



March 2022 committee & board meetings
Minnesota State Colleges and Universities
Mar 15, 2022 10:00 AM - Mar 16, 2022 12:45 PM CDT

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Board of Trustees
March 15 - 16, 2022
McCormick Room, 4th Floor

Times are tentative – meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of previous meetings. Interested parties can listen to the live stream of the proceedings from the [Board website](#).

Tuesday, March 15, 2022

- 10:00 a.m. Diversity, Equity and Inclusion Committee, Rudy Rodriguez, Chair
Other board members may be present constituting a quorum of the board.
- 1. Minutes of January 25, 2022**
 2. Equity 2030 in Action: Campus Stories
- 11:00 a.m. Outreach and Engagement Committee, Dawn Erlandson, Chair
Other board members may be present constituting a quorum of the board.
- 1. Minutes of January 26, 2022**
 2. Update on Foundation Services
- 11:45 a.m. LUNCH
- 12:30 p.m. Academic and Student Affairs Committee, Cheryl Tefer, Chair
Other board members may be present constituting a quorum of the board.
- 1. Minutes of January 25, 2022**
 - 2. Minnesota North College Merger Approval**
 3. Minnesota State Centers of Excellence
- 2:00 p.m. Committee of the Whole, Jay Cowles, Chair
1. Law Enforcement Education Reform Update
- 3:00 p.m. Meeting ends



Wednesday, March 16, 2022

- 8:30 a.m. Joint Meeting: Facilities and Finance Committees, Co-Chairs Jerry Janezich and Roger Moe
Other board members may be present constituting a quorum of the board.
- 1. Contracts Requiring Board Approval**
 - a. Parking Lot 1 Improvements, Minnesota State University, Mankato**
 - b. Parking Lot Improvements, Saint Paul College**
 2. FY2024 Capital Budget Guidelines (First Reading)
- 9:15 a.m. Finance Committee, Roger Moe, Chair
Other board members may be present constituting a quorum of the board.
- 1. Minutes of January 26, 2022**
 - 2. Contracts Requiring Board Approval**
 - a. Campus Security Services- Anoka Ramsey Community College (Coon Rapids & Cambridge campuses) & Anoka Technical College**
 - b. Flight Training Provider for Aviation Program, Minnesota State University, Mankato**
 - c. Classroom Technology Upgrades – Phase 2, Rochester Community and Technical College**
 - d. Elsevier Testing & Review, Winona State University**
 - e. On Campus Bookstore Services, Winona State University**
 3. FY2022 Operating Budget Update
- 10:30 a.m. Workforce and Organizational Effectiveness Committee, George Soule, Chair
Other board members may be present constituting a quorum of the board.
- 1. Minutes of January 26, 2022**
 - 2. Appointment for Senior Vice Chancellor for Academic and Student Affairs**
 - 3. Appointment of President for Bemidji State University/Northwest Technical College**
 - 4. Appointment of Interim President for St. Cloud Technical and Community College**
- 11:15 a.m. BREAK
- 11:30 a.m. Board of Trustees, Jay Cowles, Chair
- 12:45 p.m. Meeting ends

Bolded items indicate action is required.



FY2022 and FY2023 Board Meeting Dates

The meeting calendar is subject to change. Changes to the calendar will be publicly noticed.

Revised FY2022 Meeting Calendar

Meeting	Date	If agendas require less time, these dates will be cancelled.
No meetings in July <i>Potential board training session to be scheduled</i>		
No meetings in August		
Board Retreat <i>Tentative Location: Riverland Community College/Austin</i>	September 21-22, 2021	
Executive Committee	October 6, 2021	
Committee / Board Meetings	October 19-20, 2021	October 19, 2021
Executive Committee	November 3, 2021	
Committee / Board Meetings Combined with Leadership Council	November 16-17, 2021	November 17, 2021
No meetings in December		
Executive Committee	January 5, 2022	
Board Meeting/Combined meeting with Leadership Council	January 25-26, 2022	January 26, 2022
No meetings in February		
Executive Committee	March 2, 2022	
Committee / Board Meetings	March 15-16, 2022	March 15, 2022
Executive Committee	April 6, 2022	

Meeting	Date	If agendas require less time, these dates will be cancelled.
Committee / Board Meetings	April 19-20, 2022	April 19, 2022
Executive Committee	May 4, 2022	
Committee / Board Meetings	May 17-18, 2022	May 17, 2022
Executive Committee	June 1, 2022	
Committee / Board Meetings	June 21-22, 2022	June 21, 2022

Proposed FY2023 Meeting Calendar

Meeting	Date	If agendas require less time, these dates will be cancelled.
Board Meeting/Combined meeting Leadership Council	July 19-20, 2022	July 20, 2022
No meetings in August		
Board Retreat	September 20-21, 2022	
Executive Committee	October 5, 2022	
Committee / Board Meetings	October 18-19, 2022	October 18, 2022
Executive Committee	November 2, 2022	
Committee / Board Meetings Combined with Leadership Council	November 15-16, 2022	November 16, 2022
No meetings in December		
Executive Committee	January 4, 2023	
Board Meeting/Combined meeting with Leadership Council	January 24-25, 2023	January 25, 2023
No meetings in February		

Meeting	Date	If agendas require less time, these dates will be cancelled.
Executive Committee	March 1, 2023	
Committee / Board Meetings	March 21-22, 2023	March 21, 2023
Executive Committee	April 5, 2023	
Committee / Board Meetings	April 18-19, 2023	April 18, 2023
Executive Committee	May 3, 2023	
Committee / Board Meetings	May 16-17, 2023	May 16, 2023
Executive Committee	June 7, 2023	
Committee / Board Meetings	June 20-21, 2023	June 20, 2023

National Higher Education Conferences:

ACCT Leadership Congress: October 13-16, 2021, San Diego
ACCT National Legislative Summit: 2022 (dates not posted)
AGB National Conference on Trusteeship: Spring 2022 (dates not posted)

*AGB is the Association of Governing Boards of Universities and Colleges
ACCT is the Association of Community College Trustees*

Committee Rosters

2021- 2022

(Updated October 1, 2021)

Executive

Jay Cowles, Chair
Rudy Rodriguez, Vice Chair
Roger Moe, Treasurer
Dawn Erlandson
April Nishimura
Cheryl Tefer
Michael Vekich

Academic and Student Affairs

Cheryl Tefer, Chair
Alex Cirillo, Vice Chair
Asani Ajogun
Dawn Erlandson
Javier Morillo
Oballa Oballa
Kathy Sheran

President Liaisons:

Deidra Peaslee
Robbyn Wacker

Audit

Michael Vekich, Chair
George Soule, Vice Chair
Victor Ayemobuwa
Jerry Janezich
April Nishimura

President Liaisons:

Faith Hensrud
Michael Seymour

Diversity, Equity, and Inclusion

Rudy Rodriguez, Chair
George Soule, Vice Chair
Asani Ajogun
Alex Cirillo
Javier Morillo
April Nishimura
Oballa Oballa

President Liaisons:

Carrie Brimhall
Kumara Jayasuriya

Facilities

Jerry Janezich, Chair
Roger Moe, Vice Chair
Victor Ayemobuwa
Alex Cirillo
Kathy Sheran

President Liaisons:

Kent Hanson
Faith Hensrud

Finance

Roger Moe, Chair
April Nishimura, Vice Chair
Jerry Janezich
Oballa Oballa
Rudy Rodriguez
Kathy Sheran
George Soule

President Liaisons:

Joe Mulford
Scott Olson

Outreach and Engagement Committee

Dawn Erlandson, Chair
Alex Cirillo, Vice Chair
Victor Ayemobuwa
Javier Morillo
Cheryl Tefer

President Liaisons:

*Ginny Arthur
Michael Berndt*

Workforce and Organizational Effectiveness

George Soule, Chair
Rudy Rodriguez, Vice Chair
Asani Ajogun
Dawn Erlandson
Roger Moe
Kathy Sheran
Cheryl Tefer

President Liaisons:

*Anne Blackhurst
Annette Parker*

Nominating Committee

George Soule, Chair
Michael Vekich, Vice Chair
Cheryl Tefer

Chancellor Performance Review

Jay Cowles, Chair
Rudy Rodriguez, Vice Chair
Dawn Erlandson
Roger Moe



Diversity, Equity and Inclusion Committee
March 15, 2022
10:00 a.m.
McCormick Room, 4th Floor

Times are tentative – meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of previous meetings.

- 1. Minutes of January 25, 2022**
2. Equity 2030 in Action: Campus Stories

Committee Members

Rudy Rodriguez, Chair
George Soule, Vice Chair
Asani Ajogun
Alex Cirillo
Javier Morillo
April Nishimura
Oballa Oballa

Presidents Liaisons

Carrie Brimhall
Kumara Jayasuriya

Bolded items indicate action required.



**Diversity, Equity and Inclusion Committee
Meeting Minutes
January 25, 2022**

A meeting of the Diversity, Equity and Inclusion Committee of the Board of Trustees was held on January 25, 2022.

Committee members present: Rudy Rodriguez, Chair; George Soule, Vice Chair; Asani Ajogun, Alex Cirillo, Javier Morillo, April Nishimura, and Oballa Oballa

Other board members present: Victor Ayemobuwa, Jay Cowles, Dawn Erlandson, Jerry Janezich, Roger Moe, and Cheryl Tefer.

Staff present: Devinder Malhotra, Chancellor; Andriel Dees, Vice Chancellor for Equity and Inclusion

The meeting materials for this meeting are available [here](#), starting on page 48. An audio recording of the meeting is available [here](#).

Committee Chair Rodriguez called the meeting to order at 2:02 p.m.

Agenda Item 1 & 2: Approval of the Meeting Minutes for October 20, 2021 and October 20, 2021 Joint Meeting of Academic and Student Affairs and Diversity, Equity and Inclusion Committees

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

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

Agenda Item 3: Equity 2030 in Action: Campus Perspective

Committee Chair Rodriguez invited Vice Chancellor Dees along with President Deidra Peaslee, St. Paul College and Wendy Roberson, Vice President of Diversity, Equity and Inclusion to present St. Paul College's perspective on Equity 2030 in action, as detailed in the meeting materials. The meeting materials for this item begin on page 52.

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

Adjournment

The committee chair adjourned the meeting at 2:41 p.m.

**MINNESOTA STATE
BOARD OF TRUSTEES
Agenda Item Summary Sheet**

Name: Diversity, Equity and Inclusion Committee

Date: March 15, 2022

Title: Equity 2030 in Action: Campus Stories

Purpose (check one):

Proposed New Policy or
Amendment to Existing Policy

Approvals Required
by Policy

Other Approvals

Monitoring/Compliance

Information

Brief Description:

This presentation will continue to showcase part of our efforts to illustrate how Equity 2030 is activated throughout the system at our colleges and universities. Today, South Central College will focus their perspective on how their campus supports Equity 2030 through their strategic planning alignment on how it has been instrumental to their equity and student success efforts. Minnesota State colleges and universities continue to identify and undertake the work needed of which would increase the effectiveness and impact of their work.

Scheduled Presenter(s):

Andriel Dees, Vice Chancellor for Equity and Inclusion

Annette Parker, President, South Central College

John Harper, Director of Diversity, Equity and Inclusion, South Central College

Narren Brown, Vice President of Research and Institutional Effectiveness, South Central College

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD INFORMATION ITEM

Equity 2030 in Action: Campus Stories

BACKGROUND

South Central College will share how their strategic planning alignment efforts have yielded immediate results in conjunction with the Equity 2030 goals that complement the institution's missions and vision.

Outreach and Engagement Committee
March 15, 2022
11:00 a.m.
McCormick Room, 4th Floor

Times are tentative – meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of previous meetings.

- 1. Minutes of January 26, 2022**
2. Update on Foundation Services

Committee Members

Dawn Erlandson, Chair
Alex Cirillo, Vice Chair
Javier Morillo
Cheryl Tefer
Victor Ayemobuwa

Presidents Liaisons

Michael Berndt
Ginny Arthur

Bolded items indicate action required.



**Outreach and Engagement Committee
Meeting Minutes
January 26, 2022**

A meeting of the Outreach and Engagement Committee of the Board of Trustees was held on January 26, 2022.

Committee members present: Dawn Erlandson, Chair; Alex Cirillo, Vice Chair; Victor Ayemobuwa, and Cheryl Tefer.

Other board members present: Asani Ajogun, Jay Cowles, Jerry Janezich, Roger Moe, Oballa Oballa, Rudy Rodriguez, Kathy Sheran, and George Soule.

Staff present: Devinder Malhotra, Chancellor; Noelle Hawton, Chief Marketing and Communications Officer.

The meeting materials for this meeting are available [here](#), starting on page 57. An audio recording of the meeting is available [here](#).

Committee Chair Erlandson called the meeting to order at 8:31 a.m.

Agenda Item 1: Approval of the Meeting Minutes for November 17, 2021

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

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

Agenda Item 2: Overview of Colleges and Universities' Philanthropic Activities

Committee Chair Erlandson invited Noelle Hawton, along with Jen Dobossy, Director, Foundation Services, to present on the current volume of fundraising and scholarship activity at all Minnesota State colleges and universities. This was followed by a presentation on two successful campus capital campaigns. Presenting from Minnesota State University Moorhead were Gary Haugo, Vice President, University Advancement; and Jared Miller, Associate Vice President, Development. Presenting from Itasca Community College were Bart Johnson, Provost; Charlie Black, Executive Director, Itasca Community College Foundation; Brock Stram, student; and Susan Lynch, Executive Director, Grand Rapids Area Community Foundation, and former Executive Director, Itasca Community College Foundation.

The meeting materials for this item begin on page 60.

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

Adjournment

The committee chair adjourned the meeting at 9:34 a.m.

**MINNESOTA STATE
BOARD OF TRUSTEES
Agenda Item Summary Sheet**

Name: Outreach and Engagement Committee

Date: March 15, 2022

Title: Update on Foundation Services

Purpose (*check one*):

Proposed New Policy or
Amendment to Existing Policy

Approvals Required
by Policy

Other Approvals

Monitoring/Compliance

Information

Brief Description:

The Outreach and Engagement Committee will be briefed about the Minnesota State Director of Foundation Services' work thus far and work envisioned for the future, including fostering a community of practice, ensuring valid and reliable data, and discovering and pursuing large scale private funding opportunities that benefit multiple campuses or systemwide.

Scheduled Presenter(s):

Noelle Hawton, Chief Marketing and Communications Officer
Jen Dobossy, Director, Foundation Services

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD INFORMATION ITEM

Update on Foundation Services

BACKGROUND

The Outreach and Engagement Committee will be briefed about the Minnesota State Director of Foundation Services' work offering resources to the colleges' and universities' foundations, developing relationships with large private funders, and work envisioned for the future.



Academic and Student Affairs Committee
March 15, 2022
12:30 p.m.
McCormick Room, 4th Floor

Times are tentative – meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of previous meetings.

- 1. Minutes of January 25, 2022**
- 2. Minnesota North College Merger Approval**
3. Minnesota State Centers of Excellence

Committee Members

Cheryl Tefer, Chair
Alex Cirillo, Vice Chair
Asani Ajogun
Dawn Erlandson
Javier Morillo
Oballa Oballa
Kathy Sheran

Presidents Liaisons

Deidra Peaslee
Robbyn Wacker

Bolded items indicate action required.





**Academic and Student Affairs Committee
Meeting Minutes
January 25, 2022**

A meeting of the Academic and Student Affairs Committee of the Board of Trustees was held on January 25, 2022.

Committee members present: Cheryl Tefer, Chair; Alex Cirillo, Vice Chair; Asani Ajogun, Dawn Erlandson, Javier Morillo and Oballa Oballa

Committee members absent: Kathleen Sheran

Other board members present: Jay Cowles, Jerry Janezich, Roger Moe, April Nishimura, Rudy Rodriguez, and George Soule

Staff present: Devinder Malhotra, Chancellor; Ron Anderson, Sr. Vice Chancellor for Academic and Student Affairs

The meeting materials for this meeting are available [here](#) starting on page 22. An audio recording of the meeting is available [here](#).

Committee Chair Tefer called the meeting to order at 12:31 p.m.

Agenda Item 1: Approval of the Meeting Minutes for November 17, 2021

Committee Chair Tefer asked if there were any changes or amendments to the minutes, then asked for a motion to approve. Trustee Erlandson made the motion and Trustee Oballa provided a second.

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

Agenda Item 2: Addressing Basic Needs Insecurity as a Student Success Strategy

Committee Chair Tefer invited Sr. Vice Chancellor Ron Anderson along with Dr. Paul Shepherd, System Director for Student Development and Success; Kate Noelke, Chancellor's Fellow for Mental Health; Rebecca Peine, Director of Student Rights and Responsibilities, Rochester Community and Technical College; and Maya Sullivan, Dean of Students, Metropolitan State University to present on Addressing Basic Needs Insecurity as a Student Success Strategy, as detailed in the meeting materials.

The meeting materials for this item begin on page 25.

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

Adjournment

The committee chair adjourned the meeting at 2:00 p.m.

**MINNESOTA STATE
BOARD OF TRUSTEES
Agenda Item Summary Sheet**

Name: Academic and Student Affairs Committee

Date: March 15, 2022

Title: Minnesota North College Merger

Purpose (check one):

Proposed New Policy or
Amendment to Existing Policy

Approvals Required
by Policy

Other Approvals

Monitoring/Compliance

Information

Brief Description:

On February 25, 2022, the Higher Learning Commission’s Board of Trustees approved the merger of five colleges—Hibbing Community College, Itasca Community College, Mesabi Range College, Rainy River Community College, and Vermilion Community College—resulting in the Northeast Higher Education District “becoming the sole HLC-accredited entity and operating henceforth as a single unified college with six branch campuses (‘Minnesota North College’).” The HLC stipulated that “[t]he closing must take place no more than thirty days from the date of the [HLC] Board’s action.” As a result the timeline required by HLC and to enable the launch of Minnesota North College in the fall of 2022, the motion to approve the reorganization and consolidation is being presented to the Minnesota State Board of Trustees.

Scheduled Presenter(s):

Ron Anderson, Senior Vice Chancellor for Academic and Student Affairs
Michael Raich, President, Northeast Higher Education District

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD ACTION

Minnesota North College Merger Approval

BACKGROUND

The Northeast Higher Education District (NHED) was established in 1999 and currently consists of five independently accredited community colleges (Hibbing, Itasca, Mesabi Range [campuses in Virginia and Eveleth], Rainy River, and Vermilion). The five colleges share a president and several non-instructional services. While the colleges work closely together in many areas, they still operate largely as independent colleges in areas such as academic programming, enrollment management, budget, accreditation, and athletics.

Significant and sustained enrollment decline (33% loss of tuition paying student FYE from fiscal years 2011 to 2019) limits the district's ability to make strategic investments, results in fewer employees to serve students, and leaves the district's colleges vulnerable. Operating as five separate colleges creates barriers to students who seek access to courses, programs, and services at multiple NHED colleges, produces inefficiencies for employees who work in shared services, and results in duplicative expenses that have become more difficult to absorb with declining revenue.

In January 2020, the Board of Trustees endorsed the intent to merge Northeast Higher Education District's five independently-accredited colleges (six campuses) into one accredited college (six campuses) and charged Interim President Raich with developing a comprehensive plan and timeline for such a merger and securing approval from the Higher Learning Commission (HLC).

