

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

**Agenda Item Summary Sheet**

**Name:** Human Resources Committee

**Date:** May 20, 2015

**Title:** Appointment of President of Hennepin Technical College

**Purpose (check one):**

Proposed  
New Policy or  
Amendment to  
Existing Policy

Approvals  
Required by  
Policy

Other  
Approvals

Monitoring /  
Compliance

Information

**Brief Description:**

Following the announcement of President Cecilia Cervantes' retirement, Chancellor Rosenstone initiated a national search for president of Hennepin Technical College. It is anticipated that Chancellor Rosenstone will recommend an individual for this position.

**Scheduled Presenter(s):**

Steven Rosenstone, Chancellor

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

**BOARD ACTION**

APPOINTMENT OF PRESIDENT OF  
HENNEPIN TECHNICAL COLLEGE

**1 BACKGROUND**

2 Following the announcement of President Cecilia Cervantes' retirement, Chancellor Rosenstone  
3 initiated a national search for president of Hennepin Technical College in the fall of 2014. The  
4 executive search firm Isaacson/Miller was retained to assist with the recruitment for this position.  
5 A search advisory committee was appointed consisting of the following members:

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- 7 Joyce Helens, Search Chair and President of St. Cloud Technical and Community College
- 8 Jesus Luna, Student
- 9 Maggie Vyskocil, College Lab Assistant and Tutor
- 10 Jean Maierhofer, Director of Diversity and Affirmative Action
- 11 Mary Vang, Gear UP Grant Director
- 12 Jennifer Joa, Math Faculty
- 13 Bernie Vrona, Fire Training Faculty
- 14 Craig Erickson, Vice President for Administrative Services
- 15 Mike McGee, Dean of Manufacturing
- 16 Anne Runck, Program Facilitator, Gateway to College ISD #287
- 17 Myron Moser, CEO and Chairman of the Board, Hartfiel Automation
- 18 Marty Wojciechowski, Director of Sales and Marketing, Luther Automotive

19

20 The following individuals provided support to the committee:

- 21
- 22 Sharon Mohr, Chief Human Resources Officer, Hennepin Technical College
- 23 Vicki DeFord, Chief Human Resources Officer, System Office
- 24

25 The position was advertised nationally in a variety of higher education and diversity publications.  
26 At the same time, the search consultant initiated an aggressive recruitment campaign. There  
27 were a total of 47 applicants. From this pool, the search advisory committee selected six  
28 individuals for initial interviews and forwarded its assessment of the candidates to Chancellor  
29 Rosenstone. On the committee's recommendation, Chancellor Rosenstone selected two semi-  
30 finalists who participated in public interviews at the campus, including sessions with students,  
31 faculty, staff, and community members. Reference and background checks were conducted.  
32 Interviews were conducted by Chancellor Rosenstone, members of the chancellor's cabinet, and  
33 Trustees Ann Anaya, Kelly Charpentier-Berg, and Jay Cowles.  
34  
35

36 After careful consideration of information received from each element of the interview process,  
37 the chancellor selected one candidate to recommend to the Board of Trustees for approval. At  
38 this time Chancellor Rosenstone recommends Merrill Irving, Jr. to be the next president of  
39 Hennepin Technical College.

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41 **RECOMMENDED COMMITTEE ACTION**

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

44

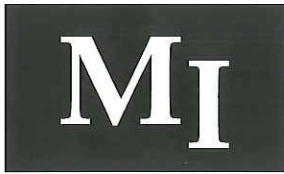
45 **RECOMMENDED MOTION**

46 The Board of Trustees, upon the recommendation of Chancellor Rosenstone, appoints  
47 Merrill Irving, Jr. as president of Hennepin Technical College effective July 1, 2015, subject to  
48 the completion of an employment agreement. The board authorizes the chancellor, in  
49 consultation with the chair of the board and chair of the Human Resources Committee, to  
50 negotiate and execute an employment agreement in accordance with the terms and conditions of  
51 the MnSCU Personnel Plan for Administrators.

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53 *Date of Approval: May 20, 2015*

54 *Date of Implementation: July 1, 2015*



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**Merrill L. Irving, Jr. Ed.D.**

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**Professional Experience**

**2012-present Associate Vice President, Continuing Education, Training & Workforce Development, Oakton Community College, Des Plaines, Illinois**

Oakton Community College: An Achieving the Dream institution defined by values of Diversity, Excellence and Growth. Established in 1969 and accredited by The Higher Learning Commission, Oakton is a two-year community college with campuses in Des Plaines and Skokie, Illinois. Oakton offers education and training to industry, government entities and 450,000 residents located in Northern Cook County.

