



HUMAN RESOURCES COMMITTEE

JUNE 15, 2010

11:00 A.M.

BOARD ROOM

WELLS FARGO PLACE

30 7TH STREET EAST

SAINT PAUL, MN

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 May 19, 2010 (pp. 1-3)**
- (2) Human Resources Update
- (3) **Appointment of Interim President of Anoka-Ramsey Community College (pp. 4-5)**
- (4) **Appointment of Interim President of Anoka Technical College (pp. 6-7)**
- (5) **Appointment of Interim Vice Chancellor for Academic and Student Affairs (pp. 8-9)**
- (6) Staffing Report (pp. 10-15)
- (7) Follow-up to OLA Evaluation of the System Office (pp. 16-18)
- (8) Human Resources Annual Performance Report (pp. 19-32)

Members

Ruth Grendahl, Chair
David Paskach, Vice Chair
Cheryl Dickson
Jacob Englund
Christopher Frederick
David Olson
Christine Rice
Scott Thiss

Bolded items indicate action required.

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES
HUMAN RESOURCES COMMITTEE
MEETING MINUTES
May 19, 2010**

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: Duane Benson, Dan McElroy, Tom Renier, Louise Sundin, Terri Thomas, James Van Houten

Leadership Council Committee Members Present: Lori Lamb, Vice Chancellor for Human Resources, and Jim Johnson, President, Minnesota State College-Southeast Technical

The Minnesota State Colleges and Universities Human Resources Committee held its committee meeting on Wednesday, May 19, 2010, at Wells Fargo Place, 4th Floor, Board Room, 30 Seventh Street East, in St. Paul. Chair Grendahl called the meeting to order at 11:40 a.m.

1. MINUTES OF APRIL 21, 2010

Chair Grendahl called for the motion to approve the minutes of the Human Resources Committee meeting on April 21, 2010. The minutes were moved, seconded and passed without dissent.

2. HUMAN RESOURCES UPDATE

- Vice Chancellor Lamb reported that human resources strategic planning efforts are nearing completion.
- Vice Chancellor Lamb further reported that a productive conversation with all bargaining units was held on May 7, 2010, at St. Cloud State University. More conversations are planned in the future.
- Work on presidential evaluation and development continues. This new approach to the presidential evaluation process for Fiscal Year 2011 will include a better understanding of the context that each president works with on their campus and an in-depth look at presidential and campus goals for the year. There will be measurable components in the evaluation to support the board's accountability concerns.
- The legislature passed a State Early Retirement Incentive at the end of their 2010 session. A document is available upon request that compares this new optional legislation with the MnSCU Board Early Separation Incentive. The BESI has been working very effectively for system employees.

- Vice Chancellor Lamb provided an update on executive searches. The executive director of internal auditing is expected to be appointed at the June board meeting, in addition to the appointment of an interim president for Anoka-Ramsey Community College and other potential interim appointments for the system.
- A Request for Proposal has been submitted for a consultant to assist the board in the search for a new chancellor. Proposals are due by June 14, 2010. Trustees stated the need to have a discussion on the types of characteristics they wish to look for in a new chancellor before a consultant selection is made, if at all. It was proposed that the board meet for two hours in a separate meeting during the June board meeting—June 15 or 16.

3. APPOINTMENT OF PRESIDENT OF BEMIDJI STATE UNIVERSITY AND NORTHWEST TECHNICAL COLLEGE

Chancellor McCormick stated that a nationwide search was initiated upon the announcement of President Jon Quistgaard’s retirement with the assistance of an executive search firm. Roland Barden, President Emeritus of Minnesota State University Moorhead, chaired the search committee. Chancellor McCormick, members of the Board of Trustees and Cabinet interviewed three finalists. As a result of this process, Chancellor McCormick recommended Richard A. Hanson to be the next president of Bemidji State University and Northwest Technical College.

After the motion was made and seconded but before it was passed, Trustee Van Houten expressed his concerns and objections over the interview process and the fact that all trustees do not have the opportunity to be part of the candidate interviews. Chair Grendahl acknowledged his issues and commented on the challenges of the open meeting law requirements.

After the aforementioned discussion, 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 Richard A. Hanson as the President of Bemidji State University and Northwest Technical College, effective on July 12, 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. CHANCELLOR’S EVALUATION PROCESS

Chair Grendahl brought attention to the chancellor’s evaluation timeline which was in the board packet. By board policy, the Office of Internal Auditing in the Office of the Chancellor administers the survey. Trustees asked if they could take an initial look at the survey instrument. John Asmussen responded that he would provide a draft copy for the trustees following the board meeting. It was further requested that the trustees meet prior

to completing the survey so that they are consistent in their understanding of the expectations.

5. 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. There was no discussion.

6. FOLLOW-UP TO OLA EVALUATION OF THE SYSTEM OFFICE

Vice Chancellor Lamb stated that efforts continue to be underway on credentialing and classification issues as identified in the OLA report.

