

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

**Name:** Human Resources Committee

**Date:** November 17, 2015

**Title:** Proposed Amendment to Policy 4.2 Appointment of Presidents (Second Reading)

**Purpose (check one):**

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

**Brief Description:**

Minnesota State Colleges and Universities is committed to hiring extraordinary leaders who meet the needs of our colleges and universities and the communities they serve through a search process that is broadly consultative and transparent. The legislature's shared commitment to this goal was expressed in Laws of Minnesota 2015, Chapter 69, Article 1, Section 7, in which the legislature encouraged the board to create formal policy language to:

- provide clarity in the selection process;
- enhance communication;
- enhance the opportunity for local input by colleges and universities and community stakeholders they serve;
- codify the consultation with the presidential selection advisory committee; and
- improve communication with the presidential selection advisory committee to ensure members are informed during the entire selection process.

Substantial amendments have been proposed to existing Board Policy 4.2 Appointment of Presidents. The proposed amendments meet the elements of Section 7 of the law.

Constituent groups were consulted through discussions with statewide student association leadership and statewide bargaining unit leaders at the contractual meet and confer meetings.

**Scheduled Presenter(s):**

Mark Carlson, Vice Chancellor for Human Resources

BOARD OF TRUSTEES  
MINNESOTA STATE COLLEGES AND UNIVERSITIES

**BOARD ACTION**

**POLICY 4.2 APPOINTMENT OF PRESIDENTS (SECOND READING)**

1 **BACKGROUND**

2  
3 Board Policy 4.2 Appointment of Presidents was adopted and implemented by the Board of  
4 Trustees on November 18, 1998. Earlier this year, the legislature noted that the search process  
5 for hiring presidents was not codified in board policy and subsequently passed a law encouraging  
6 the board to put the process into board policy.

7  
8 **PROPOSED AMENDMENTS**

9 The proposed amendments to Policy 4.2 are identified by strikethrough and underlining in the  
10 policy on the following pages. The board had its first reading at the September retreat.

11  
12 **REVIEW PROCESS**

13 Constituent groups were consulted through discussions with statewide student association  
14 leadership and statewide bargaining unit leaders at the contractual meet and confer meetings.

15  
16 **RECOMMENDED COMMITTEE ACTION**

17 The Board of Trustees approves the recommended changes to Policy 4.2 Appointment of  
18 Presidents.

19  
20 **RECOMMENDED MOTION**

21 The Board of Trustees approves the recommended changes to Policy 4.2 Appointment of  
22 Presidents.

23  
24 *Date of Adoption:* November 17, 2015

25 *Date of Implementation:* November 17, 2015

26

BOARD OF TRUSTEES  
MINNESOTA STATE COLLEGES AND UNIVERSITIES

<b>BOARD POLICY</b>		<b>4.2</b>
Chapter 4.	Human Resources	
Section 2.	Proposed Amendments to Policy 4.2 Appointment of Presidents	

**4.2 APPOINTMENT OF PRESIDENTS**

**Part 1. Presidents.** The president is the chief executive officer of the college or university. The president shall report to the chancellor and is responsible for leading the college and/or university faculty, staff, and students in developing and implementing the college or university mission, consistent with the Board mission and goals. The president is the primary spokesperson for college and/or university interests and shall consult regularly ~~consult~~ with students, faculty, staff, and members of the community. The president shall advise the chancellor, the staff of the system office, and the Board of Trustees on matters of system policy as appropriate, and otherwise administer and support all Minnesota State Colleges and Universities policies and programs. ~~They~~ the president shall also lead in generating and sustaining the university/college vision as an integral part of the Minnesota State Colleges and Universities system. The duties and responsibilities of the president shall include, but not be limited to, adhering to Board policies and system procedures, employing personnel, providing innovative educational leadership, allocating campus resources, and implementing the Board's strategic plan.

~~Part 2. Appointment of Acting Presidents. Upon advance notification to the chair of the Board, the Chancellor may appoint an acting president for the period of the president's approved leave of absence.~~

~~Part 3. Appointment of Interim Presidents. An interim president may be appointed upon the recommendation of the chancellor and approval by the Board, to temporarily fill a vacant presidency for a term of up to one year with the option to extend the appointment for additional periods.~~

**Part 4.2. Presidential Appointments.** Presidents are appointed by the Board upon the recommendation of the chancellor. The chancellor shall use ~~utilize~~ one of the following options in recommending a presidential appointment to the Board.

**Subpart A. Acting President.** Upon advance notification to the board chair, the chancellor may appoint an acting president for the period of an incumbent president's approved leave of absence.

