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

Old Business


   Jerry Rostad reported that the training component has been loaded into Moodle and the Annual Notice of Policies and Fraud training is there. ALT is working with the CND HR staff to get an employee extract out of HRMS that can be loaded into Moodle. Campuses should be able to get different reports out of Moodle including a detailed report or a summary of the training information. It should be ready by end of February. Joy said that each campus has different policies that they include in their annual notice of policies and asked if that can be accommodated in Moodle. Derek suggested that HRC should help determine common policies that should be included in one annual notice of policies. Joy suggested starting with the policies that are required through Board policy. Joy asked if the two types of training, Fraud and the Annual Notice of Policies, could be combined in Moodle. Jerry said no but they could make it clear that those are the two training programs employees are required to take. Colette asked if the training will be located at a NDUS site. Jerry said yes the auditors want it at one site.


   The topic was tabled at the last HRC meeting in order to allow the new HR compliance officer, Kirsten Franzen, from the System Office to get familiar with NDUS policies and procedures. Kirsten asked why there was a need to have policies regarding professionalism and co-worker relationships. Colette said this was included to avoid a respectful workplace/anti-bullying policy. Joy added that a written policy is something that can be leveraged by the team that investigates a harassment claim. Laura said there is already Board policy regarding a respectful workplace and wants to make sure there is nothing in HR policy that is conflicting. Colette volunteered to serve as a contact person for Kirsten. Colette said that she would like to see some sort of training program for managers. Kirsten said she would welcome that opportunity. Joy reminded everyone that it is not just managers who should receive training but faculty managers as well who operate within a different set of standards. Cyndi said she would still be the one in the Board Office to consult on legal issues and Kirsten is responsible for compliance. Kirsten’s initial impression is that NDUS has a lot of policies and would like to see a better use of procedures to allow flexibility for a given situation. She also said it has been difficult to search effectively for a particular policy. Derek suggested more research is needed before any consolidation of the 600 and 700 sections of SBHE policies are considered.

3. System-wide RFP for Flex – Pat Hanson (chairperson), Derek Hughes and Becky Lang.
Pat reported that it will be possible for campuses to participate with the NDPERS RFP and contract with ADP as the FSA provider. The NDUS does not need to do its own RFP process. The cost is $2.85/per person/per month and it does not matter if participants have medical, dependent care or both. Kathy Allen from NDPERS reported that the experience with ADP has been excellent. A January 1, 2014 go-live is feasible. Pat requested FSA enrollment data for 2013. Karin stated that CND has a query written for that and will forward the data to Pat. Derek asked about forfeited funds and who keeps the money. Pat said she will try to find out the answer. ADP wants a deposit and then sends a weekly billing to keep the account funded. Campuses with different contacts (WageWorks, Discovery Benefits) will see if they can opt out. There is general interest from most campuses to pursue ADP and not do a separate RFP. The question was asked if it is an option to not join now but join later. Pat said NDPERS has a six year contract with ADP and it is renewed every two years. The rate might be influenced by the two year renewal. Pat added that enrollment is on-line through the NDPERS portal.

4. System-wide RFP for Background checks – Derek Hughes and Jill Spacek

Derek asked if Higher Ed should participate with the State using the WSCA cooperative contract (lead by the State of Utah). Pat said it was her understanding that most of the state agencies use BCI. Colette asked if campuses could try a few different companies using a few trial background checks. Derek asked if Higher Ed could pursue a bid through the procurement bid. He asked for a volunteer to research the five companies and make a recommendation. The five vendors are:

- Accurate Background
- American Databank
- Sterling Infosystems
- General Information Services (GIS)
- LexisNexis

Colette Erickson and Wes Matthews volunteered.

Colette asked what other campuses do when the candidate is international and has not been issued a social security number yet. Typically these are candidates for faculty positions. She said a background check is redundant with no social security number because nothing can be found. Cyndi volunteered to try to find an agency that could assist.

5. Appraisal and applicant tracking tools – AppliTrack – Ann Hiedeman

Derek reported that Pat, Ann and he viewed a demonstration of the AppliTrack recruiting system. NDSCS, UND and VCSU are planning to try the system. The cost is $680/year. There is no license or contract fee. Pat admitted that AppliTrack seems “clunkier” than PeopleAdmin but seems to be a cost effective solution, especially for the smaller campuses. The system can be launched as a consortium or single campus. There are two types of consortiums, one for sharing applicants and position openings across campuses and the other to share only positions openings. The decision needs to be made up front because it’s difficult to switch. It was decided to forego the consortium in order to expedite the implementation. Questions were asked concerning Veteran’s Preference, open records and records retention. The group also wants to make sure the data is not sold. Pat will research these items and report back.

