



**HUMAN RESOURCES COMMITTEE  
SEPTEMBER 15, 2010  
8:00 A.M.**

**BOARD ROOM  
WELLS FARGO PLACE  
30 7TH STREET EAST  
SAINT PAUL, MN**

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**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 Clarence Hightower calls the meeting to order.

- (1) **Minutes of July 20, 2010 (pp. 1-2)**
- (2) Human Resources Update
- (3) **Authorization of Leadership Employment Agreements (pp. 3-4)**
- (4) Report on Board Early Separation Incentive for FY2010 (pp. 5-7)
- (5) Pay for Performance (pp. 8-14)
- (6) Staffing Report (pp. 15-25)
- (7) **Discuss and Select Committee Goals (pp. 26-28)**
- (8) Orientation for New Executives (pp. 29-33)

Members

Clarence Hightower, Chair  
Thomas Renier, Vice Chair  
Cheryl Dickson  
Dan McElroy  
David Paskach  
Christine Rice  
Scott Thiss

**Bolded** items indicate action required.

**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

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

**Agenda Item Summary Sheet**

**Committee:** Human Resources Committee

**Date of Meeting:** September 15, 2010

**Agenda Item:** Authorization of Leadership Employment Agreements

- Proposed Policy Change       Approvals Required by Policy       Other Approvals       Monitoring
- Information

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

Pursuant to the Personnel Plan for Minnesota State Colleges and Universities Administrators, the Board of Trustees may authorize the Chancellor to enter into employment agreements with the presidents and vice chancellors.

**Scheduled Presenter(s):**

Lori Lamb, Vice Chancellor for Human Resources

**Outline of Key Points:**

It is necessary to seek authorization from the Board of Trustees for the Chancellor to enter into employment agreements with presidents and vice chancellors whose current agreements expire in 2010-2011.

**Background Information:**

There are 17 presidents whose employment agreements will end in 2011 and for whom new agreements may be prepared, depending on retirements.

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

***BOARD ACTION***

**AUTHORIZATION OF LEADERSHIP EMPLOYMENT AGREEMENTS**

**BACKGROUND**

Pursuant to the Personnel Plan for Minnesota State Colleges and Universities Administrators, the Board of Trustees may authorize the Chancellor to enter into employment agreements with the presidents and vice chancellors. At this time, Chancellor McCormick requests the Board of Trustees' approval to enter into employment agreements with said parties whose agreements expire in 2010-2011.

**RECOMMENDED COMMITTEE ACTION**

The Human Resources Policy Committee recommends that the Board of Trustees adopts the following motion.

**RECOMMENDED 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.

*Date of Adoption:* September 15, 2010

*Date of Implementation:* September 15, 2010

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

**Agenda Item Summary Sheet**

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

**Agenda Item:** Report on Board Early Separation Incentive for FY2010

- Proposed Policy Change       Approvals Required by Policy       Other Approvals       Monitoring
- Information

**Cite policy requirement, or explain why item is on the Board agenda:**  
Board Policy 4.11, Board Early Separation Incentive Program

**Scheduled Presenter(s):**  
Lori Lamb, Vice Chancellor for Human Resources

**Outline of Key Points:**

- Payments made in FY2010

**Background Information:**  
Board Policy 4.11 provides the authority for the system to offer Board Early Separation Incentives and requires an annual report to the legislature concerning paid out incentives. Attached is a report with excerpted data from the legislative report for the board to view.

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

<b>INFORMATION ITEM</b>
<b>REPORT ON BOARD EARLY SEPARATION INCENTIVE FOR FY2010</b>

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7 **BACKGROUND:**  
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9 Board Policy 4.11 provides the authority for the system to offer Board Early Separation Incentives  
10 (BESI) in order to reduce salary and benefit obligations in anticipation of reduced state funding;  
11 reallocate resources to departments and programs in response to changing needs or strategic  
12 objectives; or achieve other cost savings or efficiencies. The policy further requires an annual  
13 reporting requirement to the board and to the legislature concerning board early separation incentives  
14 paid.  
15

16 Attached is a document on payments made in FY2010 that has been prepared exclusively for  
17 reporting to the board.  
18

19 *Date: September 15, 2010*

<b>Board Early Separation Incentives (BESI)</b>					
<b>Payments Made in FY10 and Cost Savings Realized in FY11</b>					
			<b>FY11 Cost Savings due to:</b>		
	<b>FY10 BESIs</b>	<b>FY10 BESI</b>	<b>Not Filling</b>	<b>Replacement</b>	<b>Reassignment</b>
<b>College/University:</b>	<b>Offered/Accepted:</b>	<b>Payments:</b>	<b>Positions:</b>	<b>at Lower Cost:</b>	<b>of Position:</b>
Alexandria Tech. & Comm. College	1	\$5,500	\$39,500	\$0	\$0
Anoka Technical College	9	\$362,367	\$540,234	\$18,400	\$0
Anoka Ramsey Community College	3	\$150,658	\$230,391	\$0	\$23,200
Bemidji State University	14	\$460,671	\$42,992	\$108,133	-\$4,681
Hibbing Community College	2	\$69,287	\$62,504	\$38,531	\$0
Itasca Community College	1	\$20,000	\$55,810	\$0	\$0
Lake Superior College	7	\$296,576	\$309,057	\$204,717	\$0
Mesabi Comm. & Tech. College	1	\$20,000	\$0	\$11,162	\$36,000
Minnesota West Comm. & Tech. College	1	\$83,859	\$0	\$0	\$0
MSU, Moorhead	25	\$1,108,835	\$863,887	\$163,543	\$13,350
MSU, Mankato	12	\$726,179	\$588,477	\$112,177	\$25,080
Northland Comm. & Tech. College	6	\$135,676	\$117,265	\$59,850	\$0
Ridgewater College	10	\$331,773	\$439,971	\$104,265	\$0
Riverland Community College	1	\$42,992	\$0	\$59,497	\$0
Southwest Minnesota State University	2	\$54,815	\$0	\$35,142	\$0
Vermilion Community College	1	\$39,871	\$89,067	\$0	\$0
Winona State University	17	\$730,517	\$76,183	\$139,915	\$0
<b>Totals:</b>	<b>113</b>	<b>\$4,639,576</b>	<b>\$3,455,338</b>	<b>\$1,055,332</b>	<b>\$92,949</b>



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

**Agenda Item Summary Sheet**

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

**Agenda Item:** Pay for Performance

- Proposed Policy Change       Approvals Required by Policy       Other Approvals       Monitoring
- Information

**Cite policy requirement, or explain why item is on the Board agenda:**  
Relates to the Board’s compensation philosophy and pay for performance

**Scheduled Presenter(s):**  
Lori Lamb, Vice Chancellor for Human Resources

- Outline of Key Points:**
- Background and history information

**Background Information:**  
Administrators, including the Chancellor, presidents and vice chancellors, historically have been paid on a performance-based model. This is embodied in the “merit pool” funds in prior years and the performance incentives currently in place for contracted administrators.

