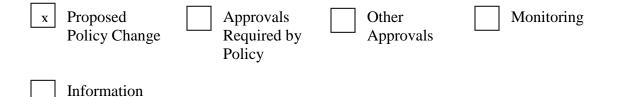
MINNESOTA STATE COLLEGES AND UNIVERSITIES BOARD OF TRUSTEES

Agenda Item Summary Sheet

Committee: Finance, Facilities and Technology Date of Meeting: March 16, 2010

Agenda Item: Proposed Amendments to Board Policies: Policy 5.13 Information Technology Administration; Policy 6.4 Facilities Planning (First Reading)



Cite policy requirement, or explain why item is on the Board agenda: Board Policy 1A.1, Part 6, Subpart H, has established that each board policy and system procedure is to be reviewed at least once every five years.

Scheduled Presenter(s): Laura M. King, Vice Chancellor - Chief Financial Officer

Outline of Key Points/Policy Issues:

Board policies and procedures are reviewed to:

- 1. assure contemporary and responsible business practices are maintained
- 2. assure the system's current financial and operating control mechanisms are sustained or strengthened
- 3. assure continuity of operations
- 4. clarify conflicting or misunderstood information
- 5. eliminate redundancy

Background Information: The Finance Division is responsible for reviewing and proposing amendments to most board policies in Chapters 5, 6, and 7.

FILTS A LOS ELECTRON **BOARD OF TRUSTEES** MINNESOTA STATE COLLEGES AND UNIVERSITIES

BOARD ACTION

Proposed Amendments to Board Policies: Policy 5.13 Information Technology Administration; Policy 6.4 Facilities Planning

BACKGROUND

Board Policy 1A.1, Part 6, Subpart H, has established that each board policy and system procedure is to be reviewed at least once every five years. This purpose of this review is to:

- 1. assure contemporary and responsible business practices are maintained
- 2. assure the system's current financial and operating control mechanisms are sustained or strengthened
- 3. assure continuity of operations
- 4. clarify conflicting or misunderstood information
- 5. eliminate redundancy

The following policies contain language and syntax revisions in addition to the specific changes noted.

Policy 5.13, Information Technology Administration

There was a clerical error in the board materials when this policy amendment was presented in January for its first reading. The error has been corrected as shown in Attachment A.

The proposed amendment to Policy 5.13 Information Technology Administration calls for each college and university to ensure that the information technology planning components of its strategic plan are aligned with system planning goals.

Policy 6.4, Facilities Planning

As shown in Attachment B, the proposed amendment to Policy 6.4 Facilities Planning adds "plans for modernization, renewal and improved sustainability" to each president's scope of responsibility.

RECOMMENDED COMMITTEE ACTION

The Finance, Facilities and Technology Policy Committee recommends the Board of Trustees adopt the following motion:

The Board of Trustees approves amending Policy 5.13 Information Technology Administration; Policy 6.4 Facilities Planning as shown in Attachments A-B.

RECOMMENDED BOARD ACTION

The Board of Trustees approves amending Policy 5.13 Information Technology Administration; Policy 6.4 Facilities Planning as shown in Attachments A-B.

BOARD OF TRUSTEES MINNESOTA STATE COLLEGES AND UNIVERSITIES

BOARD POLICY 5.13				
Chapter	5	Chapter Name Administration		
Section	5.13	Policy Name Information Technology Administration		

Policy 5.13 Information Technology Administration

Part 1. Policy Statement. It is the policy of the Board of Trustees in accordance with 1 2 the system's its mission to disseminate and extend knowledge, to foster the free exchange of ideas, and to provide effective support for its teaching, research and public 3 service functions. Appropriate access will be afforded to information technology 4 resources, including but not limited to computers, software, e-mail accounts, internet 5 6 access, and similar computing tools, for Minnesota State College and University 7 students, faculty and staff for fulfilling the missions, and for appropriate related 8 activities.

9

Part 2. Responsibilities. The chancellor shall develop an information technology
 strategic plan

for approval by the Board of Trustees and prescribe data, applications, security, and technology standards in order to ensure the effectiveness, efficiency, timeliness, and accuracy of information gathered, stored and utilized by the system office, colleges, and universities. The chancellor shall review college and university information technology plans. Each college and university shall ensure that the information technology planning components of its strategic plan are aligned with system planning goals.

18

Each college and university shall adopt a campus policy on computer and networksystem use and security.

21

Part 3. Accountability/Reporting. The <u>chancellor Board will be</u> periodically <u>shall</u>
 provide an updated to the Board on the implementation of the <u>system MnSCU</u>
 information technology strategic plan and the plans of the colleges and universities.

- 25 Related Documents:
- <u>IT Strategic Plan</u>
- 27
 Future Procedure 5.13.1 Information Technology Administration
- 28 <u>www.csu.mnscu.edu</u>
- 29 <u>www.ot.state.mn.us</u>
- 30 <u>Minnesota State Agency Digital Signature Implementation and Use Standards</u>
- 31
- 32 Date of Implementation: 06/21/00
- 33 *Date of Adoption: 06/21/00*

BOARD OF TRUSTEES MINNESOTA STATE COLLEGES AND UNIVERSITIES

BOARD POLI	CY	6.4
Chapter 6	Chapter Name Facilities Management	
Section 6.4	Policy Name Facilities Planning	

6.4 Facilities Planning

1

Part 1. Policy Statement. It is the policy of the Board of Trustees to require a Facilities Master Plan following campus adoption of a master academic plan for all colleges and universities to assure <u>short and long-range</u> planning of college and universities facilities. It is the policy of the Board of Trustees that the facilities of state colleges and universities are to be used primarily for purposes of fulfilling the college's or university's missions of teaching, research, and public service.

8 **Part 2. Responsibilities.** The president of each college and university is responsible for 9 developing and maintaining an ongoing Facilities Master Plan. Facilities Master Plans 10 must be consistent with systemwide guidelines. Campus development, siting of new 11 buildings and structures, and renovation, repair and renewal of existing facilities shall be 12 consistent with the Facilities Master Plan. The president of each college and university 13 is responsible for assuring appropriate use of all facilities and grounds on their 14 campuses.

The president of each college and university is responsible for developing and
 maintaining a current facilities assessment, plans for modernization, renewal and
 improved sustainability, and a record of space utilization as a base for multi-year capital
 program planning requests.

Part 3. Accountability/Reporting. All Facilities Master Plans and periodic updates, and
 deviations therefrom, will be approved by the chancellor.

- 21 *Date of Implementation:*
- 22 06/21/00 Date of
- 23 *Adoption: 06/21/00*
- 24 Date and Subject of Revision:
- 25 01/22/04 -clarifies in Part 2 the activities that shall be consistent with the Facilities
 26 Master Plan; revises Part 3 to provide for the chancellor to approve Facilities
 27 Master Plans and periodic updates, and deviations therefrom.