



**BOARD OF TRUSTEES
MEETING AGENDA
WEDNESDAY, MAY 19, 2010
1:00 PM**

**WELLS FARGO PLACE
30 7TH STREET EAST
SAINT PAUL, MN**

Chair's Report: *David Olson, Chair*

- a. **Minutes of Board of Trustees Study Session: Recommendations from the Ad Hoc Committee on System Planning of April 21, 2010** (pp. 1-4)
- b. **Minutes of Board of Trustees Meeting of April 21, 2010** (pp. 5-10)
- c. **Proposed Amendments to Board Policy 1A.2 Board of Trustees (Second Reading)** (pp. 11-9)
- d. **Proposed FY 2011 Meeting Calendar (Second Reading)** (p. 20)

1 future workforce. Trustee McElroy suggested that we may want to say “affordable net cost for all
2 students.” Senior Vice Chancellor Baer noted that we compare the system’ tuition to similar
3 systems in other states using net costs compared to the average income. Trustee Englund
4 suggested that we need to highlight the financial access piece. President Davenport said that
5 institutional affordability is often addressed within a competitive context for the marketplace
6 such that institutions price themselves at the lowest possible level to support what institutions
7 want to provide in their market. Chair McElroy suggested that Goal 1.3 be restated to include
8 “affordable and competitive cost of attendance” and remove “for Minnesota students.”
9

10 Chair McElroy moved to the newly proposed Goal 1.4 as informed by the Minnesota Measures
11 report on student success and the emphasis on transfer. He noted President Ramaley’s concern
12 over the ambiguity of the goal and staff’s suggestion to remove “to complete postsecondary
13 programs.” Chancellor McCormick said that it is critical to add graduation and transfer while
14 recognizing that some students’ educational goals may not include graduation.
15

16 **Strategic Direction Two:**

17 Trustee Paskach offered “Ensure” to replace “Promote” suggesting that this is appropriate
18 language for the aspirations in a system strategic plan. Trustee Rice stated concern that “Ensure”
19 suggests a guarantee which may not be possible. Trustee Thiss stated his agreement with the
20 proposed language “Achieve and deliver.” Trustee Van Houten said that we have difficulty in
21 defining quality in education and need to stay with this as a priority. Chair McElroy suggested
22 that the language be “Achieve” rather than “Ensure.”
23

24 Trustee Olson indicated his interest in maintaining the term accountability in Goal 2.1. Chair
25 McElroy noted that this is addressed in the overarching strategic direction.
26

27 Chair McElroy noted Trustee Van Houten’s comments about prioritizing investment in cost
28 effective approaches. Trustee Rice stated her concern with our ability to address that type of
29 goal. Trustee Van Houten said his interest is in the goal stating something about the locations for
30 our delivery options and not focusing on the pedagogy. Chair McElroy suggested Goal 2.3
31 should be stated as “Provide multiple effective and efficient delivery options....” Trustee Benson
32 noted that we are talking about students in one case and learning in another. He suggested
33 reinserting “Achieve high quality learning...” Trustee Frederick suggested a change from
34 programs and services to learning opportunities. Trustee Van Houten noted that programs are
35 defined in Board policy but learning opportunities are not. President Davenport suggested adding
36 learning opportunities to what we have instead of supplanting it. Chair McElroy noted the
37 change to Goal 2.4 suggested by staff from “Engage” to “Employ”.
38

39 **Strategic Direction Three:**

40 Trustee Van Houten stated concern for possible mission creep in Goal 3.2 that will increase our
41 costs for cultural activities. Trustee Dickson said that this has consistently been in our strategic
42 plan with public programs that serve the community and provide students the opportunity to
43 perform and share their creative work. Trustee Van Houten said his concern is that particularly at
44 a time of limited resources that these types of activities are beyond our educational mission.
45 President Davenport responded that cultural or civic activity done for the community is of
46 support to students and/or paid for by the community; institutions do not use taxpayer dollars to
47 support solely community activities. Gail Olson provided the statutory language supporting
48 Goal 3.2. Trustee Van Houten retracted his suggested revision.
49

1 Chair McElroy noted President Ramaley’s concern regarding the regional suggestion in Goal 3.3
2 noting that in many cases there is a statewide reach for institutions.

3
4 **Strategic Direction Four:**

5 Chair McElroy moved the committee to strategic direction four and the suggestion from staff on
6 Goal 4.2 “to address the challenges facing the system.” Senior Vice Chancellor Baer said that the
7 revision better focuses the intent of this goal. Trustee Benson said that some clarity may be
8 needed in “engage and draw upon” as it may not be known what that means. Trustee Paskasch
9 noted that comments were made at listening sessions that we go to faculty for ideas and input.
10 Trustee Olson suggested going back to the previous language. Chair McElroy suggested the term
11 “Use.” Trustee Sundin stated her concern that the term “Use” is not the appropriate context when
12 in fact we want faculty and staff to be supported in advancing innovation. Trustee Hightower
13 stated that the original goal for 4.2 was to reward that activity and asked if the new language
14 signaled that was no longer the case. Chair McElroy stated that is not the intent.

