



**HUMAN RESOURCES COMMITTEE
OCTOBER 21, 2015
9:30 AM**

**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 June 17, 2015 (pp. 1-3)**
- (2) Approval of Minnesota State University Association of Administrative and Service Faculty Bargaining Contract (pp. 4-6)**
- (3) Approval of Inter Faculty Organization Bargaining Contract (pp. 7-10)**
- (4) Approval of MnSCU Personnel Plan for Administrators (pp. 11-13)**
- (5) Emeriti Recognition (pp. 14-15)**

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
June 17, 2015**

Human Resources Committee Members Present: Alexander Cirillo, Chair; Dawn Erlandson, Vice Chair; Trustees Margaret Anderson Kelliher, Kelly Charpentier-Berg and Robert Hoffman.

Human Resources Committee Members Absent: None.

Other Board Members Present: Duane Benson, Philip Krinkie, Maleah Otterson, Tom Renier, Elise Ristau, Louise Sundin, Michael Vekich, and Erma Vizenor.

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 June 17, 2015, at Wells Fargo Place, 4th Floor, Board Room, 30 East 7th Street in St. Paul. Chair Cirillo called the meeting to order at 12:36 p.m.

1. Minutes of May 20, 2015

Chair Cirillo called for the motion to approve the minutes of the Human Resources Committee on May 20, 2015. The minutes were moved, seconded and passed without dissent.

2. Appointment of Interim President of Century College

Chancellor Rosenstone stated that following the announcement of President Ron Anderson's appointment as the next vice chancellor for academic and student affairs, Chancellor Rosenstone invited nominations and expressions of interest for the position of interim president at Century College. Applications and nominations were reviewed by the chancellor, and he reviewed all input received and consulted as appropriate to develop his recommendation to the board. Chancellor Rosenstone recommended Patrick Opatz as interim president of Century 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 Patrick Opatz as interim president of Century College effective July 1, 2015, 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. Appointment of President of Dakota County Technical College

Chancellor Rosenstone stated that Tim Wynes has been serving as interim president of Dakota County Technical College since July 1, 2013. In late fall 2013, Chancellor Rosenstone visited Dakota County Technical College and listened to faculty and staff share their experiences as a college in transition and to receive counsel on whether the college was ready to begin the search for a permanent president. There was consensus on deferring a search. In December 2013, Chancellor Rosenstone asked Tim Wynes to continue as interim president through the 2014-15 academic year.

Comments received over the past two years encouraged consideration of making Interim President Tim Wynes' appointment permanent. Consideration of a president without a search is allowed under Board of Trustees Policy 4.2, Part 4, Subpart B, which provides:

If, upon a written recommendation of the chancellor, the Board determines it is in the best interests of the system, they may waive the search process and appoint a candidate that best fits the needs of the institution and the system.

Chancellor Rosenstone recommended that the Board of Trustees waive a search process and appoint Tim Wynes to be the next president of Dakota County Technical College in addition to his appointment as president of Inver Hills Community College.

The Board of Trustees, upon the recommendation of Chancellor Rosenstone, appoints Tim Wynes as president of Dakota County Technical College effective July 1, 2015, 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 carried with one nay from Trustee Hoffman.

4. Appointment of General Counsel

Chancellor Rosenstone stated that in fall 2014 a national search for a successor to General Counsel Gail Olson was initiated. When that search did not yield the right person for such a critical position, Chancellor Rosenstone recommended and the Board of Trustees approved the appointment of Deputy General Counsel Kristine Kaplan to serve as interim general counsel.

The search resumed in spring 2015. After careful consideration of detailed feedback received from everyone who participated in the process, Chancellor Rosenstone recommended Gary Cunningham to be the next General Counsel.

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 Gary Cunningham as General Counsel effective July 1, 2015, 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.

The meeting adjourned at 1:06 p.m.

Respectfully submitted,
Pa Yang, Recorder

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

Name: Human Resources Committees **Date:** October 21, 2015

Title: Approval of Minnesota State University Association of Administrative and Service 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 University Association of Administrative and Service Faculty (MSUAASF) reached a tentative agreement on September 15, 2015, on their 2016-17 labor contract. The ratification vote by its membership is anticipated to be done by Friday, October 16, 2015.

