NDUS HRC Meeting
Meeting Minutes
December 7th 2016 8:15 a.m. - noon
Conference Call
Call in information: 701.328.7950 passcode 1412030#

Attendance

BSC  Rita Lindgren
LRSC  Sandi Lillehaugen
MaSU  Crystal Beggs
NDSCS  Sandy Gilbertson and Ann McGray
NDSU  Jill Spacek, Colette Erickson, Noah Fischer and Trisha Johnson
NDUS  Sharon Schwartzbauer
NDUS-CTS  Karin Stinar, Jody French, Jane Grinde
UND  Pat Hanson
VCSU  Jennifer Larson, Lacey Undem
WSC  Michelle Remus and Jamie Rehak
State Staff Senate Lisa Braun
AG office—

Guests  Karol Riedman
Unable to Attend—DSU and MiSU

Call to Order

Approval of Agenda
Motion:  Rita Lindgren
Second:  Pat Hanson
Outcome:  no opposed, agenda approved

Approval of September 2016 Meeting Minutes
Motion:  Rita Lindgren
Second:  Pat Hanson
Outcome:  no opposed, minutes approved

Old Business

Policy Language  602.3 Job Applicant and Employee Criminal History Background Checks
See attached proposed language.—Sandi Lillehaugen, Joy Johnson
Proposed changes for this procedure are under the new hire section pertaining to lapse in employment, transfers and rehires.
Motion; Jane Grinde moved to approve language as per recommendation in the attachment.
Second:  Pat Hanson
Outcome:  no discussion, none opposed motion is passed
Action item:  Proposed changes will be presented to the Chancellor for consideration and approval.
Discussion:  Background Checks/ RFP —Sandi Lillehaugen, Pat Hanson and Colette Erickson
Progress has been made. The list has been narrowed to two. Two main differentiators are turnaround time and price.
Sterling--$28.00 per background check for a comprehensive check. There are current campuses within NDUS that currently use Sterling and are pleased with their service.

Cutting Edge Background--$7.99 per background check, small company, concern raised by RFP committee is whether or not they can handle the volume of NDUS background checks. Pat Hanson did reference checks on this vendor and they came back positive. The volume of checks attached to the reference check of two employers contacted was very low 250 – 300 per year.

Next steps for the committee will be to meet again to close out the RFP process with appropriate documentation and choose a vendor.

The committee asked for comments and questions. Jane Grinde echoed the concerns that committee members shared regarding Cutting Edge Background i.e. size, infrastructure, volume etc.

New Business

Discussion: IPEDS and SOC codes, as well as adding the ability to use ND HRMS pay classifications as a possible source for market data.—Joy Johnson

Are temporary instructors included in the IPEDS report.? According to the IPEDS survey guidelines just received it appears that temporary instructors should be included.

NDUS started reporting temporary instructors this year.

CTS will check to see if HRMS reports include temporary instructors. Karin Stinar will follow up.

BSC, NDSU, LRSC add temporary instructors to the survey manually.

NDUS Compliance Officer—Karol Riedman

- Consequences for being non-compliant with required trainings
  - State auditors will be submitting a finding again for NDUS non-compliance with mandatory training. Karol asked for feedback regarding appropriate and acceptable consequences for non-compliant employees:
  - NDSU withheld pay increase last year and had about 12 people non-compliant
  - BSC agrees with NDSU's action. Taking a stronger measure is appropriate.
  - CTS places a written reprimand in employees file for non-compliance
  - UND added that placing additional accountability on the supervisor is necessary.

NDSCS communicates the reason the training is important, in addition to any consequences for not taking it.

Theft and fraud training can be linked to Safe Colleges software and may assist in ease of reporting. UND is using this software for all campus training. Safe Colleges has a bank of training courses, plus they can upload their own training. Can assign training by jobcode and it is an automated process which includes reminders. Cost is about $3 per employee per year. UND has found this to be a helpful resource.

Karol will be looking at any cost benefits Safe Colleges could offer for the entire system.

- Fraud hotline response template
- Karol has developed a template to roll out to campuses to assist them in navigating through a hotline response. The template is currently in draft form and being tested.