15
16 Chair McElroy referenced the comments from staff and Trustee Van Houten regarding Goal 4.4,
17 specifically the reference to “Support and scale transformative innovation.” Trustee Van Houten
18 stated that he sees this as continuous improvement much like Goal 4.1 and that we may want to
19 eliminate it. Chair McElroy stated the importance of Goal 4.4 for building disruptive innovation
20 and if we were to remove it that we would want to add it on to Goal 4.1. Senior Vice Chancellor
21 stated that we can be innovative in small steps but that transformative change may require bolder
22 steps especially in the current financial context. Trustee Dickson suggested “Critically examine
23 and improve structures, policies, and processes, to support transformative innovation.”

24
25 **Strategic Direction Five:**

26 Trustee Benson stated that in the current economic environment we need changes that are
27 sustainable. He noted that institutions are engaging their workforce in analyses that argue for the
28 sustainability of what we do and would suggest adding this.

29
30 Trustee Hightower noted that we include “Ensure” in the strategic direction which has a
31 particular connotation as was addressed in Strategic Direction Two. Trustee Dickson stated that
32 there is nothing here that indicates we are going to work on obtaining other financial resources.
33 Trustee Van Houten suggested removing strategic direction five stating that if we innovate and
34 change we will ensure the long term viability of the system.

35
36 Trustee Sundin stated that “Ensure” seems appropriate and that this makes another statement
37 about sustaining higher education for the next generations. Chair McElroy suggested that the
38 Board may want to amend Strategic Direction Four to incorporate elements of Strategic
39 Direction Five. Trustee Rice suggested adding elements in the Preamble to address the financial
40 sustainability issues. Trustee Paskasch stated that there is some redundancy but with strategic
41 direction five we are focusing primarily on change to address sustainability.

42
43 Chancellor McCormick thanked the Ad Hoc Committee for their work and noted the importance
44 of the Board of Trustees embracing this plan. He added that the Board needs to address the
45 expectations for the presidents and institutions to implement this plan.

46
47 Chair McElroy stated that perhaps we need to continue listening sessions beyond the context of
48 the system strategic plan and engage faculty and students in such conversations. Trustee
49 Grendahl acknowledged the suggestion of Trustee Rice in continuing listening sessions.

1
2 Chair McElroy adjourned the session at 11:15 a.m.
3 Respectfully submitted,
4 Todd Harmening, Recorder

MINNESOTA STATE COLLEGES AND UNIVERSITIES

BOARD OF TRUSTEES MEETING MINUTES

APRIL 21, 2010

WELLS FARGO PLACE

ST. PAUL, MN

Trustees Present: Chair David Olson, Duane Benson, Cheryl Dickson, Jacob Englund, Christopher Frederick, Ruth Grendahl, Clarence Hightower, Dan McElroy, Thomas Renier, Christine Rice, Louise Sundin, Scott Thiss and James Van Houten

Trustees Absent: David Paskach and Terri Thomas

1. Call to Order

Chair David Olson called the meeting to order at 1:40 p.m. and reported that a quorum was present.

2. Chair's Report

a. Minutes of Board of Trustees Meeting of March 17, 2010

The minutes of the Board of Trustees meeting of March 17, 2010, were approved as written.

b. Proposed Amendments to Board Policy 1A.2 Board of Trustees (First Reading)

Chair Olson reported that the Executive Committee reviewed the amendments to Board Policy 1A.2 at their March meeting. The amendments change the annual meeting date to June, change officers' terms to become effective on July 1, and to reinstate a Technology Committee. The Proposed Amendments to Board Policy 1A.2 Board of Trustees will be presented for a second reading and approval at the May meeting.

c. Proposed FY 2011 Meeting Calendar

Chair Olson reported that the Executive Committee reviewed the FY 2011 Meeting Calendar at their March meeting. The calendar will be presented for a second reading and approval at the May meeting.

3. Consent Agenda

There were no items for the Consent Agenda in April.

4. Board Policy Decisions

(1) Proposed Amendments to Board Policies:

Policy 5.13 Information Technology Administration;

Policy 6.4 Facilities Planning (Second Reading)

Committee Chair Thomas Renier moved that the Board of Trustees approves amending Policy 5.13 Information Technology Administration; Policy 6.4 Facilities Planning. The motion was seconded and carried unanimously.

**(2) Proposed Amendments to Board Policy 3.24 System and Institutional Missions
(Second Reading)**

Committee Chair Dan McElroy moved that the Board of Trustees approves the proposed amendment to Policy 3.24 System and Institutional Missions. The motion was seconded and approved unanimously.

**(3) Proposed Amendment to Board Policy 3.29 College and University Transcripts
(Second Reading)**

Committee Chair McElroy moved that the Board of Trustees approves the proposed amendment to Policy 3.29 College and University Transcripts. The motion was seconded and approved unanimously.

