



**HUMAN RESOURCES COMMITTEE
NOVEMBER 17, 2015
2:00 PM**

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

Please note: Committee/Board meeting times are tentative. Committee/Board meetings may begin up to 45 minutes earlier than the times listed below if the previous committee meeting concludes its business before the end of its allotted time slot.

Committee Chair Dawn Erlandson calls the meeting to order.

- (1) Minutes of October 21, 2015 (pp. 1-3)**
- (2) Proposed Amendments to Policy 4.2 Appointment of Presidents (Second Reading) (pp. 4-10)**
- (3) Charting the Future: Human Resources Project Update (pp. 11-12)

Members

Dawn Erlandson, Chair
Ann Anaya, Vice Chair
Margaret Anderson Kelliher
Duane Benson
Alexander Cirillo
Robert Hoffman
Elise Ristau

Bolded items indicate action required.

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES
HUMAN RESOURCES COMMITTEE
MEETING MINUTES
October 21, 2015**

Human Resources Committee Members Present: Dawn Erlandson, Chair; Trustees Margaret Anderson Kelliher, Duane Benson, Alexander Cirillo, Robert Hoffman, and Elise Ristau.

Human Resources Committee Members Absent: Ann Anaya, Vice Chair.

Other Board Members Present: John Cowles, Philip Krinkie, Maleah Otterson, Tom Renier, Louise Sundin, and Michael Vekich.

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

The Minnesota State Colleges and Universities Human Resources Committee held its meeting on October 21, 2015, at Wells Fargo Place, 4th Floor, Board Room, 30 East 7th Street in St. Paul. Chair Erlandson called the meeting to order at 9:30 a.m.

1. Minutes of June 17, 2015

Chair Erlandson called for the motion to approve the minutes of the Human Resources Committee on June 17, 2015. The minutes were moved, seconded and passed without dissent.

2. Approval of Minnesota State University Association of Administrative and Service Faculty Bargaining Contract

Vice Chancellor 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 2016-2017 labor contract. Tentative agreement was reached on September 15, 2015, and ratification was completed on October 16, 2015. 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 2016-2017 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 passed without dissent.

3. Approval of Inter Faculty Organization Bargaining Contract

Vice Chancellor Carlson summarized the terms of the tentative agreement between Minnesota State Colleges and Universities and the Inter Faculty Organization (IFO) in their 2016-2017 labor contract. Tentative agreement was reached on August 12, 2015, and ratification was completed on October 16, 2015. 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 2016-2017 labor agreement between Minnesota State Colleges and Universities and the Inter Faculty Organization (IFO) and authorizes Chancellor Steven Rosenstone to sign the agreement on behalf of the Board of Trustees.

The motion passed without dissent.

4. Approval of MnSCU Personnel Plan for Administrators

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

- A 2.25% merit pool in each year of the biennium.
- A 2.25% increase to the General Salary Grid.
- No change to salary ranges for chancellor, vice chancellors and presidents.
- Increase the aggregate amount of additional compensation that can be paid to an administrator for “incidental” work unrelated to normal job duties from \$1000 per year to \$2000 per year.
- Increased the number of sick leave days (from 5 to 10) a birth mother or adoptive parent may be granted upon the birth or adoption of a child.
- Harmonize the years of service as a State manager or MnSCU administrator that are required to be eligible for severance pay.
- Technical changes to improve clarity and readability of the administrators plan

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 2016-17, 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.

5. Emeriti Recognition

Pursuant to Board Policy 4.8, Emeritus Status, Chancellor Rosenstone presented his recommendation to confer presidential emeritus status upon the following presidents, who have served as presidents in good standing and retired in 2015. Cecilia Cervantes, serving as president at Hennepin Technical College from 2008-2015; Sue Collins, serving as president at Northeast Higher Education District from 2008-2015; Robert Musgrove, serving as president at Pine

Technical and Community College from 1998-2015; and Anne Temte, serving as president at Northland Community and Technical College from 2006-2015.

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

Upon the recommendation of Chancellor Steven Rosenstone, and in recognition that they have served with great distinction, the Board of Trustees hereby confers the honorary title of President Emeritus upon Cecilia Cervantes, Hennepin Technical College; Sue Collins, Northeast Higher Education District; Robert Musgrove, Pine Technical and Community College; and Anne Temte, Northland Community and Technical College.

The motion passed without dissent.

The meeting adjourned at 9:53 a.m.

Respectfully submitted,
Pa Yang, Recorder

**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
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 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

BOARD POLICY		4.2
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 Bboard and
19 within Bboard-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 Eemployment.** The chancellor, upon advance notification
25 to the Chair of the Bboard 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 Eexpiration.** 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

34 **Related Documents:**

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

36 **Policy History:**

37 *Date of Adoption: 11/18/98,*

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

POLICY CONTENT FORMAT:

Single underlining represents proposed new language.

Strikeouts represent existing language proposed to be eliminated or relocated.

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

Name: Human Resources Committees **Date:** November 17, 2015

Title: Charting the Future: Human Resources Project Update

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:

HR professionals from across the system have been working collectively to design a new model for delivering transactional work. Today's session is to update the Board on its progress.

Scheduled Presenter(s):

Mark Carlson, Vice Chancellor for Human Resources

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

INFORMATION ITEM

CHARTING THE FUTURE: HUMAN RESOURCES PROJECT UPDATE

BACKGROUND

HR professionals from across the system have been working collectively to design a new model for delivering transactional work.