



MINNESOTA STATE

Board of Trustees

30 East 7th Street
St. Paul, MN 55101

651-201-1705

Board of Trustees
Meetings
May 19-20, 2020



Minnesota State is an affirmative action, equal opportunity employer and educator.



Board of Trustees

May 19-20, 2020
30 East Seventh St.
St. Paul, Minnesota

The Board of Trustees are adhering to Governor Walz's Executive Order 20-01, the State of Minnesota Peacetime Emergency Declaration, and the Center for Disease Control's social distancing guidelines. Meetings will be conducted by conference call or on a virtual meeting platform. Interested parties can listen to the live audio-streaming of the proceedings by clicking the link at: <https://www.minnstate.edu/board/index.html>.

Tuesday, May 19, 2020

- 8:30 AM Committee of the Whole, Jay Cowles, Chair
- Minnesota State Response to COVID-19
- 10:30 AM Academic and Student Affairs Committee, Alex Cirillo, Chair
Other board members may be present constituting a quorum of the board.
- 1. Minutes of April 22, 2020**
 2. Proposed Amendment to Board Policy 3.34 Academic Semester Start Dates (First Reading)
- 10:45 AM Joint Meeting: Audit and Finance Committees, George Soule and Roger Moe, Co-chairs
Other board members may be present constituting a quorum of the board.
- 1. Minutes of March 18, 2020**
 2. Information Security Consultation Project, Phase 3 Results
 3. Data Classification Review Results
- 11:30 AM Meeting Ends

Wednesday, May 20, 2020

- 8:30 AM Facilities Committee, Jerry Janezich, Chair
Other board members may be present constituting a quorum of the board.
- 1. Minutes of April 22, 2020**
 - 2. Authority to Purchase Real Property Exceeding 1% of Yearly Fiscal Operating Budget, Alexandria Technical and Community College**
 3. Proposed Amendment to Board Policy 5.17: Sustainability, Resources Conservation and Recovery, and Environmentally Responsible Practices (First Reading)

- 9:00 AM Finance Committee, Roger Moe, Chair
Other board members may be present constituting a quorum of the board.
1. **Minutes of April 22, 2020**
 2. **Authority to Purchase Real Property Exceeding 1% of Yearly Fiscal Operating Budget, Alexandria Technical and Community College**
 3. 2020 Legislative Session Results
 4. FY2021 Operating Budget (First Reading)
 5. Proposed Amendment to Board Policy 5.17: Sustainability, Resources Conservation and Recovery, and Environmentally Responsible Practices (First Reading)
- 10:30 AM Board of Trustees, Jay Cowles, Chair
- 12:00 PM Meeting Ends

Bolded items indicate action is required.



Committee Rosters

2019-2020

(Updated December 16, 2019)

Executive

Jay Cowles, Chair
Roger Moe, Vice Chair/Treasurer
Alex Cirillo
April Nishimura
Louise Sundin
Cheryl Tefer
Michael Vekich

Academic and Student Affairs

Alex Cirillo, Chair
Cheryl Tefer, Vice Chair
Ashlyn Anderson
Dawn Erlandson
Jerry Janezich
Rudy Rodriguez
Samson Williams

President Liaisons:

*Michael Berndt
Robbyn Wacker*

Audit

George Soule, Chair
Michael Vekich, Vice Chair
Bob Hoffman
Jerry Janezich
April Nishimura

President Liaisons:

*Richard Davenport
Stephanie Hammitt*

Diversity, Equity, and Inclusion

Rudy Rodriguez, Chair
George Soule, Vice Chair
Ashlyn Anderson
April Nishimura
Louise Sundin
Cheryl Tefer
Samson Williams

President Liaisons:

*Anne Blackhurst
Annesa Cheek*

Facilities

Jerry Janezich, Chair
Louise Sundin, Vice Chair
Bob Hoffman
Roger Moe
Samson Williams

President Liaisons:

*Faith Hensrud
Kent Hanson*

Finance

Roger Moe, Chair
April Nishimura, Vice Chair
Ahmitara Alwal
Ashlyn Anderson
Bob Hoffman
Jerry Janezich
George Soule

President Liaisons:

*Joe Mulford
Scott Olson*

Human Resources

Michael Vekich, Chair
George Soule, Vice Chair
Ahmitara Alwal
Dawn Erlandson
Roger Moe
Rudy Rodriguez
Cheryl Tefer

President Liaisons:

*Ginny Arthur
Annette Parker*

Nominating Committee

George Soule, Chair
Rudy Rodriguez, Vice Chair
Cheryl Tefer

Outreach and Engagement Committee

Dawn Erlandson, Chair
Louise Sundin, Vice Chair
Ahmitara Alwal
Ashlyn Anderson
Rudy Rodriguez

President Liaisons:

*Anne Blackhurst
Hara Charlier*

Chancellor Review

Jay Cowles, Chair
Roger Moe, Vice Chair
Dawn Erlandson
Michael Vekich



Proposed FY2021 and FY2022 Board Meeting Dates

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

Approved FY2020 Meeting Calendar

Meeting	Date	If agendas require less time, these dates will be cancelled.
Board Meeting/Combined meeting with Leadership Council <i>Hibbing Community College</i>	July 23-24, 2019	July 24, 2019
Board Retreat	September 17-18, 2019	
Executive Committee	October 2, 2019	
Committee/Board Meetings Combined meeting with Leadership Council on October 15 <i>No meetings on October 16.</i>	October 15, 2019 <i>ACCT Leadership Congress, October 16-19, San Francisco</i>	October 16, 2019
Cancelled: Executive Committee	November 6, 2019	
Committee / Board Meetings <i>Bemidji State University and Northwest Technical College</i>	November 19-20, 2019	November 19, 2019
No December meeting		
Cancelled: Executive Committee	January 8, 2020	
Committee / Board Meetings Combined meeting with Leadership Council on January 28	January 28-29, 2020	
No February meeting	<i>ACCT National Legislative Summit, Feb. 9-12, Washington, D.C.</i>	
Cancelled: Executive Committee	March 4, 2020	

Minnesota State is an affirmative action, equal opportunity employer and educator.

Meeting	Date	If agendas require less time, these dates will be cancelled.
Committee / Board Meetings	March 17-18, 2020	There were no meetings on March 17, 2020
Cancelled Executive Committee	April 1, 2020	
Committee / Board Meetings Awards for Excellence in Teaching	April 21-22, 2020 <i>AGB National Conference April 5-7, Washington, D.C.</i>	There are no meetings on April 21, 2020
Executive Committee	May 6, 2020	
Committee / Board Meetings	May 19-20, 2020	May 19, 2020
Committee / Annual Board Meetings	June 16-17, 2020	June 16, 2020

Revised/Proposed FY2021 Meeting Calendar

Board Meeting/Combined meeting with Leadership Council <i>Anoka-Ramsey Community College, Coon Rapids</i>	July 21-22, 2020	July 22, 2020
Orientation for new trustees	<i>August or after governor makes the appointments</i>	
Executive Committee	September 2, 2020	
Board Retreat	September 15-16 <u>22-23</u> , 2020	
Executive Committee	October 7, 2020	
Committee / Board Meetings	October 20-21, 2020 <i>ACCT Leadership Congress Sept. 30-Oct. 3, Chicago</i>	October 21, 2020
Executive Committee	November 3, 2020	
Committee / Board Meetings	November 17-18, 2020	
No December meeting		

Executive Committee	?	
Committee / Board Meetings Combined meeting with Leadership Council	January 26-27, 2021	
No February meeting	<i>ACCT National Legislative Summit, Feb. 7-10, Washington, D.C.</i>	
Executive Committee	March 3, 2021	
Committee / Board Meetings	March 16-17, 2021	March 16, 2021
Executive Committee	April 7, 2021	
Committee / Board Meetings	April 20-21, 2021 <i>AGB National Conference, Apr. 11-13, San Diego</i>	April 20, 2021
Executive Committee	May 5, 2021	
Committee / Board Meetings	May 18-19, 2021	May 18, 2021
Executive Committee	June 2, 2021	
Committee / Annual Board Meetings	June 15-16, 2021	June 15, 2021

National Higher Education Conferences:

AGB National Conference: April 5-7, 2020, Washington, DC
ACCT Leadership Congress: September 30-Oct. 3, 2020, Chicago
ACCT National Legislative Summit: February 7-10, 2021, Washington, DC.
AGB National Conference: April 11-13, 2021, San Diego
ACCT Leadership Congress: October 13-16, 2021, San Diego
ACCT National Legislative Summit: February 2022 (dates not posted)
AGB National Conference: April 10-12, 2022, Orlando

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



MINNESOTA STATE

Committee of the Whole
May 19, 2020
8:30 AM
Virtual Meeting
30 7th Street East
St. Paul MN

Note: Committee/board meeting times are tentative. Committee/board meetings may begin up to 45 minutes earlier than the times listed below if the previous committee meeting concludes its business before the end of its allotted time slot.

Committee of the Whole, Jay Cowles, Chair

1. Minnesota State Response to COVID-19



Bolded items indicate action is required.