5. Board Standing Committee Reports

a. Finance, Facilities and Technology Committee, Thomas Renier, Chair

- (1) Finance, Facilities and Technology Update
Committee Chair Thomas Renier reported that the committee heard an update from Vice Chancellor Laura King on the activities of the Finance, Facilities and Technology divisions.
- (2) Proposed Amendments to Board Policies:
Policy 5.14 Procurement and Contracts;
Policy 5.17 Resources Recovery and Environmentally Responsible Practices;
Policy 6.6 Facilities Maintenance and Repair Including Revenue Fund Facilities
(First Reading)
Committee Chair Thomas Renier reported that the committee heard a first reading of the Proposed Amendments to Board Policies: Policy 5.14 Procurement and Contracts; Policy 5.17 Resources Recovery and Environmentally Responsible Practices and Policy 6.6 Facilities Maintenance and Repair Including Revenue Fund Facilities. The proposed amendments will be presented for a second reading and approval at the May meeting.
- (3) FY2012-2017 Capital Budget Guidelines (First Reading)
Committee Chair Renier reported that the committee heard a first reading of the FY2012-2017 Capital Budget Guidelines. Capital projects will be presented to the legislature and Governor Pawlenty at the 2012 legislative session. Committee Chair Renier stated that the committee will require more time for further discussion. This will be presented for a second reading and approval at the May meeting.
- (4) FY2012-2013 Biennial Operating Budget Request
Committee Chair Renier reported that the committee heard a presentation on the FY2012-2013 Biennial Operating Budget Request. Committee Chair Renier reported that sufficient time for discussion will be provided at the May meeting.
- (5) Follow-up to OLA Evaluation of the System Office
Committee Chair Renier reported that the committee heard an update and discussed plans to address the OLA recommendations.

b. Public Hearing: Finance, Facilities and Technology Committee, Thomas Renier, Chair

(1) FY2011 Operating Budget (First Reading)

Committee Chair Renier reported that the committee held a public hearing on the first reading of the FY2011 Operating Budget. The Operating Budget will be presented for a second reading and approval at the May meeting.

c. Academic and Student Affairs Committee, Dan McElroy, Chair

(1) Academic and Student Affairs Update

Committee Chair McElroy reported that the committee heard an update from Senior Vice Chancellor Linda Baer on the activities of the Academic and Student Affairs division.

(2) Proposed Amendment to Board Policy 3.26, Intellectual Property (First Reading)

Committee Chair McElroy reported that the committee heard a first reading on the Proposed Amendment to Board Policy 3.26, Intellectual Property. This will be presented for a second reading and approval at the May meeting.

(2) Proposed Amendment to Board Policy 3.27, Reproduction and Use of Copyrighted Materials (First Reading)

Committee Chair McElroy reported that the committee heard a first reading on the Proposed Amendment to Board Policy 3.27, Reproduction and Use of Copyrighted Materials. This will be presented for a second reading and approval at the May meeting.

(4) Proposed Amendment to Board Policy 3.21 Undergraduate Course Credit Transfer (First Reading)

Committee Chair McElroy reported that the committee heard a first reading on the Proposed Amendment to Board Policy 3.21 Undergraduate Course Credit Transfer. This will be presented for a second reading and approval at the May meeting.

(5) Follow-up to OLA Evaluation of the System Office

Committee Chair McElroy reported that the committee heard an update and discussed plans to address the OLA recommendations, that include the following:

- Impact of Cost-effectiveness of Online Instruction
- Customized Training and Continuing Education
- Specialized Training in Firefighting and Emergency Medical Services

(6) Centers of Excellence, Wilder Evaluation

Committee Chair McElroy reported that the committee heard a presentation on the Centers of Excellence, by the Wilder Evaluation. Wilder Research evaluated the Centers focusing on industry and institutional observations.

The four centers are Health Force Minnesota, Winona State University; Advance IT Minnesota, Metropolitan State University; 360° Manufacturing and Applied Engineering Center of Excellence, Bemidji State University; and Minnesota Center for Engineering and Manufacturing Excellence, Minnesota State University, Mankato.

d. Advancement Committee, Christine Rice, Chair

- (1) Advancement Update
Committee Chair Christine Rice reported that the committee heard updates from Associate Vice Chancellor Linda Kohl and Executive Director Maria McLemore on the Public Affairs division and the System and Foundation Relations division.
- (2) State and Federal Legislative Update
Committee Chair Rice reported that the committee heard an update on the 2010 Legislative session from Government Relations Director Mary Davenport.
- (3) Report on College-, University- and System-Related Foundations
Committee Chair Christine Rice reported that the committee heard a report on the College-, University- and System-Related Foundations. The report replaces the former “Gifts and Grants” report.
- (4) Follow-up to OLA Evaluation of the System Office
Committee Chair Rice reported that the committee heard an update and discussed plans to address the OLA recommendations.

e. Joint Meeting: Advancement and Diversity and Multiculturalism Committee, Duane Benson and Christine Rice, Chairs

- (1) Reaching the Underrepresented Initiative Update
Diversity and Multiculturalism Committee Chair Duane Benson reported that the joint committees heard a report on the Reaching the Underrepresented Initiative. The goals of the initiative were to increase the overall educational attainment of adults and recruit more students from groups traditionally underserved in higher education.

f. Diversity and Multiculturalism Committee, Duane Benson, Chair

- (1) Diversity and Multiculturalism Division Update
Committee Chair Duane Benson reported that the committee heard an update from Executive Director Whitney Stewart Harris on the activities of the Diversity and Multiculturalism division.
- (2) Follow-up to OLA Evaluation of the System Office
Committee Chair Benson reported that the committee heard an update and discussed plans to address the OLA recommendations.
- (3) Century College and Inver Hills Community College Access and Opportunity Center Evaluation Report
Committee Chair Benson reported that the committee heard a report on the Century College and Inver Hills Community College Access and Opportunity Center Evaluation Report. The report provided progress and outcomes of the Preparing to Achieve a College Education (PACE) program.

g. Audit Committee, Scott Thiss, Chair

- (1) Follow-up to OLA Evaluation of the System Office
Committee Chair Thiss reported that the committee heard an update on the OLA Evaluation of the System Office.

h. Human Resources Committee, Ruth Grendahl, Chair

- (1) Human Resources Update
Committee Chair Ruth Grendahl reported that the committee heard an update from Vice Chancellor Lori Lamb on the Human Resources division.

