



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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Welcome!

Welcome to the first edition of our Human Resources newsletter which will be distributed quarterly to all campus Human Resources staff by the Office of the Chancellor Human Resources division. The idea for this publication came from you, and we hope it will be a useful communication tool for everyone involved in the areas of personnel and labor relations.

I strongly encourage the submission of articles, updates, and ideas from everyone, but especially the campus Human Resource folks. Future issues around the following topics will be included in the newsletter:

- Collective bargaining updates
- Policy reviews
- Human Resources department profiles
- Human Resources Help Desk tips
- Legislative updates
- Human Resources calendar

As always, I appreciate your suggestions and comments.

Bill Tschida
Vice Chancellor for Human Resources
bill.tschida@so.mnscu.edu



Minnesota
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Policy Spotlight: Maternity and Parental Leave

Following a number of recent questions on maternity and parental leave, it seems a good time to highlight basic practice and the importance of following contract and plan language when administering maternity and parental leave for your employees. It is commonly recognized that when an employee gives birth, she will be allowed to use paid sick time for the normally assumed 6 weeks of disability following the birth unless a physician certifies that the employee is physically disabled for longer (either prior to or following the birth). It is not intended that employees may use all accumulated sick leave even extending beyond 6 weeks as this leave is meant to provide only for the period when an employee is physically disabled.

On other topics concerning parental and maternity leave, variations exist between the different contracts and plans. For example, some contracts require a physician's certification for use of any paid sick leave, while others do not specify this. MSUAASF, MAPE, the Commissioner's Plan, and Managers Plan provide paid leave in the event of an adoption, while the other contracts do not. The MAPE contract is the only one that allows a father to take any paid sick leave in the event of a birth of a child (up to 5 days). The amount of unpaid leave available to an employee varies as well.

This is not a comprehensive list of variations. Rather it is meant to illustrate the complexity of this leave. When you have employees out for any kind of maternity or parental leave, after giving them your happy congratulations, be sure to turn to the contracts and plans for the most accurate information on its administration.

-Heather Kidd heather.kidd@so.mnscu.edu

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.

June CHRO Meeting Recap

HR as a Strategic Partner

The Chief Human Resource Officers (CHROs) and Human Resource Division staff gathered at Dakota County Technical College on June 27 to discuss how to strengthen their roles as strategic partners, both at the college and university level and for the system as a whole.

The group developed this common definition for what it means to be a strategic partner:

Strategic Partner: A proactive and valued participant in planning and implementing goals of the organization.

What Individuals Can Do

During the meeting, CHROs discussed ways in which they could be most effective as individual campus leaders and generated some of the following ideas:

- Build strong relationships based upon trust with your executive team
- Increase your own awareness/knowledge of what is happening within the system and the state
- Increase communication about what Human Resources does and how it can benefit the goals of the institution
- Be proactive; volunteer to work on strategic initiatives in your college/university
- “Speak the language” of presidents, CAOs, etc.; to help them accomplish their goals

What CHROs Collectively Can Do

They also discussed what system-wide priorities would increase their influence and ability to be more effective strategic partners on their campuses and at the system level. The group identified the following top three priorities to work on over the next year:

1. Data Integrity
2. Clearinghouse for Information
3. Develop HR Metrics

While the CHRO group began to brainstorm ways to address these priorities, much more work needs to take place to move the priorities forward. Volunteers will be invited to flesh out these projects, set objectives and timelines, and determine what resources are needed. Staff from the Office of the Chancellor will convene the initial meetings of each group.

State of the System

During the CHRO meeting, Vice Chancellor Bill Tschida addressed the group and talked about the state of the system. He spoke about how changes in the make-up of the board have resulted in an emphasis on data and accountability. He described the work of the HR committee of the Leadership Council and talked about how the continual improvement of the process for presidential evaluation is resulting in more emphasis on systems thinking.

-Linda Skallman linda.skallman@so.mnscu.edu

More HR Updates

* **Save the date!** The Fall HR conference will take place Tuesday, October 11 and Wednesday, October 12. This year Ridgewater College in Willmar will be hosting this event. Keep an eye out for further information and registration instructions later this summer.

* **Staff development opportunities** are now posted on the MnSCU HR Website. Go to: <http://www.hr.mnscu.edu/staffDevelopment/welcome.html> to see a calendar of upcoming staff development events and an overview of staff development and leadership activities throughout Minnesota State Colleges and Universities.

We are not what we know but what we are willing to learn.

-Mary Catherine Bateson

HR Calendar

July

- 1 - First day of new fiscal year
- 5 - Independence Day Holiday
- 12 - HR / Payroll Reconciliation Workshop at Riverland Community College for southern Minnesota campuses.
- 19 - HR / Payroll Reconciliation Workshop at Central Lakes College for northwest / north central Minnesota campuses.
- 20 - HR / Payroll Reconciliation Workshop at Fond du Lac Tribal and Community College for northeast Minnesota campuses.

