

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

**APPOINTMENT OF ACTING PRESIDENT OF  
NORTH HENNEPIN COMMUNITY COLLEGE**

1    **BACKGROUND**

2    At their meeting on April 17, 2013, the Board of Trustees approved the appointment of John  
3    O'Brien as interim vice chancellor of academic and student affairs effective June 1, 2013.  
4    President O'Brien was granted a leave of absence from his position as president of North  
5    Hennepin Community College for the term of this interim position. The leave created the need to  
6    identify an acting president of North Hennepin Community College for this same term.

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8    Chancellor Rosenstone met North Hennepin Community College faculty, staff and administrators  
9    and invited their input. He reviewed all input received and consulted as appropriate to develop  
10   his recommendation to the board. Chancellor Rosenstone is recommending Lisa Larson to serve  
11   as the acting president of North Hennepin Community College.

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13   **RECOMMENDED COMMITTEE ACTION**

14   The Human Resources Committee recommends that the Board of Trustees adopt the following  
15   motion.

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17   **RECOMMENDED MOTION**

18   The Board of Trustees, upon the recommendation of Chancellor Rosenstone, appoints Lisa  
19   Larson as acting president of North Hennepin Community College effective June 1, 2013, subject  
20   to the completion of an employment agreement. The board authorizes the chancellor, in  
21   consultation with the chair of the board and chair of the Human Resources Committee, to  
22   negotiate and execute an employment agreement in accordance with the terms and conditions of  
23   the MnSCU Personnel Plan for Administrators.

24  
25   *Date of Board Action:     May 22, 2013*

26   *Date of Approval:         May 22, 2013*

27   *Date of Implementation:   June 1, 2013*

# **Lisa Larson, Ed.D**

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## **PROFESSIONAL EXPERIENCES**

### **Vice President for Academic and Student Affairs**

June 2011 – present

Hennepin Technical College  
Eden Prairie and Brooklyn Park, Minnesota

### **Vice President for Academic Affairs**

December 2007 – June 2011

Hennepin Technical College  
Eden Prairie and Brooklyn Park, Minnesota

Hennepin Technical College is a stand-alone technical college serving approximately 9,000 students of Hennepin County and surrounding counties; 161 full time faculty and 136 staff; 4 collective bargaining unions

#### **Responsibilities:**

- Lead academic program planning
- Manage the operation of all academic affairs functions
- Advise the President on academic affairs matters and other college-wide issues
- Work collaboratively with the Academic Affairs and Standards Council to create a vision for academic innovations
- Initiate joint academic programs with baccalaureate institutions
- Lead the growth and expansion of online and technology enhanced learning
- Cultivate partnerships to develop new programs, garner resources, and serve the college's students and communities
- Promote linkages between Customized Training Services and credit-based programs
- Represent the college with external community partners
- Contribute to the college, system wide planning efforts and resource development
- Work collaboratively with the Vice President for Administrative Services and other members of the college leadership team

#### **Accomplishments:**

- Secured two Department of Labor grants focusing on training in the manufacturing sector
- Awarded three Department of Education TRiO grants assisting high school and college students in meeting their academic goals
- Developed the Hennepin Gateway to College Academy, the first in Minnesota providing a unique high school and college completion pathway
- Received a Minnesota Job Skills Partnership Grant providing the nation's first Community Paramedic program
- Achieved re-accreditation by the Higher Learning Commission, a Commission of the North Central Association
- Provide training to the state's highway patrol L.E.T.O. cadets and Minneapolis and St. Paul's Fire cadets
- Awarded Department of Education Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) grant to increase the number of low-income students, assisting them in preparing for and succeeding in higher education
- Provided leadership in the development of 11 new academic awards to meet business and industry needs
- Reduced time students spent in Developmental English coursework through a modular curriculum framework

**Dean of Business and Industry**

2004 – 2007

Lake Superior College  
Duluth, Minnesota

Lake Superior College is a comprehensive community and technical college serving approximately 8,800 students in northeastern Minnesota; 100 full time faculty and 128 staff; 110 part-time faculty and 66 part-time staff; 4 collective bargaining unions.

