

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

Agenda Item Summary Sheet

Committee: Human Resources Committee **Date of Meeting:** May 19, 2009

Agenda Item: Appointment of Vice Chancellor for Human Resources

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

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

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

Scheduled Presenter(s):

James McCormick, Chancellor
Bill Tschida, Vice Chancellor for Human Resources

Outline of Key Points:

Chancellor McCormick will recommend Loretta M. Lamb for the position of vice chancellor for human resources.

Background Information:

The vice chancellor semi-finalist interviews were held on May 6, 2009, in the Office of the Chancellor.

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

BOARD ACTION

APPOINTMENT OF VICE CHANCELLOR FOR HUMAN RESOURCES

BACKGROUND

Upon the announcement of Bill Tschida's retirement as vice chancellor for human resources in the Office of the Chancellor, a nationwide search was conducted with the assistance of an executive search firm. President Jim Johnson, Minnesota State College-Southeast Technical, chaired the search committee. Chancellor McCormick, along with members of the Board of Trustees and Cabinet from the Office of the Chancellor, interviewed three candidates. Also, public forums were held where employees from the Office of the Chancellor heard from each candidate. As a result of this process, Chancellor McCormick is recommending Loretta M. Lamb as the next vice chancellor for human resources.

Ms. Lamb has been serving as the chief human resources officer at Minnesota State University, Mankato, since 2003. Previously, she was the university's affirmative action officer. She also served as associate vice president and assistant vice president for personnel and administration at Washington State University in Pullman and counsel in the Washington State Attorney General's Office.

Ms. Lamb holds a bachelor's degree and a law degree, both from Gonzaga University.

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 McCormick, appoints Loretta M. Lamb as the vice chancellor for human resources effective July 1, 2009, 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.

<i>Date of Presentation to the Board:</i>	<i>May 20, 2009</i>
<i>Date of Board Action:</i>	<i>May 20, 2009</i>
<i>Date of Approval:</i>	<i>May 20, 2009</i>
<i>Date of Implementation:</i>	<i>July 1, 2009</i>

LORETTA M. LAMB

Summary of Qualifications

Seasoned executive with over 15 years experience in all aspects of human resources administration and advising in complex human resource and labor relations matters. Recognized as a committed and successful leader in a complex higher education system. Demonstrated capacity to effectively build and manage relationships with diverse constituents, understand and succeed within complex organizations, and adapt to changing environments. Excellent problem solving, decision-making and strategic planning skills. Energized by tough challenges. Demonstrates values of ethics and integrity in all actions.

Professional Experience

Minnesota State University, Mankato
336 Wigley Administration, Mankato, Minnesota

(2/03 to Present)

Director of Human Resources (8/03 to Present)

- Created and implemented a comprehensive vision and strategic direction for the human resources function for the university. Effectively coordinated with system wide strategic goals and objectives. Succeeded in changing the organizational structure of Human Resources to report to the President.
- Improved delivery all functions of the Human Resource office for a comprehensive state university including recruitment and retention, talent acquisition and talent management, labor relations, policy development, worker's compensation, benefits, training and organizational development, and conflict resolution.
- Maximized effectiveness of the human resources and labor relations functions by serving as the chief advisor to the President and Vice Presidents on labor relations issues (contract interpretation, implementation, and negotiations strategy development), and strategic planning for personnel resources for the entire university.
- Provide effective consultation to the entire university community on conflict resolution and mediation on personnel matters. Collaborated with the General Counsel and Attorney General's Office to effectively resolve and litigate disputes.
- Effectively established relationships and communication channels with bargaining unit leadership on issues related to personnel management. Insured appropriate communication is taking place between management and the bargaining units. Effected negotiations strategy and contract administration by representing the university and the system on meet and confer teams for all employee bargaining units and on contract negotiation teams.
- Implemented strategies of continuous review and improvement in the effectiveness of personnel practices and made recommendations for change, e.g. unclassified search process, communication mechanisms (web pages), orientation, supervisory and leadership competencies, overall process improvement in all service areas.
- Collaborate successfully with the Office of the Chancellor and other colleges and universities within the Minnesota State Colleges and Universities to coordinate human resource practices across the entire system. Represent the university on system-wide committees and task forces, e.g. Staff and Leadership Development Steering Committee, SCUPPS User Group, Administrative Systems Review Process.
- Improved and updated the Employee Recognition Committee for the university in order to effectively establish and implement employee reward programs to improve employee satisfaction and retention.
- Developed collaborative working relationships with the Affirmative Action Office to insure that the university's cultural diversity, equal opportunity and affirmative action programs are achieved.

