

BOARD OF TRUSTEES  
MINNESOTA STATE COLLEGES AND UNIVERSITIES

<b>BOARD POLICY – PROPOSED AMENDMENT</b>
Chapter 1. System Organization and Administration
Policy 1A.1 Minnesota State Colleges and Universities Organization and Administration

1 1A.1 Minnesota State Colleges and Universities Organization and Administration  
2

3 **Part 1. Name of Organization.** The name of the organization is the Board of Trustees of the  
4 Minnesota State Colleges and Universities, ~~hereinafter referred to as “the Board.”~~;

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6 **Part 2. Vision and Mission Statements.** The following ~~Vision-vision~~ and ~~Mission-mission~~  
7 statements have been adopted by the Board of Trustees.

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9 **Subpart A. Vision Statement.** ~~The Minnesota State Colleges and Universities will enable the~~  
10 ~~people of Minnesota to succeed by providing the most accessible, highest value education in~~  
11 ~~the nation. It is the core value of the Minnesota State Colleges and Universities to provide an~~  
12 ~~opportunity for all Minnesotans to create a better future for themselves, for their families, and~~  
13 ~~for their communities.~~

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15 **Subpart B. Mission Statement.** The ~~core commitments of~~ Minnesota State Colleges and  
16 Universities ~~system of distinct and collaborative institutions offers higher education that meets~~  
17 ~~the personal and career goals of a wide range of individual learners, enhances the quality of life~~  
18 ~~for all Minnesotans and sustains vibrant economies throughout the state. are to ensure access to~~  
19 ~~an extraordinary education for all Minnesotans, be the partner of choice to meet Minnesota’s~~  
20 ~~workforce and community needs, and deliver to students, employers, communities and~~  
21 ~~taxpayers the highest value/most affordable higher education option.~~

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23 **Subpart C: College and Universities related missions.** Each state college and university has a  
24 distinct mission that is consistent with and supportive of the overall mission of Minnesota State  
25 Colleges and Universities.

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27 Minnesota State Colleges and Universities provides high quality programs comprising:

- 28  
29 1. Technical education programs delivered principally by technical colleges, which  
30 prepare students for skilled occupations that do not require a baccalaureate degree;  
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32 2. Pre-baccalaureate programs, delivered principally by community colleges, which offer  
33 lower division instruction in academic programs, occupational programs in which all  
34 credits earned will be accepted for transfer to a baccalaureate degree in the same field  
35 of study, and remedial studies;  
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- 37 3. Baccalaureate programs delivered by state universities, which offer undergraduate  
38 instruction and degrees; and  
39  
40 4. Graduate programs, delivered by state universities, including instruction through the  
41 master’s degree, specialist certificates and degrees, and applied doctoral degrees.  
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43 **Part 3. Definitions.** The following definitions have the meanings indicated for all Board  
44 policies unless the text clearly indicates otherwise.  
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46 **Subpart A. Board.** “Board” means the Board of Trustees of the Minnesota State Colleges and  
47 Universities.  
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49 **Subpart B. Consolidated colleges.** “Consolidated colleges” means community and technical  
50 colleges that under Board direction have formally reorganized into single comprehensive  
51 institutions.  
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53 **Subpart C. Executive officers.** “Executive officers” means those persons appointed by the  
54 Board to manage Minnesota State Colleges and Universities or one of its institutions, and  
55 includes the chancellor, vice chancellors, and the presidents.  
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57 **Subpart D. Board policy.** “Board policy” means a policy statement enacted by the Board to  
58 provide the governing authority and structure for Minnesota State Colleges and Universities  
59 and its constituents, in accordance with the system’s mission and philosophy. Board policies  
60 are to be concise statements of the Board on matters of governance it deems important to the  
61 system and its operation, consistent with governing law.  
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63 **Subpart E. Campus policy or procedure.** “Campus policy or procedure” is a policy or  
64 procedure approved by the president to govern the operation of the college or university,  
65 consistent with Board policy and system procedure.  
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67 **Subpart F. Policy change.** “Policy change” means adoption of a new Board policy, or  
68 amendment or repeal of an existing Board policy.  
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70 **Subpart G. Procedure change.** “Procedure change” means adoption of a new system  
71 procedure, or amendment or repeal of an existing system procedure.  
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73 **Subpart H. Statutes.** “Statute(s)” means the Minnesota Statutes.  
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75 **Subpart I. State.** “State” means the State of Minnesota.  
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77 **Subpart J. System.** “System” means Minnesota State Colleges and Universities, including the  
78 Board of Trustees, and its colleges, universities and system office.

79 **Subpart K. System guidelines.** “System guidelines” means guidelines approved by the  
80 chancellor, chancellor’s designee responsible for the area, or executive director of internal  
81 auditing, giving explicit direction, instructions or guidance on internal forms, processes and  
82 other administrative or managerial matters, consistent with Board policy and system procedure.

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**Subpart L. System office.** “System office” means the central administrative and staff office under the direction and supervision of the chancellor.

