Attended

BSC Rita Lindgren, Carla Sivesind (NDUS Staff Senate rep)
DCB Kara Bowen
DSU Gail Ebeltoft
LRSC Sandi Lillehaugen, Becky Lang
MaSU Noah Fischer, Karen Amundson
MiSU Wes Matthews
NDSCS Ann Hiedeman
NDUS Colette Erickson, Jill Spacek, Tricia Johnson
NDUS Laura Glatt
NDUS-CTS Jane Grinde, Karen Stinar, Teri Thorsen
UND Pat Hanson, Joy Johnson
VCSU Jennifer Larson
WSC Michelle Remus

Unable to Attend – None

Introductions & Approval of Minutes

Ann Hiedeman moved and Gail Ebeltoft seconded to approve the March 11-12, 2014 minutes. Motion carried.

Old Business

Long-term disability insurance contract update (Hanson)

RFPs from six companies responded. It was awarded to The Standard insurance company. Dawson Insurance out of Fargo will be the broker. The price is the same as last year. The contract is for three years with renewal options. Stacy Winters, Purchasing Director at NDSU, coordinated the project and was wonderful to work with.

Update on edit to NDUS HR policy 4, Probationary Period (Matthews)

The SBHE has approved the revised NDUS HR 4. Probationary Period Policy.

Affordable Care Act as applied to Graduate Assistants and Part-time Adjunct Faculty (Heideman & Erickson)

The State has determined we are one employer. This brings some complexities. There will be a meeting on July 10 in Bismarck. Colette encouraged those who can come to the meeting to attend.
For PT employees working for an NDUS campus and for another NDUS institution and/or for a state agency, the total hours worked between the NDUS institutions/state agencies during the 12 month look-back period is an average of 30 or more hours per week--the employee is eligible if this criteria is met. There was discussion on how will we know who works for which NDUS institution and state agencies, etc. This would include graduate assistants, adjuncts, PTT employees, seasonal and students not on work study.

For adjunct faculty hours would be calculated as follows:  2.25 hours per week = 1 credit hour x 3 (assuming 3 credit hour course) for one week = 6.75 total hours per week (representing a combination of teaching or classroom time and time performing related tasks such as class preparation and grading of examinations or papers) per week for each hour of teaching or classroom time

Colette will send the HRC additional Affordable Care Act information. Teri will coordinate pulling/running data for PT NDUS employees for the campuses to review.

After campuses review the data pulled, someone from the HRC will contact Sparb Collins, NDPERS, to discuss the NDUS being part of the State for ACA purposes.

**Title IX Compliance (Matthews)**

Wes will contact Becky Lambole, NDUS, to contact the NDUS Title IX coordinators to review policy, procedures, training, etc. A number of the Title IX coordinators are in addition to Student Affairs staff some are HR staff. There are seven HRC members involved in Title IX coordination.

Title IX training in Phoenix in September (Ann McGray, Wes, Sandi Lillehaugen will be attending.

**NDUS HR Policy 23, Resignations (Johnson)**

Joy proposed adding new information to the Resignations NDUS HR Policy 23.2:

23.2 Job abandonment is considered a resignation. Job abandonment occurs when an employee has not contacted the institution and has not reported to their scheduled work shift for three consecutive days without approval. The institution shall notify the employee, in writing by certified mail, that the employee's failure to report to work or to contact the employer constitutes job abandonment and is effective the last day worked. Written notice shall include notice of the right to appeal and a copy of the NDUS Appeal Procedures 27.

It was moved by Rita Lindgren and seconded by Sandy Lillehaugen to approve the proposed change to the Resignations 23. NDUS HR Policy. Motion carried.

**Sick leave for maternity purposes (Lillehaugen)**

There was discussion of sick leave for maternity purposes. Most of the institutions use the doctor’s certification for the amount of sick leave to be used.
Return to Work Programs (Larson)

Jennifer L. shared the policy VCSU put together for their return to work program. She also sent the HRC the links to the Risk Management website for the requirements for the discount program.

Continued discussion regarding the relationship between overtime and paid leave (Matthews)

Tabled until our next meeting.

New Business

NDUS HR Policy 8. Worker’s Compensation (Matthews)

It was the consensus to review Policy 8. (8.6. and 8.8 ) and FMLA and ADA for clarification and/or possible revision. Gail E. and Colette E. volunteered to work on the review of the Policy.

Bio-Demo Sync Project Update (Thorsen)

Teri shared the history of the Bio-Demo Sync Project (ability for employees to change/update their information in one place) and the data would be updated in both HRMS and Student Administration. Before it can be synced we need to clean up data. Data has been run for clean-up for each campus. If the data does not agree, those data/reports need to be cleaned up. Basic person and POI sync will be reviewed (empl ID, birthdate, birth country, national ID, national ID type, name, address, email address, phone). Also, the FERPA flag showing on both systems. Waive data protection flag also will show up on both sides. They are still in the phase of discovery. Clean-up of data with the same effective data and turning on the sync are the two phases. Until the set-up is complete, they won’t know how long this will take. So, the timeline has not been determined yet.

