



**HUMAN RESOURCES COMMITTEE
MARCH 20, 2013
11:15 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 Special Meeting on February 26, 2013 (pp. 1-2)**
- (2) Appointment of President of Riverland Community College (pp 3-4)**
- (3) Appointment of President of South Central College (pp. 5-6)**
- (4) Approval of MSUAASF Contract (pp. 7-9)**
- (5) Vice Chancellor for HR – Overview and First Impressions (pp. 10-11)

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 – SPECIAL MEETING
MINUTES
February 26, 2013**

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

Other Board Members Present: Ann Anaya (by phone), Brett Anderson, Duane Benson, Cheryl Dickson, Dawn Erlandson, Philip Krinkie, Louise Sundin and Michael Vekich

Leadership Council Committee Members Present: Steven Rosenstone, Chancellor; Mark Carlson, Vice Chancellor for Human Resources; and Jim Johnson, President of Minnesota State College-Southeast Technical

The Minnesota State Colleges and Universities Human Resources Committee held a special committee meeting on February 26, 2013, in the McCormick Room, 30 Seventh Street East, St. Paul. Chair Renier called the meeting to order at 8:45 AM.

1. MINUTES OF NOVEMBER 14, 2012

Chair Renier called for the motion to approve the minutes of the Human Resources Committee meeting on November 14, 2012. The minutes were moved, seconded and passed.

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

Chancellor Rosenstone stated that Jessica Stumpf first served as interim president at Anoka-Ramsey Community College in 2010. In 2011, ARCC was aligned with Anoka Technical College, and Dr. Stumpf's role was extended to June 30, 2013. In summer 2012, Chancellor Rosenstone initiated a search for a new president of the aligned colleges. RPA, Inc. was retained to assist with the recruitment and selection for this position. Sue Collins, President of the Northeast Higher Education District, chaired the search. The public interview process included sessions with Trustees Anderson, Cirillo and Sundin, Chancellor Rosenstone and his Cabinet. As a result of this process, Chancellor Rosenstone recommended Kent Hanson to be the next president of Anoka-Ramsey Community College and Anoka Technical 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, appoints Kent Hanson as president of Anoka-Ramsey Community College and Anoka Technical College effective (DATE), 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 Personnel Plan for Minnesota State Colleges and Universities Administrators.

The motion passed.

3. APPOINTMENT OF PRESIDENT OF SOUTHWEST MINNESOTA STATE UNIVERSITY

Chancellor Rosenstone stated that Ron Wood has been serving as interim president at Southwest Minnesota State University since July 2011 upon the retirement of the previous president, David Danahar. In summer 2012, Chancellor Rosenstone initiated a search for a new president. He appointed Richard Davenport, president of Minnesota State University, Mankato, to chair the search advisory committee. Greenwood/Asher & Associates, Inc. was retained to assist with the recruitment and selection for this position. The public interview process included sessions with Trustees Erlandson, Krinkie and Paskach, Chancellor Rosenstone and his Cabinet. As a result of this process, Chancellor Rosenstone recommended Connie Gores to be the next president of Southwest Minnesota State University.

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 Connie J. Gores as president of Southwest Minnesota State University effective (DATE), 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 Personnel Plan for Minnesota State Colleges and Universities Administrators.

The motion passed.

4. APPROVAL OF IFO CONTRACT

Mark Carlson stated that 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 was now being 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 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.

The motion passed.

Meeting adjourned at 9:40 AM.

Submitted by,
Vicki Tschida, Recorder

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

Agenda Item Summary Sheet

Committee: Human Resources Committee **Date of Meeting:** March 20, 2013

Agenda Item: Appointment of President of Riverland Community 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. 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 Riverland Community College.

Background Information:

Interviews with semi-finalists for this presidency were held on February 28, 2013, in the system office.

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

BOARD ACTION
APPOINTMENT OF PRESIDENT OF RIVERLAND COMMUNITY COLLEGE

1 **BACKGROUND**

2 It is anticipated that Chancellor Rosenstone will recommend an individual for the position of
3 president of Riverland Community College.

4
5 **RECOMMENDED COMMITTEE ACTION**

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

8
9 **RECOMMENDED MOTION**

10 The Board of Trustees, upon the recommendation of Chancellor Rosenstone, appoints
11 _____ as president of Riverland Community College effective _____,
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
15 of the MnSCU Personnel Plan for Administrators.

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17 *Date of Board Action: March 20, 2013*

18 *Date of Approval: March 20, 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:** March 20, 2013

Agenda Item: Appointment of President of South Central 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. 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 South Central College.

Background Information:

Interviews with semi-finalists for this presidency were held on March 8, 2013, in the system office.

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

BOARD ACTION
APPOINTMENT OF PRESIDENT OF SOUTH CENTRAL COLLEGE

1 **BACKGROUND**

2 It is anticipated that Chancellor Rosenstone will recommend an individual for the position of
3 president of South Central College.

