Minutes of the January 13, 1999 Meeting
NDSU STAFF SENATE

NEXT MEETING
Wednesday, February 10, 1999
9:30 a.m. - 10:30 a.m.

Prairie Rose, Memorial Union
Full Staff Senate mtgs will be held the second Wednesday of each month at 9:30 a.m.
Executive Committee will meet on the last Wednesday of the month. The next two
Executive meetings will be January 27, 1999, and February 10, 1999,
at 9:30 a.m. in the Atrium Conference Room, Memorial Union
All classified staff are encouraged to attend

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1.   CALL TO ORDER
President Nancy Olson called the meeting to order.

2.   ANNOUNCEMENTS

2.1   Senators were reminded to check off their name on the sheet provided. Senators unable to attend a meeting should notify Cheryl Cicha, 231.7912, ccicha@badlands.nodak.edu. If unable to attend, a substitute should be sent in their place who will sign in representing them and have full voting privileges.

2.2   Naming of the new NDSU President will be tomorrow afternoon. A reception will be held Friday morning in the Alumni Lounge.

3.   PROGRAM
Mike Sandal, Human Resources Director, North Dakota University System
Subject: The Proposed Conversion to a Broadbanding Pay System

(The following is from Mike Sandal's presentation to NDSU Staff Senate on January 13, 1998)
Broadbanding Defined:
Broadbanding is an approach to employee compensation that:
  – Focuses on market and performance
  – Uses a few, wide salary bands to deliver pay
  – Typically employs four or more bands with 100 percent or more width
  – Emphasized management pay decisions with HR expert advice

The North Dakota University System will use the "Pay Targets" method for establishing pay levels and progressing employees through pay bands.

"Pay Targets" – HR establishes target pay rates based on market and a target pay range for each position. Managers use the rates and ranges as guides in making pay decisions.

Advantages of the New System
–   Provides management flexibility to develop positions and employees and assign work based on the need of the organization rather than by pre-existing job titles and classifications.
–   Broadens the focus from job content and scope to include the knowledge, skills, and contributions of the individual doing the work.

–   Allows a position to evolve providing opportunity or a more natural growth and development of the position without artificial job level barriers.
–   Changes in work assignment are readily accommodated without an immediate need to review classification and pay grade assignments.
–   Reduce the administrative burden of the past system, allowing a more strategic roll for campus human resource professionals.
–   Enhances the pay for performance system, allowing managers to better recognize and reward performance, individual development, and personal contributions.
–   Better maintain a competitive job and compensation structure to recruit and retain a more qualified and productive work force.
–   Streamlines salary administration processes and promotes lateral career growth.
–   Maintains the same protection in EEO/Affirmative Action situations in a much more cost-effective fashion.

Broadbanding Advantages
Broadbanding may work well in the higher education environment because it:
–   Reduces the need for frequent job evaluation/reclassification
–   Reduces conflict between HR and unit managers and staff
–   Requires less administrative time to maintain
–   Reduces the need for large numbers of job classifications
–   Emphasizes lateral career movement which benefit the institution and the individual
–   Eliminates a hierarchical job and title structure which enhances teamwork and cooperation
–   Reward values and behaviors which are important to the institution
–   Provides flexibility and choices that fit comfortably in the higher education culture
–   Meets multiple needs within the institution

NDUS Broadbands
    Administrative with a salary range of $24,732 to $81,240
    Professional with a salary range of $19,680 to $64,140
    Technical/Paraprofessional with a salary range of $15,972 to $50,796
    Crafts and Trades with a salary range of $13,188 to $40,332
    Office/Service with a salary range of $11,076 to $32,088
    – These salary ranges will be tied to the Consumer Price Index (CPI)

Broadbanding Timetable
January 1999   Begin Training and informational sessions
February 1999   Present draft policies to the Chancellor's Cabinet and Board of Higher Education
March 1999   First reading of policy revisions
April 1999   Final reading and adoption of policies
July 1, 1999   Full implementation of Banding System

4.   **APPROVAL OF MINUTES**.
      Lori Lymburner made a motion to approve the amended Minutes from the December 9, 1998, meeting. Jane Lessard seconded the motion. Motion approved.

5.   **TREASURER'S REPORT**:   Treasurer Norma Ackerson reported that the balance in our funds as of December 31, 1998 are as follows: Trust Fund #1725 = $1,875.96; Appropriated Funds #3746 = $2,592.84. Before committing funds, please consult with Treasurer Norma Ackerson (1-9495) or President Nancy Olson (1-7100). Please submit all remaining bills promptly.

6.   **STAFF/UNIVERSITY SENATE COMMITTEE REPORTS and COUNCIL OF STATE EMPLOYEES (COSE)**
      Dan Chihos made a motion to suspend the committee reports until the next meeting due to the lack of time. Cherie Moen seconded the motion. Motion approved.

7.   **POLICY COORDINATION COMMITTEE (PCC):** Dan Chihos
      The following policy additions and changes have been put in place:
      Section 129 - Salary Administration Policy
      Add clarification of the role of the Human Resources and Equal Opportunity Directors in reviewing the annual salary adjustment recommendations.

      Section 128 - Timeslip Payroll
      Reduces jobcats for student and other temporary employees from five to two categories. Eliminates administrative approval process for salary increases for students/temporaries if new hourly wage is $10.00 per hour or less.

8.   **Advisor Comments - Teri Thorsen**:
      None

9.   **OLD BUSINESS:**
      Thanks are extended to John Osborne and Beth Braaten for representing the staff on the NDSU Presidential Search Committee.

10.   **NEW BUSINESS:**
      None

Adjournment

                                   Respectfully Submitted

                                   John A. Underwood
                                   Secretary

                   PLEASE CIRCULATE