



**FINANCE AND FACILITIES COMMITTEE
NOVEMBER 19, 2013
3:00 P.M.**

**MCCORMICK ROOM
30 7TH STREET EAST
SAINT PAUL, MN**

Please note: Committee/Board meeting times are tentative. Committee/Board meetings may begin up to 45 minutes earlier than the times listed below if the previous committee meeting concludes its business before the end of its allotted time slot.

- (1) Minutes of the Finance and Facilities Committee – October 23, 2013**
(pp. 1 – 4)
- (2) Proposed Amendment to Board Policy 5.21 Possession or Carry of Firearms**
(pp. 5 – 11)
- (3) Proposed Amendment to Board Policy 5.23 Security and Privacy of Information Resources** (pp. 12 – 15)
- (4) Campus Service Cooperative Contract Exceeding \$3 M for Managed Print Services** (pp.16 – 17)
- (5) Campus Service Cooperative Contract Exceeding \$3 M for IT Hardware, Software and Services** (pp. 18 -19)
- (6) Campus Service Cooperative Contract Exceeding \$3 M for Purchasing Card Agreement** (pp. 20 -21)

Members

Michael Vekich, Chair
Dawn Erlandson, Vice Chair
Duane Benson
Phil Krinkie
David Paskach
Thomas Renier
Elise Ristau

Bolded items indicate action required.

MINNESOTA STATE COLLEGES AND UNIVERSITIES

BOARD OF TRUSTEES

FINANCE AND FACILITIES COMMITTEE

MEETING MINUTES

October 23, 2013

Finance and Facilities Committee Members Present: Vice Chair Dawn Erlandson, Trustees Duane Benson, Philip Krinkie, Thomas Renier, and Elise Ristau

Other Board Members Present: Trustees Ann Anaya, Margaret Anderson Kelliher, Cheryl Dickson, Clarence Hightower, Alfredo Oliveira, and Louise Sundin

Leadership Council Representatives Present: Chancellor Steven Rosenstone, Vice Chancellor Laura King, President Phil Davis, and President Richard Hanson

The Minnesota State Colleges and Universities Finance and Facilities Committee held its meeting on October 23, 2013 4th Floor, McCormick Room, 30 East 7th Street in St. Paul. In Chair Vekich's absence, Vice Chair Erlandson called the meeting to order at 10:17 a.m.

1. Minutes of June 19, 2013

The minutes of the June 19, 2013 Finance and Facilities Committee were approved as published.

2. Finance and Facilities Update

Vice Chancellor King reported that Minnesota State Colleges and Universities (MnSCU) has signed a new agreement with Minnesota Management and Budget (MMB) concerning the state's temporary use of MnSCU's cash balance. This is the sixth year of the agreement and currently \$400 million in loans is outstanding. Trustee Krinkie inquired about the repayment terms of the loan. Vice Chancellor King replied that the agreement allows MnSCU to keep a minimum cash balance and the loan needs to be repaid before the fiscal year's books close. Typically all funds are repaid in May. Trustee Krinkie said that it was his understanding that the cash flow account and rainy day fund at the state has been restored, and asked why MMB continues to borrow from MnSCU. Vice Chancellor King said those accounts aren't big enough and that the state's cash flow is uneven with expenses falling on the front end of the calendar and revenues coming in at the tail end.

FY2013 was closed out in SWIFT and FY2014 activity is being monitored. \$272.5M of financial aid was processed using the new accounting guidance and the new federal sanctions in place.

MnSCU's Government Relations team and Brian Yolitz and Greg Ewig from Facilities have joined MMB and the House and Senate Capital Investment committees as they visit campuses around the state to learn more about the 2014 capital budget request.

MMB and members of the Capital Investment Committees have visited 24 MnSCU campuses so far. Many of these campuses have hosted legislators and executive branch staff multiple times. Bonding tours are still being scheduled with visits in November and December. Vice Chancellor King thanked the presidents and their leadership team for outstanding hospitality and representation of the MnSCU priorities.

Work is proceeding on 13 college and university 2013 financial statements, the revenue fund, systemwide financial statements and related audits. The audit schedule had been modified to match MMB's schedule. The work is going very well and no material issues have emerged to date.

There is a special meeting of the Audit committee scheduled in early December to review and authorize release to MMB. The Finance committee will have a considerable time allotment scheduled in January for review and staff presentation.

Vice Chancellor King has visited with four of the six new presidents at their campuses and the remaining two will be visited in the next couple of weeks. All have strong planning and budgeting efforts in place.