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

Name: Committee of the Whole

Date: May 19, 2020

Title: Minnesota State Response to COVID-19

Purpose (check one):

- | | | |
|---|---|---|
| <input type="checkbox"/> Proposed
New Policy or
Amendment to
Existing Policy | <input type="checkbox"/> Approvals
Required by
Policy | <input type="checkbox"/> Other
Approvals |
| <input type="checkbox"/> Monitoring /
Compliance | <input checked="" type="checkbox"/> Information | |

Brief Description:

Minnesota State's response to COVID-19 has focused on the safety and health of students, faculty, and staff. This session will provide an update on strategies deployed at our colleges and universities and begin to reflect on the lessons learned as the system office and the 30 colleges and 7 universities navigate the ongoing challenges presented by the COVID-19 pandemic.

Scheduled Presenters:

Chancellor Devinder Malhotra

Vice Chancellor Bill Maki

Associate Vice Chancellor Brian Yolitz

Senior Vice Chancellor Ron Anderson

Chief Diversity Office Clyde Pickett

Chief Marketing and Communications Officer Noelle Hawton



MINNESOTA STATE

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

MAY 19, 2020

10:15 AM

MCCORMICK ROOM

30 7TH STREET EAST

SAINT PAUL, MN

Please note: Committee/Board meeting times are tentative. Committee/Board meetings may begin up to 45 minutes earlier than the times listed below if the previous committee meeting concludes its business before the end of its allotted time slot.

Academic and Student Affairs, Alex Cirillo, Chair

Other board members may be present constituting a quorum of the board.

- 1. Minutes of April 22, 2020 (pp 1-2)**
2. Proposed Amendment to Policy 3.34 Academic Semester Start Dates (First Reading) (pp 3-6)

ACADEMIC AND STUDENT AFFAIRS COMMITTEE

Alex Cirillo, Chair

Cheryl Tefer, Vice Chair

Ashlyn Anderson

Dawn Erlandson

Jerry Janezich

Rudy Rodriguez

Samson Williams

Presidents Liaisons

Michael Berndt

Robbyn Wacker

Bolded items indicate action required.



**Minnesota State Board of Trustees
Academic and Student Affairs Committee
April 22, 1010
McCormick Room
30 7th Street East
St. Paul, MN**

Academic and Student Affairs Committee members present:

Academic and Student Affairs Committee members present via Remote connection: Alex Cirillo, Chair; Cheryl Tefer, Vice Chair; Rudy Rodriguez, Jerry Janezich, Samson Williams Ashlyn Anderson, and Dawn Erlandson

Academic and Student Affairs Committee members absent: Jerry Janezich

Other board members present via Remote connection: Almitara Alwal, April Jay Cowles; Bob Hoffman; Roger Moe, George Soule, Louise Sudin, Michael Vekich, and Chancellor Devinder Malhotra

Committee Chair Cirillo called the meeting to order at 11:43 am.

1. Minutes of January 29, 2020

Chair Cirillo called for approval of the minutes from January 29, 2020. Trustee Erlandson moved to approve the minutes as written. Trustee Anderson seconded the motion and the minutes were unanimously approved.

2. Proposed Amendment to Policy 2.6 Intercollegiate Athletics (Second Reading)

Sr. Vice Chancellor Anderson stated that no changes or edits were received since the first reading of this policy during the March, 2020 Meeting. Trustee Rodriguez made a motion to approve and Trustee Anderson seconded the motion. The motion passed unanimously.

3. Proposed Amendment to Policy 3.26 Intellectual Property (Second Reading)

Sr. Vice Chancellor stated that no changes or edits were received since the first reading of this policy during the March, 2020 meeting. Sr. Vice Chancellor Anderson stated that in addition to updated technical information and language changes; the Policy was written to delete the reference to the Intellectual property coordinator. Trustee Rodriguez made a motion to approve and Trustee Tefer seconded the motion. The motion passed unanimously.

4. Approval of Mission Statement: Riverland Community College

Sr. Vice Chancellor Anderson introduced Adenuga Atewologun, President of Riverland Community College. President Atewologun reviewed the demographics of Riverland Community Colleges' 3 campuses. President Atewologun reviewed the current mission statement: "Riverland Community College inspires personal success through education". President Atewologun stated the proposed change will align more closely with Minnesota

State's mission statement, as well as articulate the comprehensive focus of academic programming. The proposed mission statement is: Riverland Community College transforms lives through excellence in service, education and career training".

President Atewologun reviewed the current vision statement: "Achieve best-in-class status in programs through excellence in teaching, scholarship, and service. The proposed Vision Statement is "Riverland Community College will offer the best opportunity for every enrolled student to attain academic and career goals in an ever-changing world". The rationale for the change is to shift the focus from the programs to the students themselves in addition to bridging opportunity gaps.

President Atewologun stated that the proposed value statement adds the word collaboration, which recognizes the way that the college works partners both internally and externally. He further stated that the proposed statements emerged from the work of the strategic planning leadership group with the assistance of an outside facilitator and consultant. Also involved in the process were community leaders and students.

Chair Cirillo opened the floor for discussion and questions, of which there were none. Trustee Erlandson made a motion for the ASA Committee to approve the mission statement of Riverland Community College. The motion was seconded by Trustee Rodriguez and carried unanimously.

Chair Cirillo adjourned the meeting at 11:55 AM.

Meeting minutes prepared by Rhonda Ruiter 4/28/20.

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

Name: Academic and Student Affairs Committee

Date: May 19, 2020

Title: Proposed amendment to Policy 3.34 Academic Semester Start Dates

Purpose (check one):

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Proposed
New Policy or
Amendment to
Existing Policy | <input type="checkbox"/> Approvals
Required by
Policy | <input type="checkbox"/> Other
Approvals |
| <input type="checkbox"/> Monitoring /
Compliance | <input type="checkbox"/> Information | |

Brief Description:

The policy was reviewed as part of the five year review cycle pursuant to Board Policy 1A.1 Minnesota State Colleges and Universities Organization and Administration, Part 6, Subpart H, Periodic review.

The proposed amendment was reviewed by the Office of General Counsel, cabinet, then sent out for formal consultation and received support from the presidents, employee representative groups, student associations, and campus leadership groups. All comments received from the consultation were considered.

Scheduled Presenter:

Ron Anderson, Senior Vice Chancellor for Academic and Student Affairs

**BOARD OF TRUSTEES
MINNESOTA STATE**

INFORMATION ITEM
ACADEMIC SEMESTER START DATES

BACKGROUND

Board Policy 3.34 Academic Semester Start Dates was adopted by the Board of Trustees on June 21, 2006 and implemented in the 2007-2008 academic year. The policy was reviewed as part of the five year review cycle pursuant to Board Policy 1A.1 Minnesota State Colleges and Universities Organization and Administration, Part 6, Subpart H, Periodic review.

The proposed amendment consists of technical edits resulting from the reorganization of the language and the application of the new formatting and writing styles. .

The proposed amendment was reviewed by the Office of General Counsel, cabinet, then sent out for formal consultation and received support from the presidents, employee representative groups, student associations, and campus leadership groups. All comments received from the consultation were considered.

MINNESOTA STATE
BOARD OF TRUSTEES

BOARD POLICY – FIRST READING		
Chapter 3	Chapter Name	Education
Section 24	Policy Name	Academic Semester Start Dates

~~Single Strikethrough~~ – proposed deletion of current language

~~Double Strikethrough~~ – proposed deletion and relocation of current language

Single Underlining – proposed new language

Double Underlining – proposed relocation of current language

1 **3.34 Academic Semester Start Dates**

2
3 **Part 1. Purpose-**

4 The purpose of this policy is to To establish the same official start date for all Minnesota State colleges and
5 universities in the system for fall and spring academic semesters. ~~Establishing the same academic semester~~
6 ~~start date, referred to as the official system start date, for each college and university will provide students~~
7 ~~and the general public reliable information on a single system-wide start date for each academic semester,~~
8 ~~support inter-institution student enrollment, and increase public awareness that all colleges and universities~~
9 ~~are part of a single system. The official system academic semester start dates apply to the official beginning~~
10 ~~date for classes and do not apply to the first day of the faculty work year which is established by each college~~
11 ~~and university.~~

12
13 **Part 2. Background**

14 The official Minnesota State start date is the academic semester start date for each college and university.
15 Establishing the same academic semester start date provides students and the general public reliable
16 information on a single start date for each academic semester, supports inter-institution student enrollment,
17 and increases public awareness that all colleges and universities are part of Minnesota State.

18
19 **Part 32. Official System Minnesota State Start Dates-**

20 Each college and university shall implement the official system Minnesota State start dates for fall and spring
21 academic semesters. The official Minnesota State academic semester start dates apply to the official
22 beginning date for classes and do not apply to the first day of the faculty work year which is established by
23 each college and university.

24
25 **Part 43. Establishing the Official System Minnesota State Start Dates-**

26 The ~~C~~hancellor shall establish, ~~at least one year (12 months) in advance,~~ the official system Minnesota State
27 academic semester start dates which shall apply to for all colleges and universities. ~~in the system.~~ Special (or
28 alternate) semester terms, designed to meet the needs of special student program or course cohorts, ~~shall be~~
29 are exempted from the requirements of this policy as determined by the college or university presidents.

30
31 **Part 54. Exceptions to the Official System Minnesota State Start Dates-**

32 The ~~C~~hancellor may grant an exception to a college or university to allow an academic semester start date
33 that is different from the official system Minnesota State academic semester start dates and shall inform the
34 Board of Trustees of all exceptions granted.

