

MINNESOTA STATE COLLEGES AND UNIVERSITIES  
BOARD OF TRUSTEES

Agenda Item Summary Sheet

Committee: Human Resources Committee      Date of Meeting: July 20, 2010

Agenda Item: Implementation of 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:

After a yearlong study and review of the Human Resources division systemwide led by Vice Chancellor Lamb, FY 11 implementation of the strategic plan has been finalized and will be shared with the Board.

1 **BOARD OF TRUSTEES**  
2 **MINNESOTA STATE COLLEGES AND UNIVERSITIES**  
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<b>INFORMATION ITEM</b>
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<b>IMPLEMENTATION OF HUMAN RESOURCES STRATEGIC PLAN</b>
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6 **BACKGROUND**  
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8 In her first year leading the human resources division of Minnesota State Colleges and University,  
9 Vice Chancellor Lamb initiated and steered a major endeavor to design a plan that met the needs of  
10 system stakeholders, as well as the aspirations of the human resources communities. Six goals have  
11 been identified. A plan to implement those goals in Fiscal Year 2011 has been drafted for the Board  
12 to view. Vice Chancellor Lamb will discuss the steps for implementing the FY 2011 Human  
13 Resources Strategic Plan. (See attached document.)  
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16 *Date presented to the Board: July 20, 2010*

## HR Strategic Plan Implementation for Fiscal Year 2011

July 2010

Goal 1: Attract, retain, and develop employees to meet current and future educational needs

Champion/leader Anita Rios

Committees: Re-charter the current Staff and Leadership Development Steering Committee to become the Talent Management Steering Committee, chair: Anita Rios

New subcommittees/task forces include

1. Workforce Planning, chair: Renee Schmitt
2. Employee Development Communications, chair: TBD

4. Performance Management (for non-faculty)

- x Engage in discussions using competencies as an approach for managing performance; move through decision making process about common approach for managing performance with Leadership Council.

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5. Succession Planning

- x Identify definitions and key elements of succession planning.
- x Assess implications of retirements.
- x Consult with CHROs on needs for succession planning.

Goal 2: Cultivate a work and learning environment that1(e)6(a)7(r41001 TC4p[4(ha)22 TD [(G)1(o)2(0

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5. Existing SCUPPS user group to do the following:
  - x Review and recommend the reduction of codes in use.
  - x Determine what reports are no longer useful and see that they are removed.
6. Implement the under \$100,000 projects that have been approved.
  - x Unclassified Leave Process Improvements
  - x Salary and Credentialing System Improvements
  - x Position Description Library

**Goal6: Build HR capacity to advance system goals**

**Champion/leader**Linda Skallman

**Committee:**HR Capacity Team, co-chairs: Barb Biljan, campus representative (TBD); Steering committee composed of 5-8 campus and OOC HR representatives at all levels that oversees and directs the work of Action Plan #6.

**Objectives:**

1. Create task force of HR representatives (from 2-year, 4-year).
2. Identify core HR functions.
3. Review criteria for the Personnel Management Review (PMR) process and update the criteria.
4. Complete the State University HR classification specifications.
5. Develop a calendar of training activities that have been conducted by HR staff in the OOC during the past two years. The calendar will form the basis for a master calendar of all HR training activities.
6. Identify two new training modules after consultation with CHROs.