Meeting adjourned at 12:30 p.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:** June 15, 2010

Agenda Item: Appointment of Interim President of Anoka-Ramsey Community College

- 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 4.2 Appointment of Presidents

Scheduled Presenter(s):

James McCormick, Chancellor
Lori Lamb, Vice Chancellor for Human Resources

Outline of Key Points:

It is anticipated that the Chancellor will recommend an individual for the position of interim president at Anoka-Ramsey Community College.

Background Information:

A request for nominations and expressions of interest for this position were communicated to the Leadership Council. This interim position will begin on July 1, 2010, and last a minimum of six months.

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

BOARD ACTION
APPOINTMENT OF INTERIM PRESIDENT OF ANOKA-RAMSEY COMMUNITY COLLEGE

1 **BACKGROUND**

2 It is anticipated that Chancellor McCormick will recommend an individual for the interim
3 presidency at Anoka-Ramsey Community College.

4
5 **RECOMMENDED COMMITTEE ACTION**

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

8
9 **RECOMMENDED MOTION**

10 The Board of Trustees, upon the recommendation of Chancellor McCormick, appoints
11 _____ as interim president of Anoka-Ramsey Community College effective
12 _____, subject to the completion of an employment agreement. The Board authorizes
13 the Chancellor, in consultation with the Chair of the Board and Chair of the Human Resources
14 Committee, to negotiate and execute an employment agreement in accordance with the terms and
15 conditions of the Personnel Plan for Minnesota State Colleges and Universities Administrators.

16
17 *Date of Adoption:* *June 16, 2010*

18 *Date of Implementation:*

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

Agenda Item Summary Sheet

Committee: Human Resources Committee **Date of Meeting:** June 15, 2010

Agenda Item: Appointment of Interim President of Anoka Technical College

- 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 4.2 Appointment of Presidents

Scheduled Presenter(s):

James McCormick, Chancellor
Lori Lamb, Vice Chancellor for Human Resources

Outline of Key Points:

It is anticipated that the Chancellor will recommend an individual for the position of interim president at Anoka Technical College.

Background Information:

A request for nominations and expressions of interest for this position were communicated to the Leadership Council. This interim position will begin on July 1, 2010, and last a minimum of six months.

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

BOARD ACTION

APPOINTMENT OF INTERIM PRESIDENT OF ANOKA TECHNICAL COLLEGE

BACKGROUND

It is anticipated that Chancellor McCormick will recommend an individual for the interim presidency at Anoka Technical College.

RECOMMENDED COMMITTEE ACTION

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

RECOMMENDED MOTION

The Board of Trustees, upon the recommendation of Chancellor McCormick, appoints _____ as interim president of Anoka Technical College effective _____, 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.

Date of Adoption: *June 16, 2010*

Date of Implementation:

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

Agenda Item Summary Sheet

Committee: Human Resources Committee **Date of Meeting:** June 15, 2010

Agenda Item: Appointment of Interim Vice Chancellor for Academic and Student Affairs

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

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

1A.4, Subpart A. System Administration Appointment of Administrators

Scheduled Presenter(s):

James McCormick, Chancellor
Lori Lamb, Vice Chancellor for Human Resources

Outline of Key Points:

The Chancellor is recommending an individual for the position of interim vice chancellor for academic and student affairs in the Office of the Chancellor.

Background Information:

A request for nominations and expressions of interest for this position were communicated to the board, presidents, system office staff and others. This interim position will begin on or about July 1, 2010, and last through July 30, 2011.

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

BOARD ACTION

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

BACKGROUND

Chancellor McCormick initiated the process to hire an interim vice chancellor for academic and students affairs upon the announcement of the departure of Dr. Linda Baer.

Chancellor's Review Process

Chancellor McCormick sought nominations and expressions of interest 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.

Scott R. Olson, currently serves as the provost and vice president for academic and student affairs at Minnesota State University, Mankato. Olson has held his current position and been a professor of communication studies at Minnesota State, Mankato, since 2003. Previously, he was dean of the College of Communication, Information and Media at Ball State University in Indiana; assistant and associate dean of arts and sciences at Central Connecticut State University; and an adjunct instructor at Northwestern University in Illinois. He holds a bachelor's degree in intellectual history and a master's degree and a doctorate in radio, television and film, all from Northwestern University.

RECOMMENDED COMMITTEE ACTION

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

RECOMMENDED MOTION

The Board of Trustees, upon the recommendation of Chancellor McCormick, appoints Scott R. Olson as the 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.

Date of Presentation to the Board: June 16, 2010

Date of Board Action: June 16, 2010

Date of Approval: June 16, 2010

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

Agenda Item Summary Sheet

Committee: Human Resources Committee **Date of Meeting:** June 15, 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
- Staffing levels across the System

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.

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

INFORMATION ITEM
STAFFING REPORT

1 **Background:**

2

3 This is a continuation of the staffing reports that have been developed for review and discussion
4 by the trustees. Vice Chancellor Lamb will provide her analysis of the data and respond to
5 questions from the trustees.

