



**HUMAN RESOURCES COMMITTEE  
JULY 20, 2010  
3:00 P.M.**

**BOARD ROOM  
WELLS FARGO PLACE  
30 7TH STREET EAST  
SAINT PAUL, MN**

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**Please note: Committee/Board meeting times are tentative. Committee/Board meetings may begin up to 45 minutes earlier than the times listed below if the previous committee meeting concludes its business before the end of its allotted time slot.**

Committee Chair Ruth Grendahl calls the meeting to order.

- (1) Minutes of June 15, 2010 (pp. 1-3)**
- (2) Human Resources Update
- (3) Emeriti Recognition (pp. 4-5)**
- (4) Recognition of Presidential Years of Service (pp. 6-7)
- (5) Staffing Report (pp. 8-18)
- (6) Implementation of Human Resources Strategic Plan (pp. 19-24)
- (7) Discussion of Committee Goals

Members

Clarence Hightower, Chair  
Thomas Renier, Vice Chair  
Cheryl Dickson  
Dan McElroy  
David Paskach  
Christine Rice  
Scott Thiss

**Bolded** items indicate action required.

**MINNESOTA STATE COLLEGES AND UNIVERSITIES  
BOARD OF TRUSTEES  
HUMAN RESOURCES COMMITTEE  
MEETING MINUTES  
June 15, 2010**

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*Human Resources Committee Members Present: Ruth Grendahl, Chair; Cheryl Dickson; Jacob Englund; Christopher Frederick; David Olson; Christine Rice; Scott Thiss*

*Human Resources Committee Members Absent: David Paskach*

*Other Board Members Present: Dan McElroy, Tom Renier, Louise Sundin, Terri Thomas, James Van Houten*

*Leadership Council Committee Members Present: Lori Lamb, Vice Chancellor for Human Resources, and Earl Potter, President, St. Cloud State University*

The Minnesota State Colleges and Universities Human Resources Committee held its committee meeting on Tuesday, June 15, 2010, at Wells Fargo Place, 4<sup>th</sup> Floor, Board Room, 30 Seventh Street East, in St. Paul. Chair Grendahl called the meeting to order at 10:50 a.m.

**1. MINUTES OF MAY 19, 2010**

*Chair Grendahl called for the motion to approve the minutes of the Human Resources Committee meeting on May 19, 2010. The minutes were moved, seconded and passed without dissent.*

**2. HUMAN RESOURCES UPDATE**

- Vice Chancellor Lamb reported that the human resources strategic plan and work plans are complete, which will be shared with the Board in July.
- Vice Chancellor Lamb further reported that a successful leadership retreat was held on June 9, 2010, at Century College. The topics for discussion included presidential development and the new evaluation process.
- Executive searches are done for this fiscal year. They have included four presidents, one vice chancellor, one executive director for internal auditing, and three interim appointments.

**3. APPOINTMENT OF INTERIM PRESIDENT OF ANOKA-RAMSEY COMMUNITY COLLEGE**

Chancellor McCormick initiated the process to hire an interim president of Anoka-Ramsey Community College upon the announcement of Pat Johns' appointment as president at Lake Superior College. Nominations and expressions of interest were sought from the board, presidents, system office staff and other individuals within and outside the system. Candidates were reviewed for qualifications and a selection was made. As a result of this process, Chancellor McCormick recommended Dr. Jessica M. Stumpf to be the interim president of Anoka-Ramsey Community College.

The Human Resources Committee recommended that the Board of Trustees adopt the following motion:

*The Board of Trustees, upon the recommendation of Chancellor McCormick, appoints Jessica M. Stumpf as the interim president for Anoka-Ramsey Community College, effective on July 1, 2010, subject to the completion of an employment agreement. The Board authorizes the Chancellor, in consultation with the Chair of the Board and Chair of the Human Resources Committee, to negotiate and execute an employment agreement in accordance with the terms and conditions of the Personnel Plan for Minnesota State Colleges and Universities Administrators.*

The motion passed without dissent.

**4. APPOINTMENT OF INTERIM PRESIDENT OF ANOKA TECHNICAL COLLEGE**

Chancellor McCormick initiated the process to hire an interim president of Anoka Technical College upon the announcement of the departure of its current president, Anne Weyandt. Nominations and expressions of interest were sought from the board, presidents, system office staff and other individuals within and outside the system. Candidates were reviewed for qualifications and a selection was made. As a result of this process, Chancellor McCormick recommended Dr. Shari L. Olson to be the interim president of Anoka Technical College.