3. Proposed Amendment to Board Policy 5.21 Possession or Carry of Firearms (First Reading)

Vice Chancellor King noted that a printed version of the proposed policy was at each Trustee's place, replacing the version in the published materials. The original policy was adopted in June 2003. Board Policy 1A.1 requires period reviews of all policies and procedures which prompted this review.

Under the current policy, students, employees and visitors are treated as distinctive groups. Students, other than licensed peace officers, cannot have firearms on campus except for parking lots, ramps and for academic purposes. There are no provisions for employees to carry a firearm while at work unless they are a licensed peace officer on campus as an academic instructor. Visitors are not prohibited from carrying a firearm as long as they are in compliance with the license and carry law.

The primary proposed change is to allow any employee who is a licensed peace officer to carry a firearm in accordance with law while in work status as a MnSCU employee. This would change the current policy, which limits this authority to licensed peace officers employed by the system who are assigned related academic or public safety duties.

The proposed policy would also provide that federally authorized law enforcement officials may carry firearms on system property consistent with federal requirements.

The second proposed change is to delete Part 8, which provides that colleges and universities are to adopt policies consistent with board policy. The deletion is recommended because it is redundant. Board Policy 1A.1 allows colleges and universities to adopt policies consistent with board policy and system procedure.

No changes are proposed to the policy's prohibition of students and employees from carrying firearms on system property. The policy does not prevent firearms in vehicles, parking lots, and ramps because state statute prevents MnSCU from prohibiting it.

Vice Chancellor King said the proposed amendment was sent out for comment to the faculty unions, employee unions, student groups, and presidents. There were no objections from the groups with most comments asking for clarification of the current or proposed policy.

Trustee Sundin referred to Part 8 that was deleted under the proposed amendment. The current policy reads that colleges and universities "shall" adopt policies consistent with board policies, whereas Policy 1A.1 "allows" colleges and universities to adopt policies consistent with board policy. Trustee Sundin said the words should be consistent. Gail Olson, from the Office of General Counsel, clarified that colleges and universities can have their own firearms policies but it needs to be consistent with Policy 5.21.

Trustee Benson asked if it affects signage. Ms. Olson said under the law, signage applies to private entities. The law allows visitors to bring firearms on campuses as long as they are in compliance with the law.

Trustee Oliveira asked if the policy could be even stricter and how the policy can be enforced. Ms. Olson replied that the policy is as limiting as possible under statute and if someone is breaking the policy, law enforcement should be contacted.

Trustee Krinkie asked if there is an exemption for peace officer training programs. Ms. Olson said that there is an academic allowance for that. Presidents can permit guns on campus for specific courses, including the gunsmithing program at Pine Technical College.

President Hanson commented that he appreciated that clarity because students do ask about the policy. President Davis said that it adds clarification as to what peace officers can do, particularly when they are employed by a campus.

Vice Chancellor King said that the second reading will be in November.

4. Proposed Amendment to Board Policy 5.23 Security and Privacy of Information Resources (1st Reading)

Interim Vice Chancellor McCoy introduced Walt Swanson, Information Security Manager and Dan Heckaman, CIO of MSU Moorhead. Interim Vice Chancellor McCoy said at the IT Security study session yesterday, there was discussion on the importance of continually adjusting MnSCU's security posture. In January 2013, a workgroup was formed to review practices surrounding vulnerability management. The workgroup was charged with development of board policy, system procedure and system guidelines in relation to IT security. Mr. Heckaman was one of the lead CIOs on the workgroup and Mr. Swanson acted as the liaison for the system office. Both have advocated for change in MnSCU's security posture.

The proposed policy changes have gone through the consultation process and no objections have been received. Mr. Heckaman was asked to give some insight.

Mr. Heckaman said this policy serves as the framework of regulatory compliance ensuring consistency in application of information security throughout the system. The proposed changes add the requirement for campuses and the system office to adopt plans, programs and training consistent with the commitment, direction, and expectations to minimize risks with regard to information resources.

There were no questions or comments. The second reading will take place in November.

5. North Dakota Tuition Reciprocity Agreement

Vice Chancellor King said that it is a matter of practice that the Board be asked to approve certain reciprocity agreements. The Minnesota Office of Higher Education is the lead negotiator and reporter of the agreement. The Board must approve the agreement prior to the Chancellor's authorization.

The change to the agreement is administrative and it does not have material impact on MnSCU students. It does impact North Dakota students and the rate calculation for students crossing the border in both directions.

