



**HUMAN RESOURCES COMMITTEE
SPECIAL MEETING
TUESDAY, FEBRUARY 26, 2013
8:30 A.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 November 14, 2012 (pp.1-2)**
- (2) Appointment of President of Anoka-Ramsey Community College and Anoka Technical College (pp.3-4)**
- (3) Appointment of President of Southwest Minnesota State University (pp.5-6)**
- (4) Approval of IFO Contract (pp.7-10)**

Members

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

Bolded items indicate action required.

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES
HUMAN RESOURCES COMMITTEE
MEETING MINUTES
November 14, 2012**

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

Other Board Members Present: Brett Anderson, Duane Benson, Cheryl Dickson, Philip Krinkie, Louise Sundin and Michael Vekich

Leadership Council Committee Members Present: Steven Rosenstone, Chancellor; Richard Davenport, President of Minnesota State University, Mankato; and Jim Johnson, President of Minnesota State College-Southeast Technical

The Minnesota State Colleges and Universities Human Resources Committee held a committee meeting on November 14, 2012, in the McCormick Room, 30 Seventh Street East, St. Paul. Chair Renier called the meeting to order at 2:00 PM.

1. MINUTES OF SPECIAL MEETING ON JULY 9, 2012

Chair Renier called for the motion to approve the minutes of the Human Resources Committee meeting on July 9, 2012. The minutes were moved, seconded and passed.

2. APPOINTMENT OF VICE CHANCELLOR FOR HUMAN RESOURCES

Chancellor Rosenstone provided background on how executive searches at the presidential and vice chancellor levels are conducted in the system office. National searches are initiated with the assistance of a search consulting firm in the recruitment and selection of candidates. Storbeck/Pimentel & Associates, LLC was retained to assist with the vice chancellor search. Chancellor Rosenstone appointed Joe Opatz, President of Normandale Community College, to serve as the search advisory committee chair. The public interview process included sessions with Trustees Kelliher, Paskach and Renier, Chancellor Rosenstone, the Chancellor's Cabinet, the Human Resources Management Team, as well as a WebEx session to which presidents, chief human resource officers, union leadership and all system office employees were invited to participate in a round of questions and answers. As a result of this process, Chancellor Rosenstone recommended Mark Carlson to be the next vice chancellor for human resources in the Minnesota State Colleges and Universities system.

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

The Board of Trustees, upon the recommendation of Chancellor Rosenstone, appoints Mark Carlson as vice chancellor for human resources effective December 10, 2012, 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.

- 3. APPOINTMENT OF INTERIM VICE CHANCELLOR FOR INFORMATION TECHNOLOGY**
Chancellor Rosenstone stated that with the announcement of Darrel Huish's retirement plans for January 2013, it became necessary initiate a search for an interim vice chancellor for information technology. Nominations and expressions of interest were sought from the board, presidents, system office staff and other individuals within and outside the system. Chancellor Rosenstone consulted with key IT leaders in the system. He appointed Robert Musgrove, President of Pine Technical College, to serve as the search advisory committee chair. As a result of the interview process, Chancellor Rosenstone recommended Chris McCoy to be the interim vice chancellor for information technology in the Minnesota State Colleges and Universities system.

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

The Board of Trustees, upon the recommendation of Chancellor Rosenstone, appoints Chris McCoy as interim vice chancellor for information technology effective January 25, 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.

- 4. AUTHORIZATION OF LEADERSHIP EMPLOYMENT AGREEMENTS**
Chair Renier stated that periodically the board authorizes the chancellor to enter into employment agreements with the presidents and vice chancellors. Chancellor Rosenstone was asked to consult with the chair of the board and chair of the HR committee as those agreements are negotiated during FY13 and FY14. This item was placed on the consent agenda.

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

The Board of Trustees authorizes the chancellor, in consultation with the chair of the Board of Trustees and chair of the Human Resources Committee, to enter into employment agreements with presidents and vice chancellors during FY13 and FY14.

The motion passed.

- 5. RECOGNITION OF PRESIDENTIAL YEARS OF SERVICE**
Certificates were presented to Richard Davenport, President of Minnesota State University, Mankato, and Jim Johnson, President of Minnesota State College-Southeast Technical, for their milestone years of presidential service to MnSCU—President Davenport for ten years and President Johnson for 15 years.

Meeting adjourned at 2:45 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:** February 26, 2013

Agenda Item: Appointment of President of Anoka-Ramsey Community College and Anoka 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 4. Appointment of Presidents – Presidential Appointments

Scheduled Presenter(s):
Steven Rosenstone, Chancellor

Outline of Key Points:
It is anticipated that the chancellor will recommend an individual for the position of president of Anoka-Ramsey Community College and Anoka Technical College.

Background Information:
Interviews with finalists for this presidency were held on February 11, 2013, in the system office.

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

BOARD ACTION

APPOINTMENT OF PRESIDENT OF
ANOKA-RAMSEY COMMUNITY COLLEGE AND ANOKA TECHNICAL COLLEGE

BACKGROUND

It is anticipated that Chancellor Rosenstone will recommend an individual for the position of president of Anoka-Ramsey Community College and Anoka Technical College.

RECOMMENDED COMMITTEE ACTION

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

RECOMMENDED MOTION

The Board of Trustees, upon the recommendation of Chancellor Rosenstone, appoints _____ as president of Anoka-Ramsey Community College and Anoka Technical College effective _____, 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.

