



MINNESOTA STATE

Board of Trustees

30 East 7th Street
St. Paul, MN 55101

651-201-1705

Board of Trustees Meeting
Madden's Inn on Gull Lake
Tuesday, September 17, 2019
11:15 am
Viking Room

Tuesday, September 17, 2019

- 11:15 am Board of Trustees, Jay Cowles, Chair
- **Proposed Amendments to Policy 4.2 Appointment of Presidents (Second Reading)**
- 11:30 am Meeting ends



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**MINNESOTA STATE
BOARD OF TRUSTEES
Agenda Item Summary Sheet**

Name: Board of Trustees

Date: September 17, 2019

Title: Proposed Amendment to Policy 4.2 Appointment of Presidents

Purpose (check one):

Proposed
New Policy or
Amendment to
Existing Policy

Approvals
Required by
Policy

Other
Approvals

Monitoring /
Compliance

Information

Brief Description:

The policy was reviewed as part of the five year review cycle pursuant to Board Policy 1A.1 Minnesota State Colleges and Universities Organization and Administration, Part 6, Subpart H, Periodic review.

The proposed amendment was reviewed by the Office of General Counsel, cabinet, then sent out for formal consultation and received support from the presidents, employee representative groups, student associations, and campus leadership groups. All comments received from the consultation were considered. The First Reading was presented to the Board of Trustees at the June 2019 meeting.

Scheduled Presenter:

Eric Davis, Vice Chancellor of Human Resources

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD ACTION – SECOND READING
BOARD POLICY 4.2 APPOINTMENT OF PRESIDENTS

1 **BACKGROUND**

2 Board Policy 4.2 Appointment of Presidents was adopted and implemented by the Board of
3 Trustees on November 18, 1998. The policy was reviewed as part of the five year review cycle
4 pursuant to Board Policy 1A.1 Minnesota State Colleges and Universities Organization and
5 Administration, Part 6, Subpart H, Periodic review.

6
7 The proposed amendment allows interim presidents to be considered as candidates in the
8 search process, and clarifies that the campus student association nominates the student
9 representative on the search committee.

10
11 The proposed amendment was reviewed by the Office of General Counsel, cabinet, then sent
12 out for formal consultation and received support from the presidents, employee representative
13 groups, student associations, and campus leadership groups. All comments received from the
14 consultation were considered. The Human Resources Committee presented the First Reading to
15 the Board of Trustees at the June 2019 meeting.

16
17 **RECOMMENDED BOARD MOTION**

18 The Board of Trustees adopt the proposed amendment to Board Policy 4.2 Appointment of
19 Presidents.

20
21
22 *Date Presented to the Board of Trustees:* 09/17/2019
23 *Date of Implementation:* xx/xx/xx

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD POLICY – SECOND READING			
Chapter	4	Chapter Name	Human Resources
Section	2	Policy Name	Appointment of Presidents

1 **4.2 Appointment of Presidents**

2
3 **Part 1. Presidents.**

4 The president is the chief executive officer of the college or university. The president shall
5 report to the chancellor and is responsible for leading the college and/or university faculty,
6 staff, and students in developing and implementing the college or university mission, consistent
7 with the board mission and goals. The president is the primary spokesperson for college or
8 university interests and shall consult regularly with students, faculty, staff, and members of the
9 community. The president shall advise the chancellor, the staff of the system office, and the
10 Board of Trustees on matters of system policy as appropriate, and otherwise administer and
11 support all Minnesota State Colleges and Universities policies and programs. The president shall
12 also lead in generating and sustaining the ~~university/college/~~university vision as an integral part
13 of the Minnesota State Colleges and Universities system. The duties and responsibilities of the
14 president ~~shall~~ include, but are not ~~be~~ limited to, adhering to board policies and system
15 procedures, employing personnel, providing innovative educational leadership, allocating
16 campus resources, and implementing the board’s strategic plan.

17
18 **Part 2. Presidential Appointments.**

19 Presidents are appointed by the board upon the recommendation of the chancellor.
20 The chancellor shall use one of the following options in recommending a presidential
21 appointment to the board.