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

INFORMATION ITEM
PAY FOR PERFORMANCE

4  
5  
6 **BACKGROUND:**

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8 Legislative History

9 The Legislature has established a requirement that each state employee shall be evaluated and counseled on  
10 work performance at least once a year. In addition, all individual pay increases for employees not represented  
11 by exclusive representatives shall be based on the performance evaluation. Minn. Stat. § 43A.20  
12

13 The Personnel Plan for Minnesota State Colleges and Universities Administrators does not provide for across-  
14 the-board salary adjustments. All increases have historically been in variable amounts at the discretion of the  
15 appointing authority and based on individual performance in the prior year. The Personnel Plan for FY2010-  
16 2011 suspended all base salary increases other than those provided in chancellor, vice chancellor and president  
17 employment agreements.  
18

19 In the 2000 legislative session, the Legislature modified compensation for system administrators in several  
20 ways. First, Minn. Stat. ch.15A, which generally governs the salaries of agency heads, was modified to give the  
21 Board of Trustees the power to establish the salary of the Chancellor within a salary range approved by the  
22 Legislative Coordinating Commission’s Subcommittee on Employee Relations. Minn. Stat. §15A.081.  
23 Second, Minn.Stat. § 136F.40 was modified to allow the Board to enter into employment contracts with the  
24 Chancellor and the presidents. The law allows the Board to provide “other compensation” to the Chancellor  
25 and presidents. Laws of Minnesota 2000, Chapter 453.  
26

27 On July 21, 2000, the Legislative Subcommittee on Employee Relations approved an amendment to the  
28 Personnel Plan. This amendment reflected statutory changes providing for employment contracts, and  
29 providing for additional remuneration of up to 30 percent of base salary for administrators under contract. This  
30 additional remuneration has consisted of housing allowances for the Chancellor and state university presidents,  
31 a transportation/communication allowance for the Chancellor and all presidents, and more recently,  
32 performance pay.  
33

34 In the Special Session of 2001, the legislature again amended Minn. Stat. § 136F.40 to allow employment  
35 contracts with vice-chancellors.  
36

37 Performance Pay Background

38 Administrators, including the Chancellor, presidents and vice chancellors, historically have been paid on a  
39 performance based model. That is, they have always been paid as a “look back” for past performance. This is  
40 embodied in the “merit pool” funds in prior years and the performance incentives currently in place for  
41 contracted administrators. This means that any increases are paid to administrators in the year following the  
42 period in which they are earned. For example, for performance in FY08, administrators received payments at  
43 the beginning of FY09. This allows for an assessment of prior performance before the award of any  
44 remuneration increases and allows for remuneration to be proportional to actual performance.  
45  
46

1 This pay practice is in contrast with the traditional pay strategy for bargaining unit employees where negotiated  
 2 increases take place on the first day of a fiscal year. Thus, bargaining unit employees receive increases  
 3 contemporaneously with the work they perform; with the pay increases coming in the form of predetermined  
 4 step increases (employees who are at the maximum rate for their pay range do not receive step increases).

5  
 6 Chancellor’s Pay History

7 The Chancellor’s employment contract originally provided for an annual incentive payment that, when  
 8 combined with his housing allowance and transportation allowance, would bring his total additional  
 9 remuneration up to the 30 percent limit provided in the Personnel Plan approved by the Legislature. In 2008  
 10 and 2009, the Board of Trustees and the Chancellor agreed to new employment contracts that put his additional  
 11 remuneration more at risk by making payment of the incentive optional up to a maximum amount, depending on  
 12 performance. In the past two years, the Chancellor’s performance incentives have been less than the maximum  
 13 provided by the employment contract and the Personnel Plan. The performance incentives paid to Chancellor  
 14 McCormick are one-time payments and do not adjust base salary.

15

Fiscal Year	Base Salary	Performance Incentive	Basis of Incentive	Housing Allowance	Transportation Allowance	Total Compensation*
2002	248,183	37,800	30% of base minus the total paid for housing & transportation	24,000	7,200	317,183
2003	250,000	43,800	30% of base minus the total paid for housing & transportation	24,000	7,200	325,000
2004	250,000	43,800	30% of base minus the total paid for housing & transportation	24,000	7,200	325,000
2005	262,500	47,400	30% of base minus the total paid for housing & transportation	24,000	7,200	341,100
2006	272,344	54,588	30% of base minus the total paid for housing & transportation	24,000	7,200	358,132
2007	285,961	50,653	30% of base minus the total paid for housing & transportation	24,000	7,200	367,814
2008	340,000	23,500	Performance incentive not to exceed \$25,000	24,000	7,200	394,700
2009	360,000	32,500	Performance incentive not to exceed \$50,000	24,000	7,200	423,700
2010	360,000	40,000	Performance incentive not to exceed \$50,000	24,000	7,200	431,200

Total compensation excludes employer contributions for insurance, retirement and FICA, as well as the value of vacation conversions to the 403b or deferred compensation plan.

1 Presidents' and Vice Chancellors' Pay History

2 Beginning in FY03, the employment contracts provided each president and vice chancellor the opportunity to  
3 earn a performance-based lump-sum payment of \$2,000 each fiscal year. These amounts were paid for FY  
4 2003 through FY 2008.

5  
6 In 2008, the Board of Trustees instructed the Chancellor to negotiate addenda to the presidents' contracts  
7 providing for larger performance incentives, but introducing more risk. Those addenda provide generally for  
8 performance increases up to \$15,000 per fiscal year. The incentive is not guaranteed; a president or vice  
9 chancellor may not receive any performance incentive. In addition, a rigorous process was implemented to  
10 assess the performance of the presidents and vice chancellors to insure their performance warranted the  
11 potential incentive payment. These performance incentive payments are one-time funds and do not constitute  
12 base salary adjustments.

13  
14 The summary of the payments for presidents and vice chancellors for FY 09 is included in Attachment A.

15  
16 Other Employee Groups Receive Incentive Pay

17 Other employee groups within the system also have received lump-sum performance incentives. State college  
18 faculty members (MSCF), state university administrative and service faculty (MSUAASF) and customized  
19 training representatives in the colleges (MAPE) received performance incentives in fiscal year 2010. These  
20 incentives were based on work performed in fiscal year 2009. The total paid to these other employee groups  
21 exceeded the total paid to the Chancellor, presidents and vice chancellors. See Attachment B.