(2) Appointment of President of Lake Superior College

Committee Chair Grendahl moved that the Board of Trustees, upon the recommendation of Chancellor McCormick, appoints Patrick M. Johns as the President of Lake Superior College, effective on July 1, 2010, 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 Personnel Plan for Minnesota State Colleges and Universities Administrators. Trustee Renier seconded and the motion carried unanimously.

President Johns, current president of Anoka-Ramsey Community College, thanked the Board and Chancellor McCormick for their support. He added that he looks forward to serving the students at Lake Superior College and also the community.

- (3) Staffing Report
Committee Chair Grendahl reported that the committee heard a report on staffing within the Office of the Chancellor. A staffing report will be provided at each meeting.
- (4) Follow-up to OLA Evaluation of the System Office
Committee Chair Grendahl reported that the committee heard an update on the OLA recommendations.

6. Joint Council of Student Associations

- a. Minnesota State College Student Association (MSCSA)
Mr. Travis Johnson, President, addressed the Board of Trustees.
- b. Minnesota State University Student Association (MSUSA)
Ms. Ian Galchutt, Vice Chair, addressed the Board of Trustees.

7. Minnesota State Colleges and Universities' Bargaining Units

- a. American Federation of State, County and Municipal Employees
Ms. Karen Foreman, President (AFSCME Council 6), addressed the Board of Trustees.
- b. Administrative and Service Faculty
Mr. Shahzad Ahmad, President, addressed the Board of Trustees.

8. Trustees' Reports

Trustee Cheryl Dickson reported that she attended the annual meeting of the Higher Learning Commission in Chicago. Trustee Dickson, Chancellor McCormick and Minnesota State College-Southeast Technical administrators presented a roundtable entitled *Enhancing System Excellence through Academic Quality Improvement Program*.

Trustee Christopher Frederick reported that he attended the Association of Governing Board's (AGB) National Conference on Trusteeship. He also attended the Minnesota State University Student Association conference.

9. Chancellor's Comments

Chancellor McCormick welcomed the Trustees, staff and constituents to the meeting.

Chancellor McCormick reported that the staff is working diligently on the recommendations from the Office of Legislative Auditor's report. Chancellor McCormick reported that planning and continued support of new presidents and cabinet members is on track.

Chancellor McCormick concluded that given the projection for Fiscal Year 2012-2013, planning and close direction from the Board will be required to address the issue while keeping the students first.

10. Requests by Individuals to Address the Board

There were no requests to address the Board.

11. Other Business

There was no other business to come before the Board.

12. Adjournment

Chair Olson announced that the Board's next meetings are on May 18-19, 2010. The meeting adjourned at 3:10 p.m.

Ingeborg K. Chapin
Secretary to the Board

BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES

BOARD ACTION
Policy 1A.2 Board of Trustees
Part 1, Membership; Part 4, Officers of the Board, Subpart B, Terms of Office; Part 5, Standing Committees, Committees and Working Groups of the Board, Subparts B, H and I; Part 6, Meetings of the Board, Subpart A. Types of Meetings, Subpart B. Protocol for Meetings and Subpart C. Agenda; and statutory reference dates throughout.

1 **BACKGROUND**

2 Several changes to Policy 1A.2 are proposed to update and correct language, move the annual
3 meeting date to June and make officer terms effective July 1, and reestablish a standing
4 Technology Committee. The Executive Committee reviewed the proposed amendments at its
5 meeting on March 17. ~~The Board of Trustees reviewed a~~, ~~and recommended a~~ first reading of
6 ~~the amendments by the Board of Trustees~~ in April, ~~and recommended~~, ~~followed by~~ a second
7 reading and approval at the May meeting.
8

9 **1. Part 1, Board Membership** Page 1, Lines 2-23

10 The proposed amendment reflects statutory changes made to Board membership.
11

12 **2. Part 4, Effective date of Officer Elections** Page 2, Line 36

13 The proposed amendment is to provide that an officer's term takes effect on July 1 instead of
14 August 1.
15

16 **3. Part 5, Addition of Technology Standing Committee; Revise Finance, Facilities and
17 Technology** Page 5, Lines 22-26

18 The proposed changes would recreate a standing Technology Committee and designate the
19 current Finance, Facilities and Technology Committee as the Finance and Facilities Committee.
20

21 **4. Part 6. Meetings of the Board**

22 **a. Officer Elections in June** Page 5, Line 37

23 The proposed amendment changes the annual meeting from July to June.
24

25 **b. Corrections on Closed Meeting Sessions** Page 6, Lines 43-44, Page 7, Lines 1-3

26 In Subpart B, the amendments clarify closed session meetings.
27

28 **c. Policy Reference** Page 7, Line 23

29 In Subpart C, the reference to Policy 1A.1 has been corrected.
30

1 **5. Throughout**

2 Statutory reference dates have been updated.

3
4 **~~RECOMMENDED COMMITTEE MOTION~~**

5 ~~The Executive Committee recommends that the Board of Trustees approves the amendments to~~
6 ~~Board Policy 1A.2, Part 1, Membership; Part 4, Officers of the Board, Subpart B, Terms of~~
7 ~~Office; Part 5, Standing Committees, Committees and Working Groups of the Board, Subparts~~
8 ~~B, H and I; and Part 6, Meetings of the Board, Subpart A, Types of Meetings,~~
9 ~~Subpart B, Protocol For Meetings, and Subpart C, Agenda; and statutory reference dates~~
10 ~~throughout, as reflected in the proposed changes attached.~~

11
12
13 **RECOMMENDED BOARD MOTION**

14 The Board of Trustees approves the amendments to Board Policy 1A.2, Part 1, Membership; Part
15 4, Officers of the Board, Subpart B, Terms of Office; Part 5, Standing Committees, Committees
16 and Working Groups of the Board, Subparts B, H and I; and Part 6, Meetings of the Board,
17 Subpart A, Types of Meetings, Subpart B, Protocol For Meetings, and Subpart C, Agenda; and
18 statutory reference dates throughout, as reflected in the proposed changes attached.

