In attendance:
BSC – Rita Lindgren, Carla Sivesind (NDUS Staff Senate representative)
DCB – Kara Bowen
LRSC – Becky Lang, Joann Kitchens
MaSU – Karen Amundson
MiSU – Wes Matthews
NDSCS – Ann Hiedeman
NDUS – Colette Erickson, Matthew Hammer, Tricia Johnson, Jill Spacek, Brittnee Steckler
NDUS – Kirsten Franzen, Kirsten Franzen, Laura Glatt, Karin Stinar
SITS – Jane Grinde, Karin Stinar, Teri Thorsen
UND - Pat Hanson, Joy Johnson
VCSU -
WSC - Michelle Remus

1. Approval of minutes from February 5 & 6, 2013
Rita Lindgren made a motion to approve the minutes from the February meetings of HRC. The motion was seconded by Ann Hiedeman. The motion was passed.

2. NDUS/SITS and HRC Membership
Wes introduced Jane Grinde as a new employee of SITS and voting member of HRC.

4. NDPERS Self-Service Presentation (Sharon Schiermeister)
Sharon Schiermeister from NDPERS reviewed the NDPERS Member Self Services program. Named PERSLyinc Member Self Service (MSS), a pilot group of various state agencies and NDSU assisted with the first roll out of MSS from April through October, 2012. The system is completely on-line and includes a personal profile for each member, all of the NDPERS plans with a descriptions and the employee’s current enrollment information. Members can perform what-if scenarios for retirement. For new employees, employers set them up through Employer Self Service (ESS), and then the employee receives notification to log into MSS. The employee then completes the enrollment process. Sharon stressed the importance having newly hired employees set up in PERSLyinc on a timely basis to ensure accuracy in the enrollment process. An interface to load demographic information from PeopleSoft to PERSLyinc is in development. There are still a few forms that will remain required to be on paper. There is a benefit enrollment report employers can run to get the enrollment data for new employees. Information can be printed if needed for the employee’s personnel file. Current employees can make changes in benefits through MSS.

The next phase of implementation started in April and will be completed in September. MSS will be rolled out to all state agencies and higher education. Face-to-face training will not be offered due to the size of the implementation. On-line tutorials are available and the system is very intuitive so that it is user-friendly. PERS has a call center available for assistance.
NDSU served as a pilot for the implementation of MSS. They issued an “early emplID” in PeopleSoft so employees can come to the benefits meeting, log in and enroll in NDPERS benefits. NDSU used the employees’ criminal background check because it has the info needed to set up an early emplID. Pat asked if there is a plan to sync demographic data between PS and PERSLync. Sharon said yes, development is underway for that and hopes to have it in place this summer for the state agencies and then higher education will follow. It will also include an interface for Job Data. There is currently an interface from PERSLync back to PeopleSoft for annual open enrollment and another one is in development for benefits enrollment. This interface is being developed with the state first and then it will be modified to work with the Higher Ed system. Sharon stated that it should be implemented within the next 12 months.

Next Sharon spoke about the Employee Assistance Program (EAP). State employers have the option to pick a different EAP provider every two years. This year, there is one new vendor added to the list. The new vendor is Live Well Solutions and offers similar services as the other vendors and at a rate $.04 less per employee. Since campuses do not need to decide if they want to switch vendors until mid-June, it cannot be set up in time for July premiums. If there is a campus interested in changing vendors, they need to contact NDPERS to get it set up. NDPERS will need to ask the vendor to delay enrollment to be effective August 1st so that premiums can be adjusted to the correct rate. More information will be released at the NDPERS conference in June. Pat asked if there was a list of services each vendor provides and said vendors are already contacting her campus requesting to set up presentations. Sharon said she will inquire if a list can be created and anticipated such a list be sent to all state and higher education employers. Pat asked if there’s a report showing employees who have not enrolled in PERSLync. Sharon said if the deduction is taken and an employee isn’t enrolled, it will kick out as an error on the monthly reconciliation report.

Old Business

1. NDUS HR Policy 6, 7, & 12 changes regarding overtime
   Wes stated that HRC’s amendments (voted on at the December 3, 2012 HRC meeting) to NDUS on HR policies 6, 7 and 12 regarding overtime have not been reviewed by the Board, mainly due to other priorities such as the legislative session. Laura said Kirsten should be asked for a status update because there was a proposal to rewrite all policies. The following morning, Kristen reported to the group saying with the legislative session now over, herself and Claire Halloway will begin reviewing policies. She will follow up with the Chancellor regarding the policies on overtime as to when the amendments should be forwarded to the Board. Wes reminded the group that the amendments were proposed due to an audit requirement.

2. Criminal History Background Checks – RFP
   Pat said that UND has been looking at the state’s contract of approved vendors providing criminal history background checks. The campuses can use the state’s RFP. UND was able to sign up with Sterling Information Systems. She explained the process is the applicant gets a link to enter information and the report comes back to UND. They plan to try a couple of the
vendors. Cost is $46.66 due to name aliases charged at a higher rate. If a search by alias names is not required the cost is $27 to $28. The vendor guaranteed a 24 to 48 hour turn-around.