LORETTA M. LAMB

- Developed a comprehensive Professional Development Program for faculty and staff. The program includes personal development, health and wellness, job-specific training, supervisor workshops, and general development programs.
- Designed and implemented the Minnesota State Mankato Leadership Institute, providing comprehensive leadership training and development to select members of the university community, based on specific competencies necessary to be effective in a complex system of higher education.
- Effectively manage the Human Resources office staff. Supervised directly and indirectly 12 staff members and an office budget in excess of \$650,000. Assisted in implementation and distribution of an overall university salary budget in excess of \$100 million.

Affirmative Action Officer (2/03 to 8/03)

- Insured the university's cultural diversity, equal opportunity, and affirmative action programs were being met.
- Prepared and disseminated the agency's Affirmative Action Plan to the campus community to ensure comprehension and commitment thereto.
- Investigated complaints of discrimination from underrepresented individuals according to university and system policy and procedure. Provided conflict resolution services to employees and students as needed. Provided guidance to system administrators in implementing appropriate corrective action.
- Improved the search process for unclassified employees insuring that affirmative action and equal opportunity concerns are addressed at all levels. Coordinated with Human Resources to insure best practices.
- Developed and conducted training programs related to affirmative action and non-discrimination to the campus community.

Washington State University Pullman, Washington

(10/00 to 2/2003)

Associate Vice President for Personnel and Administration (3/02-2/03) **Assistant Vice President for Personnel and Administration (10/00-3/02)**

- Directed the strategic vision and planning for Human Resource Services including all aspects of personnel and labor matters relating to three classes of employees – faculty, administrative-professional and classified service. Served as liaison between Human Resource Services and Executive Administration with respect to all personnel matters. Supervised the Human Resource Service staff of 20 individuals.
- Developed and administered labor relations policy and negotiations for multiple bargaining units. Developed negotiation strategies in coordination with the President's Cabinet. Acted as hearing officer for third level employee grievances. Served as advisor to all University Departments on personnel and labor relations matters.
- Acted as the University Risk Manager. Coordinated University-wide risk management programs aimed at educating the University community on risk management issues including avoidance of risk, minimization of risk and risk coverage through self-insurance or purchased insurance.
- Oversaw other administrative areas in the division including: real estate, Department of Public Safety, Department of Environmental Health and Safety, promulgation of administrative regulations, complex contracts, and Procedures and Forms.
- Conducted training and educational programs to the campus community on various topics including: employment law, affirmative action, risk management, labor relations, and leadership development.
- Functional oversight of approximately 100 employees with a budget in excess of \$4 million.

LORETTA M. LAMB

Washington State Office of the Attorney General
Seattle, Washington

(5/89-9/00)

- Counseled state agency clients on complex human resources and labor relations matters, employee relations, contract disputes, and risk management.
- Assisted clients in writing and drafting policies to comply with state and federal employment and labor laws.
- Aided clients in resolving employment related disputes to avoid litigation.
- Developed and conducted training programs for client agencies, employees, and attorneys on matters relating to labor and employment law, employee relations, and risk management.
- Effectively conducted and managed complex litigation for state agencies in the areas of employment and labor law, civil rights, personal injury, intellectual property, and higher education law.
- Managed lawyers and support staff, including supervision, mentoring, and performance evaluation.

Education

J.D. Received 1988, *Cum Laude*
Gonzaga University School of Law

B.A. Received 1984, *Cum Laude*
Gonzaga University

Admissions to Practice

Washington State Bar Association
Supreme Court of the State of Washington
Minnesota State Bar Association
United States District Court for the Eastern District of Washington
United States District Court for the Western District of Washington
Ninth Circuit Court of Appeals
United States Supreme Court

Professional Appointments

Washington State Bar Association Disciplinary Board 1998-2001; Vice Chair 1999-2000
Washington State Bar Association Professionalism Committee 1998-1999, 1999-2000
Arbitrator, King County Superior Court
Pullman Human Rights Commission 2002
Greater Mankato Chamber of Commerce Leadership Institute Curriculum Committee 2004-2006
President, Minnesota Chapter, CUPA – HR 2006

Awards & Recognition

Vice Chancellor's Nancy Brataas Award for Service to the System and the Campus – 2007
Super Lawyer – Washington State