22  
23 Performance Review Process

24 Prior to awarding any increase to the Chancellor, presidents, or vice chancellors, an extensive performance  
25 evaluation process took place, which is summarized as follows:

26  
27 *For the Chancellor:*

28  
29 In the fall of each year, the Chancellor and the Board agree on performance goals for the coming year. At the  
30 end of the fiscal year, the Chancellor does a self-report to the Board presenting information related to his  
31 progress toward achieving the goals agreed upon for the year. The Board then conducts an in-person evaluation  
32 of the Chancellor. The Chair of the Board writes a letter to the Chancellor outlining the Board's perspective on  
33 the Chancellor's performance. The Board then adopts a public statement related to the Chancellor's  
34 performance which is read at an open public meeting.

35  
36 *For the Vice Chancellors:*

37  
38 In the fall of each year, the vice chancellors and the Chancellor agree on performance goals for the coming year.  
39 At the end of the fiscal year, the vice chancellor does a self-report to the Chancellor presenting information  
40 related to his/her progress toward achieving the goals agreed upon for the year. The Chancellor then conducts  
41 an in-person evaluation of the vice chancellor. The Chancellor sends a letter to the vice chancellor summarizing  
42 the performance evaluation information.

43  
44 *For the Presidents:*

45  
46 In the fall of the fiscal year, the presidents are sent work plan documentation asking them to provide a work  
47 plan for the year, including setting targets for the president to achieve on various performance measurements  
48 and including goals that are set by each president. These goals may include, but are not limited to:

- 49  
50
- 51 ● Improvement in the second fall persistence and completion rate for underrepresented students.
  - 52 ● Increasing the percentage of students taking science, technology, engineering and mathematics (STEM)  
53 courses or the number of secondary teachers prepared for licensure in mathematics or science.
  - Increasing the number of customized training students.

- 1 • Increasing the number of adult continuing education students.
- 2 • A college or university collaborative goal with another institution or community partner.
- 3 • Conducting college or university strategic planning activities.
- 4 • Expansion of assessment of student learning.
- 5 • Expansion of cost management or efficiency activities.
- 6 • Expansion of customized training for regional industries.
- 7 • Expansion of private and/or alumni giving.
- 8 • Expansion of outreach to and recruitment of high school students.
- 9 • Expansion of programs unique to the college/university.
- 10 • Expansion of K-12 and higher education partnerships.
- 11 • Implementation of globalization initiatives.
- 12 • Implementation of institutional or program accreditation projects.
- 13 • Implementation of sustainability initiatives.
- 14 • Improving community relations.
- 15 • Increasing employee and/or student diversity.
- 16 • Increasing enrollments in specific programs or courses.
- 17 • Increasing retention and student success.
- 18 • Improvement of student support services and/or development

19  
 20 Near the end of the fiscal year, each president provides an updated work plan with accomplishments and a self-  
 21 report on progress toward institutional goals and significant accomplishments. The Chancellor conducts an in-  
 22 person evaluation meeting. The Chancellor then sends a letter to the president summarizing the performance  
 23 evaluation information. Later in the fall, data is pulled with regard to performance measurements and targets,  
 24 and any pay for performance is determined.

25  
 26 Performance pay determinations for presidents and vice chancellors have not yet been made for Fiscal Year  
 27 2010. These will be made after October due to the need to obtain adequate fiscal year data on which to base the  
 28 performance assessment.

29  
 30 Comparison of Salary Increases

31 A comparison of salary increases across the various bargaining units and personnel plans since Fiscal Year  
 32 2008 follows:

33

Employee Group	FY08	FY09	FY10	FY11
Chancellor	5.88% base increase effective 7/1/08 plus \$23,500 performance incentive	No base salary increase. Performance incentive of \$32,500	No base salary increases. Eligible for performance incentive of up to \$50,000	No base salary increases. Eligible for performance incentive of up to \$50,000
Presidents	Average of 5.24% in base increases effective 7/1/08 plus \$2,000 in performance incentives	No base salary increases. Performance incentives as shown on handout.	No base salary increases. Eligible for performance incentive of up to \$15,000.	No base salary increases. Eligible for performance incentive of up to \$15,000.
Vice Chancellors	Average of 6.05% effective 7/1/08 plus \$2,000 in performance incentives.	No base salary increases. Performance incentives as shown on handout.	No base salary increases. Eligible for performance incentive of up to \$15,000.	No base salary increases. Eligible for performance incentive of up to \$15,000.

34

MnSCU Administrators other than Chancellor, Presidents and Vice Chancellors	ATB or step increases not provided. Merit increases averaging 4.0 % effective 7/1/07.	ATB or step increases not provided. Merit increases averaging 5.0 % effective 7/1/08.	ATB or step increases not provided.  No Merit Increases. No lump sum payments.	ATB or step increases not provided.  No Merit Increases. No lump-sum payments.
AFSCME  Steps average between 2.5 and 3.0%	3.25% ATB effective 7/1/07 plus steps for those not at maximum	3.25% ATB effective 7/1/08 plus steps for those not at maximum	No increases	Step increases for those below maximum of range.
MAPE  Steps average 3.6%	3.25% ATB effective 7/1/07 plus steps for those not at maximum	3.25% ATB effective 7/1/08 plus steps for those not at maximum	No increases, except for Customized Training Reps.	Step increases for those below maximum of range. No increases for CTRs.
MMA  Steps average 3.5%	3.25% ATB effective 7/1/07 plus steps for those not at maximum	3.25% ATB effective 7/1/08 plus steps for those not at maximum	No increases	Step increases for those below maximum of range.
Commissioner's Plan	3.25% ATB effective 7/1/07. Performance increases averaging 3.5% for those not at the top of their range, effective approximately Jan 1 2008	3.25% ATB effective 7/1/08. Performance increases averaging 3.5% for those not at the top of their range, effective approximately Jan 1 2009	No ATB or performance increases.	No ATB, but performance increases averaging 3.5 % for those not at the top of their salary range effective January 2011.
Managerial Plan	3.25% ATB effective 7/1/07. Performance increases averaging 3.5% for those not at the top of their range, effective approximately Jan 1 2008	3.25% ATB effective 7/1/08. Performance increases averaging 3.5% for those not at the top of their range, effective approximately Jan 1 2009	No ATB or performance increases.	No ATB, but performance increases averaging 3.5 % for those not at the top of their salary range, effective January 2011.
MSUAASF  Steps average 3%	1.5% ATB effective 7/1/07 plus steps or lump sum for those at range maximum	1 step on 7/1/08; 1.5% ATB on 7/1/08	No increases, but payment of incentives for FY09.	No increases
MSCF  Steps average 3%	\$500 ATB effective 7/1/07 to steps; plus one step; plus \$800 for all faculty	1 step to all returning faculty on 7/1/08; on 10/1/08 all at top got \$1250; 2/4/09 everyone got \$800 lump sum (pro-rated part time)	No increases, but payment of incentives for FY09.	No increases
IFO  Steps average 2.4%	One step for all returning faculty plus career and promotion steps	Two steps for returning faculty on 7/1/08; 2% ATB on 7/1/08; and 2% on 1/5/09	No increases except for promotions and career steps	No increases except for promotions and career steps

