



**HUMAN RESOURCES COMMITTEE
JULY 19, 2011
4:00 P.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 Clarence Hightower calls the meeting to order.

- (1) Minutes of June 21, 2011 (pp. 1-2)**
- (2) Human Resources Update
- (3) Appointment of Interim Vice Chancellor for Academic and Student Affairs (pp. 3-4)**
- (4) Emeriti Recognition (pp. 5-6)**
- (5) Recognition of Presidential Years of Service (pp. 7-8)
- (6) Closed Session on Bargaining Pursuant to Minnesota Statute § 13D.03 (2010) (pp. 9-10)

Members

Clarence Hightower, Chair
Thomas Renier, Vice Chair
Brett Anderson
Cheryl Dickson
Dan McElroy
David Paskach
Christine Rice
Louise Sundin

Bolded items indicate action required.

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES
HUMAN RESOURCES COMMITTEE
MEETING MINUTES
June 21, 2011**

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

Human Resources Committee Member Absent: Dan McElroy; Christine Rice

Other Board Members Present: Christopher Frederick; 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, June 21, 2011, at Wells Fargo Place, 4th Floor, Board Room, 30 Seventh Street East, in St. Paul. Chair Hightower called the meeting to order at 1:07 p.m.

1. MINUTES OF MAY 18, 2011

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

2. HUMAN RESOURCES UPDATE

Vice Chancellor Lamb stated that she was very pleased with the HR Strategic Plan and its progress over the past year, helping to drive priorities and allocate resources for the system.

She acknowledged the hard work and diligence of the human resource offices across the system on the shutdown planning.

3. APPOINTMENT OF INTERIM PRESIDENT OF MINNESOTA STATE COMMUNITY AND TECHNICAL COLLEGE

Chancellor McCormick stated that the process to hire an interim president of Minnesota State Community and Technical College was initiated upon the announcement of President Ann Valentine's resignation. Nominations and expressions of interest were sought from trustees, presidents, system office staff and other individuals within and outside the system. Candidates were reviewed for qualifications. As a result, Chancellor McCormick recommended Dr. Peggy D. Kennedy to serve as interim president for one year.

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 Peggy D. Kennedy as interim president of Minnesota State Community and Technical

College effective July 1, 2011, 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. PROPOSED AMENDMENTS TO BOARD POLICY 4.8 – EMERITUS STATUS
(SECOND READING)**

Vice Chancellor Lamb noted that changes were made in the following areas reflecting last month's discussion of the first reading:

- Timeframe for service
- Language on distinguished service
- Determination by the board on the chancellor's recommendation and consultation among the chancellor, board chair and human resources committee chair in making the recommendation
- Recognition of staff and faculty at the campuses

There was lengthy discussion around the area of retirement from the system and receiving an emeritus. More suggested changes related to that area were offered, and consequently, a revised second reading will be prepared for the board meeting.

Trustier Renier moved for the policy to be amended as discussed, and the motion passed without dissent.

5. REPORT ON BOARD GOALS – SUCCESSION PLANNING AND NEGOTIATIONS

Vice Chancellor Lamb reported on the activities of the past year related to both goals. The goal on negotiations has been and will continue to be through the closed sessions with the trustees. Joining the committee and presenting an overview of the succession planning accomplishments were Anita Rios and Todd Harmening. Specifically, they presented on a new collaborative program with the University of Minnesota—Minnesota Partnership for Executive Leader Development. The program will be implemented this fall. Vice Chancellor Lamb highlighted other major accomplishments in the human resources area for the year.

6. 2011 OFFICE OF THE CHANCELLOR PERFORMANCE REPORT – HUMAN RESOURCES DIVISION

In response to the OLA review of the Office of the Chancellor, the 2011 performance report for the Human Resources Division was presented by Vice Chancellor Lamb. There were four sections in the report providing information about the current and projected budget of the division; the functions performed by the division and how they differ or complement those of the institutions; a listing of major goals and accomplishments for FY 2011; and preliminary division goals for FY 2012.

Meeting adjourned at 2:20 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:** July 19, 2011

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:

Board Policy 1A.4, Part 3, System Administration Appointment of Administrators

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 vice chancellor for academic and student affairs in the Office of the Chancellor. Additional information will be provided in advance of the committee meeting.

Background Information:

A call for nominations was issued in preparation for Interim Vice Chancellor Scott Olson's departure on July 31, 2011.