Associate Vice President, Continuing Education, Training & Workforce Development:

Responsible for workforce education, continuing education and adult learning programs on 2 campuses, 5 High School Districts and 34 external sites. These programs enroll over 30,000 students annually. Serve as the Lead Administrator for a multi-million dollar auxiliary budget with 350+ full-time and part-time employees from a variety of collective bargaining units.

Responsibilities:

- Serve on the College President's Cabinet acting as the President's proxy to key government, community and external partners.
- Serve as the chief administrative officer for the Alliance for Lifelong Learning (ALL). ALL is an intergovernmental agreement between Oakton Community College and 4 High School districts to serve the adult and continuing education needs of the residents of College District 535. Oakton is the Administrative District and is fiscally responsible for the ALL program.
- Report to the Alliance Executive Board comprised of 4 High School Superintendents and Oakton's College President and to the Alliance Governing Board comprised of 4 High School Board of Trustees members and 3 Oakton Board of Trustees members.
- Responsible for the College's non-degree seeking student programs enrollment, retention, persistence and completion.
- Oversee college wide revenue generating and publicly funded operations in workforce programs, continuing education, Adult Education including ESL, GED and Literacy, Emeritus & Plus 50 programs, online programming/courses, corporate/customized training and intergovernmental agreements.
- Work closely with Oakton's Foundation Director to cultivate Business/Industry relationships for the College's philanthropic and advancement efforts.
- Participate in development of the annual college budget.
- Participate in the development and review of policies for the President's recommendation to the Board of Trustees.
- Responsible for the operations and accreditation for the College's professional development and continuing education units.
- Serve as the College liaison to the Cook County Workforce Investment Board.

- Serve as the liaison for Adult Education to the Illinois Community College Board.

**Accomplishments:**

- Created Corporate Conversations for 75 industry partners in Diesel Technology, Healthcare and Manufacturing to establish and support apprenticeships, curriculum development, internships and training.
- Expanded the Oakton Manufacturing Expo-27 companies, 500 students from 5 high school districts. Also included Job Shadowing Days for high school students and summer learning opportunities at the college.
- Created Bridges Pathways for ESL non-credit students to college credit programs. 168 students enrolled in credit programs in fall 2013.
- Initiated a collaborative effort with AVP of Academic Affairs, Director of Enrollment, Deans and Faculty to expand Dual Enrollment programs while working with the leadership of Superintendents from 3 High School Districts.
- Worked with Oakton's College Board Chair and Mayor of Evanston to expand college workforce education programs and onsite offerings for underserved and nontraditional students in the City of Evanston.
- Established partnerships with local banks to secure Community Reinvestment Act funds to support student scholarships.
- Appointed by the President of the American Association of Community Colleges (AACC) to serve a 3 year term on AACC's Commission of Economic and Workforce Development.
- Appointed by the President of AACC to serve on AACC's Advisory Committee on Leadership Initiatives.

**2007-2012      Chairperson, The School of Continuing Education and Professional Development, Wolfson Campus, Miami Dade College, Miami, Florida**

Miami Dade College: Miami Dade College is the largest and most diverse college in the nation. With 7 campuses, 2 centers and more than 165,000 students from across the world, the College offers over 300 programs of study and several degree options, including certificate, associate and baccalaureate degrees.

Chairperson, The School of Continuing Education and Professional Development:

Responsible for workforce education, continuing education and adult learning programs on Wolfson Campus. These programs enrolled 18,000 students annually. Served as the Administrator for a multi-million dollar budget, 405 adjunct faculty, 12 administrators and 25 part-time employees.

**Responsibilities:**

- Oversaw division, strategic planning, marketing, implementation, continuous review and analysis of the workforce education, corporate /customized training, and Adult Basic Education, GED, ESL, Literary and community education.
- Served as the lead administrator for the Wolfson Campus operation in Continuing Education & Professional Development.
- Responsible for the Campus non-degree seeking student enrollment, retention, persistence and completion.
- Hired instructors and created professional development plans.
- Developed proposals for international student programs and articulating programs with domestic colleges.
- Provided leadership in the college wide School of Continuing Education & Professional Development.
- Served as an integral member of the College and Campus administrative teams.

- Served as the Campus liaison to the South Florida Workforce Investment Board.
- Implemented corporate training projects and provided curriculum development and review.