- 1 ~~Part 5. Procedures.~~
2 The chancellor may establish system procedures to guide the implementation of this policy.
-

Related Documents

- [System Procedure 3.34.1](#) Official Academic Start Dates
-

Policy History

Date of Adoption: 06/21/06
Date of Implementation: 08/27/07
Date of Last Review: xx/xx/20

Date and Subject of Amendment:

*Xx/xx/20 – Relocated sentences from the Part 1. Purpose section to the new Part 2.
Background section, replaced “system” with “Minnesota State”, deleted Part 5 because
this language is redundant with Board Policy 1A.1, Part 6, Subpart E, and made technical
edits throughout the policy.*

No additional HISTORY



MINNESOTA STATE

Joint Audit and Finance Committee
May 19, 2020
10:45 a.m.
McCormick Room / Zoom Meeting

Note: Committee/board meeting times are tentative. Committee/board meetings may begin up to 45 minutes earlier than the times listed below if the previous committee meeting concludes its business before the end of its allotted time slot.

1. **Minutes from March 18, 2020 (pages 1-2)**
2. Information Security Consultation Project - Phase 3 Results (pages 3-19)
3. Data Classification Review Results (pages 20-37)

Audit Committee Members:

George Soule, Chair
Michael Vekich, Vice Chair
Bob Hoffman
Jerry Janezich
April Nishimura

Finance Committee Members:

Roger Moe, Chair
April Nishimura, Vice Chair
Ahmitara Alwal
Ashlyn Anderson
Bob Hoffman
Jerry Janezich
George Soule

Presidential Liaisons:

Richard Davenport
Stephanie Hammitt

Presidential Liaisons:

Joe Mulford
Scott Olson

Bolded items indicate action is required.



**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES
JOINT AUDIT / FINANCE COMMITTEES MEETING MINUTES
McCormick Room & By Phone
March 18, 2020**

Due to COVID-19, this month's Board agenda was revised and shortened to only include topics that had to be addressed this month. The meeting remained open to the public, but because the McCormick room is not large, making social distancing difficult, attendees were encouraged to listen to the live stream in lieu of attending in person.

Joint Committee Members Present: Trustees George Soule (in person), Roger Moe (by phone), Ahmitara Alwal (by phone), Ashlyn Anderson (by phone), Robert Hoffman (by phone), April Nishimura (by phone), and Michael Vekich (in person).

Joint Committee Members Absent: Trustee Jerry Janezich.

Other Trustees Present: Trustees Jay Cowles (in person), Alex Cirillo (by phone), Dawn Erlandson (by phone), Rudy Rodriguez (by phone), Louise Sundin (by phone), Cheryl Tefer (by phone), and Samson Williams (by phone).

The Minnesota State Colleges and Universities Joint Audit and Finance Committees held its meeting on March 18, 2020, in the 4th Floor McCormick Room, 30 East 7th Street in St. Paul. Trustee Soule called the meeting to order at 9:45 a.m.

1. CliftonLarsonAllen Contract Extension/Amendment

Mr. Bill Maki, Vice Chancellor Finance and CFO, explained that the current contract with CliftonLarsonAllen was due to expire at the end of March 2020 and contains a one-time option to extend the contract for an additional three years. At the November board meeting, the committee authorized the executive director of internal auditing to negotiate a contract amendment with CliftonLarsonAllen for a term not to exceed three years.

Trustee Soule called for a motion to approve the appointment of CliftonLarsonAllen as the systemwide external auditor for Minnesota State for fiscal years 2020, 2021, and 2022 and to authorize the chancellor or the chancellor's designee to execute a three year extension and \$1,077,650 amendment to the CliftonLarsonAllen, LLP contract for external auditing services as submitted. Trustee Hoffman made the motion, Trustee Nishimura seconded. There was no dissent and the motion carried.

2. Baker Tilly Contract Extension/Amendment

Ms. Melissa Primus, Deputy Director for the Office of Internal Auditing, explained that the current contract with Baker Tilly was due to expire in June 2020 and contains a one-time option to extend the contract for an additional three years. At the November board

meeting, the committee authorized the executive director of internal auditing to negotiate a contract amendment with Baker Tilly for a term not to exceed three years.

Trustee Soule called for a motion to authorize the chancellor or the chancellor's designee to execute a three year extension and \$1,800,000 amendment to the Baker Tilly Virchow Krause, LLP contract for continued internal auditing services as submitted. Trustee Nishimura made the motion, Trustee Hoffman seconded. There was no dissent and the motion carried.

The meeting adjourned at 9:54 a.m.

Respectfully submitted by Darla Constable

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES
Agenda Item Summary Sheet**

Name: Joint Audit and Finance Committees

Date: May 19, 2020

Title: Information Security Consultation Project - Phase 3 Results

Purpose (check one):

Proposed
New Policy or
Amendment to
Existing Policy

Approvals
Required by
Policy

Other
Approvals

Monitoring /
Compliance

Information

Brief Description:

Internal Auditing will present the results of Phase 3 of its Information Security Consultation advisory project.

The overall objective of this project was to assist management in developing a strategy for a sustainable program for conducting ongoing information security assessments of the “Top 5 Information Security Domains” across Minnesota State’s colleges, universities, and the system office to help ensure the domains and associated controls are implemented, and provide management insight into the protection of systems and data.

Scheduled Presenter(s):

Eric Wion, Executive Director of Internal Auditing
Mike Cullen, Internal Auditing (Manager, Baker Tilly)
Ramon Padilla, Vice Chancellor – Chief Information Officer
Craig Munson, Chief Information Security Officer

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

BOARD INFORMATION
Information Security Consultation Project - Phase 3 Results

BACKGROUND

The overall objective of this advisory project was to assist management in developing a strategy for a sustainable program for conducting ongoing information security assessments of the “Top 5 Information Security Domains” across Minnesota State’s colleges, universities, and the system office to help ensure the domains and associated controls are implemented, and provide management insight into the protection of systems and data.

Internal auditing collaborated with the System Office’s Information Security, Risk, and Compliance Office on the project. It was broken into three separate phases.

- Phase 1 focused on assessing the design of the overall information security program and the Top 5 Information Security Domains.
- Phase 2 focused on developing an assessment methodology and piloting that methodology with four institutions and the system office.
- Phase 3 evaluated potential assessment models and approaches for management to consider when designing an assessment program.

Separate reports were previously issued for Phase 1 and Phase 2.

Date Presented to the Board of Trustees: May 19, 2020



5/19/2020

Office of Internal Auditing

Information Security Consultation

Phase 3 Results

(Advisory Project)

MINNESOTA STATE

Agenda

- Background
- Project Objective
- Top 5 Security Domains
- Scope and Methodology
- Observations and Recommendations
- Three Lines of Defense
- Next Steps

Background

- Collaborated with System Office's Information Security, Risk, and Compliance Office
- Conducted the project in three phases
- Set overall objective to improve the Minnesota State information security program, commonly called the Top 5 Information Security Domains

Background

Phase	Scope	Status
1: Program Review	<ul style="list-style-type: none"> Reviewed the Top 5 Information Security Domains document and recommended improvements Collaborated with Information Security to revise the Top 5 guidance Developed a high-level plan for Phase 2 	Completed June 2018
2: Pilot Assessments	<ul style="list-style-type: none"> Developed a methodology and conducted assessments for each pilot institution's Top 5 implementation Recommended improvements to the Top 5 Developed a high-level plan for Phase 3 	Completed April 2019
3: Assessment Program	<ul style="list-style-type: none"> Assisted management in developing a strategy for conducting ongoing assessments of the Top 5 Information Security Domains at college, universities, and the system office 	Completed February 2020

Project Objective – Phase 3

- Assist management in developing a strategy for a sustainable program for conducting ongoing assessments of the Top 5 Information Security Domains across colleges, universities, and the system office; with the goal of ensuring the domains are implemented and providing management insight into the protection of systems and data

Top 5 Security Domains

Data
Classification and
Inventory

Vulnerability
Management

Application
Security

Controlled Use of
Administrative
Privileges

Secure Network
Engineering

Scope and Methodology

- Identified potential assessment models
- Developed rubric and assessed each model
- Documented key observations and recommendations in written advisory report

Observations

- Minnesota State's size, structure, and complexity make developing an assessment program very difficult
 - 37 institutions and 54 campuses, plus system office
 - Many disparate technologies, practices and processes
 - Few dedicated information security positions
- One size fits all assessment model for all colleges, universities, and the system office will not work

Observations - Assessment Models Evaluated

Model	Description	Level of Assurance	Resources Required
Self-Assessment	Assessments are conducted by personnel at the institution being assessed.	Low	Low
Facilitated Self-Assessment	Self-Assessment with the assistance of trained partners from other institutions.	Low to Moderate	Moderate
Self-Assessment with Validation	Self-Assessment with trained partners from other institutions determining whether the self-assessment results are valid using a common set of tools and templates.	Moderate	Moderate
System Office Assessment	Assessments are conducted by the system office's Information Security Office using a common set of tools and templates.	Moderate to High	Moderate to High
Independent Third-party Assessment	Assessments are conducted by an independent third-party consultant using a common set of tools and templates.	High	High

