



**BOARD OF TRUSTEES  
MEETING AGENDA  
WEDNESDAY, JANUARY 20, 2010  
12:30 PM**

**INVER HILLS COMMUNITY COLLEGE  
2500 E 80<sup>TH</sup> STREET  
INVER GROVE HEIGHTS, MN**

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**Chair's Report:** *David Olson, Chair*

- a. **Minutes of Board of Trustees Study Session of November 18, 2009** (pp. 1-5)
- b. **Minutes of Board of Trustees Meeting of November 18, 2009** (pp. 6-12)

**MINNESOTA STATE COLLEGES AND UNIVERSITIES  
BOARD OF TRUSTEES  
STUDENTS FIRST STUDY SESSION  
MEETING MINUTES  
November 18, 2009**

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

**Trustees Absent:** Ruth Grendahl, Terri Thomas

**Leadership Council Representatives Present:** *Vice Chancellor Laura King and Senior Vice Chancellor Linda Baer*

The Minnesota State Colleges and Universities Joint Meeting of the Academic and Student Affairs and Finance, Facilities and Technology Committee held its meeting on November 18, 2009, at Wells Fargo Place, 4<sup>th</sup> Floor, Board Room, 30 East 7<sup>th</sup> Street in St. Paul. Chair David Olson called the meeting to order at 10:16 A.M.

**1. Students First Study Session**

John O'Brien introduced the discussion of the Student's First initiative. The system has always put students first. However, in a time of dynamic change, the system needs to be more responsive to student needs. Since the last Board meeting, the following realizations have come to light. First, the students' involvement in this initiative has added energy and valuable insight. The students' participation and contributions are greatly appreciated and are an essential component of the success of Student's First. Second, the Board is spending valuable time talking about the system and asking if it is as responsive as it could and should be to the needs of students. The third realization is the important benefits of improved communication. Communication must take place not only with the Board but also with the campuses, students and faculty. In an effort to improve communication, a Students First website has been developed to provide the most current information on the progress of this initiative. This website (<http://www.studentsfirst.project.mnscu.edu/>) includes responses to frequently asked questions. The text in this area reflects the honest questions and answers and will not be polished. Other areas on the website include the list of projects; contact information; documents; links to monthly updates; and a list of the consultation meetings scheduled.

John O'Brien invited the Board members to ask any questions they have on Students First. Trustee Frederick inquired what kind of feedback John O'Brien has received at the campus consultation meetings. John O'Brien stated that at this time the meetings have taken place only with the universities; this is not a complete sample of campus representation. The campuses have raised some

concerns about functionality and resource allocation on different projects, for example, the Graduation Planner project. There are individuals that are concerned that the new application will diminish the relationship students have with advisors and faculty.

Christine Rice asked John O'Brien to describe the resistance to the Student First projects. John O'Brien indicated that concerns about the Single Registration project have been expressed. For example, there are concerns that the students will receive inaccurate registration information and take courses at other colleges/universities that do not meet requirements at their home institution. John O'Brien pointed out that at this time students are able to make these mistakes, but with Students First it will be easier to see which courses meet (or don't meet) requirements.

Chancellor McCormick indicated that it was appropriate for John O'Brien to begin these discussions with the communication plan. As meetings are held project expectations are clarified and concerns alleviated. Communication will play an important role in keeping this initiative on track.

John O'Brien stated that it is important not to focus just on addressing the needs of students attending more than one institution. The six Students First projects will result in improvements that will benefit all students.

Trustee Hightower inquired about what concerns about retaining campuses autonomy have been expressed. John O'Brien responded that worry about autonomy is the basis for many of the concerns expressed. Students First will not discourage students from participating in the full campus experience at their home campus. He added that creating a more interactive and responsive system should not diminish the value of the home campus.

Trustee Benson inquired if the information will be tied to career data to aid students in program and career path decision-making. John O'Brien and Vice Chancellor Baer replied that this is not a separate project but that it will be part of projects like Graduation Planner.

Trustee Frederick inquired if there was anything impeding campuses from considering outsourcing courses to meet student demands. Vice Chancellor King responded that the campuses currently participate in agreements to outsource courses. The Single Bill / Single Payment projects will address this issue; however, this is built around the thought that terms start simultaneously. They do not and this issue will require some creative thinking to resolve.

Trustee McElroy requested a definition for home-campus. The home-campus is the one where the student applies, is accepted to and the campus which takes the lead in the student's financial aid.

Trustee McElroy inquired if the Students First initiative leads us to better retention and graduate rates, will this be measurable. John O'Brien responded that a comparison, for example, between the students who use graduation planner and those that do not would be measurable.

