



## Meeting Minutes November 14-15, 2023

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**Committee of the Whole  
Meeting Minutes  
November 14, 2023**

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Trustees present: Roger Moe, Chair; George Soule, Vice Chair; Alex Cirillo, Micah Coatie, Jay Cowles, Dawn Erlandson, Jim Grabowska, Tim Huebsch, Idman Ibrahim, Jerry Janezich, April Nishimura, Chris Richter, Kathy Sheran, Cheryl Tefer

Trustees absent: Javier Morillo

Staff present: Scott Olson, Chancellor

The meeting materials and audio recording of the meeting are available [here](#).

Chair Moe called the meeting to order at 10:28 a.m.

**Agenda Item 1: NextGen Project Update**

Chair Moe invited Vice Chancellors, Jackie Bailey, Eric Davis, and Bill Maki to begin the presentation. They were joined by Clint Davies, Third-Party Owner's Representative with BerryDunn. The group provided an update regarding the status of the NextGen project implementation.

This being an informational item, no action was required.

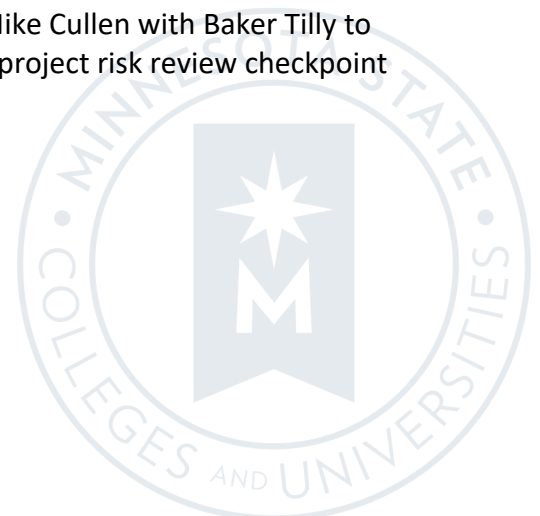
**Agenda Item 2: NextGen Project Risk Review**

Chair Moe called on Chief Audit Officer Amy Jorgenson and Mike Cullen with Baker Tilly to begin the second presentation. The purpose was to present project risk review checkpoint results and recommendations.

This being an informational item, no action was required.

**Adjournment**

Chair Moe adjourned the meeting at 11:41 a.m.



**Audit Committee  
Meeting Minutes  
November 14, 2023**

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A meeting of the Audit Committee of the Board of Trustees was held on June 20, 2023.

Committee members present: Alex Cirillo, Chair; Jay Cowles, Vice Chair; Micah Coatie, Dawn Erlandson, Jim Grabowska, Tim Huebsch, and April Nishimura

Committee members absent: none

Other board members present: Jerry Janezich, Roger Moe, Christopher Richter, Kathy Sheran, George Soule, and Cheryl Tefer

Staff present: Scott Olson, Chancellor; Amy Jorgenson, Chief Audit Officer

Meeting materials and audio recordings are available on the [Board of Trustees website](#).

Committee Chair Cirillo called the meeting to order at 2:15 p.m.

**Agenda Item 1: Approval of the Meeting Minutes for June 22, 2023**

Committee Chair Cirillo asked if there are any changes or amendments to the minutes then asked for a motion to approve. Trustee Grabowska made the motion and Trustee Huebsch provided a second.

A roll call vote was conducted and the minutes were approved unanimously.

**Agenda Item 2: Review Audit Results and Approve Release of Audited Financial Statements**

Committee Chair Cirillo invited Amy Jorgenson, Chief Audit Officer, along with Vice Chancellor Bill Maki, Metody Popov, Interim System Director Financial Reporting, Mr. Don Loberg, (CliftonLarsonAllen), Mr. Chris Knopik, (CliftonLarsonAllen), and Ms. Brenda Scherer, (CliftonLarsonAllen), to present the Audit Results and Approval of the Audited Financial Statements as detailed in the meeting materials.

