



Human Resources News

A quarterly newsletter from the Minnesota State Colleges and Universities Human Resources Division

Human Resources, Minnesota State Colleges and Universities
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<http://www.hr.mnscu.edu>

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New Initiative Profile - Minnesota State University, Mankato:

Online Orientation Using D2L

Minnesota State University, Mankato Human Resources will soon roll out our brand new online employee orientation using D2L. It has been an adventure, and we will certainly be glad to finally get this off the ground. Debi Anderson, our HRIS expert, has had to learn D2L and cope with its challenges (along with our faculty). In the end, we are very pleased with the result and look forward to the implementation. We haven't had any type of orientation here, other than for benefits, in years, and this will be a big step in the right direction. Some of the highlights of the program include:

- Automated notification to the new employee and supervisor of the need to complete the orientation
- The ability to have people sign in and track whether they have taken the orientation
- Multi-media presentations including video and audio (e.g. MnSCU orientation video; video welcome by our President)
- Fast Facts and Strategic Priority Information
- Policy and Statutes Overview

- Weather and emergency closings information
- Information on using the Employee Self Service pages
- General benefits, leave & time sheet information
- FMLA, Employee Assistance, Reasonable Accommodations
- Bargaining unit information
- Student employment information
- Performance evaluation requirements
- Workplace Injury information
- Several quizzes - Just to make sure they are paying attention!

We will be launching this in January with our new faculty and staff hires. If anyone wants more information on how we did this, just let us know. Our hope is that it is more user-friendly and interactive than web-pages that someone just reads. We shall see - wish us luck!

Lori Lamb
Chief Human Resources Officer
Minnesota State University, Mankato
Loretta.lamb@mnsu.edu

Does your department have a best practice you would like to highlight in the newsletter? Contact Heather Kidd about submitting an article!

CALL FOR NOMINATIONS - Luoma Leadership Academy

Nominations and applications are now being accepted for the Luoma Leadership Academy Program. It is an 18-month leadership development program designed to nurture leadership talent for the Minnesota State Colleges and Universities. Eligible participants may include department and faculty deans, human resource directors, business managers, chief financial officers, as well as faculty and staff who aspire to future leadership positions. It is sponsored by the Office of the Chancellor and facilitated by The Academy of Mesa, Arizona. The nomination deadline is February 6. For nomination and application forms or more information about the Luoma Leadership Academy, see:

<http://www.hr.mnscu.edu/staffDevelopment/leadershipAcademy/index.html>

This newsletter will be issued at the beginning of each quarter. Please send your submissions and suggestions by two weeks prior to the end of the quarter to Heather Kidd at heather.kidd@so.mnscu.edu. Please send your feedback to Heather at any time.

Dashboard Implementation Plan: Ready to Hit the Road

The Administrative Systems Review Process made up of campus HR representatives at all levels and Office of the Chancellor Personnel staff has concluded Burst 3 - their 3rd set of meetings. During this set of meetings the group finalized the HR/ payroll and demographic dashboards and the dashboard implementation plan.

These initial dashboards will be released for implementation on **February 1, 2006**. The metaphor of the dashboard refers to the dashboard of a vehicle where you can get a concise, measured picture of how your vehicle is functioning.

The establishment of these dashboards and their implementation will serve to communicate system-wide standards. It will provide the tools for campus HR departments to evaluate and make decisions based on their own data integrity, and will also provide an ongoing system-wide evaluation of HR data integrity.

The year-long implementation plan will include three evaluation periods in which HR departments will note the number of data errors in specific areas. Each evaluation period is three pay periods long, which will allow for an average score. At the end of each evaluation period, the scores will be turned in to the Office of the Chancellor personnel division in order to gauge progress. Scores for your department will not be shared with other campuses. They will be shared only with the CHRO. Following the third evaluation, during fall semester, they will also be shared with the Vice Chancellor for Human Resources and the President of your institution.

The implementation plan and dashboards will be available for review and comment during the month of January. An e-mail will be sent out in the next week via HR-All with the final drafts for your review. Please respond to Heather Kidd with any feedback.

-Heather Kidd
Personnel Director for Data Integrity
and College / University Support
Personnel, Office of the Chancellor

Short Notes

BRAVO TO THOSE HANDLING CONTRACT SETTLEMENTS!

"I think that all of the HRIS transactional people who valiantly worked on the contract settlements in the last month need a hardy round of applause and THANKS! Particularly those who worked with the ever-so-fussy MSCF settlement. The system office has greatly improved the process from years gone by of doing it all by hand, but there are still hours of editing and checking to do that leave them all blurry eyed and brain dead...it's a difficult job and they were given a short timeline to complete it. KUDOS to them all!!"

