



**HUMAN RESOURCES COMMITTEE
SEPTEMBER 8, 2009
1:30 P.M.**

**BOARD ROOM
WELLS FARGO PLACE
30 7TH STREET EAST
SAINT PAUL, MN**

Please note: Committee/Board meeting times are tentative. Committee/Board meetings may begin up to 45 minutes earlier than the times listed below if the previous committee meeting concludes its business before the end of its allotted time slot.

Committee Chair Ruth Grendahl calls the meeting to order.

- (1) **Minutes of July 22, 2009 (pp. 1-3)**
- (2) Human Resources Update
- (3) **Appointment of President of Fond du Lac Tribal and Community College (pp. 4-7)**
- (4) **Authorization of Leadership Employment Agreements (pp. 8-9)**
- (5) Human Resources Strategic Plan (pp. 10-11)
- (6) Chancellor's Evaluation Process (pp. 12-13)

Members

Ruth Grendahl, Chair
David Paskach, Vice Chair
Cheryl Dickson
Jacob Englund
Christopher Frederick
David Olson
Christine Rice
Scott Thiss

Bolded items indicate action required.

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

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, 4th 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

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

Agenda Item Summary Sheet

Committee: Human Resources Committee

Date of Meeting: September 8, 2009

Agenda Item: Appointment of President of Fond du Lac Tribal and 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, Appointment of Presidents

Scheduled Presenter(s):

James McCormick, Chancellor

Lori Lamb, Vice Chancellor for Human Resources

Outline of Key Points:

The Chancellor is recommending Larry Anderson for the presidency at Fond du Lac Tribal and Community College.

Background Information:

Larry Anderson has been serving as the interim president at Fond du Lac Tribal and Community College and has a long history with the college.

BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES

BOARD ACTION

APPOINTMENT OF PRESIDENT OF
FOND DU LAC TRIBAL AND COMMUNITY COLLEGE

BACKGROUND

Larry Anderson has been serving as interim president at Fond du Lac Tribal and Community College since July 1, 2008. Chancellor McCormick consulted with members of the Board of Trustees, the Tribal College, various campus constituencies and others. As a result, Chancellor McCormick is recommending Larry Anderson for the presidency of Fond du Lac Tribal and Community College.

Prior to becoming the interim president, Larry Anderson served in various positions at the college, including vice president of administration and student life, athletic director, and director of student services and dean of the college. He holds a master of science in education and bachelor of science in counseling from the University of Wisconsin.

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 Larry Anderson as president of Fond du Lac Tribal and Community College effective September 9, 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.

Date of Board Action: September 9, 2009

Date of Approval: September 9, 2009

Date of Implementation: September 9, 2009

LARRY ANDERSON
6009 Alborn Junction Road
Alborn, MN 55702
(218) 345-6671

PROFESSIONAL EXPERIENCE:

July 2008 – Current Interim President, Fond du Lac Tribal & Community College

As Interim President, duties include the chief administrative officer of the college, providing leadership and supervision to the faculty, student support, community service and public information programs. The Interim President is also responsible for the fiscal management operations of the college. Committed to maintaining continuity with the philosophy, policies, and procedures of the tribal college within Fond du Lac Reservation and the Minnesota State Colleges and University System.

**2001 – 2008 Vice President of Administration and Student Life
Fond du Lac Tribal & Community College, Cloquet, MN.**

Provides the overall leadership within the mission of the college for administrative affairs and student service areas of the Tribal and Community College. Responsible to oversee the hiring process on campus and operation of all supportive services for students in recruitment, admissions, housing, support services, campus safety and security, financial aid, special needs programs for the handicapped, building maintenance, placement services, tutorial services, and Title III, SSS and Upward Bound grants. This position oversees, manages, and is responsible for documentation of revenues received from the state and federal agencies. Also responsible for the approval of expenditures and division budgets. Responsible to see that all campus policies are developed in regard to MnSCU policies; monitor and advise departments of policy requirements, updates, and periodical reviews.

2007 – 2008 Athletic Director, Fond du Lac Tribal & Community College

Responsible for the development and overseeing of all athletic programs on the Fond du Lac College campus.

1998 - 2001 Director of Student Services and Dean of the College

At different times during President Briggs illness, I was assigned to fill in for him.

**1993 – 1996 Upward Bound/Student Support Services Project Director
The College of St. Scholastica, Duluth, MN**

Provided administrative leadership for the Upward Bound/Student Support projects including program development, staff supervision, and budget management.

1991 – 1993 Talent Search Counselor for two and one-half years with the Minnesota Chippewa Tribe.

Counseled students in career development and provided guidance and support, financial aid advisement, admission counseling, and counseling to students who had dropped out.

1989 – 1991 Assistant Director of American Indian Programs Arrowhead Economic Opportunity Agency

During this two and one-half year period, I supervised and administered programs for the agency. Prior to this Director position, I was lead counselor for the STRIDE Program.