To advance the process and to engage multiple stakeholders in advancing a vision to transform higher education delivery in Northeast Minnesota, NHED moved ahead by developing VisionNE, a framework for the effort to merge the five colleges. This work included convening Innovation Teams, VisionNE AASC and Faculty Leadership Workgroups, and a VisionNE Advisory Council along with a variety of focus groups involving both community members and students.

In September 2020, employees, community stakeholders, and students gathered to provide input on the mission, vision, and naming elements for the merged college. Development teams used that input to create drafts that were then reviewed by students, employees, leadership, community stakeholders, and system office staff. The final versions were approved by the NHED president and cabinet.

In January 2021, the Board of Trustees approved the name, mission, and vision of the single college—Minnesota North College—that will be formed upon the future merger of Hibbing Community College, Itasca Community College, Mesabi Range College, Rainy River Community College, and Vermilion Community College. In July 2021, NHED submitted an application for change of control to the HLC. A team of peer reviewers conducted a site visit in October of 2021, and NHED received a copy of the change of control report on December 1, 2021. On February 25, 2022, the HLC’s Board of Trustees approved the merger of the five colleges into “the sole HLC-accredited entity and operating henceforth as a single unified college with six branch campuses (‘Minnesota North College’).” The HLC stipulated that “[t]he closing must take place no more than thirty days from the date of the [HLC] Board’s action.” To enable the completion of the merger, the motion to approve the merger is being presented to the Minnesota State Board of Trustees for approval. NHED will apply to HLC for a timeline extension to merge on or around May 23, 2022. This timeline allows for current students to graduate or transfer under their existing college name.

RECOMMENDED COMMITTEE MOTION

The Academic and Student Affairs Committee recommends that the Board of Trustees approve the reorganization and consolidation of Hibbing Community College, Itasca Community College, Mesabi Range College, Rainy River Community College, and Vermilion Community College, resulting in the Northeast Higher Education District becoming the sole HLC-accredited entity and operating henceforth as a single unified college, Minnesota North College, with six branch campuses.

RECOMMENDED BOARD MOTION

The Board of Trustees approve the reorganization and consolidation of Hibbing Community College, Itasca Community College, Mesabi Range College, Rainy River Community College, and Vermilion Community College, resulting in the Northeast Higher Education District becoming the sole HLC-accredited entity and operating henceforth as a single unified college, Minnesota North College, with six branch campuses.

Date Presented to the Board of Trustees: 03/15/2022

Date of Implementation: TBD

**MINNESOTA STATE
BOARD OF TRUSTEES
Agenda Item Summary Sheet**

Name: Academic and Student Affairs Committee

Date: March 15, 2022

Title: Minnesota State Centers of Excellence

Purpose (check one):

Proposed New Policy or
Amendment to Existing Policy

Approvals Required
by Policy

Other Approvals

Monitoring/Compliance

Information

Brief Description:

Minnesota State is the largest provider of workforce education and training in the state. The eight Centers of Excellence play a vital role by supporting Minnesota State faculty in the preparation of students for a rapidly changing workplace. The Centers facilitate the engagement with industry, community partners, and secondary schools that enhances the educational experience and inspires students. This presentation will provide an overview of the work being done by the Centers.

Scheduled Presenter(s):

Larry Lundblad, Executive Director for Workforce and Economic Development

Mary Rothchild, Senior System Director for Workforce and Economic Development

Valerie DeFor, Director, HealthForce

Chris Hadfield, Executive Director, Transportation Center of Excellence

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD INFORMATION ITEM
Minnesota State Centers of Excellence

BACKGROUND

The Centers of Excellence were created through legislative appropriation by the Minnesota Legislature in 2005 to develop a world-class workforce for Minnesota through innovative programs that result from collaborations between higher and secondary education, industry, business, and community partners. Initially, four Centers in healthcare, manufacturing, applied engineering, and information technology were established. The Centers were expanded in 2012 to include energy, transportation, and agriculture. The strategies of engaging industry, enhancing education, and inspiring students provide direction for the work of the Centers. Every two years, the system submits a progress report to the legislature regarding the work and successes of the Centers.

The Centers are strategically located at system colleges and universities. The Centers, location, and directors include:

- Northern Agriculture Center (Ag Centric), Central Lakes College, Keith Olander
- Southern Agricultural Center of Excellence, South Central College, Megan Roberts
- Healthcare Center of Excellence (HealthForce), Winona State University, Valerie Defor
- Transportation Center of Excellence, Dakota County Technical College, Christopher Hadfield
- Engineering Center of Excellence, Minnesota State University, Mankato, Jason Bruns
- Energy Center of Excellence, Minnesota West, Rose Patzer
- IT Center of Excellence, Metropolitan State University, Janice Aanesson
- Advanced Manufacturing Center of Excellence, Bemidji State University, Jeremy Leffelman

An important role for the Centers is to develop the relationships between external entities, Minnesota State institutions, and faculty that enhance the educational experience for students through quality, relevant and innovative programs. Center directors cultivate external relationships with business and industry leaders; secondary faculty and administration; foundations; trade organizations; and local, regional, state, and federal units of government and agencies. These relationships promote greater collaboration to better respond to workforce training and education needs through joint planning; coordinated responses; shared data, expertise, and experience; and resource procurement. To help direct these collaborative efforts, each Center has an advisory committee that includes external partners and Minnesota State faculty, staff, and administrators.

A major focus of the Centers is to increase enrollment in high-demand, high-skill, high-wage career programs through collaborations with secondary and post-secondary institutions and employers. This work is a partnership with Minnesota State as state administrator for the federal Strengthening Career and Technical Education for the 21st Century Act (Perkins V) that was signed into law in 2018. This law calls for an integrated approach to the delivery of robust career and technical education programs, meaningful improvement in the performance of historically underserved students, and encourages creating and expanding opportunities for high school students to earn college credits through dual enrollment and college courses that result in a recognized credential or credit toward a recognized post-secondary credential.

To achieve these outcomes, the Centers are assisting with the development of career exploration opportunities and educational pathways. Career exploration activities include classroom interactions with practitioners, job shadowing, internships, online and virtual connections to video resources, and hands-on experiences through camps, competitive events, and student organizations. The pathways provide students with a clearly articulated sequence of courses and connected academic programs that lead to further education and employment. The pathways benefit secondary students, undergraduates, and lifelong learners.

A significant portion of Center work is devoted to faculty support. The Centers play an important role in assisting faculty with the development of new curriculum, the revision of existing programs and courses, and the implementation of innovative instructional practices. Professional development activities for faculty are available in a variety of formats throughout the year. These activities offer faculty the opportunity to keep abreast of new trends in occupational skills and industry changes. Some Centers provide mentoring opportunities for new faculty and other onboarding activities. In addition, the Centers assist with grant development and coordination, equipment donations, and program certifications and accreditations. Center directors work with academic deans and vice-presidents in a variety of ways.

Minnesota State is the leader in creating an inclusive world-class workforce for Minnesota. The eight Centers of Excellence play a vital role in making this a reality as they develop partnerships and collaborations and coordinate system activities to enhance education and inspire students. Two Directors will share the activities of their Centers and examples of their work that is having a state-wide impact.



Committee of the Whole
March 15, 2022
2:00 p.m.
McCormick Room, 4th Floor

Times are tentative – meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of previous meetings.

1. Law Enforcement Education Reform Update

Bolded items indicate action required.



**MINNESOTA STATE
BOARD OF TRUSTEES
Agenda Item Summary Sheet**

Name: Committee of the Whole

Date: March 15, 2022

Title: Law Enforcement Education Reform Update

Purpose (check one):

Proposed New Policy or
Amendment to Existing Policy

Approvals Required
by Policy

Other Approvals

Monitoring/Compliance

Information

Brief Description:

Minnesota State created a multi-prong approach to Law Enforcement Education Reform which includes: (1) Creation of Minnesota State Taskforce on Law Enforcement Education Reform; (2) Creation of Law Enforcement and Criminal Justice Faculty Community of Practice; (3) Program Review and Quality Assurance process; (4) Review and revision of Goal 7: Human Diversity of the Minnesota Transfer Curriculum (MnTC); and (5) Creation of strategic plan to recruit and retain BIPOC faculty. This presentation will provide an update on the Minnesota State multi-prong approach to Law Enforcement Education Reform and next steps in the implementation of the Minnesota State Taskforce on Law Enforcement Education Reform's recommendations.

Scheduled Presenter(s):

Satasha Green-Stephen, Associate Vice Chancellor for Academic Affairs

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD INFORMATION ITEM

Law Enforcement Education Reform Update

BACKGROUND

The calls for fundamental reform of law enforcement in Minnesota were many and wide ranging after the murder of George Floyd. Minnesota State has a role to play in this reform as we educate 8 out of 10 in law enforcement for the state of Minnesota that want to become police officers through our law enforcement and criminal justice programs. The education we provide is clearly a piece of the reform puzzle. In this context, we began the work of identifying steps Minnesota State could take-- reforms we could make to law enforcement education – that would contribute to the larger police reform efforts. In the June 2020 board meeting we shared Minnesota State’s multi-prong approach to Law Enforcement Education Reform which includes: (1) Creation of Minnesota State Taskforce on Law Enforcement Education Reform; (2) Creation of Law Enforcement and Criminal Justice Faculty Community of Practice; (3) Program Review and Quality Assurance process; (4) Review and Revision of Goal 7: Human Diversity of the Minnesota Transfer Curriculum (MnTC); and (5) Creation of strategic plan to recruit and retain BIPOC faculty. This presentation will provide an update on the Minnesota State Multi-prong approach to Law Enforcement Education Reform and next steps in the implementation of the Minnesota State Taskforce on Law Enforcement Education Reform’s recommendations.



Joint Finance and Facilities Committee
March 16, 2022
8:30 a.m.
McCormick Room, 4th Floor

Times are tentative – meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of previous meetings.

1. **Contracts Requiring Board Approval:**
 - a. **Parking Lot 1 Improvements, Minnesota State University, Mankato**
 - b. **Parking Lot Improvements, Saint Paul College**
2. **FY2024 Capital Budget Guidelines (First Reading)**

Finance Committee Members

Roger Moe, Chair
April Nishimura, Vice Chair
Jerry Janezich
Oballa Oballa
Rudy Rodriguez
Kathy Sheran
George Soule

Presidents Liaisons

Joe Mulford
Scott Olson

Facilities Committee Members

Jerry Janezich, Chair
Roger Moe, Vice Chair
Victor Ayemobuwa
Alex Cirillo
Kathy Sheran

Presidents Liaisons

Kent Hanson
Faith Hensrud



**MINNESOTA STATE
BOARD OF TRUSTEES
Agenda Item Summary Sheet**

Name: Finance and Facilities Joint Committee

Date: March 16, 2022

Title: Contracts Requiring Board Approval:

- a. Parking Lot 1 Improvements, Minnesota State University, Mankato
- b. Parking Lot Improvements, Saint Paul College

Purpose (check one):

Proposed New Policy or
Amendment to Existing Policy

Approvals Required
by Policy

Other Approvals

Monitoring/Compliance

Information

Brief Description:

Board Policy 5.14, Contracts, Procurements, and Supplier Diversity, requires Board of Trustees approval of any procurement, lease agreement, or professional, technical, or consulting service contract with a value in excess of \$1,000,000 or contract amendment that would increase the total value of a contract to more than \$1,000,000.

Scheduled Presenter(s):

Bill Maki, Vice Chancellor for Finance and Facilities

Brian Yolitz, Associate Vice Chancellor for Facilities

Rick Straka, Vice President for Finance and Administration, Minnesota State University, Mankato

Scott Wilson, Vice President of Finance and Operations, St. Paul College

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD ACTION

Contracts Requiring Board Approval: Parking Lot 1 Improvements,
Minnesota State University, Mankato

Board Policy 5.14, Contracts, Procurements, and Supplier Diversity, requires Board of Trustees approval of any procurement, lease agreement, or professional, technical, or consulting service contract with a value in excess of \$1,000,000 or contract amendment that would increase the total value of a contract to more than \$1,000,000.

BACKGROUND

This construction contract demolishes and reconstructs parking Lot 1, a 471 stall, 142,000 square foot bituminous parking lot at Minnesota State University, Mankato. The pavement surface has deteriorated beyond general patch and repair and far outlived its expected useful life. This contract includes complete reconstruction of the bituminous pavement, storm sewer system, and parking lot lighting. The project will also provide for the potential installation of a carport solar array in the future.

This project reconstructs one of the largest overnight student resident permit lots. The lot has outlived its expected service life and is in constant need of patching and repairs. The reconstructed lot is the potential location of a large carport solar array and the new pavement surface will ensure that the parking lot surface meets or exceeds the anticipated life of the planned solar array.

This contract was publicly advertised and bid via QuestCDN, our electronic bidding system and is ready to award to the lowest responsible bidder.

FINANCIAL TERMS

This project is a campus parking fund funded project. Based on bids received, this construction contract is estimated to be approximately \$1,000,000 and completed by August 31, 2022. While site conditions were examined during the design phase, there is potential for unforeseen conditions expanding the scope of work. Given this potential and the uncertainty in the construction market, the board is asked to approve a contract not to exceed \$1,200,000.

RECOMMENDED COMMITTEE MOTION

The Facilities and Finance Committees recommend that the Board of Trustees authorize the chancellor or the chancellor’s designee to enter into a construction contract not to exceed \$1,200,000 to repair and upgrade Parking Lot 1 at Minnesota State University, Mankato. The Facilities and Finance Committees further recommend that the Board of Trustees direct the chancellor or his designee to execute all necessary documents.

RECOMMENDED BOARD MOTION

The Board of Trustees authorizes the chancellor or the chancellor’s designee to enter into a construction contract not to exceed \$1,200,000 to repair and upgrade Parking Lot 1 at Minnesota State University, Mankato. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

Date Presented to the Board of Trustees: 03/16/22
Date of Implementation: 03/16/22

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD ACTION

Contracts Requiring Board Approval: Parking Lot Improvements,
Saint Paul College

Board Policy 5.14, Contracts, Procurements, and Supplier Diversity, requires Board of Trustees approval of any procurement, lease agreement, or professional, technical, or consulting service contract with a value in excess of \$1,000,000 or contract amendment that would increase the total value of a contract to more than \$1,000,000.

BACKGROUND

This contract repairs and/or replaces three main surface parking lot areas at Saint Paul College by removing the existing driving surface and replacing it with a combination of recycled and new bituminous material. The contract also replaces several storm water catch basins, upgrades the three existing automated entry points, and replaces a deteriorated retaining wall.

Benefits for this maintenance and repair project on the existing surface parking lots, entry points, and retaining wall are significant for the safety of our students, faculty, and staff as well as the long-term cost savings by making the repairs before any more damage occurs.

This contract was publicly advertised and bid via QuestCDN, our electronic bidding system and is ready to award to the lowest responsible bidder.

FINANCIAL TERMS

The construction contract is being funded with Saint Paul College Revenue Funds. Based on bids received in February 2022, this construction contract is estimated to be approximately \$1,200,000 and completed by August 31, 2022. While site conditions were examined during the design phase, there is potential for foreseen conditions expanding the scope of work. Given this potential and the uncertainty in the construction market, the board is asked to approve a contract not to exceed \$1,500,000.

RECOMMENDED COMMITTEE MOTION

The Facilities and Finance Committees recommend the Board of Trustees authorize the chancellor or the chancellor's designee to enter into a construction contract not to exceed \$1,500,000 to repair and upgrade three parking areas, storm water catch basins, entry points,

and retaining wall at Saint Paul College. The Facilities and Finance Committees further recommend that the Board of Trustees direct the chancellor or his designee to execute all necessary documents.

RECOMMENDED BOARD MOTION

The Board of Trustees authorizes the chancellor or the chancellor’s designee to enter into a construction contract not to exceed \$1,500,000 to repair and upgrade three parking areas, storm water catch basins, entry points, and retaining wall at Saint Paul College. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

Date Presented to the Board of Trustees: 03/16/22
Date of Implementation: 03/16/22

**MINNESOTA STATE
BOARD OF TRUSTEES
Agenda Item Summary Sheet**

Name: Finance and Facilities Joint Committee

Date: March 16, 2022

Title: FY2024 Capital Budget Guidelines (First Reading)

Purpose (*check one*):

Proposed New Policy or
Amendment to Existing Policy

Approvals Required
by Policy

Other Approvals

Monitoring/Compliance

Information

Brief Description:

Board Policy 6.9, Capital Planning, calls for the chancellor to develop and recommend for board approval capital funding guidelines for system facilities and real property. These guidelines will shape college and university facility project planning and recommendations for capital bonding requests from the State of Minnesota in 2024 as well as potential Revenue Fund bond sales for 2023 and beyond.

Key aspects of the proposed recommended guidelines:

1. Adapting and modernizing academic and support spaces critical to student success.
2. Facilitate fulfilling the vision of Equity 2030.
3. Advancing resilience and environmental sustainability.
4. No net increase in academic footprint.

These guidelines are complemented with direction to incorporate impacts of long terms enrollment trends, history state funding support, and lessons learned during the pandemic in terms of academic program offerings, workforce structure, and student support and success.

Scheduled Presenter(s):

Bill Maki, Vice Chancellor for Finance and Facilities
Brian Yolitz, Associate Vice Chancellor for Facilities

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD ACTION

FY2024 Capital Budget Guidelines (First Reading)

Board Policy 6.9, Capital Planning, calls for the chancellor to develop and recommend for board approval capital program guidelines for system facilities and real property.

BACKGROUND

Minnesota State delivers extraordinary education through 37 state colleges and universities with 54 campuses across the state. These campuses include more than 28 million square feet of facility space and over 7,000 acres of property.

College and university facilities and property contribute to and influence the Minnesota State experience. They set a lasting first impression of our colleges and universities and their programs and directly impact the recruitment, retention, and success of students, faculty, and staff.

Academic facilities, which include classrooms, labs, student support spaces, and offices, make up 80% of our facility space and are eligible for capital investment from the State of Minnesota, which includes construction of new facilities, their major renovation and replacement, as well as asset preservation of major building systems and components, through the issuance of general obligation bonds by the State of Minnesota. Capital investment by the State of Minnesota typically occurs in even-year legislative sessions. While the State of Minnesota carries the majority of the debt associated with capital investment in academic facilities, they do not carry all. The state covers the full debt of asset preservation projects and two-thirds of the debt of individual campus capital projects. Minnesota State is responsible for one-third of the debt associated with individual campus capital projects as user financing, a responsibility shared equally between the project institution and the system. Minnesota State is requesting \$292.4 million for capital funding in the 2022 legislative session.

Residence halls, dining facilities, student unions, some parking ramps and lots, along with other select auxiliary facilities, are in the Minnesota State Revenue Fund and make up the remaining 20% of campus facility spaces. Capital investment in these auxiliary facilities comes through the sale of revenue bonds through statutory authority (136F.90) granted to the Board of Trustees. Minnesota State has typically pursued Revenue Fund bond sales in odd-numbered years, with the last sale being a refunding of previously issued bonds in 2021. The last revenue bond sale for

Revenue Fund facility work was for \$9.3 million 2017 for the renovation of East Snarr Hall, a residential facility at Minnesota State University Moorhead.

GUIDELINES

Capital Investment in Academic Facilities – State statute 135A.034 asks the Board of Trustees to consider the following criteria (not prioritized) in establishing capital investment priorities for requests for bond funds for capital projects from the State of Minnesota:

1. maintenance and preservation of existing facilities;
2. completion of projects that have received funding;
3. updating facilities to meet contemporary needs;
4. providing geographic distribution of capital projects; and
5. maximizing the use of non-state contributions.

