



HUMAN RESOURCES COMMITTEE
JULY 23, 2014
10:00 A.M.

MINNESOTA STATE COLLEGES AND UNIVERSITIES
MCCORMICK ROOM, FOURTH FLOOR
30 7TH STREET EAST
SAINT PAUL, MN

In addition to board members attending in person, additional board members will participate by telephone.

Committee Chair Thomas Renier calls the meeting to order.

- (1) Minutes of June 18, 2014 (pp. 1-2)**
- (2) Approval of Minnesota State College Faculty Bargaining Contract (pp. 3-5)**
- (3) Approval of MnSCU Personnel Plan for Administrators (pp. 6-8)**

Members

Thomas Renier, Chair
David Paskach, Vice Chair
Margaret Anderson Kelliher
Alexander Cirillo
Dawn Erlandson
Philip Krinkie
Louise Sundin

Bolded items indicate action required.

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES
HUMAN RESOURCES COMMITTEE
MINUTES
June 18, 2014**

Human Resources Committee Members Present: Thomas Renier, Chair; Margaret Anderson Kelliher, Alexander Cirillo, Dawn Erlandson, Philip Krinkie, and David Paskach

Human Resources Committee Members Absent: Louise Sundin

Other Board Members Present: Duane Benson, Cheryl Dickson, Clarence Hightower, Maria Peluso, Elise Ristau, and Michael Vekich

Leadership Council Committee Members Present: Steven Rosenstone, Chancellor

The Minnesota State Colleges and Universities Human Resources Committee held a committee meeting on May 21, 2014, in the McCormick Room, 30 Seventh Street East, St. Paul. Chair Renier called the meeting to order at 12:12 p.m.

1. MINUTES OF MAY 21, 2014

Chair Renier called for the motion to approve the minutes of the Human Resources Committee meeting on June 18, 2014. The minutes were moved, seconded and passed without dissent.

2. APPOINTMENT OF INTERIM PRESIDENT OF MINNEAPOLIS COMMUNITY AND TECHNICAL COLLEGE

Chancellor Rosenstone stated that on May 27th, 2014, Phil Davis, President of Minneapolis Community and Technical College accepted his request to serve as associate vice president and managing director of the Campus Service Cooperative, which created the need for an interim president at Minneapolis Community and Technical College. Chancellor Rosenstone expressed his gratitude to Phil Davis for his years of presidential service at Minneapolis Community and Technical College. Chancellor Rosenstone described the process leading up to his recommendation of Avelino Mills-Novoa to serve as the interim president of Minneapolis Community and Technical College.

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

The Board of Trustees, upon the recommendation of Chancellor Rosenstone, appoints Avelino Mills-Novoa as interim president of Minneapolis Community and Technical College effective August 11, 2014, 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 MnSCU Personnel Plan for Administrators.

The motion passed without dissent.

3. APPROVAL OF MINNESOTA STATE UNIVERSITY ASSOCIATION OF ADMINISTRATIVE AND SERVICE FACULTY BARGAINING CONTRACT

Vice Chancellor Mark Carlson summarized the terms of the tentative agreement between Minnesota State Colleges and Universities and the Minnesota State University Association of Administrative and Service Faculty (MSUAASF) in their 2013-2015 labor contract. Tentative agreement was reached on May 23, 2014, and ratification was completed on June 16, 2014. The tentative agreement was brought forward to the Board of Trustees for approval before moving on for legislative approval.

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

The Board of Trustees approves the terms of the 2013-2015 labor agreement between Minnesota State Colleges and Universities and the Minnesota State University Association of Administrative and Service Faculty (MSUAASF) and authorizes Chancellor Steven Rosenstone to sign the agreement on behalf of the Board of Trustees.

The motion was passed.

Meeting adjourned at 12:26 p.m.

Submitted by,

Pa Yang, Recorder

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES
Agenda Item Summary Sheet**

Name: Human Resources Committees **Date:** July 23, 2014

Title: Approval of Minnesota State College Faculty Bargaining Contract

Purpose (check one):

- | | | |
|---|---|--|
| <input type="checkbox"/> Proposed
New Policy or
Amendment to
Existing Policy | <input type="checkbox"/> Approvals
Required by
Policy | <input checked="" type="checkbox"/> Other
Approvals |
| <input type="checkbox"/> Monitoring /
Compliance | <input type="checkbox"/> Information | |

Brief Description:

Board approval of the negotiated terms in the contract is required prior to presenting it for approval by the Subcommittee on Employee Relations.

Minnesota State Colleges and Universities and the Minnesota State College Faculty (MSCF) reached a tentative agreement on June 4, 2014, on their 2013-15 labor contract. It has been approved by the MSCF membership and on July 7, 2014, it was approved by the MSCF Executive Board.

Scheduled Presenter(s):

Mark Carlson, Vice Chancellor for Human Resources
Chris Dale, Senior System Director for Labor Relations

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

BOARD ACTION

**APPROVAL OF MINNESOTA STATE COLLEGE FACULTY
BARGAINING CONTRACT**

BACKGROUND

Minnesota State Colleges and Universities and the Minnesota State College Faculty (MSCF) reached a tentative agreement on June 4th, 2014, on their 2013-2015 labor contract. It has been approved by the MSCF membership and on July 7, 2014 it was approved by the MSCF Executive Board. It is now being brought forward to the Board of Trustees for approval before moving on for legislative approval.