**Minnesota State Colleges And Universities**  
**Performance Incentives Paid Pursuant To Individual Employment Agreements**

Name	Title	Performance Incentive For FY09	FY09 Base Salary	Housing Allowance	Trans./Comm. Allowance	FY09 Total Cash Compensation
John O'Brien	Interim President at Century College	\$6,000	\$152,500		\$7,200	\$165,700
Larry Anderson	Interim President of Fond du Lac Tribal & CC	\$6,000	\$140,000		\$7,200	\$153,200
Cecilia Cervantes	President Hennepin Technical College	\$9,000	\$164,000		\$7,200	\$180,200
Kevin Kopischke	President Alexandria Technical College	\$6,000	\$167,826		\$7,200	\$181,026
Patrick Johns	President Anoka Ramsey Comm. College	\$6,000	\$178,150		\$7,200	\$191,350
Anne Weyandt	President Anoka Technical College	\$0	\$141,770		\$7,200	\$148,970
Jon Quistgaard	President Bemidji State University	\$6,000	\$253,991	\$24,000	\$7,200	\$291,191
Larry Lundblad	President Central Lakes College	\$12,000	\$158,547		\$7,200	\$177,747
Ronald Thomas	President Dakota Technical College	\$9,000	\$165,188		\$7,200	\$181,388
Cheryl Frank	President Inver Hills Community College	\$6,000	\$174,600		\$7,200	\$187,800
Kathleen Nelson	President Lake Superior College	\$0	\$164,546		\$7,200	\$171,746
Sue Hammersmith	President Metropolitan State University	\$9,000	\$225,000	\$24,000	\$7,200	\$265,200
Phillip Davis	President Minneapolis Comm. & Tech College	\$9,000	\$182,388		\$7,200	\$198,588
James Johnson	President Minnesota State College-Southeast Technical	\$9,000	\$160,662		\$7,200	\$176,862
Ann Valentine	President Minnesota State Comm. & Tech College	\$6,000	\$169,708		\$7,200	\$182,908
Richard Davenport	President Minnesota State University, Mankato	\$6,000	\$274,300	\$24,000	\$7,200	\$311,500
Edna Szymanski	President Minnesota State University. Moorhead	\$9,000	\$225,000	\$24,000	\$7,200	\$265,200
Richard Shrubb	President MN West Comm. & Tech College	\$3,000	\$151,387		\$7,200	\$161,587
Mary Collins	President NE Higher Education District	\$6,000	\$162,025		\$7,200	\$175,225
Joseph Opatz	President Normandale Community College	\$9,000	\$173,827		\$7,200	\$190,027
Ann Wynia	President North Hennepin Community College	\$3,000	\$180,325		\$7,200	\$190,525
Anne Temte	President Northland Comm. & Tech College	\$6,000	\$160,834		\$7,200	\$174,034
Robert Musgrove	President Pine Technical College	\$9,000	\$154,668		\$7,200	\$170,868
Douglas Allen	President Ridgewater College	\$9,000	\$171,356		\$7,200	\$187,556
Terrence Leas	President Riverland Community College	\$6,000	\$158,547		\$7,200	\$171,747
Donald Supalla	President Rochester Comm. & Tech College	\$6,000	\$179,483		\$7,200	\$192,683
Donovan Schwichtenberg	President Saint Paul College	\$6,000	\$169,323		\$7,200	\$182,523
Earl Potter	President Saint. Cloud State University	\$9,000	\$274,300	\$24,000	\$7,200	\$314,500
Joyce Helens	President Saint. Cloud Technical College	\$6,000	\$160,834		\$7,200	\$174,034
Keith Stover	President South Central College	\$6,000	\$164,947		\$7,200	\$178,147
David Danahar	President Southwest Minnesota State University	\$9,000	\$245,700	\$24,000	\$7,200	\$285,900
Judith Ramaley	President Winona State University	\$12,000	\$233,454	\$24,000	\$7,200	\$276,654
Linda Baer	Sr Vice Chancellor - Academic/Student Affairs	\$9,000	\$243,711		\$7,200	\$259,911
William Tschida	Vice Chancellor - Human Resources	\$9,000	\$166,141		\$7,200	\$182,341
Kenneth Niemi	Vice Chancellor for Info Technology Systems & CIO	\$6,000	\$180,342		\$7,200	\$193,542
Laura King	Vice Chancellor, Finance	\$12,000	\$204,728		\$7,200	\$223,928
		\$255,000	\$6,634,108	\$168,000	\$259,200	\$7,316,308

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

**Agenda Item Summary Sheet**

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

**Agenda Item:** Staffing Report

- Proposed Policy Change       Approvals Required by Policy       Other Approvals       Monitoring
- Information

**Cite policy requirement, or explain why item is on the Board agenda:**  
This is an extension of the response to the OLA report from Human Resources.

**Scheduled Presenter(s):**  
Lori Lamb, Vice Chancellor for Human Resources

- Outline of Key Points:**
- Staffing levels in Office of the Chancellor
  - Staffing changes in the Office of the Chancellor

**Background Information:**  
During the discussion at the March 2010 board committee meeting, trustees were interested in having more information with regard to staffing in the Office of the Chancellor. Consequently, Vice Chancellor Lamb stated that a staffing report will be presented at every committee meeting until requested otherwise.



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

INFORMATION ITEM
STAFFING REPORT

4  
5  
6  
7 **BACKGROUND:**  
8

9 This is a continuation of the staffing reports that have been developed for review and discussion by  
10 the trustees. Those reports break down Full Time Equivalent employment for fiscal years 2008,  
11 2009, 2010 and 2011. The data is displayed in the following tables:  
12

- 13 ○ By Employee Group/Bargaining Unit and Funding Source
- 14
- 15 ○ By Institution and Funding Source
- 16
- 17 ○ By Sector and Employee Group/Bargaining Unit
- 18
- 19 ○ By Divisions in the Office of the Chancellor
- 20

21 Vice Chancellor Lamb will provide her analysis of the data and respond to questions from the  
22 trustees.  
23

24  
25 *Date: September 15, 2010*

Minnesota State Colleges and Universities  
Employment Trends By Sector  
In Full Time Equivalent (FTE)  
\*FY 2011 Data as of August 31, 2010

