



**HUMAN RESOURCES COMMITTEE
MAY 19, 2010
11:30 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 April 21, 2010 (pp. 1-3)**
- (2) Human Resources Update
- (3) Appointment of President of Bemidji State University and Northwest Technical College (pp. 4-5)**
- (4) Chancellor's Evaluation Process (pp. 6-7)
- (5) Staffing Report (pp. 8-19)
- (6) Follow-up to OLA Evaluation of the System Office (pp. 20-23)

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
April 21, 2010**

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

Human Resources Committee Members Absent: NONE

Other Board Members Present: Dan McElroy, Tom Renier, 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 Wednesday, April 21, 2010, at Wells Fargo Place, 4th Floor, Board Room, 30 Seventh Street East, in St. Paul. Chair Grendahl called the meeting to order at 9:07 a.m.

1. MINUTES OF MARCH 17, 2010

Chair Grendahl called for the motion to approve the minutes of the Human Resources Committee meeting on March 17, 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 continuing; action plans are being developed to allow us to report on results regularly. It is anticipated that a complete report will be presented to the board in June or July.
- Vice Chancellor Lamb further reported that a conversation with the labor unions has been scheduled on May 7, 2010, at St. Cloud State University. The focus of the discussions will be on future workforce needs.
- A new process for presidential evaluations is in progress with a consultant working to help us more appropriately define presidential success measurements and to make a more meaningful development process. The consultant has completed interviews with presidents and some trustees, as well as having conducted focus groups. Currently they are creating two online tools to use in this process—a presidential evaluation template and a 360 feedback instrument that will be used to help with presidential development. It will be completed in June and rolled out to the presidents at a June retreat.
- Vice Chancellor Lamb announced that there will be a spring conference for systemwide human resources staff on April 22-23 that will include professional development and training opportunities, as well as working on the strategic plan.

- The presidential appointment for Bemidji State University and Northwest Technical College is anticipated for the May board meeting, and the appointment for the executive director of internal auditing is anticipated in June. After these searches are complete, Vice Chancellor Lamb stated that she will review the process, look at ways to economize and recommend changes.

3. APPOINTMENT OF PRESIDENT OF LAKE SUPERIOR COLLEGE

Chancellor McCormick stated that a nationwide search was initiated upon the announcement of President Kathy Nelson's retirement with the assistance of an executive search firm. Don Suppala, president of Rochester Community and Technical College, 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 Patrick M. Johns to be the next president of Lake Superior College.

Before the motion was read, Chair Grendahl recognized Arun Goyal who requested to address the board. He wished to bring his concerns to the committee's attention, not about President Johns, but about the current culture at Lake Superior College and the need to have a leader with a longterm vision for the 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 Patrick M. Johns as the President of Lake Superior 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 was seconded and passed without dissent.

4. STAFFING REPORT

Vice Chancellor Lamb stated that in response to the OLA's evaluation of the system office, more information on staffing is being provided to the board. She explained the various charts in the staffing report provided in the board packet and responded to questions from the trustees.

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

Vice Chancellor Lamb stated that in addition to the staffing report previously discussed, efforts are underway to respond to the issues on credentialing and classification delegation. The administrative group addressing the credentialing issues is working to identify potential ways in which this process can be improved. They will include consultation with the Minnesota State College Faculty on this issue. For classification delegation, a project plan is underway; training is being developed; and pilot campuses are being identified for delegation of classification decisions.

Vice Chancellor Lamb talked about current discussions on improving efficiencies and effectiveness through regionalization or shared services. Another effort in progress is the development of a report that will summarize accomplishments in the Human Resources division over the past year.

Meeting adjourned at 10:00 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:** May 19, 2010

Agenda Item: **Appointment of President of Bemidji State University and
Northwest 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 presidency at Bemidji State University and Northwest Technical College. Additional information will be provided in advance of the committee meeting.

Background Information:
The presidential semi-finalist interviews are being held on May 12, 2010, in the Office of the Chancellor.