RECOMMENDED COMMITTEE ACTION

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

RECOMMENDED MOTION

The Board of Trustees approves the terms of the 2013-2015 labor agreement between Minnesota State Colleges and Universities and the Minnesota State College Faculty (MSCF) and authorizes Chancellor Steven Rosenstone to sign the agreement on behalf of the Board of Trustees.

Date of Approval: July 23, 2014

Minnesota State Colleges and Universities / Minnesota State College Faculty (MSCF)

Summary of Changes to 2013-15 Agreement

MSCF and MnSCU bargaining teams reached a tentative contract settlement for the 2013-2015 Master Agreement at approximately 12:00 p.m. on Wednesday, June 4, 2014.

Economics:

FY 2014

- July 1, 2013 – 3% ATB for all faculty employed during AY 12-13 and still on the payroll as of July 1, 2013.
- Insurance benefits as negotiated by MMB with the state's classified bargaining units.

FY 2015

- July 1, 2014 – Faculty who have not reached the top step on the salary schedule will advance one (1) step on the salary schedule.
- January 1, 2015 - 3% ATB for all faculty employed during AY 14-15 and still on the payroll as of January 1, 2015.
- Insurance benefits as negotiated by MMB with the state's classified bargaining units.

Initial biennial base: \$792,314,713

New money in current biennium (without turnover savings): \$40,346,858

Language:

- Language was added to clarify the office hour responsibilities of online faculty.
- Language was added to clarify how sick leave, bereavement leave and personal leave is used when colleges are closed by a president.
- Language was added that codified a change in the way payments are made to faculty who take advantage of the Early Retirement Incentive.
- Language was added to codify the parties practice related to eligibility for health insurance when a faculty member takes advantage of the Early Retirement Incentive.
- Language was added to codify the parties practice related to the transferability of Early Retirement Incentives.
- Language was added that change the method for determining the number of credits a faculty member receives when given an Internship Supervision assignment.
- Article 13 Wages was restructured for clarity.

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES
Agenda Item Summary Sheet**

Name: Human Resources Committees **Date:** July 23, 2014

Title: Approval of Minnesota State Colleges and Universities Personnel Plan for Administrators

Purpose (check one):

- | | | |
|---|---|--|
| <input type="checkbox"/> Proposed
New Policy or
Amendment to
Existing Policy | <input type="checkbox"/> Approvals
Required by
Policy | <input checked="" type="checkbox"/> Other
Approvals |
| <input type="checkbox"/> Monitoring /
Compliance | <input type="checkbox"/> Information | |

Brief Description:

Board approval of proposed changes to the Plan is required prior to presenting it for approval by the Subcommittee on Employee Relations.

The following are the more significant proposed changes to the Plan:

- Compensation – Merit Pools of 2.5% in each year of biennium
- Increase HRA contribution to match state university faculty
- Recalibrate severance formula to limit large severance payments
- Clarify and adjust vacation leave transfer provisions

Scheduled Presenter(s):

Mark Carlson, Vice Chancellor for Human Resources
Chris Dale, Senior System Director for Labor Relations

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

BOARD ACTION

APPROVAL OF MINNESOTA STATE COLLEGES AND UNIVERSITIES
PERSONNEL PLAN FOR ADMINISTRATORS

1 **BACKGROUND**

2 The MnSCU Personnel Plan for Administrators for 2013-2015 is being presented to the board
3 with its proposed changes.

4
5 **RECOMMENDED COMMITTEE ACTION**

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

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9 **RECOMMENDED MOTION**

10 The Board of Trustees approve the MnSCU Personnel Plan for Administrators for 2013-
11 2015, and authorizes the chancellor and his designees to take all measures they deem
12 appropriate to secure the legislative approval to implement the Plan.

13

14 *Date of Approval:* *July 23, 2014*

15

**MnSCU PERSONNEL PLAN FOR ADMINISTRATORS
2014-2015
SUMMARY OF PROPOSED CHANGES**

Economics:

FY 2014:

- Merit Pool of 2.5% of base salaries.
- Health and Dental Insurance changes as established by MMB for State Managers.

FY 2015

- Merit Pool of 2.5% of base salaries.
- Health and Dental Insurance changes as established by MMB for State Managers.

Non-Compensation Major Language Changes:

- Chancellor's Contract (Section 1.03). Require Board approval for an employment contract with the Chancellor.
- Health Reimbursement Account (Section 1.13, Subd. 10). Increase the amount from \$600 to \$800 per year, matching the IFO's annual contribution rate.
- Vacation Leave (Section 1.06). Clarify leave transfer for temporary administrative appointments.
- Unpaid Leave (Section 1.07). Authorize unpaid leave of absence from current administrative position for up to one year to facilitate acceptance of new administrative position in the system.
- Severance (Section 1.08). Recalibrate severance formula to avoid excessive severance payments.
- Expense Reimbursement (Section 1.10). Restructure for clarity and add new student loan reimbursement stipend (\$2,500 per year) as a recruitment/retention benefit (similar to Minnesota Nurses Association contract language).
- Relocation Expenses (Section 1.11, Subds. 1 & 2). Allow relocation expenses for individuals re-employed after a break in service of one year or more.
- Tuition Waiver (Section 1.12). Allow Chancellor or VC-HR to elect provision from MAPE supplemental agreement to apply to system office administrators (institution type election procedure). *No substantive enhancement in the benefit.*
- Salary Administration (Section 1.13). Provide for salaries of athletic directors or assistant athletic directors with head coaching responsibilities for Division I sports.