Committee Chair Cirillo asked committee members to consider the following recommended committee motion:

*The Audit Committee has reviewed the fiscal year 2023 audited financial statements and discussed them with representatives of management and Minnesota State's external auditing*

*firm. The committee recommends the Board of Trustees approves the release of the fiscal year 2023 audited financial statements as submitted.*

Trustee Grabowska made the motion and Trustee Huebsch seconded. A roll call vote was conducted. The vote was as follows:

Trustee Cirillo	Yes
Trustee Coatie	Yes
Trustee Cowles	Yes
Trustee Erlandson	Yes
Trustee Grabowska	Yes
Trustee Huebsch	Yes
Trustee Nishimura	Yes

The committee voted to approve the recommended motion.

**Agenda Item 3:** Federal Compliance Testing Over Student Financial Assistance and Higher Education Emergency Relief Fund Programs Update

Committee Chair Cirillo invited Chief Audit Officer Amy Jorgenson, along with Mr. Don Loberg, (CliftonLarsonAllen), Mr. Chris Knopik, (CliftonLarsonAllen), and Ms. Brenda Scherer, (CliftonLarsonAllen), to present the Federal Compliance Testing Over Student Financial Assistance and Higher Education Emergency Relief Fund Programs Update as detailed in the meeting materials.

This being an informational item, there was no vote taken.

**Agenda Item 4:** Charter and Roles and Responsibilities Update

Committee Chair Cirillo invited Chief Audit Officer Amy Jorgenson to present the Charter and Roles and Responsibilities Update, as detailed in the meeting materials.

This being an informational item, there was no vote taken.

**Agenda Item 5:** FY2024 Committee Workplan

Committee Chair Cirillo invited Chief Audit Officer Amy Jorgenson to present the FY2024 Committee Workplan, as detailed in the meeting materials.

This being an informational item, there was no vote taken.

**Adjournment**

The committee chair adjourned the meeting at 3:17 p.m.

**Finance and Facilities Committee  
Meeting Minutes  
November 2023**

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A meeting of the Finance and Facilities Committee of the Board of Trustees was held on Tuesday, November 14, 2023.

Committee members present: Jay Cowles, Chair; Micah Coatie, Jim Grabowska, Tim Huebsch, Jerry Janezich, April Nishimura, and Kathy Sheran.

Committee members absent: None

Other board members present: Alex Cirillo, Dawn Erlandson, Idman Ibrahim, Roger Moe, Christopher Richter, George Soule, and Cheryl Tefer

Staff present: Scott Olson, Chancellor; Bill Maki, Vice Chancellor for Finance and Facilities

Meeting materials and audio recordings are available on the [Board of Trustees website](#).

Committee Chair Cowles called the meeting to order at 3:24 p.m.

**Agenda Item 1: Approval of the Meeting Minutes for October 17, 2023**

Committee Chair Cowles asked if there were any changes or amendments to the minutes, then asked for a motion. Trustee Janezich made the motion and Trustee Grabowska provided a second.

A roll call vote was conducted. The vote was as follows:

Micah Coatie	Aye
Jay Cowles	Aye
Jim Grabowska	Aye
Tim Huebsch	Aye
Jerry Janezich	Aye
April Nishimura	Aye
Kathy Sheran	Aye

The committee voted to approve the minutes.



**Agenda Item 2: Contracts Requiring Board Approval:**

Committee Chair Cowles invited Brian Yolitz, Associate Vice Chancellor for Facilities to present the contracts for review.

Committee Chair Cowles asked committee members to consider the following recommended committee motion **for Agenda Item 2a: Crawford B. Hall Restroom Renovation, Minnesota State University, Mankato**

*The Finance and Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor's designee to enter into a construction contract not to exceed \$2,500,000 to renovate Crawford B. Hall restrooms at Minnesota State University, Mankato. The Board of Trustees directs the chancellor or their designee to execute all necessary documents.*

Trustee Grabowska made the motion and Trustee Huebsch seconded. A roll call vote was conducted. The vote was as follows:

Micah Coatie	Aye
Jay Cowles	Aye
Jim Grabowska	Aye
Tim Huebsch	Aye
Jerry Janezich	Aye
April Nishimura	Aye
Kathy Sheran	Aye

The committee voted to approve the recommended motion.