The Human Resources Committee recommended that the Board of Trustees adopt the following motion:

*The Board of Trustees, upon the recommendation of Chancellor McCormick, appoints Shari L. Olson as the interim president for Anoka Technical College, effective on July 1, 2010, subject to the completion of an employment agreement. The Board authorizes the Chancellor, in consultation with the Chair of the Board and Chair of the Human Resources Committee, to negotiate and execute an employment agreement in accordance with the terms and conditions of the Personnel Plan for Minnesota State Colleges and Universities Administrators.*

The motion passed without dissent.

**5. APPOINTMENT OF INTERIM VICE CHANCELLOR FOR ACADEMIC AND STUDENT AFFAIRS**

Chancellor McCormick initiated the process to hire an interim vice chancellor for academic and student affairs upon the announcement of the departure of Dr. Linda Baer. Nominations and expressions of interest were sought from the board, presidents, system office staff and other individuals within and outside the system. Candidates were reviewed for qualifications and a selection was made. As a result of this process, Chancellor McCormick recommended Dr. Scott R. Olson to be the interim vice chancellor for academic and student affairs.

The Human Resources Committee recommended that the Board of Trustees adopt the following motion:

*The Board of Trustees, upon the recommendation of Chancellor McCormick, appoints Scott R. Olson as interim vice chancellor for academic and student affairs effective on or after July 1, 2010, subject to the completion of an employment agreement. The Board authorizes the Chancellor, in consultation with the Chair of the Board and Chair of the Human Resources Committee, to negotiate and execute an employment agreement in accordance with the terms and conditions of the Personnel Plan for Minnesota State Colleges and Universities Administrators.*

The motion passed without dissent.

**6. STAFFING REPORT**

As a continuation of the staffing reports that have been developed for review and discussion by the trustees, updated information was provided in the board packet. This item was moved to the July agenda.

**7. FOLLOW-UP TO OLA EVALUATION OF THE SYSTEM OFFICE**

Vice Chancellor Lamb stated that efforts continue on credentialing and classification issues as identified in the OLA report. Last month the discussion centered around classification. This month a progress update was provided for the topic of credentialing.

**8. HUMAN RESOURCES ANNUAL PERFORMANCE REPORT**

Vice Chancellor Lamb presented the performance report for the Human Resources division which showed major accomplishments over the past year. In particular, she highlighted the significant work that was done around the strategic planning process, executive development and evaluation, Luoma Leadership Academy in developing leaders in the system, and responding to the substantial number of questions that came into the Help Desk.

Meeting adjourned at 11:25 a.m.

Submitted by,  
Vicki Schoenbeck, Recorder

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

**Agenda Item Summary Sheet**

**Committee:** Human Resources Committee

**Date of Meeting:** July 20, 2010

**Agenda Item:** Emeriti Recognition

- Proposed Policy Change       Approvals Required by Policy       Other Approvals       Monitoring
- Information

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

Board Policy 4.8, Emeritus Status

**Scheduled Presenter(s):**

James McCormick, Chancellor

Lori Lamb, Vice Chancellor for Human Resources

**Outline of Key Points:**

The Chancellor will recommend presidential emeritus status for six presidents.

**Background Information:**

All these individuals have served as presidents in the Minnesota State Colleges and Universities system and are deserving of emeritus status for their dedicated leadership and service.

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

***BOARD ACTION***

**EMERITI RECOGNITION**

**BACKGROUND**

Chancellor McCormick will present his recommendation for conferring presidential emeritus status on the following individuals: Cheryl Frank, Inver Hills Community College; Kathleen Nelson, Lake Superior College; Patrick Johns, Anoka-Ramsey Community College; Jon Quistgaard, Bemidji State University and Northwest Technical College; Anne Weyandt, Anoka Technical College; and Ann Wynia, North Hennepin Community College.

**RECOMMENDED COMMITTEE ACTION**

The Human Resources Policy Committee recommends that the Board of Trustees adopts the following motion.

**RECOMMENDED MOTION**

Upon the recommendation of Chancellor James H. McCormick, the Board of Trustees hereby confers emeritus status upon Cheryl L. Frank, Kathleen L. Nelson, Patrick M. Johns, Jon E. Quistgaard, Anne F. Weyandt and Ann L. Wynia, effective upon their retirements.

