



**HUMAN RESOURCES COMMITTEE**  
**APRIL 19, 2011**  
**3:00 P.M.**

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

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

Committee Chair Clarence Hightower calls the meeting to order.

- (1) Minutes of March 15, 2011 (pp. 1-2)**
- (2) Human Resources Update
- (3) Appointment of President of Century College (pp. 3-4)**
- (4) Appointment of President of Saint Paul College (pp. 5-6)**
- (5) Appointment of Interim President of Anoka-Ramsey Community College and Anoka Technical College (pp. 7-8)**
- (6) Appointment of Interim President of Southwest Minnesota State University (pp. 9-10)**
- (7) Chancellor Evaluation Timeline (pp. 11-12)

Members

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

**Bolded** items indicate action required.

**MINNESOTA STATE COLLEGES AND UNIVERSITIES  
BOARD OF TRUSTEES  
HUMAN RESOURCES COMMITTEE  
MEETING MINUTES  
March 15, 2011**

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*Human Resources Committee Members Present: Clarence Hightower, Chair; Thomas Renier, Vice Chair; Cheryl Dickson; David Paskach; Christine Rice; Scott Thiss*

*Human Resources Committee Member Absent: Dan McElroy*

*Other Board Members Present: Jacob Englund; Alfredo Oliveira; Louise Sundin; James Van Houten*

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

The Minnesota State Colleges and Universities Human Resources Committee held its committee meeting on Tuesday, March 15, 2011, at Wells Fargo Place, 4<sup>th</sup> Floor, Board Room, 30 Seventh Street East, in St. Paul. Chair Hightower called the meeting to order at 3:15 p.m.

**1. MINUTES OF JANUARY 18, 2011**

*Chair Hightower called for the motion to approve the minutes of the Human Resources Committee meeting on January 18, 2011. The minutes were moved, seconded and passed without dissent.*

**2. HUMAN RESOURCES UPDATE**

Vice Chancellor Lamb provided an update on the two committee goals: contract negotiations and succession planning. Contract negotiations work is done in the context of the closed sessions. It is anticipated that there will be a closed session with trustees in April. Work on succession planning continues. We are working with presidents to identify individuals for the executive development program. Final reports on both goals will be presented in May or June.

**3. UPDATE ON SEARCHES**

Vice Chancellor Lamb reported on the open presidencies. A call for nominations has gone out for the interim presidency at Southwest Minnesota State University. Searches for the Anoka alignment, Century College and Saint Paul College are at the campus level. Dates of campus interviews can be found at the individual institutions' web sites. Semifinalist interviews are scheduled for March 31, April 6 and 7 in the Office of the Chancellor. Chair Hightower recommended that trustees let Inge Chapin know if they are interested in participating in those interviews. We anticipate that there will be four recommendations coming to the board in April.

**4. DEMOGRAPHIC REPORT**

Substantial changes have been made to the report to make it more analytical and not just data. Vice Chancellor Lamb acknowledged the work of Jim Lee and the partnership with Craig Schoenecker and his staff in Academic and Student Affairs. Trustees provided comments that will be helpful for future reporting.

**5. CHANCELLOR SEARCH PROCESS DEBRIEFING**

Chair Hightower opened the discussion to receive feedback from trustees on the chancellor search process. Comments were categorized as follows:

- Continuous Improvement
  - Social gatherings could have been hosted better; would prefer nicer hotel or other setting; consider our own location (referring to the events on February 1)
  - More people met the candidates before the trustees
  - Good recruitment (spouse/partner) is important
  - With the criteria given, need good screening
  - Appoint transition team earlier in the process before candidates come in for interview
  - Evaluate the search firm
  - Composition of search advisory committee – include more business people and outstate representation
  - Schedule longer interview time with the candidates over more days
- Not Within Our Control For This Search
  - Bad weather in December for hotel interviews (some candidates were not able to come in person; interviews had to be conducted via audio and video)
- Further Legislative Change to Consider
  - Open meeting law was restrictive; advocate for change
  - Making candidates public (timing)
  - Ability to hold an executive session to discuss candidates without the public and media

Meeting adjourned at 4:20 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:** April 19, 2011

**Agenda Item:** Appointment of President of Century 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 Century College. Additional information will be provided in advance of the committee meeting.

**Background Information:**

The presidential semifinalist interviews were held on April 6, 2011, in the Office of the Chancellor.

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

<b>BOARD ACTION</b>
APPOINTMENT OF PRESIDENT OF CENTURY COLLEGE

1    **BACKGROUND**

2    It is anticipated that Chancellor McCormick will recommend an individual for the presidency at  
3    Century 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 president of Century College effective \_\_\_\_\_, subject to the  
12   completion of an employment agreement. The Board authorizes the Chancellor, in consultation  
13   with the Chair of the Board and Chair of the Human Resources Committee, to negotiate and  
14   execute an employment agreement in accordance with the terms and conditions of the Personnel  
15   Plan for Minnesota State Colleges and Universities Administrators.

