

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

BOARD ACTION

APPOINTMENT OF INTERIM VICE CHANCELLOR FOR HUMAN RESOURCES

BACKGROUND

Mark Carlson, Vice Chancellor for Human Resources, announced his retirement in December 2016. His last day at Minnesota State Colleges and Universities will be December 31, 2017. The chancellor recommends that the board appoint an interim vice chancellor effective January 1, 2018, and that a search for the vice chancellor commence at a later date. At this time Chancellor Malhotra recommends Sue Appelquist as interim vice chancellor for human resources.

RECOMMENDED COMMITTEE MOTION

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

RECOMMENDED BOARD MOTION

The Board of Trustees, upon the recommendation of Chancellor Malhotra, appoints Sue Appelquist as interim vice chancellor for human resources effective January 1, 2018, 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 Minnesota State Colleges and Universities Personnel Plan for Administrators.

Date of Adoption: *November 15, 2017*

Date of Implementation: *January 1, 2018*

PROFESSIONAL EXPERIENCE

Minnesota State Colleges and Universities

System Office, St. Paul, MN

ASSOCIATE VICE CHANCELLOR FOR HUMAN RESOURCES

Mar 2013 – present

Supervise and provide overall leadership to the system office Human Resources division, delivering a wide range of comprehensive human resources support services to the Minnesota State Colleges and Universities system. Assist the Vice Chancellor for Human Resources in designing and executing human resources strategy in direct support of the system strategic framework. Key areas of responsibility include:

Academic HR – provide leadership in the administration of faculty contract provisions, including salary setting and credentialing for college faculty, hiring practices, sabbatical, and salary equity reviews.

Retirement and Compensation – provide leadership on the compensation provisions of the Minnesota State Personnel Plan for Administrators, and manage the Minnesota State defined contribution retirement plan, including oversight of plan design, administration, and vendor relationships.

Human Resources Information Systems – provide leadership in the design, development, and implementation of HRIS systems, training for HR staff, and ensuring HR data security and integrity.

Talent Management – provide leadership for systemwide leadership development programs, supervisory training, and other mandatory training programs. Oversee system workforce planning, classification, and compensation.

Workers' Compensation – provide leadership for developing, implementing, and managing a holistic approach to WC management for the system.

Minnesota State Colleges and Universities

St. Cloud State University, St. Cloud, MN

ADJUNCT FACULTY

Oct 2016 – Nov 2016

Taught HIED 634: Human Resource Issues in Higher Education in fall 2016. The course was designed to analyze the essential concepts, methods, and approaches to human resource management in higher education institutions.

Minnesota State Colleges and Universities

System Office, St. Paul, MN

INTERIM ASSOCIATE VICE CHANCELLOR FOR HUMAN RESOURCES

Sept 2012 – Mar 2013

Provided interim leadership for the human resources division in the areas of talent management; classification, compensation and credentialing; HRIS administration; retirement administration; and workers' compensation. Key priorities and outcomes included:

- Ensuring a smooth transition for the new Vice Chancellor for Human Resources, including participation in the Chancellor's Cabinet and Leadership Council to represent the division

Susan J. Appelquist, J.D.

- Providing leadership and supervision to the division management team
- Providing HR leadership to the Campus Service Cooperative (shared services initiative)
- Providing the HR community regular updates and soliciting critical input on HR initiatives
- Stabilizing, assessing, and staffing the system office human resources department
- Assisting the Chief of Staff on executive search firm contracts, procedures, and evaluation
- Providing advice and recommendations to the executive leadership, chief human resources officers, and other constituents

North Hennepin Community College, Brooklyn Park, MN

CHIEF HUMAN RESOURCES OFFICER

Feb 2000 –Mar 2013

INTERIM CHIEF HUMAN RESOURCES OFFICER

Aug 1996 – Jan 2000

Provide vision, leadership, and strategic direction for the human resources activities of the college, overseeing the recruitment, training, development, and engagement of talent for all divisions of the college. Report directly to the college president and serve on the President's Executive Team. Provide critical input to the president on key college issues and opportunities. Administer personnel and labor relations policy for approximately 480 classified and unclassified administrators, managers, faculty, professional, clerical, and maintenance employees. Administer HRIS, classification, compensation, and benefits (~\$35MM personnel budget). Supervise the human resources office (4.0 FTE and \$234,000 operating budget).

Major accomplishments include:

- Leading strategically-aligned employee engagement and performance management through an improved talent management system that focuses on employee development and performance outcomes that align with the college mission and strategic goals
- Leading diverse talent acquisition efforts through effective recruitment and selection methods and close partnership with the Diversity and Equity office
- Providing leadership and staff development training, including curriculum development, facilitation, and presentations at faculty and staff professional development days
- Leading HR strategic planning and continuous quality improvement efforts
- Leading and promoting diversity and inclusion, and trust and respect initiatives
- Representing NHCC and its administration through various meetings, MnSCU assignments and task forces, and collaborative initiatives such as the Campus Service Cooperative

In addition to campus responsibilities, service to the MnSCU system includes:

- Serving on several collective bargaining negotiations teams, most recently representing MnSCU on the American Federation of State, County, and Municipal Employees (AFSCME) master agreements for 2009-11 and 2011-13
- Membership on the 2010 MnSCU Human Resources Strategic Planning team
- Membership on the MnSCU Supervisory Training Advisory Group since 2006, including co-facilitating the Art of Supervision course annually
- Providing investigative services and other HR leadership activities, including executive searches, to several MnSCU campuses and the system office
- Membership and current lead facilitator for the MnSCU Metro Alliance CHRO group

Susan J. Appelquist, J.D.

North Hennepin Community College, Brooklyn Park, MN

HUMAN RESOURCES SPECIALIST

Aug 1993 – Aug 1996

- Supervised the day-to-day operations of the HR office, including payroll
- Directed and managed the classified recruitment and selection process
- Conducted initial research and analysis and made recommendations for reclassification or reallocation of classified positions
- Served as the college's designated department insurance representative (DDIR)
- Updated and maintained the college personnel budget

North Hennepin Community College, Brooklyn Park, MN

HUMAN RESOURCES ASSISTANT

Apr 1993 – Aug 1993

- Processed the college classified and unclassified payroll
- Maintained classified and unclassified employee leave records
- Managed talent acquisition search files

North Hennepin Community College, Brooklyn Park, MN

ACCOUNTING AND FEES CLERK

Aug 1989 – Apr 1993

EDUCATION

Juris Doctor

Mitchell Hamline School of Law, St. Paul, MN

Bachelor of Science Degree in Human Resource Management

Metropolitan State University, St. Paul, MN

Associate in Arts Degree in Liberal Education, with honors

North Hennepin Community College, Brooklyn Park, MN