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

BOARD ACTION

APPOINTMENT OF PRESIDENT OF
BEMIDJI STATE UNIVERSITY AND NORTHWEST TECHNICAL COLLEGE

BACKGROUND

It is anticipated that Chancellor McCormick will recommend an individual for the presidency at Bemidji State University and Northwest 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 president of Bemidji State University and Northwest 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: *May 19, 2010*

Date of Implementation:

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

Agenda Item Summary Sheet

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

Agenda Item: **Chancellor's Evaluation Process**

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

Cite policy requirement, or explain why item is on the Board agenda:
Annual evaluation for Chancellor McCormick

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

- Outline of Key Points:**
- Process
 - Timeline

Background Information:
Vice Chancellor Lamb will discuss this year's evaluation process for Chancellor McCormick.

1 **BOARD OF TRUSTEES**
2 **MINNESOTA STATE COLLEGES AND UNIVERSITIES**
3

INFORMATION ITEM
CHANCELLOR'S EVALUATION PROCESS

4
5
6 **Background:**

7
8 Vice Chancellor Lamb will discuss the process for the FY 2010 evaluation of Chancellor
9 McCormick. Following is a draft timeline:

10
11 Human Resources Committee's first meeting 5/19/10
12
13 Trustee Grendahl note to Trustees about process 5/20/10
14
15 The Chancellor's report on progress toward performance goals is due 5/28/10
16
17 Chancellor's report and survey distributed to Trustees..... 5/28/10
18
19 Trustee input provided 5/28 – 6/4/10
20
21 Internal Auditing provides draft report to Chair Olson, Trustees Grendahl
22 and Paskach 6/7/10
23
24 Chair Olson, Trustees Grendahl and Paskach review/discuss Chancellor's
25 report and Trustee input 6/9/10
26
27 Report delivered to the Chancellor 6/10/10

28 Report delivered to the Board in afternoon..... 6/14/10
29
30 Human Resources Committee meets in closed session in morning to
31 discuss results of assessment 6/15/10
32
33 Full Board meets in closed session luncheon with the Chancellor to
34 discuss results of assessment 6/15/10
35
36 Summary of the Chancellor's assessment and salary recommendation/
37 contract revisions, if any, are presented in open session during the
38 Board of Trustees meeting 6/16/10
39

40 *Date: May 19, 2010*

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

Agenda Item Summary Sheet

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

1 **BOARD OF TRUSTEES**
2 **MINNESOTA STATE COLLEGES AND UNIVERSITIES**
3

INFORMATION ITEM
STAFFING REPORT

4
5
6
7 **Background:**
8

9 This is a continuation of the staffing reports that have been developed for review and discussion
10 by the trustees. Once again, those reports break down Full Time Equivalent employment for
11 fiscal years 2007, 2008, 2009 and 2010, to date. The data is displayed in the following tables:
12

- 13 ○ By Employee Group/Bargaining Unit and Funding Source
- 14
- 15 ○ By Institution and Funding Source
- 16
- 17 ○ By Sector and Employee Group/Bargaining Unit
- 18
- 19 ○ By divisions in the Office of the Chancellor
- 20

21 Vice Chancellor Lamb will provide her analysis of the data and respond to questions from the
22 trustees.
23

24
25 *Date: May 19, 2010*

Minnesota State Colleges and Universities
Employment Trends By Institution and Funding
In Full Time Equivalents (FTE)