6

7

8 *Date: June 16, 2010*

Office of the Chancellor -- FTE and Headcount by Division

DIVISION	May 1, 2010		June 1, 2010	
	FTE	Head Count	FTE	Head Count
ASA	91.40	92	92.80	94
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	59.75	61
General Counsel	8.00	8	8.00	8
Government Relations	4.00	4	4.00	4
Human Resources	28.38	29	28.38	29
Internal Audit	10.00	10	10.00	10
ITS	169.25	170	170.25	172
Presidents	32.00	32	32.00	32
Public Affairs	6.00	6	6.00	6
Total	424.28	428	426.68	432

Office of the Chancellor -- Base Appropriation Funding by FTE

DIVISION	May 1, 2010	June 1, 2010
ASA	32.32	32.25
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	7.96
Internal Audit	5.65	5.65
ITS	6.02	6.20
Presidents		
Public Affairs	3.71	3.71
Total	90.04	90.15

Human Resources Division -- June 2010

Office of the Chancellor -- Shared Services Funding by FTE

DIVISION	May 1, 2010		June 1, 2010	
	Grant	Non-Grant	Grant	Non-Grant
ASA	6.40	25.20	6.80	25.27
Board of Trustees				
Chancellor's Office				
Development				
Diversity & Multiculturalism		4.25		4.25
Finance		35.79		35.79
General Counsel		2.45		2.45
Government Relations		2.00		2.00
Human Resources		20.12		20.12
Internal Audit		3.35		3.35
ITS		162.73		163.55
Presidents				
Public Affairs		2.29		2.29
Total	6.40	258.18	6.80	259.07

Office of the Chancellor -- Systemwide Funding by FTE

DIVISION	May 1, 2010		June 1, 2010	
	Grant	Non-Grant	Grant	Non-Grant
ASA	18.98	8.50	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				
Total	20.38	49.27	20.98	49.67

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

FTE By Bargaining Unit or Employee Group	2007	2008	2009	2010
Adjuncts, Intermittent and Temporary				
General Fund	387.39	380.85	387.98	341.49
Non-General Fund	40.37	38.75	40.5	47.07
Adjuncts, Intermittent and Temporary Total	427.76	419.6	428.48	388.56
Administrators and Managers				
General Fund	539.93	552.82	572.84	568.06
Non-General Fund	28.47	30.22	33.94	37.96
Administrators and Managers Total	568.4	583.04	606.78	606.02
AFSCME Clerical Support				
General Fund	1579.92	1590.17	1603.22	1580.01
Non-General Fund	200.5	197.74	200.97	196.86
AFSCME Clerical Support Total	1780.42	1787.91	1804.19	1776.87
AFSCME Crafts				
General Fund	238.21	239.36	243.61	235.79
Non-General Fund	37.04	37.91	41.04	42.08
AFSCME Crafts Total	275.25	277.27	284.65	277.87
AFSCME Service				
General Fund	652.67	674.35	680.84	674.55
Non-General Fund	126.73	130.69	131.59	132.47
AFSCME Service Total	779.4	805.04	812.43	807.02
AFSCME Technical				
General Fund	455.83	464.11	467.28	472.66
Non-General Fund	65.99	58.09	63.09	66.02
AFSCME Technical Total	521.82	522.2	530.37	538.68
College Faculty				
General Fund	4075.7	4153.56	4238.42	4342.35
Non-General Fund	518.68	511.49	484.6	497.83
College Faculty Total	4594.38	4665.05	4723.02	4840.18
Confidential Employees				
General Fund	190.77	191.66	202.31	199.15
Non-General Fund	2.96	3.02	3.06	3.05
Confidential Employees Total	193.73	194.68	205.37	202.2
Health Treatment Prof.				
General Fund	0.38	0.52	0.36	0.77
Non-General Fund	2.93	2.62	2.44	3.29
Health Treatment Prof. Total	3.31	3.14	2.8	4.06
MAPE General Prof.				
General Fund	1224.29	1333.66	1451.42	1470.22
Non-General Fund	246.39	246.9	257.05	261.91
MAPE General Prof. Total	1470.68	1580.56	1708.47	1732.13
Middle Mgt. Supervisory				
General Fund	363.42	378.77	390.42	388.52
Non-General Fund	59.28	63.79	69.43	77.61
Middle Mgt. Supervisory Total	422.7	442.56	459.85	466.13
Mn Engineers Council				
General Fund	6.39	6.51	6.55	6.01
Non-General Fund	0.49	0.5	0.5	1.67
Mn Engineers Council Total	6.88	7.01	7.05	7.68
Mn Nurses Association				
General Fund	2.78	3.44	3.74	4.11
Non-General Fund	10	7.69	8.79	8.16

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

Mn Nurses Association Total	12.78	11.13	12.53	12.27
University Administrative Faculty				
General Fund	494.96	516.1	556.64	562.28
Non-General Fund	125.9	126.36	137.46	140.65
University Administrative Faculty Total	620.86	642.46	694.1	702.93
University Faculty				
General Fund	3249.88	3312.51	3336.78	3254.84
Non-General Fund	13.91	15.3	19.57	28.65
University Faculty Total	3263.79	3327.81	3356.35	3283.49
Grand Total	14942.16	15269.46	15636.44	15646.09

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

Agenda Item Summary Sheet

Committee: Human Resources Committee **Date of Meeting:** June 15, 2010

Agenda Item: Follow-up to OLA Evaluation of the System Office

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

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

Chair Olson has delegated assignments to various committees to follow-up on the recommendations from the program evaluation conducted by the OLA.