1 **Subpart B. Interim President.** An interim president may be appointed, upon the  
2 recommendation of the chancellor and approval by the board, to temporarily fill a vacant  
3 presidency for a term of up to one year with the option to extend the appointment for  
4 additional periods.

5 **Subpart C. President.** Minnesota State Colleges and Universities is committed to hiring  
6 extraordinary leaders who meet the needs of colleges, universities, and their communities  
7 through a selection process that is broadly consultative and transparent.- The board chair  
8 and chair of the board's human resources committee oversee the presidential selection  
9 process. The chancellor will provide regular updates to the chairs throughout the process.  
10 The chancellor shall use one of the following options in recommending a presidential  
11 appointment to the board.

12 1. **Subpart A. Search.** When there is a presidential vacancy, it is the board's  
13 expectation that a search will be conducted. An acting or interim president  
14 shall not be considered as a candidate in a search process for the presidency at  
15 of the searching college or university. ~~site undergoing the search.~~ When there  
16 is a presidential vacancy, the chancellor will normally conduct a search for a  
17 president. Whenever a search is to be conducted, the chancellor or designee  
18 shall establish a search committee to assist in the process. The committee  
19 members shall be knowledgeable of the duties and responsibilities of the  
20 position to be filled and broadly representative of the interests of the  
21 administrators, faculty, staff, students, community and friends of the  
22 institution. The chancellor, with at least one (1) and up to three (3) members  
23 of the Board of Trustees, shall interview selected finalists. The chancellor  
24 shall recommend a candidate for president of a college and/or university and  
25 the Board shall make the appointment. An acting or interim president shall not  
26 be considered as a candidate in a search process for the presidency.  
27

28 2. **Subpart B. Search Waiver.** The board may waive the search process and  
29 appoint a candidate who best fits the needs of the college or university and the  
30 system. Consideration of a waiver is initiated by a written recommendation to  
31 the board by the chancellor.- The board must determine the waiver is in the  
32 best interests of the system. ~~If, upon a written recommendation of the~~  
33 Chancellor, the Board determines it is in the best interests of the system, they  
34 may waive the search process and appoint a candidate that best fits the needs  
35 of the institution and the system.  
36

### 37 **Part 3. Search Process**

38  
39 **Subpart A. Initial consultation.** At the start of each search, the chancellor shall solicit  
40 input from internal and external constituent groups at the affected college or university  
41 about the qualities sought in the new president.  
42

1 **Subpart B. Appointment of search advisory committee.** The chancellor shall appoint  
2 a local presidential search advisory committee and name the chair of the committee. The  
3 committee will identify presidential candidates and make recommendations of candidates  
4 to the chancellor.

5  
6 **Subpart C. Application review and screening interviews.** The search advisory  
7 committee shall have access to all application materials received. The committee shall  
8 select candidates to interview and conduct initial screening interviews. The committee  
9 shall forward to the chancellor the names ~~to the chancellor~~ of the candidates they believe  
10 should be considered to continue in the process, along with detailed assessments of the  
11 relative strengths and weaknesses of each candidate.

12  
13 **Subpart D. Identification of candidates to visit campuses.** Following receipt of input  
14 from the committee, the chancellor shall consider the committee's assessment, as well as  
15 any reports from confidential referencing and background checks. The chancellor shall  
16 select two to four candidates to visit the college or university and participate in public  
17 meetings. The chancellor shall communicate with the committee on the rationale for the  
18 chancellor's selection from the committee's recommendations.

19  
20 **Subpart E. Opportunity for constituent groupstakeholder meetings with candidates**  
21 **and constituent groupstakeholder feedback.** Once the finalists are publicly identified,  
22 internal and external constituent groups ~~stakeholders~~ at the affected college or university  
23 shall be invited to meet with the candidates on campus. ~~Following the candidate visits to~~  
24 ~~campus, A~~ all internal and external constituent groups ~~stakeholders~~ shall be invited to give  
25 confidential feedback directly to the chancellor following the candidate visits to campus.

26  
27 **Subpart F. Trustee participation.** At least two and up to three members of the Board  
28 of Trustees ~~may~~ will participate in interviews for the purpose of providing counsel to the  
29 chancellor in the formation of the chancellor's recommendation to the board.

30  
31 **Subpart G. Chancellor's recommendation to the Board of Trustees.** The chancellor  
32 shall present ~~a the chancellor's~~ recommendation with a detailed explanation to the board  
33 which includes what the internal and external constituent groups ~~stakeholders~~ expressed  
34 about the qualities the new president needs and how the chancellor's recommended  
35 candidate fits that description.