<b>FTE by Sector</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011*</b>
<b>Colleges</b>				
Adjuncts, Intermittent and Temporary	248.12	253.15	248.94	105.2
Administrators and Managers	310.34	324.65	326.26	324.86
AFSCME Clerical Support	1010.91	1024.16	1012.13	975.13
AFSCME Crafts	119.7	125.15	124.01	121.33
AFSCME Service	446.61	448.78	438.73	416.75
AFSCME Technical	372.03	376.38	375.33	358.02
College Faculty	4664.67	4722.92	4859.51	3880.54
Confidential Employees	102.49	110.57	109.02	113.76
Health Treatment Prof.	0.52	0.36	0.38	
MAPE General Prof.	1049.33	1125.56	1131.72	1103.2
Middle Mgt. Supervisory	309.82	317.31	325.31	318.81
Mn Nurses Association	2.48	2.79	2.77	2.9
University Administrative Faculty	0.05			
University Faculty	0.38			
(blank)	14.08	15.13	17.35	15.97
<b>Colleges Total</b>	<b>8651.53</b>	<b>8846.91</b>	<b>8971.46</b>	<b>7736.47</b>
<b>System Office</b>				
Adjuncts, Intermittent and Temporary	0.49	0.57	0.08	
Administrators and Managers	106.56	109.19	111.01	109.77
AFSCME Clerical Support	32.69	34.7	33.4	31.8
AFSCME Technical	11.89	12.75	14.23	14.07
College Faculty	0.38		0.33	
Confidential Employees	34.27	33.74	33.5	32.58
MAPE General Prof.	190.54	210.07	215.02	219.78
Middle Mgt. Supervisory	16.88	17.35	17.7	16.27
(blank)	0.78	0.56	0.33	0.33
<b>System Office Total</b>	<b>394.48</b>	<b>418.93</b>	<b>425.6</b>	<b>424.6</b>
<b>Universities</b>				
Adjuncts, Intermittent and Temporary	170.98	174.54	148.43	87.42
Administrators and Managers	166.14	172.94	169.09	162.02
AFSCME Clerical Support	744.31	744.17	726.24	682.2
AFSCME Crafts	157.56	159.5	152.7	145.04
AFSCME Service	357.91	363.47	360.27	349.08
AFSCME Technical	138.28	140.75	141.31	133.2
Confidential Employees	57.91	60.05	59.46	56.93
Health Treatment Prof.	2.62	2.44	3.33	3.37
MAPE General Prof.	340.69	372.84	383.09	377.96
Middle Mgt. Supervisory	115.86	125.19	123.89	116.58
Mn Engineers Council	7.01	7.06	7.62	8.5
Mn Nurses Association	8.64	9.74	9.24	8.86
University Administrative Faculty	642.42	694.1	702.76	683.68
University Faculty	3327.43	3356.34	3294.79	2849.87
(blank)	1.8	8.59	17.96	
<b>Universities Total</b>	<b>6239.56</b>	<b>6391.72</b>	<b>6300.18</b>	<b>5664.71</b>
<b>Grand Total</b>	<b>15285.57</b>	<b>15657.56</b>	<b>15697.24</b>	<b>13825.78</b>

Minnesota State Colleges and Universities  
Employment Trends By Institution and Funding  
In Full Time Equivalents (FTE)  
\* FY 2011 Data as of August 31, 2010

<b>FTE By Institution</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011*</b>
<b>Alex TCC</b>				
General Fund	220.88	224.07	217.85	194.98
Non-General Fund	0			
<b>Alex TCC Total</b>	<b>220.88</b>	<b>224.07</b>	<b>217.85</b>	<b>194.98</b>
<b>Anoka TC</b>				
General Fund	156.94	156.08	167.66	128.81
Non-General Fund	20.39	20.61	21.38	17.74
<b>Anoka TC Total</b>	<b>177.33</b>	<b>176.69</b>	<b>189.04</b>	<b>146.55</b>
<b>Anoka-Ramsey CC</b>				
General Fund	399.61	427.99	442.21	405.71
Non-General Fund	15.12	17.57	31.23	23.11
<b>Anoka-Ramsey CC Total</b>	<b>414.73</b>	<b>445.56</b>	<b>473.44</b>	<b>428.82</b>
<b>Bemidji State Univ</b>				
General Fund	490.93	498.64	497.28	443.26
Non-General Fund	48.95	47.71	46.45	42.33
<b>Bemidji State Univ Total</b>	<b>539.88</b>	<b>546.35</b>	<b>543.73</b>	<b>485.59</b>
<b>Central Lakes Coll</b>				
General Fund	261.7	267.4	273.84	252.71
Non-General Fund	12.25	13.06	13.7	9.52
<b>Central Lakes Coll Total</b>	<b>273.95</b>	<b>280.46</b>	<b>287.54</b>	<b>262.23</b>
<b>Century College</b>				
General Fund	617.54	645.22	678.69	616.61
Non-General Fund	14.91	14.84	17.08	15.54
<b>Century College Total</b>	<b>632.45</b>	<b>660.06</b>	<b>695.77</b>	<b>632.15</b>
<b>Dakota Co TC</b>				
General Fund	235.46	237.05	239.69	212
Non-General Fund	19.36	19.04	17.68	11.98
<b>Dakota Co TC Total</b>	<b>254.82</b>	<b>256.09</b>	<b>257.37</b>	<b>223.98</b>
<b>Fond du Lac TCC</b>				
General Fund	105.82	99.28	103.73	84.63
Non-General Fund	0.1	0.84	0.82	0.24
<b>Fond du Lac TCC Total</b>	<b>105.92</b>	<b>100.12</b>	<b>104.55</b>	<b>84.87</b>
<b>Hennepin TC</b>				
General Fund	346.3	348.39	359.93	311.57
Non-General Fund	78.94	79.41	78.56	60.44
<b>Hennepin TC Total</b>	<b>425.24</b>	<b>427.8</b>	<b>438.49</b>	<b>372.01</b>
<b>Hibbing CC</b>				
General Fund	154.12	156.78	150.97	129.86
Non-General Fund	11.43	13.48	13.72	9.52
<b>Hibbing CC Total</b>	<b>165.55</b>	<b>170.26</b>	<b>164.69</b>	<b>139.38</b>

