

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

Agenda Item Summary Sheet

Committee: Human Resources Committee **Date of Meeting:** May 19, 2010

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

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|--|---|---|-------------------------------------|
| <input type="checkbox"/> Proposed
Policy Change | <input type="checkbox"/> Approvals
Required by
Policy | <input type="checkbox"/> Other
Approvals | <input type="checkbox"/> Monitoring |
|
 | | | |
| <input checked="" type="checkbox"/> 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.

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

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7 Vice Chancellor Lamb continues her report on progress made with regard to classification
8 delegation, one of the areas assigned to the Human Resources Committee. She will report at
9 future meetings on the status of the credentialing area.

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11 Information on shared services has been provided through the Finance Committee, and Human
12 Resources continues to partner in that effort.

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15 *Date: May 19, 2010*

Minnesota State Colleges and Universities
Job Audit Delegation Project Update
May 6, 2010

Delegation Project Process

Development Phase

Develop delegation criteria, revise policies and procedures, and develop evaluation, quality control and training materials.

Pilot Phase

Determine pilot sites, review audit files & logs for those sites, train staff, evaluate staff, review newly completed audits, determine final job audit delegation certification for individuals, evaluate pilot test, and revise materials as needed.

Potential Pilot Sites based on staff readiness and recent job audit volume levels.

System-wide Implementation Phase

Schedule developed based on Campus interest, Campus Leadership support, and job audit volume. Implement site audit review, staff training and evaluation, review of newly completed audits, and determine final job audit delegation certification for individuals.

Delegated Job Classes

Classes Already Delegated

(2382 Positions, 30% of Non-Faculty Positions, ?? Audits/Year)

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| 1. Central Services Admin Specialist | 10. Laundry Worker |
| 2. Child Care Center Aide | 11. Licensed Practical Nurse 1 |
| 3. Child Care Center Assistant | 12. Office and Administrative Specialist |
| 4. College Laboratory Assistant 1 | 13. Office Specialist |
| 5. Cook | 14. Registered Nurse |
| 6. Customer Service Specialist | 15. Security Guard |
| 7. Food Service Worker | 16. Service Worker |
| 8. General Maintenance Worker | 17. Sign Language Interpreter |
| 9. Groundskeeper | 18. Student Worker series |

Additional Classes Recommended for Delegation

(1215 Positions, 15% of Non-Faculty Positions, 145 Audits/Year)

Criteria used to determine classes to recommend for delegation included:

- Entry level AFSCME classes;
- Intermediate AFSCME level classes that require “additional experience” and the ability to work with more freedom to act, perform multiple tasks, and have more knowledge of the campus policies/procedures;
- AFSCME or MNA classes with job specifications or class concepts that are straight forward and specific: e.g., plumber, painter, welder, lead level or higher in maintenance or trades.

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Additional Classes Recommended for Delegation (continued)

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|----------------------------------|--|
| 1. Audio Visual Aide | 18. Groundskeeper Intermediate |
| 2. Automobile Driver | 19. Laborer-General |
| 3. Automotive Mechanic | 20. Locksmith |
| 4. Automotive Parts Tech | 21. Mason |
| 5. Baker | 22. OAS Intermediate |
| 6. Building Utilities Mechanic | 23. Painter |
| 7. Cabinet Maker | 24. Plumber |
| 8. Campus Security Officer | 25. Plumber Master-in-Charge |
| 9. Carpenter | 26. Registered Nurse Advanced Practitioner |
| 10. Carpenter Lead | 27. Registered Nurse Senior |
| 11. CSAS Intermediate | 28. Sheet Metal Worker |
| 12. CLA 2 | 29. Stationary Engineer |
| 13. CSS Intermediate | 30. Steam Boiler Attendant |
| 14. Delivery Van Driver | 31. Steamfitter |
| 15. Electrician | 32. Supported Employment Worker |
| 16. Electrician Lead | 33. Theatre Technician |
| 17. Electrician Master-of-Record | 34. Welder |

Class Not Recommended for Delegation	Rationale
Classes scheduled to be abolished at State or MnSCU level, e.g., Community College Registrar, Community College Registrar Senior, EDP class series, MnSCU Student Activities Coordinator, MnSCU Student Activities Coordinator Senior, Offset Press Operator, Offset Press Operator Senior, Student Registration Coordinator, Student Services Assistant Senior, Typesetter	Classes set to be abolished aren't being used or have other classes that are more appropriate.
Administrator and Managerial	Consistency in excluding positions from bargaining units.
Confidential and Supervisory	Require Bureau of Mediation determination for bargaining unit authority.
MSUAASF	Evaluation process and criteria per contractual obligations.
Temporary designations into unclassified service (Rule 10)	MMB delegation below System Office not permitted.
Personnel class series	MMB has retained most classification authority for this series, however, has recently delegated some of the classification authority for the entry levels to the System Office and other agencies.
IT class series Clerical class series at lead level or higher Technical class series at lead level or higher	To ensure Statewide consistency in audit decisions.
MnSCU Academic Professional & Academic Supervisor Unclassified positions	Need to more fully develop the class series guidebooks.