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5 **RECOMMENDED COMMITTEE ACTION**

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

8
9 **RECOMMENDED MOTION**

10 The Board of Trustees, upon the recommendation of Chancellor Rosenstone, appoints
11 _____ as president of South Central College effective _____, subject to
12 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
15 of the MnSCU Personnel Plan for Administrators.

16
17 *Date of Board Action: March 20, 2013*
18 *Date of Approval: March 20, 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: March 20, 2013

Agenda Item: Approval of MSUAASF 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 MSUAASF labor negotiations

Background Information:

Minnesota State Colleges and Universities and the Minnesota State University Association of Administrative and Service Faculty (MSUAASF) reached a tentative agreement on January 29, 2013, on their 2011-13 labor contract. The ratification vote by its membership is ongoing and is anticipated to be reached by March 15.

BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD ACTION

APPROVAL OF MSUAASF CONTRACT

1 **BACKGROUND**

2 Minnesota State Colleges and Universities and the Minnesota State University Association of
3 Administrative and Service Faculty (MSUAASF) reached a tentative agreement on January 29, 2013,
4 on their 2011-13 labor contract. It is expected that MSUAASF's membership will ratify the agreement
5 by March 15, 2013. It is now being brought forward to the Board of Trustees for approval before
6 moving on for legislative approval.

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8 **RECOMMENDED COMMITTEE ACTION**

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

10
11 **RECOMMENDED MOTION**

12 The Board of Trustees approves the terms of the 2011-2013 labor agreement between Minnesota State
13 Colleges and Universities and the Minnesota State University Association of Administrative and
14 Service Faculty (MSUAASF) and authorizes Chancellor Steven Rosenstone to sign the agreement on
15 behalf of the Board of Trustees.

16
17 *Date of Board Action:* *March 20, 2013*

18 *Date of Approval:* *March 20, 2013*

**Minnesota State Colleges and Universities
and
Minnesota State University Association of Administrative and Service Faculty**

**Tentative Agreement – Summary of Terms
January 29, 2013, 8:30 PM**

Economics

- Schedule Enhancement of 1.9% in FY 2013 (effective July 1, 2012)
- One Step (average of 3.0%) for all returning faculty in FY 2013 (effective July 1, 2012)
- Lump Sum payment of \$2,000 in FY 2013 to returning faculty at the top of the range (not added to base)
- Lump Sum payment of \$400 for FY 2012 for all faculty (not added to base)
- Insurance as agreed to through Coalition Bargaining
- Increase Professional Development Funds by \$50,000 (for total of \$500,000 in FY 2013 to be distributed on an FTE basis)

Language

- Expanded list of situations where fixed term appointment type can be used; new language to allow additional (3rd) year for fixed term appointments with ASF approval
- Expanded use of professional development funds to cover electronic media downloaded to state devices (i.e. tablets, computers, etc.)
- Allow employer to immediately reassign employees who have received notice of layoff or personnel reduction
- Clarified use of externally funded appointment type to include when monies funding the position are: (1) from a source external to MnSCU (e.g. grants); (2) being transferred between institutions as a result of inter-agency agreement or partnership; or (3) from source driven by voluntary participation of community (e.g. child care fees, athletic ticket sales, etc.)
- Establish minimum threshold of 25% externally funded as basis for externally funded appointment type
- Changed language to provide for full salary reimbursement to MnSCU for release time of union officers
- Clarified timelines for grievance procedure to bring language in line with standing practice

Non-Language

- Agreed to conduct a salary compression study to analyze any compression issues within the unit. A labor/management advisory task force will be established to oversee and advise on study. No agreement as to how to implement results of study other than to acknowledge compensation matters will need to be brought back to the bargaining table in the future.

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

Agenda Item Summary Sheet

Committee: Human Resources Committee

Date of Meeting: March 20, 2013

Agenda Item: Vice Chancellor for Human Resources – Overview and First Impressions

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

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

As the new vice chancellor for human resources, Mark Carlson will present an HR overview and his first impressions.

Scheduled Presenter(s):

Mark Carlson, Vice Chancellor for Human Resources

Outline of Key Points:

- First impressions and planning work
- Outline of HR strategic and annual work plans

Background Information:

Mark Carlson started his position as vice chancellor for human resources on December 10, 2012.

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

INFORMATION ITEM
VICE CHANCELLOR FOR HUMAN RESOURCES – OVERVIEW AND FIRST IMPRESSIONS

1 **BACKGROUND**
2

3 Mark Carlson will present an HR overview and his first impressions since becoming vice chancellor
4 for human resources in December 2012.
5

- 6 • First impressions and planning work
7 • Outline of HR strategic and annual work plans
8 ○ Collaborative efforts with colleges/universities and system office HR division staff
9 ○ Built on significant work previously accomplished
10 ○ Aligned all initiatives to MnSCU’s Strategic Framework
11 ○ Examined and identified shared service opportunities
12 ○ Developed measures to track progress
13 • Final thoughts and appreciation
14

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17 *Date presented to the Board: March 20, 2013*
18
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20