<b>Inver Hills CC</b>				
General Fund	321.15	333.11	344.11	297.87
Non-General Fund	4.59	5.33	6.7	6.65
<b>Inver Hills CC Total</b>	<b>325.74</b>	<b>338.44</b>	<b>350.81</b>	<b>304.52</b>
<b>Itasca CC</b>				
General Fund	105.77	104.12	98.68	87.53
Non-General Fund	9.94	16.45	17.83	13.1
<b>Itasca CC Total</b>	<b>115.71</b>	<b>120.57</b>	<b>116.51</b>	<b>100.63</b>
<b>Lake Superior College</b>				
General Fund	320.62	334.79	310.84	250.42
Non-General Fund	11.33	15.02	14.76	16.96
<b>Lake Superior College Total</b>	<b>331.95</b>	<b>349.81</b>	<b>325.6</b>	<b>267.38</b>
<b>Mesabi CC/TC</b>				
General Fund	98.48	93.52	87.02	73.07
Non-General Fund	34.14	38.86	37.99	31.55
<b>Mesabi CC/TC Total</b>	<b>132.62</b>	<b>132.38</b>	<b>125.01</b>	<b>104.62</b>
<b>Metropolitan St Univ</b>				
General Fund	566.88	601.28	595.75	517.95
Non-General Fund	8.61	17.11	27.66	20.97
<b>Metropolitan St Univ Total</b>	<b>575.49</b>	<b>618.39</b>	<b>623.41</b>	<b>538.92</b>
<b>MN West CTC</b>				
General Fund	255.96	247.67	246.36	214.57
Non-General Fund	5.18	4.95	5.79	7.37
<b>MN West CTC Total</b>	<b>261.14</b>	<b>252.62</b>	<b>252.15</b>	<b>221.94</b>
<b>MN State CTC</b>				
General Fund	188.79	202.53	208.69	199.15
Non-General Fund	304.77	290.32	301.56	255.22
<b>MN State CTC Total</b>	<b>493.56</b>	<b>492.85</b>	<b>510.25</b>	<b>454.37</b>
<b>MnSCU System</b>				
General Fund	368.67	394.71	399.81	400.36
Non-General Fund	25.8	24.22	25.78	24.24
<b>MnSCU System Total</b>	<b>394.47</b>	<b>418.93</b>	<b>425.59</b>	<b>424.6</b>
<b>Mpls CTC</b>				
General Fund	540.85	560	581.57	488.58
Non-General Fund	45.65	42.78	43.45	21.63
<b>Mpls CTC Total</b>	<b>586.5</b>	<b>602.78</b>	<b>625.02</b>	<b>510.21</b>
<b>MSC-SE Tech</b>				
General Fund	109.13	106.51	105.16	98.81
Non-General Fund	61.38	67.68	75.97	61.46
<b>MSC-SE Tech Total</b>	<b>170.51</b>	<b>174.19</b>	<b>181.13</b>	<b>160.27</b>
<b>MSU Moorhead</b>				
General Fund	722.83	718.97	692.86	640.79
Non-General Fund	53.22	58.28	56.53	48.87
<b>MSU Moorhead Total</b>	<b>776.05</b>	<b>777.25</b>	<b>749.39</b>	<b>689.66</b>
<b>MSU, Mankato</b>				
General Fund	1378.32	1389.83	1336.99	1217.54
Non-General Fund	114.61	127.28	133.86	119.11
<b>MSU, Mankato Total</b>	<b>1492.93</b>	<b>1517.11</b>	<b>1470.85</b>	<b>1336.65</b>

<b>N. Hennepin CC</b>				
General Fund	371.93	385.09	396.6	350.19
Non-General Fund	7.89	9.78	13.44	9.53
<b>N. Hennepin CC Total</b>	<b>379.82</b>	<b>394.87</b>	<b>410.04</b>	<b>359.72</b>
<b>NHED Serv Unit</b>				
General Fund	9.11	9.66	10.05	8.9
Non-General Fund	3.39	0.53		
<b>NHED Serv Unit Total</b>	<b>12.5</b>	<b>10.19</b>	<b>10.05</b>	<b>8.9</b>
<b>Normandale CC</b>				
General Fund	540.1	563.76	577.53	525.49
Non-General Fund	11.07	9.84	11.02	10.1
<b>Normandale CC Total</b>	<b>551.17</b>	<b>573.6</b>	<b>588.55</b>	<b>535.59</b>
<b>Northland CTC</b>				
General Fund	212.21	214.93	201.24	174.64
Non-General Fund	101.41	98.48	98.35	76.87
<b>Northland CTC Total</b>	<b>313.62</b>	<b>313.41</b>	<b>299.59</b>	<b>251.51</b>
<b>Northwest TC</b>				
General Fund	81.02	82.64	85.65	78.78
<b>Northwest TC Total</b>	<b>81.02</b>	<b>82.64</b>	<b>85.65</b>	<b>78.78</b>
<b>Pine TC</b>				
General Fund	83.82	87.34	86.74	72.65
Non-General Fund	9.8	10.46	13.7	16.85
<b>Pine TC Total</b>	<b>93.62</b>	<b>97.8</b>	<b>100.44</b>	<b>89.5</b>
<b>Rainy River CC</b>				
General Fund	44.35	36.9	30.91	25.53
Non-General Fund	2.85	2.97	2.41	2.3
<b>Rainy River CC Total</b>	<b>47.2</b>	<b>39.87</b>	<b>33.32</b>	<b>27.83</b>
<b>Ridgewater College</b>				
General Fund	241.66	244.11	238.03	199.12
Non-General Fund	102.68	107.79	103.77	92.36
<b>Ridgewater College Total</b>	<b>344.34</b>	<b>351.9</b>	<b>341.8</b>	<b>291.48</b>
<b>Riverland CC</b>				
General Fund	266.68	263.99	266.29	214.25
Non-General Fund	0.03	0.45	0.21	1.98
<b>Riverland CC Total</b>	<b>266.71</b>	<b>264.44</b>	<b>266.5</b>	<b>216.23</b>
<b>Rochester CTC</b>				
General Fund	425.66	447.68	458.12	362.92
Non-General Fund	16.18	15.44	17.91	16.59
<b>Rochester CTC Total</b>	<b>441.84</b>	<b>463.12</b>	<b>476.03</b>	<b>379.51</b>
<b>SCSU</b>				
General Fund	1474.64	1528.53	1514.31	1327.96
Non-General Fund	104.23	117.43	122.94	113.06
<b>SCSU Total</b>	<b>1578.87</b>	<b>1645.96</b>	<b>1637.25</b>	<b>1441.02</b>
<b>So Central College</b>				
General Fund	259.72	283.56	276.36	236.3
Non-General Fund	51.12	27.32	26.3	25.59
<b>So Central College Total</b>	<b>310.84</b>	<b>310.88</b>	<b>302.66</b>	<b>261.89</b>