Dean: Responsible for 20 program budgets and operating budget of \$1,400,000 in equipment and supplies; supervise 1 administrative assistant, 3 college lab assistants, 2 department chairs, 1 manager, and 45 full-time and part-time faculty

**Responsibilities:**

- Provided leadership for the Business Division
- Managed curriculum and program development
- Evaluated program quality
- Hired full-time/part-time instructional staff and evaluated performance
- Developed and maintained industry partnerships to develop programs, revitalize programs, secure donations, and student scholarships
- Implemented department's annual work plan
- Co-supervised the Emergency Response Training Center

**Accomplishments:**

- Coordinator of the proposed Center for Advanced Aviation: led the curriculum development for 5 aviation programs (Airframe Maintenance Technician, Professional Pilot, Avionics, Aviation Manufacturing, and Aviation Management); ensured FAA certification requirements were met; identified and secured facilities; hired necessary faculty and staff; developed an ASK campaign; and directed promotion and recruitment activities
- Redesigned the Electronics Industrial Controls program to meet industry needs
- Supported new program development and online course integration: AS degrees in Management, Marketing and Accounting; Certificates in Entrepreneurial Studies, Power Limited, Administrative Support Careers, Paralegal Studies, and Business Administration
- Redesigned programs: Broadcasting evolved to Media Studies and Production with new curriculum and equipment; Machine Technology evolved to Integrated Manufacturing Technology with discipline studies in Machine Technology, Mechanical Design, and Welding with new curriculum and equipment; Supervisory Management revised coursework to reduce faculty overload
- Partnered with SONTEC (Star of the North Technical Education Consortium) offering courses in aviation and manufacturing to area high schools
- Created an articulation agreement with Metropolitan State University
- Secured donations to support academic programming
- Led the college in piloting a First Year Experience Course in the Business division (FYE 1000 Intro to College)
- Facilitated data collection on assessment of student learning in Oral Communication, Written Communication, Computational Skills, and Citizenship; reviewed and redeveloped the Computer and Information Literacy College Wide Outcome; and integrated the use of eLumen for the documentation of student learning

**Dean of Construction, Manufacturing, & Transportation**

2000 – 2004

Hennepin Technical College  
Eden Prairie, Minnesota

Hennepin Technical College is a stand alone technical college serving approximately 9,000 students of Hennepin County and surrounding counties; 161 full time faculty and 136 staff; 4 collective bargaining unions

Dean: Responsible for 16 program budgets and operating budget of \$715,000 in equipment and supplies; supervised 3 learning team leaders and 29 full-time and part-time faculty

**Responsibilities:**

- Managed curriculum and program development
- Hired faculty, staff and evaluated performance
- Coordinated Community College Student Survey of Engagement (CCSSE) process
- Maintained industry partnerships for continued program success
- Chaired the college assessment committee and maintained assessment of student learning documentation
- Oversaw the college accreditation process (Academic Quality Improvement Project)

**Accomplishments:**

- Successfully completed two progress reports on Assessment of Student Learning and Faculty Degrees for the Higher Learning Commission
- Wrote the Higher Learning Commission's Academic Quality Improvement Project Application that was accepted in January 2003
- Coordinated and facilitated four-hour training sessions on *Introduction to Continuous Improvement* to 60% of college employees
- Successfully redesigned program in Residential Property Management to meet industry and student needs
- Developed a semester certificate in Low-Voltage Certification, partnering with the college's Customized Training department for fall 2003
- Created a successful partnership with Minneapolis Community and Technical College, offering one section of the Carpentry program at their Minneapolis campus 2001 - 2004
- Integrated service learning project with the Carpentry program – Habitat for Humanity 2001 - 2004
- Collaborated on a successful partnership with North Hennepin Community College, sharing a School to Work Grant using Pathfinder software
- Created a collegiate partnership with University of Minnesota-Crookston, offering a Bachelor of Manufacturing degree at Hennepin Technical College
- Developed an assessment website as a resource tool for faculty and staff in continuing efforts documenting assessment of student learning
- Coordinated a Business and Industry Summit to identify future college programming

