

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES**

Agenda Item Summary Sheet

Committee: Human Resources Committee

Date of Meeting: July 20, 2010

Agenda Item: Implementation of Human Resources Strategic Plan

Proposed Policy Change Approvals Required by Policy Other Approvals Monitoring

Information

Cite policy requirement, or explain why item is on the Board agenda:

After a year-long study and review of the Human Resources division systemwide led by Vice Chancellor Lamb, FY 11 implementation of the strategic plan has been finalized and will be shared with the Board.

Scheduled Presenter(s):

Lori Lamb, Vice Chancellor for Human Resources

Outline of Key Points:

- HR Strategic Plan Goals
- Leadership and Work Teams
- Objectives

Background Information:

In her first year leading the human resources division of Minnesota State Colleges and University, Vice Chancellor Lamb initiated and steered a major endeavor to design a plan that met the needs of system stakeholders, as well as the aspirations of the human resources communities. Six goals have been identified. A plan to implement those goals in Fiscal Year 2011 has been drafted for the Board to view.

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INFORMATION ITEM

IMPLEMENTATION OF HUMAN RESOURCES STRATEGIC PLAN

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6 **BACKGROUND**
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8 In her first year leading the human resources division of Minnesota State Colleges and University,
9 Vice Chancellor Lamb initiated and steered a major endeavor to design a plan that met the needs of
10 system stakeholders, as well as the aspirations of the human resources communities. Six goals have
11 been identified. A plan to implement those goals in Fiscal Year 2011 has been drafted for the Board
12 to view. Vice Chancellor Lamb will discuss the steps for implementing the FY 2011 Human
13 Resources Strategic Plan. (See attached document.)
14

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16 *Date presented to the Board: July 20, 2010*

HR Strategic Plan Implementation for Fiscal Year 2011¹

July 2010

Goal 1: Attract, retain, and develop employees to meet current and future educational needs

Champion/leader: Anita Rios

Committees: Re-charter the current Staff and Leadership Development Steering Committee to become the Talent Management Steering Committee, chair: Anita Rios

New subcommittees/task forces include:

1. Workforce Planning, chair: Renee Schmitt
2. Employee Development Communications, chair: TBD
3. Systemwide Training Coordination/Effectiveness, chair: TBD
4. Succession Planning, chair: Todd Harmening
5. Talent Acquisition Advisory Group, chair: TBD

Objectives²:

1. Workforce Planning
 - Appoint Workforce Planning Advisory Group.
 - Conduct needs assessment.
 - Project turnover in key positions.
2. Recruiting
 - Hire Talent Acquisition Manager.
 - Appoint Talent Acquisition Advisory Committee to begin standardizing hiring processes.
 - Implement NeoGov for all campuses.
3. Employee Development
 - Develop e-learning solutions to meet common training needs.
 - Sustain and build upon current leadership development programs.
 - Improve the effectiveness/coordination of all systemwide training.
 - Communicate and promote development resources to employees at the system level.

¹ Additional objectives may be added as a result of Board of Trustees, Chancellor and/or Leadership Council input.

² For detail on the primary referenced objectives, see the full action plans listed online at: http://www.hr.mnscu.edu/Strategic%20Planning/Action_Plans_Feedbac.html

4. Performance Management (for non-faculty)

- Engage in discussions using competencies as an approach for managing performance; move through decision making process about common approach for managing performance with Leadership Council.

5. Succession Planning

- Identify definitions and key elements of succession planning.
- Assess implications of retirements.
- Consult with CHROs on needs for succession planning.

Goal 2: Cultivate a work and learning environment that is inclusive, welcoming, and supportive.

Champion/leader: Lori Lamb

Committee: Goal 2 Committee, chair: TBD

Objective:

1. Identify and share best practices on employee engagement/great place to work initiatives.

Goal 3: Provide employees with accurate and timely HR information to make informed decisions affecting their work and life.

Champion/leader: Mary Muenchow

Committee: HR Communications Committee, chair: Mary Muenchow

Objectives:

1. Appoint HR Communications Committee.
2. Develop a unified framework for systemwide communications.

Goal 4: Advance a labor relations strategy that promotes flexibility and responsiveness to meet the changing needs of higher education.

Champion/leader: Chris Dale

Committee: Labor Relations Advisory Council, chair: TBD

Objectives:

1. Establish the Labor Relations Advisory Council, which will serve to assist in helping to craft a system labor relations strategy for the future.
2. Create a process to solicit and determine negotiations priorities and topics; collaborative efforts made to provide a cross—functional perspective.
3. Continue planning for an annual Labor Relations Summit and/or conversations with the bargaining units, presidents and other campus leadership, and Office of the Chancellor leadership to discuss issues and trends in higher education.
4. Provide labor relations support and communications to campuses.

Goal 5: Build HR processes, systems, and infrastructure to provide efficiency, quality and cost effectiveness.

Champion/leader: Heather Kidd

Committee: HRIS Integration Team, chair: Heather Kidd

Objectives:

1. Create an HRIS Integration Team and governance structure.
2. Determine the steps required to implement an integrated HRIS solution (See Process & Application Assessment recommendations).
3. Complete system-wide adoption of NEOGOV.
4. Existing ASRP group to do the following:
 - Prioritize HR processes for review, standardization, and simplification.
 - Define a plan: (1) for campus HR departments to adopt processes; and (2) for the system to ensure adherence.

5. Existing SCUPPS user group to do the following:
 - Review and recommend the reduction of codes in use.
 - Determine what reports are no longer useful and see that they are removed.
6. Implement the under \$100,000 projects that have been approved.
 - Unclassified Leave Process Improvements
 - Salary and Credentialing System Improvements
 - Position Description Library

Goal 6: Build HR capacity to advance system goals

Champion/leader: Linda Skallman

Committee: HR Capacity Team, co-chairs: Barb Biljan, campus representative (TBD); Steering committee composed of 5-8 campus and OOC HR representatives at all levels that oversees and directs the work of Action Plan #6.

Objectives:

1. Create task force of HR representatives (from 2-year, 4-year).
2. Identify core HR functions.
3. Review criteria for the Personnel Management Review (PMR) process and update the criteria.
4. Complete the State University HR classification specifications.
5. Develop a calendar of training activities that have been conducted by HR staff in the OOC during the past two years. The calendar will form the basis for a master calendar of all HR training activities.
6. Identify two new training modules after consultation with CHROs.