22
23 **Subpart A. Acting President.**

24 Upon advance notification to the board chair, the chancellor may appoint an acting
25 president for the period of an incumbent president’s approved leave of absence.

26
27 **Subpart B. Interim President.**

28 An interim president may be appointed, upon the recommendation of the chancellor and
29 approval by the board, to temporarily fill a vacant presidency for a term of up to one year
30 with the option to extend the appointment for additional periods.

31

32 **Subpart C. President-**

33 Minnesota State Colleges and Universities is committed to hiring extraordinary leaders who
34 meet the needs of colleges, universities, and their communities through a selection process
35 that is broadly consultative and transparent. The board chair and chair of the board's
36 human resources committee oversee the presidential selection process. The chancellor will
37 provide regular updates to the chairs throughout the process. The chancellor shall use one
38 of the following options in recommending a presidential appointment to the board.

- 39
- 40 1. **Search.** When there is a presidential vacancy, it is the board's expectation that a
41 search will be conducted. An acting or interim president ~~may shall not~~ be considered
42 as a candidate in a search process for the presidency at of the searching college or
43 university.
 - 44 2. **Search Waiver.** The board may waive the search process and appoint a candidate
45 who best fits the needs of the college or university and the system. Consideration of
46 a waiver is initiated by a written recommendation to the board by the chancellor.
47 The board must determine the waiver is in the best interests of the system.
- 48

49 **Part 3. Search Process-**

50

51 **Subpart A. Initial consultation-**

52 At the start of each search, the chancellor shall solicit input from internal and external
53 constituent groups at the affected college or university about the qualities sought in the
54 new president.

55

56 **Subpart B. Appointment of search advisory committee-**

57 The chancellor shall appoint a local presidential search advisory committee and name the
58 chair of the committee. The committee will identify presidential candidates and make
59 recommendations of candidates to the chancellor.

60

61 **Subpart C. Application review and screening interviews-**

62 The search advisory committee shall have access to all application materials received. The
63 committee shall select candidates to interview and conduct initial screening interviews. The
64 committee shall forward to the chancellor the names of the candidates they believe should
65 be considered to continue in the process, along with detailed assessments of the relative
66 strengths and weaknesses of each candidate.

67

68 **Subpart D. Identification of candidates to visit campuses-**

69 Following receipt of input from the committee, the chancellor shall consider the
70 committee's assessment, as well as any reports from confidential referencing and
71 background checks. The chancellor shall select two to four candidates to visit the college or
72 university and participate in public meetings. The chancellor shall communicate with the
73 committee on the rationale for the chancellor's selection from the committee's
74 recommendations.

75 **Subpart E. Opportunity for constituent group meetings with candidates and constituent**
76 **group feedback.**

77 Once the finalists are publicly identified, internal and external constituent groups at the
78 affected college or university shall be invited to meet with the candidates on campus. All
79 internal and external constituent groups shall be invited to give confidential feedback
80 directly to the chancellor following the candidate visits to campus.
81

82 **Subpart F. Trustee participation.**

83 At least two and up to three members of the Board of Trustees will participate in interviews
84 for the purpose of providing counsel to the chancellor in the formation of the chancellor's
85 recommendation to the board.
86

87 **Subpart G. Chancellor's recommendation to the Board of Trustees.**

88 The chancellor shall present a recommendation with a detailed explanation to the board
89 which includes what the internal and external constituent groups expressed about the
90 qualities the new president needs and how the chancellor's recommended candidate fits
91 that description.
92

93 **Subpart H. Communication throughout the search process.**

94 The chair of the search advisory committee is responsible for communication about the
95 search. Throughout the search process, the chair shall provide regular updates to the
96 committee and shall work with college or university staff to post updates on the search
97 website, as appropriate, so that the broader community has the opportunity to follow the
98 public process from start through completion. Following the conclusion of the search, the
99 committee may meet to be debriefed on the search.
100

101 **Subpart I. Notification to the board of unsuccessful search.**

102 The chancellor shall notify the board in writing that a search was unsuccessful when none of
103 the interviewed candidates are acceptable.
104

105 **Part 4. Search Advisory Committee.**

106
107 **Subpart A. Charge.**

108 The search advisory committee is advisory to the chancellor as the chancellor develops a
109 recommendation to the board. Committee members shall serve as stewards on behalf of
110 the interests of the entire college or university community.
111

112 **Subpart B. Composition.**

113 Committee members shall be knowledgeable of the duties and responsibilities of the
114 position to be filled and broadly representative of the interests of the faculty, staff,
115 students, administration, community, alumni, and friends of the college or university.
116
117

118 1. **Chair-**

119 The committee shall be chaired by a Minnesota State Colleges and Universities
120 sitting or former president appointed by the chancellor.