**General Education Coordinator**

1999 – 2000

Dakota County Technical College  
Rosemount, Minnesota

Dakota County Technical College is a stand-alone technical college serving approximately 4,000 students of Dakota County and surrounding counties; 85 full-time faculty and 83 adjunct faculty, 135 additional employees; 4 collective bargaining units

General Education Coordinator: responsible for \$100,000 budget; supervised 1 department chair, 3 full time faculty and 15 adjunct faculty members

**Responsibilities:**

- Developed critical success factors for the General Education program
- Managed transfer/course equivalency for General Education courses
- Scheduled General Education courses to meet stakeholders' needs
- Designed initial General Education Assessment Plan
- Developed Instructional Continual Improvement Plan for technical programs

**Accomplishments:**

- Successfully integrated General Education at Dakota County Technical College
- Participated in initial development of online courses in General Education
- Managed successful transfer of General Education courses to variety of colleges and universities
- Co-Presented "Integration of Technical and General Education Assessment" program at North Central Association Conference in April 2000

**General Education Faculty**

1994 – 1999

Hennepin Technical College  
Brooklyn Park and Eden Prairie, Minnesota

**Responsibilities:**

- Developed curriculum and taught a variety of Communication courses
- Worked on several projects as a Faculty member with regard to special assignments including Faculty Development, Assessment, and New Designs Program Improvement
- Served as Learning Team Leader for the General Education team and Instructional Support team
- Represented Eden Prairie campus faculty as Faculty Senate Vice President 1998-1999 academic year
- Participated on a variety of college committees

**Accomplishments:**

- Coordinated the opening and operating of Professional Development Centers at both campuses
- Co-developed and delivered a 6-hour faculty training sessions, "Reflection on Teaching" for all full-time faculty
- Designed and implemented the first college assessment plan in a pilot project
- Worked with administration and an outside consultant on New Design initiatives for technical programs

**Faculty**

1993 – 1994

Minneapolis Business College  
Roseville, Minnesota

Minneapolis Business College is a private two-year college offering Associate in Applied Science degrees in Accounting, Administrative Assistant, Computers, Graphic Design, Medical Assistant, and Legal Secretarial.

**Responsibilities:**

- Developed and taught a variety of Communication courses
- Served as Student Senate Advisor

## EDUCATION

Ed.D	St. Mary's University of Minnesota Educational Leadership
M.A.	Mankato State University Speech Communication/Industrial Relations
B.S.	Northern State University Secondary Education/Speech Communication/Political Science

## FACULTY/TEACHING EXPERIENCE

1 semester	University of Minnesota – Crookston	Leadership
5 years	Hennepin Technical College	Communication
1 year	Minneapolis Business College	Communication
1 year	Watertown Junior High	Speech/Civics
2 years	Mankato State University	Communication

## LEADERSHIP SEMINARS AND WORKSHOPS

- Co-presented sessions on Leadership panels at Communication and Theater Association of Minnesota, 2001 and 2011
- Presented at Higher Learning Commission Annual Meeting, 2001 and 2011
- Participated in Assessment Mentor Training Conference - Higher Learning Commission's Assessment Academy, June 2007
- Presented at the International Assessment and Retention Conference - Assessment and Culture, June 2007
- Participated at the Higher Learning Commission's AQIP Strategy Forum for Lake Superior College, May 2007
- Attended the Higher Learning Commission's Annual Meeting, April 1994-2005 and 2007-2012
- Completed Duluth Area Chamber of Commerce Leadership Seminar, Lake Superior College, June 2006
- Presented at MnSCU Assessment Conference - Assessment of Student Learning at Two Year Colleges, November 2006
- Participated in Retention 101 seminar sponsored by the Educational Policy Institute, October 2006
- Attended the Foundations of Excellence in the First College Year Annual Sessions, February 2006
- Facilitated several Higher Learning Commission AQIP "Conversation Days" at a variety of AQIP institutions, 2004-2006
- Presented a variety of professional development training sessions at Hennepin Technical College-1995-2004
- Participated in Academic Quality Improvement Project Leadership Conference, December 2002
- Participated in Academic Quality Improvement Project Seminar, June 2002
- Participated in New Designs for Career and Technical Education National Design Studio, November 2001
- Presented at International Conference for Community Leaders, November 2001
- Participated in the National Institute for Leadership Development, January 1998

