

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

Agenda Item Summary Sheet

Committee: Finance, Facilities and Technology **Date of Meeting:** March 16, 2010

Agenda Item: Proposed Amendments to Board Policies: Policy 5.13 Information Technology Administration; Policy 6.4 Facilities Planning (First Reading)

Proposed Policy Change Approvals Required by Policy Other Approvals Monitoring

Information

Cite policy requirement, or explain why item is on the Board agenda: Board Policy 1A.1, Part 6, Subpart H, has established that each board policy and system procedure is to be reviewed at least once every five years.

Scheduled Presenter(s): Laura M. King, Vice Chancellor - Chief Financial Officer

Outline of Key Points/Policy Issues:

Board policies and procedures are reviewed to:

1. assure contemporary and responsible business practices are maintained
2. assure the system's current financial and operating control mechanisms are sustained or strengthened
3. assure continuity of operations
4. clarify conflicting or misunderstood information
5. eliminate redundancy

Background Information: The Finance Division is responsible for reviewing and proposing amendments to most board policies in Chapters 5, 6, and 7.

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

First Reading

BOARD ACTION
Proposed Amendments to Board Policies: Policy 5.13 Information Technology Administration; Policy 6.4 Facilities Planning

BACKGROUND

Board Policy 1A.1, Part 6, Subpart H, has established that each board policy and system procedure is to be reviewed at least once every five years. This purpose of this review is to:

1. assure contemporary and responsible business practices are maintained
2. assure the system’s current financial and operating control mechanisms are sustained or strengthened
3. assure continuity of operations
4. clarify conflicting or misunderstood information
5. eliminate redundancy

The following policies contain language and syntax revisions in addition to the specific changes noted.

Policy 5.13, Information Technology Administration

There was a clerical error in the board materials when this policy amendment was presented in January for its first reading. The error has been corrected as shown in Attachment A.

The proposed amendment to Policy 5.13 Information Technology Administration calls for each college and university to ensure that the information technology planning components of its strategic plan are aligned with system planning goals.

Policy 6.4, Facilities Planning

As shown in Attachment B, the proposed amendment to Policy 6.4 Facilities Planning adds “plans for modernization, renewal and improved sustainability” to each president’s scope of responsibility.

RECOMMENDED COMMITTEE ACTION

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

The Board of Trustees approves amending Policy 5.13 Information Technology Administration; Policy 6.4 Facilities Planning as shown in Attachments A-B.

RECOMMENDED BOARD ACTION

The Board of Trustees approves amending Policy 5.13 Information Technology Administration; Policy 6.4 Facilities Planning as shown in Attachments A-B.

Date Presented to the Board: March 17, 2010

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

BOARD POLICY		5.13	
Chapter	5	Chapter Name	Administration
Section	5.13	Policy Name	Information Technology Administration

Policy 5.13 Information Technology Administration

1 **Part 1. Policy Statement.** It is the policy of the Board of Trustees in accordance with
 2 [the system's](#) its mission to disseminate and extend knowledge, to foster the free
 3 exchange of ideas, and to provide effective support for its teaching, research and public
 4 service functions. Appropriate access will be afforded to information technology
 5 resources, including but not limited to computers, software, e-mail accounts, internet
 6 access, and similar computing tools, for ~~Minnesota State College and University~~
 7 students, faculty and staff for fulfilling the missions, and for appropriate related
 8 activities.

9
 10 **Part 2. Responsibilities.** The chancellor shall develop an information technology
 11 strategic plan
 12 for approval by the Board of Trustees and prescribe data, applications, security, and
 13 technology standards in order to ensure the effectiveness, efficiency, timeliness, and
 14 accuracy of information gathered, stored and utilized by the system office, colleges, and
 15 universities. ~~The chancellor shall review college and university information technology~~
 16 ~~plans.~~ [Each college and university shall ensure that the information technology planning](#)
 17 [components of its strategic plan are aligned with system planning goals.](#)

18
 19 Each college and university shall adopt a ~~campus~~ policy on computer and network
 20 system use and security.

21
 22 **Part 3. Accountability/Reporting.** The [chancellor](#) ~~Board will be~~ periodically [shall](#)
 23 [provide an](#) updated [to the Board](#) on the implementation of the [system](#) MnSCU
 24 information technology strategic plan ~~and the plans of the colleges and universities.~~

25 **Related Documents:**

- 26
- [IT Strategic Plan](#)
 - ~~Future Procedure 5.13.1 Information Technology Administration~~
- 27

28 www.csu.mnscu.edu

29 www.ot.state.mn.us

30 [Minnesota State Agency Digital Signature Implementation and Use Standards](#)

31

32 *Date of Implementation: 06/21/00*

33 *Date of Adoption: 06/21/00*

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

BOARD POLICY		6.4
Chapter 6	Chapter Name	Facilities Management
Section 6.4	Policy Name	Facilities Planning

1 **6.4 Facilities Planning**

2 **Part 1. Policy Statement.** It is the policy of the Board of Trustees to require a Facilities
3 Master Plan following campus adoption of a master academic plan for all colleges and
4 universities to assure [short and](#) long-range planning of college and universities facilities.
5 It is the policy of the Board of Trustees that the facilities of state colleges and
6 universities are to be used primarily for purposes of fulfilling the college's or
7 university's missions of teaching, research, and public service.

8 **Part 2. Responsibilities.** The president of each college and university is responsible for
9 developing and maintaining an ongoing Facilities Master Plan. Facilities Master Plans
10 must be consistent with systemwide guidelines. Campus development, siting of new
11 buildings and structures, and renovation, [repair and renewal](#) of existing facilities shall be
12 consistent with the Facilities Master Plan. The president of each college and university
13 is responsible for assuring appropriate use of all facilities and grounds on their
14 campuses.

15 The president of each college and university is responsible for developing and
16 maintaining a current facilities assessment, [plans for modernization, renewal and](#)
17 [improved sustainability](#), and [a](#) record of space utilization as a base for multi-year capital
18 program planning requests.

19 **Part 3. Accountability/Reporting.** All Facilities Master Plans and periodic updates, and
20 deviations therefrom, will be approved by the chancellor.

21 *Date of Implementation:*
22 *06/21/00 Date of*
23 *Adoption: 06/21/00*

24 *Date and Subject of Revision:*
25 *01/22/04 -clarifies in Part 2 the activities that shall be consistent with the Facilities*
26 *Master Plan; revises Part 3 to provide for the chancellor to approve Facilities*
27 *Master Plans and periodic updates, and deviations therefrom.*