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 UNIVERSITY ASSOCIATION OF
ADMINISTRATIVE AND SERVICE FACULTY BARGAINING CONTRACT**

1 BACKGROUND

2 Minnesota State Colleges and Universities and the Minnesota State University Association of
3 Administrative and Service Faculty (MSUAASF) reached a tentative agreement on September
4 15, 2015, on their 2016-2017 labor contract. It is expected that MSUAASF's membership will
5 ratify the agreement by October 16, 2015. It is now being brought forward to the Board of
6 Trustees for approval before moving on for legislative approval.

7
8 RECOMMENDED COMMITTEE ACTION

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

11
12 RECOMMENDED MOTION

13 The Board of Trustees approves the terms of the 2016-2017 labor agreement between
14 Minnesota State Colleges and Universities and the Minnesota State University Association
15 of Administrative and Service Faculty (MSUAASF) and authorizes Chancellor Steven
16 Rosenstone to sign the agreement on behalf of the Board of Trustees.

17
18 *Date of Approval: October 21, 2015*

**Minnesota State Colleges and Universities / Minnesota State University Association of
Administrative and Service Faculty (MSUAASF)**

Summary of Changes to 2016-17 Agreement

MSUAASF and MnSCU bargaining teams reached a tentative contract settlement for the 2016-2017 Master Agreement at approximately 11:00 a.m. on Tuesday, September 15, 2015.

Economics:

Summary of the key economic terms of the settlement

FY 16

- 1.5% across the board (ATB) increase (i.e., a salary schedule enhancement)
- 1.5% ATB for Article 12, Section D (medical professionals)
- Health and dental insurance benefits as agreed to by MMB with MAPE/AFSCME

FY 17

- 1.1% across the board (ATB) increase (i.e., a salary schedule enhancement)
- 1 Step advancement for returning ASF Members
- 4.1% ATB for Article 12, Section D (medical professionals)
- 3% Lump sum prorated by FY FTE for ASF Members who were at Step 20 on 6/30/16
- Article 15, Section A Professional Development Funds (PDF) increase by \$50,000 to \$550,000
- Health and dental insurance benefits as agreed to by MMB with MAPE/AFSCME

Significant Language Changes:

- Technical changes and date changes throughout the agreement
- Article 10 Section A. Subd. 3. Make intermittent appointments language permanent.
- Article 10 Section I. Subd. 1. Expanded current language permitting additional pay for additional responsibilities to authorize a President, in his/her discretion, to make such payments in situations where the additional duties may be covered by the ASF Member's position description
- Article 10 Section I. Subd. 6. Provided for a Professional Excellence Award.
- Article 12 Section H. Modified the Exceptional Achievement Incentive Program to reward high performers.
- Article 22 Section A. Subd. 6. Added a new provision allowing out-of-order layoff

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

Name: Human Resources Committees **Date:** October 21, 2015

Title: Approval of Inter Faculty Organization 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 Inter Faculty Organization (IFO) reached a tentative agreement on August 21, 2015, on their 2016-17 labor contract. It was approved by a vote of the IFO membership on October 16, 2015.

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 INTER FACULTY ORGANIZATION BARGAINING CONTRACT

1 **BACKGROUND**

2 Minnesota State Colleges and Universities and the Inter Faculty Organization (IFO) reached a
3 tentative agreement on August 21, 2015, on their 2016-2017 labor contract. It was approved by
4 a vote of the IFO membership on October 16, 2015. It is now being brought forward to the
5 Board of Trustees for approval before moving on for legislative approval.

6
7 **RECOMMENDED COMMITTEE ACTION**

8 The Committee of the Whole recommends that the Board of Trustees adopt the following
9 motion.

10
11 **RECOMMENDED MOTION**

12 The Board of Trustees approves the terms of the 2016-2017 labor agreement between
13 Minnesota State Colleges and Universities and the Inter Faculty Organization (IFO) and
14 authorizes Chancellor Steven Rosenstone to sign the agreement on behalf of the Board of
15 Trustees.

16
17 *Date of Approval:* *October 21, 2015*

Minnesota State Colleges and Universities / Inter Faculty Organization (IFO)

Summary of Changes to 2016-17 Agreement

The IFO and MnSCU bargaining teams reached a tentative contract settlement for the 2016-2017 Master Agreement at approximately 6:05 p.m. on Friday, August 21, 2015.