## INSTITUTIONAL SERVICE

- Gateway to College Executive Committee member, Hennepin Technical College, 2012-present
- Partnership in Leadership training participant, Hennepin Technical College, 2012-present
- Co-chair the Curriculum Committee, Hennepin Technical College, 2008-present
- Policy Committee member, Hennepin Technical College, 2007-present
- Quality Council member, Hennepin Technical College, 2007-present
- Academic Affairs and Standards Council, Hennepin Technical College, 2007-present
- Shared Governance Council, Hennepin Technical College, 2007-present
- Chair Student Course Evaluation Committee, Hennepin Technical College, 2007-present
- President's Advisory Council, Hennepin Technical College, 2007-present
- Northern Minnesota E3 Rural Plex Initiative Grant opportunity, 2006-2007
- Title III of the Higher Education Act grant writing, 2006-present
- Luoma Leadership Mentor, Lake Superior College, 2005-2007
- The Hubbard 7 Step Cycle, Lake Superior College, 2005
- First Year Experience Committee, Lake Superior College, 2005-2007
- Drop for Nonpayment Task Force, Lake Superior College, 2005-2007
- Executive Council, Lake Superior College, 2004-2007
- Student Academic Achievement Committee, Lake Superior College, 2004-2007
- Shared Governance Council, Lake Superior College, 2004-2007
- Policy Committee, Lake Superior College, 2004-2007
- Program Review Task Force, Lake Superior College, 2004-2007
- Variety of Hiring Committees, Lake Superior College, 2004-2007
- Petition Committee, Lake Superior College, 2004-2007
- Advisory Committees Business & Industry, Lake Superior College, 2004-2007
- Systems Thinking Steering Committee, Hennepin Technical College, 2002-2004
- Continuous Improvement Steering Committee, Hennepin Technical College, 2002-2004
- Academic Affairs & Standards Council, Hennepin Technical College, 2002-2004
- Partnership Steering Committee, Hennepin Technical College, 2002-2004
- Data for Decision Making Steering Committee, Hennepin Technical College, 2002-2004
- Assessment Committee, Hennepin Technical College, 2000-2004
- Curriculum Committee, Hennepin Technical College, 2000-2002
- Teaching and Learning Technology Roundtable, Hennepin Technical College, 2000-2002
- Faculty Observation and Evaluation Committee, Hennepin Technical College, 2000-2004
- General Education External Steering Committee, Dakota County Technical College, 1999-2000
- General Education Internal Steering Committee, Dakota County Technical College, 1999-2000
- Assessment of Student Learning Sub-Committee, Dakota County Technical College, 1999-2000
- Assessment Committee, Dakota County Technical College, 1999-2000
- Curriculum Committee, Dakota County Technical College, 1999-2000

## SYSTEM SERVICE

- MnSCU Credentialing Committee, Hennepin Technical College, 2013-present
- MnSCU pilot initiative EMS/Paramedic collaboration, 2013-present
- MnSCU Future of Higher Education Group Member, 2012-2013
- MnSCU Participant Minnesota Partnership for Executive Leadership Development, 2011-2012
- MnSCU Chair of the Metro Chief Academic Officers, 2010-2011
- MnSCU Dashboard Planning and Implementation, Lake Superior College, 2007
- MnSCU FY2008-2013 Capital Budget Academic Review Team, 2006-2007