



**HUMAN RESOURCES COMMITTEE
NOVEMBER 16, 2011
9:30 A.M.**

**MCCORMICK ROOM
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 July 19, 2011 (pp. 1-2)**
- (2) Human Resources Update
- (3) **Appointment of Vice Chancellor for Academic and Student Affairs (pp. 3-4)**
- (4) **Appointment of Vice Chancellor for Advancement (pp. 5-6)**
- (5) **Authorization of Leadership Employment Agreements (pp. 7-8)**
- (6) Board Committee Goals (pp. 9-10)

Members

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

Bolded items indicate action required.

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES
HUMAN RESOURCES COMMITTEE
MEETING MINUTES
July 19, 2011**

Human Resources Committee Members Present: Clarence Hightower, Chair; Thomas Renier, Vice Chair; Cheryl Dickson; Dan McElroy; David Paskach; Louise Sundin

Human Resources Committee Member Absent: None

Other Board Members Present: Brett Anderson; Duane Benson; Jacob Englund; Phil Krinkie; Alfredo Oliveira; Christine Rice; Scott Thiss; 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, July 19, 2011, in the McCormick Room, 30 Seventh Street East, St. Paul. Chair Hightower called the meeting to order at 4:00 p.m.

1. MINUTES OF JUNE 21, 2011

Chair Hightower called for the motion to approve the minutes of the Human Resources Committee meeting on June 21, 2011. The minutes were moved, seconded and passed without dissent.

2. HUMAN RESOURCES UPDATE

Vice Chancellor Lamb welcomed new board committee members and expressed appreciation to President Potter for his service over the past two years. She announced the kickoffs of the Minnesota Partnership on executive development and the sixth cohort of the Luoma Leadership Academy. She provided an update on the national search for a vice chancellor for academic and student affairs. We are working with a consultant to identify candidates at this time.

3. APPOINTMENT OF INTERIM VICE CHANCELLOR FOR ACADEMIC AND STUDENT AFFAIRS

Chancellor McCormick stated that Dr. Scott Olson will end his term on July 31, 2011, as the interim vice chancellor for academic and student affairs. In consideration of the chancellor transition, it was determined that an interim vice chancellor should be appointed to serve until such time as a permanent vice chancellor can be hired by the new chancellor. Nominations and expressions of interest were sought from the board, presidents, system office staff and other individuals within and outside the system. Candidates were reviewed for qualifications and a selection was made. In consultation with Chancellor-designate Steven Rosenstone, Chancellor McCormick recommended Dr. Larry Litecky to serve as interim vice chancellor until a permanent appointment is made.

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 Larry P. Litecky as interim vice chancellor for academic and student affairs in the Office of the Chancellor effective August 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. EMERITI RECOGNITION

Pursuant to Board Policy 4.8, Emeritus Status, Chancellor McCormick presented his recommendation to confer presidential emeritus status on Larry Litecky, who served as president at Century College from 2000-2011, and Donovan Schwichtenberg, who served as president at Saint Paul College from 1990-2011.

The Human Resources Committee recommended that the Board of Trustees adopt the following motion:

Upon the recommendation of Chancellor James H. McCormick, and in recognition that each has served with great distinction, the Board of Trustees hereby confers upon Larry Litecky the honorary title of President Emeritus of Century College, and confers upon Donovan Schwichtenberg the honorary title of President Emeritus of Saint Paul College, effective August 1, 2011.

The motion passed without dissent.

5. RECOGNITION OF PRESIDENTIAL YEARS OF SERVICE

In keeping with the Office of the Chancellor's practice of recognizing employees' length of service, Chancellor McCormick stated that there are two presidents who have reached a milestone year of presidential service in our system. Recognition for ten years of presidential service will be made at the full Board Meeting to David Danahar, retired president of Southwest Minnesota State University. Additionally, recognition for 20 years of presidential service will be made to Pat Johns, president of Lake Superior College.

6. CLOSED SESSION ON BARGAINING

Chair Hightower announced that there would not be a closed session.

7. OTHER

Chair Hightower asked Chair Thiss to review for the board how goals will be set for FY 2012 after Steven Rosenstone becomes chancellor on August 1. Chair Thiss explained the process as it was done in the past and that Chancellor-designate Rosenstone has been actively focusing on FY 2012 goals during this time of transition.

Meeting adjourned.

Submitted by,
Vicki Tschida, Recorder

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

Agenda Item Summary Sheet

Committee: Human Resources Committee **Date of Meeting:** November 16, 2011

Agenda Item: Appointment of Vice Chancellor for Academic and Student Affairs

- | | | | |
|--|--|---|-------------------------------------|
| <input type="checkbox"/> Proposed
Policy Change | <input checked="" type="checkbox"/> Approvals
Required by
Policy | <input type="checkbox"/> Other
Approvals | <input type="checkbox"/> Monitoring |
| <input type="checkbox"/> 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):

Steven Rosenstone, Chancellor
Lori Lamb, Vice Chancellor for Human Resources

Outline of Key Points:

It is anticipated that the Chancellor will recommend an individual for the vice chancellor for academic and student affairs in the system office. Additional information will be provided in advance of the committee meeting.

Background Information:

A national search was initiated for a vice chancellor for academic and student affairs in the system office following the departure of Interim Vice Chancellor Scott Olson on July 31, 2011. Thereafter, Larry Litecky was appointed to serve as interim vice chancellor until a permanent vice chancellor could be named. Steve Leo of Storbeck/Pimentel was retained as the executive search consultant to assist with the recruitment and selection of candidates.