36  
37 **Subpart H. Communication throughout the search process.** The chair of the search  
38 advisory committee is responsible for communication about the search. Throughout the  
39 search process, the chair shall provide regular updates to the committee and shall work  
40 with college or university staff to post updates on the search website, as appropriate, so  
41 that the broader community has the opportunity to follow the public process from start  
42 through completion. Following the conclusion of the search, the committee may meet to  
43 be debriefed on the search.

1 **Subpart I. Notification to the board of unsuccessful search.** The chancellor  
2 shall will notify the board in writing that a search was unsuccessful when none of the  
3 interviewed candidates ~~resulting from the search~~ are acceptable.

4 **Part 4. Search Advisory Committee.**

5  
6 **Subpart A. Charge.** The search advisory committee is advisory to the chancellor as the  
7 chancellor develops a recommendation to the board. Committee members shall serve as  
8 stewards on behalf of the interests of the entire college or university community.

9  
10 **Subpart B. Composition.** Committee members shall be knowledgeable of the duties and  
11 responsibilities of the position to be filled and broadly representative of the interests of  
12 the faculty, staff, students, administration, community, alumni, and friends of the college  
13 or university.

14  
15 **1. Chair.** The committee shall be chaired by a Minnesota State Colleges and  
16 Universities sitting or former president appointed by the chancellor.

17  
18 **2. Members.**

19  
20 a. The chancellor will invite nominations for members of the committee  
21 from all internal constituent ~~stakeholder~~ groups and from external  
22 constituent groups ~~stakeholders~~ in the community.

23  
24 b. The chancellor shall seek to balance the committee to the extent possible  
25 in areas such as gender and other diversity; geographic diversity (multiple  
26 campuses); liberal arts and technical programs; and student-facing and  
27 back office staff. To facilitate committee balance, each constituency  
28 nominating a committee member shall submit more nominations than slots  
29 attributed to the constituency.

30  
31 c. The committee shall be comprised as follows:

32  
33 i. two members of the teaching faculty at an affected college or  
34 university selected by the faculty organization;

35 ii. one member of the service faculty at an affected university nominated  
36 by the service faculty organization;

37 iii. one student (two students for multi-campus colleges or universities)  
38 nominated by the student association;

39 iv. one member from each additional affected college or university  
40 bargaining unit nominated by their bargaining unit;

41 v. up to three members of the public with a connection to the affected  
42 college or university having knowledge of the affected college or  
43 university and its needs nominated by the public; and

44 vi. two administrators who are employees at the affected college or

1 university.

2  
3 **Subpart C. Committee support.** The system office shall coordinate the overall search  
4 process and provide training to the committee. The chief human resources officer of the  
5 affected college or university will be the liaison between the affected college or  
6 university and the committee and will provide professional human resources support to  
7 the committee. The chancellor may engage a professional search consultant to assist in  
8 the recruitment of candidates.

9  
10 **Subpart D. Expense reimbursement allowed.** Members of the committee shall receive  
11 no compensation for their services, but shall be reimbursed for actual expenses incurred in  
12 performing services for the committee, consistent with expense procedures for state  
13 employees.

14  
15  
16 **Part 5. Salaries.** In consultation with the board chair and the chair of the human resources  
17 committee, ~~The~~ the chancellor shall determine salaries for the position of president within the  
18 parameters of the Personnel Plan for MnSCU Administrators as approved by the ~~B~~board and  
19 within ~~B~~board-approved salary ranges, ~~and~~ The chancellor is the designated appointing authority  
20 for all other personnel actions pursuant to Minnesota statutes.

21  
22 **Part 6. Terminations and Contract Expiration.**

23  
24 **Subpart A. Termination of ~~E~~employment.** The chancellor, upon advance notification  
25 to the ~~Chair of the B~~board chair, may terminate a president in accordance with the  
26 Personnel Plan for MnSCU Administrators and, if applicable, the president's  
27 employment contract.

28  
29 **Subpart B. Contract ~~E~~expiration.** A president's employment ends upon expiration of  
30 the employment contract, unless otherwise provided in the employment contract.  
31 Expiration of a contract without extension or renewal does not constitute termination  
32 under this policy.

---

33 **Related Documents:**

- 34  
35
  - [Policy 4.1 Personnel Plan for MnSCU Administrators](#)

---

36 **Policy History:**

37  
38 *Date of Adoption: 11/18/98,*  
39 *Date of Implementation: 11/18/98,*

*POLICY CONTENT FORMAT:*

*Single underlining represents proposed new language.*

*Strikeouts represent existing language proposed to be eliminated or relocated.*