combination of shared leave and workers compensation) or 2) use number of hours (where the employee has the potential to use shared leave for the whole year)? Colette stated that the employee will likely not return to work and will never run out of leave provided WSI continues to cover 66% of the employee’s salary. Discussion followed.

6. **Leave of Absence – Gail Ebeltoft**

Do campuses collect keys and other University property when an employee is on a leave of absence? Do you have a policy outlining this or is it handled on a case by case basis?

The consensus was keys and other university property are generally not collected.

7. **Staff Application Process – Gail**

Do campuses require transcripts or copies of transcripts as part of the application process for staff positions? If you do not, how do you verify highest educational level?

Campuses generally take the applicants word for their highest degree. Applicants sign the application form stating the information they have provided in the application process is factual and true. If it’s found the information is not true, it is a basis for termination.

8. **RIF Policy – Joy**

HR Policy 24 – Reduction in Force - does not include a review by the campus HR office in the process. Joy asked if it was feasible to add something to the policy. Other campuses agreed. Gail said it is also missing in HR Policy 25, Job Discipline/Dismissal. Colette suggested adding a sentence similar to NDSU’s Policy #223 – Reduction in Force, which states:

> Each department shall submit written documentation of the required analysis to the Office of Human Resources/Payroll for review prior to taking a reduction in force action.

The topic was tabled and will be discussed further through email. Joy volunteered to draft a statement and send it out for discussion.

9. **Performance reviews & tracking using PeopleSoft – Karin**

NDUS HR Policy 17.2 and SBHE 604.3 provide the policy and procedure for employee performance reviews. Karin informed the group that the CND Financials and HR teams are gathering business
requirements to write a web-based budgeting system. One of the requirements is to display warning messages when a performance review is not on file or is unsatisfactory. For this to work, the review needs to be documented in PeopleSoft. Karin asked about the current business process that each campus utilizes for documenting performance reviews and asked how campuses can move towards a standard process that will utilize a custom page in PeopleSoft called HE Employee Review.

MASU, MISU, DSU stated they utilize an excel spreadsheet to track reviews. There was interest in adding a check box in the page for Code of Conduct. Pat asked if departments have access to this page. Teri reviewed the security to the page and stated that departments have access. NDSU is using HE Employee Review for broadbanded positions but not faculty. UND is not using HE Employee Review but would consider using it knowing it can be decentralized.

10. Background Checks – Laura (Derek)

Issue regarding FBI Background check and CastleBranch

11. Sick Leave – Laura (Derek)

HR Policy 7 – Sick leave. Can “in-laws” be added to the list of eligible family members?

During discussion the following statement was found in ND Century Code 54-52.4-03:

“Use of other available leave for care of parent, spouse, or child.”

The group will respond by saying they cannot support any additions at this time due to the current policy in ND Century Code.

12. Benefits – Laura (Derek)

Married employees working for the state are exempt from dual coverage. Campuses need to clarify during the hiring process that employees working for the state are exempt from dual coverage if spouse becomes a benefited employee of the NDUS.

13. Policy 8-Worker’s Comp. – Pat/Wes

Discussion of: NDUS Human Resource Policy 8.8 - Worker’s Compensation. If an employee is not able to return to work at the institution within two years of being placed on leave without pay, their employment with the institution shall be terminated.

With regards to HR Policy 8.8, Joy stated UND does not wait two years before filling a position. They look at the prognosis for the current employee and if it looks like they will not be returning to work within two years, the position is filled. Further discussion revealed that this type of issue is not common and at some campuses has not occurred.