In creating their capital investment guidelines, the Board of Trustees has refined the statutory criteria and incorporated Minnesota State specific strategies and priorities. Past guidelines included provisions for prioritizing alignment with the Strategic Framework and advancing baccalaureate programs, especially in the Twin Cities metropolitan area. The 2022 guidelines included prioritizing work helping to realize Equity 2030. These guidelines inform candidate project development by colleges and universities and the scoring process for developing and sizing board capital investment requests to the state.

Considerations for 2024 and the future – Today, there are many forces challenging past capital planning assumptions about the future of higher education and the role of Minnesota State college and university campuses, their infrastructure, and built environment will play in that future. While the full extent of some of those forces is not fully understood or realized, there are some that can and should be accounted for now.

Since fiscal year (FY) 2011, when Minnesota State experienced its peak enrollment of 157,903 full-year equivalents (FYE), the system has seen a steady decline of over 40,000 (42,145) FYE or 26.7% by the end of FY2021. There was also a general trend towards more concurrent enrollment as well as a greater proportion of academic programming being hybrid or online. This long-term enrollment trend along with changes in course delivery has and will impact long-term academic space needs.

Over the same period, Minnesota State’s academic facility square footage remained relatively steady at 22.5 million square feet. These facilities have continued to age and their condition deteriorate. Today, the backlog of maintenance in Minnesota State academic facilities is \$1.2 billion, an increase of more than 60% over the last 10 years. Looking ahead, the estimated costs of building components and systems that will exceed their useful lives and fall into backlog is \$1.3 billion, bringing the total 10-year renewal need for Minnesota State’s academic facilities to \$2.5 billion.

Financial and environmental sustainability priorities are increasing in importance for our system and the State of Minnesota. Both of these priorities are impacted by how much facility space Minnesota State owns, its overall condition, and how it is used and operated.

All of these priorities and how we respond to them are informed and influenced by Minnesota State's work to achieve the aspirational goals of Equity 2030 by adapting and changing systems, processes, and cultures to meet the needs of today's students. Together, these trends and priorities provide a framework for where to focus and prioritize future capital investments.

Additional Considerations for 2024 – There are several other factors to be included in developing Minnesota State's overall capital investment strategy.

State support: Competition for state funding for capital projects is incredibly high. Higher education in Minnesota has seen its share of state bonding bills, as measured by general obligation bond funding, drop from highs in the 40% range in the early 2000s to an average of 12% over the last three bonding bills (2017/2018/2020).

In terms of actual funding, Minnesota State has experienced reduced capital funding as well. Bonding bills in the years 2008 through 2013 (6-year period) provided, on average, \$107.3 million per year in capital investment for Minnesota State colleges and universities. During the last 6 years, 2016 through 2021, the annual average was \$52.0 million, or less than 50% of the earlier years. This \$52.0 million provided, on average, \$19.4 million for HEAPR work and \$32.6 million for major projects.

Asset preservation shortfalls: Asset preservation funding has not kept up with our aging academic facilities. Since 2012, Minnesota State has received less than 30% (29.3%) of the requested amount of HEAPR funding needed to address the urgent preservation needs of the college and university buildings we already have and need, leaving the majority of preservation needs unmet.

As a result, we have seen the backlog of maintenance in our academic buildings—meaning the estimated costs of those building components and systems that have exceeded their useful lives and are now outdated and obsolete—grow by 63% (\$405M) to \$1.2 billion. In the coming 10 years, an estimated \$1.3 billion in building systems and components will reach the end of their useful lives. Together, Minnesota State college and university academic facilities have a \$2.5 billion 10-year renewal need to simply address those building systems in backlog and take care of items as they age out in the years ahead.

Project size: The total size of the major projects is also a factor for consideration. The total cost of major projects sought in Minnesota State capital budget requests in 2012 and 2014 ranged from \$826,000 to \$39.6 million and averaged \$17.7 million and \$12.5 million respectively. The total cost of major projects in Minnesota State's 2022 capital budget is \$569.1 million, ranging from \$2.7 million to \$107.5 million and averaging \$28.6 million.

Given the trends in state funding (10-year annual average for projects = \$45.7 million) and the total size of projects in Minnesota State's most recent project request, the list of capital projects in the 2022 request would not be fully funded until 2034. In this scenario, no new capital projects beyond those already in the 2022 request could be added to Minnesota State's biennial requests until 2032.

Disruptive Nature of the COVID-19 Pandemic: Finally, while some trends are slowly emerging, the full impact the COVID-19 pandemic will have on future program and course offerings, campus workforce posture, and overall enrollment remains unclear, as does how the physical plant needs to support those trends.

Strategic Guidelines for 2024 – Minnesota State's overall capital investment strategy should prioritize:

Adapting and modernizing academic and support spaces critical to student success. Acknowledge the importance of physical campus spaces for our students by modernizing and adapting existing space that directly contributes to student and faculty recruitment, retention, and success. Create flexible spaces that support changing teaching and learning strategies and demographic needs.

Facilitate fulfilling the vision of Equity 2030. Prioritize facility improvements that directly support student success at Minnesota State colleges and universities by supporting inclusive educational opportunities, growing programs, and improving campus climate and culture. Prioritize projects that support closing equity and opportunity gaps to address workforce and employment challenges in Minnesota. Prioritize contracting and procurement strategies and practices that encourage diversity in suppliers of project design, consultation, and construction services as well as their workforces.

Advancing resilience and environmental sustainability. Strive to reduce campus facility impacts on the natural environment by updating infrastructure and facility spaces to reduce energy and resource use, prioritizing sustainable and efficient construction, utilization, and operating practices. Actively pursue and create renewable energy infrastructure and encourage institutions to incorporate environmental, climatic, and other risks in their institutional plans and projects.

No net increase in academic footprint. Invest in maximizing the potential of existing academic space through renovation, retrofit, or replacement with smart, flexible, and wherever possible, a smaller footprint. Increasing campus footprint may be considered in rare and extraordinary circumstances.

Requested program prioritization, scoping, and sizing – Pending the outcome of the 2022 legislative session, Minnesota State will overhaul the approach to developing and prioritizing the capital request. The process will be centered on first addressing the stewardship and asset preservation responsibilities in our existing academic facilities and the associated growing

backlog of maintenance. From here, the process will deviate from past practice and be more zero-based.

Project scoring and selection – All candidate projects will be evaluated and prioritized for funding based on the Strategic Guidelines from above, as well as campus enrollment trends and composition, program and course offerings, campus workforce posture, existing academic space and configuration, project size and scope, position within the Comprehensive Facilities Plan, and other institutional factors. Prior state funding for a project will be considered and prioritized where appropriate and conditions dictate seeking further state investment.

Priority will be on projects that are quickly deliverable and focused on improving specific programmatic or student support needs. Planned future requests (project phases and construction tails) would be limited to the potential of \$75 million in the next biennial request. Projects included in past requests may not be automatically included in future requests.

The total FY2024 program request would be approximately \$350 million including HEAPR and major capital projects. The specific project list will be modeled to ensure projects can be fully delivered in 6 years (3 biennia) or less, given trends in state support. Given these combined effects of this criteria, projects on past requests may not be included in the 2024 request.

Capital Investment in Revenue Fund Facilities – While the Board of Trustees has statutory authority (136F.90) to issue revenue bonds for capital investments in residence halls, dining facilities, student unions, and some parking ramps and lots, it is important to understand there is no cost sharing with the state and the institution is responsible for the entire project cost and debt service. Each institution must levy student/user fees and charges sufficient to finance the full debt service of a project and operating requirements for their particular project and program.

The proposed Strategic Guidelines for 2024 are also relevant to potential Revenue Fund projects. Because of the reliance of fees to service project costs, debt, and operating expenses, additional factors required for Revenue Fund projects include:

1. Sound project and program financials and balance sheet supported by appropriate assumptions on costs and revenues over time and reflected in a pro forma document
2. Strong evidence of student involvement and commitment sustainable financial support for a project as outlined in system procedure 2.3.1 *Student Involvement in Decision-Making*.

Because of the financial liabilities associated with Revenue Fund projects, the impact of the Additional Considerations for 2024 outlined earlier are compounded.

Institutions remain responsible for the outstanding Revenue Fund debt of \$213 million from previous projects as well as ongoing program operating expenses. Fully appreciating the impacts of enrollment declines prior to and through the pandemic is a critical factor in taking on new projects and debt. In light of these factors, the system's Revenue Fund financial advisor has embarked on a debt capacity analysis, to include the lengthening of potential future debt terms

of repayment from 20 to 30 years. Results of this work at both the system and institutional level will weigh heavily on the potential for new projects and debt.

GUIDELINE DEVELOPMENT

As part of the development process, input was sought from college and university finance and facilities representatives. This input informed original drafts of the guidelines. A draft of the considerations and proposed guidelines as then presented to Leadership Council in February 2022. The major themes of feedback included:

- 1. Creating flexible, adaptable space is more important than ever.
- 2. Support for including, within the Board’s capital budget request, initiatives for facilities improvements that would support workforce programs and other academic programs aimed at increasing employment.
- 3. Strengthening the guideline about Equity 2030 to increase the focus on closing equity gaps to address employment challenges in the state.

This feedback has been incorporated in the guidelines presented above.

--- --- --- --- **HOLD FOR SECOND READING** --- --- --- ---

RECOMMENDED COMMITTEE MOTION

The Facilities Finance Committee recommends that the Board of Trustees approve the 2024 Capital Program Guidelines as outlined in the Strategic Guidelines for 2024 and additional considerations to inform the planning and development of recommendations for a capital budget request from the State of Minnesota in 2024 and potential Revenue Fund bond sales in 2023 and beyond. The Board may adjust these guidelines based on outcomes of the 2022 legislative session and other strategic factors.

RECOMMENDED BOARD MOTION

Board of Trustees approves the 2024 Capital Program Guidelines as outlined in the Strategic Guidelines for 2024 and additional considerations to inform the planning and development of recommendations for a capital budget request from the State of Minnesota in 2024 and potential Revenue Fund bond sales in 2023 and beyond. The Board may adjust these guidelines based on outcomes of the 2022 legislative session and other strategic factors.

<i>Date Presented to the Board of Trustees:</i>	<i>04/XX/22</i>
<i>Date of Implementation:</i>	<i>04/XX/22</i>



Finance Committee
March 16, 2022
9:15 a.m.
McCormick Room, 4th Floor

Times are tentative – meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of previous meetings.

1. **Minutes of January 26, 2022**
2. **Contracts Requiring Board Approval:**
 - a. **Campus Security Services- Anoka Ramsey Community College (Coon Rapids & Cambridge campuses) & Anoka Technical College**
 - b. **Flight Training Provider for Aviation Program, Minnesota State University, Mankato**
 - c. **Classroom Technology Upgrades – Phase 2, Rochester Community and Technical College**
 - d. **Elsevier Testing & Review, Winona State University**
 - e. **On Campus Bookstore Services, Winona State University**
3. FY2022 Operating Budget Update

Committee Members

Roger Moe, Chair
April Nishimura, Vice Chair
Jerry Janezich
Oballa Oballa
Rudy Rodriguez
Kathy Sheran
George Soule

Presidents Liaisons

Joe Mulford
Scott Olson

Bolded items indicate action required.





**Finance Committee
Meeting Minutes
January 26, 2022**

A meeting of the Finance Committee of the Board of Trustees was held on January 26, 2022.

Committee members present: Roger Moe, Chair; April Nishimura, Vice Chair; Jerry Janezich, Oballa Oballa, Rudy Rodriguez, Kathy Sheran, and George Soule

Other board members present: Victor Ayemobuwa, Alex Cirillo, Jay Cowles

Staff present: Devinder Malhotra, Chancellor; Bill Maki, Vice Chancellor for Finance and Facilities, Brian Yolitz, Associate Vice Chancellor for Facilities

The meeting materials for this meeting are available [here](#), beginning on page 73. An audio recording of the meeting is available [here](#).

Committee Chair Moe called the meeting to order at 10:00 a.m.

Agenda Items 1: Approval of the Meeting Minutes for November 16, 2021

Committee Chair Moe asked if there were any changes or amendments to the minutes. There being no changes, Chair Moe asked for a motion to approve. Trustee Rodriguez made the motion and Trustee Nishimura provided a second.

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

Agenda Item 2: Contracts Requiring Board Approval:

Committee Chair Moe invited Vice Chancellor Maki to present the contracts for approval as detailed in the meeting materials. Vice Chancellor Maki was joined by Associate Vice Chancellor Brian Yolitz who stated that the following three contract items were previously approved in the Facilities Committee. The meeting materials for this item begin on page 77.

Committee Chair Moe asked committee members to consider the following recommended committee motion for agenda item **2a – Library Air Handler Replacement, Normandale Community College:**

The Finance Committee recommends that the Board of Trustees authorize the Chancellor or the Chancellor's designee to enter into a construction contract not to exceed \$1,200,000 to replace the existing air handling units and controls in the library building of Normandale Community College.

Trustee Janezich made the motion and Trustee Sheran provided a second. A roll call vote was conducted.

Trustee Janezich: Yes
Trustee Moe: Yes
Trustee Nishimura: Yes
Trustee Oballa: Yes
Trustee Rodriguez: Yes
Trustee Sheran: Yes
Trustee Soule: Yes

The committee voted to approve the recommended motion.

Committee Chair Moe asked committee members to consider the following recommended committee motion for agenda item **2b – Emergency Generator Replacement, Minnesota State University, Mankato:**

The Finance Committee recommends that the Board of Trustees authorize the Chancellor or the Chancellor's designee to enter into a construction contract not to exceed \$1,400,000 to replace four (4) emergency power backup generators at Minnesota State University, Mankato.

Trustee Sheran made the motion and Trustee Janezich provided a second. A roll call vote was conducted.

Trustee Janezich: Yes
Trustee Moe: Yes
Trustee Nishimura: Yes
Trustee Oballa: Yes
Trustee Rodriguez: Yes
Trustee Sheran: Yes
Trustee Soule: Yes

The committee voted to approve the recommended motion.

Committee Chair Moe asked committee members to consider the following recommended committee motion for agenda item **2c – Classroom Audio and Visual Upgrade, Minneapolis Community and Technical College:**

The Finance Committee recommends that the Board of Trustees authorize the Chancellor or the Chancellor's designee to enter into a construction contract not to exceed \$2,700,000 to modernize existing technology-enabled classrooms, conference rooms, labs to support flexible teaching and learning methodologies, accessible classrooms, and equitable learning environments at Minneapolis Community and Technical College.

Trustee Janezich made the motion and Trustee Sheran provided a second.

Trustee Janezich: Yes
Trustee Moe: Yes
Trustee Nishimura: Yes
Trustee Oballa: Yes
Trustee Rodriguez: Yes
Trustee Sheran: Yes
Trustee Soule: Yes

The committee voted to approve the recommended motion.

Agenda Item 3: Wells Fargo Place Lease Extension, System Office

Committee Chair Moe invited Vice Chancellor Maki to present this item as detailed in the meeting materials. The vice chancellor was joined by Brian Yolitz, Associate Vice Chancellor for Facilities. The materials for this item begin on page 84.

Committee Chair Moe asked committee members to consider the following recommended committee motion for this agenda item:

The Finance Committee recommends that the Board of Trustees authorize the Chancellor or the Chancellor's designee to enter into a two year lease extension with Well Fargo Place not to exceed \$5,800,000 for housing the system office and board functions and assessing, evaluating, and implementing best practices for the system office workforce posture and procedures for the future.

Trustee Rodriguez made the motion and Trustee Nishimura provided a second. A roll call vote was conducted.

Trustee Janezich: Yes
Trustee Moe: Yes

Trustee Nishimura: Yes
Trustee Oballa: Yes
Trustee Rodriguez: Yes
Trustee Sheran: Yes
Trustee Soule: Yes

The committee voted to approve the recommended motion.

Agenda Item 4: Lease Consolidation and Extension, 400 Broadway, Rochester, Winona State University

Committee Chair Moe invited Vice Chancellor Maki to present this item as detailed in the meeting materials. The vice chancellor was joined by Brian Yolitz, Associate Vice Chancellor for Facilities, Scott Olson, President, Winona State University, and Scott Ellinghuysen, Vice President of Finance and Administration, Winona State University. The materials for this item begin on page 88.

Committee Chair Moe asked committee members to consider the following recommended committee motion for this agenda item:

The Finance Committee recommends that the Board of Trustees authorize the Chancellor or the Chancellor's designee to enter into a Lease with the 400 Broadway Building not to exceed \$6,500,000 with an initial term of ten (10) years, and one (1) option for up to an additional five (5) years for the purposes of providing space for Winona State University to provide access to high quality, affordable programs, including but not limited to, Business, Nursing, Health Sciences, Adult and Continuing Education, and Social Work programs, and HealthForce Minnesota in the downtown Rochester area.

Trustee Nishimura made the motion and Trustee Sheran provided a second. A roll call vote was conducted.

Trustee Janezich: Yes
Trustee Moe: Yes
Trustee Nishimura: Yes
Trustee Oballa: Yes
Trustee Rodriguez: Yes
Trustee Sheran: Yes
Trustee Soule: Yes

The committee voted to approve the recommended motion.

Agenda Item 5: College and University Financial Performance Update

Committee Chair Moe invited Vice Chancellor Maki to present this item as detailed in the meeting materials. The vice chancellor was joined by Steve Ernest, System Director for Financial Planning and Analysis, and Denise Kirkeby, System Director for Financial Reporting. The materials for this item begin on page 91.

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

Adjournment

The committee chair adjourned the meeting at 11:47 a.m.

**MINNESOTA STATE
BOARD OF TRUSTEES
Agenda Item Summary Sheet**

Name: Finance Committee

Date: March 16, 2022

Title: Contracts Requiring Board Approval:

- a. Campus Security Services- Anoka Ramsey Community College (Coon Rapids & Cambridge campuses) & Anoka Technical College
- b. Flight Training Provider for Aviation Program, Minnesota State University, Mankato
- c. Classroom Technology Upgrades – Phase 2, Rochester Community and Technical College
- d. Elsevier Testing & Review, Winona State University
- e. On Campus Bookstore Services, Winona State University

Purpose (check one):

Proposed New Policy or
Amendment to Existing Policy

Approvals Required
by Policy

Other Approvals

Monitoring/Compliance

Information

Brief Description:

Board Policy 5.14, Contracts, Procurements, and Supplier Diversity, requires Board of Trustees approval of any procurement, lease agreement, or professional, technical, or consulting service contract with a value in excess of \$1,000,000 or contract amendment that would increase the total value of a contract to more than \$1,000,000.

Scheduled Presenter(s):

Bill Maki, Vice Chancellor for Finance and Facilities

Don Lewis, Vice President of Finance and Administration, Anoka Ramsey Community College & Anoka Technical College

Rick Straka, Vice President for Finance and Administration, Minnesota State University, Mankato

Steve Schmall, Vice President of Finance and Facilities, Rochester Community and Technical College

Scott Olson, President, Winona State University

Scott Ellinghuysen, Vice President of Finance and Administration, Winona State University

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD ACTION

Contracts Requiring Board Approval: Campus Security Services- Anoka Ramsey Community College (Coon Rapids & Cambridge campuses) & Anoka Technical College

BACKGROUND

Making use of a third-party to provide security officers for Anoka-Ramsey Community College (ARCC) and Anoka Technical College (ATC) has been in place for well over ten years. ARCC and ATC maintains an aligned Office of Campus Security and Environmental Safety that oversees and coordinates safety and security for the two colleges and all three campuses. The Director of this office manages the contract for the security officers, oversees the schedule and supports the outsourced security officers. Over the past decade the various contractual relationships with the third-party providers have grown in response to changing needs on each of the three campuses and the manner in which multi-campus security oversight was performed.

