



MINNESOTA STATE
Board of Trustees

Executive Committee Meeting
Minnesota State Colleges and Universities
System office, 30 East 7th Street, St. Paul, MN
Jan 4, 2023 8:00 AM - 10:00 AM CST

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Executive Committee
January 4, 2023
8:00 a.m.
Conference Room 3310, 3rd floor

1. Chancellor's Updates
2. Chair's Updates
- 3. Minutes of November 2, 2022**
4. FY2023 Board Operating Budget Update
5. Board assessment proposal
6. Grassroots advocacy update

Committee Members:

Roger Moe, Chair
George Soule, Vice Chair
Jay Cowles, Treasurer
Dawn Erlandson
April Nishimura
Kathy Sheran
Cheryl Tefer

Bolded items indicate action required.





**Executive Committee
Meeting Minutes
November 2, 2022**

A meeting of the Executive Committee of the Board of Trustees was held on November 2, 2022.

Committee members present: Roger Moe, Chair; George Soule, Vice Chair; Jay Cowles, Treasurer; Dawn Erlandson, April Nishimura, Cheryl Tefer

Committee members absent: Alex Cirillo

Other board members present: Jim Grabowska, Tim Huebsch, Kathy Sheran

Staff present: Devinder Malhotra, Chancellor; Kari Campbell, Executive Director

The meeting materials are available [here](#).

Chair Moe called the meeting to order at 8:00 a.m.

Chancellor's Updates

Chair Moe, Vice Chair Soule, and trustees-

With the elections concluding in less than a week and the upcoming Board second reading of the biennial budget, I wanted to share with you a brief synopsis of the work that will be undertaken to advocate for our request and the funding and support our students and campuses need. As Chair Moe and many other trustees commented during our October meeting at Riverland Community College, this budget request will need the full force of the Minnesota State leadership, internal and external stakeholders to not only the request itself but more importantly to share the impact of what our colleges and universities do to support students and ultimately the state of Minnesota. And we aren't waiting for session to begin communicating to legislators. After the elections are completed, I will send letters to all 201 legislators in addition to the communications that will be sent locally by presidents to their local delegations. In early December, we will convene a conference with our campus grassroots leaders, presidents, and their office executive assistants to develop local and regional advocacy plans. This event is critical and we look forward to having participation from all 33 institutions.

New this year will be regional legislative breakfasts. Our thanks to Saint Paul College and President Peaslee for offering space and their students' culinary talents. These breakfasts will occur from January-March and will be opportunities for presidents to convene their regional delegation in a location that is convenient for lawmakers. The team has worked to identify key business and trade organizations who Chair Moe and others will work with to not only share our budget request but to gather key letters of support. In our discussions we've shared that this is an investment not only in Minnesota but in the state of Minnesota and having key leaders support will be an integral part of our advocacy approach. I look forward to sharing with the board more details in the coming weeks on our overall advocacy efforts.

One final area to update you on – yesterday I completed my listening sessions for the upcoming presidential search for Riverland Community College – visiting with internal and external stakeholders at all three campuses: Albert Lea, Austin, and Owatonna. We now begin the recruitment stage for both Riverland's future president and Minnesota State University Moorhead. I look forward to bring forth my recommendations on these two searches in early 2023.

That Chair Moe concludes my remarks.

Chair's Update

Thank you, Chancellor, for your remarks.

I wanted to remind everyone that this month's board and committee meetings will be held on November 15 – 16. Tuesday will include a joint session with the Leadership Council as well as the recognition of President Emeritus status to six former colleagues. Reception immediately following at Celeste St. Paul. I also wanted to remind you all that the board will consider and vote on the biennial budget request this month – please review materials to be prepared for discussion and vote.

Agenda Item 3: Minutes of September 7, 2022

Chair Moe asked if there are any changes or amendments to the minutes then asked for a motion to approve. Vice Chair Soule made the motion and Trustee Cowles provided a second. A roll call vote was conducted and the minutes were approved unanimously. The meeting materials for this item begin on page 3.