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

BOARD ACTION
APPOINTMENT OF VICE CHANCELLOR FOR ACADEMIC AND STUDENT AFFAIRS

1 **BACKGROUND**

2 It is anticipated that Chancellor Rosenstone will recommend an individual for the vice chancellor
3 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.

8
9 **RECOMMENDED MOTION**

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

17
18 *Date of Adoption: November 16, 2011*

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

Agenda Item Summary Sheet

Committee: Human Resources Committee **Date of Meeting:** November 16, 2011

Agenda Item: Appointment of Vice Chancellor for Advancement

- | | | | |
|--|--|---|-------------------------------------|
| <input type="checkbox"/> Proposed
Policy Change | <input checked="" type="checkbox"/> Approvals
Required by
Policy | <input type="checkbox"/> Other
Approvals | <input type="checkbox"/> Monitoring |
| <input type="checkbox"/> 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):

Steven Rosenstone, Chancellor
Lori Lamb, Vice Chancellor for Human Resources

Outline of Key Points:

It is anticipated that the Chancellor will recommend an individual for the vice chancellor for advancement in the system office. Additional information will be provided in advance of the committee meeting.

Background Information:

A national search was initiated for a vice chancellor for advancement in the system office in September 2011. This is a new position in the Chancellor's Cabinet. The vice chancellor will be responsible for the areas of government relations, public affairs and foundation/development.

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

BOARD ACTION
APPOINTMENT OF VICE CHANCELLOR FOR ADVANCEMENT

1 **BACKGROUND**

2 It is anticipated that Chancellor Rosenstone will recommend an individual for the vice chancellor
3 for advancement.

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 Rosenstone, appoints
11 _____ as vice chancellor for advancement in the system office effective
12 _____, subject to the completion of an employment agreement. The Board
13 authorizes the Chancellor, in consultation with the Chair of the Board and Chair of the Human
14 Resources Committee, to negotiate and execute an employment agreement in accordance with
15 the terms and conditions of the Personnel Plan for Minnesota State Colleges and Universities
16 Administrators.

17
18 *Date of Adoption: November 16, 2011*

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

Agenda Item Summary Sheet

Committee: Human Resources Committee

Date of Meeting: November 16, 2011

Agenda Item: Authorization of Leadership Employment Agreements

- 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 the Personnel Plan for Minnesota State Colleges and Universities Administrators, the Board of Trustees may authorize the Chancellor to enter into employment agreements with the presidents and vice chancellors.

Scheduled Presenter(s):

Lori Lamb, Vice Chancellor for Human Resources

Outline of Key Points:

It is necessary to seek authorization from the Board of Trustees for the Chancellor to enter into employment agreements with presidents and vice chancellors who have agreements that will expire at the end of FY2012.

Background Information:

There are six presidents and two vice chancellors whose employment agreements will end on June 30, 2012, and for whom new agreements may be prepared, depending on circumstances.

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

BOARD ACTION

AUTHORIZATION OF LEADERSHIP EMPLOYMENT AGREEMENTS

BACKGROUND

Pursuant to the Personnel Plan for Minnesota State Colleges and Universities Administrators, the Board of Trustees may authorize the Chancellor to enter into employment agreements with the presidents and vice chancellors. At this time, Chancellor Rosenstone requests the Board of Trustees' approval to enter into employment agreements with said parties whose agreements expire on June 30, 2012.

RECOMMENDED COMMITTEE ACTION

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

RECOMMENDED MOTION

The Board of Trustees authorizes the Chancellor, in consultation with the Chair of the Board of Trustees and Chair of the Human Resources Committee, to enter into employment agreements with presidents and vice chancellors whose agreements expire on June 30, 2012.

Date of Adoption: *November 16, 2011*

Date of Implementation: *November 16, 2011*

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

Agenda Item Summary Sheet

Committee: Human Resources Committee **Date of Meeting:** November 16, 2011

Agenda Item: Board Committee Goals

- 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 Board's request

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

- Outline of Key Points:**
- Provide leadership and support in the development and implementation of human resources shared services initiatives across the system

Background Information:
Each board committee was asked to present their goal or goals at the November board meeting.

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

INFORMATION ITEM
BOARD COMMITTEE GOALS

1 **BACKGROUND**

2
3 Proposed Goal:

4
5 **Provide leadership and support in the development and implementation of human**
6 **resources shared services initiatives across the system.**

7
8 **Description:**

9
10 Considerable work has been done to create system-wide understanding and acceptance for a
11 shared services approach to providing HR services. This work is ongoing.

12
13 The actions to achieve this goal involve implementing real and measurable instances of shared
14 services across the system wherein efficiencies are created and overhead costs are reduced,
15 without reduction in service levels. Assessments will be made regarding the return on
16 investment of larger scale initiatives which may require resources (e.g. system modifications,
17 automation, equipment, etc). Greater tracking and communication of shared service efforts,
18 small and large, will begin.

19
20 **Outcome:** Ten or more initial cross-campus projects will be identified, implemented,
21 measured and tracked. Project successes will be communicated and celebrated and the shared
22 services culture will be advanced within the HR community. As HR vacancies occur,
23 opportunities to share services will be pursued in greater number.

24
25 **Targeted Completion:** Identification and scope of initial projects will be complete by
26 January 2012. Tracking and measurement of shared service instances will be ongoing. Plan
27 for project expansion and new projects will be developed in late spring 2012.

28
29
30
31 *Presented to Board:* *November 16, 2011*