The earlier contracts (pre-2013) incorporated security officer personnel to serve the Coon Rapids campus of ARCC only.

Over the past ten years these contracts evolved and included such changes as:

- Assuming security duties on the Cambridge campus
- Adding security duties for the ATC campus
- Subsequently adding security coverage at ATC due to the increase in the activity of the STEP high school and a new alternative high school.
- Increasing security coverage at ARCC (particularly the Coon Rapids campus) due to stakeholder concerns and in response to monitoring COVID mitigation measures
- Incorporating all college security services into one contract that covers both campuses of ARCC (Rapids and Cambridge), **and** the ATC campus.

In preparing the latest contract, Anoka-Ramsey Community College and Anoka Technical College together conducted a public RFP for contracted security services for our three campus locations

in Coon Rapids, Anoka and Cambridge. The RFP received two competitive bids. One vendor was selected to cover the three locations.

Services provided include general security, regular patrol of campus buildings and grounds, first responder and on-call support, and security services for special events and other times as needed. These services provide a consistent, professional presence / resource on our campuses to visitors, staff, faculty and our students.

FINANCIAL TERMS

These services will be paid for through two sources, general funds and parking fees (paid by faculty, staff & students). The contract will be for a term of up to three (3) years for an amount not to exceed \$1.5 Million.

RECOMMENDED COMMITTEE MOTION

The Finance Committee recommends that the Board of Trustees authorize the chancellor or the chancellor’s designee to enter a contract for up to three years with the approved vendor for an amount not to exceed \$1,500,000. The Finance Committee further recommends that the Board of Trustees direct the chancellor or his designee to execute all necessary documents.

RECOMMENDED BOARD MOTION

The Board of Trustees authorizes the chancellor or the chancellor’s designee to enter a contract for up to three years with the approved vendor for an amount not to exceed \$1,500,000. The Board of Trustees direct the chancellor or his designee to execute all necessary documents.

Date Presented to the Board of Trustees: 3/16/22

Date of Implementation: 3/16/22

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD ACTION

Contracts Requiring Board Approval: Flight Training Program,
Minnesota State University, Mankato

BACKGROUND

This proposed contract will be an agreement between Minnesota State University, Mankato and the vendor to provide flight training services to the students enrolled in the aviation program at Minnesota State University, Mankato. Flight training includes use of vendor provided fixed wing aircraft and flight simulators.

Minnesota State University – Mankato’s Aviation program has trained industry pilots for over 40 years. It is currently the only 4-year Aviation degree program in Minnesota. With the capstone sequence offering airline-style training in the industry-leading CRJ regional jet simulator, the program’s mission is geared toward airline industry success for its graduates. As a result of its track record of delivering on that mission, the program has forged lasting partnerships with 5 air carriers, including Sun Country Airlines, Delta Airlines and three Delta Connection carriers: Endeavor Airlines, Republic Airlines and SkyWest Airlines. The aviation program has experienced year-over-year growth for each of the last eight (8) years. Enrollments have more than doubled in the last four (4) years from approximately 260 students in Fall 2017 to over 550 students in 2021.

The department strategically utilizes several highly skilled aviation practitioners, many of whom are active professional pilots, to serve as adjuncts in key roles to deliver industry-specific instruction. The department also utilizes a vendor-partner (currently North Star Aviation) to deliver flight training. The program is accredited by the Aviation Accreditation Board International (AABI); a distinction that only 33 other 4-year aviation programs in the country can offer. The department’s accreditation was reaffirmed by AABI on July 1, 2020.

The vendor provides and maintains a current fleet of 37 fixed wing aircraft and 3 simulators (1 jet) with plans to increase to 40 fixed wing aircraft and 4 simulators (2 jet). The value of this fleet and simulators is approximately \$17M. The vendor operates and maintains all aircraft and simulators, provides all flight instructors, support staff and maintenance staff while providing all fuel, aviation liability insurance, repair/replacement inventory and other operating expenses. The

cost of our flight instruction to our students is similar to our US Midwest competitors while our vendor maintains a newer fleet and replacement schedule than our competitors.

If a contract is not implemented, the university will be unable to provide aviation students with the flight training needed to complete the Bachelors of Science in Professional Flight. Currently, the Department of Aviation is the third largest program at Minnesota State University, Mankato.

FINANCIAL TERMS

This contract will be paid for with course fees that the students pay for flight labs at Minnesota State University, Mankato. Student flight lab costs are comparable to or slightly more affordable than charged by our regional competitors.

This contract will be a 5-year contract with a 5-year option. It will begin July 1, 2022 and end June 30, 2027. There is an option for Minnesota State University, Mankato to continue the contract for an additional 5 years if it is determined by the university that the vendor has continued to meet the contract requirements.

Five Year Contract

Fiscal Year	2023	2024	2025	2026	2027
Projected Enrollment	550	560	570	580	590
Projected Revenue	\$10,400,000	\$10,910,000	\$11,240,000	\$11,570,000	11,910,000
Projected Expenses	-\$10,400,000	-\$10,910,000	-\$11,240,000	-\$11,570,000	-\$11,910,000
Difference	0	0	0	0	0

Five Year option Pro-Forma

Fiscal Year	2028	2029	2030	2031	2032
Projected Enrollment	590	590	590	590	590
Projected Revenue	\$12,060,000	\$12,420,000	\$12,800,000	\$13,175,000	\$13,570,000
Projected Expenses	-\$12,060,000	-\$12,420,000	-\$12,800,000	-\$13,175,000	-\$13,570,000
Difference	0	0	0	0	0

This contract will be awarded through an RFP process. The selection committee consisted of Facility and Staff at Minnesota State University, Mankato. The RFP went public in December 2021 with responses due in January 2022.

RECOMMENDED COMMITTEE MOTION

The Finance Committee recommends that the Board of Trustees authorize the chancellor or the chancellor’s designee to enter a contract with the successful RFP bidder, for a total of up to \$120,055,000 over the 10 years of the contract if the additional 5-year option is exercised. The Finance Committee further recommends that the Board of Trustees direct the chancellor or his designee to execute all necessary documents.

RECOMMENDED BOARD MOTION

The Board of Trustees authorizes the chancellor or the chancellor’s designee to enter a contract with the successful RFP bidder, for a total of up to \$120,055,000 over the 10 years of the contract if the additional 5-year option is exercised. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

Date Presented to the Board of Trustees: 3/16/22
Date of Implementation: 3/16/22

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD ACTION

Contracts Requiring Board Approval: Classroom Technology Upgrades – Phase 2,
Rochester Community and Technical College

Board Policy 5.14, Contracts, Procurements, and Supplier Diversity, requires Board of Trustees approval of any procurement, lease agreement, or professional, technical, or consulting service contract with a value in excess of \$1,000,000 or contract amendment that would increase the total value of a contract to more than \$1,000,000.

BACKGROUND

The enhanced technology included in this Rochester Community and Technical College (RCTC) project supports flexible teaching and learning methodologies, accessible classrooms, and equitable learning environments. The modernized technology-enabled spaces support enabling multiple channels of communication to reach and teach each student. Classrooms and labs are to be transformed to support modern flexible learning styles, and accommodate multiple online, hybrid and in-person teaching and learning formats. Active learning strategies will be supported allowing students to engage with learning material and provide faculty the opportunity to embed real-time synchronous active learning strategies across varying formats while supporting equity and inclusion in the classroom.

These A/V improvements will enable students to engage with faculty in multiple mediums for delivery of active-learning course content. The change in pedagogy necessitated by the pandemic has accelerated the need to meet multiple learning processes for students and faculty.

FINANCIAL TERMS

The contract will be funded utilizing federal Higher Education Emergency Relief Fund (HEERF) funding allocated to RCTC. The contract will be for an amount not to exceed \$1,100,000. Work is expected to be completed by the end of fall semester 2022. The vendor is scheduled to be selected by the end of March 2022 in a competitive bid process utilizing Quest CDN.

RECOMMENDED COMMITTEE MOTION

The Finance Committee recommends that the Board of Trustees authorize the chancellor or the chancellor’s designee to enter a contract with the qualified Vendor, not to exceed \$1,100,000. The Finance Committee further recommends that the Board of Trustees direct the chancellor or his designee to execute all necessary documents.

RECOMMENDED BOARD MOTION

The Board of Trustees authorizes the chancellor or the chancellor’s designee to enter a contract with the qualified Vendor, not to exceed \$1,100,000. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

Date Presented to the Board of Trustees: 3/16/22
Date of Implementation: 3/16/22

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD ACTION

Contracts Requiring Board Approval: Elsevier Testing & Review,
Winona State University

Board Policy 5.14, Contracts, Procurements, and Supplier Diversity, requires Board of Trustees approval of any procurement, lease agreement, or professional, technical, or consulting service contract with a value in excess of \$1,000,000 or contract amendment that would increase the total value of a contract to more than \$1,000,000.

BACKGROUND

Winona State University is seeking to enter a contract with Elsevier, Inc. to provide a broad array of nursing instructional tools and assessment instruments. The purpose of this contract is to provide the tools and assessments that are needed to help students be successful in the nursing program and to maintain or improve the overall high NCLEX (licensing exam) pass rate that WSU is known for. Moving to Elsevier as the single provider provides a level of simplicity to our faculty and students as well as provides the opportunity to save students some money over the course of their nursing program. Additionally, for the price, students will have access to more services and resources than they did previously – adding to their ability to be successful in our nursing program.

This product will replace an existing assessment product currently in use by the nursing program. This is a single source because prior to this move, students and faculty needed to learn at least 3 different systems (ATI, EHR Go, and Elsevier Evolve).

The Undergraduate Nursing Curriculum Committee underwent a review process of Elsevier that lasted a full year. They met with the company and brought the results of the tools and services available to the full undergraduate nursing faculty. The faculty voted to replace the existing instructional and assessment tool with HESI, due to the expanded and unique support it is able to provide to both students and faculty.

Elsevier is designed to assist partner schools in preparing students for NCLEX® success and to stay up to date with the latest developments related to the Next Generation NCLEX® (NGN). The new NGN format for NCLEX® testing will launch in April 2023 and will feature testing structure that incorporates more clinical judgement activities. The Elsevier product assists programs in preparing for the NGN format for NCLEX® testing.

The Elsevier product is based on Lippincott’s best practices and most hospitals use this for clinical nursing. Use of Elsevier allows us to be continuously updated on changing best practices for clinical skills, is compatible with D2L Brightspace, has a nurse educator who works with new faculty to set up courses and exams and can be integrated into D2L for quiz scores. The Elsevier product provides a greater number of practice tests for students, the question bank is considerable larger (14,000 as compared to 3,000), has more frequent test bank adjustments for maintaining security, the electronic record of the product mirrors what students find in practice (EPIC), and there is increased access to simulation. In addition, the cost is comparable to the product it is replacing.

Elsevier has been reviewed by the WSU security professionals for risk and was approved. The risk of not adopting this product is not realizing the financial savings for the students and the students and faculty not having access to as broad array of learning and assessment tools.

FINANCIAL TERMS

The contract will be paid through a service charge, which was voted on and approved by the nursing student population. This product will replace a current assessment product and the current service charge will transfer over to the requested Elsevier product. Students will realize a cost savings by the move to a one-in-all package solution.

It is estimated that the software will cost \$150,000 per semester. The duration of the contract is five years. The total contract value is \$1,500,000.

RECOMMENDED COMMITTEE MOTION

The Finance Committee recommends that the Board of Trustees authorize the chancellor or the chancellor’s designee to enter a contract with Elsevier, Inc., not to exceed \$1,500,000 over the term of five years. The Finance Committee further recommends that the Board of Trustees direct the chancellor or his designee to execute all necessary documents.

RECOMMENDED BOARD MOTION

The Board of Trustees authorizes the chancellor or the chancellor’s designee to enter a contract with Elsevier, Inc., not to exceed \$1,500,000 over the term of five years. The Board of Trustees direct the chancellor or his designee to execute all necessary documents.

Date Presented to the Board of Trustees: 3/16/22
Date of Implementation: 3/16/22

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD ACTION

Contracts Requiring Board Approval: On Campus Bookstore Services,
Winona State University

Board Policy 5.14, Contracts, Procurements, and Supplier Diversity, requires Board of Trustees approval of any procurement, lease agreement, or professional, technical, or consulting service contract with a value in excess of \$1,000,000 or contract amendment that would increase the total value of a contract to more than \$1,000,000.

BACKGROUND

Winona State University has self-operated its campus Bookstore for 30+ years. Due to a leadership transition in August 2021, the University took the opportunity to assess its bookstore services to see if it was best meeting the needs of its students and faculty. The university then decided to issue an RFP to see what was available in the market for an externally managed Bookstore. Part of the assessment revealed many changes in the learning materials space that we were not able to stay current with. For example, online applications for students purchasing books and faculty ordering books, smartphone apps, leaning material options such as rental and e-books that we were not able to accommodate while running our own Bookstore.

A bookstore management RFP review group was formed to evaluate the responses. Four proposals were received, zoom interviews were conducted with three finalists. The University consulted with the Student Senate during this process and their letter of consultation and support is included. A preferred vendor has been selected and the university is requesting approval of this request which would enable the award of a final income contract and complete negotiations with the selected vendor.

FINANCIAL TERMS

The contract would be structured as an income contract to the University based upon commissions received from sales. Winona State will receive commission income on every sale at the bookstore. Commissions generated from the vendor will be used to support student scholarships on campus. It is expected these commissions will average \$600,000 annually over the term of the five year contract. The vendor will be provided the current space in the Student Union Building on the campus in Winona.

RECOMMENDED COMMITTEE ACTION:

The Finance Committee recommends that the Board of Trustees authorizes the chancellor or his designee to execute a contract with the designated Winona State University bookstore vendor for a term up to 5 years for a maximum amount not to exceed \$3,000,000. The Finance Committee further recommends that the Board of Trustees direct the chancellor or his designee to execute all necessary documents.

RECOMMENDED BOARD OF TRUSTEES ACTION:

The Board of Trustees authorizes the chancellor or his designee to execute a contract with the designated Winona State University bookstore vendor for a term up to 5 years for a maximum amount not to exceed \$3,000,000. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

Date Presented to the Board of Trustees: 3/16/22

Date of Implementation: 3/16/22

Student Union
Winona State University
P.O. Box 5838
Winona, MN 55987



March, 4 2022

To: Chancellor Malhotra and MN State Board of Trustees
From: Kaitlyn Mercier, Winona State University Student Senate President
Subject: Bookstore Transition Consultation

Chancellor Malhotra and Board of Trustees,

I am pleased to inform you all that the Winona State University Student Senate (WSUSS) has been properly consulted on the transition of the Winona State University bookstore. This was done in accordance with the Minnesota State's student consultation policy (Board Policy 2.3).

The administration has gone through the proper process at Winona State University to ensure that all students have been informed and consulted. A member of the administration spoke at an official WSUSS meeting where they provided students with an informational presentation, example documents, and allowed time for questions. Additionally, WSUSS took a week-long waiting period to seek feedback from constituents on the transition and reach out to administration with any additional questions.

The Winona State University Student Senate supports the implementation of a Barnes and Noble College Bookstore on the Winona campus. If you have any questions, comments, or concerns please reach me at kaitlyn.mercier.2@go.winona.edu or by calling (507) 457-5316.

Thank you,

A handwritten signature in black ink that reads 'Kaitlyn Mercier'.

Kaitlyn Mercier

President | Winona State University Student Senate

MINNESOTA STATE BOARD OF TRUSTEES
Agenda Item Summary Sheet

Name: Finance Committee

Date March 16, 2022

Title: FY2022 Operating Budget Update

Purpose (check one):

Proposed
New Policy or
Amendment to
Existing Policy

Approvals
Required by
Policy

Other
Approvals

Monitoring /
Compliance

Information

Brief Description:

This item provides the Board of Trustees with an update on the Fiscal Year 2022 Annual Operating Budget for the System.

The Board approved the annual operating budget at its June 30, 2021 meeting. An update on the budget was presented to the Finance Committee at its October 19, 2021 meeting. Based on experience to date, this presentation provides a second update on college and university budgets for the year.

Scheduled Presenters:

Bill Maki, Vice Chancellor for Finance and Facilities

Joe Mulford, President, Pine Technical & Community College

Scott Olson, President, Winona State University

Steve Ernest, System Director for Financial Planning and Analysis

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD INFORMATION ITEM
FY2022 Operating Budget Update

SUMMARY

When the System’s Annual Operating Budget was approved in June, there was a general understanding that fiscal year 2022 would be somewhat of a transition year--away from pandemic restrictions and pandemic assistance and back towards regular ongoing budgetary challenges. When budgets were updated in October, key elements showed a continued weakening.

- For the System as a whole, enrollment lagged significantly behind where it was projected to be in the June fiscal year 2022 budget.
- After updating for the October enrollment projections, operating revenues were projected to decline more than operating expenses, since a large portion of operating expenses become fixed at the start of the academic year.
- One of the main ways budgets were able to be brought into balance, the use of federal Higher Education Emergency Relief Fund (HEERF) dollars to replace lost revenue, became a larger portion of institutions’ budgets, though with the understanding that this source would not continue into future years.

This report provides the Board with updated fiscal year 2022 budget numbers for the system, including revised projections for enrollment, revenues, and expenditures. While the pandemic took a turn for the worse with the arrival of the omicron variant of COVID-19 after the October update, ongoing pandemic response efforts across our campuses provided the environment needed for budgets to maintain some degree of stability in tuition and other revenues. Shifts in expenditure patterns have occurred, with worsened projections in some areas, but with less reliance on the use of general fund balances. Specifically:

- Enrollment projections have shown minimal additional decline compared to October.
- As immunization levels increased, costs for pandemic response activities in areas like student and employee testing are now expected to be lower than originally projected.
- The ability for federal HEERF dollars to replace lost revenues is now projected to be greater, but this reprieve from the need to use fund balances will not extend very far beyond the end of this fiscal year.

The following sections provide more details. As was stated in the October update, enrollment will continue to be of paramount concern in setting operating budgets, and financial recovery in auxiliaries such as housing, food service, events, and parking will persist as budgetary stresses

that were increased by the pandemic continue to be addressed. As the assistance provided by federal HEERF dollars has grown in its contribution to achieving balanced operating budgets in fiscal year 2022, the challenge of balancing budgets in fiscal year 2023 without that assistance will present colleges and universities a new year of transitions.

ENROLLMENT UPDATE

Despite the additional health risks posed by the Omicron variant of COVID-19, enrollment did not significantly continue to decline from October to March. Table 1 shows that system-wide enrollment change for fiscal year 2022 compared to fiscal year 2021 was projected in June to be down by 2.1 percent from projected fiscal year 2021 levels and is now projected to be down by 6.8 percent from actual fiscal year 2021 levels. This is only slightly below the 6.5 percent drop projected in October. Projected college enrollment decline has gone from 6.8 percent down to 7.3 percent down compared to last year. Projected university enrollment decline has gone from 6.0 percent down to 6.2 percent down compared to last year.

