

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

**Agenda Item Summary Sheet**

**Committee:** Human Resources Committee    **Date of Meeting:** September 15, 2010

**Agenda Item:** Orientation for New Executives

Proposed Policy Change       Approvals Required by Policy       Other Approvals       Monitoring

Information

**Cite policy requirement, or explain why item is on the Board agenda:**

Vice Chancellor Lamb wants to share the changes made to the orientation process with the Board of Trustees.

**Scheduled Presenter(s):**

Lori Lamb, Vice Chancellor for Human Resources

**Outline of Key Points:**

- Overview of orientation process and information related thereto

**Background Information:**

The orientation process for new executives has been updated and improved. Vice Chancellor Lori Lamb is updating the Board of Trustees on these efforts.

1 **BOARD OF TRUSTEES**  
2 **MINNESOTA STATE COLLEGES AND UNIVERSITIES**  
3

4 <b>INFORMATION ITEM</b>
5 6 7 <b>ORIENTATION FOR NEW EXECUTIVES</b>

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9 **BACKGROUND:**

10 The following is information on the updated orientation process for new executives in the system.  
11 The attached documents contain the following:

- 12 1) Overview of the orientation process and steps;
- 13 2) Agenda for the Office of the Chancellor orientation session on September 7 and 8, 2010; and
- 14 3) Agenda for the New Administrator Orientation which was held in 2009. The 2010 progress  
15 will be substantially similar.

16  
17 *Date: September 15, 2010*



**Orientations for New Executives 2010-11**

<b>Responsible Office (Location)</b>	<b>When</b>	<b>Participants</b>	<b>Length</b>	<b>Content</b>
1. Office of the Chancellor Human Resources  (Wells Fargo Place) Contact: Stacey Phillips (651) 201-1845	Within 3 days of start date	One staff and President	2 hours	<ul style="list-style-type: none"> <li>• Benefits               <ul style="list-style-type: none"> <li>○ Insurance</li> <li>○ Retirement</li> <li>○ I-9</li> <li>○ E-timesheets</li> </ul> </li> <li>• Compensation and Leave</li> <li>• Personnel Plan for Minnesota State Colleges and Universities Administrators</li> </ul>
2. Institution – Chief Human Resources Officer  (Campus)				<ul style="list-style-type: none"> <li>• Determined by campus</li> </ul>
3. Leadership Council Meeting  Contact: Vicki Schoenbeck (651) 201-1828	September 7, 2010 3:45-4:45pm w/Chancellor and VC-HR 4:45-5:15pm with vice chancellors	Brief meeting with presidents and vice chancellors	1.5 hours following council meeting	<ul style="list-style-type: none"> <li>• Meet/Greet               <ul style="list-style-type: none"> <li>○ Brief overview</li> <li>○ Key contacts in OOC</li> <li>○ Articulation of OOC roles</li> <li>○ Support to campuses</li> </ul> </li> </ul>
4. Office of the Vice Chancellor for Human Resources  (Wells Fargo Place) Contact: Vicki Schoenbeck (651) 201-1828	September 8, 2010	Presidents and vice chancellors, plus Cabinet staff	1 day	<ul style="list-style-type: none"> <li>• One-on-one meetings with Cabinet staff                about their divisions</li> <li>• Expectations</li> </ul>
5. Orientation for New Administrators – Staff and Leadership Development  (Wells Fargo Place) Contact: Anita Rios/Todd Thorsgaard (651) 201-1846/1852	October 7-8, 2010	Presidents, vice chancellors and other new administrators in the system, facilitated by Office of the Chancellor staff	1 ½ days	<ul style="list-style-type: none"> <li>• Professional Development               <ul style="list-style-type: none"> <li>○ Learning Objectives</li> <li>○ Leadership Competencies</li> <li>○ Strategies for Successful Transition</li> </ul> </li> <li>• Working Together as a System</li> </ul>
6. New President Meetings – one-on-one  (Chancellor’s Office or on campus) Contact: Colleen Thompson (651) 201-1696	2 meetings in academic year – 1 meeting in Fall 1 meeting in Spring	New presidents	1.5 hours	<ul style="list-style-type: none"> <li>• Individual sessions with Chancellor</li> </ul>



Minnesota  
STATE COLLEGES  
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## ORIENTATION FOR NEW and INTERIM PRESIDENTS and VICE CHANCELLORS