Committee Chair Cowles asked committee members to consider the following recommended committee motion **for Agenda Item 2b: Twin Cities Graduate Center Lease Extension, St. Cloud State University**

*The Finance and Facilities Committee recommends that the Board of Trustees authorize the Chancellor or the Chancellor's designee to enter into a Lease Extension for up to five (5) years or an additional \$1.8 million providing St. Cloud State University continued operation of their Twin Cities Graduate Center.*

Trustee Janezich made the motion and Trustee Grabowska seconded. A roll call vote was conducted. The vote was as follows:

Micah Coatie	Aye
Jay Cowles	Aye
Jim Grabowska	Aye
Tim Huebsch	Aye
Jerry Janezich	Aye
April Nishimura	Aye
Kathy Sheran	Aye

**Agenda Item 3: FY2024-25 Supplemental Budget Request (Second Reading)**

Committee Chair Cowles invited Vice Chancellor Maki to present the first reading of the proposed FY2024-25 Supplemental Budget Request as detailed in the meeting materials. The Vice Chancellor was joined by Steve Ernest, System Director for Financial Planning and Analysis.

Committee Chair Cowles asked committee members to consider the following recommended motion:

*The Finance and Facilities Committee recommends that the Board of Trustees approve the fiscal year 2025 request in the amount of \$61,000,000 in ongoing base funding. Full funding of the \$61,000,000 would provide colleges and universities additional resources to support ongoing biennial costs that currently exceed the additional ongoing biennial revenue.*

*The Board of Trustees has been granted the authority in state statute to govern and operate Minnesota State. The board, after full consultation with Minnesota State constituencies, will make final budget decisions at the conclusion of the legislative session.*

Trustee Janezich made the motion and Trustee Grabowska seconded. A roll call vote was conducted. The vote was as follows:

Micah Coatie	Aye
Jay Cowles	Aye
Jim Grabowska	Aye
Tim Huebsch	Aye
Jerry Janezich	Aye
April Nishimura	Aye
Kathy Sheran	Aye

**Adjournment**

The committee chair adjourned the meeting at 4:09 p.m.

**Outreach and Engagement Committee  
Meeting Minutes  
November 14, 2023**

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A meeting of the Outreach and Engagement Committee of the Board of Trustees was held on November 14, 2023, in Centennial Student Union Room 245 at Minnesota State University, Mankato.

Committee members present: Dawn Erlandson, Chair; Jerry Janezich, Vice Chair; Alex Cirillo, Jim Grabowska, Idman Ibrahim, Christopher Richter, and Cheryl Tefer.

Other board members present: Micah Coatie, Jay Cowles, Tim Huebsch, Roger Moe, April Nishimura, and George Soule.

Staff present: Scott Olson, Chancellor; Noelle Hawton, Chief Marketing and Communications Officer.

Meeting materials and audio recordings are available on the [Board of Trustees website](#).

Committee Chair Erlandson called the meeting to order at 4:11 p.m.

**Agenda Item 1: Approval of the Meeting Minutes for October 17, 2023**

Committee Chair Erlandson asked if there are any changes or amendments to the minutes then asked for a motion to approve. Trustee Grabowska made the motion and Trustee Richter provided a second.

A roll call vote was conducted and the minutes were approved unanimously.

**Agenda Item 2: Voluntary Support of Education (VSE) Survey Update**

Committee Chair Erlandson invited Jen Dobossy, System Director of Foundation Services; Kate Adornetto, Executive Director, Central Lakes College Foundation; Jodi Bruns, Sr. Director of Advancement Services, Minnesota State University, Mankato Foundation; and Missy Doebber-Breuer, Operations Manager, Alexandria Community and Technical College Foundation, to present on the Voluntary Support of Education (VSE) Survey Update, as detailed in the meeting materials.

This being an informational item, there was no vote taken.



**Adjournment**

The committee chair adjourned the meeting at 4:43 p.m.



**Workforce and Organizational Effectiveness Committee  
Meeting Minutes  
November 15, 2023**

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A meeting of the Workforce and Organizational Effectiveness Committee of the Board of Trustees was held on November 15, 2023.