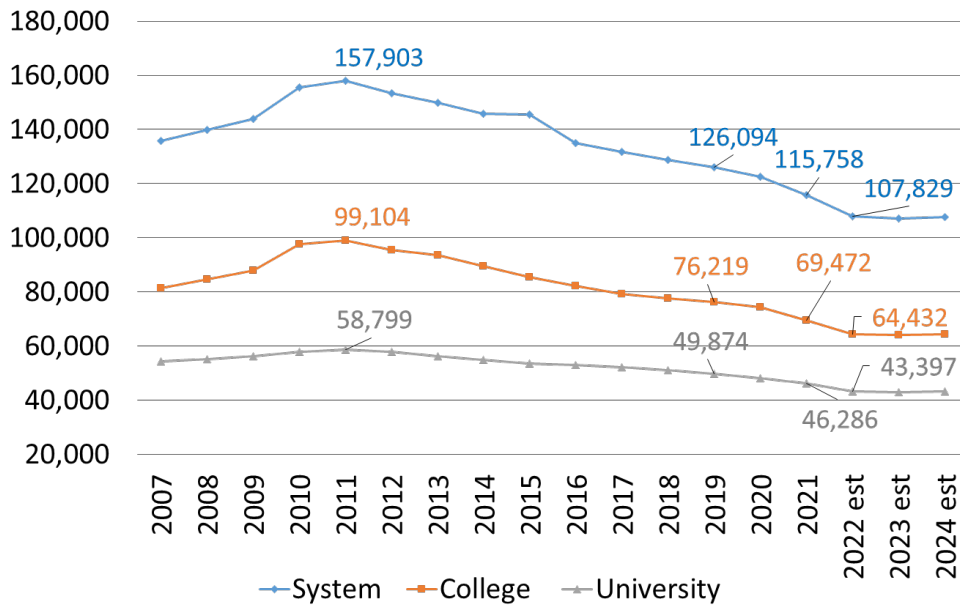
**Table 1.
System Enrollment Outlook for Fiscal Year 2022**

FY2022 Compared to FY2021	June 2021 Enrollment Projections	October 2021 Enrollment Projections	March 2022 Enrollment Projections
Colleges	-0.8%	-6.8%	-7.3%
Universities	-4.1%	-6.0%	-6.2%
System	-2.1%	-6.5%	-6.8%

Similar to the October enrollment projections, five of the seven universities are projecting enrollment below their June projections. Almost two thirds of colleges are projecting lower enrollment than they did in June.

Looking ahead to the next biennium, enrollments are projected to stabilize but are still at levels lower than they were 20 years ago. For fiscal years 2023 and 2024, enrollment is currently projected to be essentially flat at the system level. Chart 1 shows the latest projections in comparison to historic levels.

**Chart 1.
Historical and Projected Enrollment for the System**



ORIGINAL FISCAL YEAR 2022 BUDGETS

Table 2 shows the all-funds fiscal year 2022 operating budget approved in June.

**Table 2.
Fiscal Year 2022 All Funds Operating Budget, June 2021**

<i>\$s in millions</i>	FY2021 Updated Budget	FY2022 Proposed Budget	\$ Change	% Change
Revenues/Sources				
General Fund	\$1,639.1	\$1,674.4	\$35.3	2.2%
Revenue Fund	\$97.9	\$105.4	\$7.5	7.7%
Other Funds	\$328.0	\$365.4	\$37.4	11.4%
HEERF Acts	\$113.2	\$341.1	\$227.9	201.3%
Revenues/Sources Total	\$2,178.1	\$2,486.3	\$308.2	14.1%
Expenses/Uses				
Compensation	\$1,363.8	\$1,395.6	\$31.8	2.3%
Other Operating	\$861.7	\$1,142.7	\$281.0	32.6%
Expenses/Uses Total	\$2,225.5	\$2,538.3	\$312.8	14.1%
Budget gap	(\$47.4)	(\$52.0)		
HEERF Transfer in	\$54.8	\$60.3		
Budget balance	\$7.4	\$8.3		

*Numbers may not add due to rounding.

On an all-funds basis, the approved fiscal year 2022 operating budget showed revenues 14 percent higher than the fiscal year 2021 budget at that time. More than two-thirds of the increase was in federal HEERF revenues. June expenditures were also budgeted 14 percent higher than fiscal year 2021, leaving a budgetary gap of negative \$52 million. These increases reflect the one-time and temporary nature of the federal pandemic relief funding. After transfers in of HEERF dollars, the all-funds budgetary balance was projected to be a positive \$8.3 million.

Table 3 shows the general fund fiscal year 2022 operating budget approved in June.

Table 3.
Fiscal Year 2022 General Fund Operating Budget, June 2021

\$s in millions	FY2021 Updated Budget	FY2022 Approved Budget	\$ Change	% Change
Revenues/Sources				
State appropriation	\$765.7	\$792.0	\$26.3	3.4%
Tuition	\$715.7	\$723.3	\$7.5	1.0%
Other revenues	\$141.8	\$131.1	(\$10.7)	-7.5%
Programmed fund balance	\$15.9	\$28.1	\$12.2	76.8%
Revenue/Sources Total	\$1,639.1	\$1,674.4	\$35.3	2.2%
Expenses/Uses				
Compensation	\$1,249.0	\$1,281.3	\$32.3	2.6%
Other operating costs	\$418.6	\$433.0	\$14.4	3.4%
Expenses/Uses Total	\$1,667.8	\$1,714.3	\$46.7	2.8%
Budget gap	(\$28.5)	(\$39.9)		
HEERF Transfer in	\$33.7	\$42.6		
Budget balance	\$5.2	\$2.8		

**Numbers may not add due to rounding.*

The General Fund operating budget approved in June showed only slightly more than 2 percent revenue and expenditure growth from the prior budget and a negative budget gap of nearly \$40 million. With over two-thirds of the HEERF transfers in going to the General Fund, the gap went from negative \$39.9 million to positive \$2.8 million.

REVISED FISCAL YEAR 2022 BUDGETS

Fiscal Year 2022 All Funds Operating Budget

The Fiscal Year 2022 All Funds operating budget update reflects changes in enrollment, revenues, and expenses. Although spring term is still underway, our colleges and universities have a better understanding of enrollment changes and the impact enrollment declines have on their operating budgets. In addition, classified staff contracts have been settled by the state and the two state

university faculty contracts plus the Administrator Plan have also been settled. Expenses are decreasing 3.5 percent and revenues decreasing 3.8 percent overall.

The HEERF transfer-in line shows colleges and universities were anticipating using \$60.3 million of HEERF funding to cover lost revenue back in June, but colleges and universities are now projecting using \$91.9 million. In order to display a budgetary gap, the \$60.3 and \$91.9 million were omitted in the revenues section to call attention to the amount HEERF funds are being used to cover lost revenue. Back in June, \$401.4 million of HEERF funds were programmed in fiscal year 2022 for student grants, institutional expenses, and lost revenue recovery, and now this is less at \$384.9 million.

As we get closer to the end of the fiscal year and the federal deadlines to spend HEERF funds, we are seeing a slight decrease in the use of HEERF in FY2022 when comparing June to March, but the difference suggests some colleges and universities will seek extensions to spend their HEERF funds in fiscal year 2023. At the time of this report, twenty one colleges and universities requested or are in the process to request an extension to spend HEERF funds beyond their deadlines which most occur around mid-May. Much of the delay in the spending is from projects where work and/or supplies are delayed due to high demand for construction work and supply chain issues.

Table 4.
Fiscal Year 2022 All Funds Operating Budget

<i>\$s in millions</i>	FY2022 Approved Budget (June)	FY2022 Updated Budget (October)	FY2022 Updated Budget (March)	\$ Change (June – March)	% Change (June – March)
Revenues/Sources					
General Fund	\$1,674.4	\$1,656.8	\$1,652.2	(\$22.2)	-1.3%
Revenue Fund	\$105.4	\$105.3	\$103.2	(\$2.1)	-2.1%
Other Funds	\$365.4	\$336.4	\$336.6	(\$28.8)	-7.9%
HEERF Acts**	\$341.1	\$325.6	\$293.0	(\$48.1)	-14.1%
Revenues/Sources Total	\$2,486.3	\$2,424.1	\$2,384.9	(\$101.4)	-4.1%
Expenses/Uses					
Compensation	\$1,395.6	\$1,394.4	\$1,379.9	(\$15.7)	-1.1%
Other Operating	\$1,142.7	\$1,098.7	\$1,068.0	(\$74.7)	-6.5%
Expenses/Uses Total	\$2,538.3	\$2,493.1	\$2,447.9	(\$90.4)	-3.6%
Budget gap	(\$52.0)	(\$69.0)	(\$63.0)		
HEERF Transfer in**	\$60.3	\$77.1	\$91.9		
Budget balance	\$8.3	\$8.1	\$28.9		

**Numbers may not add due to rounding.*

Overall, the fiscal year 2022 All Funds operating budget update has a \$63.0 million structural gap before \$91.9 million of HEERF funding is transferred to solve the budget gap, resulting in a budget balance of \$28.9 million.

Fiscal Year 2022 General Fund Operating Budget

Now that summer and fall terms are complete and we are midway through spring term, budgets have been adjusted to reflect revenue and expenditure changes. Compared to June, tuition revenue is anticipated to drop from \$723.3 million to \$698.9 million, a \$24.3 million loss. Expenses are expected to be slightly less this fiscal year than originally budgeted in June. The General Fund budget gap grew between June and October, but now slightly improved since this fall due to slight increases in revenue, specifically tuition. The gap is still larger than initially projected from \$39.9 million reported to the Board in June to currently \$54.8 million. Less fund balance is projected to be used this fiscal year, but there is a great reliance on HEERF funds to cover lost revenue from \$42.6 million to now \$76.6 million. The impact of changing revenues and expenses, plus the increased use of HEERF creates an overall budget balance of \$21.5 million. The positive budget balance will assist colleges and universities moving into fiscal year 2023 and beyond when no additional federal support will be available.

Table 5.
Fiscal Year 2022 General Fund Operating Budget

\$s in millions	FY2022 Approved Budget	FY2022 Updated Budget	FY2022 Updated Budget (March)	\$ Change (June – March)	% Change (June – March)
Revenues/Sources					
State appropriation	\$792.0	\$792.0	\$792.0	\$0	0.0%
Tuition	\$723.3	\$697.4	\$698.9	(\$24.3)	-3.4%
Other revenues	\$131.1	\$136.0	\$139.3	\$8.2	6.3%
Programmed fund balance	\$28.1	\$31.4	\$21.9	(\$6.2)	-22.0%
Revenue/Sources Total	\$1,674.4	\$1,656.8	\$1,652.2	(\$22.2)	-1.3%
Expenses/Uses					
Compensation	\$1,281.3	\$1,282.0	\$1,267.4	(\$13.9)	-1.1%
Other operating costs	\$433.0	\$434.4	\$439.5	\$6.6	1.5%
Expenses/Uses Total	\$1,714.3	\$1,716.4	\$1,706.9	(\$7.3)	-0.4%
Budget gap	(\$39.9)	(\$59.6)	(\$54.8)		
HEERF Transfer in	\$42.6	\$64.7	\$76.6		
Budget balance	\$2.8	\$5.1	\$21.5		

*Numbers may not add due to rounding.

REVENUE FUND UPDATE

Despite the arrival of the Delta and Omicron variants and ongoing safety and health mitigation measures, the Revenue Fund budget has seen improvements since initially projected in June. With \$10.5 million of additional revenue, and nearly flat expenses, the Revenue Fund will rely less on both fund balance and HEERF funds to mitigate the loss of revenue. In June, \$13 million of fund balance was projected to be used in fiscal year 2022, but now colleges and universities are anticipating only using \$7.8 million. In addition, \$11.6 million of HEERF funds were programmed in the budget to cover the loss of revenue, but now only \$8.7 million of HEERF funds will be used. Overall, the budget balance will slightly improve with \$3.5 million projected to carryover to next fiscal year.

Table 6.
Fiscal Year 2021 Revenue Fund Budget

\$s in millions	FY2021 Approved Budget (June)	FY2022 Updated Budget (October)	FY2022 Updated Budget (March)	\$ Change (June – March)	% Change (June – March)
Revenues					
Other revenues	\$84.9	\$99.1	\$95.4	\$10.5	12.4%
Programmed fund balance	\$13.0	\$6.3	\$7.8	(\$5.2)	-40.2%
Revenue Total	\$97.9	\$105.3	\$103.2	\$5.3	5.4%
Expenses					
Compensation	\$25.5	\$27.4	\$26.4	\$0.9	3.5%
Other operating costs	\$82.4	\$86.7	\$81.9	(\$0.4)	-0.5%
Expenses Total	\$107.9	\$114.1	\$108.3	(\$5.7)	-0.4%
Budget gap	(\$10.0)	(\$8.7)	(\$5.2)		
HEERF Transfer in	\$11.6	\$10.4	\$8.7		
Budget balance	\$1.6	\$1.7	\$3.5		

**Numbers may not add due to rounding*

HIGHER EDUCATION EMERGENCY RELIEF FUND UPDATE

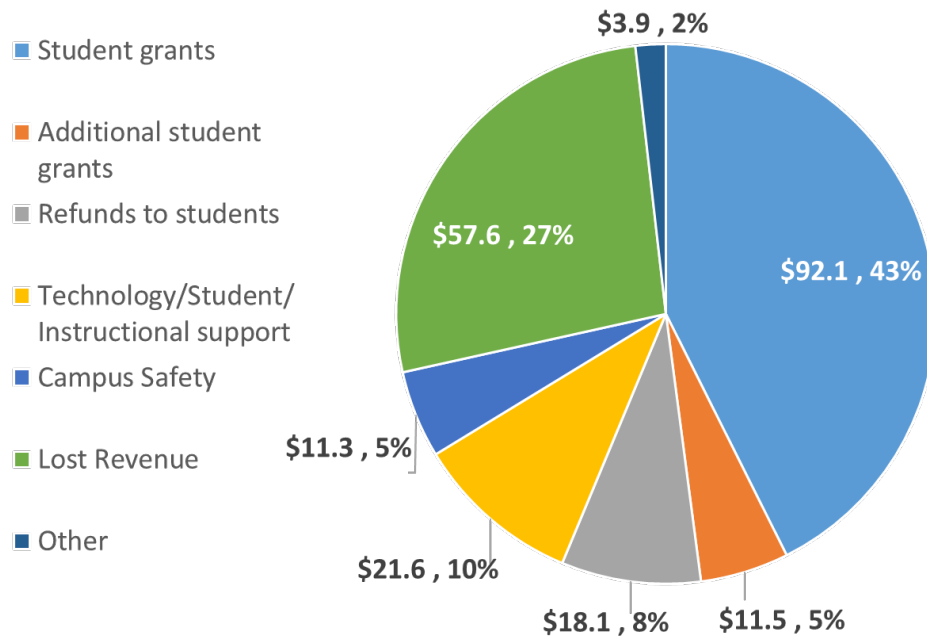
Of the approximately \$607 million in HEERF funding that began in fiscal year 2020, over half is planned to be utilized in fiscal year 2022. Table 7 shows the three rounds of HEERF funding.

Table 7.
Higher Education Emergency Relief Fund Awards

	CARES HEERF I	CRRSAA HEERF II	ARP HEERF III	HEERF Total
Student minimum	\$46.7M	\$46.7M	\$167M	\$260.4M
Institution maximum	\$46.7M	\$140.2M	\$160M	\$346.9M
Total to Institutions	\$93.4M	\$186.9M	\$327M	\$607.3M
Primary years	2020, 2021	2021, 2022	2022	

Over \$214 million in HEERF funding was used in fiscal years 2020 and 2021. Chart 1 shows the ways in which these funds were used.

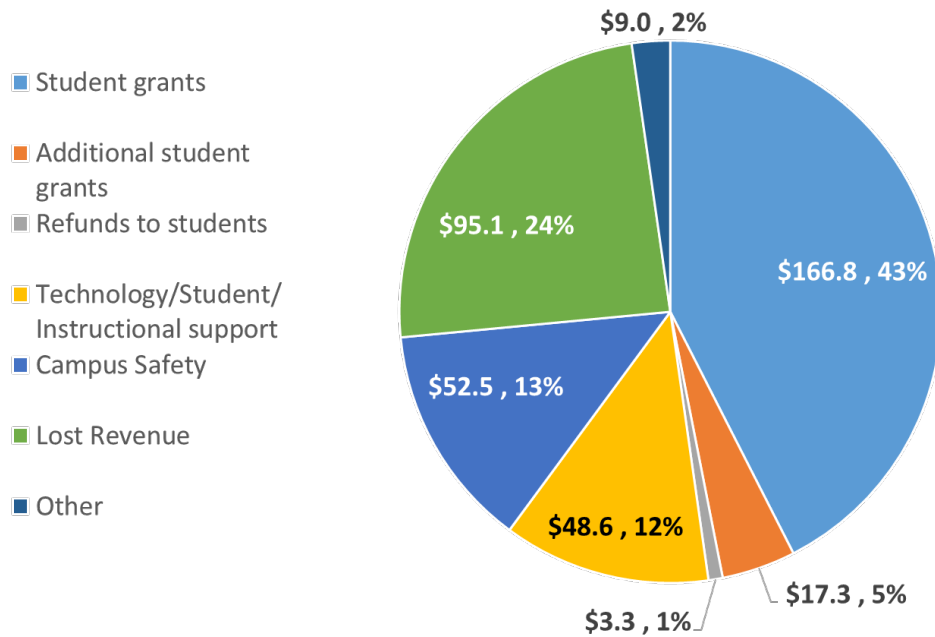
Chart 1.
HEERF Award Use in Fiscal Years 2020 and 2021
(dollars in millions)



Over 56% of these dollars passed directly through to students in the form of grants or refunds of housing and other charges. Approximately \$21.6 million was used in a variety of ways for student and instructional support, including technology distributed to students and classroom

enhancements. Approximately \$11.3 million was used for campus safety initiatives, including testing, vaccinations, space reconfiguration to allow for social distancing, and upgrades to facilities such as improving airflow systems. Approximately \$57.6 million was used in place of revenues lost due to the pandemic, to maintain regular operations. Colleges and universities began fiscal year 2022 with approximately \$394 million in remaining HEERF award dollars. Reprioritization of use of these funds has been ongoing throughout the pandemic as needs have changed. Current plans for use of these funds are shown in Chart 2.

Chart 2.
Fiscal Year 2022 Planned Use of Remaining HEERF Awards
 (dollars in millions)



Approximately half of these dollars will again pass directly through to students in the form of grants or refunds of housing and other charges. Approximately \$48.6 million is planned to continue student and instructional support including technology distributed to students and classroom enhancements. Approximately \$95.1 million is expected to take the place of revenues lost due to the pandemic, to maintain regular operations. Plans also incorporate approximately \$52.5 million for campus safety initiatives, including the continuation of facilities projects that will extend past fiscal year 2022 year-end to finish. Of the all these remaining funds, it is currently anticipated that approximately \$41.6 million will not be finally paid out until fiscal year 2023, mostly for the finalization of facilities safety and technology infrastructure projects that take longer to finish. These projects require federal approval for extensions to the one-year period during which the funds were initially available, so no funds will be carried forward without specific plans.

STRUCTURAL CONCERNS RELATED TO FEDERAL AND STATE FINANCIAL SUPPORT

As shown above, college and university budgets have included significant amounts of one-time federal assistance funding in place of lost revenues from tuition, room and board, and other sources. In fiscal year 2022, over \$91 million of HEERF funds is expected to be used to replace lost revenues. This money is transferred directly into budgets to pay for ongoing costs that would have normally been supported with tuition and other locally-generated revenues. Since we do not anticipate another round of HEERF or HEERF-like federal funding in fiscal year 2023, these ongoing expenditures will again need to be funding through traditional revenue sources.