<b>Southwest MSU</b>				
General Fund	370.79	359.5	351.24	312.37
Non-General Fund	26.8	28.17	26.06	24.68
<b>Southwest MSU Total</b>	<b>397.59</b>	<b>387.67</b>	<b>377.3</b>	<b>337.05</b>
<b>St Paul College</b>				
General Fund	326.39	342.42	345.87	297.53
Non-General Fund	14.62	14.21	16.25	15.52
<b>St Paul College Total</b>	<b>341.01</b>	<b>356.63</b>	<b>362.12</b>	<b>313.05</b>
<b>StCloudTCC</b>				
General Fund	290.64	299.09	302.43	249.78
Non-General Fund	8.29	8.38	7.07	4.9
<b>StCloudTCC Total</b>	<b>298.93</b>	<b>307.47</b>	<b>309.5</b>	<b>254.68</b>
<b>Vermilion CC</b>				
General Fund	61.57	57.43	54.24	43.64
Non-General Fund	18.76	17.9	15.75	15.25
<b>Vermilion CC Total</b>	<b>80.33</b>	<b>75.33</b>	<b>69.99</b>	<b>58.89</b>
<b>Winona State Univ</b>				
General Fund	785.3	799.36	795.12	736.7
Non-General Fund	93.47	99.63	103.12	99.1
<b>Winona State Univ Total</b>	<b>878.77</b>	<b>898.99</b>	<b>898.24</b>	<b>835.8</b>
<b>Grand Total</b>	<b>15285.6</b>	<b>15657.55</b>	<b>15697.22</b>	<b>13825.76</b>

Minnesota State Colleges and Universities  
Employment Trends By Employee Group and Funding  
In Full Time Equivalent (FTE)  
\*FY 2011 Data as of August 31, 2010

<b>FTE By Bargaining Unit or Employee Group</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011*</b>
<b>Adjuncts, Intermittent and Temporary</b>				
General Fund	380.85	387.95	346.97	173.22
Non-General Fund	38.75	40.31	50.48	19.4
<b>Adjuncts, Intermittent and Temporary Total</b>	<b>419.6</b>	<b>428.26</b>	<b>397.45</b>	<b>192.62</b>
<b>Administrators and Managers</b>				
General Fund	552.82	572.84	568.22	560.33
Non-General Fund	30.22	33.94	38.13	36.32
<b>Administrators and Managers Total</b>	<b>583.04</b>	<b>606.78</b>	<b>606.35</b>	<b>596.65</b>
<b>AFSCME Clerical Support</b>				
General Fund	1590.17	1602.06	1573.42	1508.12
Non-General Fund	197.74	200.97	198.35	181.01
<b>AFSCME Clerical Support Total</b>	<b>1787.91</b>	<b>1803.03</b>	<b>1771.77</b>	<b>1689.13</b>
<b>AFSCME Crafts</b>				
General Fund	239.36	243.61	234.86	226.71
Non-General Fund	37.91	41.04	41.85	39.66
<b>AFSCME Crafts Total</b>	<b>277.27</b>	<b>284.65</b>	<b>276.71</b>	<b>266.37</b>
<b>AFSCME Service</b>				
General Fund	673.83	680.66	666.78	636.98
Non-General Fund	130.69	131.59	132.22	128.85
<b>AFSCME Service Total</b>	<b>804.52</b>	<b>812.25</b>	<b>799</b>	<b>765.83</b>
<b>AFSCME Technical</b>				
General Fund	464.11	466.78	465.56	443.39
Non-General Fund	58.09	63.09	65.31	61.9
<b>AFSCME Technical Total</b>	<b>522.2</b>	<b>529.87</b>	<b>530.87</b>	<b>505.29</b>
<b>College Faculty</b>				
General Fund	4153.56	4238.32	4357.89	3494.49
Non-General Fund	511.49	484.6	501.95	386.06
<b>College Faculty Total</b>	<b>4665.05</b>	<b>4722.92</b>	<b>4859.84</b>	<b>3880.55</b>
<b>Confidential Employees</b>				
General Fund	191.66	201.31	198.94	200.27
Non-General Fund	3.02	3.06	3.04	3
<b>Confidential Employees Total</b>	<b>194.68</b>	<b>204.37</b>	<b>201.98</b>	<b>203.27</b>
<b>Health Treatment Prof.</b>				
General Fund	0.52	0.36	0.38	
Non-General Fund	2.62	2.44	3.33	3.37
<b>Health Treatment Prof. Total</b>	<b>3.14</b>	<b>2.8</b>	<b>3.71</b>	<b>3.37</b>
<b>MAPE General Prof.</b>				
General Fund	1333.66	1451.42	1467.46	1454.64
Non-General Fund	246.9	257.05	262.38	246.3
<b>MAPE General Prof. Total</b>	<b>1580.56</b>	<b>1708.47</b>	<b>1729.84</b>	<b>1700.94</b>
<b>Middle Mgt. Supervisory</b>				
General Fund	378.77	390.42	389.14	384.85
Non-General Fund	63.79	69.43	77.76	66.81
<b>Middle Mgt. Supervisory Total</b>	<b>442.56</b>	<b>459.85</b>	<b>466.9</b>	<b>451.66</b>

<b>Mn Engineers Council</b>				
General Fund	6.51	6.55	6.01	6
Non-General Fund	0.5	0.5	1.61	2.5
<b>Mn Engineers Council Total</b>	<b>7.01</b>	<b>7.05</b>	<b>7.62</b>	<b>8.5</b>
<b>Mn Nurses Association</b>				
General Fund	3.44	3.74	4.03	3.9
Non-General Fund	7.69	8.79	7.98	7.86
<b>Mn Nurses Association Total</b>	<b>11.13</b>	<b>12.53</b>	<b>12.01</b>	<b>11.76</b>
<b>University Administrative Faculty</b>				
General Fund	516.1	556.64	562.13	547.45
Non-General Fund	126.36	137.46	140.63	136.24
<b>University Administrative Faculty Total</b>	<b>642.46</b>	<b>694.1</b>	<b>702.76</b>	<b>683.69</b>
<b>University Faculty</b>				
General Fund	3312.51	3336.78	3264.12	2833.8
Non-General Fund	15.3	19.57	30.67	16.08
<b>University Faculty Total</b>	<b>3327.81</b>	<b>3356.35</b>	<b>3294.79</b>	<b>2849.88</b>
<b>Grand Total</b>	<b>15268.94</b>	<b>15633.28</b>	<b>15661.6</b>	<b>13809.51</b>



Office of the Chancellor – FTE and Headcount by Division

	July 31, 2010		August 31, 2010	
<b>DIVISION</b>	<b>FTE</b>	<b>Head Count</b>	<b>FTE</b>	<b>Head Count</b>
ASA	91.40	91	89.40	89
Board of Trustees	2.00	2	2.00	2
Chancellor's Office	5.00	5	5.00	5
Development	3.00	3	3.00	3
Diversity & Multiculturalism	6.50	7	6.50	7
Finance	57.13	59	58.00	60
General Counsel	8.00	8	8.00	8
Government Relations	4.00	4	4.00	4
Human Resources	27.30	29	27.30	28
Internal Audit	9.00	9	9.00	9
ITS	174.25	175	175.25	176
Presidents	31.97	32	31.97	32
Public Affairs	6.00	6	6.00	6
<b>Total</b>	<b>425.55</b>	<b>430</b>	<b>425.42</b>	<b>429</b>