Trustee Benson asked about the number of students that cross the border. Susan Anderson, Budget Program Director, replied that 10,000 Minnesota students cross the border into North Dakota and 5,300 North Dakota students cross into Minnesota. In FY2013, MnSCU enrolled 3,800 North Dakota students on a per FYE basis.

Trustee Benson moved that the Finance and Facilities Committee recommend adoption of the following motion. Trustee Renier seconded the motion. The motion prevailed.

RECOMMENDED COMMITTEE ACTION:

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

The Board of Trustees approves the North Dakota/Minnesota Reciprocity Agreement (Attachment A) in accordance with Minnesota Statutes section, 136A.08, Subd. 6, effective beginning with the 2013-2014 academic year.

The meeting was adjourned at 10:47 a.m.

Respectfully submitted,

Laury Anderson, Recorder

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES
Agenda Item Summary Sheet**

Name: Finance and Facilities Committee

Date: November 19, 2013

Title: Proposed Amendment to Board Policy 5.21 Possession or Carry of Firearms
(Second Reading)

Purpose (check one):

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Proposed
New Policy or
Amendment to
Existing Policy | <input type="checkbox"/> Approvals
Required by
Policy | <input type="checkbox"/> Other
Approvals |
| <input type="checkbox"/> Monitoring /
Compliance | <input type="checkbox"/> Information | |

Brief Description:

The primary proposed change is to allow any employee who is a licensed peace officer to carry a firearm in accordance with law while in work status as a MnSCU employee. This would change the current policy, which limits this authority to licensed peace officers employed by the system who are assigned related academic or public safety duties.

A second proposed change is to delete Part 8, which provides that colleges and universities are to adopt policies consistent with board policy. The deletion is recommended because it is redundant of authority under Board Policy 1A.1, which allows colleges and universities to adopt policies consistent with board policy and system procedure.

No changes are proposed to the policy's prohibition of students and employees from carrying firearms on system property.

The first reading of the proposed amendments to Board Policy 5.21 took place on October 23, 2013.

Scheduled Presenter(s): Laura M. King, Vice Chancellor – Chief Financial Officer
Gail Olson, Office of General Counsel

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

BOARD ACTION

**Proposed Amendment to Board Policy 5.21 Possession or Carry of Firearms –
Second Reading**

BACKGROUND

Board Policy 5.21, Possession or Carry of Firearms, was adopted by the Board of Trustees in June, 2003, and became effective July 18, 2003. The policy was developed after the adoption of Minnesota Statutes § 624.714, Minnesota Citizens' Personal Protection Act of 2003. The current policy is written in accordance with the provisions of that act. Board Policy 1A.1, Part 6, Minnesota State Colleges and Universities Organization and Administration, requires periodic review of all board policies. Staff undertook the review of Board Policy 5.21 over the past year.

PROPOSED CHANGES

The amendments reflect the following proposed policy changes (other proposed changes are stylistic or technical):

1. **Employees who are licensed peace officers.** The primary proposed change is to allow any employee who is a licensed peace officer to carry a firearm in accordance with law while in work status as a MnSCU employee. This would change the current policy, which limits this authority to licensed peace officers employed by the system who are assigned related academic or public safety duties. The new language also provides that federally authorized law enforcement officials (both federal and from other states) may carry firearms on system property, consistent with federal requirements. The new proposed language is reflected in Part 4, Subpart B.4; other changes are made to reflect that new provision.
2. **College and universities policies.** A second proposed change is to delete Part 8, which provides that colleges and universities are to adopt policies consistent with board policy. The deletion is recommended because it is redundant of authority under Board Policy 1A.1, which allows colleges and universities to adopt policies consistent with board policy and system procedure.

No changes are proposed to the policy's prohibition of students and employees from carrying firearms on system property. The policy does not prohibit the lawful possession or carry of firearms in a parking area or parking facility, in accordance with statute. Visitors are also prohibited from carrying firearms on system property unless they have a lawful permit to carry a firearm pursuant to state law.

REVIEW PROCESS

The proposed board policy revision was circulated in accordance with procedures to all presidents, employee representative groups, student associations and campus leadership groups. The policy review was discussed with the Leadership Council on several occasions. All comments received during the review process have been examined and responses sent. Most of the comments sought clarification of the current policy. No objections to the proposed change regarding licensed peace officers were received from employee or student representative groups. The first reading of the proposed amendment to Board Policy 5.21 took place on October 23, 2013.