Fund balances are maintained at institutions in part for the purpose of helping support budgets in times of lower revenues. Fund balances will be available in fiscal year 2023 but the use of them, like federal awards, is one-time in nature. They can only be used for short periods of time and then out of financial prudence need to be replenished so they will be there the next time a need arises.

The core revenue source each college and university has locally is its tuition revenue. As indicated by the flat enrollment projections outlined above, tuition revenues are not projected to return to pre-pandemic levels in the near future. The 2022-2023 biennial state funding legislation caps tuitions increases at three and one half percent each year.

Colleges and universities continually look for ways to reduce one-time and ongoing costs to preserve the structural integrity of their budgets. While pursuing cost savings, however, faculty expertise, as well as physical and virtual infrastructures, must be maintained across each institution's academic offerings. While economic shifts may happen quickly, adjusting educational offerings requires time for implementation.

State appropriation support for system operations remains flat in the second year of the 2022-2023 biennium. While institutions will have known increases in costs in fiscal year 2023, this significant portion of their funding does not provide for inflationary increases. Normally this means holding back some of the first year's funding to pay for the second year's needs. This year, though, the effects of enrollment declines on budgets are not leaving as much room for that kind of planning.

The system's supplemental budget request to the legislature, if funded, would greatly assist our institutions as they plan for another year of transition. The System request, shown in Table 8, includes \$30 million in campus support for this purpose. This amount would be allocated directly to the campuses through the annual allocation process.

**Table 8.
2022 Supplemental Budget Request**

Item	Amount
Campus Support	\$30 mil
Tuition Freeze	\$25 mil
Mental Health Resources	\$2 mil
Workforce Develop	\$2 mil
Student Basic Needs	\$1 mil
Total Request	\$60 mil

Also included in this request is \$25 million for a tuition freeze. This funding, to take the place of a 3.5 percent tuition increase, would come through state appropriation instead of directly from students. Another \$5 million is being requested to provide students with urgently-needed support in basic needs and mental health resources, and to help provide the educated workforce needed in certain areas of the State’s economy.

CONCLUSION

While the system’s decline in fiscal year 2022 enrollment has slowed since the October update, that decline and the effects of the COVID-19 pandemic have created significant structural concerns in college and university budgets. These concerns come on top of existing long-term challenges regarding enrollment uncertainty and inflationary pressures. The revised fiscal year 2022 all funds operating budget shows how valuable the federal HEERF assistance has been this year in addressing the \$63 million budgetary gap. The scope of the need also points to ongoing challenges as institutions continue to transition back to more normal operations. Additional State support and ongoing revenues for fiscal year 2023 will play significant roles in maintaining the ability of the system to provide the educated workforce needed for the health of the State’s economy.

Minnesota State Colleges and Universities
FY2022 Operating Budget
Operating Budgets (Gross Before Net of Financial Aid)

Northeast Higher Education District

Sources	FY2022 Updated Budget (October 2021)							FY2022 Update Budget (March 2022)						
	General Fund	Revenue Fund	Other Funds	CARES Act	CRRSAA	American	Total	General Fund	Revenue Fund	Other Funds	CARES Act	CRRSAA	American	Total
State Appropriation	21,336,066	0	0	0	0	0	21,336,066	21,336,066	0	0	0	0	0	21,336,066
Tuition	13,688,685	0	0	0	0	0	13,688,685	13,688,685	0	0	0	0	0	13,688,685
Other	3,357,750	1,135,000	19,244,000	0	2,917,277	8,379,034	35,033,061	3,357,750	1,135,000	19,244,000	0	3,309,286	9,164,771	36,210,807
Fund Balance	771,374	27,000	208,000	0	0	0	1,006,374	771,374	27,000	208,000	0	0	0	1,006,374
Total Sources	39,153,875	1,162,000	19,452,000	0	2,917,277	8,379,034	71,064,186	39,153,875	1,162,000	19,452,000	0	3,309,286	9,164,771	72,241,932
Uses														
Personnel	31,208,875	375,000	7,175,600	0	0	0	38,759,475	31,208,875	375,000	7,175,600	0	0	0	38,759,475
Other Operating Costs	7,945,000	787,000	12,208,500	0	2,917,277	8,379,034	32,236,811	7,945,000	787,000	12,208,500	0	3,309,286	9,164,771	33,414,557
Total Uses	39,153,875	1,162,000	19,384,100	0	2,917,277	8,379,034	70,996,286	39,153,875	1,162,000	19,384,100	0	3,309,286	9,164,771	72,174,032
HEERF I, II & III Loss Rev Transfers In	0	0	0	0	0	0	0	18,960	37,200	100,915	0	0	0	157,075
HEERF I, II, & III Loss Rev Transfers Out	0	0	0	0	0	0	0	0	0	0	0	157,075	0	157,075
Sources/Uses/Transfers	0	0	67,900	0	0	0	67,900	18,960	37,200	168,815	0	(157,075)	0	67,900

Northland Community & Technical College

Sources	FY2022 Updated Budget (October 2021)							FY2022 Update Budget (March 2022)						
	General Fund	Revenue Fund	Other Funds	CARES Act	CRRSAA	American	Total	General Fund	Revenue Fund	Other Funds	CARES Act	CRRSAA	American	Total
State Appropriation	14,377,595	0	0	0	0	0	14,377,595	14,402,595	0	0	0	0	0	14,402,595
Tuition	9,252,498	0	0	0	0	0	9,252,498	8,971,170	0	0	0	0	0	8,971,170
Other	2,728,631	0	9,233,404	0	204,909	5,012,240	17,179,184	2,557,035	0	8,750,000	0	204,889	5,012,240	16,524,163
Fund Balance	1,262,305	0	0	0	0	0	1,262,305	1,021,950	0	75,000	0	0	0	1,096,950
Total Sources	27,621,029	0	9,233,404	0	204,909	5,012,240	42,071,582	26,952,750	0	8,825,000	0	204,889	5,012,240	40,994,878
Uses														
Personnel	21,541,219	0	1,100,000	0	0	0	22,641,219	20,615,565	0	1,140,000	0	0	0	21,755,565
Other Operating Costs	6,939,672	0	8,290,000	0	204,909	3,995,782	19,430,363	7,437,185	0	7,685,000	0	204,889	3,912,240	19,239,314
Total Uses	28,480,891	0	9,390,000	0	204,909	3,995,782	42,071,582	28,052,750	0	8,825,000	0	204,889	3,912,240	40,994,879
HEERF I, II & III Loss Rev Transfers In	859,862	0	156,596	0	0	0	1,016,458	1,100,000	0	0	0	0	0	1,100,000
HEERF I, II, & III Loss Rev Transfers Out	0	0	0	0	0	1,016,458	1,016,458	0	0	0	0	0	1,100,000	1,100,000
Sources/Uses/Transfers	0	0	0	0	0	(0)	(0)	0	0	0	0	(0)	(0)	(1)

Pine Technical & Community College

Sources	FY2022 Updated Budget (October 2021)							FY2022 Update Budget (March 2022)						
	General Fund	Revenue Fund	Other Funds	CARES Act	CRRSAA	American	Total	General Fund	Revenue Fund	Other Funds	CARES Act	CRRSAA	American	Total
State Appropriation	5,682,023	0	0	0	0	0	5,682,023	5,682,023	0	0	0	0	0	5,682,023
Tuition	2,963,246	0	0	0	0	0	2,963,246	2,963,246	0	0	0	0	0	2,963,246
Other	3,400,000	0	4,750,000	0	159,933	2,487,507	10,797,440	3,400,000	0	4,750,000	0	159,933	2,487,507	10,797,440
Fund Balance	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Sources	12,045,269	0	4,750,000	0	159,933	2,487,507	19,442,709	12,045,269	0	4,750,000	0	159,933	2,487,507	19,442,709
Uses														
Personnel	8,942,908	0	302,523	0	0	0	9,245,431	8,942,908	0	302,523	0	0	0	9,245,431
Other Operating Costs	3,463,776	0	4,447,477	0	20,632	1,912,507	9,844,392	3,463,776	0	4,447,477	0	20,632	1,912,507	9,844,392
Total Uses	12,406,684	0	4,750,000	0	20,632	1,912,507	19,089,823	12,406,684	0	4,750,000	0	20,632	1,912,507	19,089,823
HEERF I, II & III Loss Rev Transfers In	714,301	0	0	0	0	0	714,301	714,301	0	0	0	0	0	714,301
HEERF I, II, & III Loss Rev Transfers Out	0	0	0	0	139,301	575,000	714,301	0	0	0	0	139,301	575,000	714,301
Sources/Uses/Transfers	352,886	0	0	0	0	0	352,886	352,886	0	0	0	0	0	352,886



Workforce and Organizational Effectiveness Committee
March 16, 2022
10:30 a.m.
McCormick Room, 4th Floor

Times are tentative – meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of previous meetings.

- 1. Minutes of January 26, 2022**
- 2. Appointment of Senior Vice Chancellor for Academic and Student Affairs**
- 3. Appointment of President Bemidji State University / Northwest Technical College**
- 4. Appointment of Interim President for St. Cloud Technical and Community College**

Committee Members

George Soule, Chair
Rudy Rodriguez, Vice Chair
Asani Ajogun
Dawn Erlandson
Roger Moe
Kathy Sheran
Cheryl Tefer

Presidents Liaisons

Anne Blackhurst
Annette Parker

Bolded items indicate action required.





**Workforce and Organizational Effectiveness Committee
Meeting Minutes
January 26, 2022**

A meeting of the Workforce and Organizational Effectiveness Committee of the Board of Trustees was held on January 26, 2022.

Committee members present: George Soule, Chair; Rudy Rodriguez, Vice Chair; Asani Ajogan, Dawn Erlandson, Roger, Moe, Kathy Sheran, Cheryl Tefer

Committee members absent: None

Other board members present: Victor Ayemobuwa, Alex Cirillo, Jay Cowles, Jerry Janezich, Javier Morillo April Nishimura, Oballa Oballa

Staff present: Devinder Malhotra, Chancellor; Eric Davis, Vice Chancellor for Human Resources

The meeting materials for this meeting are available [here](#), starting on page 114. An audio recording of the meeting is available [here](#).

Committee Chair Soule called the meeting to order at 11:00 a.m.

Agenda Item 1: Approval of the Meeting Minutes for November 17, 2021

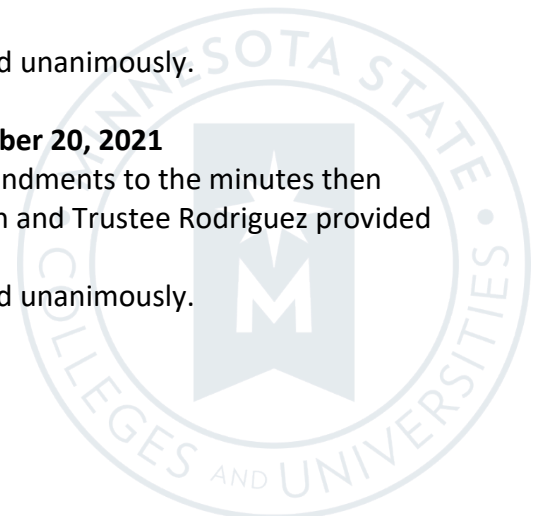
Committee Chair Soule asked if there are any changes or amendments to the minutes then asked for a motion to approve. Trustee Moe made the motion and Trustee Rodriguez provided a second.

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

Agenda Item 2: Approval of the Meeting Minutes for December 20, 2021

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

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



Agenda Item 3: Proposed Amendment to Board Policy 4.2 Appointment of Presidents (Second Reading)

Committee Chair Soule invited Vice Chancellor Eric Davis to present the Proposed Amendment to Board Policy 4.2 Appointment of Presidents (Second Reading), as detailed in the meeting materials. The meeting materials for this item begin on page 120.

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

The Workforce and Organizational Effectiveness Committee recommends that the Board of Trustees adopt the proposed amendment to Board Policy 4.2 Appointment of Presidents.

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

Trustee Ajogan	Yes
Trustee Erlandson	Yes
Trustee Moe	Yes
Trustee Rodriguez	Yes
Trustee Sheran	Yes
Trustee Soule	Yes
Trustee Tefer	Yes

The committee voted to approve the recommended motion.

Adjournment

The committee chair adjourned the meeting at 11:08 a.m.

**MINNESOTA STATE
BOARD OF TRUSTEES
Agenda Item Summary Sheet**

Name: Workforce and Organizational Effectiveness Committee **Date:** March 16, 2022

Title: Appointment of Senior Vice Chancellor for Academic and Student Affairs

Purpose (check one):

Proposed New Policy or
Amendment to Existing Policy

Approvals Required
by Policy

Other Approvals

Monitoring/Compliance

Information

Brief Description:

It is anticipated that Chancellor Malhotra will recommend an individual to appoint as Senior Vice Chancellor for Academic and Student Affairs.

Scheduled Presenter(s):

Devinder Malhotra, Chancellor

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD ACTION

Appointment Of Senior Vice Chancellor For Academic And Student Affairs

BACKGROUND

It is anticipated that Chancellor Malhotra will recommend an individual to appoint as Senior Vice Chancellor for Academic and Student Affairs.

RECOMMENDED COMMITTEE MOTION

The Workforce and Organizational Effectiveness Committee recommends that the Board of Trustees adopt the following motion.

RECOMMENDED BOARD MOTION

The Board of Trustees, upon recommendation of Chancellor Malhotra, appoints _____ as Senior Vice Chancellor for Academic and Student Affairs, with the anticipated effective date of July 1, 2022, 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 Workforce and Organizational Effectiveness Committee, to negotiate and execute an employment agreement in accordance with the terms and conditions of the Minnesota State Colleges and Universities Personnel Plan for Administrators.

Date Presented to the Board of Trustees: 03/16/22

Date of Implementation: 07/01/22

**MINNESOTA STATE
BOARD OF TRUSTEES
Agenda Item Summary Sheet**

Name: Workforce and Organizational Effectiveness Committee **Date:** March 16, 2022

Title: Appointment of President for Bemidji State University / Northwest Technical College

Purpose (check one):

Proposed New Policy or
Amendment to Existing Policy

Approvals Required
by Policy

Other Approvals

Monitoring/Compliance

Information

Brief Description:

It is anticipated that Chancellor Malhotra will recommend an individual to appoint as President of Bemidji State University / Northwest Technical College.

Scheduled Presenter(s):

Devinder Malhotra, Chancellor

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD ACTION

Appointment Of President Bemidji State University / Northwest Technical College

BACKGROUND

It is anticipated that Chancellor Malhotra will recommend an individual to appoint as President of Bemidji State University and Northwest Technical College.

RECOMMENDED COMMITTEE MOTION

The Workforce and Organizational Effectiveness Committee recommends that the Board of Trustees adopt the following motion.

RECOMMENDED BOARD MOTION

The Board of Trustees, upon the recommendation of Chancellor Malhotra, appoints _____ as President of Bemidji State University / Northwest Technical College, with the anticipated effective date of July 1, 2022, 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 Workforce and Organizational Effectiveness Committee, to negotiate and execute an employment agreement in accordance with the terms and conditions of the Minnesota State Colleges and Universities Personnel Plan for Administrators.

Date Presented to the Board of Trustees: 03/16/22

Date of Implementation: 07/01/22

**MINNESOTA STATE
BOARD OF TRUSTEES
Agenda Item Summary Sheet**

Name: Workforce and Organizational Effectiveness Committee **Date:** March 16, 2022

Title: Appointment of Interim President for St. Cloud Technical and Community College

Purpose (*check one*):

Proposed New Policy or
Amendment to Existing Policy

Approvals Required
by Policy

Other Approvals

Monitoring/Compliance

Information

Brief Description:

It is anticipated that Chancellor Malhotra will recommend an individual to appoint as Interim President for St. Cloud Technical and Community College.

Scheduled Presenter(s):

Devinder Malhotra, Chancellor

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD ACTION

Appointment of Interim President for St. Cloud Technical and Community College

BACKGROUND

It is anticipated that Chancellor Malhotra will recommend a candidate for Appointment of Interim President for St. Cloud Technical and Community College.

RECOMMENDED COMMITTEE MOTION

The Workforce and Organizational Effectiveness Committee recommends that the Board of Trustees adopt the following motion.

RECOMMENDED BOARD MOTION

The Board of Trustees, upon the recommendation of Chancellor Malhotra, appoints _____ as Interim President for St. Cloud Technical and Community College, with the anticipated effective date of July 1, 2022, 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 Workforce and Organizational Effectiveness Committee, to negotiate and execute and employment agreement in accordance with the terms and conditions of the Minnesota State Colleges and Universities Personnel Plan for Administrators.

Date Presented to the Board of Trustees: 03/16/22

Date of Implementation: 07/01/22



Board of Trustees Meeting
March 16, 2022
11:30 a.m.
McCormick Room, 4th Floor

Times are tentative – meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of previous meetings. Interested parties can listen to the live stream of the proceedings from the [Board website](#).

Convene and Call to Order, Jay Cowles, Chair

Chancellor’s Report, Devinder Malhotra

Chair’s Report, Jay Cowles

Consent Agenda

- 1. Minutes of the Committee of the Whole Meeting, January 25, 2022**
- 2. Minutes of the Board of Trustees Meeting, January 26, 2022**
- 3. Proposed Committee Charter Revisions – Executive Committee**
- 4. Proposed Amendment to Board Policy 1A.2 Board of Trustees (Second Reading)**
- 5. Minnesota North College Merger Approval**
- 6. Contracts Requiring Board Approval**
 - a. Parking Lot 1 Improvements, Minnesota State University, Mankato**
 - b. Parking Lot Improvements, Saint Paul College**
 - c. Campus Security Services- Anoka Ramsey Community College (Coon Rapids & Cambridge campuses) & Anoka Technical College**
 - d. Flight Training Provider for Aviation Program, Minnesota State University, Mankato**
 - e. Classroom Technology Upgrades – Phase 2, Rochester Community and Technical College**
 - f. Elsevier Testing & Review, Winona State University**
 - g. On Campus Bookstore Services, Winona State University**

Workforce and Organizational Effectiveness Committee, George Soule, Chair

- 1. Appointment for Senior Vice Chancellor for Academic and Student Affairs**
- 2. Appointment of President for Bemidji State University/Northwest Technical College**
- 3. Appointment of Interim President for St. Cloud Technical and Community College**

Committee of the Whole, Jay Cowles, Chair

- Report of the Committee

Academic and Student Affairs Committee, Cheryl Tefer, Chair

- Report of the Committee

Diversity, Equity and Inclusion Committee, Rudy Rodriguez, Chair

- Report of the Committee

Joint Meeting: Facilities and Finance Committees, Co-Chairs Jerry Janezich and Roger Moe

- Report of the Committee

Finance Committee, Roger Moe, Chair

- Report of the Committee

Outreach and Engagement Committee, Dawn Erlandson, Chair

- Report of the Committee

Student Associations

1. Lead MN, Axel Kylander, President
2. Students United, Emma Zellmer, State Chair

Minnesota State Colleges and Universities Bargaining Units

1. American Federation of State, County, and Municipal Employees, Jennifer Erwin, AFSCME Council 5, Minnesota State Policy Committee President
2. Inter Faculty Organization, Brent Jeffers, President
3. Middle Management Association, Gary Kloos, Executive Director
4. Minnesota Association of Professional Employees, Jerry Jeffries, Regional Director
5. Minnesota State College Faculty, Matt Williams, President
6. Minnesota State University Association of Administrative and Service Faculty, Tracy Rahim, President

Trustee Reports

Adjournment

Bolded items indicate action is required.