Scheduled Presenter(s):

Lori Lamb, Vice Chancellor for Human Resources

Outline of Key Points:

- Credentialing
- Classifications

Background Information:

This item was heard initially at the March 2010 board committee meeting. Updates will continue to be discussed at every committee meeting until the assignments for human resources are completed.

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

INFORMATION ITEM
FOLLOW-UP TO OLA EVALUATION OF THE SYSTEM OFFICE

- 1 Vice Chancellor Lamb continues her report on progress made with regard to classification
- 2 delegation and credentialing, areas assigned to the Human Resources Committee.
- 3
- 4 Information on shared services has been provided through the Finance Committee, and Human
- 5 Resources continues to partner in that effort.
- 6
- 7
- 8 *Date: June 16, 2010*

Progress Update from the Credentialing Task Force

Background

Concerns regarding flexibility and timeliness of decisions have been raised related to the college faculty credentialing process. Colleges have also expressed an interest in having the decision making process for unlimited faculty hires at the campus level. A task force on credentialing was formed in March 2010 to consider the recommendations from college presidents along with the recommendations on credentialing from the OLA audit of the system office.

The Task Force

The task force includes college and Office of the Chancellor members from academic affairs and human resources. The task force is being facilitated by a consultant from Insight Solutions Group, Inc.

Progress Update

The task force has set forth six primary recommendations for consideration.

Recommendations include:

- Bringing the decision making process closer to the campus
- Continuing the current system established minimum qualifications, but including some flexibility for in-field determinations.
- New concept for managing hiring in emerging/cutting edge fields.
- Eliminating or refining currently required forms.
- Continuing the use of the Salary and Credentialing On-line System.
- An acknowledgement that it is necessary to fully and openly vet all recommendations with vested stakeholders, including presidents, the MSCF, and academic administrators.

Implementation timelines are still under discussion.

The task force will continue to meet to develop a more comprehensive outline of the recommendations, next steps, and formalize communication channels.

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

Agenda Item Summary Sheet

Committee: Human Resources Committee **Date of Meeting:** June 15, 2010

Agenda Item: Human Resources Annual Performance Report

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

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

Request by Chancellor McCormick to provide an annual report from all divisions in the Office of the Chancellor

Scheduled Presenter(s):

Lori Lamb, Vice Chancellor for Human Resources

Outline of Key Points:

- Annual Report

Background Information:

The annual report provides relevant data regarding the functions and accomplishments of the Human Resources Division during Fiscal Year 2010.

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

INFORMATION ITEM

HUMAN RESOURCES ANNUAL PERFORMANCE REPORT

1 Vice Chancellor Lamb has a report on accomplishments in human resources systemwide over the
2 past year.

3

4

5 *Date: June 16, 2010*

Office of the Chancellor Division Performance Reporting Template

I. Multi-year Financial and Personnel Data

Cost Category / Financing	2008-09 Biennium		2010-11 Biennium	
	2008 Actual	2009 Actual	2010 Estimate	2011 Projected
Salaries & Benefits	2,892,324	3,020,073	3,129,976	2,858,866
Consulting Contracts	496,791	321,346	681,424	58,333
Other Administrative Costs	604,659	301,710	486,160	251,180
Total Administrative Costs	3,993,773	3,643,128	4,297,560	3,168,379
Less: External * (operating and pass through)	330,520	108,669	104,840	104,840
<u>Distribution of General Fund Costs</u>	2,784,116	2,447,175	3,060,686	2,236,383
Direct Services to Colleges/Universities				
Systemwide Services	879,137	1,304,622	1,341,714	1,036,836
Division Employee FTE	33.5	30.5	28.5	26.5

*Retirement Admin Fund

II. Explain the structural distribution between the functional duties performed by this division and similar activities performed by the colleges and universities.

Please note: Campuses have input and consultation through various committees and task forces on all services provided by the Office of the Chancellor Human Resources.