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

BOARD ACTION
APPOINTMENT OF INTERIM VICE CHANCELLOR FOR ACADEMIC AND STUDENT AFFAIRS

1 **BACKGROUND**

2 It is anticipated that Chancellor McCormick will recommend an individual for the interim vice
3 chancellor for academic and student affairs.

4
5 **RECOMMENDED COMMITTEE ACTION**

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

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9 **RECOMMENDED MOTION**

10 The Board of Trustees, upon the recommendation of Chancellor McCormick, appoints
11 _____ as interim vice chancellor for academic and student affairs in the Office of the
12 Chancellor effective August 1, 2011, subject to the completion of an employment agreement.
13 The Board authorizes the Chancellor, in consultation with the Chair of the Board and Chair of
14 the Human Resources Committee, to negotiate and execute an employment agreement in
15 accordance with the terms and conditions of the Personnel Plan for Minnesota State Colleges and
16 Universities Administrators.

17
18 *Date of Adoption: July 20, 2011*

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

Agenda Item Summary Sheet

Committee: Human Resources Committee

Date of Meeting: July 19, 2011

Agenda Item: Emeriti Recognition

- 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 4.8, Emeritus Status

Scheduled Presenter(s):

James McCormick, Chancellor

Lori Lamb, Vice Chancellor for Human Resources

Outline of Key Points:

Recommendations for emeriti status on presidents

Background Information:

The individuals, who will be recommended by Chancellor McCormick, will have served as presidents in the Minnesota State Colleges and Universities system and deserve emeritus status for their dedicated leadership and service.

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

BOARD ACTION

EMERITI RECOGNITION

BACKGROUND

It is anticipated that Chancellor McCormick will present his recommendation for conferring presidential emeritus status on certain presidents.

RECOMMENDED COMMITTEE ACTION

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

RECOMMENDED MOTION

Upon the recommendation of Chancellor James H. McCormick, the Board of Trustees hereby confers emeritus status upon _____ effective upon their retirements.

Date of Adoption: *July 20, 2011*

Date of Implementation: *July 20, 2011*

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

Agenda Item Summary Sheet

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

Agenda Item: Recognition of Presidential Years of Service

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

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

Presentation of certificates to presidents for milestone years of presidential service

Scheduled Presenter(s):

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

Outline of Key Points:

Certificates in recognition of service will be presented at the full Board Meeting to the following presidents for their length of presidential service:

- David Danahar, retired president of Southwest Minnesota State University – 10 years
- Pat Johns, president of Lake Superior College – 20 years

Background Information:

It is deemed important to recognize milestone years of presidential service.

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

INFORMATION ITEM
RECOGNITION OF PRESIDENTIAL YEARS OF SERVICE

1 **BACKGROUND**
2

3 In keeping with the Office of the Chancellor’s practice of recognizing employees’ length of service,
4 there are two presidents who have reached a milestone year of presidential service in our system.
5 Recognition for ten years of presidential service will be made at the full Board Meeting to David
6 Danahar, retired president of Southwest Minnesota State University. Additionally, recognition for 20
7 years of presidential service will be made to Pat Johns, president of Lake Superior College.
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11 *Date presented to the Board: July 20, 2011*
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**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES**

Agenda Item Summary Sheet

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

Agenda Item: Closed Session on Bargaining Pursuant to Minnesota Statute § 13D.03 (2010)

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

Cite policy requirement, or explain why item is on the Board agenda:
Pursuant to Minnesota Statute § 13D.03, Minnesota Open Meeting Law, 2010

Scheduled Presenter(s):
Lori Lamb, Vice Chancellor for Human Resources
Chris Dale, Senior System Director for Labor Relations

Outline of Key Points:

- Status of negotiations

Background Information:
Discussions have been underway for negotiating the 2011-2013 bargaining contracts with the faculty unions.

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

4 INFORMATION ITEM
5 6 7 CLOSED SESSION ON BARGAINING 8

9 **BACKGROUND:**

10 In closed session, the Human Resources Committee will discuss the current status of the negotiations
11 of collective bargaining agreements with the faculty unions—Inter Faculty Organization (IFO);
12 Minnesota State College Faculty (MSCF); and Minnesota State University Association of
13 Administrative and Service Faculty (MSUAASF).

14 (Pursuant to Minnesota Statute § 13D.03, Minnesota Open Meeting Law, 2010)
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18 *Date: July 20, 2011*