RECOMMENDED COMMITTEE ACTION:

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

The Board of Trustees approves the changes to Board Policy 5.21 Possession or Carry of Firearms.

RECOMMENDED BOARD MOTION:

The Board of Trustees approves the changes to Board Policy 5.21 Possession or Carry of Firearms.

Date Presented to the Board of Trustees: November 19, 2013



Minnesota State Colleges and Universities Board Policies Chapter 5 – Administration

3 **NOTE: Proposed new language is underlined; proposed deleted language is struck**
4 **through**

5 **5.21 Possession or Carry of Firearms**

6 Part 1. Purpose and Scope. The purpose of this policy is to establish restrictions on possession or
7 carry of firearms applicable to the Minnesota State Colleges and Universities System, in
8 accordance with the Minnesota Citizens' Personal Protection Act of 2003, Minnesota Statutes
9 section 624.714, and other applicable law ([see related documents below](#)).

10 Part 2. Definitions.

11 Subpart A. Employee. "Employee" means any individual employed by Minnesota State Colleges
12 and Universities, its colleges and universities and the system office, including student
13 employees.

14 Subpart B. Firearm. "Firearm" means a gun, whether loaded or unloaded, that discharges shot or
15 a projectile by means of an explosive, a gas or compressed air.

16 Subpart C. Pistol. "Pistol" means a weapon as defined in Minnesota Statutes section 624.712,
17 subd. 2 ([see related documents below](#)).

18 Subpart D. Student. "Student" means an individual who is:

- 19 1. registered to take or is taking one or more courses, classes, or seminars, credit or
20 noncredit, at any system college or university; or
- 21 2. between terms of a continuing course of study at the college or university, such as
22 summer break between spring and fall academic terms; or
- 23 3. expelled or suspended from enrollment as a student at the college or university,
24 during the pendency of any adjudication of the student disciplinary action.

25 Subpart E. System property. "System property" means the facilities and land owned, leased, or
26 under the primary control of Minnesota State Colleges and Universities, its Board of Trustees,
27 system office, colleges, and universities.

28 Subpart F. Visitor. "Visitor" means any person who is on system property, but does not include
29 (1) an employee of the Minnesota State Colleges and Universities acting in the course and scope
30 of their employment; or (2) a student, when that student is on system property.

31 Part 3. General. No person is permitted to carry or possess a firearm on system property except
32 as provided in this policy.

33 Subpart A. Employees.

34 1. Prohibition. Employees are prohibited from possessing or carrying a firearm
35 while acting in the course and scope of their employment, either on or off system
36 property, regardless of whether the employee has a permit to carry a firearm,
37 except as otherwise provided in this policy.

38 ~~2. Licensed peace officers. Subpart 3.A.1. does not apply to employees who are~~
39 ~~licensed peace officers under Minnesota Statutes section 626.84, subd.1(c) ([see](#)~~
40 ~~[related documents below](#)), when assigned by the college or university to public~~
41 ~~safety duties.~~

42 2. 3. Employee reporting responsibility. An employee with a reasonable basis for
43 believing an individual is in possession of or carrying a firearm in violation of this
44 policy has a responsibility to report the suspected act in a timely manner, unless doing
45 so would subject the employee or others to physical harm. Reports should be made to
46 the official designated in the applicable policy of the college, university or system
47 office. This policy shall not prohibit prompt notification to appropriate law
48 enforcement authorities when an immediate threat to personal safety exists.
49 Employees shall not make reports of a suspected violation knowing they are false or
50 in reckless disregard of the truth.

51 Subpart B. Students.

52 ~~1. Prohibition. Students are prohibited from possessing or carrying a firearm while~~
53 ~~on system property, regardless of whether the student has a permit to carry a~~
54 ~~firearm, except as otherwise provided in this policy.~~

55 ~~2. Licensed peace officers. This policy does not apply to students who are licensed~~
56 ~~peace officers under Minnesota Statutes section 626.84, subd.1(c) ([see related](#)~~
57 ~~[documents below](#)).~~

58 Subpart C. Visitors.

59 ~~1. Prohibition. Visitors are prohibited from possessing or carrying a firearm while on~~
60 ~~system property, except as otherwise provided in this policy.~~

61 ~~2. Licensed peace officers. This policy does not apply to visitors who are licensed~~
62 ~~peace officers under Minnesota Statutes section 626.84, subd.1(c) ([see related](#)~~
63 ~~[documents below](#)).~~

64 Part 4. Exceptions.

65 Subpart A. Parking areas. This policy does not prohibit the lawful possession or carry of firearms
66 in a parking area or parking facility.