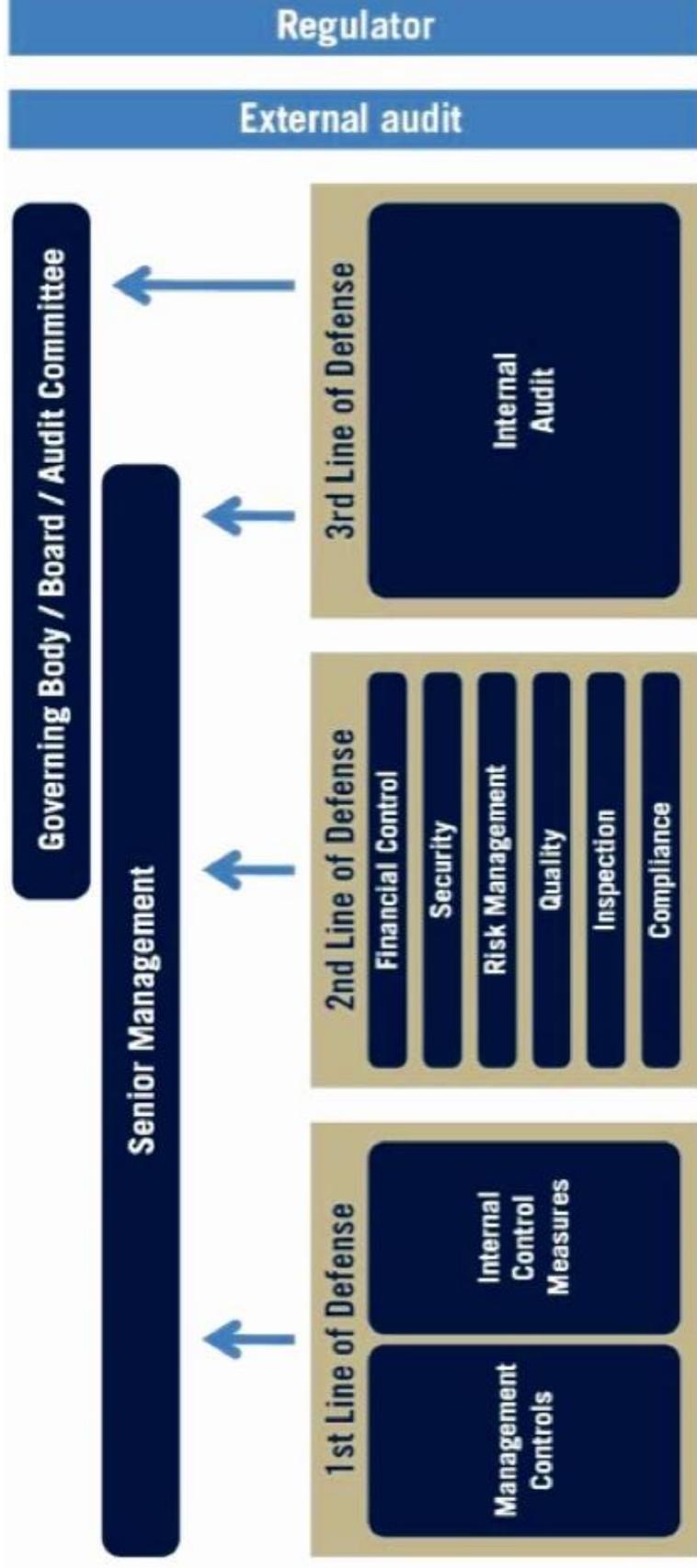
Recommendations

- Recommend a multi-faceted program where each institution is assessed on a periodic basis
 - Determine resource needs for program
 - Leverage different models for different institution types, with differing frequency of occurrence
 - Consider the applicable risks (e.g., based on institution size, maturity of information security, resources)
 - Report results to institutional leadership and system office
 - Report periodically on overall program to board
 - Define in either policy, procedure or operating instruction

Recommendations - Sample Assessment Program (For Illustration)

Model	Institution Size	Institution Maturity	Frequency
Self-Assessment	All	Any	Annually
Facilitated Self-Assessment	Small	Low	Every two years
Self-Assessment with Validation	Medium	Moderate	Every three years
System Office and/or Independent Third Party Assessments	Large	Moderate to High	Every three years

Institute of Internal Auditor's 3 Lines of Defense Model



Adapted model of Three Lines of Defense (The Institute of Internal Auditors, 2013)

Putting It All Together – The 3 Lines of Defense

First Line

College, university, and system office IT functions

- Day-to-day ownership and management of risks and controls
- Managers and staff responsible for mitigating risk to an acceptable level
- Collectively, they should have the necessary knowledge, skills, information, and authority to operate the relevant policies and procedures of risk control
- Requires an understanding of the organization, its objectives, the environment in which it operates, and the risks it faces

Second Line

Information Security, Risk, and Compliance Office

- Oversee compliance or the management of risk and controls
- Functions provide the policies, frameworks, tools, techniques and support to enable risk and compliance to be managed in the first line
- Conducts monitoring to judge how effectively they are doing it
- Helps ensure consistency of definitions and measurement of risk

Third Line

Office of Internal Auditing

- Provide independent assurance
- Provided by IA who sits outside the risk management processes of the first two lines of defense
- IA's main roles are to ensure that the first two lines are operating effectively and advise how they could be improved
- Tasked by, and reporting to the board's audit committee, provides an evaluation, through a risk-based approach, on the effectiveness of governance, risk management, and internal control to the organization's governing body and senior management

Next Steps

- The CISO and the CIO will work with the campus IT communities to implement the recommendations set forth in this document.



MINNESOTA STATE

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**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES
Agenda Item Summary Sheet**

Name: Joint Audit and Finance Committees

Date: May 19, 2020

Title: Data Classification Review Results

Purpose (check one):

Proposed
New Policy or
Amendment to
Existing Policy

Approvals
Required by
Policy

Other
Approvals

Monitoring /
Compliance

Information

Brief Description:

Internal Auditing will present the results of the Data Classification Review.

The audit objective was to assess colleges, universities, and the system office's compliance with the data classification requirements as outlined in relevant Minnesota State data classification system policies, procedures, and operating instructions.

Scheduled Presenter(s):

Eric Wion, Executive Director of Internal Auditing
Mike Cullen, Internal Auditing (Manager, Baker Tilly)
Ramon Padilla, Vice Chancellor – Chief Information Officer
Craig Munson, Chief Information Security Officer

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

BOARD INFORMATION
Data Classification Review Results

BACKGROUND

Internal Auditing conducted an audit to assess colleges, universities, and the system office’s compliance with the data classification requirements as outlined in relevant Minnesota State data classification system policies, procedures, and operating instructions.

The following activities were completed as part of the audit:

- An online survey was developed and executed to assess system office and institution compliance with Minnesota State’s data security classification requirements.
- Follow-up review and assessment activities were conducted with colleges, universities, and the system office based on survey results to validate compliance.
- Results were analyzed and summarized and recommended areas of improvements were identified.

A report summarizing the audit results was issued and will be discussed during the committee meeting.

Date Presented to the Board of Trustees: May 19, 2020



5/19/2020

Office of Internal Auditing

Data Classification

(Assurance Project)

MINNESOTA STATE

Agenda

- Background
- Project Objective
- Scope and Methodology
- Observations
- Recommendations
- Three Lines of Defense
- Next Steps

Background

- Data classification
 - Foundational for the information security program
 - First of Minnesota State's Top 5 Information Security domains
- Required to comply with board policy as well as state and federal laws and regulations

Background – Top 5 Security Domains

Data
Classification and
Inventory

Vulnerability
Management

Application
Security

Controlled Use of
Administrative
Privileges

Secure Network
Engineering

Background

- System office manages many mission critical Minnesota State enterprise applications (e.g., ISRS, D2L, Office365) and is responsible for the classification of data processed and stored in those applications
- Enterprise data retains their classification when copied and stored locally by colleges and universities for their unique purposes
- Each college and university manages their own unique applications and data that require classification (e.g., dining, parking, and athletics)

Project Objective

- Assess colleges, universities, and the system office's compliance with the data classification requirements as outlined in relevant Minnesota State system policies, procedures, and operating instructions (i.e., Board Policy 5.23, System Procedure 5.23.2, Operating Instruction 5.23.2.1)

5 Major Requirements

- **IT system inventory** – list of all institution IT systems managed directly, regardless of hosting location
- **Data owners and custodians identified** – list of person(s) who is:
 - **Owner** – the authority and accountable party for the specified data
 - **Custodian** – appointed by the owner to administer data, assign security classifications and ensure appropriate controls are implemented
- **Data Inventories** - list of data at either the data field/element or IT systems level of detail
 - **Highly restricted data** – data for which loss of confidentiality could facilitate identity theft or cause significant personal or institutional harm; or by law, regulation, or contract requires high-level security controls (e.g., SSN, bank account #, credit card #, personal health/medical info)
 - **Restricted data** – data which by law is not public data or requires limiting access to only persons with a legitimate need to know, or where unauthorized disclosure will require statutory notification (e.g., security info, employee performance info, student records)
 - **Low data** – data which by law is available to the public upon request

