



HUMAN RESOURCES COMMITTEE
OCTOBER 22, 2014
1:30 P.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 Alexander Cirillo calls the meeting to order.

- (1) Minutes of July 23, 2014 (pp.1-2)**
- (2) Appointment of General Counsel (pp. 3-4)**
- (3) Emeriti Recognition (pp. 5-6)**
- (4) Authorization of Leadership Employment Agreements (pp.7-8)**
- (5) Executive Search Process and Onboarding (pp. 9-10)

Members

Alexander Cirillo, Chair
Dawn Erlandson, Vice Chair
Margaret Anderson Kelliher
Kelly Charpentier-Berg
Robert Hoffman

Bolded items indicate action required.

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES
HUMAN RESOURCES COMMITTEE
MINUTES
July 23, 2014**

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

Human Resources Committee Member Absent: Philip Krinkie

Other Board Members Present: Ann Anaya, Cheryl Dickson, Alfredo Oliveira and Maria Peluso

Leadership Council Committee Members Present: Steven Rosenstone, Chancellor; and Mark Carlson, Vice Chancellor for Human Resources

The Minnesota State Colleges and Universities Human Resources Committee held a committee meeting on July 23, 2014, in the McCormick Room, 30 Seventh Street East, St. Paul. Chair Renier called the meeting to order at 10:05 a.m.

1. MINUTES OF SPECIAL MEETING ON JUNE 18, 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. APPROVAL OF MINNESOTA STATE COLLEGE FACULTY BARGAINING CONTRACT

Vice Chancellor Carlson summarized the terms of the tentative agreement between Minnesota State Colleges and Universities and the Minnesota State College Faculty in their 2013-15 labor contract. Tentative agreement was reached on June 4, 2014, and ratification was completed on July 7, 2014. The tentative agreement was brought forward to the Board of Trustees for approval before moving on for legislative approval.

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

The Board of Trustees approves the terms of the 2013-15 labor agreement between Minnesota State Colleges and Universities and the Minnesota State College Faculty (MSCF) and authorizes Chancellor Rosenstone to sign the agreement on behalf of the Board of Trustees.

The motion passed without dissent.

3. APPROVAL OF MNSCU PERSONNEL PLAN FOR ADMINISTRATORS

Vice Chancellor Carlson presented an overview of the proposed changes to the Plan, some of which included:

- Requiring board approval for a chancellor employment contract, changes to a contract, salary setting or additional enumeration determination.
- Restructure the Health Reimbursement Account by increasing the amount from \$600 to \$800 per year, matching the IFO's contribution rate.
- Clarify the vacation leave transfer language for temporary administrative appointments.
- Authorize unpaid leave of absence from current administrative position up to one year to facilitate acceptance of a new administrative position within the system.
- Recalibrate severance formula to avoid excessive severance payments.
- Restructure the Expense Reimbursement section for clarity. Add new student loan reimbursement stipend of up to \$2500 per year as a recruitment and retention benefit, similar to the Minnesota Nurse Association benefit.
- Allow relocation expenses for individuals re-employed after a break in service of one year or more.
- Allow chancellor or vice chancellor for human resources to elect provision from MAPE supplemental agreement to apply to system office administrator (institution type election procedure). No substantive enhancement in the benefit.
- Provide for salaries of athletic directors or assistant athletic directors with head coaching responsibilities for Division I sports.

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

The Board of Trustees approves the MnSCU Personnel Plan for Administrators for 2013-15, and authorizes the chancellor and his designees to take all measures they deem appropriate to secure the legislative approval to implement the Plan.

The motion passed without dissent.

Meeting adjourned at 10:35 a.m.

Submitted by,
Pa Yang, Recorder

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

Name: Human Resources Committees **Date:** October 22, 2014

Title: Appointment of General Counsel

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:

Following the announcement of Gail Olson's resignation, Chancellor Rosenstone initiated a national search for general counsel for Minnesota State Colleges and Universities. It is anticipated that Chancellor Rosenstone will recommend an appointment for this position.