OOO HR Unit	OOO Function	Campus Function
Vice Chancellor	Board HR Committee Support	
2 FTE	Leadership Council HR Committee Support	
	Strategic Planning	
	Executive Searches	Campus CHRO serves as liaison to presidential search committees
	Executive Evaluation and Development	
	Policy Development & Implementation	
	Personnel Plan Administration	
	Legislative Relations	
	Audit Findings/Evaluations Follow-up	Campuses respond to their own audit findings to the extent they have individual audits on their campus
	Management of Statewide Bargaining Unit Relationships	Campuses manage local relationships with local bargaining unit leaders
	Statewide Data Reporting	Campuses only provided data on respective campuses
Labor Relations 7.5 FTE	Negotiation of Collective Bargaining Agreements (IFO, MSCF, MSUAASF are	Some campus representation on negotiation teams

Office of the Chancellor Division Performance Reporting Template

	negotiated directly)	
	Serve on negotiating teams for classified contracts negotiated through MMB; negotiate supplemental agreements for classified contracts	Some campuses representatives sought from time to time
	Arbitrations	
	Grievance Processing – OOC handles step 2 or 3 (final step before arbitration); provide advice to campuses on step 1 and 2	Campuses handle step 1 and 2 grievances
	Negotiation of Memoranda of Understanding, Letters of Understanding, etc.	
	Training on Collective Bargaining Agreements	
	Advice on collective bargaining matters – OOC provides advice to CHROs and Presidents to assure consistency across the system	Campuses provide advice to local campus leaders
	Management of Statewide Bargaining Unit Relationships	Campuses manage local relationships with local bargaining unit leaders
	Represent the system on unit determination issues	
	Maintenance of statewide layoff lists for IFO, MSCF, MSUAASF	
Contract Administration 1.5 FTE	IFO Salary Review Committee	Campuses may have representative on statewide review committee (SRC)
	IFO Outplacement Services – procurement of services	Campuses set up outplacement meetings and services for individual faculty, if requested
	MSCF Salary Placement – OOC provides final decisions	Campuses process initial step placement paperwork
	MSCF Credentialing – OOC provides final decisions for faculty hired into unlimited positions. <i>(Note: this is under review for potential of delegating more authority to campuses in this area)</i>	Campuses process initial paperwork
	MSCF Sabbatical eligibility	
	MSCF Hiring Practices (70%/60% full time hire requirement)	
	MSCF Early Retirement Incentive – OOC reviews work history and determines eligibility for former MCCFA faculty.	Campuses process initial paperwork
	MSUAASF Reporting requirements	
	Campus advice and assistance on various federal laws (19, FLSA, FMLA, ADA, USERRA, Commercial Driver’s License, Drug and Alcohol testing) and state laws	

Office of the Chancellor Division Performance Reporting Template

	(Voluntary Unpaid Leave, criminal background checks, proportional reductions, military leave, etc.)	
Personnel 2 FTE	Communications with Campuses	
	Coordination of Annual Conferences	
	Budget for the Division	
	Coordination of presidential searches	
	Policy and procedure development and coordination	
	Personnel Plan Administration	
Human Resource Information Systems 3.5 FTE	Oversee HRIS System functionality and partnership with ITS	Reps from some campuses have input on SCUPPS User Group
	Development of new HRIS tools	
	SCUPPS Help Desk (HRIS user assistance)	
	HR Online Help – online tool for processes and procedures in HR	
	Sema4 (State payroll system) interface and assistance – provided by OOC	
	Data Integrity	Campuses work to insure integrity
	Maintenance of comprehensive web site for prospective and new employees, and resource materials for campus human resources offices	
	Reporting Capabilities	
Retirement 1 FTE	Retirement plan development and administration (e.g. managing investment committee and faculty advisory committee)	Campuses determine individual eligibility
	Retirement coordination and implementation with MMB and various retirement plan providers	Campuses determine individual eligibility
	Retirement Plan IRS Document approval, administration, and maintenance	
	Coordination of Post Retirement Employment Options	Campuses provide individual information
	Coordination of BESI	Campuses implement BESI plans
Benefits .5 FTE	Health Care Reimbursement Plan administration	Campuses determine individual eligibility
	Tuition Waiver eligibility and implementation through HRIS system – overseen by OOC	Campuses determine eligibility
	General benefits administration and coordination with SEGIP	Campuses determine eligibility
Worker's Compensation .5 FTE	Training and large claim management	Campuses handle first reports of injury and resolve small cases
Training and	<i>Leadership Development: Luoma Leadership</i>	Campuses may have local