**Subpart M. System procedure.** “System procedure” means a procedure approved by the chancellor to implement Board policies. System procedures specify the manner in which policies, law, or managerial functions shall be implemented by the colleges, universities and system office.

**Subpart N. Technical Change.** “Technical change” means a change that does not alter the meaning of a Board policy or system procedure, including correction of errors in spelling, case, or syntax, or format changes.

**Part 4. Legal Basis.** The legal basis for the Board of Trustees and the Minnesota State Colleges and Universities is established under Minn.esota Stat.utes Ch. §136F.

**Part 5. Rules of Procedures.** *Robert's Rules of Order*, in its most recent revised edition, shall be the rules of procedure for all meetings to the extent that they are not inconsistent with law, these operating policies, or any special rule of the Board.

#### **Part 6. Board Policies and System Procedures.**

**Subpart A. General authority to enact policies.** The Board is authorized by Minn.esota Stat.utes ~~section~~ §136F.06, Subdivisions 1 and 2 to adopt suitable policies for the institutions it governs. These policies are broad general directions developed by the Board to govern the colleges, ~~and~~ universities, ~~and~~ system office. These policies are not subject to the administrative requirements of state agencies including public hearing examiners and contested case procedures required by Minn.esota Stat.utes ~~eCh.apter~~ 14.

**Subpart B. Proposed changes to policies or procedures.** The chancellor may convene working groups or seek consultation from any party to develop a proposed policy or procedure change.

Before the adoption of any change in Board policy or system procedure, other than a technical change, the proposed change must be:

1. Submitted to the chancellor’s cabinet and presidents for review and comment.
2. Published for comment through electronic posting or transmission to interested parties.
3. Discussed with bargaining groups in meet and confer when required under a collective bargaining agreement.

Any Board policy change proposed by the system’s executive officers must be approved by the Chancellor or Chancellor’s designee prior to submission to the Board for consideration.

**Subpart C. Policy adoption.** Each proposed Board policy change shall be assigned to a committee by the ~~Chair~~chair, or to the Board meeting as a committee of the whole. The committee shall take the matter under consideration and make such recommendations to the

129 Board as it deems appropriate. Except for technical changes, final Board action shall not occur  
130 earlier than the calendar month following the first committee reading. Technical changes may  
131 be approved by the Board on its consent agenda and may be approved in the same month as  
132 committee consideration of the proposed technical changes.  
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134 **Subpart D. Suspension.** Any provision of these policies may be suspended in connection  
135 with the consideration of a matter before the Board by an affirmative vote of two-thirds of the  
136 Board.  
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138 **Subpart E. System procedures.** The chancellor is authorized to approve system procedures  
139 when necessary to provide additional administrative instructions to Board policy or to other  
140 administrative actions. These procedures shall be made available electronically distributed to  
141 the colleges, universities and the general public in the same manner as Board policies.  
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143 **Subpart F. System guidelines.** The chancellor, vice chancellors, and executive director of  
144 internal audit are authorized to issue system guidelines consistent with Board policy and  
145 system procedure.  
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147 **Subpart G. Campus policies and procedures.** Campus policies and procedures may be  
148 adopted by the president of a college or university consistent with Board policy and system  
149 procedure.  
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151 **Subpart H. Periodic review.** The chancellor shall establish procedures to ensure that each  
152 Board policy and system procedure is reviewed at least once every five years. The policy or  
153 procedure shall be reviewed to determine whether it is needed, that it is current and complete,  
154 not duplicative of other policies, does not contain unnecessary reporting requirements or  
155 approval processes, and is consistent with style and format requirements. The chancellor shall  
156 periodically report to the ~~Board-board~~ on the review of policies and may make  
157 recommendations for amendment or repeal if appropriate.  
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159 **Subpart I. Form and effect.**  
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161 **Publication.** Board policies and system procedures shall be maintained by the chancellor in  
162 hard copy format and on the system website, ~~and shall be made available to the public~~  
163 ~~upon request. Copies of policy and procedure changes shall be provided to each trustee~~  
164 ~~in the Board materials for the next regularly scheduled Board meeting.~~ Changes in Board  
165 policies and system procedures shall be entered on the system website as soon as  
166 practicable, but not later than five business days following ~~Board-board~~ adoption of  
167 policy changes or chancellor approval of procedures. The board shall be notified when  
168 the policy or procedure has been published.

169 **2.Format.** Board policies and system procedures must be written in accordance with  
170 style and format standards established by the chancellor, and must include historical  
171 notations on changes made.

172 **3. Effect.** In the event of a conflict between Board policy and any system procedure,  
173 campus policy or procedure, or system guideline, Board policy shall govern.

174 In the event of a conflict between system procedure and any campus policy or procedure,

175 system procedure shall govern.

176 **4. Severability.** Unless otherwise provided, the provisions of all Board policies and  
177 system procedures shall be severable.