September 7-8, 2010

**Richard Hanson, President**  
Bemidji State University and  
Northwest Technical College

**Scott Olson, Interim Vice Chancellor**  
Academic and Student Affairs

**Darrel Huish, Vice Chancellor**  
Information Technology Services

**Shari Olson, Interim President**  
Anoka Technical College

**Patrick Johns, President**  
Lake Superior College

**Jessie Stumpf, Interim President**  
Anoka-Ramsey Community College

**John O'Brien, President**  
North Hennepin Community College

**Tim Wynes, President**  
Inver Hills Community College

### **Tuesday, September 7 – Conference Room 5522**

- 3:45-4:45 p.m. Chancellor McCormick and Vice Chancellor Lori Lamb
- Overview of Office of the Chancellor
  - System's Board of Trustees
  - Key contacts
- 4:45-5:15 p.m. Vice Chancellors
- Articulation of Office of the Chancellor roles
  - Support to campuses

### **Wednesday, September 8 – World Trade Room (fourth floor)**

- 8:00 a.m. Arrival (with light breakfast refreshments)
- 8:30-10:00 a.m. Office of General Counsel – Gail Olson, General Counsel
- 10:00-10:15 a.m. BREAK
- 10:15-10:30 a.m. Internal Auditing – Beth Buse, Executive Director
- 10:30-11:00 a.m. Information Technology – Darrel Huish, Vice Chancellor
- 11:00-11:15 a.m. Public Affairs – Linda Kohl, Associate Vice Chancellor
- 11:15-11:30 a.m. System and Foundation Relations – Maria McLemore, Executive Director
- 11:45 a.m. LUNCH reservations at the River Room (Macy's)
- 1:15-1:30 p.m. Board Office – Inge Chapin, Board Secretary
- 1:30-2:00 p.m. Government Relations – Mary Davenport, Director
- 2:00-3:00 p.m. Academic and Student Affairs – Scott Olson, Interim Vice Chancellor
- 3:00-3:15 p.m. BREAK
- 3:15-3:45 p.m. Online Evaluation Training (Room 3354)
- 3:45-4:30 p.m. Human Resources – Lori Lamb, Vice Chancellor

Note: The Diversity and Multiculturalism and Finance divisions have visited or will be visiting at the campuses.



## **ORIENTATION FOR NEW and INTERIM ADMINISTRATORS SCHEDULE**

**October 8-9, 2009**

**Wells Fargo Place – Conference Rooms 3304 and 3306**

### **DAY 1**

9:30 a.m.

*Meet and Greet*

10:00 a.m.

*Overview*

Anita Rios, Director, Staff and Leadership Development

*Introductions and Welcome*

Lori Lamb, Vice Chancellor for Human Resources

Richard Davenport, President, Minnesota State University, Mankato, and Co-chair, Leadership Council

Christine Rice, Chair, Advancement Committee, Board of Trustees

10:30 a.m.

*Working Together as a System – Panel Discussion*

Lori Lamb, Moderator

Manuel López, Associate Vice Chancellor, Academic Affairs

Mike McGee, Dean, Academic Affairs, Minneapolis Community and Technical College

Judith Ramaley, President, Winona State University

Larry Litecky, President, Century College

Noon-1:00 p.m.

*LUNCH*

1:00 p.m.

*Roundtable Discussions with Cabinet Members and other System Leaders*

- Academic Affairs – Manuel López, Associate Vice Chancellor
- Board of Trustees – Inge Chapin, Secretary to the Board
- Development / Foundation – Maria McLemore, Executive Director
- Diversity and Multiculturalism – Whitney Harris, Executive Director
- Finance – Laura King, Vice Chancellor
- General Counsel – Gail Olson, General Counsel
- Government Relations – Mary Davenport, Director
- Human Resources – Lori Lamb, Vice Chancellor
- Information Technology – Ken Niemi, Vice Chancellor
- Public Affairs – Linda Kohl, Associate Vice Chancellor
- Student Affairs – Mike López, Associate Vice Chancellor

2:30 p.m.

*BREAK*

2:45 p.m.

*Leadership Competencies and Professional Development*

Anita Rios and Todd Thorsgaard, Director Supervisory Training

3:30 p.m.

*Office of the Chancellor Tours*

4:00 p.m.

*Reception with System Leaders from the Office of the Chancellor  
(Conference Rooms 3304 and 3306)*

### **DAY 2**

8:30 a.m.

*Recap of Day 1*

8:45 a.m.

*Strategies for Making an Effective Transition*

Facilitators: Lori Lamb and Anita Rios

11:45 a.m.

*Greeting – James McCormick, Chancellor, Minnesota State Colleges and Universities*

11:55 a.m.

*Closing – Lori Lamb*