-Mary Nieneber
Chief Human Resources Officer
Lake Superior College

FRONTLINE WORKERS CONFERENCE TO BE HELD IN MAY

Mark your calendars and plan to send frontline staff to a system-wide conference on May 17 and 18 at St. Cloud State University. The conference, entitled "Energizing our Front Line Network," promises to be an excellent staff development event and is being planned by an AFSCME/MnSCU Joint Task Force on Training and Development. More details will follow!

USE THE CUPA-HR KNOWLEDGE CENTER!

The CUPA HR Knowledge Center is a great tool for human resources professionals in higher education. You can visit the Knowledge Center at <http://www.cupahr.org/> You will need your member ID number to access the site.

HR Calendar

January

- 2 New Year's Day Holiday
- 16 Martin Luther King Jr. Day Holiday
- 17 CHRO Meeting
- 30-31 New Supervisor's Orientation

From the calendar of recurring tasks and deadlines:

- 15 IFO Early Notice Incentive Deadline
- 15 IFO Phased Retirement/AEP notification for Spring semester of following year
- 15 IFO members denied tenure or non-renewal can meet with President
- 15 MSCF job market stress declaration sent to colleges
- 31 MSUAASF Non-Renewal Letters
- 31 IFO department promotion recommendations to supervisor
 - MSCF hiring practices -reconciliation of data begins
 - Review assignment FTE of UPT MSCF faculty to determine rollover implications for the following academic year.
 - Reconcile bargaining unit status of all faculty and appropriately code in SCUPPS.

February

- 20 Presidents' Day holiday

From the calendar of recurring tasks and deadlines:

- 1 IFO Faculty on reduced contracts request to be reinstated to full-time duties to President
- 15 MSCF hiring practices - concurrent enrollment data from colleges turned in for the 1st phase of the HP summary
- 15 MSCF sabbaticals are awarded or denied
- 15 TRA Annual Annuitant Earnings Report
 - OSHA 300A Summary Report for prior calendar year must be posted 2/1 through April 30. Final OSHA 300 log for prior calendar year must be completed and retained for five years.

March

- 29-30 Spring MnCUPA Conference, Minneapolis

From the calendar of recurring tasks and deadlines:

- 1 IFO Seniority Rosters
- 1 Redefinition of departments in IFO must be met and conferred
- 1 Demographic Report
- 15 Notification of termination date for IFO externally funded positions for faculty in 3rd or more year.
- 15 MSCF hiring practices - final summary
- 31 MSCF hiring practices - colleges out of compliance must post UFT positions.
 - Renew Resumix license

New Associate Vice Chancellor for Labor Relations Selected

The search for the Associate Vice Chancellor of Labor Relations is complete. We had three outstanding finalists, and I really appreciate the work of the search committee and the input from those of you who went to the public sessions.

The position was offered to Ms. Mary Leary. She has accepted and will join our staff on March 1, 2006. Ms. Leary is currently Director, Office of Labor Relations and Collective Bargaining for the District of Columbia.

Please join me in welcoming Ms. Leary to our team. Thank you.

Bill Tschida
Vice Chancellor for Human Resources

Four Presidential Searches Underway

Four presidential searches are currently in progress. All four search committees are meeting, and candidates are being recruited. Each of the searches has a Web site that contains information about the committee's work, as well as information for candidates about the institution, the system, and how to apply. The four searches, the search committee chair and the Web sites are:

[Central Lakes College](#)

Chaired by President Don Supalla

[Hennepin Technical College](#)

Chaired by President Keith Stover

[Northland Community and Technical College](#)

Chaired by President Joe Sertich

[St. Cloud Technical College](#)

Chaired by President Jim Johnson

You are encouraged to nominate individuals that you think would be a possible presidential candidate for any of the four colleges. If you have general questions about presidential searches, please contact Linda Skallman at linda.skallman@so.mnscu.edu.

No pessimist ever discovered the secret of the stars or sailed an uncharted land, or opened a new doorway for the human spirit.
Helen Keller

Using External Salary Data to Assign Administrator Positions to Salary Ranges

The Minnesota State Colleges and Universities system has been using external salary data to aid us in assigning administrator positions to a salary range since 2001. We use data from a nationwide salary survey to determine which of the fourteen salary ranges on our salary schedule is the most appropriate for positions occupied by our vice presidents of academic, administrative and student affairs, chief information officers, and others.

The use of external market data differs from a traditional job classification system in two primary ways. The first difference is that the focus of market-based salary setting is on broad comparisons with external positions, not detailed comparisons with internal positions.