From the calendar of recurring tasks and deadlines:

- 1 - ADA Survey due
- 30 - Affirmative Action Plan due
- 30 - Annual Teachers Retirement Association (TRA) Report due
- Allocations to PIF/PDF funds made to campuses for IFO and MSUAASF and reported to unions.
- Invoices for union release time billed to bargaining units.
- Verify MSCF union officer release for the previous academic year. Submit completed forms to the OOC.

August

- 2 - HR / Payroll Reconciliation Workshop at Ridgewater Community College for western Minnesota campuses.
- 3 - Additional HR / Payroll Reconciliation Workshop at the Office of the Chancellor for those who missed previous sessions.

From the calendar of recurring tasks and deadlines:

- 1 - IFO NTT Notice of Non-Renewal
- 1 - IFO 2nd or more probationary years of service Notice of Non-Renewal due.
- 1 - IFO notifies President of credits of release time to be used for academic year.
- Review the Brio multi campus report to ensure the use of consistent base salaries at each employing college for MSCF faculty.
- Reconcile insurance benefit levels on a system wide basis or statewide basis for faculty or other academic year staff.
- Reconcile appointment status codes for all faculty to ensure 100% accuracy.
- Reconcile bargaining unit status for all faculty and appropriately code in SCUPPS.

September

- 6 - Labor Day Holiday

From the calendar of recurring tasks and deadlines:

- 1 - TRA reports on leaves of absences and sabbaticals must be submitted within 14 days of the leave or sabbatical.
- IFO evaluation, promotion, non-renewal, etc. deadline calendars are met and conferred

2005 Staff Development Survey Results

During April 2005, the Minnesota State Colleges and Universities (MnSCU) initiated a system-wide survey to assess training and leadership development needs of all MnSCU staff and administrators. Over 6,400 staff (not including teaching faculty) were surveyed from 32 colleges and universities across the state. The overall response rate was 46.36%, with a total of 2,979 surveys completed.

The results of the survey reveal opinions and needs of staff in five key areas:

- Types of training needed by individual staff
- Individual access to existing training
- Money spent for individual professional development
- Use of individual development plans in performance appraisals
- Supervisory and institutional support for staff development

To view the system-wide survey results and the report online, see:

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

The report can be found under the needs assessment process section.

Institution-specific results were sent to Chief Human Resource Officers in June for their review.

-Anita Rios anita.rios@so.mnscu.edu

Campus HR Department Profile: Lake Superior College

Mary Nienaber has been the Chief Human Resources Officer at Lake Superior College for 10 years. She handles labor relations, professional development, admin and faculty searches, and everything else not covered below. Mary's favorite thing about her job is the "variety, the great people I work with, opportunities for professional development, HRIS projects and access to technology."

Lolly Rushenberg has been the HR Assistant at Lake Superior College for almost 1 year. She handles HR reception, is the assistant to the Director, coordinates searches, (sets up interviews, confirmations, etc), and office functions (purchasing, etc.). Lolly's favorite thing about her job: "I enjoy talking to candidates from different places and preparing them and our department for interviews."

Jane Glowacki was with the former Community College Duluth Center before merger as Assistant to Center Director until 1990. She has been with Lake Superior College as Personnel Officer since 1995. She handles classified staffing, audits, wage admin and ISRS, DDIR, Retirement (all employees), Work Comp, and Unemployment Comp. Jane's favorite thing about her job is "the variety of work and wonderful people."

Lesli Eikanger, HRIS Coordinator (Personnel Aide) has been with Lake Superior College for 4 years. She handles all faculty staffing, appointments, ISRS and SEMA4 transactions, leave admin, licensing, HRIS projects and data integrity, and Website development and maintenance. Lesli didn't get a chance to tell us what her favorite thing about her job is, but her co-workers ventured to guess that "it's the people and the high level technology she gets to play with."

Lake Superior College HR completed the following statements, providing us a bit of insight into their department:

- ❖ We believe that ... *compassion, integrity, and high quality accessible educational offerings* ... are our institution's strengths.
- ❖ As a department we draw inspiration from... *the many people that thank us for our work; our co-workers.*
- ❖ As a department we are motivated by... *our school's growth and thereby our need to grow with it and by working off of each other's energy!*
- ❖ When things get really stressful around here, we ... *laugh, sometimes we cry. We have a staff meeting where we can blow off steam.*
- ❖ If our HR department ruled the world ... *all documents would be complete and submitted online! All employees that visit would be happy and coming to thank us!*



Mary Nienaber



Jane Glowacki



Lolly Rushenberg

(Not pictured: Leslie Eikanger)

Lake Superior College HR Mission Statement

The Human Resources office serves the entire college community with personalized services including: employment, access to benefit information, professional development opportunities, fostering diversity, and respect in the work place, providing a safe place for employees and management alike to air their concerns and seek resolution. This service is provided to all employees in a personal, professional, respectful, and confidential manner. In our unique role with employees and management, the human resources office works to enhance the mission of the college.