Agenda Item 4: FY2023 Committee Workplan

Chair Moe again invited Executive Director Campbell to provide an overview of the Executive Committee's role and responsibilities as a governance committee charged with oversight of the board's integrity and effectiveness (detailed in Board Policy 1A.2 Board of Trustees Part 5., Subpart A and the committee charter). The committee was asked to review proposed topics and identify additional topics. The meeting materials for this item begin on page 10.

Agenda Item 5: New trustee orientation

Chair Moe invited Executive Director Campbell to provide an overview of the new trustee orientation. There was brief discussion of the orientation and what members think it should entail. The meeting materials for this item begin on page 7. Trustee Cowles suggested it include the Chancellor's Work Plan to understand strategic direction. Trustee Tefer commented that it is important for new trustees to know that they represent Minnesota State as a larger focus as opposed to their specific areas of interest. Chair Moe then called on new Trustees Huebsch and Grabowska if they had any comments. Trustee Huebsch commented that he would like to see a focus on budget. Trustee Sheran commented that it would be good for new trustees to hear about System Office work around data analytics and how it will drive our strategic decision making. Trustee Sheran also thought it would be beneficial to hear more about the Workforce and Economic Development key initiatives.

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

Agenda Item 6: Chancellor search process

Chair Moe invited Vice Chancellor Davis to provide a schedule and overview of the upcoming Chancellor's search. The meeting materials for this item begin on page 13. Trustees were asked if they had anything to add. Trustee Sheran asked about how to best determine qualities we are looking for in a Chancellor. Vice Chair Soule said that this is the purpose of the one-on-one calls between Vice Chancellor and the trustees. Trustee Erlandson asked what happens with the information obtained from the calls. It was confirmed that conversations will be put into themes and summarized. These will then be combined with other constituent input to develop a plan.

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

Agenda Item 7: November 3rd special board meeting

Chair Moe and Vice Chancellor Davis stated that there will be a special board meeting regarding the MCSF contract. Vice Chancellor Davis walked through the timeline for review and approval of this contract. Chair Moe asked the group for comments. Trustee Erlandson asked if there is anyway we can conduct these contract negotiations in a faster way, as they seem to be a year behind by the time they are settled. Vice Chancellor Davis said this is possible, but unlikely, to reach agreement before a fiscal year begins due to the complex nature of negotiations. The meeting materials for this item begin on page 14.

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

Adjournment

Chair Moe adjourned the meeting at 8:35 a.m.



MINNESOTA STATE
Board of Trustees

AGENDA ITEM SUMMARY

NAME: Executive Committee

DATE: January 4, 2023

TITLE: FY2023 Board Operating Budget Update

- Proposed New Policy or Amendment to Existing Policy
 Approvals Required by Policy
 Other Approvals
 Monitoring/Compliance
 Information

PRESENTERS

Kari Campbell, Executive Director

PURPOSE

The committee will receive an update on the FY2023 Board Operating Budget.

BACKGROUND INFORMATION

The Executive Committee is charged with periodic review of the annual operating budget for the board office as detailed in [Board Policy 1A.2 Board of Trustees Part 5., Subpart A](#) and the committee [charter](#).

The table below shows the proposed FY2023 Board Operating Budget as reviewed and approved at the May 4, 2022 Executive Committee meeting along with YTD expenditures:

	<u>Approved FY2023 budget</u>	<u>YTD expenditures as of 12/31/22</u>
Per diem reimbursements	\$28,000	\$11,440
Meeting expenses (food, supplies)	\$20,000	\$9,388
Consultants (sound engineer for livestream)	\$15,000	\$1,900
Travel in-state (mileage, lodging, meals)	\$25,000	\$16,020
Trustee development (ACCT Congress – 3 trustees + awardee)	\$20,000	\$13,115
Memberships (ACCT, AGB)	\$26,000	\$25,000
Chair expense account (board dinners, scholarship dinners)	\$7,750	\$2,778
OnBoard portal	\$18,000	\$21,000
Other supplies & services	\$900	\$991
Total:	\$160,650	\$101,632.00



MINNESOTA STATE
Board of Trustees

AGENDA ITEM SUMMARY

NAME: Executive Committee

DATE: January 4, 2023

TITLE: Board assessment proposal

Proposed New Policy or
Amendment to Existing Policy

Approvals Required by
Policy

Other Approvals

Monitoring/Compliance

Information

PRESENTERS

Kari Campbell, Executive Director

PURPOSE

The committee will review a proposal for conducting a board assessment in FY2024.