Trustee Thiss inquired if the changes to technology will utilize existing systems or will require new systems. John O'Brien responded that the current Degree Audit Reporting System (DARS) / CAS system would be a foundation for the new Graduation Planning system.

Trustee Van Houten requested a clarification of the issue of banded course rates for students who attend more than one institution. If the campus presidents are agreeing to reduce tuition rates, they may be in violation of policy. The single registration and single payment issue for students who attend more than one institution may require a policy change to the tuition rules. Vice Chancellor King responded that there is no doubt that Students First will result in changes to Board policies and procedures. This issue is one of many for consideration. Trustee Van Houten stated that there are number of reasons to pursue these changes, making the Students First initiative valuable. Trustee Paskach shared his support of these efforts to optimize the system. With regard to the potential enhancements, changes should not be rejected solely because of policy. The Board will be consulted as needed; this may pose opportunities for changes that should have happened a long time ago.

Trustee Englund stated that "technology is a great source of quantitative information, but it will never replace the mentorship one can receive from an actual person" and inquired if it was possible to provide an incentive to the advisors for participating in these projects. John O'Brien responded that Students First work will respect bargaining agreements and appropriate rules of engagement. The working groups will be engaged in addressing the issues identified here today as well as those that not yet been identified.

Trustee Hightower inquired where Students First is housed and financed. Vice Chancellor King responded that the housing and financing are under the Finance and Academic Students Affairs Committees and divisions. John O'Brien is on the Information Technology (IT) roster. There is financing in the IT budget to support the technology work needed. No new funding is available to cover the demands placed on the campuses for loaning us key leaders and talent to work on committees. The campuses contributions to these efforts are greatly appreciated. A commercial environment would judge this initiative substantially underfunded. It will succeed because individuals make a career commitment to be a part of it.

Chancellor McCormick stated that the development of the idea for Students First before inclusive consultation meetings has created some bumps in the road. Since

John O'Brien came on board, consultation has taken place. John O'Brien responded that there is a tremendous benefit to getting everyone together to brainstorm and not worry about how things have always been done. These consultation sessions have brought people together to discuss what needs to be accomplished.

Trustee Sundin inquired when the board might see a list of policy roadblocks that need attention. Senior Vice Chancellor Baer indicated that the list of roadblocks is still in development. A process of sorting and aligning the issues will be completed and then those that need attention will be brought to the board. Vice Chancellors King stated that the policy issues would be resolved before they become issues in the design phase. The consultation process will allow stakeholders to determine the scope of policy issues. The challenge will be resolving these issues while not delaying design. Vice Chancellor King indicated that one could expect to see the first changes to board policies around the second quarter of next fiscal year.

Trustee Frederick inquired if this is the right time to undertake this initiative. This initiative relies on campus support and resources. Of the six projects listed, some have unanimous support; should those that do not have unanimous support be delayed? John O'Brien stated the projects listed are ongoing efforts which have been broken down to FY2010-2011 specific deliverables. As the projects are undertaken, we will learn more about IT resources requirements and campus capacity. Flexibility has been built into the projects.

Trustee Frederick inquired with the tough times that campuses are having what are they giving up. Senior Vice Chancellor Baer responded one must understand that campuses have indicated this is what they need. The campuses are providing leaders to give guidance on these efforts and determine what they can contribute. The question on what the cost to campuses will need to be asked in six months.

Trustee Van Houten inquired if this initiative will address the issues like fraud in the area of student loans. Senior Vice Chancellor Baer responded that this issue would be addressed by the single bill and payment projects. Trustee Van Houten stated it would not take long to pay for these projects if issues like this are addressed.

Trustee McElroy inquired what would be done for those students who are non-proficient with technology (non-digital natives). Senior Vice Chancellor Baer responded that the campuses are aware of the need for a dual approach to accommodate the needs of non-computer users. They are using many techniques to meet their needs for instance using student groups to assist them. Trustee Dickson stated that this is a great leap forward for the system. Change has been discussed and this process is a great opportunity to change. This is possible

because of previous infrastructure investments, and now initiatives like Students First are opportunities to make dramatic changes for the better.

Trustee Hightower inquired if the Board should consider what must happen to provide a budget for this initiative. John O'Brien responded that the initiative has received funding for Fiscal Year 2010 to complete deliverables planned in FY10. Trustee Thiss responded that the deliverables should save some money and support the board allocating funding for these important initiatives.

Trustee Benson stated that this is an opportunity to educate the students explaining the finance behind their education.