Colette asked if our plan was to use one company system-wide. Would they give us a better rate as a system? Pat said we could ask but the rate being offered is the WSCA rate which is a regional rate. Wes asked if it was under the fair credit reporting act which requires a look back period of 7 years. If an international search is needed, this is an extra cost. Wes said maybe the group should discuss pros and cons of being with the same vendor. Rita stated that one vendor might be easier for auditing purposes. Cost is also less being there is no contract or RFP process. Pat said Sterling seemed to be the best choice because of on-line registration and cost. Jill said NDSU has had good luck with Castle Branch and a rep offered to come speak to the group if interested. Pat said they have not had good luck with Castle Branch’s response time. Wes said they feel Castle Branch has worked fine for them. Base cost for Castle Branch is $55. If second name search is needed, that is another $27. Laura asked if a side-by-side comparison could be done with Castle Branch and Sterling Info systems. There are about 4 campuses using Castle Branch on a regular basis. Wes stated that no background company can be 100%.

Pat asked if other campuses do subsequent checks on coaches who coach only summer camps. Athletics is asking why another background check is needed. NDSU says they would do the background check again because something could happen between dates of employment. The background check is only as good as the day it was done. Rita remembered that the group agreed previously that a check should be done again upon reemployment.

Wes asked the group what direction they want to take. Rita said it makes sense to go with a company from the WSCA contract. The other option is let each campus do what they want to do. Colette said she’d like to see a report before making a decision. Wes and Pat will do comparison and give a report to the group.

3. **Code of Conduct and Annual Policy Notification (Johnson)**

Joy reported that UND was able to use Moodle for the annual policy review. She said their process was much improved. Laura said that Bill Eggert sent a notice about Internal Control training. She expressed concern about separate timing with annual policy training. She will follow up with Bill on it. Joy showed their setup of the training. She hopes to continue to work with SITS User Services to add more required training. Jane asked if another link could be added to each campus’s annual notice of policies and then click a box verifying the employee has received and read the policies. Joy said that Moodle works nicely because reports can be run showing who has taken the training and who has not so that second notices can be sent. Laura asked for someone from HRC to ask the new auditor (when one is hired) to have the Internal Control training done at the same time as the Annual Policy training. She suggested that Joy seemed to be the obvious person to take this task. Rita said that they used Moodle for harassment training and said it worked very well.
If campus are interested, they can contact NDUS User Services through SITS. Jerry Rostad is the director, Patti Heisler is assistant director.

4. Applicant Tracking Tools – Applitrak (Hanson)
Pat stated that she completed a 1901.3 request. She said that the price is being questioned along with up-front costs, contracts, etc. She was also questioned about FTE’s that were reported. It was discovered that Minot did not include Dakota College in their FTE count. Working with Cory Quirk, he said there might be an issue with Active Directory working with internal and external applicants. She is hoping to have the 1901.3 request approved prior to the June 1 price increase. There are 7 campuses included in the consortium: BSC, DSU, LRS, Minot, NDSCS, UND and VCSU. Colette stated that they do not use Active Directory with PeopleAdmin, internal applicants apply just like external. Joann reminded Pat that LRSC only expressed interest but has not made a commitment. MiSU is interested as long as price stays reasonable. Lake Region’s cost is $273/per year. The application is an open record. The server is located in Chicago IL. There is not currently a plan to integrate AppliTrack to PeopleSoft. Ann said she has used AppliTrack previously and highly recommends it. It was simple to use and easy to look back at the history of applicants. It put responsibility on applicant to finish the process completely and it was a time saver. Pat said she tried it by starting to fill out an application and was impressed by the reminder emails to complete the process. Pat said she’ll send out another email to verify what campuses plan to participate and set up a vendor.

5. FlexComp Vendor (Hanson)
Pat reported that she has been working with Derek and Becky. Wage Works will start charging for services after a 3 year grandfathering period. Campuses need to notify AFLAC by this fall of intent to continue using as them as a vendor or not. If an RFP is needed to continue with AFLAC, it may be an issue if some campuses don’t want to be included in the RFP.

ADP – can use the state’s RFP. NDUS campuses can opt in for $2.85/month per employee. ADP is not part of PERSLync. There is a $500 set up fee and a separate agreement per institution. Laura said it would be helpful is NDUS could go with one vendor. It would make for a smoother transition and if we change, it needs to be a long term commitment.

Wes proposed go back to the campus and get consensus and report back on it during a conference call in June. Wes will set up the conference call. Campus Presidents and the cabinet need to approve the change. Each institution expressed a need to opt for a different vendor, based on their past experience and relationship with that vendor. Teri asked about those who are with Discovery Benefits and suggested the group weigh the pros and cons for system-wide vendor versus allowing each campus to choose.