#### Accomplishments:

- Established a \$1.7 million International Language Center with 15 different Foreign Languages.
- Created six International Education programs with home stays for 250 students.
- Facilitated and administered GED Graduation for 500 students and established a 3 credit hour waiver for students to enroll in college credit classes.
- Created the Instructor of the Year Program for 405 adjunct faculty in my division.
- Created and secured grant funding for the Dual Enrollment program titled GEMS (Gifted Explorations of Marine Science).
- Established an educational discount program for 86,000 AARP members to take MDC courses.
- Elected to the Board of Directors-National Council of Continuing Education and Training (NCCET).

#### International Education Collaborations:

- Tianjin Professional College, China-30 students annually. Students enrolled in English. Partnered with Disney and MDC School of Hospitality and Management for apprentice program.
- Confucius Institute MDC-4,000 students each semester. Students learned about Chinese culture through a variety of courses and seminars.
- Saudi Institute of Health Sciences MDC & King Abdul Aziz University, Jeddah, Saudi Arabia-50 students annually. Students enrolled in English and MDC's Bachelor of Science in Nursing program.
- University of London- International Programme, Asociaciòn Internacional de Estudios, Buenos Aires-Argentina- 30 students enrolled in conversational English and writing courses each academic year.

### **2006-2007      Biosciences Program Director, Miami Dade College, Miami, Florida**

#### Biosciences Program Director:

Responsible for leading a large-scale job creation and educational project with a \$2.3 million dollar budget, directed staff of 5 administrators, 10 part-time faculty and 2 virtual content specialists.

#### Responsibilities:

- Directed the college-wide program creating corporate educational projects and contracts with industry partners, employment placements, retention and the overall establishment of training programs with Bioscience companies.
- Provided leadership, served as a liaison between Miami Dade College, industry partners and the Federal Department of Labor.
- Created the post-bachelor's fast-track Advanced Technical Certificate.
- Cultivated relationships with the South Florida Workforce Investment Board, community-based organizations and public institutions.
- Served as a leading member of the Wolfson Campus Senior Administrative Team.
- Wrote quarterly reports to the Department of Labor compiling statistical analysis and other pertinent data.
- Wrote contracts and conducted hiring of specialized faculty.

Accomplishments:

- Recipient of the League for Innovation "Innovation of the year award" Biotechnology-2007.
- Trained over 1,100 incumbent and future workers in the field of Biotechnology.
- Increased retention of employed technicians by 30% annually.
- Created virtual professional development program used to train employees globally.

**2005-2006 Interim Executive Director, The Center of Long Beach, California**

The Center of Long Beach: Established to serve the lesbian, gay, bisexual and transgender (LGBT) community to build health, advocate for rights and enrich the lives of LGBT people. The Center offers a wide array of services and programs including: low-cost LGBT and HIV/AIDS specialty health care; housing, food, clothing and support for homeless LGBT youth; support services for LGBT seniors; low-cost counseling and addiction recovery services; legal services; health education and HIV-prevention programs; transgender services and medical care; and mentoring for LGBT youth.

Interim Executive Director:

Responsible for reporting to the Board of Directors, serving as the organization's Chief Executive Officer, spokesperson and managing \$1.5 million dollar budget. Provided advocacy, leadership and educational opportunities for the LGBT community.

Responsibilities:

- Recommended policy, annual budget and contract approval to the Board of Directors.
- Directed activities of employees through establishment of performance objectives, policies and practices.
- Provided supervision, support, coaching and training for all staff.
- Directed Department of Mental Health, Counseling and Community contracts.
- Created and maintained partnerships with local Universities, Community Colleges and Community Based Organizations.
- Monitored program expenditures, program budgets, and approved expenditures.
- Ensured compliance with contractual requirements and finalized reports to grantors.
- Wrote grants, renewed current funding and solicited new funds with donor cultivation.
- Created Capital Campaign for building development, virtual center and library.

Accomplishments:

- Secured an annual contribution of \$50K from Wells Fargo Foundation and \$25K from Southern California Edison.
- Created Diversity Educational Program with CalState Long Beach University.
- Initiated the Center's Capital Campaign for Facility and Building Construction.
- Created the Center's Cyber Center and new Library.

**2002-2005 Director of Education, The Homecare Workers Training Center, Los Angeles, California**

The Homecare Workers Training Center: Established in 1999 to provide educational opportunities for long-term care workers to build better lives, provide quality care and meet and invest in the critical needs of the long-term care workforce.

Director of Education:

Responsible for Healthcare and Adult Education programs. Programs located at one Center site in partnership with 2 community colleges and Los Angeles Unified School District Adult Education

Division. These programs enrolled 1,500 students annually. Served as the lead Administrator for a multi-million dollar grant based budget with 20 full-time and part-time employees.

