HRC Meeting Minutes
Conference Call
March 1st 1:00 p.m. – 5:00 p.m.
March 2nd 8:00 a.m. – Noon
Call in #: 701-328-1616 ---409410#

Attended
BSC Paula Kemnitz
DCB absent
DSU absent
LRSC Sandi Lillehaugen, Becky Lang
MaSU Crystal Beggs, Karen Amundson
MiSU Wes Matthews, Jessica Smestad
NDSCS Elaine Weiser
NDSU Tricia Johnson, Noah Fischer, Jill Spacek and Collette Erickson
NDUS Sharon Schwartzbauer
CTS Karin Stinar, Teri Thorsen
UND Joy Johnson, Donna Smith
VCSU absent
WSC Michelle Remus, Jamie Rehak
AG’s Office Noah Brisbin
State Staff Senate Lisa Braun
Guest Dawn Moen

Call to Order
Lillehaugen called the meeting to order at 1:05 p.m.

Roll Call
Grinde took roll call

Approval of December, 2015 Meeting Minutes
ACTION: Motion to Approve December 2015 meeting minutes
Motion Grinde
Second: Matthews
Outcome Approved by consensus

Assurance NM and Data Entry in HR--Dawn Moen, Risk Management

Dawn Moen, Loss Control Analyst from ND OMB asked for clarification regarding data validity and consistency that is pulled from campuses into Assurance NM, formerly NotiFind. The system uses two key factors to determine notification messages: Business Unit (setID) and Job Location. Using the BSC lockdown event as an example there were approximately 15 employees that did not get notified. These employees worked for DSU and located at BSC but the job location was listed as DSU. A remedy would be to change the job location in position management which will roll into job data. Job location can also be overridden in job data. Another solution for this specific scenario would be to create a different position number for pool positions located in a different city. Thorsen noted that changes made to department data in Financials will flow into HR and default the location back to the original. Therefore, periodic review of data is necessary.
The following steps were determined to clean up data for Assurance NM:

- Campuses need to test and identify employees who did not get called
- Campuses need to update location field within position management, then check job data to ensure it came over
- Periodic review of data
- HRMS team will send out query name to assist with review
- Campuses can also communicate with Dawn to clarify her lists/data fields

**Old Business**

**Update: Phased Retirement Policy, Wes Matthews and Pat Hanson**

Progress report
Matthews and Hanson are working on definitions within the policy. A draft is possible by the May meeting.

**Discussion SBHE policy 608.2, NDUS Employees – Non-renewals and Dismissals, Wes Matthews**

Brisbin provided background information as to why policy revisions were necessary. Revisions were related to clarification points to provide a consistent direction to campuses as they approached allotment strategies.

Matthews noted that section 1 of 608.2 does not specifically define which category of employees are eligible. A recommendation was made to revise section 1 to include a more specific definition of employee, as in stated in section 5 and 6. Matthews volunteered to revise the policy with said recommendation to be reviewed by the HRC at the May meeting or via email. Brisbin added that policies should be interpreted as a whole and not just section by section. Matthews noted that the notification timelines for termination without cause was shortened as per date of employment. (last section of 608.2)

- **Discussion or questions regarding revisions to 703.1 and 707:** changes within 703.1 and 707 were minimal and there were no issues raised

Discussion regarding how to facilitate either NDUS 707 Severance/or SBHE 703.1 Early Retirement. They are different policies that apply to different employer/employee situations and should be viewed separately.

**ND Staff Senate Update**

Lisa Braun has been appointed as the ND Staff Senate Representative for the HRC. Welcome Lisa! Braun was newly elected onto ND State Staff Senate a couple of months ago. She is from NDSCS and will have more updates at the next HRC meeting.

