

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES
HUMAN RESOURCES COMMITTEE
MEETING MINUTES
May 27, 2009**

Human Resources Committee Members Present: Ruth Grendahl, Chair, Cheryl Dickson, Jacob Englund, David Olson and Christine Rice

Human Resources Committee Members Absent: Allyson Lueneburg, David Paskach and Scott Thiss

Other Members Present: James Van Houten

The Minnesota State Colleges and Universities Board of Trustees Human Resources Committee met at Wells Fargo Place, 30 7th Street E., Room 3310, Saint Paul, on Wednesday, May 27, 2009, at 2:00 p.m. Chair Ruth Grendahl convened the meeting.

(1) Discussion of Chancellor's Assessment Process

Committee Chair Ruth Grendahl noted that the schedule for this year's evaluation of the Chancellor has been condensed. Vice Chancellor Bill Tschida explained that each year the Board evaluates the Chancellor. The Chancellor prepares a self-report that is provided to the Board, along with a survey on his performance. At the June meeting, the Board will meet in a closed session with the Chancellor to discuss his performance. The Board releases a public statement on the Chancellor's performance.

(2) Review Timetable

Executive Director John Asmussen, Office of Internal Auditing, proposed that the Board will receive the Chancellor's self-assessment and survey on June 3. The surveys are compiled by the Office of Internal Auditing. The full Board will meet with the Chancellor in closed session on June 17.

Following a conversation, Committee Chair Grendahl noted that the survey will be by Board members only, rather than the broader group surveyed in prior years.

Trustee James Van Houten suggested adding a question to the survey on succession planning, particularly who would be acting if something happened to the Chancellor. He also suggested that the Board may want to have more measures than the single financial performance measure for presidents, which is to not run a negative balance. Vice Chancellor Tschida noted that succession planning was reviewed by the Human Resources Committee and also is addressed in the Chancellor's goals.

General Counsel Gail Olson explained that the Board's evaluation applies only to the Chancellor and his performance over the past year, citing Minn. Stat. § 13D.05, subd. 3. *"A public body may close a meeting to evaluate the performance of an individual who is subject to its authority."*

Executive Director Asmussen proposed that on May 28, Committee Chair Grendahl will send the Board a memorandum with information about the evaluation process and timeline. Chair Olson proposed that rather than convene the committee again at the close

of the survey, the results would be shared with him, and the Chair and Vice Chair of the Human Resources Committee. They will review the results and determine the report that will be provided to the Chancellor. The committee concurred with the suggestion.

Committee Chair Grendahl explained that there would be a closed session of the Human Resources Committee on June 17 at 8:00 AM to review the results, as well, and that all Board members would be encouraged to attend.

Board members discussed whether the Chancellor should be provided all Board member comments or receive a summary of Board comments. Vice Chair Grendahl explained that all of the Board members will receive all of the comments in the survey and that the Chancellor will be provided a report that she and Trustee Paskach, the Human Resources Committee Vice Chair, and Chair Olson will prepare with the assistance of Executive Director Asmussen.

Committee Chair Grendahl summarized as follows: on May 28, she will send the Board a letter outlining the details and timeline of the Chancellor's assessment after a discussion with Executive Director Asmussen. Tentatively, the Board will receive the Chancellor's self-assessment and survey on June 3 or 4 with survey responses due on or about June 11. The survey results will be provided to Chair Olson, Committee Chair Grendahl and Vice Chair David Paskach on or about June 12.

(3) Next Meeting

The next meeting of the Human Resources Committee will be a closed session to review the results of the Board survey regarding the Chancellor's performance on June 17, at 8:00 AM. All of the Board members will be encouraged to attend the meeting. The Board of Trustees will meet in closed session with the Chancellor to review and discuss his evaluation also on June 17.

Adjournment

The meeting adjourned at 2:50 p.m.