* FY 2010 Data as of May 1, 2010

FTE By Institution	2007	2008	2009	2010 *
Alexandria TC				
General Fund	219.60	220.20	222.84	216.21
Non-General Fund	0.79	0.00		
Alexandria TC Total	220.39	220.20	222.84	216.21
Anoka TC				
General Fund	145.35	156.13	154.89	166.69
Non-General Fund	19.76	20.42	20.59	21.37
Anoka TC Total	165.11	176.55	175.48	188.06
Anoka/Ramsey				
General Fund	385.09	399.47	427.86	450.04
Non-General Fund	11.85	15.03	17.61	21.42
Anoka/Ramsey Total	396.94	414.50	445.47	471.46
Bemidji St				
General Fund	495.55	491.30	498.54	495.95
Non-General Fund	51.24	49.29	48.02	46.96
Bemidji St Total	546.79	540.59	546.56	542.91
Central Lakes				
General Fund	262.46	261.08	266.73	272.03
Non-General Fund	11.03	12.19	13.07	13.51
Central Lakes Total	273.49	273.27	279.80	285.54
Century Coll				
General Fund	575.76	614.67	642.49	668.68
Non-General Fund	14.52	14.88	14.84	16.72
Century Coll Total	590.28	629.55	657.33	685.40
Dakota Co TC				
General Fund	239.75	235.12	236.78	242.06
Non-General Fund	27.14	19.39	19.02	16.57
Dakota Co TC Total	266.89	254.51	255.80	258.63
Fond du Lac				
General Fund	103.33	105.67	99.20	102.83
Non-General Fund	0.50	0.10	0.84	0.83
Fond du Lac Total	103.83	105.77	100.04	103.66
Hennepin TC				
General Fund	336.39	344.15	346.03	353.96
Non-General Fund	73.07	78.03	78.14	73.46
Hennepin TC Total	409.46	422.18	424.17	427.42
Hibbing CC				
General Fund	152.40	153.64	156.53	148.66
Non-General Fund	10.47	10.94	12.94	11.09
Hibbing CC Total	162.87	164.58	169.47	159.75
Inver Hills				
General Fund	307.26	320.99	333.11	342.00
Non-General Fund	6.36	4.50	5.26	5.58
Inver Hills Total	313.62	325.49	338.37	347.58
Itasca CC				
General Fund	104.66	105.58	103.92	98.50
Non-General Fund	8.80	9.95	16.44	16.86
Itasca CC Total	113.46	115.53	120.36	115.36

Minnesota State Colleges and Universities
Employment Trends By Institution and Funding
In Full Time Equivalents (FTE)

* FY 2010 Data as of May 1, 2010

Lake Superior				
General Fund	305.26	319.96	333.89	308.87
Non-General Fund	10.11	11.36	15.14	14.48
Lake Superior Total	315.37	331.32	349.03	323.35
Mesabi CC/TC				
General Fund	93.04	98.37	93.35	86.36
Non-General Fund	33.08	33.86	38.62	36.34
Mesabi CC/TC Total	126.12	132.23	131.97	122.70
Metro State				
General Fund	543.10	568.97	604.37	597.13
Non-General Fund	7.03	8.60	17.37	27.29
Metro State Total	550.13	577.57	621.74	624.42
Minn West				
General Fund	252.83	255.38	246.88	242.66
Non-General Fund	6.42	5.17	4.96	6.04
Minn West Total	259.25	260.55	251.84	248.70
MN State CTC				
General Fund	173.26	188.77	202.31	207.16
Non-General Fund	311.85	304.63	290.37	299.96
MN State CTC Total	485.11	493.40	492.68	507.12
Mpls TC/CC				
General Fund	537.27	541.00	560.25	582.65
Non-General Fund	50.04	45.63	42.76	41.78
Mpls TC/CC Total	587.31	586.63	603.01	624.43
MSC-SE Tech				
General Fund	106.96	109.04	106.41	104.67
Non-General Fund	58.73	60.46	67.18	73.88
MSC-SE Tech Total	165.69	169.50	173.59	178.55
MSU Moorhead				
General Fund	711.40	723.64	719.99	689.47
Non-General Fund	53.73	53.42	58.59	56.05
MSU Moorhead Total	765.13	777.06	778.58	745.52
MSU, Mankato				
General Fund	1,347.10	1,379.94	1,392.44	1,333.52
Non-General Fund	114.72	116.78	129.11	133.58
MSU, Mankato Total	1,461.82	1,496.72	1,521.55	1,467.10
N. Hennepin				
General Fund	360.51	373.01	385.08	393.57
Non-General Fund	8.70	7.89	9.80	15.26
N. Hennepin Total	369.21	380.90	394.88	408.83
NE Serv Unit				
General Fund	8.85	9.10	9.66	10.22
Non-General Fund	3.24	3.35	0.57	
NE Serv Unit Total	12.09	12.45	10.23	10.22
Normandale				
General Fund	526.06	539.90	563.67	573.26
Non-General Fund	12.35	11.06	9.84	11.14
Normandale Total	538.41	550.96	573.51	584.40

Minnesota State Colleges and Universities
Employment Trends By Institution and Funding
In Full Time Equivalents (FTE)