67 Subpart B. Authorized uses. This policy does not prohibit:

- 68 1. Lawful possession or carry related to an academic use or use at a campus shooting
69 range, such as law enforcement programs, approved in writing by the college or
70 university president; or
71 2. Transport of an unloaded firearm directly between a parking area or parking
72 facility and the location authorized for its use, or transport of an unloaded firearm
73 directly between a parking area or parking facility and a storage facility provided
74 by the college or university.
75 3. Possession or carry of a pistol by a visitor who has a lawful permit to carry a
76 pistol pursuant to Minnesota Statutes section 624.714, subd. 1a ([see related](#)
77 [documents below](#)).
78 4. Possession or carry of a firearm by a licensed peace officer under Minnesota
79 Statutes section 626.84, subd.1(c) or by a qualified law enforcement officer
80 pursuant to 18 United States Code section 926B ([see related documents below](#)),
81 when possession or carry is otherwise authorized by law.

82 Nothing in this policy requires a college or university to provide storage facilities for employees'
83 or students' weapons.

84 Part 5. Storage in State Vehicles Prohibited. No vehicle owned, leased, or otherwise under the
85 control of the system shall be used to store or carry a firearm, except as authorized for purposes
86 under part 4.B.1.

87 Part 6. Violations. Violations of this policy by students or employees are misconduct subject to
88 discipline, up to and including expulsion or termination.

89 Part 7. Referral to Law Enforcement. Minnesota State Colleges and Universities may refer
90 suspected violations of law to appropriate law enforcement authorities, and provide access to
91 investigative or other data as permitted by law.

92 ~~Part 8. College and University Policies. Colleges, universities, and the system office shall adopt~~
93 ~~policies and procedures consistent with this policy.~~

94 Part 9. Effect. In the event any other system, college, university or system office policy or
95 procedure is found to be in conflict with this policy, the terms of this policy shall govern.

96

97 **Related Documents:**

98 To view any of the following related statutes, go to the Revisor's Web site
99 (<http://www.revisor.leg.state.mn.us/>). You can conduct a search from this site by typing in the
100 statute number.

- 101 • Minnesota Statute 624.714, Minnesota Citizens' Personal Protection Act of 2003

- 102 • Minnesota Statute 624.712, subd. 2, definitions
103 • Minnesota Statute 626.84, subd.1(c) licensed peace officers

104

105 **Policy History:**

106 Date of Adoption: 6/18/03,
107 Date of Implementation: 6/18/03,

108 Date & Subject of Revisions:

109 11/16/11 - Effective 1/1/12, the Board of Trustees amends all board policies to change the term
110 "Office of the Chancellor" to "system office," and to make necessary related grammatical
111 changes.

112 There is no additional HISTORY for policy 5.21.

113

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES
Agenda Item Summary Sheet**

Name: Finance and Facilities Committee

Date: November 19, 2013

Title: Proposed Amendment to Board Policy 5.23 Security and Privacy of Information Resources (Second Reading)

Purpose (check one):

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Proposed
New Policy or
Amendment to
Existing Policy | <input type="checkbox"/> Approvals
Required by
Policy | <input type="checkbox"/> Other
Approvals |
| <input type="checkbox"/> Monitoring /
Compliance | <input type="checkbox"/> Information | |

Brief Description:

Board Policy 5.23 Security and Privacy of Information Resources has been reviewed and revised to better provide guidance and direction for ensuring Minnesota State Colleges and Universities information resources.

In 2012, a multi-institutional workgroup was formed to examine management practices for ensuring security of our computer systems. With oversight by the Board of Trustees, the Leadership Council, and the chancellor, the workgroup was charged by Vice Chancellor Darrel Huish with aligning board policy, system procedure, and system guidelines to complete the implementation of a vulnerability management technology that was installed more than five years ago in cooperation with the State of Minnesota.

The First Reading of the Proposed Amendment to Board Policy 5.23 Security and Privacy of Information Resources took place October 23, 2013.

Scheduled Presenter(s): Chris McCoy, Interim Vice Chancellor – Chief Information Officer
Walt Swanson, Information Security Manager

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

BOARD ACTION
Proposed Amendment to Board Policy 5.23 Security and Privacy of Information Resources (Second Reading)

EXECUTIVE SUMMARY

Board Policy 5.23 Security and Privacy of Information Resources provides guidance and direction for ensuring the protection of Minnesota State Colleges and Universities information resources while making information accessible to fulfill its mission of providing high quality higher education.

