

**MINNESOTA STATE COLLEGES AND UNIVERSITIES  
BOARD OF TRUSTEES  
HUMAN RESOURCES COMMITTEE  
MEETING MINUTES  
July 20, 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

***Leadership Council Committee Members Present:*** Lori Lamb, Vice Chancellor for Human Resources, and Earl Potter, President, St. Cloud State University

The Minnesota State Colleges and Universities Human Resources Committee held its committee meeting on Tuesday, July 20, 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 3:10 p.m.

**1. MINUTES OF JUNE 15, 2010**

*Chair Hightower called for the motion to approve the minutes of the Human Resources Committee meeting on June 15, 2010. The minutes were moved, seconded and passed without dissent.*

**2. HUMAN RESOURCES UPDATE**

- Vice Chancellor Lamb welcomed back Dr. Earl Potter as co-chair of the Leadership Council Human Resources Committee for this new fiscal year.
- She reported that the FY2010 presidential evaluations are underway, as well as the transition to the new online evaluation system for executives.
- She further reported that work has commenced on the chancellor search as evidenced by the board study session earlier today.

**3. EMERITI RECOGNITION**

Chancellor McCormick presented his recommendation for conferring presidential emeritus status on the following individuals: Cheryl Frank, Inver Hills Community College; Kathleen Nelson, Lake Superior College; Jon Quistgaard, Bemidji State University and Northwest Technical College; and Ann Wynia, North Hennepin Community College.

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

*Upon the recommendation of Chancellor James H. McCormick, the Board of Trustees hereby confers emeritus status upon Cheryl L. Frank, Kathleen L. Nelson, Jon E. Quistgaard and Ann L. Wynia, effective upon their retirements.*

The motion passed without dissent.

**4. RECOGNITION OF PRESIDENTIAL YEARS OF SERVICE**

In keeping with the Office of the Chancellor's practice of recognizing employees' length of service, Chancellor McCormick reported that three presidents have reached a milestone year of presidential service in our system. At the full board meeting, recognition for ten years of presidential service will be made to Larry Litecky, President of Century College, and Donald Supalla, President of Rochester Community and Technical College. Additionally, Donovan Schwichtenberg, President of Saint Paul College, will be recognized for 20 years of presidential service.

**5. STAFFING REPORT**

Vice Chancellor Lamb led the trustees through the report, providing a broad overview of the employment status throughout the system. The colleges have experienced a tremendous growth in enrollment resulting in the higher numbers in faculty and MAPE positions. Staffing in the Office of the Chancellor has increased slightly due to more hiring in the IT area for the purpose of reducing the number of external contractors. Overall reduction in staffing is anticipated as the budget shortfall gets addressed, in particular, for FY2012. A more detailed report will be provided in the fall with further analysis.

**6. IMPLEMENTATION OF HUMAN RESOURCES STRATEGIC PLAN**

President Potter reviewed each of the six goals and action items which have been finalized in the HR strategic plan. Vice Chancellor Lamb and President Potter addressed questions from the trustees.

**7. DISCUSSION OF COMMITTEE GOALS**

Chair Hightower asked trustees for discussion on the HR committee issues and to identify which issue should receive primary attention this fiscal year. Vice Chancellor Lamb reviewed each of them:

- Presidential Searches – examine ways to improve the process
- Sabbaticals – gather information on the amount of monies spent by the system each year on sabbaticals and other professional development for faculty and staff
- Contracts – develop a strategic plan for negotiations
- Performance Pay – review existing performance pay strategies and make recommendations
- Conduct Chancellor Search – provide support to the Chancellor Search Advisory Committee as needed
- Improve Succession Planning and Process – review succession planning models

Trustees shared their views. Chair Hightower summarized the conversation, and further discussion will follow at the next committee meeting.

Meeting adjourned at 4:05 p.m.

Submitted by,  
Vicki Schoenbeck, Recorder