* FY 2010 Data as of May 1, 2010

Northland				
General Fund	217.90	212.03	215.76	199.47
Non-General Fund	101.89	101.35	98.43	97.91
Northland Total	319.79	313.38	314.19	297.38
Northwest TC				
General Fund	74.50	80.93	82.49	86.12
Northwest TC Total	74.50	80.93	82.49	86.12
Pine City TC				
General Fund	82.30	83.52	87.33	85.20
Non-General Fund	11.22	9.80	10.45	13.22
Pine City TC Total	93.52	93.32	97.78	98.42
Rainy River				
General Fund	45.27	44.22	36.78	30.94
Non-General Fund	2.85	2.84	2.98	2.39
Rainy River Total	48.12	47.06	39.76	33.33
Ridgewater				
General Fund	243.68	242.35	245.59	235.19
Non-General Fund	96.92	102.00	107.23	102.05
Ridgewater Total	340.60	344.35	352.82	337.24
Riverland				
General Fund	263.28	265.96	263.30	263.18
Non-General Fund	0.06	0.03	0.43	0.21
Riverland Total	263.34	265.99	263.73	263.39
Rochester				
General Fund	426.27	425.16	447.17	452.56
Non-General Fund	17.20	16.21	15.52	17.77
Rochester Total	443.47	441.37	462.69	470.33
SCSU				
General Fund	1,440.92	1,474.82	1,528.28	1,492.05
Non-General Fund	103.94	107.36	113.86	117.73
SCSU Total	1,544.86	1,582.18	1,642.14	1,609.78
So Central				
General Fund	246.31	259.59	283.40	265.53
Non-General Fund	57.67	51.04	27.27	26.35
So Central Total	303.98	310.63	310.67	291.88
Southwest MN St				
General Fund	376.17	370.70	359.69	351.11
Non-General Fund	25.92	26.80	28.20	26.37
Southwest MN St Total	402.09	397.50	387.89	377.48
St Paul Coll				
General Fund	316.05	324.77	341.99	344.43
Non-General Fund	14.60	14.62	14.22	15.92
St Paul Coll Total	330.65	339.39	356.21	360.35
StCloudTC/CC				
General Fund	269.14	290.30	300.56	301.21
Non-General Fund	12.03	8.30	8.34	6.67
StCloudTC/CC Total	281.17	298.60	308.90	307.88
System Office				
General Fund	350.99	367.85	395.12	398.24
Non-General Fund	25.15	25.80	24.22	25.26
System Office Total	376.14	393.65	419.34	423.50

Minnesota State Colleges and Universities
Employment Trends By Institution and Funding
In Full Time Equivalents (FTE)

* FY 2010 Data as of May 1, 2010

Vermilion CC				
General Fund	57.06	61.53	57.45	54.03
Non-General Fund	18.13	18.73	17.95	15.55
Vermilion CC Total	75.19	80.26	75.40	69.58
Winona State				
General Fund	761.91	786.49	800.16	791.32
Non-General Fund	91.15	94.08	100.30	101.00
Winona State Total	853.06	880.57	900.46	892.32
Grand Total	14,949.25	15,281.19	15,652.77	15,566.30

Minnesota State Colleges and Universities
Employment Trends By Employee Group and Funding
In Full Time Equivalents (FTE)