BACKGROUND

Proposed changes to Board Policy 5.23 Security and Privacy of Information Resources add the requirement that Minnesota State Colleges and Universities adopt plans, programs and training consistent with the commitment, direction, and expectations to minimize risks with regard to information resources. This policy serves as the framework of regulatory compliance ensuring consistency in application of information security throughout the system. The first reading took place on October 23, 2013.

RECOMMENDED COMMITTEE ACTION:

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

The Board of Trustees approves the changes to Board Policy 5.23 Security and Privacy of Information Resources.

RECOMMENDED BOARD MOTION:

The Board of Trustees approves the changes to Board Policy 5.23 Security and Privacy of Information Resources.

Date Presented to the Board of Trustees: November 19, 2013

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

BOARD POLICY		
5.23		
Chapter	5.	Administration
Section	23.	Security and Privacy of Information Resources Policy

5.23 Security and Privacy of Information Resources

Part 1. Policy Statement. ~~It is the policy of~~ Minnesota State Colleges and Universities ~~is~~ committed to protecting the security and privacy of its information resources and to make information accessible to fulfill its mission of providing high quality higher education as required by law. The system shall maintain the confidentiality, integrity and availability of information resources; ensure continuity of operations; prevent, control and minimize the impact of security incidents; and manage risks to those resources regardless of the storage medium, transmission or disposal methods. Each college and university and the system office shall adopt and implement privacy and security policies, ~~and~~ procedures, plans, programs and training for its information resources consistent with applicable system policy, procedures and other applicable standards and state and federal law.

All users of Minnesota State Colleges and Universities ~~S~~system information resources are responsible for the privacy, security, and appropriate use of those resources over which they have authority, access or control, and for compliance with applicable laws, regulations, policies, procedures, and other standards. Each college, university and the system office shall provide appropriate security awareness resources for its users.

Part 2. Applicability. This policy applies to all users of system information resources; and to all system information resources in any form or storage media, wherever located.

Part 3. Definitions

Subpart A. Access. Access means the authority to view information, and when appropriate, insert, update, delete, or download information. Access shall be authorized to individuals or groups of users depending on the application of law or system policy or procedure. Technical ability to access information is not necessarily equivalent to legal authority.

Subpart B. Information Resources. Information resources means all data collected, created, received, maintained or disseminated by any Minnesota State Colleges and Universities user, regardless of its form, storage media or conditions of use.

Subpart C. System. System, or Minnesota State Colleges and Universities ~~System~~system, means the Board of Trustees, ~~the system office,~~ the ~~state~~ colleges and universities, the system office, and any part or combination thereof.

32 **Subpart D. User.** User means any individual, including but not limited to, students,
33 administrators, faculty, other employees, volunteers, and other authorized individuals using
34 system information resources, whether or not the user is affiliated with Minnesota State
35 Colleges and Universities.

36
37 **Subpart E. Integrity.** Integrity means assuring that information is kept intact, and not lost,
38 damaged or modified.

39
40 **Subpart F. Availability.** Availability means assuring that information is accessible to
41 authorized users when needed.

42
43 **Subpart G. Confidentiality.** Confidentiality means assuring that information is accessible
44 only as authorized.

45
46 **Part 4. Scope**

47 | **—Subpart A. Procedures.** The ~~Chancellor~~ chancellor shall adopt security and privacy
48 procedures under this policy.

49
50 **Subpart B. Sanctions.** Users who violate this policy or related system, college or
51 university procedures shall be subject to disciplinary action through appropriate channels.
52 Violations may be referred to appropriate law enforcement authorities.

Date of Adoption: 04/19/06,
Date of Implementation: 04/19/06,

Date and Subject of Revision:
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.

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES
Agenda Item Summary Sheet**

Name: Finance and Facilities Committee

Date: November 19, 2013

Title: Campus Service Cooperative Contract Exceeding \$3M for Managed Print Services

Purpose (check one):

- | | | |
|---|--|---|
| <input type="checkbox"/> Proposed
New Policy or
Amendment to
Existing Policy | <input checked="" type="checkbox"/> Approvals
Required by
Policy | <input type="checkbox"/> Other
Approvals |
| <input type="checkbox"/> Monitoring /
Compliance | <input type="checkbox"/> Information | |

Brief Description:

In August, a team including campus CIOs, the system office, finance leadership, and the MN Department of Administration, facilitated and coached by the Campus Service Cooperative (CSC), released a Request for Proposal for Managed Print Services. Based on the evaluation of proposals, the CSC is recommending the award of a contract for all of our colleges, all of our universities, and the system office.