Office of the Chancellor – Base Appropriation Funding by FTE

	July 31, 2010		August 31, 2010	
<b>DIVISION</b>	<b>Grant</b>	<b>Non-Grant</b>	<b>Grant</b>	<b>Non-Grant</b>
ASA	1.00	21.51	1.00	21.51
Board of Trustees		2.00		2.00
Chancellor's Office		4.00		4.00
Development		3.00		3.00
Diversity & Multiculturalism		2.25		2.25
Finance		14.83		15.35
General Counsel		4.55		4.55
Government Relations		2.00		2.00
Human Resources		7.94		7.94
Internal Audit		4.85		4.85
ITS		6.20		6.20
Presidents				
Public Affairs		3.70		3.70
<b>Total</b>	<b>1.00</b>	<b>76.83</b>	<b>1.00</b>	<b>77.35</b>

Human Resources Division – August 2010

Office of the Chancellor – Shared Services Funding by FTE

	July 31, 2010		August 31, 2010	
DIVISION	Grant	Non-Grant	Grant	Non-Grant
ASA	5.80	34.14	5.80	33.14
Board of Trustees				
Chancellor's Office		1.00		1.00
Development				
Diversity & Multiculturalism		4.25		4.25
Finance		35.01		35.15
General Counsel		2.45		2.45
Government Relations		2.00		2.00
Human Resources		19.06		19.06
Internal Audit		3.15		3.15
ITS		167.55		168.55
Presidents				
Public Affairs		2.30		2.30
<b>Total</b>	<b>5.80</b>	<b>270.91</b>	<b>5.80</b>	<b>271.05</b>

Office of the Chancellor – Systemwide Funding by FTE

	July 31, 2010		August 31, 2010	
DIVISION	Grant	Non-Grant	Grant	Non-Grant
ASA	22.45	7.50	22.45	6.50
Board of Trustees				
Chancellor's Office				
Development				
Diversity & Multiculturalism				
Finance	0.90	6.39	0.90	6.61
General Counsel		1.00		1.00
Government Relations				
Human Resources		0.30		0.30
Internal Audit		1.00		1.00
ITS	0.50		0.50	
Presidents		31.97		31.97
Public Affairs				
<b>Total</b>	<b>23.85</b>	<b>48.16</b>	<b>23.85</b>	<b>47.38</b>

Human Resources Division – August 2010

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

**Agenda Item Summary Sheet**

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

**Agenda Item:** Discuss and Select Committee Goals

- |  |   |  |                                     |
|--|---|--|-------------------------------------|
| <input type="checkbox"/> Proposed<br>Policy Change | <input type="checkbox"/> Approvals<br>Required by<br>Policy | <input checked="" type="checkbox"/> Other<br>Approvals | <input type="checkbox"/> Monitoring |
| <br><input type="checkbox"/> Information           |   |  |                                     |

**Cite policy requirement, or explain why item is on the Board agenda:**  
At the request of the Chair of the Board of Trustees

**Scheduled Presenter(s):**  
Lori Lamb, Vice Chancellor for Human Resources  
Dr. Earl Potter, President, St. Cloud State University

- Outline of Key Points:**
- Discussion and selection of key goal(s) for the year

**Background Information:**  
The Chair of the Board of Trustees has asked each committee to develop goals and measurable outcomes for the year.

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

**BOARD ACTION**

**DISCUSS AND SELECT COMMITTEE GOALS**

4  
5  
6  
7 **BACKGROUND:**  
8

9 The Chair of the Board of Trustees has asked each committee to develop goals and measurable  
10 outcomes for the year. In consultation with other trustees, the Chair developed a list of ideas for  
11 committee goals. The ideas for the Human Resources Committee include:  
12

13 • **Presidential searches; improve process**

14 Examine ways to improve the presidential search process; potential issues include insuring  
15 more diversity in semi-finalist and finalist pools; insuring professional level selection methods  
16 are used; more community involvement in the process; more trustee involvement in the  
17 process  
18

19 • **Sabbaticals; review professional development**

20 Gather information on the amount of monies spent by the system each year on sabbaticals and  
21 other professional development for faculty; gather information on amount of monies spent by  
22 the system each year on professional development for staff; analyze the return on investment  
23 in these areas; make recommendations for changes/improvements  
24

25 • **Contracts**

26 Negotiations will likely begin in early 2011; develop strategic plan for negotiations utilizing  
27 information obtained from internal constituents on needed contract changes, particularly as  
28 they relate to changes in service delivery required by changing economic conditions  
29

30 • **Performance Pay**

31 Review existing performance pay strategies and make recommendations for  
32 changes/improvements where necessary; determine ways to implement performance pay for  
33 all administrators across the system  
34

35 • **Conduct Chancellor Search**

36 Provide support to the Chancellor Search Advisory Committee as needed  
37

38 • **Improve succession planning and process (grow your own)**

39 Review succession planning models; develop list of high potential employees for use in filling  
40 interim positions as appropriate; develop proposal for executive leadership academy focusing  
41 on vice presidents and deans to develop future presidential candidates  
42  
43

1 The suggested framework for consideration of the goals includes the following elements:

2

- 3 • The goal must be in sync with the system's current strategic plan;
- 4 • The goal should be innovative, not just a continuance of what is already being done;
- 5 • The goal must be achievable in a relatively short time period (one to five years);
- 6 • The goal must have a measurable outcome where progress can be measured annually;
- 7 • The goal should be supported by the committee's system office and presidential
- 8 representatives; and
- 9 • Affordability.

10

11 **RECOMMENDED COMMITTEE ACTION**

12 Select one or more goals and measureable outcomes for follow-up this fiscal year.

13

14 **RECOMMENDED MOTION**

15 To be determined by committee.

16

17 *Date of Adoption: September 15, 2010*

18 *Date of Implementation: September 15, 2010*

**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

INFORMATION ITEM
ORIENTATION FOR NEW EXECUTIVES

4  
5  
6  
7 **BACKGROUND:**  
8

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

- 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  
& UNIVERSITIES

**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 <ul style="list-style-type: none"> <li>• Overview of Office of the Chancellor</li> <li>• System's Board of Trustees</li> <li>• Key contacts</li> </ul> |
| 4:45-5:15 p.m. | Vice Chancellors <ul style="list-style-type: none"> <li>• Articulation of Office of the Chancellor roles</li> <li>• Support to campuses</li> </ul>  |

**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*