Taxation of Healthy Blue rewards (Erickson)

It was the consensus the taxation question of Healthy Blue Rewards should go to NDPERS. Colette will contact NDPERS.

Job Applications/Criminal History Questions (Lindgren)

There was discussion regarding what each institution’s practice is for convictions of a crime disclosure prior to employment and the criminal history background check.

TIAA-CREF (June 12; 0930-1100)

TIAA-CREF representatives distributed and discussed two reports (NDUS Plan Review and NDUS 2013 communication, Education & Advice Core Campaign Results). There was discussion about what kind of communication is occurring with the other retirement plan (NDPERS). Laura will mention to Sparb Collins that more education to employees in the NDPERS plan is recommended.
**Employee Tuition Waiver (Glatt)**

The NDUS Cabinet discussed a proposed revision to the tuition waiver policy to expand the limits relating to online course waiver: the policy would continue to include three academic courses on campus 100%, for waiver of online courses the employing institution would either waive or pay 50% of the tuition for the online course, work release time would continue as the policy states, courses are not part of continuing education and the waiver does not apply to those as currently stated in the policy. Proposed revision to SBHE Policy 820, Tuition Waivers is attached.

The NDUS Cabinet will share the revised policy with the State Staff Senate.

**Employee Behavior Intervention Teams (Erickson)**

NDSU has a student intervention team. Colette has been asked, “what would you do for an employee.” They have thought about doing an intervention team for faculty and staff. There is a CUPA collaborating on campus risk and violence intervention training. There challenge is--where do we get started. Bill Burns, Counseling Center, put together their Behavior Intervention Team (BIT) information for students. Collette distributed their Faculty and Staff Guide to Helping Disruptive and Troubled Students brochure.

**Sick Leave and Wellness Activities (Hanson)**

Discussion of NDUS State Staff Senate is asking for a certain number of hours they can use per year to participate in wellness activities. For example, 80 or 40 hours to use per year additional time off or the employee would use sick leave (i.e., sessions on nutrition, wellness, etc.).

There was discussion. Some concerns relate to using SL, it was the consensus that we would be expanding the definition of sick leave, etc.

**Annual/Sick Leave Payouts related to Federal Grants/Contracts – Effective 12/26/14 (Hanson)**

NDUS State Staff Senate proposal CTS asking if employees could purchase additional time off through deduction. Put in a bank and put a cap on it. They would be buying time off with pay. Essentially, buying additional vacation time ahead of time.

Concerns—administrative time/cost, leave without pay is a current policy—each institution administers a bit differently, how restrictive are the rules for leave without pay, who approves, etc. Campuses should review their own restrictions, that may resolve it.

Effective the end of December 2014, leave pay outs for employees being paid from Federal grants/contracts can no longer be charged to federal grants or contracts. The dollars/cost needs to come out of indirect costs or an accrual fund rather than charging the leave payout directly to a contract/grant. There was discussion on what are other institutions doing and how are they planning to handle this going forward. Will keep on the agenda and members can discuss with their grants accountants. Change is referenced in Code of Federal Regulations 200.431.
At-Large HRC members

Current HRC representatives from NDUS institutions whose terms will end: Karen Amundson (MiSU), Becky Lang (LRSC) and Jill Spacek (NDSU)—two year term. For terms that are up, we need new representatives from rotating institution: UND-research institution, MiSU-bachelorette institution, WSC community college. Carla Sivesind (BSC) is the NDUS Staff Senate representative. Members will identify the at-large member and invite them to our September meeting.

Other Business

Joy—Comp time – Can departments mandate comp time over receiving overtime pay. You can if it is agreed to by the employee ahead of time before the overtime is worked. You cannot mandate it be comp time. You can mandate overtime if the employee is being paid overtime. DOL contact for more information is Kathy Kulsea.

Joy-Assistant Coaches – submit descriptions for them and she doesn’t want to approve them for being exempt from overtime when they may not be. Under FLSA, coaches and assistant coaches don’t really qualify under the teacher exemption from overtime. Assistant Coach work is very similar to coach duties (watching film, formulating plays, etc.). After discussion, Joy felt comfortable. FLSA regulation 207(0)(2).

Next HRC Meeting – Bismarck – If time allows, Wes will see if Tag A from Risk Management come to Bismarck HRC meeting to discuss our liabilities, Kathy from DOL come an discuss the assistant coach exempt/nonexempt issue and Sparb (NDPERS) come and discuss the legislation information for NDPERS.

Gail and Pat moved to adjourn. Adjourned at 11:13 am.

Future Meetings

Bismarck State College – September 10 & 11