This contract category represents approximately \$7 million in annual spend across the system and includes such items printers, copiers, scanners, fax machines and all associated consumables, maintenance and service. The CSC recommends approval of a contract for all of our colleges, all of our universities, and the system office that is expected to yield savings greater than \$3.15 million compared to the current three-year forecast of \$21 million over the term of the contract.

Scheduled Presenter(s):

Todd Jagerson, Chief Information Officer, Dakota County Technical College
Jason Cavallo, Strategy Director and Lead Project Manager, Campus Service Cooperative
Colin Dougherty, Managing Director, Campus Service Cooperative

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

BOARD ACTION
Campus Service Cooperative Contract Exceeding \$3M for Managed Print Services

BACKGROUND

The CSC's Strategic Sourcing team is analyzing the system's \$550 million in annual procurement of goods, services, and construction. Collectively, the CSC will achieve savings by adopting modern supplier management disciplines, best practices, and collaboration with the State of Minnesota, the University of Minnesota, and other partners.

In August, a team including campus CIOs, the system office, finance leadership, and the MN Department of Administration, facilitated and coached by the CSC, released a Request for Proposal for Managed Print Services. Based on the evaluation of these proposals, the CSC is recommending the award of a contract for all of our colleges, all of our universities, and the system office.

Managed Print Services: This contract category represents approximately \$7 million in annual spend across the system and includes such items as printers, copiers, scanners, fax machines and all associated consumables, maintenance and service. The CSC recommends approval of a contract for all of our colleges, all of our universities, and the system office that is expected to yield savings greater than 15% compared to the current three-year forecast of \$21 million over the term of the contract.

RECOMMENDED COMMITTEE ACTION:

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

The Board of Trustees approves execution of a contract to Managed Print Supplier/s, not to exceed \$21 million for a term not to exceed three years, with two additional one-year options. The Board directs the Chancellor or his designee to execute all necessary documents.

RECOMMENDED BOARD ACTION:

The Board of Trustees approves execution of a contract to Managed Print Supplier/s, not to exceed \$21 million for a term not to exceed three years, with two additional one-year options. The Board directs the Chancellor or his designee to execute all necessary documents.

Date Presented to the Board of Trustees: November 19, 2013

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

Agenda Item Summary Sheet

Name: Finance and Facilities Committee

Date: November 19, 2013

Title: Campus Service Cooperative Contract Exceeding \$3M for IT Hardware and Software

Purpose (check one):

- | | | |
|---|--|---|
| <input type="checkbox"/> Proposed
New Policy or
Amendment to
Existing Policy | <input checked="" type="checkbox"/> Approvals
Required by
Policy | <input type="checkbox"/> Other
Approvals |
| <input type="checkbox"/> Monitoring /
Compliance | <input type="checkbox"/> Information | |

Brief Description:

In August, a team including campus CIOs, the system office, and financial aid leadership, facilitated and coached by the Campus Service Cooperative (CSC), released a Request for Proposal for IT Hardware Peripherals, Software, Services, and Professional Technical Services. Based on the evaluation of these proposals, the CSC is recommending the award of a contract for all of our colleges, all of our universities, and the system office.

This contract category represents approximately \$12 million in annual spend across the system and includes such items as peripherals (e.g., monitors, keyboards, cables, etc.), off-the-shelf software, and associated services (e.g., training, implementation support, etc.). The CSC recommends approval of a contract for all of our colleges, all of our universities, and the system office that is expected to yield savings greater than \$720,000 compared to the current three-year forecast of \$36 million over the term of the contract.

Scheduled Presenter(s):

Todd Jagerson, Chief Information Officer, Dakota County Technical College
Jason Cavallo, Strategy Director and Lead Project Manager, Campus Service Cooperative
Colin Dougherty, Managing Director, Campus Service Cooperative

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

BOARD ACTION

**Campus Service Cooperative
Contract Exceeding \$3M for IT Hardware and Software**

BACKGROUND

The CSC's Strategic Sourcing team is analyzing the system's \$550 million in annual procurement of goods, services, and construction. Collectively, the CSC will achieve savings by adopting modern supplier management disciplines, best practices, and collaboration with the State of Minnesota, the University of Minnesota, and other partners.