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Development 2.5 FTE	Academy (mid-level intensive 18-mo. leadership program)	leadership programs
	Administrator Orientation & Development	
	Provide statutorily required training to all supervisors (Art & Science of Supervision Training session)	
	Develop and deliver additional on-going supervisory training, classroom and e-learning	Campuses may have some local optional supervisory training
	Deliver customized leadership development programs to campuses upon request	
	<i>System-wide Training:</i> Provide e-learning on required topics (Code of Conduct, Sexual Harassment, Right to Know, etc.)	Campuses may develop their own training on key topics
	Support subject matter experts with assistance in instructional design, facilitation tips, and trainer/facilitator competencies	
	Deliver customized staff development programs to campuses upon request	
	<i>Organization Development:</i> Provide Organization Development resources and referrals to campuses	
	Provide Organization Development services at the system level (strategic planning, large meeting design and facilitation, process improvement)	
Classification 3 FTE	Classification determinations for vacant positions and reclassified/reallocated positions in the classified service – provided by OOC (<i>Note: this is under review for potential of delegating more authority to the campuses in this area</i>)	Campuses have authority for some classifications; document justification for requests on other classifications
	Classification determinations for unclassified positions (MSUAASF, MAPE, MMA unclassified, Administrators)	Documentation of justification for request
	Classification appeals	Documentation of justification for appeals
	Coordination with MMB on classification issues; consultation with Bureau of Mediation Services where necessary	
	Posting vacancies to statewide resume management service; tracking and clearing vacancies	Campuses provide data for input
	Maintenance of MnSCU Job Opportunities	Campuses provide data for input
Compensation 1 FTE	Classified compensation decisions when above the delegation limit (depends on bargaining unit)	Campuses make some compensation decisions to the extent of delegated authority
	Unclassified compensation decisions – OOC	Campuses make some

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	provides determinations when above delegation limit or above step placement	compensation decisions to the extent of delegated authority
	Develop and implement a comprehensive compensation program for unclassified staff, including administrators and presidents	
Office of the Chancellor HR Office 3.5 FTE	Full service front-line human resources services to the Office of the Chancellor (400+ employees at 12 different locations throughout the state) including recruitment, hiring, performance management, discipline, discharge/separation, benefits and more)	

III. Cite any recent or planned redistribution of costs or personnel between this division and colleges/universities for this functional area.

At this time, planned redistribution of any work from the Office of the Chancellor Human Resources will be based on the recommendations from the Office of Legislative Audit Evaluation of the System Office. That report made recommendations for delegation of additional authority to campuses in two areas: 1) college faculty credentialing, and 2) classification of positions. The projects underway in these areas will result in additional work being done on campuses. However, this should expedite processing in these functional areas for campuses.

Additional redistribution of costs to campuses may result from further budget reductions in the Office of the Chancellor HR Division. Those determinations will be made by December 2010.

IV. Cite performance metrics and major accomplishments from the past year (tie to prior year division/committee work plan, if possible).

OOO HR Unit	OOO Function	Accomplishments
Vice Chancellor		
	Strategic Planning	Completed the first ever Human Resources Division Strategic Plan including action plans for future assessment
	Policy Review and Development	Drafted and implemented the Board Early Separation Incentive policy; as of April 26, 2010, 16 campuses have offered BESIs and over 50 employees have separated under this program
	Executive Searches	Completed four national presidential searches and appointments; completed one national search and appointment for Vice Chancellor of Information and Technology Services and Chief Information Officer Evaluated the executive search process and implemented necessary changes to add rigor to the selection process
	Executive Evaluation and Development	Conducted needs assessment regarding the evaluation process; redesigned the presidential/executive evaluation process; created new online presidential/executive evaluation tool;

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		<p>Conducted needs assessment regarding the development and orientation processes; used information to inform additional process improvements for executive development including: individual development plans, improving the 360 degree assessment tool, and additional coaching opportunities</p> <p>Conducted coaching/mentoring sessions with all Presidents at least one time; Vice Chancellor attended nearly all of these sessions</p> <p>Conducted Cabinet development through mid-year meetings with Chancellor and each Cabinet member; Vice Chancellor was present in all meetings</p> <p>Held Leadership retreat in June 2010 to focus on strengthening evaluation and development, and on improving relationships with bargaining units</p>
	Audit Findings/Evaluations Follow-up	<p>Followed up on two recommendations from OLA report regarding credentialing and classification delegation</p> <p>Followed up on other institutional audit findings, e.g. unclassified leave</p>
	Management of Statewide Bargaining Unit Relationships	<p>Held first ever “Labor Relations Summit” with administrators around the system to begin to develop a long term labor relations strategy</p> <p>Held first ever “Conversation” with all bargaining units regarding the future of higher education</p> <p>Met with all bargaining units representatives regularly to discuss ongoing issues and resolve problems</p>
Labor Relations		
	Arbitrations	Five arbitrations held on statewide issues
	Grievance Processing – OOC handles step 2 or 3 (final step before arbitration); provide advice to campuses on step 1 and 2	106 grievances were filed and responded to; 51 grievances were settled or withdrawn
	Negotiation of Memoranda of Understanding, Letters of Understanding, etc.	<p>69 MOAs, MOUs, LOUs, settlement agreements and last chance agreements negotiated</p> <p>Major revision implemented to the Health Reimbursement Arrangement Plan to bring into compliance with IRS regulations; executed through LOU</p>
	Training on Collective Bargaining Agreements and other topics	11 “person days” spent in training supervisors on collective bargaining matters

