NDUS Human Resource Council (HRC) Minutes
December 3, (8:30 – Noon), 2014
Conference Call

Attended

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

Unable to Attend  – Rita Lindgren (BSC)

Call to Order

Roll Call

Approval of Minutes
Pat Hanson moved and Gayle Ebeltoft seconded to approve the September 10, 2014 minutes. Motion carried.

Old Business

1. (Update) NDUS HR Policy 23.2, regarding job abandonment (Matthews)
   Policy approved by SBHE

2. (Update) Employee Tuition Waiver (Matthews)
   How is it being administrated, HR or Business Office? Is there a new process or form(s)? Has Admin Affairs finalized a new process? Is there limit to how many credits an employee can submit for reimbursement? Processes are different for each campus. Email Wes Matthews who is the contact person at each college, where should the tuition waivers be sent.

3. (Update) SBHE Policy 514, Employee Behavioral Intervention Teams (Matthews)
   Should the same team take care of both student and employee situations? HR is participating with student situations on some campuses.
4. (Update) NDUS HR Policy 8, Workers Compensation (Ebeltoft)
   When reviewing 8.8, you need to also refer to 8.6.
   Suggested revision for 8.8: 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.
   Cynthia Wagner Goulet will review and prepare suggestions.

5. Integrating diversity topics into annual performance evaluations and interview process. (Grinde)
   Request from Becky Lamboley to add diversity questions to performance reviews and interviews. At this time the HRC will not be making global changes to performance reviews and interview questions, but rather leave the determination up to each campus.

New Business

1. President/Chancellor Supplemental Retirement Plan (Glatt)
   Issues that have surfaced recently; vesting (5 year anniversary) and contribution rates increasing with years of service (currently campuses responsibility). Tiaa Cref has proposed two options; no changes could be made without plan administrators (system office) approval and secondly leaving the responsibility with the campuses to make sure the changes are being made (not sure there is automation in Peoplesoft at this time?).

2. Criminal History Background Checks, SBHE Policy 602.3 (Glatt) see attached memo
   Suggestion on how to address a letter from Academic Affairs concerning background checks. Committee to research campus procedures (Gayle, Wes, and Sandy). System office will be asking for our policy on completing background checks (who, etc?).

3. Using leave in combination with termination, “vacation out”. (Hiedeman)
   Reference policy Termination procedure 26.1 and VCSU also emailed their policy. What are the other campuses practice? A number of campus follow the procedure have the terminating employee work their last day.

4. Early Retirement Incentives (Hiedeman)
   NDPERS has changed their policy for coverage up to two years to only 18 months due to ACA changes (Personal Update, 9-2014). Are they necessary, several campuses moving away from the agreements? Send to Ann Hiedeman your campus procedures.

5. Nepotism, SBHE Policy 603.3 and NDUS HR Policy 13 (Erickson)
   Moved to March agenda.

6. Institutional Pay Policies (Johnson)
   NDUS Pay Policy #5 needs to be updated to mirror the budget process. Committee to draft more appropriate wording (Joy, Wes, Melissa (NDSCS), Rita (?), and include Cathy McDonald from system office).
7. Other Items
   a) NDUS Exit Survey (Stinar)
      Is this something that you would still like available in Peoplesoft Self-Service? Maybe build into the Manager Self-Service termination process, the employee would receive an email on the exit survey? Karin will send out an email asking our feedback on options.
   b) Dependent Sick Leave (Hanson)
      Questions with well-being of the dependent. Always come back to Dependent Sick Leave. Maybe wording needs to be changed from well-being to health?
   c) Governor’s Budget was released today.
   d) ACA Questions
      • Spousal Coverage
      • Final numbers for Laura Glatt

Future Meeting Schedule

March 3 & 4  Dickinson State University
May 20 & 21  North Dakota State University