Committee members present: George Soule, Chair; Kathy Sheran, Vice Chair; Tim Huebsch, Jerry Janezich, Javier Morillo, Cheryl Tefer

Committee members absent: Micah Coatie

Other board members present: Cirillo, Cowles, Erlandson, Grabowska, Moe, Nishimura, Richter

Staff present: Scott Olson, Chancellor; Eric Davis, Vice Chancellor for Human Resources

Meeting materials and audio recordings are available on the [Board of Trustees website](#).

Committee Chair Soule called the meeting to order at 12:53 p.m.

**Agenda Item 1: Approval of the Meeting Minutes for October 18, 2023**

Committee Chair Soule asked if there are any changes or amendments to the minutes then asked for a motion to approve. Trustee Sheran made the motion and Trustee Huebsch provided a second.

A roll call vote was conducted and the minutes were approved unanimously.

**Agenda Item 2: Proposed Amendment to Board Policy 4.4 Weather / Short Term Emergency Closings (Second Reading)**

Committee Chair Soule invited Eric Davis to present the Proposed Amendment to Board Policy 4.4 Weather / Short Term Emergency Closings (Second Reading), as detailed in the meeting materials.

Committee Chair Soule asked committee members to consider the following recommended committee motion:

*The Workforce and Organizational Effectiveness Committee recommends that the Board of Trustees approve the proposed amendment to Policy 4.4 Weather / Short Term Emergency Closings.*

Trustee Huebsch made the motion and Trustee Tefer seconded. A roll call vote was conducted. The vote was as follows:

Trustee Coatie	Absent
Trustee Huebsch	Yes
Trustee Janezich	Yes
Trustee Morillo	Yes
Trustee Sheran	Yes
Trustee Soule	Yes
Trustee Tefer	Yes

The committee voted to approve the recommended motion.

**Adjournment**

The committee chair adjourned the meeting at 1:12 p.m.



**Board of Trustees  
Meeting Minutes  
November 15, 2023**

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A meeting of the Board of Trustees was held on November 15, 2023.

Trustees present: Roger Moe, Chair; George Soule, Vice Chair; Alex Cirillo, Jay Cowles, Dawn Erlandson, Jim Grabowska, Tim Huebsch, April Nishimura, Christopher Richter, Kathy Sheran, Cheryl Tefer

Trustees absent: Micah Coatie, Idman Ibrahim, Jerry Janezich, Javier Morillo

Staff present: Scott Olson, Chancellor

Meeting materials and audio recordings are available on the [Board of Trustees website](#).

Chair Moe called the meeting to order at 1:13 p.m.

**Chancellor's Report, Scott Olson**

Thank you, Chair Moe, and thank you to trustees for your service; Trustee Huebsch for your hospitality, and Presidents Inch and Parker for your great hospitality and hosting meetings. Since our last meeting in October, we have met with the Governor's staff and the House Higher Education Committee. Both meetings had a lot of engagement. I will say that in both cases they were managed our expectations with regard to additional funding.

Regarding this month's meetings, we talked about enrollment and NextGen. I am wondering how you all like the enrollment poster session we did, as it has been a while since we used that format. Regarding the NextGen and SEMA4 integration, as you heard President Raich say, there will be problems with Next Gen, but we just need to bring them forward so that we can solve them. This will be hard, but we need to be open in discussing and solving problems as they arrive. We also talked about fundraising and how to leverage other revenue streams. We talked about workforce and will send the DEED ROI product to trustees.

I had the opportunity Monday evening, along with Vice Chancellor Dees and President Anita Hanson, to join the Mankato community to celebrate American Indian Night. These types of events occur at our campuses and are coordinated by our students, faculty and staff and I would encourage each one of us to find opportunities to attend campus events to gather, learn, and celebrate with each other.

Finally, the Aspen Institute announced the top 150 community colleges eligible for the 2025 Aspen Prize. The Aspen Prize honors colleges with outstanding achievement in six critical areas: teaching and learning, certificate and degree completion, transfer and bachelor's attainment, workforce success, access, and equity for students of color and students from low-income backgrounds. I am proud to announce that 5 of our colleges were identified: Alexandria Technical & Community College, Central Lakes College, Dakota County Technical College, Minnesota State Community and Technical College and Northland Community and Technical College. These 5 colleges are now eligible to apply for the \$1 million Aspen Prize. The list of 150 will get narrowed down to 25 and then the top 10 will be announced and ultimately a final winner 2025. We wish our campuses luck in this next phase. Chair Moe – that concludes my remarks.