Economics:

FY 16 (Academic Year 2015-16)

- 2.2% across the board (ATB) increase;
- The minimum adjunct/community faculty rate is increased by 2.2% (or \$30 per credit) from \$1,349 per credit to \$1,379 per credit.
- Health and dental insurance benefits as agreed to by MMB with MAPE/AFSCME

FY 17 (Academic Year 2016-17)

- 1.0% ATB
- One step advance on the salary schedule for returning faculty; faculty members who miss this step due to placement at the top of the salary schedule will receive a one-time, lump-sum payment of \$3,200 for professors, or \$1,490 for instructors
- The minimum adjunct/community faculty rate is increased by 3.4% from \$1,379 to \$1,426
- Professional Study and Travel Funds (Article 19 Section B) increased by \$80 per department FTE, from \$1,300 to \$1,380
- New minimum step placement for Instructors (step 5) on the instructor salary lane
- Health and dental insurance benefits as agreed to by MMB with MAPE/AFSCME

Significant Language Changes:

- New language provides for variable rates of pay for faculty working with grant funds or external third-party contract funds.
- Faculty reassigned time associated with “theatrical productions” is expanded to cover “performing arts productions”
- NTT faculty to be laid off in seniority order. Once laid off, NTT faculty will receive lay off insurance on same terms as other laid off faculty.
- Out of Order layoff. A faculty member with greater seniority in a department/program that has been noticed of pending retrenchment may propose to be laid off out of seniority order in order to save faculty members with less seniority from layoff.
- Sabbatical report and return service requirements have been clarified. The refund obligation for faculty who fail to perform the full period of work following the sabbatical

has been prorated to provide for a reduction in the refund obligation commensurate with the amount of work performed following the sabbatical.

- Beginning FY 2017, Chairs of small departments of less than 5 FTE will receive a three credit reassignment per academic year

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

Name: Human Resources Committees **Date:** October 21, 2015

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:

- A 2.25% merit pool in each year of the biennium to support individual performance based salary increases
- A 2.5% increase to the General Salary Grid and a 3% increase to the salary ranges for presidents and the chancellor for each year of the biennium
- 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

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 2016-2017 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.

8
9 **RECOMMENDED MOTION**

10 The Board of Trustees approve the MnSCU Personnel Plan for Administrators for 2016-
11 2017, 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:* *October 21, 2015*

**MnSCU PERSONNEL PLAN FOR ADMINISTRATORS
2016-2017
SUMMARY OF PROPOSED CHANGES**

Economics:

FY 2016

- A 2.25% merit pool in to support individual performance based salary increases
- A 2.5% increase to the General Salary Grid and a 3% increase to the salary ranges for presidents and the chancellor. This change would not change the salary of any individual administrator.
- Additional compensation that can be paid to an administrator for “incidental” work unrelated to normal job duties per Section 1.13, Subd. 7(e) of the Plan is increased from \$1000 per year to \$2000 per year.

FY 2017

- A 2.25% merit pool in to support individual performance based salary increases
- A 2.5% increase to the General Salary Grid and a 3% increase to the salary ranges for presidents and the chancellor. This change would not change the salary of any individual administrator.

Non-Compensation Major Language Changes:

- 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

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

Name: Human Resources Committees **Date:** October 21, 2015

Title: Emeriti Recognition

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:

Board Policy 4.8, Emeritus Status

Recommendation for emeritus status on the following presidents who retired in 2015:

- Cecilia Cervantes, Hennepin Technical College
- Sue Collins, Northeast Higher Education District
- Robert Musgrove, Pine Technical and Community College
- Anne Temte, Northland Community and Technical College

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 2015:

- 6 • Cecilia Cervantes, serving as president at Hennepin Technical College from 2008-2015
- 7 • Sue Collins, serving as president at Northeast Higher Education District from 2008-2015
- 8 • Robert Musgrove, serving as president at Pine Technical and Community College from
9 1998-2015
- 10 • Anne Temte, serving as president at Northland Community and Technical College from
11 2006-2015

12
13 **RECOMMENDED COMMITTEE ACTION**

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

16
17 **RECOMMENDED MOTION**

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

23
24 *Date of Approval:* *October 21, 2015*