*Date of Adoption:* July 21, 2010

*Date of Implementation:* July 21, 2010

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

**Agenda Item Summary Sheet**

**Committee:** Human Resources Committee      **Date of Meeting:** July 20, 2010

**Agenda Item:** Recognition of Presidential Years of Service

Proposed Policy Change       Approvals Required by Policy       Other Approvals       Monitoring

Information

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

Presentation of certificates to presidents for milestone years of presidential service

**Scheduled Presenter(s):**

James McCormick, Chancellor

Lori Lamb, Vice Chancellor for Human Resources

**Outline of Key Points:**

Certificates in recognition of service will be presented at the full Board Meeting to the following presidents for their length of presidential service:

- Larry Litecky, President of Century College – 10 years
- Donovan Schwichtenberg, President of Saint Paul College – 20 years
- Donald Supalla, President of Rochester Community and Technical College – 10 years

**Background Information:**

It is deemed important to recognize milestone years of presidential service.

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

**INFORMATION ITEM**

**RECOGNITION OF PRESIDENTIAL YEARS OF SERVICE**

**BACKGROUND**

In keeping with the Office of the Chancellor's practice of recognizing employees' length of service, we have three presidents who have reached a milestone year of presidential service in our system. Recognition for ten years of presidential service will be made at the full Board Meeting to Larry Litecky, President of Century College, and Donald Supalla, President of Rochester Community and Technical College. Additionally, recognition for 20 years of presidential service will be made to Donovan Schwichtenberg, President of Saint Paul College.

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



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

**Agenda Item Summary Sheet**

**Committee:** Human Resources Committee    **Date of Meeting:** July 20, 2010

**Agenda Item:** Staffing Report

- Proposed Policy Change       Approvals Required by Policy       Other Approvals       Monitoring
- Information

**Cite policy requirement, or explain why item is on the Board agenda:**  
This is an extension of the response to the OLA report from Human Resources.

**Scheduled Presenter(s):**  
Lori Lamb, Vice Chancellor for Human Resources

- Outline of Key Points:**
- Staffing levels in Office of the Chancellor
  - Staffing changes in the Office of the Chancellor

**Background Information:**  
During the discussion at the March 2010 board committee meeting, trustees were interested in having more information with regard to staffing in the Office of the Chancellor. Consequently, Vice Chancellor Lamb stated that a staffing report will be presented at every committee meeting until requested otherwise.

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

<b>INFORMATION ITEM</b>
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STAFFING REPORT
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7 **BACKGROUND:**

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9 This is a continuation of the staffing reports that have been developed for review and discussion by  
10 the trustees. Those reports break down Full Time Equivalent employment for fiscal years 2008,  
11 2009, 2010 and 2011. The data is displayed in the following tables:

- 12  
13       ○ By Employee Group/Bargaining Unit and Funding Source  
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15       ○ By Institution and Funding Source  
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17       ○ By Sector and Employee Group/Bargaining Unit  
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19       ○ By Divisions in the Office of the Chancellor

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21 Vice Chancellor Lamb will provide her analysis of the data and respond to questions from the  
22 trustees.

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24  
25 *Date: July 20, 2010*

Minnesota State Colleges and Universities  
Employment Trends By Sector  
In Full Time Equivalents (FTE)  
\*FY 2011 Data as of July 1, 2010