Responsibilities:

- Oversaw Nursing RN, LVN, CNA and In Home Support Service program budgets and completed budget reports.
- Created vision, strategic plan and lead staff and educational projects.
- Hired and contracted instructors for student learning.
- Assessed staff skills for professional development.
- Secured corporate and grant funding for Nursing Program.
- Managed Adult Basic Education program.
- Directed educational partnerships with Los Angeles Community College District.
- Ensured compliance with contractual requirements and finalized reports to grantors.
- Maintained employer relationships and negotiated tuition reimbursement funds.
- Established relationships with external partners including local Workforce Investment Boards, Community Colleges, and other educational institutions.

Accomplishments:

- Secured \$3 million dollars in both private and public funds for the Nursing Program.
- Collaborated with 2 community colleges to create curriculum, program design and student learning objectives.
- Recruited 2 large convalescent homes to employ graduates through Los Angeles County.
- Created a sustainable enrollment and retention plan for Nursing Program.

**2000-2002      Regional Director and Business Consultant, The Los Angeles Business Resource Group, Business Interface, Inc., Los Angeles, California**

The Los Angeles Business Resource Group, Business Interface, Inc: Established in 1997 as part of a national nonprofit that interacts with federal, state and local government agencies to move individuals from lives of dependence to independence. Business Interface, Inc. provides innovative workforce solutions for U.S. companies of all sizes and industries to successfully hire, retain and promote underserved populations and other unemployed and low-income workers.

Regional Director and Business Consultant:

Responsible for the operations located throughout San Fernando Valley and San Gabriel Valley, California. Administrative lead for educational initiatives creating certificates and degrees for job placement. Programs enrolled 500 citizens from underserved populations including those receiving government subsidies. Created long term living wage employment projects with business and industry while partnering with community colleges.

Responsibilities:

- Managed multi-million dollar Department of Labor grant initiative.
- Managed educational and employment projects with Community Colleges and other institutions of Higher Education. Implemented credit and non-credit certificate and career and technical employment projects.
- Planned and executed meetings/seminars for the local service provider community, and governmental agencies.
- Collaborated with the Vice President to create a network of service providers in the Integrated Support System for the Los Angeles Business Community.
- Recruited Business with incentives such as Tax Credits, Tax Refunds, Free Human Resource Assistance, and Business to Business marketing.



- Established living wage and health benefits employment opportunities for underserved populations.
- Created sustainable economic and workforce development programs for San Fernando Valley and San Gabriel Valley, California.

Accomplishments:

- Created the Clerical Office Assistant Certificate and employment initiative in collaboration with LA Valley College and Los Angeles Superior Court.
- Led employment projects employing 386 participants from underserved populations into living wage with health benefits career placement.
- Maintained an 86% retention rate after participants employed at industry partner for a year.
- Assisted 30 participants to attain A.A. and A.A.S degrees at 3 community colleges.
- Appointed to The Los Angeles Welfare to Work Transportation Inter-Agency Task Force.

### Other Related Experience

1998-2000 Academic Advisor, West Virginia University, Morgantown, WV  
 1997-1998 Fellow to the House of Delegates, West Virginia State Legislature, Charleston, WV  
 1995-1997 Public Relations Coordinator, Center for Black Culture & Research, West Virginia University, Morgantown, WV

### Education

Doctor of Education, University of Southern California  
 Master of Public Administration, West Virginia University  
 Bachelor of Arts, Political Science & History, West Virginia University

### Faculty/Teaching Experience

2002 -2005 Adult Education Instructor, Homecare Workers Training Center, Los Angeles, CA  
 1998 -2000 Adjunct Faculty, Eberly College of Arts & Sciences, West Virginia University, Morgantown, WV  
 o University College Academic Advising Courses- ORIN 110, ORIN 494, PASSKEY  
 o T.A. History Course- HIST 493

### Community Activities

- Board of Directors, City of Evanston Chamber of Commerce, Evanston, IL
- Board of Directors, Youth Job Center, Inc, Evanston, IL
- Board of Directors, North Cook Intermediate Service Center (NCISC) Des Plaines, IL
- Board of Directors, David Pattinson's American Future Foundation (dpaf)
- Life time member of the NAACP
- Advisory Board Member, Center for Corporate and Social Responsibility, Miami, FL
- Long Beach City Health Care Planning Committee, Long Beach, CA
- Los Angeles Healthcare Career Ladder Training Program Executive Committee, LA, CA
- Business Alliance of Los Angeles, LA, CA
- Los Angeles Welfare to Work Transportation Inter-Agency Task Force, LA, CA