Scope and Methodology

- Developed and executed an online survey
- Conducted follow-up review and assessment activities based on survey results to validate compliance
- Analyzed and summarized results and recommended areas of improvements

Overall Observations

- Five institutions and the system office have completed all five major requirements
- 32 institutions have made varying levels of progress

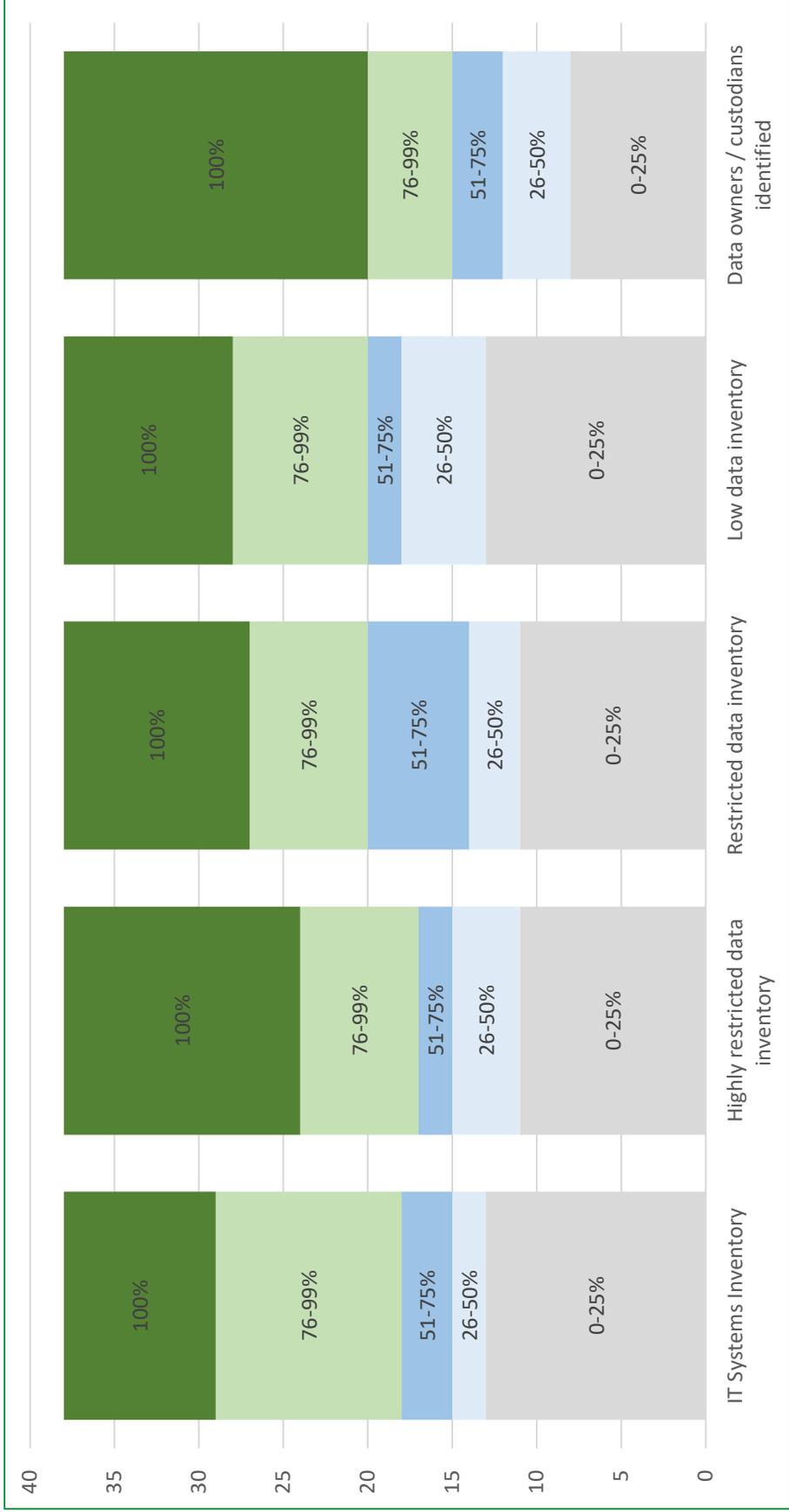
Observations

Data Classification Requirement	# of Institutions* Reporting Level of Completion				
	0-25%	26-50%	51-75%	76-99%	100%
IT systems inventory	13	2	3	11	9
Highly restricted data inventory	11	4	2	7	14
Restricted data inventory	11	3	6	7	11
Low data inventory	13	5	2	8	10
Data owners / custodians identified	8	4	3	5	18

* : Total count of institutions is 38, which includes the 37 colleges and universities plus the system office

Observations

Number of institutions in each completion range by requirements



Observations

- Likely causes for not meeting the requirements are:
 - other institutional priorities diverting the focus of the resources tasked with data classification
 - the shortage of individuals with necessary knowledge and skills
- Institution size did not appear to play a significant role in the ability of the institution to meet the data classification requirements

Recommendations

- Institutions that have not completed their efforts should prioritize the completion of data classification
- System Office Information Security should monitor college and university progress towards achieving compliance

Recommendations

- System Office Information Security should
 - create a collaborative workspace that allows them and institutions to share best practices, tools, templates, training materials, and other helpful information
 - consider updates to the Top 5 document, system procedure, and operating instruction to enhance and sustain the implementation of data classification requirements

Next Steps

- The CISO, CIO and the Enterprise Data Governance Committee have been working on multiple areas to address the issues presented by Internal Audit. These changes will be implemented over the next fiscal year.



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MINNESOTA STATE

Facilities Committee

May 20, 2020

8:30 AM

McCormick Room

Note: Committee/board meeting times are tentative. Committee/board meetings may begin up to 45 minutes earlier than the times listed below if the previous committee meeting concludes its business before the end of its allotted time slot.

1. **Minutes of April 22, 2020 (pp. 1-3)**
2. **Authority to Purchase Real Property Exceeding 1% of Yearly Fiscal Operating Budget, Alexandria Technical and Community College) (pp. 4-7)**
3. Proposed Amendment to Board Policy 5.17: Sustainability, Resources Conservation and Recovery, and Environmentally Responsible Practices (First Reading) (pp.8-13)

Committee Members:

Jerry Janezich, Chair

Louise Sundin, Vice Chair

Bob Hoffman

Roger Moe

Samson Williams

President Liaisons:

Kent Hanson

Faith Hensrud

Bolded items indicate action is required.



**Minnesota State Board of Trustees
Facilities Committee Meeting Minutes
April 22, 2020**

Facilities Committee members present by phone or online: Jerry Janezich, Chair; Louise Sundin, Vice Chair; Trustees, Bob Hoffman, Roger Moe, Samson Williams, and Chancellor Devinder Malhotra

Facilities Committee members absent: None

Other board members present by phone or online: Trustees Ahmitara Alwal, Ashlyn Anderson, Alex Cirillo, Dawn Erlandson, April Nishimura, Rudy Rodriguez, George Soule, Cheryl Tefer, Michael Vekich, and Jay Cowles, Board Chair

Cabinet members present: Bill Maki, Interim Vice Chancellor

Others present: Presidents Faith Hensrud, Bemidji State University, Kent Hanson, Anoka Technical College, and Associate Vice Chancellor for Facilities, Brian Yolitz

Committee Chair Janezich called the virtual meeting of the Facilities Committee to order at 10:00 AM.

1. Approval of the Facilities Committee Meeting Minutes

Committee Chair Janezich called for a motion to approve the January Facilities Committee meeting minutes. A motion was made by Trustee Moe and seconded by Trustee Soudin. The minutes were approved as written.

Facilities Update: Associate Vice Chancellor, Brian Yolitz

Associate Vice Chancellor Yolitz went over the 2020 capital budget request which totals \$271.2M and includes \$150M for HEAPR and \$121.1M for 15 major capital projects. He stated that colleges and universities had hosted bonding tours last fall into the winter and that the request was presented in testimony before the House Capital Investment and Higher Education Committees and the Senate Higher Education Committee.

He said this great work helped to gain support for the request and many trustees heard legislative leaders from both chambers express their expectations for a strong bonding bill during the Session Priorities Event at the River Center.

While COVID19 is having a dramatic impact on the state, there continues to be strong support and commitment to deliver a bonding bill this session. He was optimistic that a bonding bill will

emerge in the next 26 days and be on the way to Governor Walz on May 18th, the scheduled last day of the session.

Associate Vice Chancellor Yolitz continued stating design and construction functions were deemed essential services and work continues on major capital and locally funded projects at our colleges and universities. The availability of materials and labor in some areas is a concern. Design and bidding have gone virtual, we have experienced favorable bids and are optimistic that this climate will continue. General contractors and their subs are utilizing screening practices for their workforce and social distancing protocols on the job site and project progress meetings now held online.

Finally, program managers have connected with the State Designer Selection Board to understand what accommodations for COVID-19 are needed in their work to support projects in the 2020 capital request. We are ready for designer selections to begin once the 2020 bonding bill is approved.

2. 2022 Capital Program Guidelines (Second Reading)

Committee Chair Janezich commented that he wants guidelines to be flexible. Associate Vice Chancellor Yolitz said these guidelines (page 9 of the Board packet) will shape projects for the 2022 capital budget request and future revenue fund bond sales. Per Committee request, guidelines were updated with feedback from the Leadership Council, specifically presidents, and other groups. These updates are underscored in the report.