FTE by Sector	2008	2009	2010	2011*
<b>Colleges</b>				
Adjuncts, Intermittent and Temporary	248.12	253.15	254.58	39
Administrators and Managers	310.34	324.65	326.39	320.22
AFSCME Clerical Support	1010.91	1024.68	1015.43	952.61
AFSCME Crafts	119.7	125.15	125	118.99
AFSCME Service	446.61	448.78	446.51	415.72
AFSCME Technical	372.03	376.38	378.35	347.98
College Faculty	4664.67	4723.02	4857.56	3150.19
Confidential Employees	102.49	110.57	109.29	108.54
Health Treatment Prof.	0.52	0.36	0.38	
MAPE General Prof.	1049.33	1125.56	1135.24	1082.8
Middle Mgt. Supervisory	309.82	317.31	325.65	313.19
Mn Nurses Association	2.48	2.79	2.88	2.9
University Administrative Faculty	0.05			
University Faculty	0.38			
(blank)	14.13	15.16	18.88	7.73
<b>Colleges Total</b>	<b>8651.58</b>	<b>8847.56</b>	<b>8996.14</b>	<b>6859.87</b>
<b>System Office</b>				
Adjuncts, Intermittent and Temporary	0.49	0.57	0.08	
Administrators and Managers	106.56	109.19	110.91	107.34
AFSCME Clerical Support	32.69	34.7	33.39	30.99
AFSCME Technical	11.89	12.75	14.23	14
College Faculty	0.38		0.33	
Confidential Employees	34.27	33.74	33.33	30.49
MAPE General Prof.	190.54	210.07	215.09	218.98
Middle Mgt. Supervisory	16.88	17.35	17.51	16.26
(blank)	0.78	0.56	0.44	0.33
<b>System Office Total</b>	<b>394.48</b>	<b>418.93</b>	<b>425.31</b>	<b>418.39</b>
<b>Universities</b>				
Adjuncts, Intermittent and Temporary	170.98	174.57	149.23	37.7
Administrators and Managers	166.14	172.94	169.15	157.5
AFSCME Clerical Support	744.31	744.67	728.53	677.48
AFSCME Crafts	157.56	159.5	152.75	140.33
AFSCME Service	357.91	363.47	363.03	342.72
AFSCME Technical	138.28	141.25	142.89	132.21
Confidential Employees	57.91	60.05	59.34	55.82
Health Treatment Prof.	2.62	2.44	3.32	2.56
MAPE General Prof.	340.69	372.84	383.65	368.73
Middle Mgt. Supervisory	115.86	125.19	124.23	115.42
Mn Engineers Council	7.01	7.06	7.69	8.5
Mn Nurses Association	8.64	9.74	9.36	6.82
University Administrative Faculty	642.42	694.1	702.82	653.91
University Faculty	3327.43	3356.34	3297.98	2481.38
(blank)	1.8	8.59	17.96	
<b>Universities Total</b>	<b>6239.56</b>	<b>6392.75</b>	<b>6311.93</b>	<b>5181.08</b>
<b>Grand Total</b>	<b>15285.62</b>	<b>15659.24</b>	<b>15733.38</b>	<b>12459.34</b>

Minnesota State Colleges and Universities  
Employment Trends By Institution and Funding  
In Full Time Equivalent (FTE)  
\* FY 2011 Data as of July 1, 2010

<b>FTE By Institution</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011*</b>
<b>Alex TCC</b>				
General Fund	220.88	224.07	218.96	179.85
Non-General Fund	0			
<b>Alex TCC Total</b>	<b>220.88</b>	<b>224.07</b>	<b>218.96</b>	<b>179.85</b>
<b>Anoka TC</b>				
General Fund	156.94	156.08	168.32	112.6
Non-General Fund	20.39	20.61	21.92	17.96
<b>Anoka TC Total</b>	<b>177.33</b>	<b>176.69</b>	<b>190.24</b>	<b>130.56</b>
<b>Anoka/Ramsey CC</b>				
General Fund	399.61	427.99	441.67	349.97
Non-General Fund	15.12	17.57	31.65	17.15
<b>Anoka/Ramsey CC Total</b>	<b>414.73</b>	<b>445.56</b>	<b>473.32</b>	<b>367.12</b>
<b>Bemidji St Univ</b>				
General Fund	490.93	498.64	498.1	417.66
Non-General Fund	48.95	47.71	46.83	41.94
<b>Bemidji St Univ Total</b>	<b>539.88</b>	<b>546.35</b>	<b>544.93</b>	<b>459.6</b>
<b>Central Lakes Coll</b>				
General Fund	261.7	267.4	274.6	231.43
Non-General Fund	12.25	13.06	13.72	11.24
<b>Central Lakes Coll Total</b>	<b>273.95</b>	<b>280.46</b>	<b>288.32</b>	<b>242.67</b>
<b>Century College</b>				
General Fund	617.54	645.22	680.47	517.71
Non-General Fund	14.91	14.84	17.09	15.15
<b>Century College Total</b>	<b>632.45</b>	<b>660.06</b>	<b>697.56</b>	<b>532.86</b>
<b>Dakota Cty TC</b>				
General Fund	235.46	237.05	242.41	190.74
Non-General Fund	19.36	19.04	17.67	10.67
<b>Dakota Cty TC Total</b>	<b>254.82</b>	<b>256.09</b>	<b>260.08</b>	<b>201.41</b>
<b>Fond du Lac TCC</b>				
General Fund	105.82	99.28	103.71	77
Non-General Fund	0.1	0.84	0.82	0.47
<b>Fond du Lac TCC Total</b>	<b>105.92</b>	<b>100.12</b>	<b>104.53</b>	<b>77.47</b>
<b>Hennepin TC</b>				
General Fund	346.35	348.41	359.83	280.3
Non-General Fund	78.94	79.41	79.54	60.17
<b>Hennepin TC Total</b>	<b>425.29</b>	<b>427.82</b>	<b>439.37</b>	<b>340.47</b>
<b>Hibbing CC</b>				
General Fund	154.12	157.3	151.39	119.15
Non-General Fund	11.43	13.48	13.36	9.89
<b>Hibbing CC Total</b>	<b>165.55</b>	<b>170.78</b>	<b>164.75</b>	<b>129.04</b>
<b>Inver Hills CC</b>				
General Fund	321.15	333.11	342.99	253.13
Non-General Fund	4.59	5.33	7.77	6.14
<b>Inver Hills CC Total</b>	<b>325.74</b>	<b>338.44</b>	<b>350.76</b>	<b>259.27</b>
<b>Itasca CC</b>				
General Fund	105.77	104.12	99.12	74.37