1972 – 1977 Albrook High School, Albrook, MN

Over the course of five years, I administered this Indian Education Program; supervised employees, designed and wrote federal and state grants for various programs; developed teacher workshops.

1984 Federal Prison, Corrections Officer, Duluth, MN

Trained in law enforcement techniques, self-defense, decision-making, problem-solving, and handling crisis situations.

SPECIAL SKILLS:

Grant Writing – Successfully had grants funded by federal, state, and private agencies.

Negotiation – Successfully negotiated numerous contracts with all employee groups in St. Louis County Schools, School District #2142

Coaching – I have been a head coach in football, baseball, and girls basketball. I also continue to do volunteer coaching.

HONORS:

1999 Minnesota Indian Education Association Administrator of the Year

ELECTED OFFICES:

1984 - 1999 Board of Directors, I.S.D. 2142, board member and board president.

1985 – 1988 Northeast Minnesota Education Cooperative Service Unit

EDUCATION:

1988 Bachelor of Science, University of Wisconsin, Major: Counseling

1989 Master of Science in Education, University of Wisconsin

M.S.E. in Counseling

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

Agenda Item Summary Sheet

Committee: Human Resources Committee

Date of Meeting: September 8, 2009

Agenda Item: Authorization of Leadership Employment Agreements

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

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

Pursuant to the Personnel Plan for Minnesota State Colleges and Universities Administrators, the Board of Trustees may authorize the chancellor to enter into employment agreements with presidents and vice chancellors.

Scheduled Presenter(s):

Lori Lamb, Vice Chancellor for Human Resources

Outline of Key Points:

It is necessary to seek authorization from the Board of Trustees for the Chancellor to enter into employment agreements with presidents and vice chancellors whose current agreements expire in 2009-2010.

Background Information:

There are up to eleven presidents, depending upon retirements, and two (2) vice chancellors whose employment agreements will end in 2010 and for whom new agreements may be prepared.

BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES

BOARD ACTION
AUTHORIZATION OF LEADERSHIP EMPLOYMENT AGREEMENTS

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17

BACKGROUND

Pursuant to the Personnel Plan for Minnesota State Colleges and Universities Administrators, the Board of Trustees may authorize the Chancellor to enter into employment agreements with the presidents and vice chancellors. At this time, Chancellor McCormick requests the Board of Trustees' approval to enter into employment agreements with said parties whose agreements expire in 2009-2010.

RECOMMENDED COMMITTEE ACTION

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

RECOMMENDED MOTION

The Board of Trustees authorize 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 whose agreements expire in 2009-2010.

Date of Board Action: *September 9, 2009*
Date of Approval: *September 9, 2009*

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

Agenda Item Summary Sheet

Committee: Human Resources Committee

Date of Meeting: September 8, 2009

Agenda Item: Human Resources Strategic Plan

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

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

The Human Resources Division seeks information from the committee on how best to receive feedback from the committee members related to development of a divisional long term strategic plan.

Scheduled Presenter(s):

Ruth Grendahl, Chair of the Human Resources Committee
Lori Lamb, Vice Chancellor for Human Resources

Outline of Key Points:

- How best to obtain board member input in the Human Resources strategic planning process

Background Information:

The Human Resources Division is undertaking a strategic planning process to develop a long term plan, including goals, objectives, action plans and measurements. This process must be inclusive of all stakeholders to be successful. The Board of Trustees and the Human Resources Committee of the Board are key stakeholders.

BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES

INFORMATION ITEM
HUMAN RESOURCES STRATEGIC PLAN

1
2
3
4
5
6
7

BACKGROUND

The Human Resources Division is undertaking a strategic planning process to develop a long term plan. This process must be inclusive of all stakeholders to be successful. The Board of Trustees and the Human Resources Committee of the Board are key stakeholders.

Chair Grendahl and Vice Chancellor Lamb will lead the discussion, seeking information and feedback from the committee on the development of a divisional long term strategic plan.

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

Agenda Item Summary Sheet

Committee: Human Resources Committee

Date of Meeting: September 8, 2009

Agenda Item: Chancellor's Evaluation Process

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

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

To obtain feedback from the Board related to the recently completed review of the Chancellor's performance for FY 2009

Scheduled Presenter(s):

Ruth Grendahl, Chair of the Human Resources Committee
Lori Lamb, Vice Chancellor for Human Resources

Outline of Key Points:

- Feedback to guide the Human Resources Committee's work in the coming year to evaluate the Chancellor's performance for FY 2010

Background Information:

The Chancellor is evaluated each year. A new process was utilized that past year that was coordinated by the Human Resources Committee. The Human Resources Committee wants feedback on its continued work to effectively evaluate the Chancellor.

BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES

INFORMATION ITEM
CHANCELLOR'S EVALUATION PROCESS

1
2
3
4
5
6

BACKGROUND

The Chancellor is evaluated each year. A new process was utilized that past year that was coordinated by the Human Resources Committee. Chair Grendahl and Vice Chancellor Lamb will lead the discussion and ask the committee for its feedback on how to effectively evaluate the Chancellor.