Chair Olson adjourned the meeting at 11:20 a.m.

The meeting adjourned at 11:20 a.m.  
Respectfully submitted,  
Christine Benner, Recorder

# MINNESOTA STATE COLLEGES AND UNIVERSITIES

## BOARD OF TRUSTEES MEETING MINUTES

NOVEMBER 18, 2009

ST. PAUL, MINNESOTA

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

**Trustees Absent:** Terri Thomas

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### 1. Call to Order

Chair David Olson called the meeting to order at 12:35 p.m. and reported that a quorum was present.

### 2. Chair's Report

#### a. Minutes of Board of Trustees Meeting of September 9, 2009

The minutes of the Board of Trustees meeting were approved as written.

#### b. Notes of Board of Trustees Retreat of October 20-21, 2009

The notes of the Board of Trustees retreat were approved as written.

#### c. Retreat Follow-up

Chair Olson asked for comments on the October retreat. Trustee James Van Houten noted that nearly every possible issue was raised at the retreat but time ran out for narrowing down to the top priorities. Trustee Benson noted that the Board has not defined who we are and what our relationship should be with stakeholders.

Chair Olson announced that in reflecting on the discussion at the retreat, he decided to create an Ad Hoc Committee to review and update the Strategic Plan. The Ad Hoc Committee on System Planning's members are: Trustee Dan McElroy, Chair, and Trustees Christopher Frederick, David Paskach and Christine Rice; Presidents Cecilia Cervantes, Richard Davenport, Kevin Kopischke and Edna Szymanski; Vice Chancellor's, Linda Baer, Laura King, Lori Lamb, and the Vice Chancellor for Information Technology, yet to be appointed.

Trustee McElroy stated that the Ad Hoc Committee on System Planning will convene in December or January and that he hopes to bring the updated plan to the Academic and Student Affairs Committee as a First Reading in March, followed with approval at the April meeting.

Chair Olson requested that the Executive Committee maintain a record of the Ad Hoc Committee's progress and have the positioning statements made available to the Committee. Trustee McElroy remarked that the relationship between this work and 2020 planning is clearly important.

#### d. Special Recognition

Chair Olson thanked Kenneth Niemi, Vice Chancellor for Information Technology, upon his retirement. He presented Vice Chancellor Niemi with a gift and a framed resolution honoring his service. Vice Chancellor Niemi thanked the Trustees and commented that he was privileged to work with the Trustees and Trustees *Emeriti*.

### 3. Consent Agenda

#### a. St. Cloud Technical College Mission Approval

*Trustee Dan McElroy moved that the Board of Trustees approves the request by St. Cloud Technical College to change its mission to become a comprehensive two-year college. The new mission is, "St. Cloud Technical and Community College prepares students for lifelong learning by providing career, technical and transferable education." The motion was seconded and carried unanimously.*

### 4. Board Policy Decisions

#### a. Proposed Amendment to Board Policy 8.3 College, University, and System Related Foundations (Second Reading)

*Trustee Christine Rice moved that the Board of Trustees adopts Board Policy 8.3. Date of Implementation: These amendments apply to any new contract with a related foundation. An existing contract with a related foundation shall be amended in accordance with these amendments at the time of any amendment to the contract or July 1, 2010, whichever is earlier. The motion was seconded and carried unanimously.*

#### b. Review and Approve Release of the Audited Financial Statements

*Trustee Scott Thiss moved that the Board of Trustees approves the release of the fiscal year 2009 audited financial statements as submitted. The motion was seconded and approved unanimously.*

#### c. Approve Contract with Legislative Auditor for Financial Audits

*Trustee Thiss moved that the Board of Trustees approves the Executive Director of Internal Auditing and Vice Chancellor for Finance making arrangements with the Office of the Legislative Auditor to conduct financial audits of Central Lakes College, Inver Hills Community College, Pine Technical College, Ridgewater College, Riverland College, and, if resources permit, St. Cloud Technical College during fiscal year 2010. To the extent that the Office of the Legislative Auditor will not have sufficient time to audit St. Cloud Technical College, the Office of Internal Auditing shall perform equivalent audit procedures on the college. The motion was seconded and carried unanimously.*

### 5. Board Standing Committee Reports

#### a. Academic and Student Affairs Committee, Dan McElroy, Chair

##### (1) Academic and Student Affairs Update

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

##### (2) Study Session: Technical Education

Committee Chair McElroy reported that the committee heard a report on the character and extent of career and technical education in the state. There was discussion on the issues affecting these programs within Minnesota State Colleges and Universities system.