Non-General Fund	9.94	16.45	17.77	14.33
<b>Itasca CC Total</b>	<b>115.71</b>	<b>120.57</b>	<b>116.89</b>	<b>88.7</b>
<b>Lake Superior Coll</b>				
General Fund	320.62	334.79	312.04	227.01
Non-General Fund	11.33	15.02	15.24	12.03
<b>Lake Superior Coll Total</b>	<b>331.95</b>	<b>349.81</b>	<b>327.28</b>	<b>239.04</b>
<b>Mesabi CC/TC</b>				
General Fund	98.48	93.52	86.99	66.32
Non-General Fund	34.14	38.86	37.69	25.86
<b>Mesabi CC/TC Total</b>	<b>132.62</b>	<b>132.38</b>	<b>124.68</b>	<b>92.18</b>
<b>Metro State Univ</b>				
General Fund	566.88	602.29	601.86	446.99
Non-General Fund	8.61	17.11	28.19	31.13
<b>Metro State Univ Total</b>	<b>575.49</b>	<b>619.4</b>	<b>630.05</b>	<b>478.12</b>
<b>Minn West CTC</b>				
General Fund	255.96	247.67	246.02	197.45
Non-General Fund	5.18	4.95	6.09	7.37
<b>Minn West CTC Total</b>	<b>261.14</b>	<b>252.62</b>	<b>252.11</b>	<b>204.82</b>
<b>MN State CTC</b>				
General Fund	188.79	202.53	209.34	179.57
Non-General Fund	304.77	290.32	301.55	213.99
<b>MN State CTC Total</b>	<b>493.56</b>	<b>492.85</b>	<b>510.89</b>	<b>393.56</b>
<b>MnSCU System</b>				
General Fund	368.67	394.71	399.51	394.97
Non-General Fund	25.8	24.22	25.79	23.42
<b>MnSCU System Total</b>	<b>394.47</b>	<b>418.93</b>	<b>425.3</b>	<b>418.39</b>
<b>Minneapolis CTC</b>				
General Fund	540.85	560	587.79	406.6
Non-General Fund	45.65	42.78	43.77	15.5
<b>Minneapolis CTC Total</b>	<b>586.5</b>	<b>602.78</b>	<b>631.56</b>	<b>422.1</b>
<b>MSC-SE Tech</b>				
General Fund	109.13	106.51	105.19	91.63
Non-General Fund	61.38	67.68	76.14	51.44
<b>MSC-SE Tech Total</b>	<b>170.51</b>	<b>174.19</b>	<b>181.33</b>	<b>143.07</b>
<b>MSU Moorhead</b>				
General Fund	722.83	718.97	692.83	586.12
Non-General Fund	53.22	58.28	56.81	43.99
<b>MSU Moorhead Total</b>	<b>776.05</b>	<b>777.25</b>	<b>749.64</b>	<b>630.11</b>
<b>MSU, Mankato</b>				
General Fund	1378.32	1389.83	1338.76	1097.79
Non-General Fund	114.61	127.28	134.22	117.85
<b>MSU, Mankato Total</b>	<b>1492.93</b>	<b>1517.11</b>	<b>1472.98</b>	<b>1215.64</b>
<b>N. Hennepin CC</b>				
General Fund	371.93	385.09	397.03	311.74
Non-General Fund	7.89	9.78	13.43	9.5
<b>N. Hennepin CC Total</b>	<b>379.82</b>	<b>394.87</b>	<b>410.46</b>	<b>321.24</b>
<b>NE Serv Unit</b>				
General Fund	9.11	9.66	10.04	8.66
Non-General Fund	3.39	0.53		
<b>NE Serv Unit Total</b>	<b>12.5</b>	<b>10.19</b>	<b>10.04</b>	<b>8.66</b>
<b>Normandale CC</b>				
General Fund	540.1	563.76	579.33	461.72