19
20
21 *Date of First Reading:* April 21, 2010
22 *Date of Second Reading/Approval:* May 19, 2010
23 *Effective Date:* May 19, 2010
24

BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES

BOARD POLICY	1A.2
Chapter 1. System Organization and Administration, Policy 1A.2 Board of Trustees	
Sections: Part 1, Membership; Part 4, Officers of the Board, Subpart B, Terms of Office; Part 5, Standing Committees, Committees and Working Groups of the Board, Subparts B, H and I; and Part 6, Meetings of the Board, Subpart A. Types of Meetings	

1 **1A.2 Board of Trustees**

2 | **Part 1. Membership.** ~~Permanent membership~~ on the board is defined in Minnesota Statutes;
 3 §136F.02, subdivision 1 (2004~~9~~), as follows: "~~The board consists of 15 members appointed by the~~
 4 ~~governor with the advice and consent of the Senate. At least one member of the board must be a~~
 5 ~~resident of each congressional district. Three members must be students who are enrolled at least half~~
 6 ~~time in a degree, diploma, or certificate program or have graduated from an institution governed by the~~
 7 ~~board within one year of the date of appointment. The student members shall include one member from~~
 8 ~~a community college, one member from a state university, and one member from a technical college.~~
 9 ~~The remaining members must be appointed to represent the state at large."~~

10
 11 *The Board consists of 15 members appointed by the governor, including three members who are students*
 12 *who have attended an institution for at least one year and are currently enrolled at least half time in a*
 13 *degree, diploma, or certificate program in an institution governed by the board. The student members*
 14 *shall include one member from a community college, one member from a state university, and one member*
 15 *from a technical college. One member representing labor must be appointed after considering the*
 16 *recommendations made under section 136F.045. The governor is not bound by the recommendations.*
 17 *Appointments to the board are with the advice and consent of the senate. At least one member of the*
 18 *board must be a resident of each congressional district. All other members must be appointed to represent*
 19 *the state at large. In selecting appointees, the governor must consider the needs of the board of trustees and*
 20 *the balance of the board membership with respect to labor and business representation and racial, gender,*
 21 *geographic, and ethnic composition.*

22
 23 *A commissioner of a state agency may not serve as a member of the board.*

24
 25 **Part 2. Board Expenses, Per Diem and Reimbursement.** Per diem and expense reimbursement, as
 26 | authorized in Minnesota Statutes; §15.0575, subdivision 3 (2004~~9~~) and the Commissioner's Plan, shall be
 27 provided for the following.

- 28
 29 1. Regular, special, emergency board committee and working group meetings,
 30 2. Presentations before legislative committees or other legislative bodies as a representative of the
 31 board,
 32 3. Commencements at college and university campuses in the MnSCU system,
 33 4. Expense Allowance for the board chair. This allowance shall be set annually by the board.

1
2 Per diem and expenses may be provided for attendance at national conferences or meetings of higher
3 education organizations in which MnSCU is a member. Per diem and expense reimbursement also may
4 be provided for attendance at other meetings related to college and university issues or legislative
5 hearings when approved by the board chair. All expenses for out of state travel require prior approval of
6 the board chair.

7
8 Requests for reimbursement of expenses and per diems shall be signed by the trustee.

9
10 **Part 3. Powers and Duties.**

11
12 **Subpart A. General Statutory Authority.** The general authority of the board is set forth at Minnesota
13 Statutes §136F.06, subdivisions 1 and 2 (20049) which state:

14
15 *"Subdivision 1. General authority. The board shall possess all powers necessary to govern the state*
16 *colleges and universities and all related property. Those powers shall include, but are not limited to, those*
17 *enumerated in this section. The board shall prescribe conditions of admission, set tuition and fees,*
18 *approve programs of study and requirements for completion of programs, approve the awarding of*
19 *appropriate certificates, diplomas, and degrees, enter into contracts and other agreements and adopt*
20 *suitable policies for the institutions it governs. To the extent practicable in protecting statewide interests,*
21 *the board shall provide autonomy to the campuses while holding them accountable for their decisions.*
22 *Sections 14.01 to 14.47 do not apply to policies and procedures of the board.*

23
24 *Subd. 2. Governance authority. The board shall have the authority needed to operate and govern the*
25 *state colleges and universities unless otherwise directed or prohibited by law. The board is responsible for*
26 *its operations and necessary decisions unless these are specifically delegated by law to a state department*
27 *or agency."*

28
29 **Subpart B. Board of Trustees Office and Staff Support.** The board shall establish an office of the
30 trustees and may employ staff to support its administrative operation.