Board of Trustees - Consent Agenda
March 16, 2022
11:30 a.m.
McCormick Room, 4th Floor

Consent Agenda

- 1. Minutes of the Committee of the Whole Meeting, January 25, 2022**
- 2. Minutes of the Board of Trustees Meeting, January 26, 2022**
- 3. Proposed Committee Charter Revisions – Executive Committee**
- 4. Proposed Amendment to Board Policy 1A.2 Board of Trustees (Second Reading)**
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 - d. Flight Training Provider for Aviation Program, Minnesota State University, Mankato**
 - e. Classroom Technology Upgrades – Phase 2, Rochester Community and Technical College**
 - f. Elsevier Testing & Review, Winona State University**
 - g. On Campus Bookstore Services, Winona State University**

Bolded items indicate action is required.



Committee of the Whole
Meeting Minutes
January 25, 2022

A meeting of the Committee of the Whole of the Board of Trustees was held on January 25, 2022.

Trustees present: Jay Cowles, Chair; Rudy Rodriguez, Vice Chair; Asani Ajogun, Victor Ayemobuwa, Alex Cirillo, Dawn Erlandson, Jerry Janezich, Javier Morillo, Roger Moe, April Nishimura, Oballa Oballa, Kathy Sheran, George Soule, Cheryl Tefer

Trustees absent: Michael Vekich

Staff present: Devinder Malhotra, Chancellor; Jacquelyn Malcolm, Vice Chancellor for Information Technology; Bill Maki, Vice Chancellor for Finance and Facilities

The meeting materials for this meeting are available [here](#), starting on page 55. An audio recording of the meeting is available [here](#).

Chair Cowles called the meeting to order at 3:00 p.m.

Chair Cowles' Remarks

This afternoon's meeting includes an update on the progress of the NextGen ERP implementation project; as a reminder to trustees, the board will receive quarterly updates on this project along with regular touchpoints between full board updates that include myself as board chair and committee chairs of Audit, Finance, and Workforce & Organizational Effectiveness. Constituents across our system are well into the hard work of implementation and I sincerely thank everyone involved for their efforts.

Agenda Item 1: NextGen Update

Chair Cowles invited Vice Chancellor Jacquelyn Malcolm to begin the presentation. Other presenters included: Bill Maki, Vice Chancellor for Finance and Facilities; Clint Davies and David Houle, BerryDunn, Third-Party Owner's Representatives

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

Adjournment

Chair Cowles adjourned the meeting at 4:01 p.m.



**Board of Trustees
Meeting Minutes
January 26, 2022**

A meeting of the Board of Trustees was held on January 26, 2022.

Trustees present: Jay Cowles, Chair; Rudy Rodriguez, Vice Chair; Asani Ajogun, Victor Ayemobuwa, Alex Cirillo, Dawn Erlandson, Jerry Janezich, Roger Moe, Javier Morillo, April Nishimura, Oballa Oballa, Kathy Sheran, George Soule, and Cheryl Tefer

Trustees absent: Michael Vekich

Staff present: Devinder Malhotra, Chancellor

The meeting materials for this meeting are available [here](#), starting on page 127. An audio recording of the meeting is available [here](#).

Chair Cowles called the meeting to order at 12:45 p.m.

Chancellor's Report, Devinder Malhotra

With the 2022 legislative session opening day next week there is a great number of initiatives being rolled out by the Governor and legislative leaders. Minnesota State is appreciative of the Governor's Capital Budget request which recognizes the priorities of the Board of Trustees. Last Thursday marked the final legislative bonding tour, and I would like to thank all who did their part in making these 45 separate visits a success. It takes a great deal of work at the system and campus level to make these visits a success, and I would also like to thank the legislators and their staff who spent months traveling the state seeing firsthand our infrastructure needs.

The 45 capital investment tours are a golden opportunity for our campus advocacy efforts as legislators engaged directly with our students, faculty and campus leaders highlighting their support of our students and the communities we serve. Minnesota State will again have a strong virtual presence as we have designated a day for each campus for their virtual day on the hill which they engage with the legislators with community and campus voices.

Chair Cowles and Trustee Moe, I also want to thank you for your time last week in our meetings with editorial boards across Minnesota. With your support we were able to

hold 12 separate meetings with the clear agenda of promoting the board's capital and supplemental budget request. I have seen a few of the editorial articles, and we will forward them to you once they are posted. I would like to acknowledge the work of Doug Anderson in our Marketing and Communication department for his great efforts and relationships he has developed with media outlets across the state.

As we continue to find ways to adapt to and deal with COVID both in our personal and professional spaces, we all know that there are a variety of opinions and approaches. Some feel we are not doing enough while others feel we are being too restrictive and would like less stringent protocols. I continue to receive communications addressing a number of concerns on both sides of the argument. As I said two years ago, there was no playbook nor any single silver bullet to help us as we navigated the pandemic. Our approach over this time has remained consistent on three fronts:

1. We have stood strong in our twin priorities of protecting our students, faculty, and staff and ensuring that our students can progress on their educational journey, and
2. Our approach has and will continue to be guided by the CDC and MDH.
3. We created a systemwide unified and coordinated framework that provides flexibility for our colleges and universities that recognizes the heterogeneity of our campuses to develop operational approaches that take into account their local needs.

We have seen since the beginning that the information regarding the pandemic is fast moving and sometimes are not immediately very clear and there are periods of gray as we experienced at the beginning of the semester with regards to the CDC changes in the number of days for isolation and quarantine. But the team at the system office remained in constant contact with MDH officials as they too were sorting through the guidance to ensure that there was clarity for all Minnesotans, including higher education institutions. I continue to be extremely grateful to the campus and system leaders who have and will continue to guide our institutions successfully through the pandemic.

Earlier this month, we shared broadly the vaccination rates of our students and employees and the change over the fall semester. We saw month over month an increase in vaccination rates among both groups at all of our colleges and universities. This is in large part to the direct access to vaccinations and continued education and communication by our campuses.

One college campus shared just last week that the student data provided them a new opportunity to talk with their campus student leaders and working together – a committee of student leaders alongside members of the college's pandemic team are working on an additional campaign for vaccination for students. They said that their students saw the numbers comparing vaccination rates with other schools and want to help move the dial.

Another university shared that there were concerns that there were no longer posters about vaccinations on campus. In conversations with their campus student leaders, together they identified there were indeed posters around campus but were not standing out amongst the other campus signage. They worked together to devise a new plan, so these important messages stood out when students returned for the spring semester.

We are constantly reviewing our work and finding ways to be more effective in our communications and outreach efforts.

Our work and messaging has evolved over the past two years. What we know now is different than what we knew at the beginning of all of this. We have utilized resources shared with us from the CDC and MDH in addition to sharing ideas with each other and other higher education institutions.

In December, Marketing and Communications compiled a sampling of the communications campuses have used regarding mask and vaccine education and awareness. This was never intended to be a comprehensive report totaling all the communications that have occurred over the past two years. To assert that this should reflect the totality of our campuses' messaging is not a fair conclusion.

This is a continuous process of learning and sharing. Our campuses are continuing to push efforts on both direct access to vaccinations and education:

- Just yesterday, Southwest Minnesota State University sponsored a "vaccination facts for students" zoom meeting with MDH
- On Friday, St. Cloud State University will host another vaccine clinic on campus in their student union open to public where 1st, 2nd and booster shots will be available
- Last week, colleges began hosting vaccination clinics on campus again, including Lake Superior College and St. Cloud Technical and Community College where 68 shots were given

In addition, the university presidents met with leaders from Students United on Monday where they discussed campus responses and the college presidents are planning to meet with LeadMN student leaders in February.

I continue to appreciate the ideas and suggestions by campus and system leaders, and students, faculty, and staff. This coupled with the local dialogue and approaches is what will ensure that our campuses can remain open and provide students with the educational access and opportunities they need.

Even amid the pandemic, it is important to recognize that there is still amazing work going on at each and every one of our colleges and universities. This month's board meeting is a case in point. In each and every committee meeting, the presentations displayed the richness and creativity by which our institutions are approaching their work. Whether it was the scaling of basic needs efforts and in particular mental health services, the anti-racist and trauma informed campus plan, the efforts by our foundations to support students, the work by our campuses to address financial sustainability, and the rolling out of the next technological solution for the system – each effort has required a team of individuals. It is the collective passion and drive of each and every one of us to help our students succeed – is why we have chosen this profession.

So, I was pleased to read in the comments provided to the board in advance by Students United that they along with their student partners at LeadMN, faculty colleagues at IFO, MSCF, and MSUUASF, and the Indigenous Men and Men of Color Workgroup “to align behind a shared definition of equity.” I share the group's commitment to the goals that have been established and looked forward to continuing our collective partnership, along with our staff colleagues, focusing on the priorities and initiatives underway at the system and campus level to fulfil our goal of Equity 2030. Now let's get the work done.

Chair's Report, Jay Cowles

We started off this month's meeting with a joint meeting with the Minnesota State Leadership Council. We were fortunate to be joined by two esteemed leaders in higher education: Rebecca Martin who serves as Executive Director of the National Association of System Heads (known as NASH); and Nancy Zimpher, Chancellor Emeritus, State University of New York and current Senior Fellow at NASH. NASH serves as an association of chief executives of the college and university systems of public higher education in the United States. Rebecca and Nancy shared with us NASH's initiative ‘The Power of Systems’ which seeks to move the dial on equity and student success to advance prosperity for the nation. This initiative examines essential questions facing public higher education systems: how to serve the needs of students, how to deliver quality services at scale, and how best to collectively leverage the ‘power of systems’ across the United States for the betterment of our nation. These questions are not unlike the questions posed as part of our own “Reimagining Minnesota State” initiative. I was struck by the clear vision that ‘The Power of Systems’ initiative lays out; it makes evident that using systemness as a lever to bring value to students and institutions is a critical strategy. I appreciated the thoughtful questions and comments by the group – both trustees and leadership council members – which generated great discussion and certainly opened new lines of thinking for me. I look forward to continuing to engage with NASH and our fellow public higher education system colleagues across the country to continue to advance this important work. And I might point out that this engagement with NASH's work is represented in part by the Chancellor serving as the current chair of NASH's national board of directors but also a number of system leaders including Ron Anderson, Andriel Dees, Teri Hinds, and Bill Maki.

And lastly, as the Chancellor referenced last week Governor Walz and Lieutenant Governor Flanagan shared their capital program recommendation for Minnesota State. You heard comments earlier of how strong that support was for the proposal that was submitted by Minnesota State for our capital support this year. In the wake of that announcement, Trustee Tefer reached out to me to inquire how might individual trustees or the board express their gratitude to the Governor and to the Lieutenant Governor for their support. After consulting with the Chancellor and others, I now call on Trustee Tefer to make a motion for a resolution of gratitude.

Trustee Tefer introduced the following proposed resolution:

WHEREAS, the 2022 Minnesota State Capital request is focused on building talent in communities across Minnesota;

WHEREAS, Minnesota State campuses hosted 45 legislative tours highlighting the Board of Trustees \$292 million capital request; and

WHEREAS, Governor Walz and Lt. Governor Flanagan proposed a robust capital proposal which included \$118 million for asset preservation and all 20 projects on the Minnesota State's priority list; and

NOW THEREFORE, BE IT RESOLVED THAT THE MINNESOTA STATE COLLEGES AND UNIVERSITIES BOARD OF TRUSTEES on this day January 26, 2022, is grateful to Governor Walz and Lt. Governor Flanagan for their commitment to the capital needs of Minnesota State, and acknowledges the commitment of the Minnesota House and Senate Capital Investment Committees for seeing first-hand the needs of Minnesota State campuses.

Trustee Tefer made the motion to approve the resolution and Vice Chair Rodriguez seconded. A roll call vote was conducted. The vote was as follows:

Trustee Ajogun	Yes
Trustee Ayemobuwa	Yes
Trustee Cirillo	Yes
Trustee Cowles	Yes
Trustee Erlandson	Yes
Trustee Janezich	Yes
Trustee Moe	Yes
Trustee Morillo	Yes
Trustee Nishimura	Yes
Trustee Oballa	Yes
Trustee Rodriguez	Yes
Trustee Sheran	Yes
Trustee Soule	Yes
Trustee Tefer	Yes
Trustee Vekich	Absent

The board voted to approve the resolution.

Consent Agenda

Chair Cowles asked if anyone wanted to remove an item from the Consent Agenda.

Trustee Janezich made the motion to approve the consent agenda and Trustee Moe seconded. A roll call vote was conducted. The vote was as follows:

Trustee Ajogun	Yes
Trustee Ayemobuwa	Yes
Trustee Cirillo	Yes
Trustee Cowles	Yes
Trustee Erlandson	Yes
Trustee Janezich	Yes
Trustee Moe	Yes
Trustee Morillo	Yes
Trustee Nishimura	Yes
Trustee Oballa	Yes
Trustee Rodriguez	Yes
Trustee Sheran	Yes
Trustee Soule	Yes
Trustee Tefer	Yes
Trustee Vekich	Absent

The board voted to approve the consent agenda as follows:

- 1. Minutes of the Committee of the Whole Meeting, November 16, 2021**
- 2. Minutes of the Board of Trustees Meeting, November 17, 2021**
- 3. Minutes of the Board of Trustees Special Meeting, December 20, 2021**
- 4. Contracts Requiring Board Approval**
- 5. Library Air Handler Replacement, Normandale Community College**
- 6. Emergency Generator Replacement, Minnesota State University, Mankato**
- 7. Classroom Audio and Visual Upgrade, Minneapolis Community and Technical College**
- 8. Wells Fargo Place Lease Extension, System Office**
- 9. Lease Consolidation and Extension, 400 Broadway, Rochester, Winona State University**
- 10. Proposed Amendment to Board Policy 4.2 Appointment of Presidents (Second Reading)**

Board Standing Committee Reports

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

- Committee of the Whole, Jay Cowles, Chair
- Academic and Student Affairs Committee, Cheryl Tefer, Chair

- Diversity, Equity, and Inclusion Committee, Rudy Rodriguez, Chair
- Facilities Committee, Jerry Janezich, Chair
- Finance Committee, Roger Moe, Chair
- Outreach and Engagement Committee, Dawn Erlandson, Chair
- Workforce and Organizational Effectiveness Committee, George Soule, Chair

Student Associations and Bargaining Units

Student associations and bargaining units were invited to submit written remarks and were given the opportunity to address the board in person. Written remarks were provided by Students United and have been posted to the board website.

In person remarks were provided by:

- LeadMN President Axel Kylander
- Students United State Vice Chair Arnavee Maltare and Treasurer Pierre Young
- Minnesota State College Faculty President Matt Williams
- Minnesota State University Association of Administrative and Service Faculty President Tracy Rahim

Trustee Reports

Additional reports and remarks were heard from Trustees Moe, Oballa, and Sheran.

The next board meetings are scheduled for March 15-16, 2022.

Adjournment

Chair Cowles adjourned the meeting at 2:05 p.m.

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD ACTION – FIRST READING

Proposed Committee Charter Revisions – Executive Committee (First Reading)

BACKGROUND

The charter of the Executive Committee was most recently revised in March 2021 to update language related to committee structure. The charter is now being reviewed with proposed revisions within the Authority section of the charter.

RECOMMENDED COMMITTEE MOTION

Motion to be included at second reading.

RECOMMENDED BOARD MOTION

Motion to be included at second reading.

Date Presented to the Executive Committee: January 5, 2022

Date Presented to the Board of Trustees: March 16, 2022

Date of Implementation: March 16, 2022



Executive Committee Charter

Approved ~~March 17, 2021~~ xx xx, 2022

Purpose:

The Executive Committee provides ongoing oversight of the administration of the board. In addition, the Executive Committee provides a forum for trustees to address all issues of board governance. The Executive Committee acts on behalf of the Minnesota State Colleges and Universities Board of Trustees on matters delegated to it by the full board and shall consider issues that require attention prior to the next regular board meeting. The Executive Committee does not act on behalf of the board unless specifically delegated by the board except in the case of an emergency. In such instances, the chair reports to members of the board as soon as possible after the emergency and seek ratification of emergency actions at the next meeting. The Executive Committee meets at the call of the chair.

Committee Structure:

The members of the Executive Committee will include the chair, the vice-chair, and the past chair if still serving on the board, and total membership shall not constitute a majority of the board. The chair of the board chairs the Executive Committee.

Authority:

The principal elements of the Charter of the Executive Committee shall be:

1. Provide advice and counsel to the chancellor. (This duty is shared with all other board members).
- ~~2. Conduct ongoing reviews of board operations procedures.~~
3. Approve the annual operating budget for the board office, subject to the regular budget review and approval procedures of the facilities/finance committee and the board. The Executive Committee periodically shall review the budget and provide a yearend report to the board at the conclusion of the fiscal year.
4. Assure that policies and procedures are in place and being implemented to ensure that the board, and its individual members, operate with the highest ethical standards and integrity, including duties of care and loyalty. Act on unresolved issues of conflict of interest.
5. Recommend proposed board policies not within the purview of other standing committees.

6. Research and identify best practices for boards with an educational mission and recommends particular practices to the board.
7. Design and oversee the orientation process for new trustees so that new trustees may be fully prepared for decision making. Design and implement training for current board members as appropriate.
8. Plan for trustee succession by identifying to the governor desired qualities of a trustee and identifying potential candidates.
9. ~~Ensure that policies and procedures are in place and being implemented to ensure that the committees of the board are fulfilling their obligations as defined by their respective charters. Provide a process for each committee to review and update its charter annually.~~ Encourage committee chairs to review committee charters annually for accuracy with input from committee members. Any revisions must be reviewed and approved by the Executive Committee. The Executive Committee will review all committee charters a minimum of every 3 years.
10. Review periodically the governance processes, including board organization and structure, frequency of meeting and attendance and make any necessary recommendations to the board in accordance with the Two-Read Policy.
11. Perform a board self-evaluation at least annually.

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD ACTION – THIRD READING

Proposed Amendments To Board Policy 1A.2 Board of Trustees

BACKGROUND

Board Policy 1A.2 Board of Trustees was adopted and implemented by the Board of Trustees on March 21, 1995. The policy was last reviewed in March 2021. The current review was undertaken to change Part 4. Officers of the Board Part 4. Terms of office, specifically the length of term and number of consecutive terms.

RECOMMENDED COMMITTEE MOTION

The Executive Committee approves the proposed amendments to Board Policy 1A.2 Board of Trustees.

RECOMMENDED BOARD MOTION

The Board of Trustees approves the proposed amendments to Board Policy 1A.2 Board of Trustees.

Date Presented to the Executive Committee: *March 2, 2022*
Date Presented to the Board of Trustees: *March 16, 2022*
Date of Implementation: *March 16, 2022*

BOARD POLICY – THIRD READING	
Chapter 1	Chapter Name System Organization and Administration
Section A.2	Policy Name Board of Trustees

Single underlining represents proposed new language.
Strikeouts represent existing language proposed for deletion.