Non-General Fund	11.07	9.84	11.35	9.77
<b>Normandale CC Total</b>	<b>551.17</b>	<b>573.6</b>	<b>590.68</b>	<b>471.49</b>
<b>Northland CTC</b>				
General Fund	212.21	214.93	201.6	161.66
Non-General Fund	101.41	98.48	98.46	60.64
<b>Northland CTC Total</b>	<b>313.62</b>	<b>313.41</b>	<b>300.06</b>	<b>222.3</b>
<b>Northwest TC</b>				
General Fund	81.02	82.64	86.6	69.28
<b>Northwest TC Total</b>	<b>81.02</b>	<b>82.64</b>	<b>86.6</b>	<b>69.28</b>
<b>Pine TC</b>				
General Fund	83.82	87.34	85.73	66.22
Non-General Fund	9.8	10.46	12.69	14.64
<b>Pine TC Total</b>	<b>93.62</b>	<b>97.8</b>	<b>98.42</b>	<b>80.86</b>
<b>Rainy River CC</b>				
General Fund	44.35	36.9	31.13	20.34
Non-General Fund	2.85	2.97	2.38	2.11
<b>Rainy River CC Total</b>	<b>47.2</b>	<b>39.87</b>	<b>33.51</b>	<b>22.45</b>
<b>Ridgewater College</b>				
General Fund	241.66	244.11	238.19	172.69
Non-General Fund	102.68	107.8	103.95	89.31
<b>Ridgewater College Total</b>	<b>344.34</b>	<b>351.91</b>	<b>342.14</b>	<b>262</b>
<b>Riverland CC</b>				
General Fund	266.68	263.99	266.44	188.52
Non-General Fund	0.03	0.45	0.21	1
<b>Riverland CC Total</b>	<b>266.71</b>	<b>264.44</b>	<b>266.65</b>	<b>189.52</b>
<b>Rochester CTC</b>				
General Fund	425.66	447.68	458.86	341.8
Non-General Fund	16.18	15.44	18.04	16.52
<b>Rochester CTC Total</b>	<b>441.84</b>	<b>463.12</b>	<b>476.9</b>	<b>358.32</b>
<b>SCSU</b>				
General Fund	1474.64	1528.53	1515.28	1232.13
Non-General Fund	104.23	117.43	123.14	110.95
<b>SCSU Total</b>	<b>1578.87</b>	<b>1645.96</b>	<b>1638.42</b>	<b>1343.08</b>
<b>So Central College</b>				
General Fund	259.72	283.56	276.78	215.36
Non-General Fund	51.12	27.32	26.49	22.96
<b>So Central College Total</b>	<b>310.84</b>	<b>310.88</b>	<b>303.27</b>	<b>238.32</b>
<b>Southwest MSU</b>				
General Fund	370.79	359.52	351.14	301.86
Non-General Fund	26.8	28.17	26.35	25.55
<b>Southwest MSU Total</b>	<b>397.59</b>	<b>387.69</b>	<b>377.49</b>	<b>327.41</b>
<b>Saint Paul College</b>				
General Fund	326.39	342.42	347.06	271.37
Non-General Fund	14.62	14.21	16.35	14.55
<b>Saint Paul College Total</b>	<b>341.01</b>	<b>356.63</b>	<b>363.41</b>	<b>285.92</b>
<b>St Cloud TCC</b>				
General Fund	290.64	299.09	303.6	226.64
Non-General Fund	8.29	8.38	7.1	4.89
<b>St Cloud TCC Total</b>	<b>298.93</b>	<b>307.47</b>	<b>310.7</b>	<b>231.53</b>
<b>Vermillion CC</b>				
General Fund	61.57	57.53	54.93	41.68
Non-General Fund	18.76	17.9	15.73	12.15