##### (3) Bush Foundation Report/Teacher Education

Committee Chair McElroy reported that the committee heard an update on the status of the Bush Foundation's Educational Achievement Initiative and the anticipated next steps.



- (4) Conferred Honorary Degrees Report, Spring 2009  
Committee Chair McElroy reported that the committee heard a report on honorary doctorates awarded in Fiscal Year 2009.

**b. Advancement Committee, Christine Rice, Chair**

- (1) Advancement Update  
Committee Chair Christine Rice reported that the committee heard an update from Associate Vice Chancellor Linda Kohl on the Public Affairs division.
- (2) St. Cloud Technical College Name Change Request (First Reading)  
Committee Chair Rice reported that the committee heard a report on the St. Cloud Technical College Name Change Request. This will be an action item at the January meeting.

**c. Human Resources Committee, Ruth Grendahl, Chair**

- (1) Human Resources Update  
Committee Chair Ruth Grendahl reported that the committee heard an update from Vice Chancellor Lori Lamb on the Human Resources division. Committee Chair Grendahl reported that she attended the Leadership Council meeting in September for a discussion on their performance goals.
- (2) Luoma Leadership Academy Update  
Committee Chair Grendahl reported that the committee heard an update on the Luoma Leadership Academy. The academy began in November of 2004. There have been four completed cohorts, with a fifth cohort in progress to be completed in summer of 2010.
- (3) Presidential and Cabinet Development  
Committee Chair Grendahl reported that the committee heard a presentation on proposed executive development work led by Chancellor McCormick.
- (4) Search Updates  
Committee Chair Grendahl reported that the committee heard an update on the proposed timeline for the Chancellor's search process and the current searches being conducted for three presidents and two cabinet positions.
- (5) Legislative Audit Findings and Follow-up  
Committee Chair Grendahl reported that the committee heard an update on the progress of the Office of the Legislative Auditor's report.
- (6) Other  
Trustee James Van Houten commented that the hiring of presidents is one of the Board's most important decisions and that most of the Board members do not have the opportunity to meet the candidates until the day of the appointment. Vice Chair Grendahl responded that this will be discussed at the January meeting. Chair Olson added that it will be brought to the Executive Committee as well.

**d. Finance, Facilities and Technology Committee, Thomas Renier, Chair**

- (1) Finance, Facilities and Technology Update  
Committee Chair Thomas Renier reported that the committee heard an update from Vice Chancellor Laura King on the activities of the Finance, Facilities and Technology divisions.
- (2) 2010-2015 Capital Budget Update  
Committee Chair Renier reported that the committee heard an update on the 2010-2015 Capital Budget. Capital Budgets are presented to the legislature every two years as part of a six-year plan.
- (3) 2012-2017 Capital Budget Guidelines  
Committee Chair Renier reported that the committee heard a report on the 2012-2017 Capital Budget Guidelines. The guidelines will be presented for Board review in April 2010.
- (4) The Role of Financial Aid in the Cost of Attendance  
Committee Chair Renier reported that the committee heard a report on Financial Aid in the Cost of Attendance. Information was provided on the Pell and State grants programs and the expected family contribution formula.
- (5) Risk Management Program  
Committee Chair Renier reported that the committee heard an update on the Risk Management Program. The system has procured property and casualty coverage through the State of Minnesota, Risk Management Fund managed by the Department of Administration.

**e. Diversity and Multiculturalism Committee, Duane Benson, Chair**

- (1) Diversity and Multiculturalism Division Update  
Committee Chair Duane Benson reported that the committee heard an update from Executive Director Whitney Stewart Harris on the activities of the Diversity and Multiculturalism division.
- (2) Enrollment and Retention Data for Underrepresented Students  
Committee Chair Benson reported that the committee heard an update on Enrollment and Retention Data for Underrepresented Students. Statewide enrollment of new underrepresented undergraduate students increased by 1,667, or 3.9 percent. Total new undergraduate student enrollment increased by 4.4 percent.
- (3) Access, Opportunity and Success Programs for FY 2009  
Committee Chair Benson reported that the committee heard a report on Access, Opportunity and Success Programs for FY 2009. The report provided an overview of progress being made by the three access and opportunity centers and student recruitment and retention.
- (4) Access, Opportunity and Success Program Funding for FY 2010  
Committee Chair Benson reported that the committee heard a report on Access, Opportunity and Success Program Funding for FY 2010. The report provided a summary of the colleges and universities recruitment and retention activities for the year.