In August, a team including campus CIOs, the system office, and financial aid leadership facilitated and coached by the CSC, released a Request for Proposal for IT Hardware Peripherals, Software, Services, and Professional Technical Services. Based on the evaluation of these proposals, the CSC is recommending the award of a contract for all of our colleges, all of our universities, and the system office.

This contract category represents approximately \$12 million in annual spend across the system and includes such items as peripherals (e.g., monitors, keyboards, cables, etc.), off-the shelf software, and associated services (e.g., training, implementation support, etc.). The CSC recommends approval of a contract for all of our colleges, all of our universities, and the system office that is expected to yield savings greater than 2% compared to the current three-year forecast of \$36 million over the term of the contract. This migration will position us for additional savings by normalizing spend and reducing the total number of vendors in this space from fourteen to two.

RECOMMENDED COMMITTEE ACTION:

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

The Board of Trustees approves execution of contracts with NowMicro and CDW-G, for a combined total not to exceed \$36 million and a term of three years, with two additional one-year options. The Board directs the Chancellor or his designee to execute all necessary documents.

RECOMMENDED BOARD ACTION:

The Board of Trustees approves execution of contracts with NowMicro and CDW-G, for a combined total not to exceed \$36 million and a term of three years, with two additional one-year options. The Board directs the Chancellor, or his designee to execute all necessary documents.

Date Presented to the Board of Trustees: November 19, 2013

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

Agenda Item Summary Sheet

Name: Finance and Facilities Committee

Date: November 19, 2013

Title: Campus Service Cooperative Contract Exceeding \$3M for Purchasing Card Agreement

Purpose (check one):

- | | | |
|---|--|---|
| <input type="checkbox"/> Proposed
New Policy or
Amendment to
Existing Policy | <input checked="" type="checkbox"/> Approvals
Required by
Policy | <input type="checkbox"/> Other
Approvals |
| <input type="checkbox"/> Monitoring /
Compliance | <input type="checkbox"/> Information | |

Brief Description:

The Campus Service Cooperative (CSC) is finalizing a Purchasing Card contract for all of our colleges, all of our universities, and the system office. Today, approximately \$30 million in annual spend across the system flows through purchasing cards. The CSC recommends approval of a contract for all of our colleges, all of our universities, and the system office that will significantly improve controls, back-office efficiency, compliance, and return on investment (ROI).

The contract evaluation and recommendation team includes the CSC and the University of Minnesota, with active input from the MN Department of Administration, campus CFOs, and business office managers. This purchasing card contract for all of our colleges, all of our universities, and the system office is expected to yield significant economics from rebates and process efficiencies over a three-year contract period and will replace several individual contracts throughout the system.

Scheduled Presenter(s):

Jason Cavallo, Strategy Director and Lead Project Manager, Campus Service Cooperative
Colin Dougherty, Managing Director, Campus Service Cooperative

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

BOARD ACTION
Campus Service Cooperative Contract Exceeding \$3M for Purchasing Card Agreement

BACKGROUND

The CSC's Strategic Sourcing team is analyzing the system's \$550 million in annual procurement of goods, services, and construction. Collectively, the CSC will achieve these savings by adopting modern supplier management disciplines, best practices, and collaboration with the State of Minnesota, the University of Minnesota, and other partners.

The CSC is finalizing a Purchasing Card contract for all of our colleges, all of our universities, and the system office. The contract evaluation and recommendation team includes the CSC and the University of Minnesota, with active input from the MN Department of Administration, campus CFOs, and business office managers.

Purchasing Cards: Today, approximately \$30 million in annual spend across the system flows through purchasing cards. The CSC recommends approval of a contract for all of our colleges, all of our universities, and the system office that will significantly improve controls, back-office efficiency, compliance, and ROI. This purchasing card contract for all of our colleges, all of our universities, and the system office is expected to yield significant economics from rebates and process efficiencies over a three-year contract period and will replace several individual contracts throughout the system.

RECOMMENDED COMMITTEE ACTION:

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

The Board of Trustees approves execution of a contract with the selected Purchasing Card vendor for a term not to exceed three years. The Board directs the Chancellor or his designee to execute all necessary documents.

RECOMMENDED BOARD ACTION:

The Board of Trustees approves execution of a contract with the selected Purchasing Card vendor for a term not to exceed three years. The Board directs the Chancellor, or his designee to execute all necessary documents.

Date Presented to the Board of Trustees: November 19, 2013