<b>Vermilion CC Total</b>	<b>80.33</b>	<b>75.43</b>	<b>70.66</b>	<b>53.83</b>
<b>Winona State Univ</b>				
General Fund	785.3	799.36	795.64	635.86
Non-General Fund	93.47	99.63	102.76	91.26
<b>Winona State Univ Total</b>	<b>878.77</b>	<b>898.99</b>	<b>898.4</b>	<b>727.12</b>
<b>Grand Total</b>	<b>15285.65</b>	<b>15659.23</b>	<b>15733.34</b>	<b>12459.38</b>

Minnesota State Colleges and Universities  
Employment Trends By Employee Group and Funding  
In Full Time Equivalent (FTE)  
\*FY 2011 Data as of July 1, 2010

<b>FTE By Bargaining Unit or Employee Group</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011*</b>
<b>Adjuncts, Intermittent and Temporary</b>				
General Fund	380.85	387.98	353.09	68.78
Non-General Fund	38.75	40.31	50.8	7.92
<b>Adjuncts, Intermittent and Temporary Total</b>	<b>419.6</b>	<b>428.29</b>	<b>403.89</b>	<b>76.7</b>
<b>Administrators and Managers</b>				
General Fund	552.82	572.84	568.32	549.99
Non-General Fund	30.22	33.94	38.13	35.06
<b>Administrators and Managers Total</b>	<b>583.04</b>	<b>606.78</b>	<b>606.45</b>	<b>585.05</b>
<b>AFSCME Clerical Support</b>				
General Fund	1590.17	1603.08	1579.57	1478.38
Non-General Fund	197.74	200.97	197.78	182.69
<b>AFSCME Clerical Support Total</b>	<b>1787.91</b>	<b>1804.05</b>	<b>1777.35</b>	<b>1661.07</b>
<b>AFSCME Crafts</b>				
General Fund	239.36	243.61	235.76	221.51
Non-General Fund	37.91	41.04	41.99	37.81
<b>AFSCME Crafts Total</b>	<b>277.27</b>	<b>284.65</b>	<b>277.75</b>	<b>259.32</b>
<b>AFSCME Service</b>				
General Fund	673.83	680.66	676.4	629.97
Non-General Fund	130.69	131.59	133.14	128.47
<b>AFSCME Service Total</b>	<b>804.52</b>	<b>812.25</b>	<b>809.54</b>	<b>758.44</b>
<b>AFSCME Technical</b>				
General Fund	464.11	467.28	468.49	436.65
Non-General Fund	58.09	63.09	66.98	57.55
<b>AFSCME Technical Total</b>	<b>522.2</b>	<b>530.37</b>	<b>535.47</b>	<b>494.2</b>
<b>College Faculty</b>				
General Fund	4153.56	4238.42	4354.95	2828.07
Non-General Fund	511.49	484.6	502.93	322.12
<b>College Faculty Total</b>	<b>4665.05</b>	<b>4723.02</b>	<b>4857.88</b>	<b>3150.19</b>
<b>Confidential Employees</b>				
General Fund	191.66	201.31	198.92	191.85
Non-General Fund	3.02	3.06	3.04	3
<b>Confidential Employees Total</b>	<b>194.68</b>	<b>204.37</b>	<b>201.96</b>	<b>194.85</b>
<b>Health Treatment Prof.</b>				
General Fund	0.52	0.36	0.38	
Non-General Fund	2.62	2.44	3.32	2.56
<b>Health Treatment Prof. Total</b>	<b>3.14</b>	<b>2.8</b>	<b>3.7</b>	<b>2.56</b>
<b>MAPE General Prof.</b>				
General Fund	1333.66	1451.42	1469.81	1440.75
Non-General Fund	246.9	257.05	264.17	229.76
<b>MAPE General Prof. Total</b>	<b>1580.56</b>	<b>1708.47</b>	<b>1733.98</b>	<b>1670.51</b>
<b>Middle Mgt. Supervisory</b>				
General Fund	378.77	390.42	389.56	378.38
Non-General Fund	63.79	69.43	77.83	66.5
<b>Middle Mgt. Supervisory Total</b>	<b>442.56</b>	<b>459.85</b>	<b>467.39</b>	<b>444.88</b>
<b>Mn Engineers Council</b>				
General Fund	6.51	6.55	6.01	6