Associate Vice Chancellor Yolitz stated the major themes of these guidelines:

- Protect and modernize academic and student support spaces
- Facilitate progress towards Equity 2030 to improve campus climate and culture
- Energy efficiency and renewable energy infrastructure
- Adding square footage in rare cases only
- Value partnerships; internal to Minnesota State, local workforce partners and with community leaders
- Seek funding for college and university priorities

Associate Vice Chancellor Yolitz reminded trustees that Minnesota State is responsible for 1/3 of the debt service for capital projects. This debt service is shared 50-50 between the system as a whole and the gaining college or university. Revenue fund projects carry the full debt service responsibility and need strong student involvement, long-term commitment and support and align with demographics.

Committee Vice Chair Sundin asked if there was a statement to enhance facilities with student and faculty artwork, as appropriate. Associate Vice Chancellor Yolitz replied not at the strategic

level in the proposed guidelines being reviewed today, but this practice is part of our operating practices. We have pulled back from using the State Arts Board and are relying on student and faculty art for our facilities. Committee Vice Chair Sundin asked if that was enough to remind our contractors to think about this. Associate Vice Chancellor Yolitz replied that our program managers reinforce this practice with contractors during project development.

Trustee Moe made a motion to approve the 2022 Capital Program Guidelines informing the planning and development of recommendations for a capital budget request for the state of Minnesota in 2022 and potential Revenue Fund bond sales in 2021 and beyond. Committee Vice Chair Sundin seconded the motion. Motion carried.

Committee Chair Janezich commented that we should think about bonding revenue as an option to provide funding for technology. Associate Vice Chancellor Yolitz will research how this might be made available.

Committee Chair Janezich was worried about tradespeople getting their campus hands-on experience done during COVID-19 to get their degree.

Committee Vice Chair Sundin suggested we partner with broadband in greater Minnesota to help K-12 kids complete their classes at home. She proposed a brainstorming session to discuss LOST (local option sales tax) and explore other ways to get local municipal funding to help pay for greater Minnesota needs.

Trustee Moe thinks a student technology needs survey would provide valuable information to legislators on where to focus state resources.

Chair Janezich adjourned the meeting at 10:20 AM.

Respectfully submitted: Kathy Kirchoff, Recorder

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

Name: Facilities Committee
Finance Committee

Date: May 20, 2020

Title: Authority to Purchase Real Property Exceeding 1% of Yearly Fiscal Operating Budget,
Alexandria Technical and Community College

Purpose (check one):

- | | | |
|---|--|---|
| <input type="checkbox"/> Proposed
New Policy or
Amendment to
Existing Policy | <input checked="" type="checkbox"/> Approvals
Required by
Policy | <input type="checkbox"/> Other
Approvals |
| <input type="checkbox"/> Monitoring /
Compliance | <input type="checkbox"/> Information | |

Brief Description:

Board Policy 5.14, *Real Estate Transactions and Management*, calls for the Board of Trustees to real estate property acquisitions funded by campus operating monies valued at \$1,000,000 or 1% of the college or university annual operating budget, whichever is greater.

Alexandria Technical and Community College seeks the Board to acquire approximately 4.89 acres of real estate adjacent to and to the east of the main campus for \$725,000.

Scheduled Presenter(s):

Brian Yolitz, Associate Vice Chancellor for Facilities

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD ACTION

**Authority to Purchase Real Property Exceeding 1% of Yearly Fiscal Operating Budget,
Alexandria Technical and Community College**

REQUEST

The college seeks Board approval to purchase approximately 4.89 acres of land adjacent to the east of the main Alexandria Technical and Community College campus as identified on **Attachment A**. The purchase price is expected to be \$725,000 based on an independent appraisal.

AUTHORITY

The Board may acquire real property for sale under its control pursuant to Minnesota Statute §136F.60, subdivision 1. Board of Trustees Policy 6.7, Real Estate Transactions provides for the Board to approve an acquisition valued at or greater than \$1 million or 1% of the college or university annual operating budget.

BACKGROUND

The college has recently been taking steps to position themselves, and their land holdings, to better service their campus community. Included in these efforts have been Board actions to surplus and sell non-contiguous property, and acquisition of contiguous parcels that provide better alignment with future campus plans as defined in the campus Master Facility Plan. The requested acquisition continues the campus efforts towards achieving those goals.

The property is currently owned by Alexandria ISD No. 206, and has for many years served as their bus facility adjacent to their former high school site. Following the relocation of the high school in 2014, ISD No. 206 is now relocating the bus facility, as well, and the opportunity for the college to acquire this parcel is available.

The acquisition will provide the college with the following benefits:

- With the pending sale of approximately 8.8 acres of land to Pope/Douglas Waste Management (January 2020 BOT action), the college is in need of a receiving warehouse, cold storage, and facility maintenance equipment location. The ISD 206 property has buildings that meet these requirements.
- Promotes pedestrian safety with the reduction of bus traffic, especially after the City of Alexandria extension of 18th Avenue
- The college will own contiguous property north of 18th Avenue
- Allows for removal of fuel tanks from the center of campus - located where there is significant student and employee traffic

- Allows for a more desirable design of 18th Avenue scheduled for summer 2021 construction
- In addition to the benefits stated above, the acquisition is supported by the colleges' Comprehensive Facilities Plan by:
 - Complementing the recent purchase of 20 acres of adjacent property (January 2020 BOT action) and sale of unneeded properties to better align college property holdings
 - Responding to the extension of 18th Avenue which bisects the college campus
 - Making the campus more navigable and inviting to visitors
 - Enabling the concept to develop new pedestrian infrastructure and outdoor collaborative/dining space along 18th Avenue
 - Allowing removal of fuel pumps from close proximity to the future main entrance to the college

The college has been undertaking a rebalancing of property holdings, declaring specific lands surplus to use the proceeds from those sales to purchase desired properties, including the 20 acres of adjacent property approved by the Board at their January 2020 meeting.

For the current 4.89 acre acquisition, the college will use Fund Balance to purchase the property.

RECOMMENDED COMMITTEE MOTION:

The Facilities Committee and the Finance Committee recommend that the Board of Trustees adopt the following motion:

The Board of Trustees authorizes the chancellor or chancellor's designee to acquire approximately 4.89 acres adjacent to Alexandria Community and Technical College for the \$725,000 appraised value plus any closing costs and execute documents necessary to finalize the transaction.

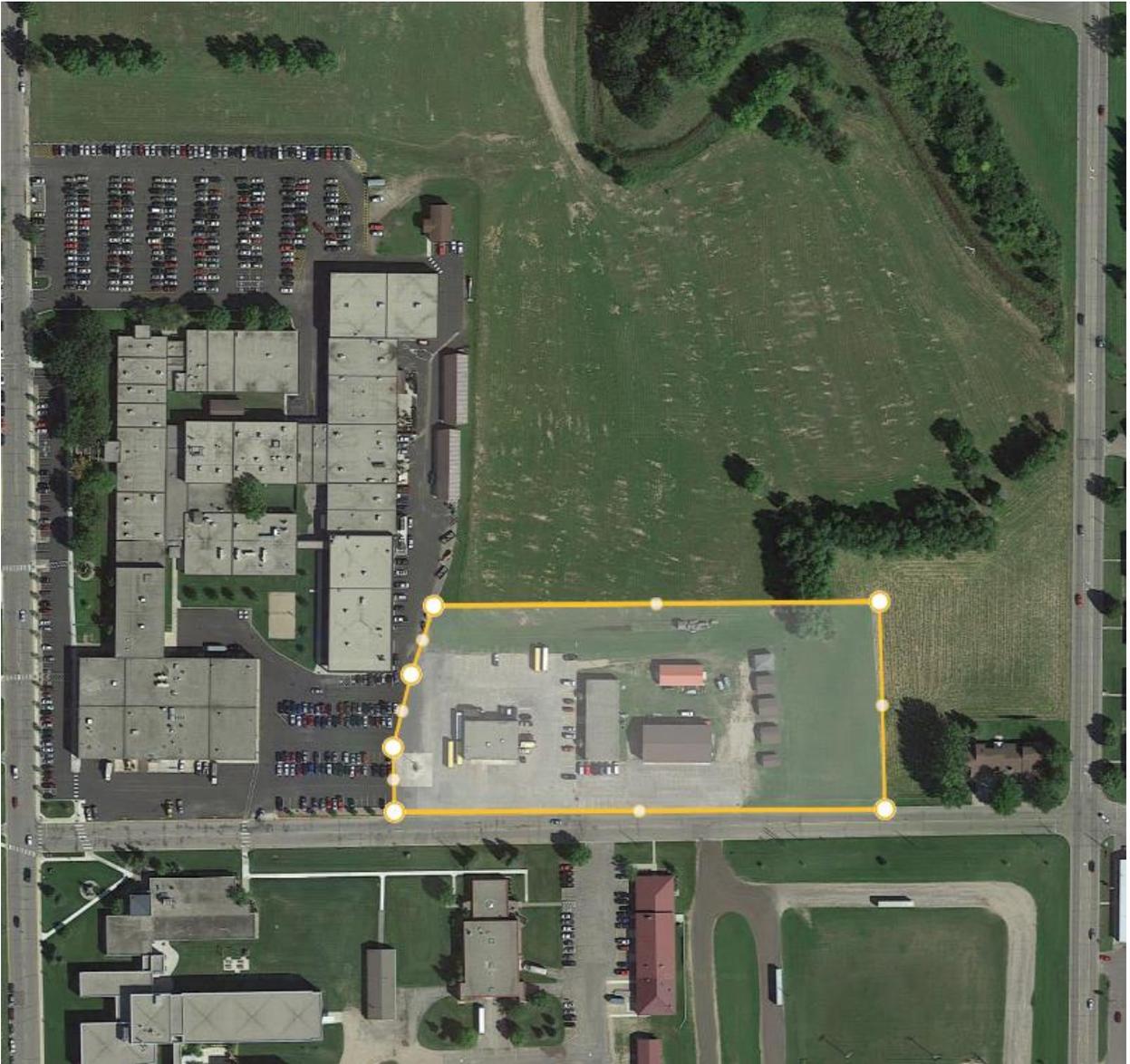
RECOMMENDED BOARD MOTION:

The Board of Trustees authorizes the chancellor or chancellor's designee to acquire approximately 4.89 acres adjacent to Alexandria Community and Technical College for the \$725,000 appraised value plus any closing costs and execute documents necessary to finalize the transaction.

Date Presented to the Board of Trustees: May 20, 2020

Date of Implementation: May 20, 2020

Alexandria Technical and Community College
Property Acquisition



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

Name: Facilities Committee / Finance Committee

Date: May 20, 2020

Title: Proposed Amendment to Policy 5.17: Sustainability, Resources Conservation and Recovery, and Environmentally Responsible Practices (First Reading)

Purpose (check one):

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Proposed
New Policy or
Amendment to
Existing Policy | <input type="checkbox"/> Approvals
Required by
Policy | <input type="checkbox"/> Other
Approvals |
| <input type="checkbox"/> Monitoring /
Compliance | <input type="checkbox"/> Information | |

Brief Description:

The policy was reviewed as part of the five year review cycle pursuant to Board Policy 1A.1 Minnesota State Colleges and Universities Organization and Administration, Part 6, Subpart H, Periodic Review.

The proposed amendment was reviewed by the Office of General Counsel, cabinet, then sent out for formal consultation and received support from presidents, employee groups, student associations, and campus leadership groups. All comments received from the consultation were considered.

Scheduled Presenter(s):

Brian Yolitz, Associate Vice Chancellor for Facilities

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD ACTION

**PROPOSED AMENDMENT TO POLICY 5.17: SUSTAINABILITY, RESOURCES CONSERVATION
AND RECOVERY, AND ENVIRONMENTALLY RESPONSIBLE PRACTICES (FIRST READING)**

BACKGROUND

Board Policy 5.17 Sustainability, Resources Conservation and Recovery, and Environmentally Responsible Practices” was adopted and implemented by the Board of Trustees in June 2000.

The policy was reviewed as part of the five year review cycle pursuant to Board Policy 1A.1 Minnesota State Colleges and Universities Organization and Administration, Part 6, Subpart H, Periodic Review.

The proposed amendment was reviewed by the Office of General Counsel, cabinet, sent out for formal consultation, and received support from the presidents and campus leadership groups. All comments received from the consultation were considered.

RECOMMENDED COMMITTEE MOTION

This is a first reading, no action is required.

Deleted: 1A.2

MINNESOTA STATE
BOARD OF TRUSTEES

BOARD POLICY – FIRST READING			
Chapter	5	Chapter Name	Administration
Section	17	Policy Name	Commitment to Environmental Sustainability

5.17 Commitment to Environmental Sustainability

Deleted: Sustainability, Resources Conservation and Recovery, and Environmentally Responsible Practices

Part 1. Policy Statement

Minnesota State is committed to principles of environmental sustainability in the operation of college and university campuses and their academic and student support programs. The Board of Trustees promotes, reduction of carbon dioxide emissions, energy and water conservation and efficiency, reduction of solid waste, alternative transportation options, sustainable food and dining practices, conservation and protection of the natural environment, and pollution prevention and mitigation, striving to meet and—where practicable—exceed obligations under law and executive orders.

Deleted: system

Deleted: sustainability,

Deleted: resources

Deleted: recovery

Deleted: environmentally responsible practices, including energy conservation and

Deleted: .

Part 2. Responsibilities

The chancellor, in concert with college and university presidents, shall develop procedures and initiatives that reflect long-term environmental stewardship of the campuses and surrounding environment. The chancellor shall develop facilities planning guidelines, design and construction standards, and energy conservation, and procurement procedures as well as academic, service learning and student support programs that strive to reduce dependence on fossil fuels and provide long-term stewardship of campus and community resources.

College and university presidents shall develop and implement campus-based initiatives in support of these practices, and identify and report accomplishments consistent with Part 3.

Part 3. Accountability

Colleges, universities, and the system office shall appoint a point of contact for sustainability issues and facilitate development and implementation of campus-based initiatives. The point of contact shall maintain records regarding recycling, energy and water consumption and conservation, and pollution prevention efforts and shall monitor and communicate programs, initiatives and curriculum addressing sustainability. The system office and each college and university shall report progress and accomplishments periodically to the Board.

Deleted: .

Deleted: The system office, and each college and university,

Deleted: a representative(s)

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Related Documents:

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.

- Minnesota Statute 115A, Waste Management Act
- Minnesota Statute 16B.121, Purchase of Recycled, Repairable, & Durable Materials
- Minnesota Statute 115D, Pollution Prevention
- Minnesota Statute 116D, Environmental Policy
- Minnesota Statute 216B.241, Energy Conservation Improvement
- Minnesota Statute 216H.02, Greenhouse Gas Emissions Control
- www.pca.state.mn.us

Policy History:

Date of Adoption: 06/21/2000
Date of Implementation: 06/21/2000
Date of Last Review: xx/xx/2020

Date & Subject of Amendment:

Xx/xx/2020 - Retitled from "Sustainability, Resources Conservation and Recovery, and Environmentally Responsible Practices" to "Commitment to Environmental Sustainability." Added topic areas related to sustainability.

11/16/11 - Effective 1/1/12, the Board of Trustees amends all board policies to change the term "Office of the Chancellor" to "system office," and to make necessary related grammatical changes.

05/19/10 - Amended to clarify responsibilities of the chancellor and college and university presidents. The name of the policy was also amended to better reflect its purpose.

10/5/09 - Policy reviewed, no content amendments recommended.

06/18/03 - changes "system office" to "office of the chancellor"

Additional [HISTORY](#)

1 **5.17 Commitment to Environmental Sustainability**

2
3 **Part 1. Policy Statement**

4 Minnesota State is committed to principles of environmental sustainability in the operation of
5 college and university campuses and their academic and student support programs. The Board
6 of Trustees promotes reduction of carbon dioxide emissions, energy and water conservation and
7 efficiency, reduction of solid waste, alternative transportation options, sustainable food and
8 dining practices, conservation and protection of the natural environment, and pollution
9 prevention and mitigation, striving to meet and—where practicable—exceed obligations under
10 law and executive orders.

11
12 **Part 2. Responsibilities**

13 The chancellor, in concert with college and university presidents, shall develop procedures and
14 initiatives that reflect long-term environmental stewardship of the campuses and surrounding
15 environment. The chancellor shall develop facilities planning guidelines, design and construction
16 standards, and energy conservation, and procurement procedures as well as academic, service
17 learning and student support programs that strive to reduce dependence on fossil fuels and
18 provide long-term stewardship of campus and community resources.

19
20 College and university presidents shall develop and implement campus-based initiatives in
21 support of these practices, and identify and report accomplishments consistent with Part 3.

22
23 **Part 3. Accountability**

24 Colleges, universities, and the system office shall appoint a point of contact for sustainability
25 issues and facilitate development and implementation of campus-based initiatives. The point of
26 contact shall maintain records regarding recycling, energy and water consumption and
27 conservation, and pollution prevention efforts and shall monitor and communicate programs,
28 initiatives and curriculum addressing sustainability. The system office and each college and
29 university shall report progress and accomplishments periodically to the Board.

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10/5/09 - Policy reviewed, no content amendments recommended.

06/18/03 - changes "system office" to "office of the chancellor"

Additional [HISTORY](#)



MINNESOTA STATE

Finance Committee
May 20, 2020
9:00am
McCormick Room
30 7th Street East
St. Paul MN

Note: Committee/board meeting times are tentative. Committee/board meetings may begin up to 45 minutes earlier than the times listed below if the previous committee meeting concludes its business before the end of its allotted time slot.

Finance Committee, Roger Moe, Chair

Other board members may be present constituting a quorum of the board.

- 1. Minutes of April 22nd, 2020 (pp. 1-6)**
- 2. Authority to Purchase Real Property Exceeding 1% of Yearly Fiscal Operating Budget, Alexandria Technical and Community College (pp. 7-10)**
3. 2020 Legislative Session results (pp. 11-12)
4. FY2021 Operating Budget (First Reading) (pp.13-27)
5. Proposed Amendment to Board Policy 5.17 : Sustainability, Resources Conservation and Recovery, and Environmentally Responsible Practices (First Reading) (pp. 28-33)

Committee Members:

Roger Moe, Chair
April Nishimura, Vice Chair
Ahmitara Alwal
Ashlyn Anderson
Bob Hoffman
Jerry Janezich
George Soule

President Liaisons:

Joe Mulford
Scott Olson



Bolded items indicate action is required.

