NDUS Human Resource Council (HRC) Minutes
September 10, 2014
Bismarck State College – Career Academy
Bismarck, ND

Attended

BSC     Carla Sivesind (NDUS Staff Senate Rep)
DCB     Steve Borkowski (phone), Vonda Berg
DSU     Gail Ebeltoft
LRSC    Sandi Lillehaugen, Becky Lang (phone)
MaSU    Noah Fischer, Karen Amundson
MiSU    Wes Matthews, Jessica Smestad (phone)
NDSCS   Ann Hiedeman
NDSU    Colette Erickson, Jill Spacek, Tricia Johnson, Brittnee Steckler
NDUS    Cynthia Wagner Goulet
NDUS-CTS Jane Grinde (phone), Karin Stinar, Teri Thorsen
UND     Pat Hanson, Joy Johnson
VCSU    Jennifer Larson
WSC     Michelle Remus, Jame Rehak

Unable to Attend – Rita Lindgren (BSC), Donna Smith (UND)

Guests – Jim Nyhof (Long-Term Disability Insurance)

Wednesday, September 10, 2014 – 1:00 pm to 3:30 pm – HRC Meeting

Call to Order

Introductions

New “at-large” members:

       UND   Donna Smith
       MaSU  Jessica Smestad
       WSC   Jame Rehak

Approval of Minutes

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

Old Business

1. Long-Term Disability Insurance – Dawson Insurance, Jim Nyhof visiting.
What he can help us with? Employee Questions, Applications, Processes, Online Options and Review of Services. Would like to give presentations on a regular basis.
2. **(Update) NDUS HR Policy 23, Resignations (Matthews)**
Passed last meeting (will be on next Cabinet meeting agenda):

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.

3. **(Update) NDUS HR Policy 8, Workers Compensation (Ebeltoft)**
Review for 8.6 and 8.8. Discussion of different situations.

NDSU had clarified this policy for their own use.

In 8.6 (additions in italics): If it is unlikely that the employee will return to work in a reasonable amount of time (within 90 days of being placed on leave without pay), the position the employee holds shall be filled through regular procedures. When the employee, upon medical approval, is able to return to work, within two years of being placed on leave without pay, the employee is entitled to be placed in the same classification, if qualified, when a position becomes available.

In 8.8: at the end we've added: *For Workforce Safety purposes, North Dakota Public Employees Retirement System (NDPERS) maintains employee records for two years. If the employee is not able to return to work in any capacity after two years, he/she forfeits his/her rights to be considered for placement into position at NDSU except to participate in regular recruitment procedures.*

There were no recommendations. Any ideas or comments send to Gail or Collette.

4. **(Update) Employee Tuition Waiver**
What are other colleges doing, is there a process. BSC and LRSC discussed their current procedures.

5. **SBHE Policy 514, Employee Behavioral Intervention Teams (Matthews)**
Effective: July 9, 2014

1. Institutions shall have an active Behavioral Intervention Team (BIT).

   a. A BIT for the purpose of this procedure, is defined as a multi-disciplinary group whose purpose is meeting regularly to support its target audience (i.e. students, employees, faculty, and staff) via an established protocol. A BIT is designed to be engaged in the early intervention and support that prevents a behavioral concern from rising to the level of a threat or crisis.

**History:**
New procedure, Chancellor's Cabinet, July 9, 2014

Discussion: Student Affairs policy. Campuses may have one team rather than two (one for students and
one for employees). There is training next week (more for students) in Bismarck. CUPA is also having a
session. Clarification from Cynthia Wagner Goulet, this is a NDUS procedure not a policy. May need
more clarification or moved to employee policies.

New Business

1. NDUS HR Policy 6.4, Annual Leave (Johnson)

6.4 Presidents, executive deans, provosts, vice presidents, positions excluded from the
broadbanding system, and other positions approved by the president or chancellor at the time
of hire are entitled to accrue a minimum of twelve working days and a maximum of twenty-
four working days of annual leave each year to be taken at the convenience of the
administration. Accrual rates for these employees are determined by the institution president
or chancellor.

Discussion on other campus processes.

2. NDUS HR Policy 20, Other Paid Leave (Funeral Leave) (Grinde)

20.1 Funeral Leave - An approved absence from work, with pay, of up to twenty-four working
hours, may be provided to an employee to attend or make arrangements for a funeral, as a
result of a death in the employee's family, or in the family of an employee's spouse.

20.1.1 Family means husband, wife, son, daughter, father, mother, stepparents, brother,
sister, grandparents, grandchildren, stepchildren, foster parents, foster children, brother-in-
law, sister-in-law, daughter-in-law, and son-in-law.

20.1.2 Funeral leave for employees working less than forty hours per week will be prorated.

20.1.3 Funeral leave may only be used in place of regularly scheduled work hours and shall
not cause overtime

Discussion: Who can attend (niece, nephew)? Clarification was given that the definition of family is
described as per ND century code. Additional (extended) family members would not be applicable.

3. Integrating Diversity into Performance Reviews/Interviews (Grinde)
Request from Becky Lamboley to add diversity questions to performance reviews and interviews:

In working on some items to increase our integration of diversity throughout NDUS, I was
reminded that performance reviews and interviews are two place that diversity
questions/assessment can easily be included.

I am wondering if you would consider adding a diversity element to our performance reviews in
the future, and (if not already used) a question or two during interview processes? I have
included a few examples below.

Performance reviews:
Addresses any issues of intolerance and stereotypes that arise in the workplace, regardless of
personal biases and beliefs. Respect differences and the needs of others. Has earned the respect
of guests, peers, and staff while demonstrating respect for them and their decisions.
Utilizes appropriate methods of interacting sensitively, effectively, and professionally with persons from diverse backgrounds, viewpoints, and beliefs. Exhibits an open, non-judgmental, caring attitude. Tailors their approach to meet the diverse needs of individuals or groups.

Interviews:
Describe your approach to maintaining an open, non-judgmental, and caring attitude when working with persons of diverse backgrounds, viewpoints, and beliefs.

Please describe how you would work to create an environment that is welcoming, inclusive, and increasingly diverse.

Discussion, consider for next meeting. HRC members were encouraged to take this topic back to their campuses for further discussion. Grinde will report this response back to Becky Lamboley.

4. Guidelines for volunteer workers (Matthews)
Discussion: Many campuses have use forms for documentation. BSC has a policy, sent to listserv.

5. Termination Policies/Procedures (Hanson)
Tabled until next meeting.

6. Use of employee ID numbers on position descriptions (Erickson)
Discussion: 1912.3 Procedure on employee information, is it Personal information or Employee information? Does the Empl # need to be on that form?

7. Children in the Workplace (Berg)
Discussion: NDSU, DSU, and OMB’s policies were distributed. BSC follows the State policy. WSU does not have a policy, but their president is supporting children at work at this time. May need to have offices inspected and do we need insurance (Risk Management)? State policies and forms.

Future Meeting Schedule

December 3 Phone Conference (8:00 am - ??)
March 3 & 4 Dickinson State University
May 20 & 21 North Dakota State University