Salary surveys use benchmark titles, with brief descriptions of the duties and responsibilities. For example, a survey conducted by the College and University Professional Association for Human Resources describes the benchmark title of Chief Academic Officer as:

Senior administrative official responsible for the direction of the academic program of the institution. Responsible for teaching and research, extension, admissions, registrar, and library activities. Reports to the Chief Executive Officer.

Users of salary survey data understand that a position in their organization will not be a perfect match for all other jobs compared to a particular benchmark, due to differences in the way a CEO chooses to organize an institution. Some Chief Academic Officers may have specific functions such as the registrar's office under their control and others may not. What all reasonable job matches will have in common is the core reason for the existence of the position. In this example, all reasonable matches for the Chief Academic Officer benchmark have overall responsibility for the academic programs of the institution and direct the work of subordinates involved in the development and delivery of those academic programs and related support programs.

The second primary difference between making market-based salary range assignments and using a traditional classification system is that a market-based system gives an employer more control over how its salary ranges relate to actual salaries paid by other employers competing for the same talent pool. Without periodic market surveys and salary range reassignments, some classifications in the traditional job classification system may be so out of line with the external market that it may become impossible to have both a competitive salary range and a properly classified position at the same time (e.g. information technology positions in the early 1990's).

Our subscription to the CUPA-HR survey gives us access to an online database containing salary data from approximately 1,400 institutions of higher education. We use CUPA-HR's Data-On-Demand feature to construct external comparison groups of institutions for use in creating customized salary reports specific to different institution types (associate, baccalaureate, masters, etc.) and sizes. Our overall objective is to assign our administrator positions to the range in our salary schedule which provides the best match between our third quartile (Q3) and the 67th percentile of the salary survey data for the external comparison group.

Our ability to make stable, long-term salary range assignments is dependent upon regular salary schedule adjustments in order to keep pace with our external comparisons. As you, know, we were unable to adjust our salary ranges in the FY04-05 Personnel Plan, and as a result, our salary ranges became somewhat less competitive. As we were writing this article, the Legislative Subcommittee on Employee Relations acted on our proposed Personnel Plan for FY06-07. With the Subcommittee's approval of our new Personnel Plan, the salary schedule (ranges 1 to 14) increased by approximately 9.6 % retroactively to July 1, 2005 and will increase again by 3.0 % on July 1, 2006. These salary ranges will allow us to compete well with other higher education employers for the remainder of the biennium.

-Jim Lee
Director, Compensation and Special Projects
Personnel, Office of the Chancellor

Campus HR Profile: Minneapolis Community and Technical College

Keith Balaski is the Chief Human Resources Officer and has been with MCTC for close to 5 years (the department veteran). Keith's favorite thing about his job is: *"being able to use my psychic powers to enhance lives in an ever changing universe."*

Jay Nelson is the Assistant Director of Human Resources and has been with MCTC for 6 months. Jay's favorite thing about his job is: *"working with such a wonderful group of people."*

Cassandra DuRose has been with MCTC for 3 years and serves as the Personnel Aide Senior. Cassandra's favorite thing about her job: *"It has to be the people that I work with!"*

Sandy Perna has been with MCTC for 2 years and serves as the Personnel Aide. Sandy's favorite thing about her job is: *"The people I work with!!"*

Elaine Kircher has been with MCTC for 4 years and is the HR department's Office and Administrative Specialist Intermediate. Elaine's favorite thing about her job is: *"being the first contact with everyone who visits our HR office and to help them with whatever their needs are. I really enjoy working with my fellow HR co-workers."*

Minneapolis Community and Technical College HR completed the following statements, providing us a bit of insight into their department:

- ☺ We believe that *diversity and location* makes our institution unique / is our institution's strength.
- ☺ As a department we draw inspiration from...*each other*.
- ☺ As a department we are motivated by...*our pay checks and our overwhelming commitment to civil service*.
- ☺ When things get really stressful around here, *we laugh with each other* to blow off some steam.
- ☺ If our HR department ruled the world...*SCUPPS would not exist*.
- ☺ The funniest thing we can remember happening in our office is...*EVERYTHING, work should be fun, if you wake up in the morning and dread going to work, you need to look for employment elsewhere."*
- ☺ What would be a good question to ask your department? *What's it like to work in a supportive, team-centered, fun department? Indescribable!*

Keith Balaski

Jay Nelson



Cassandra DuRose

Elaine Kirchner

Sandy Perna

Minneapolis Community and Technical College Office of Human Resources Mission Statement

The Human Resources Division of Minneapolis Community and Technical College aspires to lead in the development and improvement of a comprehensive system of personnel management to attract and retain well-qualified and richly diverse faculty and staff who will provide students with a high quality educational experience.