16

17   *Date of Adoption:*                    *April 20, 2011*

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

**Agenda Item Summary Sheet**

**Committee:** Human Resources Committee    **Date of Meeting:** April 19, 2011

**Agenda Item:** Appointment of President of Saint Paul 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 Saint Paul College. Additional information will be provided in advance of the committee meeting.

**Background Information:**

The presidential semifinalist interviews were held on March 31, 2011, in the Office of the Chancellor.

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

<b>BOARD ACTION</b>
APPOINTMENT OF PRESIDENT OF SAINT PAUL COLLEGE

1    **BACKGROUND**

2    It is anticipated that Chancellor McCormick will recommend an individual for the presidency at  
3    Saint Paul 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 president of Saint Paul College effective \_\_\_\_\_, subject to the  
12   completion of an employment agreement. The Board authorizes the Chancellor, in consultation  
13   with the Chair of the Board and Chair of the Human Resources Committee, to negotiate and  
14   execute an employment agreement in accordance with the terms and conditions of the Personnel  
15   Plan for Minnesota State Colleges and Universities Administrators.

16

17   *Date of Adoption:*                    *April 20, 2011*

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

**Agenda Item Summary Sheet**

**Committee:** Human Resources Committee    **Date of Meeting:** April 19, 2011

**Agenda Item:** Appointment of Interim President of Anoka-Ramsey Community College and 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 interim presidency at Anoka-Ramsey Community College and Anoka Technical College. Additional information will be provided in advance of the committee meeting.

**Background Information:**  
The presidential semifinalist interviews were held on April 7, 2011, in the Office of the Chancellor.



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

<b>BOARD ACTION</b>
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APPOINTMENT OF INTERIM PRESIDENT OF ANOKA-RAMSEY COMMUNITY COLLEGE and ANOKA TECHNICAL COLLEGE
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1 **BACKGROUND**

2 It is anticipated that Chancellor McCormick will recommend an individual for the interim  
3 presidency at Anoka-Ramsey Community College and Anoka Technical 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 and Anoka  
12 Technical College effective \_\_\_\_\_, subject to the completion of an employment  
13 agreement. The Board authorizes the Chancellor, in consultation with the Chair of the Board and  
14 Chair of the Human Resources Committee, to negotiate and execute an employment agreement  
15 in accordance with the terms and conditions of the Personnel Plan for Minnesota State Colleges  
16 and Universities Administrators.  
17

18 *Date of Adoption:*                      *April 20, 2011*

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

**Agenda Item Summary Sheet**

**Committee:** Human Resources Committee    **Date of Meeting:** April 19, 2011

**Agenda Item:**    **Appointment of Interim President of  
Southwest Minnesota State University**

- 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 interim presidency at Southwest Minnesota State University. Additional information will be provided in advance of the committee meeting.

**Background Information:**  
A request for nominations and expressions of interest for this position were communicated to the Leadership Council. The interim president will serve from July 1, 2011, through June 30, 2012.

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

<b>BOARD ACTION</b>
APPOINTMENT OF INTERIM PRESIDENT OF SOUTHWEST MINNESOTA STATE UNIVERSITY

1   **BACKGROUND**

2   It is anticipated that Chancellor McCormick will recommend an individual for the interim  
3   presidency at Southwest Minnesota State University.

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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 Southwest Minnesota State University 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:*                      *April 20, 2011*

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

**Agenda Item Summary Sheet**

**Committee:** Human Resources Committee    **Date of Meeting:** April 19, 2011

**Agenda Item:**            **Chancellor Evaluation Timeline**

- 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 1A.3, Part 3, System Administration, Chancellor

**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.

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

<b>INFORMATION ITEM</b>
<b>CHANCELLOR EVALUATION TIMELINE</b>

**Background:**

The following *draft* timeline is being proposed for Chancellor McCormick’s evaluation.

**2011**

1. Human Resources Committee’s first meeting .....April 19
2. Chancellor’s report on progress toward performance goals is due .....May 27
3. Chancellors report distributed to Trustees .....May 27
4. Closed session of Board to discuss report  
(following Executive Committee meeting) .....June 8
5. Survey distributed to Trustees for input.....June 8
6. Trustees complete survey.....June 8-10
7. Internal Auditing provides draft report on survey to Chair Thiss,  
Trustees Hightower and Renier.....June 13
8. Chair Thiss, Trustees Hightower and Renier review and discuss  
Chancellor’s report and Trustees input on survey.....June 15
9. Survey report delivered to Chancellor .....June 16
10. Survey report delivered to the Board in afternoon.....June 20
11. Full Board meets in closed session luncheon with the Chancellor  
to discuss results of evaluation .....June 21
12. Summary of the Chancellor’s evaluation and salary recommendation  
Are presented in open session during the Board of Trustees meeting .....June 22

*Date: April 20, 2011*