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179 **Part 7. Legislative or Administrative Proposals.**

180 Interaction with the legislature and other state or federal agencies.

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182 **1. System legislative or administrative positions or proposals.** The Board must have  
183 approved system proposals brought before Federal and state legislatures or executive  
184 branches on behalf of the Board, the system or its institutions. Once Board approval has  
185 been granted, all institutions are expected to actively support Board approved requests and  
186 to respect the priority of the Board. The Board shall have a method for timely response to  
187 proposals or positions not originated by the Board, but which may affect the operation of  
188 the system.

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190 **2. Administrative or legislative appearances on Minnesota State Colleges and**  
191 **Universities concerns.** Employees asked to provide expert testimony before Federal and  
192 state legislatures or executive branches on legislative issues shall make every effort to  
193 quickly accommodate requests, and shall notify the system Government Relations Office of  
194 requests so that the ~~Board-board~~ will be aware of appearances and so the Office may  
195 provide logistical support, background assessments and other assistance as needed.  
196 Employees covered by the MnSCU Personnel Plan for ~~Minnesota State Colleges and~~  
197 ~~Universities~~-Administrators, who are responsible for providing expert testimony on  
198 legislative or State agency issues, and take positions contrary to the ~~Boardboard~~, must  
199 disclose at the outset that their testimony is contrary to the ~~Board's-board's~~ position.

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201 *Date of Implementation: 08/12/92*

202 *Date of Adoption: 08/12/92*

203 *Date and Subject of Revision:*

204 *11/16/11– Effective 1/1/12, the Board of Trustees amends all board policies to change the*  
205 *term “Office of the Chancellor” to “system office,” and to make necessary related*  
206 *grammatical changes.*

207 *06/21/06 –Part 2, Subpart A and B were amended to include the revised vision and mission*  
208 *statements which were approved in January as part of the 2006-2010 system strategic*  
209 *plan, Designing the Future. Part 6, Subpart C was amended to support the Board of*  
210 *Trustees recently approved meeting schedule.*

211 *3/22/06 – Amended Part 2, Subpart B to support the system’s new authority to offer applied*  
212 *doctoral degrees. Amended Part 6, Subpart H to adjust the review period for polices*  
213 *from three to five years.*

214 *5/21/03 – Amended Part 3 – Subpart C to include vice chancellors, Subpart D – in*  
215 *accordance with mission and philosophy, Added Subparts E and F, New Subpart I to*  
216 *include Board of Trustees and system, Added Subpart J and M. Amended Part 6 – Added*  
217 *new Subpart B, New Subpart C added note on technical changes, Added Subpart F, G, H,*  
218 *and I. Amended Part 7 – Changed title from Code of Conduct and Ethics, Deleted*  
219 *Subpart A Code of Conduct and Subpart B Ethics, Changed Subpart C to Subpart A.*

220 *01/17/01 - Amended Part 2 - updates the Mission and Vision Statements to match what the*

221 *Board approved by action item on May 17, 2000.*  
222 *12/16/98 - Amended the entire policy (some of the deleted information below was moved to*  
223 *other policies). Changed the name from Governing Board Operating Procedures; Added*  
224 *Part 2, Vision and Mission Statements; Added Definitions Subpart B-I to Part 3; Deleted*  
225 *Membership information; Added Part 4 Legal Base, Deleted Powers and Duties*  
226 *information; Added Part 5, Rules and Procedures; Deleted Officers of the Board; Added*  
227 *Part 6, Board Policies and System Procedures; Deleted Standing Committees of the*  
228 *Board; Added Part 7, Code of Conduct and Ethics; Deleted Meetings of the Board;*  
229 *Deleted Parts 8-10.*  
230 *9/18/98 - Amended Parts 5 and 6, reducing the number of standing committees from 7 to 5*  
231 *and to reduce the number of joint meetings of standing committees.*  
232 *6/18/97 - Amended Part 5, Subp C appoints members as ex-officio members to all*  
233 *committees*  
234 *4/23/97 - Amended Part 6, Subp F & G requiring consultation with the board chair to*  
235 *schedule meetings*  
236 *5/15/96 - General Revision and Per Diem Expense Amendment*  
237 *11/15/95 - Amended Part 5 title, and Subparts F, G, H, I, J and added Subpart K (Audit*  
238 *Committee) and Subpart L (Board Operations Committee)*  
239 *6/20/95 - Added Subpart B to Part 7 (Delegation of Authority)*  
240 *5/16/95 - Amended Part 5, Subparts B, C; Part 6, Subparts B, D*  
241 *4/24/95 - Restructured policy manual changed from articles to parts*  
242 *1/18/95 - Amended Article IV, Section E*  
243 *11/15/94 - Added Article V, Section L*  
244 *10/18/94 - Amended Article IV, Sections C, D, E*  
245 *9/20/94 - Amended Articles II and III*  
246 *6/21/94 - Amended Article V, Section A (Board policy superseded by Minnesota Open*  
247 *Meeting Law)*  
248 *1/18/94 - Amended Article IV, Sections G, H, I, J*  
249 *11/16/93 - Added Article IV, Sections H, I, J*  
250 *10/19/93 - Added Article IV, Section G*  
251 *10/19/93 - Amended Article IV, Section F*  
252 *7/20/93 - Added Article IV, Section F*