



**HUMAN RESOURCES COMMITTEE
MAY 18, 2011
11:00 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 Clarence Hightower calls the meeting to order.

- (1) Minutes of April 19, 2011 (pp. 1-4)**
- (2) Human Resources Update
- (3) Chancellor's Evaluation Timeline (pp. 5-6)
- (4) Proposed Amendments to Board Policy 4.8 – Emeritus Status (First Reading)
(pp. 7-11)

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
April 19, 2011**

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

Human Resources Committee Member Absent: David Paskach, Christine Rice

Other Board Members Present: Christopher Frederick; 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, April 19, 2011, at Wells Fargo Place, 4th Floor, Board Room, 30 Seventh Street East, in St. Paul. Chair Hightower called the meeting to order at 3:05 p.m.

1. MINUTES OF MARCH 15, 2011

Chair Hightower called for the motion to approve the minutes of the Human Resources Committee meeting on March 15, 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. Succession planning continues as we work with presidents to identify individuals for the executive development program. Good progress is being made on both goals. Final reports will be presented in June or July.

Presidential searches have occupied a significant amount of time these past few months. We will be debriefing with the board of the changes which were implemented this year, as well as bringing future recommendations.

With the anticipated departure of Interim Vice Chancellor Scott Olson, the search for a vice chancellor for academic and student affairs is underway. With permission of Chancellor McCormick, we are working closely with Chancellor-designate Rosenstone on this search. We are using the search firm which was used for the chancellor search since they know Dr. Rosenstone and our system quite well. President Pat Johns is search chair.

The spring human resources conference will be held on April 26-27, 2011. This event will focus on specific areas of the human resources strategic plan and on necessary updates and information relevant to campuses.

3. APPOINTMENT OF PRESIDENT OF CENTURY COLLEGE

Chancellor McCormick stated that a nationwide search was initiated upon the announcement of President Larry Litecky's retirement with the assistance of an executive search firm. Larry Lundblad, President of Central Lakes College, chaired the search committee. Chancellor McCormick, members of the Board of Trustees and Cabinet interviewed two finalists. As a result of this process, Chancellor McCormick recommended Ronald Anderson to be the next president of Century 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 Ronald O. Anderson as president of Century College, effective on 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. APPOINTMENT OF PRESIDENT OF SAINT PAUL COLLEGE

Chancellor McCormick stated that a nationwide search was initiated upon the announcement of President Donovan Schwichtenberg's retirement with the assistance of an executive search firm. Cecilia Cervantes, President of Hennepin Technical College, chaired the search committee. Chancellor McCormick, members of the Board of Trustees and Cabinet interviewed two finalists. As a result of this process, Chancellor McCormick recommended Rassoul Dastmozd to be the next president of Saint Paul 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 Rassoul Dastmozd as president of Saint Paul College, effective on 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.

5. APPOINTMENT OF INTERIM PRESIDENT OF ANOKA-RAMSEY COMMUNITY COLLEGE AND ANOKA TECHNICAL COLLEGE

Chancellor McCormick stated that careful thought was given to the importance of this position. After consultation with various constituencies and having been presented with three candidates out of the search process, the decision was made to appoint an interim president for the new alignment of Anoka-Ramsey Community College and Anoka

Technical College. A presidential search will commence next fiscal year. As a result, Chancellor recommended Jessica Stumpf as interim president for both colleges.

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 Jessica M. Stumpf as interim president of Anoka-Ramsey Community College and Anoka Technical College, effective on 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.

6. APPOINTMENT OF INTERIM PRESIDENT OF SOUTHWEST MINNESOTA STATE UNIVERSITY

Upon the announcement of President Danahar's retirement, a study was begun to identify the key higher education programs and services needed by the region now and in the future. Chancellor McCormick stated that no decision has been made at this time about the final outcome of the study. It is anticipated that in June the Academic and Student Affairs Committee will present information about the plan for higher educational services in the southwest region. In the meantime, nominations for the interim presidency were sought, and candidates were reviewed for qualifications. As a result of this process, Chancellor McCormick recommended Ron Wood to be the interim president of Southwest Minnesota State University.

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 Ronald A. Wood as the interim president for Southwest Minnesota State University, effective on 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.

7. CHANCELLOR EVALUATION TIMELINE

Vice Chancellor Lamb provided an overview and draft timeline of the chancellor evaluation that was reflective of last year's evaluation. Trustees suggested having an abbreviated process this year because it is Chancellor McCormick's final year as chancellor. They proposed having no survey, that the board meet in closed session with Chancellor McCormick to discuss his report, and formulate a final summary for the June board meeting. A revised draft timeline will be presented at the May board meeting.

Meeting adjourned at 3:55 p.m. and the Human Resources Committee went into closed session to discuss bargaining.

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 18, 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.

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

INFORMATION ITEM
CHANCELLOR EVALUATION TIMELINE

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6 **Background:**

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8 The following timeline is adopted for Chancellor McCormick’s evaluation.
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10 **2011**

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- 12 1. Human Resources Committee’s first meetingApril 19
 - 13 2. Chancellor’s report on progress toward performance goals is dueMay 27
 - 14 3. Chancellors report distributed to TrusteesMay 27
 - 15 4. Closed session of Board to discuss report with Chancellor
16 (following Executive Committee meeting)June 8
17 Chair finalizes summary of evaluationJune 21
 - 18 5. Summary of the Chancellor’s evaluation and salary recommendation
19 are presented in open session during the Board of Trustees meetingJune 22

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22 *Date: May 18, 2011*

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

Agenda Item Summary Sheet

Committee: Human Resources Committee **Date of Meeting:** May 18, 2011

Agenda Item: Proposed Amendments to Board Policy 4.8 – Emeritus Status
(First Reading)

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

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

At the request of the Board of Trustees

Scheduled Presenter(s):

Lori Lamb, Vice Chancellor for Human Resources

Outline of Key Points:

- Amendments to policy

Background Information:

The Board of Trustees requested that the emeritus policy be reviewed at this time.