*FY 2010 Data as of May 1, 2010

FTE By Bargaining Unit or Employee Group	2007	2008	2009	2010 *
Adjuncts, Intermittent and Temporary				
General Fund	385.54	378.98	386.07	330.05
Non-General Fund	39.61	37.80	39.81	40.64
Adjuncts, Intermittent and Temporary Total	425.15	416.78	425.88	370.69
Administrators and Managers				
General Fund	539.97	552.78	572.81	568.74
Non-General Fund	28.42	30.19	33.98	36.68
Administrators and Managers Total	568.39	582.97	606.79	605.42
AFSCME Clerical Support				
General Fund	1,579.37	1,590.49	1,604.49	1,575.04
Non-General Fund	200.30	197.85	201.35	193.53
AFSCME Clerical Support Total	1,779.67	1,788.34	1,805.84	1,768.57
AFSCME Crafts				
General Fund	238.18	239.36	243.62	234.72
Non-General Fund	37.01	37.91	41.02	42.00
AFSCME Crafts Total	275.19	277.27	284.64	276.72
AFSCME Health Care Non-Prof.				
General Fund	1.61	1.65	1.75	1.57
Non-General Fund	5.86	6.27	6.63	6.92
AFSCME Health Care Non-Prof. Total	7.47	7.92	8.38	8.49
AFSCME Service				
General Fund	652.45	674.20	680.37	670.81
Non-General Fund	126.82	130.78	131.59	131.05
AFSCME Service Total	779.27	804.98	811.96	801.86
AFSCME Technical				
General Fund	455.77	464.13	468.30	471.95
Non-General Fund	66.00	58.08	63.08	64.31
AFSCME Technical Total	521.77	522.21	531.38	536.26
College Faculty				
General Fund	4,073.29	4,153.28	4,236.93	4,316.75
Non-General Fund	518.26	510.90	484.79	494.18
College Faculty Total	4,591.55	4,664.18	4,721.72	4,810.93
Confidential Employees				
General Fund	190.93	191.75	202.28	198.84
Non-General Fund	2.95	3.02	3.06	3.05
Confidential Employees Total	193.88	194.77	205.34	201.89
Health Treatment Prof.				
General Fund	0.39	0.52	0.35	0.79
Non-General Fund	2.95	2.60	2.41	3.21
Health Treatment Prof. Total	3.34	3.12	2.76	4.00
MAPE General Prof.				
General Fund	1,224.60	1,333.62	1,453.63	1,467.44
Non-General Fund	246.42	246.91	257.05	258.53
MAPE General Prof. Total	1,471.02	1,580.53	1,710.68	1,725.97
Middle Mgt. Supervisory				
General Fund	363.31	378.81	390.34	387.55
Non-General Fund	59.34	63.77	69.50	77.53
Middle Mgt. Supervisory Total	422.65	442.58	459.84	465.08

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

Mn Engineers Council				
General Fund	6.40	6.50	6.56	6.01
Non-General Fund	0.49	0.50	0.50	1.55
Mn Engineers Council Total	6.89	7.00	7.06	7.56
Mn Nurses Association				
General Fund	2.78	3.43	3.73	4.16
Non-General Fund	9.99	7.72	8.75	7.99
Mn Nurses Association Total	12.77	11.15	12.48	12.15
University Administrative Faculty				
General Fund	495.14	516.29	556.51	559.69
Non-General Fund	125.98	126.34	137.49	139.91
University Administrative Faculty Total	621.12	642.63	694.00	699.60
University Faculty				
General Fund	3,255.26	3,319.51	3,344.55	3,243.62
Non-General Fund	13.86	15.25	19.47	27.49
University Faculty Total	3,269.12	3,334.76	3,364.02	3,271.11
Grand Total	14,949.25	15,281.19	15,652.77	15,566.30

Minnesota State Colleges and Universities
Employment Trends By Sector and Employee Group
In Full Time Equivalents (FTE)

*FY 2010 Data as of May 1, 2010

FTE By Sector	2007	2008	2009	2010 *
Colleges				
Adjuncts, Intermittent and Temporary	256.69	244.79	250.91	223.39
Administrators and Managers	302.38	310.23	324.69	325.91
AFSCME Clerical Support	997.77	1,010.99	1,025.89	1,010.18
AFSCME Crafts	120.33	119.76	125.14	124.31
AFSCME Health Care Non-Prof.	1.61	1.65	1.75	1.51
AFSCME Service	427.24	447.05	448.58	441.85
AFSCME Technical	367.64	372.05	377.18	378.15
College Faculty	4,591.55	4,663.79	4,721.72	4,810.60
Confidential Employees	104.11	102.49	110.58	109.37
Health Treatment Prof.	0.37	0.52	0.35	0.79
MAPE General Prof.	981.25	1,049.30	1,127.62	1,129.88
Middle Mgt. Supervisory	294.70	309.81	317.32	324.42
Mn Nurses Association	3.54	2.48	2.78	2.91
University Administrative Faculty		0.05		
University Faculty	0.05	0.39		
Colleges Total	8,449.23	8,635.35	8,834.51	8,883.27
System Office				
Adjuncts, Intermittent and Temporary	2.07	0.47	0.56	0.08
Administrators and Managers	103.83	106.57	109.19	110.64
AFSCME Clerical Support	30.11	32.68	34.68	33.53
AFSCME Technical	13.02	11.90	12.75	14.18
College Faculty		0.39		0.33
Confidential Employees	33.70	34.31	34.72	33.14
MAPE General Prof.	178.07	190.43	210.10	213.95
Middle Mgt. Supervisory	15.34	16.90	17.34	17.65
System Office Total	376.14	393.65	419.34	423.50
Universities				
Adjuncts, Intermittent and Temporary	166.39	171.52	174.41	147.22
Administrators and Managers	162.18	166.17	172.91	168.87
AFSCME Clerical Support	751.79	744.67	745.27	724.86
AFSCME Crafts	154.86	157.51	159.50	152.41
AFSCME Health Care Non-Prof.	5.86	6.27	6.63	6.98
AFSCME Service	352.03	357.93	363.38	360.01
AFSCME Technical	141.11	138.26	141.45	143.93
Confidential Employees	56.07	57.97	60.04	59.38
Health Treatment Prof.	2.97	2.60	2.41	3.21
MAPE General Prof.	311.70	340.80	372.96	382.14
Middle Mgt. Supervisory	112.61	115.87	125.18	123.01
Mn Engineers Council	6.89	7.00	7.06	7.56
Mn Nurses Association	9.23	8.67	9.70	9.24
University Administrative Faculty	621.12	642.58	694.00	699.60
University Faculty	3,269.07	3,334.37	3,364.02	3,271.11
Universities Total	6,123.88	6,252.19	6,398.92	6,259.53
Grand Total	14,949.25	15,281.19	15,652.77	15,566.30