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		<p>3 “person days” spent on Investigator and Decisionmaker Training (Board Policy 1B1)</p> <p>7 “person days” devoted to on-campus training on various requested topics</p> <p>Implemented monthly LR Newsletter to communicate more effectively with campuses on LR issues</p>
	<p>Advice on collective bargaining matters – OOC provides advice to CHROs and Presidents to assure consistency across the system</p>	<p>Advice to campuses on daily basis regarding collective bargaining agreement implementation</p> <p>Developed new retrenchment procedures for IFO and companion templates</p>
<p>Contract Administration</p>	<p>IFO Salary Review Committee</p>	<p>Completed salary reviews for 280 IFO faculty and implemented salary changes for FY 07</p> <p>Conducted training and orientation for Salary Review Committee</p> <p>Reviewed prior work experience for 184 newly hired IFO faculty</p>
	<p>MSCF Salary Placement – OOC provides final decisions</p>	<p>1887 notifications sent to MSCF faculty on salary placement and/or credentialing decisions</p>
	<p>MSCF Credentialing – OOC provides final decisions for faculty hired into unlimited positions. <i>(Note: this is under review for potential of delegating more authority to campuses in this area)</i></p>	<p>Implementation of the Credentialing Task Force to review the college faculty credentialing policy and procedure</p>
	<p>MSCF Sabbatical eligibility</p>	<p>Processed 184 MSCF faculty sabbatical eligibility verifications</p>
	<p>MSCF Hiring Practices (70%/60% full time hire requirement)</p>	<p>14,004 rows of data in 5 spreadsheets were analyzed to complete the 2 stage process of analyzing compliance</p> <p>Worked with campuses to correct non-compliance with contract issues; resolved non-compliance issue effectively</p>
	<p>MSCF Early Retirement Incentive – OOC reviews work history and determines eligibility for former MCCFA faculty.</p>	<p>Reviewed and approved 45 requests for former MCCFA early retirement incentives</p>
<p>Personnel</p>	<p>Communications with Campuses</p>	<p>Launched the new intra-agency agreement process to better facilitate payments for shared employees</p> <p>Held quarterly meetings with all Chief Human Resource Officers (in person or by WebEx)</p>

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		Held monthly telephonic meetings with all Chief Human Resource Officers
	Coordination of Annual Conferences	Held annual Fall Conference September 2009; focus on training and development Held annual Spring Conference April 2010; focus on strategic planning
	Budget for the Division	Reduced division staffing by two FTE and reallocated and restructured service delivery
	Personnel Plan Administration	Provided legislative support to ensure contract ratification
Human Resource Information Systems		
	Development of new HRIS tools	Completed the Process and Application Assessment to create a plan for addressing HRIS needs into the future Developed and coordinated implementation new Legal Files software program for use by Labor Relations Roll out E-Timesheets module to 10 additional institutions Participation and planning for the E-Timesheet Interface Project with MMB and Sema4
	SCUPPS Help Desk (HRIS user assistance)	44 priorities have been addressed and removed from the SCUPPS Priority Backlog List (over 100 items remaining) SCUPPS User Group has met four times to continue to identify issues and prioritize needed changes to systems Provided SCUPPS Training Sessions – four campus specific; one basic training; one update session Held four WebEx training sessions for unclassified leave accounting 3346 inquiries to Help Desk were received and resolved
	HR Online Help – online tool for processes and procedures in HR	The fourth computer based training tutorial module was produced and added to the tool;
	Sema4 (State payroll system) interface and assistance – provided by OOC	70 department ID and location ID requests were received and processed for campuses
Retirement	Retirement plan development and administration (e.g. managing investment	Engaged Deloitte Consulting to conduct an overall review of retirement plans including IRAP, SRP, TSA Established task force to implement recommendations for

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	committee and faculty advisory committee)	<p>plan modifications and processing improvements</p> <p>Removed over 1,500 inactive accounts with less than \$1,000 balances thereby reducing the costs of administration for the plan</p> <p>Increased training opportunities for new and existing plan participants to allow individuals to make better retirement choices; over 300 people attended seminars</p> <p>Implemented new option for election of Defined Benefit Plan for newly tenured faculty (over 200 faculty notified)</p> <p>Implemented ten Life-cycle funds for the retirement plans and established these funds as the default</p> <p>Successfully sponsored legislation that removes the State Board of Investment from the selection of the record-keeper and retirement investment funds</p>
Benefits	Health Care Reimbursement Plan administration	Managed and processed 3041 HRAs for Administrators and IFO faculty totaling \$2,318,200
	Tuition Waiver eligibility and implementation through HRIS system – overseen by OOC	Negotiated MOA with MSCF on eligibility of temporary part time faculty members; updated tuition waiver system and communicated changes to campuses
	General benefits administration and coordination with SEGIP	134 administrator vacation conversions were processed totaling \$232,331
Worker's Compensation	Training and large claim management	<p>Conducted training for supervisors on early return to work for injured workers; coordinated similar training with MMB (MnSCU IR in FY 09 was 2.2 compared to a state average of 4.2)</p> <p>Managed 10 litigation claims; all settled; projected savings from claims management is \$395,574</p>
Training and Development	<i>Leadership Development:</i> Luoma Leadership Academy (mid-level intensive 18-mo. leadership program)	<p>Provided Return on Investment analysis to Board of Trustees</p> <p>Hosted the Chair Academy's International Leadership Conference; 125 MnSCU leaders attended; 23 presentations were given by MnSCU staff</p>
	Administrator Orientation & Development	Provided Administrator training to 141 participants
	Provide statutorily required training to all supervisors (Art & Science of Supervision Training session)	Delivered four Art of Supervision and three Science of Supervision sessions; served 173 participants
	Deliver customized	Provided customized training and leadership development