New Business

1. Employee Tuition Waiver – Points of Contact (Erickson)
Colette asked if an employee needs to request a tuition waiver at another campus, who would be the contact person at each campus? Should the form used be from the campus waiving the
tuition or the form come from the campus where the employee is employed so they can verify the employee is eligible for the waiver? UND is working on workflow for their waivers (thru ImageNow). Emails of current campus contact person/address info are to be sent to Colette. Colette will compile the list and share it with the group. Colette asked if it should be called a tuition ‘waiver’ rather than ‘discount’. Laura said waiver is the correct term. Becky asked how the waivers should be filed, in the personnel file or separate. The response was separate.

2. Salary Administration Guidance (Glatt)
Laura stated that the Board approved guidelines for salary administration are not very different from past guidelines. The guideline calls for a minimum campus-wide average of 4%, calculated on permanent employees only. Standard types of increases are in effect. Probationary employees are not eligible for the standard July 1 increase but can be eligible for part or all of the increase upon successful completion of probation, at the discretion of the employing institution.

3. Definition of Temporary Employee—HB1059
The definition of a 30 hour week to comply with the Affordable Care Act regulations has not been approved by the federal government. When the regulations are finalized and released, the topic will be discussed further. Laura said there is a $2 million allocation in the bill for the Affordable Care Act. Money will be allocated by OMB. Teri reported that there will be a look-back period of 6-12 months to determine eligibility.

4. Electronic Signatures /Current use at campuses (Ebeltoft)
Gail asked if campuses are accepting electronic signatures for recruiting. Some campuses said that they are accepting electronic signatures from applicants.


5. Emergency Notification System Policy SBHE 1902.5 (Ebeltoft)
Gail asked if each campus wrote their own policy to comply with SBHE policy 1902.5. Laura clarified that it is a list of emergency contacts. Wes said that their policy just refers to the Board policy and other campuses agreed.

6. Defined Contribution Plan/TIAA-CREF/401A – Minimum age for earliest withdrawal. (Hanson)
Pat stated that in the NDUS plan, if a person has less than $10,000 in accumulations, they can withdraw the funds. If accumulations are over this amount and if a person retires after age 55, they can withdraw funds. However if someone wants to retire before age 55, they must wait until age 59 ½ to withdraw funds. Pat asked if there are extenuating circumstances that should qualify for an earlier withdraw? The current plan document does not allow for it. Is there a possibility to include it when re-writing the plan documents? TIAA-CREF advised the need to start with what are the goals and the objectives of NDUS’s retirement plans. Restrictions are
established to prevent misuse of funds. There are also legal restrictions that cannot be violated. The plans were established for retirement and the NDUS contributes the largest share of the funds. Since there are multiple definitions of ‘hardship’, careful consideration is necessary for any change to the plan. There could be a possibility to look at hardship definitions to withdraw the employee’s share of the funds but not employer’s share.

7. TIAA-CREF Presentation (9:00, May 22)
Paul Hovelsrud will continue work with individual campuses. Julie Kalvelage has been brought in to assist as a Relationship Manager. There are plans to hire a wealth manager in the Fargo area to cover the state of North Dakota. Brittnee asked what the threshold is for consulting with a wealth manager. Paul said it was approximately $350,000. Toni asked if the investment choices seem overwhelming and the response was yes. However, the Lifecycle choice is considered a good choice for many employees. Paul spoke about the change in Share Class from Premier to Institutional which is at a lower cost. TIAA-CREF is updating their web user site. Most things are only one click away and it is very intuitive. Paula Smith is a communication consultant.

Communication from TIAA-CREF will be distributed around the time of the July 1 pay increases. Laura reminded everyone that the contribution rates are going up 1%/1% again on January 1, 2014 and it would be good to reminded employees of this too. Statistics show that assets broken down by gender tend to be higher for males than for females. TIAA has programs to assist with the gap that exists between males and females. The Save More campaign occurs in February and September. Diversification message is sent in May and October. The Financial IQ Challenge is an interactive, on-line game used to educate users on financial topics. Prizes will be awarded! TIAA-CRAF is planning live workshops at each campus in 2013 and 2014 on various retirement topics.

8. Minnesota Gay marriage (Hammer)
Matt said since North Dakota does not recognize gay marriage, there will be some employees living in MN who would not qualify for benefits. Kirsten, with a copy to Claire, will contact Sparb at NDPERS for a formal response and will forward to the list.

9. Data Inconsistencies (Thorsen)
Teri has been tasked to lead the effort to clean up data inconsistencies within PeopleSoft. This effort is to create core standards in order to support policies, procedures and systems in a more efficient way.

10. Organizational Needs

Review of Membership
2 year at-large rep: NDSCS will appoint a new rep.
4 year at-large rep: Karen Amundson at MaSU has one more year to serve.
NDUS Staff Senate rep: Carla Sivesind from BSC is on her first year of a two year appointment.
Election of New Chair
Pat Hanson nominated Wes Matthews. It was seconded by Gail Ebeltoft. Wes accepted the nomination and was unanimously voted as the next chairperson of HRC.

11. There will be a conference call set up for June to discuss the flex comp vendor.

12. The location of the September meeting has yet to be determined.