## Awards

- League for Innovation-Innovation of the year award- Biotechnology 2007
- Judith Herndon Fellow to West Virginia House of Delegates 1997-98
- Millennium Momentum Foundation, Inc. Best and Brightest Fellow USC 2005-06

## Leadership Development

- The Thomas Lakin Institute, The President's Roundtable 2014
- Future Leadership Institute, American Association of Community Colleges (AACC) 2012
- The Chair Academy, The Academy 2008

## Selected Professional Activities

- American Association of Community Colleges (AACC)
  - o Commission on Economic and Workforce Development
  - o Advisory Committee on Leadership Initiatives
- Appointed to the Evanston, Illinois Mayor's Task Force on Education
- Board of Directors, National Council of Continuing Education and Training (NCCET)
- Board of Directors, Northeastern Illinois Public Safety Training Academy (NIPSTA)
- College Senior Leadership Liaison to the Northern Illinois Workforce Coalition (NIWC)
- Illinois Council on Continuing Higher Education (ICCHE) member
- Learning Resources Network, Inc. (LERN) member
- National Council for Workforce Education (NCWE) member
- National Council on Black American Affairs (NCBAA) member

## Selected College Activities

- High School Strategy Team-Oakton Community College
- Summer Bridge Programming Team- Oakton Community College
- Bill and Melinda Gates Completion By Design Team- Miami Dade College
- Achieving the Dream Scholars Administrator Support Team- Miami Dade College
- Hispanic Heritage Month Committee- Miami Dade College
- Black History Month Committee- Miami Dade College

## Selected Workshop/Convention Presentations

- October 2014 *Excellence and Access: Higher Education for a 21<sup>st</sup> Century Economy*, Northwestern University, Evanston, Illinois, Speaker
- July 2014 *Rossier School of Education and the Dean's Superintendents Advisory Group*, Leadership Conference, University of Southern California (USC), Los Angeles, California, Panelist
- May 2014 *WeTheFuture Youth Unemployment Roundtable*, Oakton Community College, Des Plaines, Illinois, Panelist

- April 2014 *Manufacturing Technology Press Conference on Closing the Skills Gap*, Oakton Community College, Skokie, Illinois, Panelist
- January 2014 *Preconference Session 1: Unwritten Advice: Secrets to Success in Workforce Development*, American Association of Community Colleges (AACC) Workforce Development Institute, St. Petersburg, Florida, Lead Facilitator and Presenter
- December 2013 *Strong Talent Drives, Strong Economies: A Webinar on Workforce and Economic Development*, Governing Magazine, Washington, DC, Presenter
- October 2013 *Strong Talent Drives Strong Economies: National Summit on Workforce & Economic Development*, Monitoring Government Solutions, Oklahoma City, Oklahoma, Round Table Panelist
- July 2013 *Collect, Analyze, and Collaborate: Strengthening Regional Economies and Developing Competitive Workforces*, National Association of Workforce Board (NAWB) Heartland Summit, Chicago, Illinois, Panelist
- April 2013 *Delivering the Programs That Industry Needs*, American Association of Community Colleges 93<sup>rd</sup> Annual Convention, San Francisco, California, Presenter
- October 2012 *Master Track for Experienced Continuing Education & Workforce Development Professionals*, Continuing Education Training Institute (CETI)/ NCCET National Conference, Reno, Nevada, Presenter
- February 2012 *Continuing Education Training Institute (CETI)*, Annual Conference – St. Pete Beach, Florida, Presenter

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

<b>BOARD ACTION</b>
APPOINTMENT OF PRESIDENT OF HENNEPIN TECHNICAL COLLEGE

1 **BACKGROUND**

2 Following the announcement of President Cecilia Cervantes' retirement, Chancellor Rosenstone  
3 initiated a national search for president of Hennepin Technical College. It is anticipated that  
4 Chancellor Rosenstone will recommend an individual for this position.

5  
6 **RECOMMENDED COMMITTEE MOTION**

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

9  
10 **RECOMMENDED BOARD MOTION**

11 The Board of Trustees, upon the recommendation of Chancellor Rosenstone, appoint  
12 \_\_\_\_\_ as president of Hennepin Technical College effective \_\_\_\_\_,  
13 2015, subject to the completion of an employment agreement. The board authorizes the  
14 chancellor, in consultation with the chair of the board and chair of the Human Resources  
15 Committee, to negotiate and execute an employment agreement in accordance with the terms and  
16 conditions of the MnSCU Personnel Plan for Administrators.

17  
18 *Date of Adoption:*                      *May 20, 2015*

19 *Date of Implementation:*