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

BOARD ACTION
PROPOSED AMENDMENTS TO BOARD POLICY 4.8 – EMERITUS STATUS

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BACKGROUND

The Board of Trustees requested that the emeritus policy be reviewed at this time. Various constituency groups, including presidents, chief human resources officers and union leadership, are in the process of being consulted. Attached are copies of the proposed changes to the policy—one noting the changes and the other being a clean copy.

This is a first reading only; there will be no committee action at this time. The second reading will be heard at the June board meeting.

RECOMMENDED COMMITTEE ACTION

The Human Resources Committee recommends that the Board of Trustees adopt the following motion:
The Board of Trustees adopts Board Policy 4.8 as presented in the Board packet.

RECOMMENDED MOTION

The Board of Trustees adopts Board Policy 4.8 as presented in the Board packet.

Date of Presentation to the Board: May 18, 2011
Date of Board Action: May 18, 2011
Date of Approval: May 18, 2011

DRAFT 5.3.11

4.8 Emeritus Status

Part 1. Purpose.

The award of emeritus status is intended as a special honor for long-serving employees who have served with distinction. Recognition as emeritus is not a matter of due course, and is granted only to those whose service has been most exemplary.

To be awarded emeritus status, an employee must have:

- a. Retired from employment with the Minnesota State Colleges and Universities system;
- b. Established a record of distinguished service while employed at the college, university, or Office of the Chancellor;
- c. Completed their appointment or employment in good standing; and
- d. Met the longevity provision for the category of service in which the employee is to be honored.

Part 2. Chancellor. The Minnesota State Colleges and Universities System Board of Trustees may confer by appropriate resolution the honorary office of Chancellor Emeritus upon a chancellor or former chancellor who has completed at least five (5) years as chancellor and meets the requirements set forth in Part 1. who is retiring from employment with the Minnesota State Colleges and Universities system.

Part 3. Presidents. The Minnesota State Colleges and Universities System Board of Trustees, upon recommendation of the Chancellor, may confer by appropriate resolution the honorary office of President Emeritus upon a president or former president who has completed a substantial term, normally at least ten (10) years, as president of a system university or college and meets the requirements set forth in Part 1. who is retiring from employment with the Minnesota State Colleges and Universities system.

Part 4. Faculty and staff. The president of a college or state university or the chancellor for the Office of the Chancellor may confer emeritus status upon a faculty or staff member who has completed a substantial term of employment, normally at least ten years, with Minnesota State Colleges and Universities and meets the requirements set forth in Part 1 and the policies is retiring from employment with the Minnesota State Colleges and Universities system. This shall be done in accordance with the policy or procedure developed in Subpart A.

Subpart A. Each college or university and the Office of the Chancellor, through college or university policy or procedure, shall adopt policies to establish guidelines for the designation of emeritus status consistent with this policy.

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

BOARD POLICY		4.8
Chapter 4	Human Resources	
Section 4.8	Emeritus Status	

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1 Part 1. Purpose.

2 The award of emeritus status is intended as a special honor for long-serving employees who have
3 served with distinction. Recognition as emeritus is not a matter of due course, and is granted only
4 to those whose service has been most exemplary.

5 To be awarded emeritus status, an employee must have:

- 6 a. Retired from employment with the Minnesota State Colleges and Universities
7 system;
- 8 b. Established a record of distinguished service while employed at the college,
9 university, or Office of the Chancellor;
- 10 c. Completed their appointment or employment in good standing; and
- 11 d. Met the longevity provision for the category of service in which the employee is to be
12 honored.

13 Part 2. Chancellor. The Board may confer by appropriate resolution the honorary office of
14 Chancellor Emeritus upon a chancellor or former chancellor who has completed at least five years
15 as chancellor and meets the requirements set forth in Part 1.

16 Part 3. Presidents. The Board, upon recommendation of the Chancellor, may confer by
17 appropriate resolution the honorary office of President Emeritus upon a president or former
18 president who has completed a substantial term, normally at least ten years, as president of a
19 system university or college and meets the requirements set forth in Part 1.

20 Part 4. Faculty and staff. The president of a college or state university or the chancellor for the
21 Office of the Chancellor may confer emeritus status upon a faculty or staff member who has
22 completed a substantial term of employment, normally at least ten years, with Minnesota State
23 Colleges and Universities and meets the requirements set forth in Part 1 and the policies in
24 Subpart A.

25 Subpart A. Each college or university and the Office of the Chancellor shall adopt policies to
26 establish guidelines for the designation of emeritus status consistent with this policy.

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28 ***Policy History:***

29 *Date of Adoption: 11/17/99*

30 *Date of Implementation: 11/17/99*

31 *Date & Subject of Revisions:*

32 *12/17/03 - Added Part 1, Chancellor Emeritus and authorized President Emeritus status*
33 *for college as well as university presidents*

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