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	leadership development programs to campuses upon request	servicing over 800 employees
	<i>System-wide Training:</i> Provide e-learning on required topics (Code of Conduct, Sexual Harassment, Right to Know, etc.)	Facilitated adopted of “required” training curriculum
	Support subject matter experts with assistance in instructional design, facilitation tips, and trainer/facilitator competencies	Facilitated the Labor Relations Summit and the “Conversation” with bargaining units
	Provide Organization Development services at the system level (strategic planning, large meeting design and facilitation, process improvement)	Facilitated the division’s strategic planning effort
Classification	Classification determinations for vacant positions and reclassified/reallocated positions in the classified service – provided by OOC (<i>Note: this is under review for potential of delegating more authority to the campuses in this area</i>)	462 job audits conducted with an average turnaround time of 4 days for vacant positions(improved by one day over FY 09) and average turnaround of 11 days for filled positions (improved four days from FY 09) 42 campus individuals trained on job audits 31 campus individuals trained on Basic Concepts at the Fall Conference 26 campus individuals trained on Classification, Specialty Appointments & Managing Search Process and Appeals
	Classification determinations for unclassified positions (MSUAASF, MAPE, MMA unclassified, Administrators)	3 sessions presented on how to write position descriptions Began process of delegation of more classification authority to campuses
	Coordination with MMB on classification issues; consultation with Bureau of Mediation Services where necessary	Prepared and successfully came through the MMB audit for classification delegation authority over the last 3 years; results were that MnSCU met standards to retain delegation authority
	Posting vacancies to statewide resume management service; tracking and clearing vacancies	542 Classified vacancies were posted through 5/11/10 587 Unclassified vacancies were posted through 5/11/10
Compensation	Classified compensation decisions when above the	235 salary approval requests were processed as of 5/11/201; turnaround is same day

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	delegation limit (depends on bargaining unit)	
	Unclassified compensation decisions – OOC provides determinations when above delegation limit or above step placement	15 approvals for administrator plan salaries above the delegation limit; all done within same day
Office of the Chancellor HR Office	Full service front-line human resources services to the Office of the Chancellor (400+ employees at 12 different locations throughout the state) including recruitment, hiring, performance management, discipline, discharge/separation, benefits and more)	<p>Improved reporting for Board of Trustees on staffing levels in the Office of the Chancellor</p> <p>Processed layoffs and reductions in force for 36 positions</p> <p>Implemented Telecommuting Procedure</p>

V. Identify major division/committee work plan activities planned for upcoming year.

The major work of the division will be driven by the new strategic plan that was adopted. The strategic plan goals follow. The action plans are in the final stages of adoption and revision and will be provided when all priorities are determined. The new strategic plan is attached, including the new values and mission for the division.

Human Resources Strategic Plan

HR Values:

Integrity, Collaboration, Innovation

HR Mission:

Building a Workforce that Delivers Excellence in Education

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

Identify the workforce skills and competencies that are needed in our colleges, universities, and the Office of the Chancellor to ensure the success of our system well into the future. Design positions and recruit talent to meet these needs. Support employee and organizational success through an integrated approach to talent management that includes: workforce planning, talent acquisition, performance management, learning and development, competency management, compensation, leadership development, and succession management.

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

Promote a culture of accountability that fosters diversity and inclusion, provides opportunities for professional and personal development, fosters employee retention, and supports work-life balance.

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

Create an effective communication framework to provide timely, clear, and consistent communication to all employees.

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

Develop a strategic labor relations approach that will facilitate quality and innovation in educational services and responsiveness to meet the needs of students and the larger community. Strengthen partnerships across constituencies and promote positive working relationships and shared goals with all of the system's labor unions.

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

Seek and secure resources to implement a comprehensive and integrated Human Resources Information Systems (HRIS). Align common HR processes. Provide managers access to reliable workforce information to assess costs and plan for future needs. Support institutional and system decision making through the systematic use of HR data. Promote accountability for results by providing stakeholders access to meaningful data and analysis. Support steady efforts for data and process integrity.

Goal 6: Build HR capacity to advance system goals

Develop HR competency and expertise among HR professionals and strengthen HR's role as a strategic partner to meet future challenges, remove barriers to innovation and responsiveness, and advance College, University, and Office of the Chancellor goals.