Distribution of Insufficient Work Time Employees
By Job Class Title
May 1, 2010

Job Title	Headcount
Account Clerk	3
Audio Visual Aide	1
Automotive Mechanic	1
Central Svcs Admin Spec Inter	1
Central Svs Admin Special	1
College Laboratory Assistant 1	53
College Laboratory Assistant 2	37
Community College Faculty	336
Customer Svc Special	16
Customer Svc Special Intermed	3
Customized Training Rep	2
Dental Assistant Registered	4
Dental Hygienist	1
Food Service Worker	4
General Maintenance Worker	62
Graphic Arts Specialist	1
Groundskeeper	3
Groundskeeper Senior	1
Higher Education Tutor	19
Information Technology Spec 1	1
Laborer-General	4
Library Technician	2
Licensed Practical Nurse 1	3
MnSCU Academic Professional 1	5
MnSCU Academic Professional 2	2
MnSCU Academic Professional 3	1
Office & Admin Special	12
Office Specialist	52
Pharmacist	1
Radio/Tv Program Coordinator	3
Security Officer	2
Sign Language Interpreter	18
State Univ Adjunct Non-Unit	397
Stationary Engineer	2
Technical College Faculty	1142
Theatre Technician	2

Office of the Chancellor – FTE and Headcount by Division

DIVISION	April 1, 2010		May 1, 2010	
	FTE	Head Count	FTE	Head Count
ASA	91.40	93	91.40	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	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	166.17	167	169.25	170
Presidents	32.00	32	32.00	32
Public Affairs	6.00	6	6.00	6
Total	421.20	426	424.28	428

Office of the Chancellor – Base Appropriation Funding by FTE

DIVISION	April 1, 2010	May 1, 2010
ASA	33.12	32.32
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	4.94	6.02
Presidents		
Public Affairs	3.71	3.71
Total	89.76	90.04

Human Resource Division – May 2010

Office of the Chancellor – Shared Services Funding by FTE

DIVISION	April 1, 2010		May 1, 2010	
	Grant	Non-Grant	Grant	Non-Grant
ASA	6.40	25.40	6.40	25.20
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		160.73		162.73
Presidents				
Public Affairs		2.29		2.29
Total	6.40	256.38	6.40	258.18

Office of the Chancellor – Systemwide Funding by FTE

DIVISION	April 1, 2010		May 1, 2010	
	Grant	Non-Grant	Grant	Non-Grant
ASA	18.98	7.50	18.98	8.50
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	48.27	20.38	49.27

**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

- | | | | |
|--|---|---|-------------------------------------|
| <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.

1 **BOARD OF TRUSTEES**
2 **MINNESOTA STATE COLLEGES AND UNIVERSITIES**
3

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

4
5
6
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.

10
11 Information on shared services has been provided through the Finance Committee, and Human
12 Resources continues to partner in that effort.

13
14
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)

- | | |
|--------------------------------------|--|
| 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.

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

Additional Classes Recommended for Delegation (continued)

- | | |
|----------------------------------|--|
| 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.