

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

Agenda Item Summary Sheet

Name: Finance and Facilities Committee

Date: January 28, 2015

Title: Proposed Amendments to Policy 7.1 Finance and Administrative Authority – First 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 1A.1, Part 6, Minnesota State Colleges and Universities Organization and Administration, requires periodic review of all board policies. Staff reviewed Policy 7.1 this fall and proposed some revisions. The revisions were reviewed by the Office of General Counsel, cabinet, then sent out for formal consultation and received support from the presidents, employee representative groups, student associations and campus leadership groups. All comments received from the consultation were taken into consideration.

Scheduled Presenter(s):

Laura M. King, Vice Chancellor - CFO

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

First Reading

BOARD ACTION

**Proposed Amendments to Board Policy 7.1 Finance and Administrative Authority
(First Reading)**

BACKGROUND

Board Policy 7.1, Financial and Administrative Authority, was adopted by the Board of Trustees and became effective June 10, 2000. The policy was last reviewed on August 6, 2009 and no changes were made. Board Policy 1A.1, Part 6, Minnesota State Colleges and Universities Organization and Administration, requires periodic review of all board policies. Staff reviewed Policy 7.1 this fall.

PROPOSED AMENDMENTS

The proposed amendments to Policy 7.1 are reflected in the track-change copy of the policy on the following page.

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. All comments received during the review process have been examined and responses sent.

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

RECOMMENDED COMMITTEE ACTION:

The Board of Trustees approves the changes to Board Policy 7.1 Financial and Administrative Authority.

RECOMMENDED BOARD MOTION:

The Board of Trustees approves the changes to Board Policy 7.1 Financial and Administrative Authority.

Date Presented to the Board of Trustees: January 28, 2015



Minnesota State Colleges and Universities Board Policies Chapter 7 – General Finance Provisions

1 2 **7.1 Finance and Administrative Authority of Board, Chancellor and Presidents**

3 [Click here for a PDF copy of this policy](#)

4 **Part 1. Authority.** Pursuant to Minnesota Statutes § 136F.06, the Board of Trustees has
5 authority to govern state colleges and universities and all related property and to develop policies
6 to implement the board's authority. The referenced statute further states that to the extent
7 practicable in protecting statewide interests, the board is charged with providing autonomy to the
8 colleges and universities and holding the colleges and universities accountable for the decisions
9 made.

10

11 Minnesota Statutes §136F.05 charges the board with efficient use of facilities and staff so that
12 students benefit through improved and broader course offerings, ease of transfer among colleges
13 and universities schools and programs, integrated course credit, coordinated degree programs
14 and coordinated financial aid. Effective implementation of these objectives requires a high
15 degree of coordination and integration of administrative and student support systems at all
16 colleges and universities.

17

18 All financial and administrative policies are in support of the Minnesota State College and
19 University's Universities' educational mission. ~~The Board's Policy 1A3 part 4 of Trustees~~
20 delegates authority to the chancellor to develop procedures and guidelines which implement the
21 board's policies for the administrative and financial management of the system, including all
22 colleges and universities. There shall be a high degree of coordination and integration of
23 administrative and student support information systems, procedures and processes across all
24 colleges and universities for purposes of achieving uniform and efficient student services and in
25 demonstrating serious commitment to sound stewardship over state resources. Procedures and
26 guidelines shall support these objectives through consistent business and administrative practices
27 that assure the highest possible quality of administrative student services, data integrity and the
28 efficient use of the system's information technology resources.

29

30 Subject to the above stated objectives covering administrative and student support systems and
31 processes, the ~~Board's~~ board's policies and the system procedures shall allow the colleges and
32 universities ~~sufficient~~ sufficient autonomy to administer the resources under their control to achieve their
33 mission and the expectation of accountability for their decisions.

34

35 **Part 2. Responsibilities.** The chancellor shall periodically advise the ~~Board~~ board of the
36 administrative and financial management performance of the system, system office, colleges and

37 universities. The chancellor is responsible for periodic communications, reporting, and oversight
38 of the presidents.

39
40 Presidents shall have the authority, responsibility and accountability to administer their colleges
41 and universities in accordance with board policies, delegation from the chancellor, system
42 procedures, and federal, state and local laws and regulations. The president of each college and
43 university is responsible for developing and maintaining conforming and compliant
44 college/university-wide administrative, financial, and facilities management procedures in
45 consultation with students, faculty, staff and recognized organizations for faculty, students, and
46 staff.

47
48 **Part 3. Public Information.** All data will be handled in accordance with *Minnesota Statutes*
49 *Chapter 13*, the Minnesota Government Data practices Act, or other applicable law.

50
51 **Part 4. Accountability/Reporting.** The chancellor is accountable for administrative and
52 financial management of the colleges, universities and system office as delegated by the ~~Board~~
53 board and for oversight of the activities of all colleges and universities. The presidents are
54 accountable for administrative and financial management of the colleges and universities as
55 delegated by the chancellor. Internal and external audits (~~Office of the Legislative Auditor and~~
56 ~~private~~), will be conducted ~~to determine if the chancellor and presidents are maintaining~~
57 appropriate controls in accordance with the audit committee's direction. The board will be
58 advised of the financial status of the system through reports to the board and as the results of
59 audits.

61
62 *Date of Adoption:* 09/20/95,
63 *Date of Implementation:* 09/20/95,
64
65 *Date and Subject of Revision:*
66 11/16/11 - Effective 1/1/12, the Board of Trustees amends all board policies to change the
67 term "Office of the Chancellor" to "system office," and to make necessary related
68 grammatical changes.
69 06/21/06 - amended Part 1 to include Minnesota Statutes § 136F.05, and includes language
70 regarding the administrative and student support information systems. Amends Part 4
71 clarifying that the chancellor is accountable for the oversight of the activities of all
72 colleges and universities. And other technical changes.
73 06/18/03 - deletes reference to "MnSCU", changes "system office" to "office of the
74 chancellor", deletes approval of annual work plan
75 06/21/00 - Amends language in Part 1 and Part 2, Subpart A; Adds Parts 3 and 4.

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