



**HUMAN RESOURCES COMMITTEE  
APRIL 17, 2013  
10:45 A.M. AND 1:30 P.M.**

**MINNESOTA STATE COLLEGES AND UNIVERSITIES  
McCORMICK ROOM, FOURTH FLOOR  
30 7TH STREET EAST  
SAINT PAUL, MN**

---

*In addition to board members attending in person, additional board members will participate by telephone.*

Committee Chair Thomas Renier calls the meeting to order.

- (1) Minutes of Human Resources Committee Meeting of March 20, 2013 (pp. 1-3)**
- (2) Approval of Minnesota State College Faculty Contract (pp. 4-6)**
- (3) Approval of Minnesota State Colleges and Universities Personnel Plan for Administrators (pp. 7-9)**
- (4) Appointment of Interim President of Dakota County Technical College (pp. 10-11)**
- (5) Appointment of Interim Vice Chancellor for Academic and Student Affairs (pp. 12-13)**

Members

Thomas Renier, Chair  
David Paskach, Vice Chair  
Margaret Anderson Kelliher  
Alexander Cirillo  
Clarence Hightower  
Alfredo Oliveira  
Maria Peluso

**Bolded** items indicate action required.

Human Resources Committee

**MINNESOTA STATE COLLEGES AND UNIVERSITIES  
BOARD OF TRUSTEES  
HUMAN RESOURCES COMMITTEE MEETING  
MINUTES  
March 20, 2013**

---

*Human Resources Committee Members Present: Thomas Renier, Chair; David Paskach, Vice Chair; Margaret Anderson Kelliher, Alexander Cirillo, Clarence Hightower, Alfredo Oliveira*

*Committee Member Absent: Maria Peluso*

*Other Board Members Present: Ann Anaya, Brett Anderson, Duane Benson, Cheryl Dickson, Dawn Erlandson, Philip Krinkie, Louise Sundin, Michael Vekich*

*Leadership Council Committee Members Present: Steven Rosenstone, Chancellor; Mark Carlson, Vice Chancellor for Human Resources*

The Minnesota State Colleges and Universities Human Resources Committee held a meeting on March 20, 2013, in the McCormick Room, 30 Seventh Street East, St. Paul. Chair Renier called the meeting to order at 11:15 AM.

**1. MINUTES OF SPECIAL MEETING ON FEBRUARY 26, 2013**

*Chair Renier called for the motion to approve the minutes of the Human Resources Committee special meeting on February 26, 2013. The minutes were moved, seconded and passed without dissent.*

**2. APPOINTMENT OF PRESIDENT OF RIVERLAND COMMUNITY COLLEGE**

Chancellor Rosenstone stated that since the departure of President Terry Leas in August 2012, Kent Hanson has served as interim president at Riverland Community College. Soon thereafter, Chancellor Rosenstone initiated a search for a new president. Isaacson, Miller was retained to assist with the recruitment and selection for this position. Tim Wynes, president of Inver Hills Community College, chaired the search. The public interview process included sessions with Trustees Benson, Renier and Sundin, Chancellor Rosenstone and his cabinet. As a result of this process, Chancellor Rosenstone recommended Adenuga Atewologun to be the next president of Riverland Community 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, appoint Adenuga Atewologun as president of Riverland Community College effective July 1, 2013, 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 SOUTH CENTRAL COLLEGE**

Chancellor Rosenstone stated that upon the announcement of President Keith Stover's retirement a search was initiated in summer 2012 for a new president. He appointed Jim Johnson, president of Minnesota State College - Southeast Technical, to chair the search advisory committee. Isaacson, Miller was retained to assist with the recruitment and selection for this position. The public interview process included sessions with Trustees Anderson, Anderson Kelliher and Dickson, Chancellor Rosenstone and his cabinet. As a result of this process, Chancellor Rosenstone recommended Annette Parker to be the next president of South Central 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, appoint Annette Parker as president of South Central College effective July 1, 2013, 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.