Faculty Sick Leave Task Force Update

Update on faculty sick leave task force was provided by Sandy Gilbertson, NDSCS. Sandy serves on the Taskforce:

Task force has been meeting weekly since mid-November. Each campus has two voting members for representation on this task force. At the most recent meeting on 12/5/16 the task force voted to move forward with a non-acural system.
The motion passed.
Rita added there has been additional discussion regarding long term disability as it relates to length of contract to be covered and at what level. There has been no decision in this area.

Karol's update on Faculty Sick Leave Task Force: (Karol joined us later in the call)
Karol is impressed with the task force and recognized the difficult task at hand. There has been much discussion, without forward progress. At the last meeting there was a vote to move forward with a non-accural system. The next step would be to define terms of short term vs. long term leave parameters and figure out how to write the new policy with the current faculty who accrue.

CTS is seeking feedback regarding campus utilization of job application housing systems. Interest level in implementing an application housing system through Recruitment Module in HRMS and Campuses currently using AppliTrax

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<thead>
<tr>
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<th>Uses AppliTrax</th>
<th>Interest in exploring HRMS</th>
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</thead>
<tbody>
<tr>
<td>BSC</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>DSU</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LRSC</td>
<td>Yes—like it</td>
<td>maybe</td>
</tr>
<tr>
<td>MaSU</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>MiSU</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>NDSCS</td>
<td>Yes—like it</td>
<td>Yes</td>
</tr>
<tr>
<td>NDSU</td>
<td>PeopleAdmin</td>
<td>No</td>
</tr>
<tr>
<td></td>
<td>Like it</td>
<td></td>
</tr>
<tr>
<td>NDUS</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>CTS</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>UND</td>
<td>Yes--happy</td>
<td>Maybe—depending of version –there are other projects that should take priority thank this</td>
</tr>
<tr>
<td>VCSU</td>
<td>Yes—happy</td>
<td>Willing---timing may not be good</td>
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<tr>
<td>WSC</td>
<td>No</td>
<td>Yes</td>
</tr>
</tbody>
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Discussion:
Delayed FLSA Ruling
BSC—revised PD's, made a few salary adjustments, supervisors will be monitoring overtime over the next year.
DSU—absent
LRSC—reviewed PD's, did make a few changes to non-exempt (4) planned a few salary increases, but decided to hold off. The non-exempt determinations
MaSU---changed some to non-exempt, did move forward with the salary increases because they had communicated it with employees prior.
MiSU—absent
NDSCS—reviewed PD’s, had a handful of salary increases (minimal) which were put into effect Dec 1, non-exempt changes will be held off until ruling is decided
NDSU—anyone that had been notified that they were going to get an increase—went through, the remainder decision regarding salary and exempt status has been placed on hold. If you had communicated with anyone that was going to get an increase—you should move forward with it.
NDUS/CTS—identified three exempt status changes and they are on hold
UND—reviewed PD’s, identified some re-classification areas which generated salary adjustments, any further exempt/non-exempt changes have been placed on hold.
VCSU—did minor salary adjustments, any further exempt/non-exempt changes have been placed on hold
WSC—decisions are on hold, except for 1 exempt to non-exempt change.

NDPERS Wellness Program---tax process—any issues, effect on employee morale
Karin Stinar reported that the pay sheet uploads for tax purposes were completed on 12/6
Discussion—each campus weighed in on the negative affect on employee morale.
NDPERS Wellness Committee is looking at different options for the Wellness Program. Sandi encouraged campuses to reach out to NDPERS if they have questions or concerns.

TLAB
Jody French provided a progress update. NDSU and UND will launch in March. Delay has been primarily due to the timeclock RFP which has since been completed.
LRSC went live in October—it’s been interesting, there is some babysitting that comes along with the change in process.
BSC went live in September—there is some hand holding, it’s a culture change, they are working through it.
Broadbands for Librarians—please be prepared to share your broadband placement
BSC, NDSU, WSC, LRSC—3405, educational services

Introduction—Jody French, CTS Assistant CIO for Enterprise Solutions

Is there anyone that would like to be a liaison to communicate legislative bill updates?
Jane Grinde volunteered.

Adjorned at 9:56 a.m.

**Future Meetings:**
March 14th & 15th, 2017
BSC
May or June 2017

Minutes were approved on March 7, 2017
As documented by Jane Grinde