31
32 **Part 4. Officers of the Board.**

33 **Subpart A. Officers.** The officers of the board shall consist of a chair, vice chair, and treasurer. The
34 chair, vice chair and treasurer shall be elected from the members of the board.

35
36 **Subpart B. Terms of Office.** The chair, vice chair, and treasurer of the board shall be elected for a one-
37 year term. An officer's term shall commence on ~~August~~ July 1, or upon the office becoming vacant,
38 whichever is earlier. No trustee shall hold the same office for more than three consecutive terms.

39
40 **Subpart C. Duties and responsibilities.** The duties and responsibilities of the officers of the board are
41 as follows:

- 42
43 1. The chair shall call, set the agenda for, and preside at all meetings of the board. Any matter
44 requiring committee consideration that does not fall within the described duties of any
45 committee or falls within the described duties of more than one committee shall be assigned to a

1 committee by the chair. The chair shall recommend an annual board operations budget and
2 budget increases to the executive committee for approval. At the request of the chair, the vice
3 chair or another member of the board may preside at meetings of the board. The chair shall
4 name all members to standing and ad hoc committees, and appoint the chair and vice chair of
5 each standing and ad hoc committee. The chair shall establish all ad hoc committees and
6 describe the charge of the ad hoc committees. The chair shall fill standing and ad hoc committee
7 vacancies. The chair shall approve or disapprove requests by the chancellor to accept
8 reimbursement of travel or meals from outside sources when required by Minnesota Statutes
9 §43A.38 (2009).

- 10 2. The vice chair, in the absence of the chair, shall perform the duties ordinarily performed by the
11 chair.
12 3. The duties and responsibilities of the treasurer shall be to act on behalf of the board in making
13 certain that the chancellor keeps accounts necessary to the operation of the board.
14

15 **Subpart D. Election of Officers.** The election of officers shall be conducted at the annual meeting of
16 the board. Any board member who wishes to run for a position as an officer shall submit his/her name
17 in writing to the board office at least thirty days prior to the date of the election. The board office shall,
18 at least 25 days prior to the date of election, mail to each board member a list of candidates.
19 Nominations from the floor shall be received at the annual meeting.
20

21 The election for each officer of the board shall be conducted separately in the following manner: (a) If
22 there is one nominee, voting shall be by acclamation or, on request, by roll call. (b) If there are two or
23 more nominees, the vote shall be by roll call with the individual receiving a majority of the votes being
24 elected.
25

26 **Subpart E. Board Officer Vacancies.** In the event of a vacancy of any officer of the board, an election
27 shall be held for the unexpired term at the earliest possible meeting of the board following the
28 notification of all members of the vacancy. Any board member who wishes to run for a position as an
29 officer shall submit his/her name in writing to the system office at least twenty-one days prior to the
30 date of election. At least eighteen days prior to the date of election, the board office staff shall mail a list
31 of candidates to each board member. Nominations from the floor shall be received at any meeting where
32 an election occurs.
33

34 **Subpart F. Secretary to the Board.** A member of the chancellor's staff shall be appointed by the board
35 as the secretary to the board. The duties and responsibilities of the secretary shall be to act on behalf of
36 the board in making certain that the records of the board are properly kept. The secretary shall be
37 responsible for keeping a fair and full record of the proceedings in compliance with Minnesota law and
38 shall insure that these records be properly duplicated and distributed.
39

40 **Part 5. Standing Committees, Committees, and Working Groups of the Board.** The board
41 establishes the standing committees at subparts A through G and may establish additional standing
42 committees as necessary. A joint meeting of standing committees may be scheduled only after prior
43 consultation with the board chair.
44

1 All members of the board shall serve as ex-officio members of every committee to which they are not
2 appointed. The ex-officio members are granted the right to fully participate in committee discussion and
3 deliberations, but do not have the power to vote and are not to be included for purposes of a quorum.
4

5 **Subpart A. Executive Committee.** The executive committee of the board shall consist of not fewer
6 than five and not more than seven trustees, and shall include the chair, the vice chair, the treasurer, the
7 past chair if that person continues to serve as a trustee, and is available to serve, and additional trustees
8 as determined by the chair. The board chair and vice chair shall serve as chair and vice chair respectively
9 of the executive committee. The executive committee shall meet during periods between regular
10 meetings of the board at the call of the chair. The executive committee is charged with conducting
11 ongoing reviews of board operations procedures, assisting board members with ethical and legal
12 obligations and board development. The executive committee may act on those issues delegated to it by
13 the full board and shall consider issues that require attention prior to the next regular board meeting.
14 The executive committee shall not have the authority to act on behalf of the board unless specifically
15 delegated by the board except in the case of an emergency which, in the judgment of the chair, requires
16 action more immediately than an emergency meeting of the board can be called. In such instances, the
17 chair shall report to members of the board as soon as possible after the emergency and seek ratification
18 of emergency actions at the next possible meeting. The executive committee shall approve the annual
19 operating budget for the board office, subject to the regular budget review and approval procedures of
20 the facilities/finance committee and the board. The executive committee periodically shall review the
21 budget and provide a year end report to the board at the conclusion of the fiscal year.
22

23 | **Subpart B. Finance ~~and~~ Facilities and Technology Committee.** The finance ~~and~~ facilities ~~and~~
24 ~~technology~~ committee of the board shall consist of no fewer than five members to be appointed by the
25 | chair annually. The finance ~~and~~ facilities ~~and~~ technology committee is charged with oversight of all
26 systemwide fiscal; ~~and~~ facility ~~and~~ technology matters. This includes biennial budget development,
27 tuition, allocation formula, ~~technology policy and resources~~ and capital budget requests.
28

