

Staff and Leadership Development Steering Committee

June 28, 2010

1:00 – 3:00 p.m.

Office of the Chancellor

Wells Fargo Place – World Trade Room / via ITV

Minutes

Present: Matt Begansky, Todd Harmening, Nancy Jacobsen, Lori Lamb (guest), Anita Rios (facilitator), Cindy Schneider, Todd Thorsgaard,

Present via ITV: Nancy Paulson, Jane Lebert, Beth Fondell

Absent: Keith Balaski, Mary Bongers, Renee Engelmeyer, Steve Fudally, Diane Graber, Jeff Hudson, Ray Jensen, Ann MacDonald, Betty Mayer, Trish Schrom

I. Check-in

Anita Rios welcomed all members and thanked everyone for their participation.

II. Review of February Meeting Minutes

Minutes from April were approved as written.

III HR Strategic Planning - Vice Chancellor Lori Lamb

Lori noted that significant progress has been made on this plan. In addition, an HR Values Statement was created. Currently evaluating what is foundational, vs. what can be built upon. Lori will be sending a memo to hrall with information on the first year's focus, and what is in store for future years. Each Action Plan will have an implementation contact. The Fall HR Conference in Alexandria will be dedicated to the formal launch.

Goal 1: For this goal, which encompasses an employee's life cycle, Lori requested that the committee take this as their new charter. Additionally, a new position will be created in HR that focuses on hiring practices and processes and executive searches.

Goal 2: A task force will be formed to work on this goal

Goal 3: Communications – there are many gaps in communication that need to be filled

Goal 4: A Labor Relations Advisory Group will be formed; also continued conversations with stakeholders and the summit will become an annual event

Goal 5: HRIS, data and reporting

Goal 6: To build HR capacity and a strong workforce, the focus will be on an HR Academy, consisting of online and in person training. Looking at functions, CHRO's position descriptions, best practices

IV Committee Updates/Reports

Staff Development Survey

Anita noted that this report is now final and will be presented to the HR Committee of Leadership Council at its next meeting. Four areas were highlighted and compared to the system aggregate: Communications, Performance Management, Supervisory Support and Institutional Support. The report has been sent to CHRO's with individual campus results included; they are requested to share it with their administration.

Some of the feedback/suggestions for presentation to Leadership Council included:

- What needs to be done to ensure further collaboration between system and campus HR staff?
- What will happen with this report (will the information be used, or just read and put on a shelf?)
- What are their thoughts on the funding crisis, which leads to less time and funds to attend training?
- How is training funded – should it be individual cost centers, or go through HR offices?

Leadership Competencies

Todd Thorsgaard gave an update on this group's progress. Different levels are being looked at for the three individual groups that have been identified. While competencies need to stay the same for all, behavioral anchors can change. Jeff Hudson and Todd hosted a feedback session with Deans at the ASA Conference in May, and had good participation. Todd asked for names of supervisors or deans that he could use to form a short-term focus group.

V DRAFT Staff & Leadership Development Year-End Report

Anita gave some highlights of this report, noting the five working committees and what they accomplished, and the additional organizational development activities that were added in FY10.

Comments and suggestions included:

- Immediate priorities and Next Steps need to be aligned
- Include some recommendations of how additional training could be funded
- Add bullet points for expansion of charter

VI Recognition of Cycling-Off Members

Anita recognized Ray Jensen, Ann MacDonald and Beth Fondell, and thanked them for their service on this committee (*since this time, Diane Graber has also given notice that she will be cycling off*).

VII Other

New Member Recruitment

Anita noted that new members will now need to be recruited in the areas of finance, a provost position, and possibly a MSUAAFS position.

July 27 Planning Retreat

This all-day retreat is being hosted at Anoka-Ramsey's Coon Rapids Campus. Topics will include new member introduction, systemwide training and coordination, formation of a Recruiting Advisory Committee, guest Brenda Norman from MMB's Workforce Planning office, and Todd leading the group in a DiSC session.