**Update on Background Check RFP, Sandi Lillehaugen**

The RFP for a background check vendor has been on hold due to the vacancy of the Special Projects Assistant position. The sub-committee agreed that they should move forward on the RFP process and not wait for the position to be filled. The HRC agreed. Sandi will work with the committee and Tammy Dolan on this process.
**NDSU procedure 602.3.1.e – background checks, define the intent, Pat Hanson**

Below is a proposed revision to 602.3 Procedure Criminal Background Checks from Laura Schratt

a. **New hires: includes**
   
   i. *Re-hires, transfers, and promotions within the same institution, except when currently employed at said institution, or if previous employment was terminated within the last ten months. Promotions do not include faculty promotions when moving from one faculty rank to another faculty rank (e.g. instructor to assistant professor, etc.); and,*
   
   ii. *Transfer from another NDUS institution.*

HRC agreed to change the termination break from ten to twelve months and there is a need further clarification regarding transfers within the same institution. Johnson and Erickson will work on language to update the procedure.

**New Business**

**Performance Evaluations (Data Consistency) – Jenna Reno**

Thorsen provided on overview of the data consistency survey results and recommendations that came out of that survey. She asked the HRC for feedback. The HRC is looking forward to next steps.

**Proposed draft for RIF Analysis—Jane Grinde**

Grinde provided an overview of a draft RIF analysis worksheet and received feedback. She will incorporate edits and share at the next meeting. The intent of the worksheet would serve as a resource for campuses who don’t already have a process in place. Grinde will also revisit NDUS policy 24 for updates needed.

**TIAA-CREF Update—Jane Grinde**

Grinde shared that as of February 23, 2016 TIAA-CREF shorted their name to TIAA. She provided a 2016 business overview that included plan performance, participant information and details on TIAA’s 2016 communication, education and advice plan. She also shared details on changes to money market funds which TIAA will communicate to participants. As of March 1st Grinde will assume duties as the NDUS retirement plan coordinator. The NDUS Retirement Plan Oversight Committee membership is under review to fill vacancies.

**NDUS Human Resource Policy 18 Rest Periods to match/mirror OMB and state law, Collette Erickson**

Erickson requested that NDUS policy 18 Rest Periods match OMB:

18. **REST PERIODS**

18.1 Employees may be allowed a rest period of fifteen minutes each half day to be arranged by the department head. The work day may not be shortened and lunch periods may not be lengthened by omitting rest periods.

18.2 Employees who work more than four hours in any one day shall be allowed a minimum of thirty consecutive minutes for one meal.

OMB:

Employees must be required to take an unpaid lunch break of at least 30 minutes during the work schedule if employees work more than 5 consecutive hours. Employees must be
completely relieved of all duties and free to leave their duty post. There is no requirement that the employee be allowed to leave the premises or work site.

Reference

State Law:
- A minimum 30-minute meal period must be provided in shifts exceeding five hours when there are two or more employees on duty.
- Employees may waive their right to a meal period upon agreement with the employer.
- Employees do not have to be paid for meal periods if they are completely relieved of their duties and the meal period is at least thirty minutes in length. Employees are not completely relieved if they are required to perform any duties during the meal period.

ACTION

Motion made by Erickson to change NDUS policy 18, 18.2 to: Employees who work more than five (5) hours in any one day shall be allowed a minimum of thirty consecutive minutes for one meal.
Second: Lillehaugen
No discussion, motion approved by consensus.

Questions/comments:

Lillehaugen shared that Grinde will represent the HRC on the Fraud Risk Assessment workgroup that Laura Schratt is forming. Grinde noted that Schratt was also looking for HR volunteers. Jill Spacek from NDSU volunteered. Grinde will inform Schratt.

Where are we at with CPI and what are we using to age data?
Past meeting minutes document that the HRC made a motion to be consistent with CPI and that UND would send it out annually.

ACTION

Matthews motioned that the HRC continue to use a consistent approach to the CPI that UND determines.
Second: Erickson
No discussion, motion approved by consensus.

Future Meetings:

May 24-25—Wahpeton

September 27-28—VCSU

December 6-7—Conference Call

Meeting Adjourned at 3:45 p.m.

Meeting minutes recorded by Jane Grinde
Posted on 4/6/16