**4. APPOINTMENT OF INTERIM PRESIDENT OF ROCHESTER COMMUNITY AND TECHNICAL COLLEGE**

Chancellor Rosenstone said that with the announcement of President Don Supalla's retirement a search was initiated in fall 2012 for a new president. The search resulted in no recommendation to the board, making it necessary to appoint an interim president until such time as a permanent president is hired. After reviewing applications and nominations, Chancellor Rosenstone interviewed candidates and consulted as appropriate, recommending Gail O'Kane as the interim president.

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

*The Board of Trustees, upon the recommendation of Chancellor Rosenstone, appoint Gail O'Kane as interim president of Rochester Community and Technical College effective July 1, 2013, 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.

**5. APPROVAL OF MSUAASF CONTRACT**

Mark Carlson summarized the terms of the tentative agreement between Minnesota State Colleges and Universities and the Minnesota State University Association of Administrative and Service Faculty (MSUAASF) in their 2011-13 labor contract. Tentative agreement was reached on January 29, 2013, and ratification was completed on March 15, 2013. The tentative agreement was brought forward to the Board of Trustees for approval before moving on for legislative approval.

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

*The Board of Trustees approve the terms of the 2011-2013 labor agreement between Minnesota State Colleges and Universities and the Minnesota State University Association of Administrative and Service Faculty (MSUAASF)) and authorize Chancellor Steven Rosenstone to sign the agreement on behalf of the Board of Trustees.*

The motion passed.

**6. VICE CHANCELLOR FOR HUMAN RESOURCES – OVERVIEW AND FIRST IMPRESSIONS**

Vice Chancellor Mark Carlson provided his own insights and impressions of MnSCU's human resources since becoming vice chancellor in December 2012. He presented the HR Work Plan for FY 2013, which was developed through the collaborative efforts of systemwide HR staff and based on significant work previously accomplished. He cited four primary HR goals, all aligned to MnSCU's Strategic Framework:

- Attract, retain, and develop employees to meet current and future educational needs
- Build HR processes, systems, and infrastructure to increase efficiency, quality and cost effectiveness
- Build HR capacity to advance system goals
- Advance a labor relations strategy that promotes flexibility and responsiveness to meet the changing needs of higher education

Meeting adjourned at 12:10 PM.

Submitted by,  
Vicki Tschida, Recorder

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

**Agenda Item Summary Sheet**

**Committee:** Human Resources Committee      **Date of Meeting:** April 17, 2013

**Agenda Item:** Approval of Minnesota State College Faculty Contract

Proposed Policy Change       Approvals Required by Policy       Other Approvals       Monitoring

Information

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

Board approval of the negotiated terms in the contract is required prior to presenting it for approval by the Subcommittee on Employee Relations.

**Scheduled Presenter(s):**

Mark Carlson, Vice Chancellor for Human Resources  
Chris Dale, Senior System Director for Labor Relations

**Outline of Key Points:**

- Summary of MSCF labor negotiations

**Background Information:**

Minnesota State Colleges and Universities and the Minnesota State College Faculty (MSCF) reached a tentative agreement on March 6, 2013, on their 2011-13 labor contract. The ratification vote by its membership is anticipated to be done by April 15.

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

**APPROVAL OF MINNESOTA STATE COLLEGE FACULTY CONTRACT**

1 **BACKGROUND**

2 Minnesota State Colleges and Universities and the Minnesota State College Faculty (MSCF) reached a  
3 tentative agreement on March 6, 2013, on their 2011-13 labor contract. It is expected that MSCF's  
4 membership will ratify the agreement by April 15, 2013. It is now being brought forward to the Board  
5 of Trustees for approval before moving on for legislative approval.  
6

7 **RECOMMENDED COMMITTEE ACTION**

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

10 **RECOMMENDED MOTION**

11 The Board of Trustees approve the terms of the 2011-2013 labor agreement between Minnesota State  
12 Colleges and Universities and the Minnesota State College Faculty (MSCF) and authorize Chancellor  
13 Steven Rosenstone to sign the agreement on behalf of the Board of Trustees.  
14

15 *Date of Board Action:* April 17, 2013

16 *Date of Approval:* April 17, 2013

**Minnesota State Colleges and Universities / Minnesota State College Faculty (MSCF)**

**Summary of Changes to 2011-13 Agreement**

MSCF and MnSCU bargaining teams reached a tentative contract settlement for the 2011-2013 Master Agreement at approximately 3:30 p.m. on Wednesday, March 6, 2013.