Scheduled Presenter(s):

Steven Rosenstone, Chancellor

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

BOARD ACTION
APPOINTMENT OF GENERAL COUNSEL

1 **BACKGROUND**

2 Following the announcement of Gail Olson’s resignation, Chancellor Rosenstone initiated a
3 national search for general counsel for Minnesota State Colleges and Universities. It is
4 anticipated that Chancellor Rosenstone will recommend an appointment for this position.
5

6 **RECOMMENDED COMMITTEE ACTION**

7 The Human Resources Committee recommends that the Board of Trustees adopts the following
8 motion.
9

10 **RECOMMENDED MOTION**

11 The Board of Trustees, upon the recommendation of Chancellor Rosenstone, appoints
12 _____ as general counsel for Minnesota State Colleges and Universities effective
13 _____, 2014, subject to the completion of an employment agreement. The board
14 authorizes the chancellor, in consultation with the chair of the board and chair of the Human
15 Resources Committee, to negotiate and execute an employment agreement in accordance with
16 the terms and conditions of the MnSCU Personnel Plan for Administrators.
17

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19 *Date of Approval: October 22, 2014*

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

Name: Human Resources Committees **Date:** October 22, 2014

Title: Emeriti Recognition

Purpose (check one):

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

Brief Description:

Board Policy 4.8, Emeritus Status

Recommendation for emeritus status on the following presidents who retired in 2014:

- Phillip Davis, Minneapolis Community and Technical College
- James Johnson, Minnesota State College-Southeast Technical
- Kevin Kopischke, Alexandria Technical and Community College
- Joseph Opatz, Normandale Community College
- Edna Mora Szymanski, Minnesota State University Moorhead

Scheduled Presenter(s):

Steven Rosenstone

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

BOARD ACTION
EMERITI RECOGNITION

1 **BACKGROUND**

2 Pursuant to Board Policy 4.8, Emeritus Status, Chancellor Rosenstone will present his
3 recommendation to confer presidential emeritus status upon the following presidents, who
4 have served as presidents in good standing and retired in 2014:
5

- 6 • Phillip Davis, serving as president at Minneapolis Community and Technical College
7 from 1998-2014
- 8 • James Johnson, serving as president at Minnesota State College-Southeast Technical
9 from 1997-2014
- 10 • Kevin Kopischke, serving as president at Alexandria Technical and Community College
11 from 2004-2014
- 12 • Joseph Opatz, serving as president at Normandale Community College from 2007-2014
- 13 • Edna Mora Szymanski, serving as president at Minnesota State University Moorhead
14 from 2008-2014

15
16 **RECOMMENDED COMMITTEE ACTION**

17 The Human Resources Committee recommends that the Board of Trustees adopt the following
18 motion.
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20 **RECOMMENDED MOTION**

21 Upon the recommendation of Chancellor Steven Rosenstone, and in recognition that they have
22 served with great distinction, the Board of Trustees hereby confers the honorary title of President
23 Emeritus upon Phillip Davis, Minneapolis Community and Technical College; James Johnson,
24 Minnesota State College - Southeast Technical; Kevin Kopischke, Alexandria Technical and
25 Community College; Joseph Opatz, Normandale Community College; and Edna Mora
26 Szymanski, Minnesota State University Moorhead.
27

28 *Date of Approval: October 22, 2014*

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

Name: Human Resources Committees **Date:** October 22, 2014

Title: Authorization of Leadership Employment Agreements

Purpose (check one):

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

Brief Description:

Pursuant to the MnSCU Personnel Plan for Administrators, the Board of Trustees may authorize the chancellor to enter into employment agreements with the presidents and vice chancellors.

Scheduled Presenter(s):

Steven Rosenstone

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

BOARD ACTION

AUTHORIZATION OF LEADERSHIP EMPLOYMENT AGREEMENTS

BACKGROUND

Pursuant to the MnSCU Personnel Plan for 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 during FY15-FY16.

RECOMMENDED COMMITTEE ACTION

The Human Resources Committee recommends that the Board of Trustees adopt 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 during FY15-FY16.

Date of Approval: October 22, 2014

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

Name: Human Resources Committees **Date:** October 22, 2014

Title: Executive Search Process and Onboarding

Purpose (check one):

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

Brief Description:

Chancellor Steven Rosenstone and Chief of Staff Nancy Joyer will present an overview of the current executive search and on-boarding processes.

Scheduled Presenter(s):

Steven Rosenstone, Chancellor
Nancy Joyer, Chief of Staff

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

INFORMATION ITEM
EXECUTIVE SEARCH PROCESS AND ONBOARDING

1 **BACKGROUND**

2

3 Chancellor Steven Rosenstone and Chief of Staff Nancy Joyer will present an overview of the
4 current executive search and on-boarding processes.

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6

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8 *Date presented to the Board:* *October 22, 2014*