Non-General Fund	0.5	0.5	1.67	2.5
<b>Mn Engineers Council Total</b>	<b>7.01</b>	<b>7.05</b>	<b>7.68</b>	<b>8.5</b>
<b>Mn Nurses Association</b>				
General Fund	3.44	3.74	4.12	3.9
Non-General Fund	7.69	8.79	8.11	5.82
<b>Mn Nurses Association Total</b>	<b>11.13</b>	<b>12.53</b>	<b>12.23</b>	<b>9.72</b>
<b>University Administrative Faculty</b>				
General Fund	516.1	556.64	562.22	524.46
Non-General Fund	126.36	137.46	140.6	129.45
<b>University Administrative Faculty Total</b>	<b>642.46</b>	<b>694.1</b>	<b>702.82</b>	<b>653.91</b>
<b>University Faculty</b>				
General Fund	3312.51	3336.78	3267.27	2459.58
Non-General Fund	15.3	19.57	30.71	21.81
<b>University Faculty Total</b>	<b>3327.81</b>	<b>3356.35</b>	<b>3297.98</b>	<b>2481.39</b>
<b>Grand Total</b>	<b>15268.94</b>	<b>15634.93</b>	<b>15696.07</b>	<b>12451.29</b>

Office of the Chancellor – FTE and Headcount by Division

DIVISION	June 1, 2010		June 30, 2010	
	FTE	Head Count	FTE	Head Count
ASA	92.80	94	91.80	92
Board of Trustees	2.00	2	2.00	2
Chancellor's Office	4.00	4	4.00	4
Development	3.00	3	3.00	3
Diversity & Multiculturalism	6.50	7	6.50	7
Finance	59.75	61	58.50	59
General Counsel	8.00	8	8.00	8
Government Relations	4.00	4	4.00	4
Human Resources	28.38	29	28.75	30
Internal Audit	10.00	10	10.00	10
ITS	170.25	172	170.41	172
Presidents	32.00	32	32.00	32
Public Affairs	6.00	6	6.00	6
<b>Total</b>	<b>426.68</b>	<b>432</b>	<b>424.96</b>	<b>429</b>

Office of the Chancellor – Base Appropriation Funding by FTE

DIVISION	June 1, 2010		June 30, 2010	
	Grant	Non-Grant	Grant	Non-Grant
ASA	1.00	31.25	1.00	30.95
Board of Trustees		2.00		2.00
Chancellor's Office		4.00		4.00
Development		3.00		3.00
Diversity & Multiculturalism		2.25		2.25
Finance		15.58		15.58
General Counsel		5.55		5.55
Government Relations		2.00		2.00
Human Resources		7.96		8.23
Internal Audit		5.65		5.65
ITS		6.20		5.36
Presidents				
Public Affairs		3.71		3.71
<b>Total</b>	<b>1.00</b>	<b>89.15</b>	<b>1.00</b>	<b>88.28</b>

Human Resources Division – July 2010

Office of the Chancellor – Shared Services Funding by FTE

DIVISION	June 1, 2010		June 30, 2010	
	Grant	Non-Grant	Grant	Non-Grant
ASA	6.80	25.27	5.80	25.57
Board of Trustees				
Chancellor's Office				
Development				
Diversity & Multiculturalism		4.25		4.25
Finance		35.79		34.54
General Counsel		2.45		2.45
Government Relations		2.00		2.00
Human Resources		20.12		20.22
Internal Audit		3.35		3.35
ITS		163.55		164.55
Presidents				
Public Affairs		2.29		2.29
<b>Total</b>	<b>6.80</b>	<b>259.07</b>	<b>5.80</b>	<b>259.22</b>

Office of the Chancellor – Systemwide Funding by FTE

DIVISION	June 1, 2010		June 30, 2010	
	Grant	Non-Grant	Grant	Non-Grant
ASA	19.58	8.90	19.58	8.90
Board of Trustees				
Chancellor's Office				
Development				
Diversity & Multiculturalism				
Finance	0.90	7.47	0.90	7.47
General Counsel				
Government Relations				
Human Resources		0.30		0.30
Internal Audit		1.00		1.00
ITS	0.50		0.50	
Presidents		32.00		32.00
Public Affairs				
<b>Total</b>	<b>20.98</b>	<b>49.67</b>	<b>20.98</b>	<b>49.67</b>

Human Resources Division – July 2010

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

<b>INFORMATION ITEM</b>
IMPLEMENTATION OF HUMAN RESOURCES STRATEGIC PLAN

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**BACKGROUND**

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. Vice Chancellor Lamb will discuss the steps for implementing the FY 2011 Human Resources Strategic Plan. (See attached document.)

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

## HR Strategic Plan Implementation for Fiscal Year 2011<sup>1</sup>

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

*Objectives<sup>2</sup>:*

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.

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

<sup>2</sup> 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](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.