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

2
 3 **Part 1. Membership**

4 Membership of the board is defined in Minn. Stat. §136F.02, subdivision 1, as follows:

5
 6 *The Board consists of 15 members appointed by the governor, including three members*
 7 *who are students who have attended an institution for at least one year and are*
 8 *currently enrolled at least half time in a degree, diploma, or certificate program in an*
 9 *institution governed by the board. The student members shall include one member from*
 10 *a community college, one member from a state university, and one member from a*
 11 *technical college. One member representing labor must be appointed after considering*
 12 *the recommendations made under section 136F.045. The governor is not bound by the*
 13 *recommendations. Appointments to the board are with the advice and consent of the*
 14 *senate. At least one member of the board must be a resident of each congressional*
 15 *district. All other members must be appointed to represent the state at large. In selecting*
 16 *appointees, the governor must consider the needs of the board of trustees and the*
 17 *balance of the board membership with respect to labor and business representation and*
 18 *racial, gender, geographic, and ethnic composition.*

19
 20 *A commissioner of a state agency may not serve as a member of the board.*

21
 22 **Part 2. Board Expenses, Per Diem, and Reimbursement**

23 Per diem and expense reimbursement, as authorized in Minn. Stat. §15.0575, subd. 3 and the
 24 Commissioner's Plan, must be provided for the following.

- 25 1. Regular, special, emergency board committee and working group meetings,
 26 2. Presentations before legislative committees or other legislative bodies as a
 27 representative of the board,
 28 3. Commencements at college and university campuses within Minnesota State,
 29 4. Expense Allowance for the board chair. This allowance must be set annually by the
 30 board.

31
 32 Per diem and expenses may be provided for attendance at national conferences or meetings of
 33 higher education organizations in which Minnesota State is a member. Per diem and expense
 34 reimbursement also may be provided for attendance at other meetings related to college and

1 university issues or legislative hearings when approved by the board chair. All expenses for out-
2 of-state travel require prior approval of the board chair.

3
4 Requests for reimbursement of expenses and per diems must be signed by the trustee.
5

6 **Part 3. Powers and Duties**

7 8 **Subpart A. General statutory authority**

9 The general authority of the board is set forth at Minn. Stats. Ch 136F.06, subs. 1 and
10 2 which state:

11
12 *"Subdivision 1. General authority. The board shall possess all powers necessary to govern*
13 *the state colleges and universities and all related property. Those powers shall include,*
14 *but are not limited to, those enumerated in this section. The board shall prescribe*
15 *conditions of admission, set tuition and fees, approve programs of study and*
16 *requirements for completion of programs, approve the awarding of appropriate*
17 *certificates, diplomas, and degrees, enter into contracts and other agreements and*
18 *adopt suitable policies for the institutions it governs. To the extent practicable in*
19 *protecting statewide interests, the board shall provide autonomy to the campuses while*
20 *holding them accountable for their decisions. Sections 14.01 to 14.47 do not apply to*
21 *policies and procedures of the board.*

22
23 *Subd. 2. Governance authority. The board shall have the authority needed to operate*
24 *and govern the state colleges and universities unless otherwise directed or prohibited by*
25 *law. The board is responsible for its operations and necessary decisions unless these are*
26 *specifically delegated by law to a state department or agency."*

27 28 **Subpart B. Board of Trustees office and staff support**

29 The board shall establish an office of the trustees and may employ staff to support its
30 administrative operation.

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

33 34 **Subpart A. Officers**

35 The officers of the board consist of a chair and vice chair. The chair and vice chair must be
36 elected from the members of the board.

37 38 **Subpart B. Terms of office**

39 The chair ~~is elected for one two-year term. and may be elected for a subsequent one-year~~
40 ~~term. and The chair may not serve consecutive terms.~~ The vice chair is elected for one one-
41 year term. An officer's term commences on July 1, or upon the office becoming vacant,
42 whichever is earlier. ~~No trustee shall hold the same office for more than three consecutive~~
43 ~~years-terms.~~

1 **Subpart C. Duties and responsibilities of the board chair**

2
3 The duties and responsibilities of the chair are as follows:

- 4 1. Meetings.
- 5 a. The chair shall call, set the agenda for, and preside at all meetings of the
- 6 board. Any matter requiring committee consideration that does not fall
- 7 within the described duties of any committee or falls within the described
- 8 duties of more than one committee must be assigned to a committee by the
- 9 chair.
- 10 b. The chair may call an emergency or special meeting of the board and may
- 11 cancel a scheduled meeting due to lack of quorum, inclement weather or
- 12 other exigent circumstances.
- 13 2. Budget. The chair shall recommend an annual board operations budget and budget
- 14 increases to the executive committee for approval.
- 15 3. Appointment authority.
- 16 a. At the request of the chair, the vice chair or another member of the board
- 17 may preside at meetings of the board.
- 18 b. The chair shall name all members to standing and ad hoc committees, and
- 19 appoint the chair and vice chair of each standing and ad hoc committee.
- 20 c. The chair shall establish all ad hoc committees and describe the charge of the
- 21 ad hoc committees. The chair shall fill standing and ad hoc committee
- 22 vacancies.
- 23 d. The chair may appoint working groups composed of members of the board
- 24 and/or members of the public to advise on issues of concern to the board or
- 25 a committee. The term of a working group must not exceed one year without
- 26 reauthorization by the chair.
- 27 e. The chair shall assist board members with ethical obligations and board
- 28 development.
- 29 4. Other. The chair shall approve or disapprove requests by the chancellor to accept
- 30 reimbursement of travel or meals from outside sources when required by Minn.
- 31 Stat. §43A.38.
- 32

33 **Subpart D. Duties of the vice chair**

34 The vice chair, in the absence of the chair, shall perform the duties ordinarily performed by

35 the chair.

36

37 **Subpart E. Election of officers**

38 The election of the chair and vice chair must be conducted at the annual meeting of the

39 board. Any board member who wishes to run for chair or vice chair shall submit her/his

40 name in writing to the Nominating Committee at least sixty days prior to the date of the

41 annual meeting. The Nominating Committee may also solicit members to be candidates. At

42 least 30 days prior to the date of annual meeting, the Nominating Committee shall deliver

43 to the board office a list of at least one candidate for each office. The board office shall, at

1 least 25 days prior to the date of the election, mail to each board member the list of
2 candidates identified by the Nominating Committee.

3
4 The election for each officer of the board must be conducted separately in the following
5 manner: (a) If there is one nominee, voting must be by acclamation or, on request, by roll
6 call. (b) If there are two or more nominees, the vote must be by secret ballot with the
7 individual receiving a majority of the votes being elected.

8
9 **Subpart F. Board officer vacancies**

10 In the event of a vacancy of any officer of the board, an election must be held for the
11 unexpired term at the earliest possible meeting of the board following the notification of all
12 members of the vacancy. Any board member who wishes to run for a position as an officer
13 shall submit her/his name in writing to the system office at least twenty-one days prior to
14 the date of election. At least eighteen days prior to the date of election, the board office
15 staff shall mail a list of candidates to each board member. Nominations from the floor must
16 be received at any meeting where an election occurs.

17
18 **Subpart G. Secretary to the board**

19 The board shall appoint a member of the chancellor's staff as secretary to the board. The
20 secretary is responsible for acting on behalf of the board in making certain the records of
21 the board are properly kept. The secretary is responsible for keeping a fair and full record of
22 the proceedings in compliance with Minnesota law and shall insure that these records be
23 properly duplicated and distributed.

24
25 **Subpart H. Treasurer to the board**

26 The chair of the Finance Committee shall serve as treasurer. The sole duty of the treasurer
27 is to serve as custodian of the special revenue fund as provided under Minn. Stat. § 136F.94.

28
29 **Part 5. Standing Committees, Committees, and Working Groups of the Board**

30 The board establishes the standing committees identified in subparts A through J and may
31 establish additional standing committees as necessary. A joint meeting of standing committees
32 may be scheduled only after prior consultation with the board chair.

33
34 All members of the board serve as ex-officio members of every committee to which they are
35 not appointed. The ex-officio members are granted the right to fully participate in committee
36 discussion and deliberations, but do not have the power to vote and are not included for
37 purposes of a quorum.

38
39 **Subpart A. Executive Committee**

- 40 1. The Executive Committee of the board consists of not fewer than five and not more
41 than seven trustees, and must include the chair, the vice chair, the past chair if that
42 person continues to serve as a trustee, and is available to serve, and additional
43 trustees as determined by the chair to ensure broad representation.

- 1 2. The board chair and vice chair shall serve as the Executive Committee chair and vice
2 chair respectively..
- 3 3. The Executive Committee may meet during periods between regular meetings of the
4 board at the call of the chair.
- 5 4. The Executive Committee shall also act as a governance committee and as such is
6 charged with oversight of the board’s integrity and effectiveness. The Executive
7 Committee recommends board policies not within the purview of other standing
8 committees, evaluates the effectiveness of the board annually, identifies best
9 practices for boards with an educational mission, reviews the board’s practices with
10 respect to participation and conflict of interest, act on unresolved conflict of interest
11 questions, designs and oversees orientation of new board members and leads in
12 succession planning by identifying, to the governor, qualities to be sought in a
13 trustee and potential new members
- 14 5. The Executive Committee may act on those issues delegated to it by the full board
15 and shall consider issues that require attention prior to the next regular board
16 meeting. The Executive Committee shall not have the authority to act on behalf of
17 the board unless specifically delegated by the board except in the case of an
18 emergency which, in the judgment of the chair, requires action more immediately
19 than an emergency meeting of the board. In such instances, the chair shall report to
20 members of the board as soon as possible after the emergency and seek ratification
21 of emergency actions at the next possible meeting.
- 22 6. The Executive Committee shall approve the annual operating budget for the board
23 office, subject to the regular budget review and approval procedures of the
24 facilities/finance committee and the board. The Executive Committee periodically
25 shall review the budget and provide a yearend report to the board at the conclusion
26 of the fiscal year.

27
28 **Subpart B. Finance Committee**
29 The Finance Committee of the board consists of no fewer than five and no more than seven
30 members to be appointed by the chair annually. The Finance Committee is charged with
31 governance of the short and long term financial strategic conditions and economic health of
32 the system and its colleges and universities. The committee’s scope includes oversight of
33 board policies for the administrative, information technology, and financial management of
34 the system so to assure the highest possible quality of administrative services, data integrity
35 and the efficient use of the system’s information resources. The committee recommends
36 the annual operating and capital budget for the system and its colleges and universities
37 including tuition, fees and allocation decisions, the issuance of debt, and other policy
38 oversight according to its charge in support of academic priorities.

39
40 **Subpart C. Workforce and Organizational Effectiveness Committee**
41 The Workforce and Organizational Effectiveness Committee of the board consists of no
42 fewer than five and no more than seven members to be appointed by the chair annually.
43 The Workforce and Organizational Effectiveness Committee is charged with oversight of all
44 system personnel policies for administrators, and student employees, collective bargaining

1 agreements throughout the system, and climate, diversity and equity matters related to
2 system employees.

3
4 **Subpart D. Academic and Student Affairs Committee**

5 The Academic and Student Affairs Committee of the board consists of no fewer than five
6 and no more than seven members to be appointed by the chair annually. The Academic and
7 Student Affairs Committee is charged with governance and oversight of the academic
8 programs and student services provided at the system’s colleges and universities. The
9 committee’s scope includes oversight of board policies for the all system academic and
10 student services to assure the highest possible quality of academic programming and
11 service to students and the efficient use of the system’s academic and service resources.
12 The committee also provides oversight to systemwide academic and student service
13 strategic planning, diversity and equity matters related to students and academic programs,
14 and academic or student related technology matters.

15
16 **Subpart E. Audit Committee**

17 The Audit Committee of the board consists of no fewer than three and no more than seven
18 members to be appointed by the board chair annually. The committee shall meet at the call
19 of its chair. The Audit Committee is charged with oversight of internal and external audits of
20 all system functions including individual campus audits. The board shall hire ~~an executive~~
21 ~~director of internal auditing~~ a chief audit officer and other auditors who shall report directly
22 to the committee and the board. Committee members must receive training annually on
23 their auditing and oversight responsibilities.

24
25 The Audit Committee is responsible for overseeing the service of internal and independent
26 external auditors. Board Policy 1D.1 governs the Office of Internal Auditing. The committee
27 has the following responsibilities for independent external auditors:

- 28 1. Oversee the process for selecting and removing independent auditors. The
29 committee shall select one or more independent auditors to audit system-level or
30 institutional financial statements and recommend their appointment to the board.
- 31 2. Review any non-audit services proposed by independent auditors under contract for
32 audit services. The board must approve in advance any non-audit services to be
33 provided by independent auditors under contract for audit services unless the scope
34 of non-audit services is completely distinct from the scope of the audit engagement.
- 35 3. Review and discuss the results of each audit engagement with the independent
36 auditor and management prior to recommending that the board release the audited
37 financial statements.

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39 **Subpart F. Diversity, Equity, and Inclusion Committee**

40 The Diversity, Equity, and Inclusion Committee of the board consists of no fewer than five
41 and not more than seven members to be appointed by the board chair annually. The
42 Diversity, Equity, and Inclusion Committee is charged with oversight of incorporation of
43 diversity and equity into the work of the system. Annually, the board will assess progress on
44 this charge.

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Subpart G. Facilities Committee

The Facilities Committee of the board consists of no more than five members to be appointed by the board chair annually. The Facilities Committee is charged with governance of the short and long term facilities management of the system to assure the highest efficient use of the system’s physical resources. The committee is further charged with oversight of college and university safety and security, occupational health, environment compliance, and emergency management strategies and program and stewardship of all real estate. The committee recommends the annual capital budget for the system and its colleges and universities, and other policy oversight according to its charge in support of academic priorities.

Subpart H. Nominating Committee

The Nominating Committee of the board consists of no more than three members to be appointed by the board chair annually. The Nominating Committee shall meet at the call of its chair. The Nominating Committee is charged with nominating and slating candidates for board chair and board vice chair. The Nominating Committee shall follow Part 4, Subp. E of this policy. The Nominating Committee, in consultation with the board chair, is also authorized to advise the governor’s office on preferred qualifications and attributes for effective trustees.

Subpart I. Outreach and Engagement Committee

The Outreach and Engagement Committee of the board consists of no fewer than five members to be appointed by the board chair annually. The Outreach and Engagement Committee is charged with assisting the board in fulfilling its governance responsibilities in the arena of key stakeholder engagement and how Minnesota State tells its story, fosters a society-wide understanding of public higher education systems, and articulates its value proposition as an invaluable public good.

Subpart J. Ad hoc committees and working groups

In accordance with Part 4, Subp. C, 3b, the board chair may appoint ad hoc committees. The chair of a standing committee may request that the board chair consider appointing a working group under Part 4, Subp. C, 3d to advise on issues of concern to the committee.

Part 6. Meetings of the Board

Subpart A. Types of meetings

The board shall have an annual meeting, regular meetings, and, if necessary, special meetings and emergency meetings. Notice of meetings must be provided in accordance with Minn. Stat. Ch. 13D, the Minnesota Open Meeting Law.

- 1. Annual meeting. An annual meeting will be held during the month of June. At the annual meeting the board shall elect officers, establish a calendar of regular board and committee meetings, and consider other business as appropriate.

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

20
21 **Subpart B. Protocol for meetings**

22 Comments and discussion from the general public must be permitted at the discretion of
23 the chair, subject to approval by the board.

- 24 1. Quorum. A majority of the members of the board or, in the case of a committee, a
25 majority of the members of the committee, constitutes a quorum. Neither the board
26 nor a committee shall take official action without a quorum present.
- 27 2. In the absence of a quorum, the committee chair shall first determine whether a
28 quorum can be obtained by locating the absent members of the committee. If that is
29 not possible, the committee chair shall assess whether it is possible to postpone the
30 meeting to a later time in order to obtain a quorum. The committee chair may
31 convene the meeting without a quorum if there are exceptional reasons to do so.
- 32 3. Minutes. Minutes of the proceedings of the board are kept by the secretary, who
33 shall cause them to be printed, bound, and preserved and who shall transmit copies
34 to the members of the board, administration, libraries and to other places where it
35 is deemed appropriate. All lengthy reports must be referred to in the minutes and
36 be kept on file as part of the board's records, but such reports need not be
37 incorporated in the minutes except when so ordered by the board. The minutes
38 must reflect the votes cast in committee meetings on matters recommended to the
39 board for action.
- 40 4. Voting. The decision of the majority voting on a question prevails. Whenever the
41 vote is not unanimous, a member may request a roll call vote. The secretary shall
42 record all votes. A member may abstain from voting. Voting by proxy or by mail is
43 not permitted.

- 1 5. Open Meetings. All meetings of the board must be in accordance with Minn. Stat.
2 Ch. 13D, the Minnesota Open Meeting Law. All meetings of the board must be open
3 to the public except as provided by law, including disciplinary proceedings,
4 employee performance evaluations, consideration of matters protected by the
5 attorney-client privilege or consideration of strategy for labor negotiations.
- 6 6. Closed Session Meetings. The board through the board or committee chair may limit
7 attendees to board members for sessions closed pursuant to the Minnesota Open
8 Meeting Law. Others, including the chancellor, deputy chancellor, appropriate vice
9 chancellors, recorder and legal counsel, may be invited to attend at the discretion of
10 the board chair or standing committee chair if their presence is required by the
11 closed session discussion.
- 12 7. Labor Strategy Meetings. A decision to hold a non-public meeting to consider
13 strategy for labor negotiations will be announced at a public meeting of the board,
14 and a written roll of those present will be made available to the public after such a
15 meeting. The proceeding of such a meeting will be tape-recorded and preserved for
16 two (2) years after the contract is signed, and made available to the public after all
17 labor contracts are signed by the board for the current budget period.

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19 **Subpart C. Agenda**

20 The chair shall prepare agendas for all meetings of the board as follows:

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

Related Documents:

- [Board Policy 1A.1](#) Minnesota State Colleges and Universities Organization and Administration (Part 6, Subpart C. Policy adoption)
- [System Procedure 1A.2.2](#) Delegation of Authority
- [Charter of the Board of Trustees](#)

- Executive Committee Charter
- Outreach and Engagement Committee Charter
- Academic and Student Affairs Committee Charter
- Audit Committee Charter
- Facilities Committee Charter
- Finance Committee Charter
- Workforce and Organizational Effectiveness Committee Charter
- Nominating Committee Charter
- Commissioner’s Plan

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

- Minn. Stat. 13D.01 Meetings Must be Open to the Public; Exceptions
- Minn. Stat. 15.0575 Administrative Boards and Agencies
- Minn. Stat. 43A.38 Code of Ethics in the Executive Branch
- Minn. Stat. 136F.02 Board of Trustees
- Minn. Stat. 136F.06 Powers and Duties, subd. 1. General authority, and subd. 2. Governance authority

Policy History:

Date of Adoption: 03/21/95
Date of Implementation: 03/21/95
Date of Last Review: 03/17/21

Date & Subject of Amendments:

03/17/21 – In part 5, changed the name of Human Resources Committee to Workforce and Organizational Effectiveness Committee and created a new Part I. Outreach and Engagement Committee. Other technical edits throughout.

08/31/18 – Finance and Facilities Committee was separated into two committees, created a new Part G. Facilities Committee. Added new Part H. Nominating Committee and new Part I. Ad hoc committees and working groups. Subpart E. Elections of Officers was also amended. There were numerous technical edits throughout and applied the new formatting and writing styles to the entire policy.

03/16/16 - Amended Part 5 to update the responsibilities of the standing committees. Formatting changes throughout the policy.

Additional **HISTORY**