6. Employees drinking on campus – Colette Erickson

Joy reported that she looked through past HR minutes and found that the advice was mandatory drug testing is not allowed. EAP advised the same thing, drug testing or counseling cannot be mandatory. There are issues with medical privacy.
New Business

1. Smoking Policies – Cynthia Wagner Goulet and Derek Hughes

Cyndi said significant policy changes were passed and December 6, 2012 was the deadline for communicating to prospective employees at the time of applying for employment that smoking is prohibited. Derek asked if any NDUS policies need to be amended due to the change in Century Code. Cyndi stated that it only needs to be on the application of employment. Pat said that UND is already a tobacco free campus and asked if they still have to put up new signs. Wes said the requirement says a sign in needed but does not specify any wording that needs to be included.

2. In-Plan Roth Conversions – Laura Glatt

The following information was provided by TIAA-CREF prior to the meeting:

**In-plan Roth conversions:** In one of the unexpected additions of the new law, a plan may permit all participants to convert their existing pre-tax account balances in 401(k), 403(b) and 457(b) retirement plans to an after-tax Roth account. Until now, such conversions required a "triggering event" (i.e., separation from service, retirement or reaching age 59½). The new law has removed that requirement. This rule took effect January 1, and while many would argue it is an enhancement to current retirement policy, it was primarily enacted to help generate additional federal revenue since such conversions will be a taxable event. This revenue is intended to help pay for the two-month delay in automatic spending cuts (the "sequester") that’s also part of the new law.

Note that as a plan sponsor, employers are not required to adopt this new provision and still have the discretion about whether to make this part of the plan. If employers do decide to offer their employees this option, it will require a plan amendment. If employers already have a Roth provision in their plan, they should expect some pressure to adopt this relaxed rule allowing transfers without a triggering event. If employers don’t have a Roth option in their plan, there may get pressure to add it. The Treasury Department and the IRS are expected to issue technical guidance about these Roth conversions. This new provision will require some operational changes within TIAA-CREF, which we are currently evaluating. We’ll keep you abreast of further developments.

Laura said that the conversion option is not widely suggested but asked if it was something the NDUS wanted to find out more information about. The consensus was yes. Laura also provided information about a change in the NDUS’s status with TIAA-CREF to the highest class offered. She said this status change will result in an annual rebate which she believes could be fairly substantial. She will be talking with the Chancellor about what the rebate dollars can be used for and will report back to HRC. Additionally, Laura said that the next HRC meeting will likely include a visit by TIAA-CREF representatives. Items to discuss with them will include investment options, education options for retirement, annual plan review on participation for voluntary plans, and the in-plan Roth conversion. She said outside legal counsel is redrafting our contract with TIAA-CREF and is planning on a smaller, more user-friendly plan document for the 401a and 403b provisions.

3. Performance Development-NDUS HR Policy 17 – Wes Matthews and Derek Hughes

Wes provided some background on the screen in PeopleSoft called HE Employee Review. It is currently being utilizing by some campuses to varying degrees but not by other campuses. With the implementation of the web-based budgeting system for the NDUS, campuses will have the ability to leverage the data in HE Employee Review to automate the general increase process for the annual budget. Derek asked if campuses are interested in building a performance and competency model. Most responded with interest. Derek mentioned a software called “20 Dollar Eval” which comes with a free trial. Colette asked Karin if it would be possible to see a demo of PeopleSoft’s ePerformance functionality
and Karin said she’d look into it. A subcommittee was formed including Colette Erickson, Kara Bowen, Ann Hiedeman, Jane Grinde, Joy Johnson and Derek Hughes.

4. Broadband Classification System – Wes Matthews and Kirsten Franzen

Wes reviewed the history of the Broadband Classification System. He stated that the current classification system was created to coincide with IPEDS but IPEDS has now switched to SOC codes. CUPA now has a basis in SOC codes and Job Service ND has always used SOC codes. Wes was wondering if a change was in order. Joy stated that she didn’t think a change to the Broadband system is necessary because the classifications are used in many other areas, including PeopleSoft, and not just IPEDS.

5. Transgender-EEO Policy Language Inclusion – Jane Grinde

Jane asked if other campuses are including wording from SBHE Policy 603.2 in their Equal Employment Opportunity (EEO) policy. She stated that policies within Campus Solutions are being updated to include a reference to transgender non-discrimination. Cyndi researched policies at other institutions and found that out of approximately 4,500 degree-granting, Title IV institutions, only about 450 have adopted policies directly related to transgender. Based on this, Cyndi’s opinion is that discrimination based on transgender is adequately covered under current non-discrimination policies.

6. Salary Review Sources-Roundtable – Ann Hiedeman

Ann asked what sources campuses use for salary reviews. Responses included:

- CUPA - which includes data for a 12 state region including North Dakota
- Job Service of ND
- Fargo-Moorhead Human Resources Association
- Higher Ed Information Technology survey
- IPEDS

Also, Joy mentioned that they received Board approval for the survey’s they use.

The meeting adjourned at 5:00 p.m. The next meeting is at NDSU on May 21st and 22nd.