

**MINNESOTA STATE COLLEGES AND UNIVERSITIES  
BOARD OF TRUSTEES  
HUMAN RESOURCES COMMITTEE  
MEETING MINUTES  
July 22, 2009**

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***Human Resources Committee Members Present:*** Ruth Grendahl, Chair; Cheryl Dickson; Jacob Englund; Allyson Lueneburg; David Olson; David Paskach; Christine Rice; Scott Thiss

***Human Resources Committee Members Absent:*** None

***Other Board Members Present:*** Duane Benson; Tom Renier; James Van Houten

***Leadership Council Committee Members Present:*** Richard Davenport, President, Minnesota State University, Mankato; Lori Lamb, Vice Chancellor for Human Resources

The Minnesota State Colleges and Universities Human Resources Committee held its committee meeting on Wednesday, July 22, 2009, at Wells Fargo Place, 4<sup>th</sup> Floor, Board Room, 30 Seventh Street East, in St. Paul. Chair Grendahl called the meeting to order at 11:10 a.m.

**1. MINUTES OF JUNE 17, 2009**

*Chair Grendahl called for the motion to approve the minutes of the Human Resources Committee meeting on June 17, 2009. They were moved, seconded and passed without dissent.*

**2. MINUTES OF HUMAN RESOURCES PUBLIC HEARING OF JUNE 17, 2009**

*Chair Grendahl called for the motion to approve the minutes of the Human Resources Public Hearing on June 17, 2009. They were moved, seconded and passed without dissent.*

**3. HUMAN RESOURCES UPDATE**

- Chair Grendahl introduced Lori Lamb as the new vice chancellor for human resources. Vice Chancellor Lamb expressed her appreciation for the welcome and mentioned the areas in which she has focused her attention since beginning her new position on July 1.
- Evaluations are ongoing for presidents and cabinet members. Bill Tschida will remain on staff until August 14, 2009, to complete the process.
- On June 29, 2009, the Legislative Subcommittee on Employee Relations gave its interim approval to the Personnel Plan for Minnesota State Colleges and Universities Administrators, the Commissioner's Plan, the Managerial Plan for classified managers, as well as the collective bargaining agreements for Minnesota State College Faculty and Minnesota State University Association of Administrative and Service Faculty.

**4. PROPOSED BOARD POLICY 4.11 BOARD EARLY SEPARATION INCENTIVE PROGRAM (SECOND READING)**

Vice Chancellor Lamb updated the Board on the proposed policy, Board Early Separation Incentive Program. Since its first reading and the public hearing on June 17, 2009, staff from the Human Resources Division, Office of General Counsel and Finance Division have:

- briefed the Chief Human Resources Offices on the proposed policy;
- consulted with representatives of employee unions as necessary;
- consulted with the Attorney General's Office for guidance on legal issues;
- conducted an information session for Leadership Council; and
- revised the proposed policy based on input received from these stakeholders.

In an effort to bring forward the best policy possible in the shortest time possible, staff continued to make changes in the policy as recently as yesterday. Another revised policy was distributed since the materials for the Board packet were submitted approximately two weeks ago. The most recent changes were summarized as follows:

1. Clarification and streamlining of the original proposal
2. Changes that reflect bargaining unit interests in relatively greater portions of the incentive in the form of contributions to the Health Care Savings Plan
3. Additional provisions for a 21-calendar day period for the employee to consider their decision to accept an incentive and requiring written documentation of that decision

Vice Chancellor Lamb responded to Trustee McElroy's mention at last month's board meeting of the Office of the Legislative Auditor report, written in 1995, in which they examined early retirement incentives made available to state employees in the early 1990's. Those incentive programs differed from the proposed program in two significant ways.

Acknowledgement was given to Gail Olson, Jim Lee and Gary Janikowski, specifically, for their efforts in working hard to move this policy forward.

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

*The Board of Trustees adopts Board Policy 4.11 as presented in the Board packet.*

The motion passed without dissent.

**5. RECOGNITION OF PRESIDENTIAL YEARS OF SERVICE**

Chair Olson and Chancellor McCormick presented certificates for ten years of presidential service to Keith Stover, President of South Central College, and Ron Thomas, President of Dakota County Technical College.

**6. FY 2010 HUMAN RESOURCES WORK PLAN**

In consultation with Chair Grendahl and Bill Tschida, Vice Chancellor Lamb presented topics that have been placed on the FY 2010 work plan for the Human Resources Committee.

- Board Early Separation Incentive Program
- Chancellor Transition Issues
- Chancellor's Evaluation Process
- Presidential Evaluation and Development
- Human Resources Infrastructure

From the discussion that followed, it was recommended to add succession planning. Also, Trustee Thiss requested that a presentation about the Luoma Leadership Academy, and specifically about its measures of success, be brought to the committee at a future meeting. Trustee Van Houten expressed his concern about the importance of notification to board members when presidential interviews are conducted at campuses.

Meeting adjourned at Noon.

Submitted by,  
Vicki Schoenbeck, Recorder