

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

**Agenda Item Summary Sheet**

**Committee:** Human Resources Committee    **Date of Meeting:** November 17, 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:**

To update the trustees on progress made regarding credentialing and classification

**Scheduled Presenter(s):**

Lori Lamb, Vice Chancellor for Human Resources

Linda Skallman, Associate Vice Chancellor for Human Resources

**Outline of Key Points:**

- Classification
- Credentialing

**Background Information:**

These two issues were assigned to the Human Resources Committee from the OLA evaluation of the System Office.

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<b>INFORMATION ITEM</b>
<b>FOLLOW-UP TO OLA EVALUATION OF THE SYSTEM OFFICE</b>

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7 **BACKGROUND:**

8 Two issues were assigned to the Human Resources Committee from the OLA Evaluation of the  
9 System Office: Classification Delegation and Two-Year Faculty Credentialing. Vice Chancellor  
10 Lamb and others will update the Board of Trustees on the progress on these issues. Attached are  
11 summaries of the response to each issue.  
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15 *Date: November 17, 2010*

# **Response to Faculty Credentialing Recommendation**

## **Office of the Legislative Auditor**

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### **OLA Recommendation:**

The MnSCU Board of Trustees should pursue changes in Board Policy 3.32 and the college faculty bargaining agreement to provide a more flexible, timely way to ensure the quality of two-year college faculty. (p. 67)

### **Response:**

Agree that changes to move the decision-making process closer to the colleges and to make the process more flexible and timely are desirable. Some changes are a matter of policy only, others require modification to the MSCF (college faculty) contract and are therefore, subject to negotiation and agreement by MSCF.

### **Process and Timeline**

A task force of college and Office of the Chancellor academic affairs and human resource staff was formed to examine the credentialing process and make recommendations for making it more flexible and responsive. The task force began meeting in June, 2010. Conversations with MSCF were also begun. The goal was to have most credentialing decisions made at the colleges in time for spring semester, 2011. Those changes which involve contract language will be part of bargaining for the 2012-2013 contract.

### **Deliverables**

1. Make use of Paid Verification Form optional for colleges - Complete
2. Enter into discussion with MSCF about desired changes to policies and practices – Initial discussion have begun and are on-going
3. Discuss with presidents, CAOs, and CHROs the training and procedure development necessary to handle credentialing at the campus level – Complete
4. Proposed changes to Board policy 3.32 to policy council in November
5. Move credentialing determinations for unlimited full-time/part-time faculty to colleges in January, 2011
6. Continue to engage in discussion with MSCF about further changes to credentialing process to make it more flexible and responsive

# Response to Classification Delegation Recommendation

## Office of the Legislative Auditor

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### OLA Recommendation:

The MnSCU Board of Trustees and Chancellor should delegate authority to classify employee positions to campuses that can demonstrate they meet system-specified standards of quality, efficiency, and consistency. (OLA Report, page 31)

### Response:

Agree that further delegation is desirable. System Human Resource staff have developed a process and timeline for delegating further authority to college and university HR staff who can demonstrate they meet system-specified standards of quality, efficiency, and consistency and who want further authority. System HR does not have authority from Minnesota Management and Budget (MMB) to delegate all such positions.

### Delegation Process and Timeline

Development Phase: March to September 2010 - Complete

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

Pilot Phase: September to December 2010 – In process

Determine, review, train, and evaluate staff at pilot sites. Pilot Sites identified based on staff readiness and recent job audit volume levels: Century College, Inver Hills Community College, St. Cloud State University, and Southwest University.

System-wide Implementation Phase: January 2011 and ongoing

Schedule based on Campus interest and job audit volume. Review, train, evaluate and confer job audit delegation certification of individual staff.

Project Close: July to October 2011

Review lessons learned and present final report to Vice Chancellor for Human Resources.

### Deliverables

1. Processes developed for: selecting classes for delegation, audit delegation readiness and certification, audit quality control, audit tracking;
2. Updated delegation classification procedures;
3. Training materials;
4. Operational, quality and service metrics for evaluating the delegated job audit process.

### Classifications:

- Authority for 18 classifications (30% of non-faculty positions) had already been delegated
- Authority for an additional 37 classifications (15% of non-faculty positions) is included in this project
- Remaining classifications are either subject to MMB or BMS review, are administrative in nature, are covered by bargaining unit contract procedures (e.g. MSUAASF), or are under continuing study and might be appropriate for delegation once that study is complete.