BACKGROUND INFORMATION

The Executive Committee is charged with evaluating the effectiveness of the board annually as detailed in [Board Policy 1A.2 Board of Trustees Part 5., Subpart A](#) and the committee [charter](#). At the November 3, 2022 committee meeting, the committee reviewed its FY2023 workplan and discussed a plan to forego an annual board assessment in FY2023 and plan an assessment in FY2024 that ensures a meaningful process that identifies areas for improvement and a clear plan to address the findings.

The board's Association of Governing Bodies (AGB) membership includes access to consulting services to support board assessment and offers three options which are summarized below. An AGB document that provides more information, including cost information, is included at the end of this agenda item summary.

1. Basic Assessment – this is a tool available to all AGB members and is administered by a board representative to the full board. We recommend this level of assessment as a temperature check, but it does not provide a comprehensive analysis.
2. Classic Assessment – This level of assessment includes a customized 50-75 question survey administered by AGB staff. We then produce a report that is analyzed by one of our consultants. The consultant then presents findings and recommendations to the full board based on the results of the survey.
3. Premium Assessment – This level of assessment includes the tailored survey and a consultant conducts up to 15 interviews with board members and potentially cabinet members. The information collected during the interviews is incorporated into the report.

The board has not conducted an in-depth assessment for 10+ years. Additionally, board assessment can help prepare for and navigate inflection points, such as the upcoming chancellor transition. Thus, the board could benefit from the premium assessment offered by AGB. The committee can use remaining FY2023 meetings to

review and finalize assessment plans with the assessment process being conducted in early FY2024 with a goal of review and discussion of results at the board’s annual retreat in late September.

AGB Board Assessment Services

	BASIC Board Self-Assessment Tool	CLASSIC Board Assessment Service	PREMIUM Board Assessment Service
Facilitation	Self-service online tool	Managed by AGB; analysis and recommendations provided	Managed by AGB; individual interviews conducted; analysis and recommendations provided
Outcome	Basic understanding of governance challenges and opportunities	Understanding of performance and actionable insights	Deep understanding of performance, impact, and areas for optimization
Recommended frequency	Annually	At least every 3–5 years, in keeping with accreditor expectations	During periods of change or transition, or at least every 8–10 years, in keeping with accreditor expectations
Survey Instrument/Recipients:	25–30 fixed questions	50–75 questions	50–75 questions
Full board	•	•	•
Cabinet			•
Committee chairs			•
Services Included:			
Conduct a scoping call with identified institutional representative(s).		•	•
Review and edit assessment survey.		•	•
Distribute survey and aggregate results.		•	•
Conduct up to 15 individual interviews.			•
Review initial findings virtually with institutional representative(s).	†	•	•
Deliver analysis and recommendations to full board.	•	•	•
Investment	Included in AGB membership	\$14,500*	\$22,000*

†If requested as part of a scheduled One-Hour Governance Consultation.

*Price estimates are based on 10 board members and a five-person cabinet team. Final cost will depend on level of customization, number of participants, number of committees, and duration of in-person delivery. This service is exclusive to boards enrolled in AGB membership.



MINNESOTA STATE
Board of Trustees

AGENDA ITEM SUMMARY

NAME: Executive Committee

DATE: January 4, 2023

TITLE: Grassroots advocacy update

Proposed New Policy or
Amendment to Existing Policy

Approvals Required by
Policy

Other Approvals

Monitoring/Compliance

Information

PRESENTERS

Melissa Fahning, Director of Communications for Government Relations

PURPOSE

The committee will receive an update on legislative advocacy efforts to support Minnesota State's biennial and capital budget requests during the 2023 Legislative Session.