### **Chair's Report**

Thank you, Chancellor. My comments will be brief. Since last meeting, I attended the MSU Moorhead Weld Hall groundbreaking, a project 12 years in the making. There is a rumor that Weld Hall is haunted. I suggested that President Downs count them in the enrollment numbers. We had a good hearing with the House Higher Ed committee. We had great sessions on strategic enrollment management, NextGen, and a study session on workforce and economic development efforts.

Thank you to both MSU Mankato for excellent support from president's office, IT services, catering and South Central for a great breakfast and tour. With that, we will move on to the consent agenda.

### **Consent Agenda**

Chair Moe asked if anyone wanted to remove an item from the Consent Agenda. A roll call vote was conducted. The vote was as follows:

Trustee Cirillo	Yes
Trustee Coatie	Absent
Trustee Cowles	Yes
Trustee Erlandson	Yes
Trustee Grabowska	Yes
Trustee Huebsch	Yes
Trustee Ibrahim	Absent
Trustee Janezich	Absent
Trustee Moe	Yes
Trustee Morillo	Absent
Trustee Nishimura	Yes
Trustee Richter	Yes
Trustee Sheran	Yes
Trustee Soule	Yes
Trustee Tefer	Yes

The board voted to approve the consent agenda as follows:

1. Minutes of October 18, 2023
2. Review Audit Results and Approve Release of Audited Financial Statements
3. Contracts Requiring Board Approval
  - a. Crawford B. Hall Restroom Renovation, Minnesota State University, Mankato
  - b. Twin Cities Graduate Center Lease Extension, St. Cloud State University
4. Proposed Amendment to Board Policy 4.4 Weather/Short Term Emergency Closings (Second Reading)

### **Board Standing Committee Reports**

#### Finance and Facilities Committee, Jay Cowles, Chair

Committee Chair Cowles reported that the committee approved recommendation for one item. The Finance and Facilities Committee recommends the Board of Trustees adopt the following motion:

*The Finance and Facilities Committee recommends the Board of Trustees approve the fiscal year 2025 request in the amount of \$61,000,000 in ongoing base funding. Full funding of the \$61,000,000 would provide colleges and universities additional resources to support ongoing biennial costs that currently exceed the additional ongoing biennial revenue. The Board of Trustees has been granted the authority in state statute to govern and operate Minnesota State. The board, after full consultation with Minnesota State constituencies, will make final budget decisions at the conclusion of the legislative session.*

Recommendations of a committee do not require a second. A roll call vote was conducted. The vote was as follows:

Trustee Cirillo	Yes
Trustee Coatie	Absent
Trustee Cowles	Yes
Trustee Erlandson	Yes
Trustee Grabowska	Yes
Trustee Huebsch	Yes
Trustee Ibrahim	Absent
Trustee Janezich	Absent
Trustee Moe	Yes
Trustee Morillo	Absent
Trustee Nishimura	Yes
Trustee Richter	Yes
Trustee Sheran	Yes
Trustee Soule	Yes
Trustee Tefer	Yes

The board voted to approve the recommended motion.

The board also received reports from meetings of the following committees:

- Audit Committee, Jay Cowles, Vice Chair
- Outreach and Engagement Committee, Dawn Erlandson, Chair
- Workforce and Organizational Effectiveness Committee, George Soule, Chair

### **Student Associations and Bargaining Units**

Student associations and bargaining units were invited to submit written remarks and were given the opportunity to address the board in person. Written remarks were provided by AFSCME.

In person remarks were provided by:

- Students United: Kendra Drager, Treasurer
- American Federation of State, County and Municipal Employees (AFSCME): Minnesota State Policy Committee - Jennifer Erwin, President
- Inter Faculty Organization (IFO): Jenna Chernega, President
- Minnesota Association of Professional Employees (MAPE): Nicole Emerson, Minnesota State Meet & Confer Chair
- Minnesota State University Association of Administrative and Service Faculty (MSUAAF): Kristy Modrow, President

### **Trustee Reports**

No trustee reports were heard.

### **Adjournment**

Chair Moe adjourned the meeting at 2:11 p.m.