

**MINNESOTA STATE COLLEGES AND UNIVERSITIES  
BOARD OF TRUSTEES  
HUMAN RESOURCES COMMITTEE  
MEETING MINUTES  
September 15, 2010**

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***Human Resources Committee Members Present:*** Clarence Hightower, Chair; Thomas Renier, Vice Chair; Cheryl Dickson; Dan McElroy; David Paskach; Christine Rice; Scott Thiss

***Human Resources Committee Members Absent:*** None

***Other Board Members Present:*** Jacob Englund; Alfredo Oliveira; Louise Sundin; James Van Houten, Michael Vekich

***Leadership Council Committee Members Present:*** Lori Lamb, Vice Chancellor for Human Resources, and Jim Johnson, President, Minnesota State College-Southeast Technical

The Minnesota State Colleges and Universities Human Resources Committee held its committee meeting on Wednesday, September 15, 2010, at Wells Fargo Place, 4<sup>th</sup> Floor, Board Room, 30 Seventh Street East, in St. Paul. Chair Hightower called the meeting to order at 8:00 a.m.

**1. MINUTES OF JULY 20, 2010**

*Chair Hightower called for the motion to approve the minutes of the Human Resources Committee meeting on July 20, 2010. The minutes were moved, seconded and passed without dissent.*

**2. HUMAN RESOURCES UPDATE**

- Vice Chancellor Lamb spoke about the direct budget cuts being made to the Human Resources division in the Office of the Chancellor. Part of the discussion included questions about credentialing. She explained that campuses will be able to conduct their own credentialing. The HR division will handle the oversight and assist campuses as appropriate.
- Vice Chancellor Lamb briefed the Board members on the first meeting of the search advisory committee for the chancellor search, which was held on September 8, 2010. The search consultant has been conducting meetings with various constituent groups.
- She reported that the fall human resources conference is scheduled on October 13 and 14, 2010, at Arrowwood Conference Center near Alexandria. It is the annual professional development conference for all HR staff across the system and will focus on the launch of the HR strategic plan.

**3. AUTHORIZATION OF LEADERSHIP EMPLOYMENT AGREEMENTS**

Vice Chancellor Lamb stated that this is a standard annual item that delegates authority to the Chancellor to enter into employment agreements with the presidents and vice chancellors whose agreements end in 2010-2011.

The Human Resources Committee recommended that the Board of Trustees adopt the following 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 whose agreements expire in 2010-2011.*

The motion passed without dissent.

**4. REPORT ON BOARD EARLY SEPARATION INCENTIVE FOR FY 2010**

Minnesota State Colleges and Universities is required by statute to report to the legislature on the use of the BESI program. Vice Chancellor Lamb stated that we have done so, and the report was in the board packet for trustees' information. Additional information included cost savings as a result of the use of the program. Trustee Paskach asked for further explanation about Winona State University; Vice Chancellor Lamb will follow-up.

**5. PAY FOR PERFORMANCE**

Vice Chancellor Lamb explained the history and background related to the pay for performance provisions that exists within the employment agreements for the chancellor, presidents and vice chancellors. It was noted that Attachment B was missing from the documents provided in the board packet; Vice Chancellor Lamb will follow-up with the trustees on that document.

**6. STAFFING REPORT**

This item was a continuation of the staffing reports that have been developed for review and discussion by the trustees. Chair Hightower asked trustees how often they would like to receive this report, because the data does not change significantly month to month. Vice Chancellor Lamb suggested that a mid-year staffing report could be provided to the board, followed up with a year-end report. Also, the Demographic Report, which will be presented in January 2011, will provide good summary information on FY 2010. Trustees responded that an annual staffing report with analysis will be acceptable.

**7. DISCUSS AND SELECT COMMITTEE GOALS**

In response to the Board of Trustees' request to develop goals and measurable outcomes for the year, the Human Resources Committee offered six areas from which to choose one or two priorities for primary focus in FY 2011. President Johnson led the conversation with the trustees. In the end, the committee identified bargaining contracts and succession planning as the goals for this fiscal year. Chair Hightower asked Vice Chancellor Lamb to proceed accordingly.

**8. ORIENTATION FOR NEW EXECUTIVES**

For trustees' information, Vice Chancellor Lamb provided an outline of the orientation process for system executives (e.g., presidents and administrators). Trustee Sundin noted that a voice from the bargaining units is missing in the orientation process. Chancellor McCormick added that students might be considered to be part of the process.

Meeting adjourned at 9:35 a.m.

Submitted by,  
Vicki Schoenbeck, Recorder