29 **Subpart C. Human Resources Committee.** The human resources committee of the board shall
30 consist of no fewer than five members to be appointed by the chair annually. The human resources
31 committee is charged with oversight of all system personnel policies for excluded administrators, student
32 employees and collective bargaining agreements throughout the system.
33

34 **Subpart D. Academic and Student Affairs Committee.** The academic and student affairs committee
35 of the board consists of no fewer than five members to be appointed by the chair annually. The
36 academic and student affairs committee is charged with oversight of all system academic and student
37 service policy. This includes program approval, academic standards, transfer policy, institutional names,
38 and systemwide strategic planning.
39

40 **Subpart E. Audit Committee.** The audit committee of the board consists of no fewer than three
41 members to be appointed by the chair of the board annually. The committee shall meet at the call of its
42 chair. The audit committee is charged with oversight of internal and external audits of all system
43 functions including individual campus audits. The board may hire an executive director of internal
44 auditing and other auditors who shall report directly to the committee and the board. Committee
45 members shall receive training annually on their auditing and oversight responsibilities.

1 The audit committee is responsible for overseeing the service of internal and independent auditors.
2 Policy 1D governs the Office Internal Auditing. The committee has the following responsibilities for
3 independent auditors:
4

5 1. Oversee the process for selecting independent auditors. The committee shall select one or more
6 independent auditors to audit system-level or institutional financial statements and recommend their
7 appointment to the board. An independent audit firm may not be appointed to a particular engagement
8 for more than six consecutive years.

9 2. Review any non-audit services proposed by independent auditors under contract for audit services.
10 The board must approve in advance any non-audit services to be provided by independent auditors
11 under contract for audit services unless the scope of non-audit services is completely distinct from the
12 scope of the audit engagement.

13 3. Review and discuss the results of each audit engagement with the independent auditor and
14 management prior to recommending that the board release the audited financial statements.
15

16 **Subpart F. Advancement Committee.** The advancement committee of the board consists of no fewer
17 than five members to be appointed by the chair of the board annually. The advancement committee is
18 charged with promotion, recruitment, development, and government relations.
19

20 **Subpart G. Diversity and Multiculturalism Committee.** The diversity and multiculturalism
21 committee of the board consists of no fewer than five members to be appointed by the chair of the
22 board annually. The diversity and multiculturalism committee is charged with oversight of ongoing
23 endeavor and strategic planning to better serve all Minnesotans toward increased growth, progress, and
24 appreciation of traditionally underserved students, faculty, and staff throughout the system.
25

26 **Subpart H. Technology Committee.** The technology committee of the board consists of no fewer
27 than five members to be appointed by the chair of the board annually. The technology committee is
28 charged with oversight of all system information technology policies and resources.
29

30 **Subpart ~~H~~ I. Working Groups.** Following consultation with the chair, the chair of a standing
31 committee may appoint a working group composed of members of the board and/or members of the
32 public to advise on issues of concern to the committee. The term of a working group shall not exceed
33 one year.
34

35 **Part 6. Meetings of the Board.**

36
37 **Subpart A. Types of Meetings.** The board shall have an annual meeting, regular meetings, and, if
38 necessary, special meetings and emergency meetings. Notice of meetings shall be provided in accordance
39 with Minnesota Statutes, ch.13 D (2009), the Minnesota Open Meeting Law.
40

- 41 1. Annual meeting. An annual meeting will be held during the month of ~~July~~ June. At the annual
42 Meeting the board shall elect officers, establish a calendar of regular board and committee
43 meetings, and consider other business as appropriate.
- 44 2. Regular meetings. Regular meetings of the board shall follow the calendar established at the

1 Annual meeting. Regular meetings shall include approval of minutes, report of the chair, report
2 of the chancellor, reports from standing committees, reports from special committees, and other
3 business.

- 4 3. Special meetings. A special meeting of the board to consider specific items of business may be
5 called by the chair, and shall be called by the chair at the request of any five members. The
6 secretary shall provide notice of special meetings by posting written notice of the date, time,
7 place and purpose of the meeting in the board's office and by mailing or otherwise delivering
8 notice of the meeting to each board member and each person who has filed a written request for
9 notice of special meetings.
- 10 4. Committee and Working Group Meetings. Committee meetings and working group meetings
11 shall be scheduled on a regular basis as determined by the chair. All meetings shall be
12 coordinated through the board secretary for purposes of scheduling and providing required
13 public notification.
- 14 5. Emergency Meetings. An emergency meeting is a special meeting called because of
15 circumstances that require immediate consideration of the board. If an emergency meeting is
16 required, the secretary shall make good faith efforts to provide notice of the meeting according
17 to the provisions of the Minnesota open meeting law.

18
19 **Subpart B. Protocol For Meetings.** Comments and discussion from the general public shall be
20 permitted at the discretion of the chair of the board, subject to approval by the board.

- 21 1. Quorum. A majority of the members of the board or, in the case of a committee, a majority of
22 the members of the committee, shall be necessary to constitute a quorum. Neither the board nor
23 a committee shall take official action without a quorum present.