**Economics:**

FY 2012

- Insurance benefits as agreed to between MMB and MAPE/AFSCME

FY 2013

- Faculty who have not reached the top step of the salary schedule will receive a \$3,500.00 base rate increase effective July 1, 2012.
- Faculty who are on the top step of the salary schedule will receive a \$2,400.00 base rate increase effective July 1, 2012 and a single one-time, lump-sum of \$1,500.00.
- Increase the Sabbatical Backlog Fund to \$420,000.00 (used to fund seven, required sabbaticals that are not determined through contract formula)

Initial biennial base: \$788,735,704

New money in current biennium (without turnover savings): \$24,639,923

Percentage increase of new money in current biennium over initial base: 3.12%

Percentage increase of new money in next (FY 2014, 2015) biennium: 5.96%

**Language:**

- Alternate calendars may be implemented without payment of ten (10) extra days (currently required) with agreement between the college and the State MSCF.
- Class size changes may be implemented without one (1) semester notice (currently required) with agreement between the college and the State MSCF.
- New “tutorial” provisions permit running low enrollment classes at reduced cost.
- Permit balancing of student contact hours for all faculty between semesters and between weeks within a semester.
- Club Advisor payments will be prorated and can be shared by two or more faculty members.
- The \$1,000.00 stipend payment is no longer limited to \$500.00 per occurrence.
- Unlimited Part-time (UPT) faculty will be counted towards meeting the system and college Hiring Practices obligation.
- Stipend payments and awards for excellence are exempt from Hiring Practices calculation.
- Awards for Excellence program reinstated, maximum award reduced to \$2,500.00.
- Granted former technical college, UPT faculty the same claiming rights as former community college, UPT faculty.
- Aligned the definition of “dependent” for purposes of tuition waiver with the definition of “dependent” in the insurance article.

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

**Agenda Item Summary Sheet**

**Committee:** Human Resources Committee    **Date of Meeting:** April 17, 2013

**Agenda Item:** Approval of Minnesota State Colleges and Universities Personnel Plan for Administrators

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

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

Board approval of the proposed changes to the Plan is required prior to presenting it for approval by the Subcommittee on Employee Relations.

**Scheduled Presenter(s):**

Mark Carlson, Vice Chancellor for Human Resources

**Outline of Key Points:**

The following are the more significant proposed changes to the Plan:

- Increase salary ranges by 2% in FY 2013
- Eliminate the performance achievement award in FY 2013 for the chancellor, presidents, and vice chancellors
- Changes to sick leave

**Background Information:**

Proposed changes have been discussed among members of the Leadership Council.



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

**APPROVAL OF MINNESOTA STATE COLLEGES AND UNIVERSITIES  
PERSONNEL PLAN FOR ADMINISTRATORS**

**BACKGROUND**

The MnSCU Personnel Plan for Administrators for 2011-2013 is being presented to the board with its proposed changes.

**RECOMMENDED COMMITTEE ACTION**

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

**RECOMMENDED MOTION**

The Board of Trustees approve the MnSCU Personnel Plan for Administrators for 2011-2013, and authorize the chancellor and his designees to take all measures they deem appropriate to secure legislative approval to implement the Plan.

*Date of Board Action:* April 17, 2013

*Date of Approval:* April 17, 2013

**PERSONNEL PLAN FOR MnSCU ADMINISTRATORS  
2011 – 2013  
PROPOSED CHANGES**

**Economics:**

- Fiscal Year 2012
  - \$1,250 lump sum for all administrators
- Fiscal Year 2013
  - 3.8% merit pool for all administrators
  - Elimination of lump-sum incentive Pay for the Chancellor, Vice Chancellors and Presidents
  - Increase ranges on 16 range salary schedule for non-contract administrators by 2% (does not increase salaries)
  - No increases in salary ranges for Chancellor, Vice Chancellors or Presidents