**f. Audit Committee, Scott Thiss, Chair**

(1) Audit Update

Committee Chair Thiss reported that the committee heard an update from Executive Director John Asmussen on the activities of the Internal Audit division.

**6. Joint Council of Student Associations**

a. Minnesota State College Student Association (MSCSA)

Mr. Tyler Smith, President, addressed the Board of Trustees.

b. Minnesota State University Student Association (MSUSA)

Ms. Jennifer Weil, State Chair, addressed the Board of Trustees.

**7. Minnesota State Colleges and Universities' Bargaining Units**

a. American Federation of State, County and Municipal Employees

Ms. Karen Foreman, President (AFSCME Council 6), addressed the Board of Trustees.

**8. Trustees' Reports**

Chair Olson thanked the Trustees for participating in the winter commencements.

Vice Chair Grendahl reported that she attended the Association of Community College Trustees (ACCT) Annual Congress in October. She thanked President Davenport for the invitation to participate at the groundbreaking for the Renewable Energy Resource Center at Minnesota State University, Mankato.

Trustee Dickson reported that she also attended the ACCT Annual Congress in October. She also attended the ribbon-cutting ceremony of the newly renovated automotive and construction trades facility at Saint Paul College. She also attended a luncheon at Century College featuring guest speaker White Bear Lake Superintendent Ted Blaesing.

Trustee Van Houten reported that he attended the American Council on Trustees and Alumni (ACTA) annual meeting in November.

Trustee Rice reported that she participated in the Vermilion Community College Higher Learning Commission meeting via ITV.

Trustee Louise Sundin expressed her thanks for student support of the system's bonding projects. She remarked that University of Minnesota Regent Steve Hunter acquired a resolution in support of both the University of Minnesota and the Minnesota State Colleges and Universities bonding projects at the legislature from the AFL-CIO. Trustee Sundin reported that she and Chancellor McCormick will host the second meeting of the Labor Leaders at Saint Paul College on December 6. She also reported that she attended the annual Penny Fellowship event in October.

Trustee Jacob Englund reported that he and Trustee Christopher Frederick participated in the joint conference of the Minnesota State College Student Association (MSCSA) and the Minnesota State University Student Association (MSUSA). Trustee Englund also reported that he will travel to India to gain insight into that country's education and business system as part of his course work.

**9. Chancellor's Comments**

Chancellor McCormick welcomed the Trustees, staff and constituents to the meeting. Chancellor McCormick thanked Vice Chancellor Niemi for his outstanding service to the system, as well as to the citizens of Minnesota.

Chancellor McCormick reported on the system's enrollment growth. The system now has 198,792 students or 12,641 more students than last fall when 186,150 students were enrolled. That is nearly a 7 percent increase. Previously, the largest increase in the fall headcount was 9,023 additional students in 1999. Also, this is the fourth consecutive year that the system's fall enrollment has set a record high.

Enrollment was up in nearly all categories. The number of students of color this fall grew by 18.7 percent, from 27,446 to 32,585, while enrollment of white students was up 8.6 percent. In recent years, the colleges and universities have expanded programs to recruit and retain more students from groups traditionally underrepresented in higher education – students of color, low-income students and students who are the first in their families to attend college.

Enrollment of high school students in college courses, through the Post-Secondary Enrollment Options program, grew by 4.8 percent. Full-year-equivalent enrollment is projected to increase by almost 5.5 percent for the current year. The colleges and universities project a full-year-equivalent enrollment of 151,805 for the current year, compared with the actual full-year-equivalent enrollment of 143,924 for the 2008-2009 academic year.

Chancellor McCormick reported that the Board's goals are of utmost importance to him. There have been updates to the goals of the current year pertaining to the Students First initiative; system planning is a high priority and should be well underway by late spring, focusing more specifically on 2012 and 2013 as budget planning continues. Other goals of importance are 2020 Planning and leadership development.

Chancellor McCormick remarked that a draft report from the Office of the Legislative Auditor will be forthcoming and will offer recommendations and insight to be considered by the Ad Hoc Committee on System Planning. Chancellor McCormick concluded his remarks thanking the Board for his opportunity to serve. Chair Olson thanked Chancellor McCormick for his work.

**10. Requests by Individuals to Address the Board**

There were no requests to address the Board.

**11. Other Business**

There was no other business to come before the Board.

**12. Adjournment**

Chair Olson announced that the Board's next meetings are on January 19-20, 2010, with January 20, 2010, to be conducted at Inver Hills Community College. The meeting adjourned at 2:25 p.m.

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Ingeborg K. Chapin  
Secretary to the Board