24
25 In the absence of a quorum, the committee chair shall first determine whether a quorum can be
26 obtained by locating the absent members of the committee. If that is not possible, the committee
27 chair shall assess whether it is possible to postpone the meeting to a later time in order to obtain
28 a quorum. The committee chair may convene the meeting without a quorum if there are
29 exceptional reasons to do so.

- 30
31 2. Minutes. Minutes of the proceedings of the board shall be kept by the secretary, who shall cause
32 them to be printed, bound and preserved and who shall transmit copies to the members of the
33 board, administration, libraries and to other places where it is deemed appropriate. All lengthy
34 reports shall be referred to in the minutes and shall be kept on file as part of the board's records,
35 but such reports need not be incorporated in the minutes except when so ordered by the board.
36 The minutes shall reflect the votes cast in committee meetings on matters recommended to the
37 board for action.
- 38
39 3. Voting. The decision of the majority voting the question shall prevail. Whenever the vote is not
40 unanimous, a member may request a roll call vote. The secretary shall record all votes. A
41 member may abstain from voting. Voting by proxy or by mail shall not be permitted.
- 42
43 4. Open Meetings. All meetings of the board shall be in accordance with Minnesota Statutes ch.
44 §13D, the Minnesota Open Meeting Law. All meetings of the board shall be open to the public
45 except as provided by law, including disciplinary proceedings, employee performance

1 evaluations, consideration of matters protected by the attorney-client privilege or consideration
2 of strategy for labor negotiations.
3

4 ~~The board through the board chair or the committee chair may limit attendees at sessions closed~~
5 ~~pursuant to the Minnesota Open Meeting Law.~~
6

- 7 5. Closed Session Meetings. The board of trustees through the board or committee chair ~~will~~ may
8 limit attendees at sessions closed pursuant to the Minnesota Open Meeting Law to ~~the~~
9 board/~~committee~~ members. Others, including the chancellor, deputy chancellor, appropriate
10 vice chancellors, recorder and legal counsel, may be invited to attend at the discretion of the
11 board chair or standing committee chair if their presence is required by the closed session
12 discussion.
13
- 14 6. Labor Strategy Meetings. A decision to hold a non-public meeting to consider strategy for labor
15 negotiations will be announced at a public meeting of the board, and a written roll of those
16 present will be made available to the public after such a meeting. The proceeding of such a
17 meeting will be tape-recorded and preserved for two (2) years after the contract is signed, and
18 made available to the public after all labor contracts are signed by the board for the current
19 budget period.
20

21 **Subpart C. Agenda.** Agendas for all meetings of the board of trustees shall be prepared by the chair as
22 follows:

- 23 1. Regular Agenda. The board agenda shall be set by the chair. The board shall publish all action
24 items on its regular monthly board agenda. Board action shall be reserved to the published
25 agenda items that are marked for board action and mailed to board members not less than five
26 business days prior to the board meeting.
- 27 2. Action on Non-Agenda Items. Requested board action on unpublished agenda items or
28 published agenda items not marked for action shall be postponed until the next board meeting
29 unless there is a suspension of the rules as provided in Policy 1A.1, Part 6, Subpart ~~DE~~.
- 30 3. Consent Agenda. The board chair may designate appropriate items to be included on a consent
31 agenda for consideration by the full board. Items suitable for a consent agenda include those that
32 have been considered by a committee, are noncontroversial in nature and do not require further
33 discussion or explanation. Consent agenda items also may include items not requiring committee
34 action, such as honors or commendations issued by the board. Changes to policy, matters
35 requiring public hearing and items requiring a roll call vote shall not be included on a consent
36 agenda. An item listed on a consent agenda shall be removed from the consent agenda upon
37 request by any trustee. Consent agendas shall not be used by board committees.
38
39

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

Second Reading

BOARD ACTION

PROPOSED FY 2011 MEETING CALENDAR

BACKGROUND

1 On March 17, 2010, the Executive Committee reviewed dates for the Board of Trustees meetings in FY
2 2011. The Board of Trustees reviewed the proposed meeting calendar in April as a first reading and
3 recommended a second reading and approval in May.

4
5 The proposed meeting calendar for the following year follows:

- 6
- 7 July 20-21, 2010: Committee and Board Meetings
- 8 September 14-15, 2010: Committee and Board Meetings, and Public Hearing on 2012-2013
- 9 Biennial Budget
- 10 October 19 and 20, 2010: Board Retreat, Minnesota State University Moorhead
- 11 November 16 and 17, 2010: Committee and Board Meetings
- 12 January 18 and 19, 2011: Committee and Board Meetings
- 13 February: Week of February 14 or 21. Public Hearing on 2012-2017 Capital Budget Request
- 14 March 15 and 16, 2011: Committee and Board Meetings. If Needed, Second Hearing on
- 15 2012-2017 Capital Budget Request
- 16 April 19 and 20, 2011: Committee and Board Meetings
- 17 May 17 and 18, 2011: Committee and Board Meetings
- 18 June 21 and 22, 2011: Committee Meetings and Annual Board Meeting
- 19 July 19 and 20, 2011: Committee and Board Meetings
- 20

21 The calendar is subject to change as public hearings and special meetings are scheduled with the approval
22 of the Board Chair. Changes to the calendar will be publicly noticed.

23
24
25 **RECOMMENDED BOARD ACTION**

26 The Board of Trustees approves the FY 2011 meeting calendar.

27
28
29
30 *Date Presented to the Board of Trustees: April 21, 2010*

31 *Date Approved by the Board of Trustees:*