Date of Board Action: February 26, 2013

Date of Approval: February 26, 2013

Date of Implementation: July 1, 2013

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

Agenda Item Summary Sheet

Committee: Human Resources Committee **Date of Meeting:** February 26, 2013

Agenda Item: Appointment of President of Southwest Minnesota State University

- 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 4. Appointment of Presidents – Presidential Appointments

Scheduled Presenter(s):

Steven Rosenstone, Chancellor

Outline of Key Points:

It is anticipated that the chancellor will recommend an individual for the position of president of Southwest Minnesota State University.

Background Information:

Interviews with finalists for this presidency were held on February 15, 2013, in the system office.

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

BOARD ACTION
APPOINTMENT OF PRESIDENT OF SOUTHWEST MINNESOTA STATE UNIVERSITY

1 **BACKGROUND**

2 It is anticipated that Chancellor Rosenstone will recommend an individual for the position of
3 president of Southwest Minnesota State University.

4
5 **RECOMMENDED COMMITTEE ACTION**

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

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9 **RECOMMENDED MOTION**

10 The Board of Trustees, upon the recommendation of Chancellor Rosenstone, appoints
11 _____ as president of Southwest Minnesota State University effective
12 _____, subject to the completion of an employment agreement. The board
13 authorizes the chancellor, in consultation with the chair of the board and chair of the Human
14 Resources Committee, to negotiate and execute an employment agreement in accordance with
15 the terms and conditions of the MnSCU Personnel Plan for Administrators.

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17 *Date of Board Action: February 26, 2013*

18 *Date of Approval: February 26, 2013*

19 *Date of Implementation: July 1, 2013*

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

Agenda Item Summary Sheet

Committee: Human Resources Committee

Date of Meeting: February 26, 2013

Agenda Item: Approval of IFO 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 IFO labor negotiations

Background Information:

Minnesota State Colleges and Universities and the Inter Faculty Organization (IFO) reached a tentative agreement on January 12, 2013, on their 2011-13 labor contract. The IFO ratified the agreement in a vote by its membership on February 6 and 7, 2013. It is now being brought forward to the Board of Trustees for approval before moving on to the legislature.

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

APPROVAL OF IFO CONTRACT

BACKGROUND

Minnesota State Colleges and Universities and the Inter Faculty Organization (IFO) reached a tentative agreement on January 12, 2013, on their 2011-13 labor contract. The IFO ratified the agreement in a vote by its membership on February 6 and 7, 2013. It is now being brought forward to the Board of Trustees for approval before moving on for legislative approval.

RECOMMENDED COMMITTEE ACTION

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

RECOMMENDED MOTION

The Board of Trustees approves the terms of the 2011-2013 labor agreement between Minnesota State Colleges and Universities and the Inter Faculty Organization (IFO) and authorizes Chancellor Steven Rosenstone to sign the agreement on behalf of the Board of Trustees.

Date of Board Action: February 26, 2013

Date of Approval: February 26, 2013

2011-2013 IFO Master Agreement
Summary of Significant Terms

Here is a brief summary of economic terms of the settlement:

FY 2012

- No step increase and no salary schedule enhancement
- No change to Professional Improvement and Professional Study and Travel funds

FY 2013

- An across the board salary schedule enhancement of 2.2%
- One step advancement for returning faculty and add one step to the top of the salary schedule (each step represents a 2.4% increase in salary)
- Increase the minimum adjunct/community faculty rate from \$1,200 to \$1,258 per credit; link adjunct rate to step 1 of instructor schedule
- Set compensation for Assessment for Prior Learning at \$35 per credit
- Provide a lump-sum payment of \$1,500 for faculty members who take unpaid parental leave in full semester increments
- Increase minimum step placements for assistant, associate and full professors, effective June 2013
- Insurance benefits as agreed to between MMB and MAPE/AFSCME

Initial biennial base: \$560,769,504

New money in current biennium (without turnover savings): \$14,502,031

Percentage increase of new money in current biennium over initial base: 2.59%

Percentage increase of new money in next (FY 2014, 2015) biennium: 5.62%

Brief summary of the most significant language items:

- Replace current sick leave provisions for adjunct and community faculty with two non-accruing days of excused absences (for reasons of illness) per semester
- Reduce emergency/personal leave for adjunct and community faculty to 1 day per semester
- Clarify office hours language; provide for electronic and remote location office hours
- Modify various provisions to clarify implementation of nine-month appointments and provide some additional flexibility
- Eliminate requirement to provide printed copies of the IFO Agreement to all faculty
- Delete the sunset date on career steps
- Delete the sunset date on university scholars

- Clarify use of professional study and travel funds, permit use of funds for cutting edge technology, clarify possession of all assets purchased with funds remains with university
- Provide for the establishment of program level policies, procedures, goals and objectives; link these changes to the Article 22 professional development and evaluation process
- Provide for a one-year extension of the probationary period for faculty a) serving for at least two years as a department chair during the probationary period, b) for the birth or adoption of a child, or c) for the serious health condition of a family member (or regular member of the household) requiring the probationary faculty member to provide medically necessary care
- Restructure Article 22 and the related Appendix G to provide greater clarity and clearly require Departments to provide comments on professional development reports
- Restructure tenure and promotion procedures in Article 25 for greater clarity