Initial biennial base: \$179,279,854

New money in current biennium (with turnover savings): \$3,852,583

Percentage increase of new money in current biennium over initial base: 2.15%

Percentage increase of new money in next (FY 2014, 2015) biennium: 4.07%

**Language Changes**

- 1.03 Appointments
  - Clarify “additional remuneration” provision to exclude lump-sum performance payments
- 1.06 LEAVES OF ABSENCE WITH PAY
  - Clarify advance and reinstatement of sick leave
  - Implement a single sick leave balance
- 1.13 SALARY ADMINISTRATION
  - Updated language to address the delegated authority of presidents
  - Permit limited salary increase for certain cross-institution lateral transfers
  - Permit market adjustments as approved by Chancellor/designee
- Technical Changes (examples)
  - Modify Section 1.01 (Non-discrimination) to reflect changes to Board Policy 1B.1
  - Restructure Salary Administration provisions for clarity

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

**Agenda Item Summary Sheet**

**Committee:** Human Resources Committee      **Date of Meeting:** April 17, 2013

**Agenda Item:** Appointment of Interim President of Dakota County Technical College

- 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 4.2, Part 3. Appointment of Interim Presidents

**Scheduled Presenter(s):**

Steven Rosenstone, Chancellor

**Outline of Key Points:**

It is anticipated that the chancellor will recommend an individual for the position of interim president of Dakota County Technical College.

**Background Information:**

On March 27, 2013, President Ron Thomas announced his plans to retire effective July 1, 2013. Soon thereafter, Chancellor Rosenstone asked for nominations and expressions of interest in the interim president position.

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

**APPROVAL OF INTERIM PRESIDENT OF  
DAKOTA COUNTY TECHNICAL COLLEGE**

1 **BACKGROUND**

2 It is anticipated that Chancellor Rosenstone will recommend an individual for the position of  
3 interim president of Dakota County Technical College.

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, upon the recommendation of Chancellor Rosenstone, appoint  
11 \_\_\_\_\_ as president of Dakota County Technical College effective July 1, 2013, subject  
12 to the completion of an employment agreement. The board authorizes the chancellor, in  
13 consultation with the chair of the board and chair of the Human Resources Committee, to  
14 negotiate and execute an employment agreement in accordance with the terms and conditions of  
15 the MnSCU Personnel Plan for Administrators.

16

17 *Date of Board Action: April 17, 2013*

18 *Date of Approval: April 17, 2013*

19 *Date of Implementation: July 1, 2013*

20

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

**Agenda Item Summary Sheet**

**Committee:** Human Resources Committee      **Date of Meeting:** April 17, 2013

**Agenda Item:** Appointment of Interim Vice Chancellor of Academic and Student Affairs

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 1A.4, Part 3, Subpart A. System Administration Appointment of Administrators

**Scheduled Presenter(s):**

Steven Rosenstone, Chancellor

**Outline of Key Points:**

It is anticipated that the chancellor will recommend an individual for the position of interim vice chancellor of academic and student affairs.

**Background Information:**

Upon Doug Knowlton's announcement to depart his position as vice chancellor of academic and student affairs effective July 1, 2013, Chancellor Rosenstone requested nominations and expressions of interest for the interim vice chancellor position.

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

**APPROVAL OF INTERIM VICE CHANCELLOR OF  
ACADEMIC AND STUDENT AFFAIRS**

1 **BACKGROUND**

2 It is anticipated that Chancellor Rosenstone will recommend an individual for the position of  
3 interim vice chancellor of academic and student affairs.

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, upon the recommendation of Chancellor Rosenstone, appoint  
11 \_\_\_\_\_ as interim vice chancellor of academic and student affairs effective July 1, 2013,  
12 subject to the completion of an employment agreement. The board authorizes the chancellor, in  
13 consultation with the chair of the board and chair of the Human Resources Committee, to  
14 negotiate and execute an employment agreement in accordance with the terms and conditions of  
15 the MnSCU Personnel Plan for Administrators.

16

17 *Date of Board Action: April 17, 2013*

18 *Date of Approval: April 17, 2013*

19 *Date of Implementation: July 1, 2013*

20