121 2. **Members-**

- 122 a. The chancellor will invite nominations for members of the committee from
123 all internal constituent groups and from external constituent groups in the
124 community.
- 125 b. The chancellor shall seek to balance the committee to the extent possible in
126 areas such as gender and other diversity; geographic diversity (multiple
127 campuses); liberal arts and technical programs; and student-facing and back
128 office staff. To facilitate committee balance, each constituency nominating a
129 committee member shall submit more nominations than slots attributed to
130 the constituency.
- 131 c. The committee shall be comprised as follows:
- 132 i. two members of the teaching faculty at an affected college or
133 university selected by the faculty organization;
 - 134 ii. one member of the service faculty at an affected university
135 nominated by the service faculty organization;
 - 136 iii. one student (two students for multi-campus colleges or universities)
137 nominated by the campus student association;
 - 138 iv. one member from each additional affected college or university
139 bargaining unit nominated by their bargaining unit;
 - 140 v. up to three members of the public with a connection to the affected
141 college or university having knowledge of the affected college or
142 university and its needs nominated by the public; and
 - 143 vi. two administrators who are employees at the affected college or
144 university.

145
146 **Subpart C. Committee support-**

147 The system office shall coordinate the overall search process and provide training to the
148 committee. The chief human resources officer of the affected college or university will be
149 the liaison between the affected college or university and the committee and will provide
150 professional human resources support to the committee. The chancellor may engage a
151 professional search consultant to assist in the recruitment of candidates.

152
153 **Subpart D. Expense reimbursement allowed-**

154 Members of the committee shall receive no compensation for their services, but shall be
155 reimbursed for actual expenses incurred in performing services for the committee,
156 consistent with expense procedures for state employees.

157
158 **Part 5. Salaries-**

159 In consultation with the board chair and the chair of the human resources committee, the
160 chancellor shall determine salaries for the position of president within the parameters of the

161 Personnel Plan for MnSCU Administrators as approved by the board and within board approved
162 salary ranges. The chancellor is the designated appointing authority for all other personnel
163 actions pursuant to Minnesota statutes.

164

165 **Part 6. Terminations and Contract Expiration.**

166

167 **Subpart A. Termination of employment.**

168 The chancellor, upon advance notification to the board chair, may terminate a president in
169 accordance with the Personnel Plan for MnSCU Administrators and, if applicable, the
170 president's employment contract.

171

172 **Subpart B. Contract expiration.**

173 A president's employment ends upon expiration of the employment contract, unless
174 otherwise provided in the employment contract. Expiration of a contract without extension
175 or renewal does not constitute termination under this policy.

Related Documents

- [Board Policy 4.1](#) Personnel Plan for MnSCU Administrators

Policy History

Date of Adoption: 11/18/98

Date of Implementation: 11/18/98

Date of Last Review: xx/xx/xx

Date and Subject of Amendments:

Xx/xx/19 – Amended Part 3, C, 1 to allow interim presidents to be considered a candidate in the search process, and Part 4, B, 2, c, iii to clarify the campus student association nominates the student representative on the committee.

11/18/15 - Amended throughout to be in compliance the a law that requires that the search process for hiring presidents be codified in board policy, specifically new Part 2A, 2B, 2C, Part 3, and Part 4.

11/16/11 - Effective 1/1/12, the Board of Trustees amends all board policies to change the term "Office of the Chancellor" to "system office," and to make necessary related grammatical changes.

7/18/07 - Amended Part 1 to clarify and update the language. Amended Part 6, Subpart A, Termination of Employment, the chancellor may terminate a president during the term of the presidential employment agreement with advance notice to the chair of the board.

Additional [HISTORY](#)