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**Minnesota State Board of Trustees
Finance Committee Meeting Minutes
April 22, 2020
McCormick Room
30 7th Street East
St. Paul, MN**

Finance Committee members present: Roger Moe, Chair; April Nishimura, Committee Vice Chair; Trustees Ahmitara Alwal, Ashlyn Anderson, Bob Hoffman, Jerry Janezich, and George Soule, and Chancellor Devinder Malhotra

Other board members present: Jay Cowles, Board Chair; Trustees Alex Cirillo, Dawn Erlandson, Louise Sundin, Cheryl Tefer, and Samson Williams.

Cabinet Members Present: Vice Chancellor Bill Maki

Committee Chair Moe called the virtual meeting to order at 10:23am.

1. Approval of the Finance Committee Meeting Minutes

Committee Chair Moe called for any questions or changes to the Finance Committee Meeting Minutes from March 18th, 2020. Hearing none, the minutes were approved as written.

Vice Chancellor Maki was recognized by the Chair and presented the items of the agenda:

2. Contract Exceeding \$1 Million:

a. Nursing Assessment Software Agreement, Minnesota State University, Mankato

Vice Chancellor Maki provided a summary of the proposed contract and was joined on the phone conference by Rick Straka, MSU Mankato Vice President for Finance and Administration.

Committee Chair Moe called for questions.

Trustee Tefer asked if this was an assessment tool that gives students an increased likelihood that they will be able to pass the exam.

Vice President Straka responded that yes, we are hoping increase our pass success rate.

Trustee Tefer asked if this agreement sets a precedent for our other schools to utilize this software.

Vice Chancellor Maki-stated that there are several other colleges and universities using the software but because of the size of Mankato, this contract rises to the level of the board attention.

Trustee Tefer added that given this amount of money, it would be imperative to see the outcomes of employing this software with a decent rate of return in using this product.

Vice Chancellor Maki stated that he will work with Academic and Student Affairs to get information on the impact of using ATI on our nursing programs.

Trustee Hoffman asked Vice President Straka if this was a fee-based program for the nursing students.

Vice President Straka replied that yes, it is already in the personal property and service fees paid by students.

Committee Chair Moe asked for a motion to adopt the following:

RECOMMENDED COMMITTEE MOTION:

The Finance and Facilities Committee recommends that the Board of Trustees authorizes the chancellor or his designee to execute an agreement with ATI for a length of five years at an estimated cost of \$210,000 per year for a total five-year cost of \$1,050,000. The board directs the chancellor or his designee to execute all necessary documents.

RECOMMENDED BOARD OF TRUSTEES MOTION:

The Finance and Facilities Committee recommends that the Board of Trustees authorizes the chancellor or his designee to execute an agreement with ATI for a length of five years at an estimated cost of \$210,000 per year for a total five-year cost of \$1,050,000. The board directs the chancellor or his designee to execute all necessary documents.

Trustee Hoffman made the motion, Trustee Anderson seconded. Committee Chair Moe called for a vote on the motion. The motion was adopted.

b. Exclusive Beverage Contract, Winona State University

Vice Chancellor Maki provided a summary of the proposed contract for an exclusive beverage contract for Winona State University.

Committee Chair Moe called for questions. There were none.

Committee Chair Moe asked for a motion to adopt the following:

RECOMMENDED COMMITTEE MOTION:

The Board of Trustees approves Winona State University to enter into an exclusive beverage contract not to exceed \$1,600,000 for on campus pouring services. Execution of the contract is subject to the review and approval of the contract by the chancellor or his designee.

RECOMMENDED BOARD OF TRUSTEES MOTION:

The Board of Trustees approves Winona State University to enter into an exclusive beverage contract not to exceed \$1,600,000 for on campus pouring services. Execution of the contract is subject to the review and approval of the contract by the chancellor or his designee.

Trustee Nishimura made the motion, Trustee Hoffman seconded. Committee Chair Moe called for a vote on the motion. The motion was adopted.

3. 2022 Capital Program Guidelines (Second Reading)

Vice Chancellor Maki provided brief comments on the program guidelines that were previously approved in the Facilities Committee. Associate Vice Chancellor Yolitz was invited to provide additional comments and a summary of the discussion in the Facilities Committee meeting.

Committee Chair Moe called for questions. There were none.

Committee Chair Moe asked for a motion to adopt the following:

RECOMMENDED COMMITTEE ACTION:

The Board of Trustees approves the 2022 Capital Program Guidelines informing the planning and development of recommendations for a capital budget request for the state of Minnesota in 2022 and potential Revenue Fund bond sales in 2021 and beyond.

RECOMMENDED BOARD OF TRUSTEES MOTION:

The Board of Trustees approves the 2022 Capital Program Guidelines informing the planning and development of recommendations for a capital budget request for the state of Minnesota in 2022 and potential Revenue Fund bond sales in 2021 and beyond.

Trustee Hoffman made the motion, Committee Vice Chair Nishimura seconded. Committee Chair Moe called for a vote on the motion. The motion was adopted.

4. FY2021 Budget Planning

- a. Federal CARES Act
- b. Short and long term enrollment and financial implications of COVID-19

Vice Chancellor Maki provided a summary of the budget planning efforts.

Committee Chair Moe called for questions.

Trustee Soule asked if the cost figures in the presentation were Net costs and if they are additional costs that have been incurred beyond those we would have during a regular spring semester.

Vice Chancellor Maki responded that the cancellation of travel and student safety in dorms are net costs. Additional costs such as immediate campus safety, student support services, academic and staff continuity support are new costs that we are paying for because of our response to COVID-19. Estimated revenue lost due to cancellations is solely focused on revenue lost, not on the expenses that may pertain to generating that revenue.

Trustee Soule asked for a clarification that the campus safety, student services, and academic support are additional expenses.

Vice Chancellor Maki stated that yes, they are estimates and as campuses submit weekly reports and track their financial data related to COVID-19, those expense become actual as we get further into the semester.

Trustee Soule stated that he understood that there was a tuition increases of 3% for the 2019-20 academic year in June 2019. He asked for a confirmation that the 3% tuition increase discussed in the presentation refers to an additional 3% increase.

Vice Chancellor Maki replied yes, built into the FY21 budget is an increase of 3% in tuition revenue, based on the planning for FY20 and FY21. We were unsuccessful in receiving funding from the legislature to cover the tuition freeze in FY20. For FY21, the board passed a supplemental budget request that would have covered the 3% increase so that the cost would not be passed on to the students. With COVID-19, we still have the assumption of needing the additional 3% revenue into the revenue stream for colleges and universities, but how we acquire that revenue may change depending on what the circumstances are. The board has not approved a 3% increase for 20-21, that process is still ongoing.

Trustee Soule stated that there is news from the last day or two that the U of M will freeze tuition for next school year. He added that he would like to see some analysis on how they are able to do that and we may be not able to do that and keep a good level of support for our faculty and students. Have they had a different track record in terms of prior tuition increases?

Chancellor Malhotra added that this information set is being built and that it will be provided to the board. He went on to state that the biennial request to the legislature had \$143 million for two years which would have allowed us to keep the tuition at the same level for the whole biennial. However, when the budget request was approved, we received only \$65 million which is why the legislature authorized the board to increase tuition for each of the two years, up to 3%. When we sought guidance from the board about how we were going to negotiate contracts, that same assumption built in the 3% inflationary cost. If we ask for this 3% tuition increase, we will also be looking at if it would be possible to freeze tuition for the upcoming academic year. We are looking at all possibilities and as the consultation processes proceed at the campus level, and as we build the information set, we will be coming back to the board with all of those options, including the possibility of freezing the tuition for the academic year of Fall 2020 and Spring 2021.

Trustee Erlandson suggested that we urge our trade associations nationally to lobby for the next round of federal funding to base the funding on a formula that is different than the previous one. If an institution of higher learning has an endowment that is above a certain amount and/or offers need-blind admissions and lower selectivity rates, they should not be allowed to receive the aid as they already cover all of the funding needs of their students with no loans and certainly have sufficient funds in their foundations and endowments to cover emergency needs. If we can carve out those institutions that are the most wealthy and will never have an enrollment problem because they can simply go to their wait-lists, more funds could be provided to other institutions like those at Minnesota State.

Chancellor Malhotra added that when we have put in our proposal to the governor for requests for additional funds out CARES Act monies the governors have received for their discretion, we have emphasized the fact that student demographics should also be taken into account in addition to the business models of private non-profit and public flagship institutions. Their business model is very different from those of regional comprehensive universities and community and technical colleges which make up our 37 institutions. There is a certain quest for parity but that doesn't work with very different business models as they have structured it. The extent of their dependence on state appropriations is also very different than the dependence on state allocation dollars for institutions such as ours. We have been in communication with our congressional delegation and have impressed upon them the kind of considerations being raised today. We have scheduled an additional meeting with them to express the inadequacy of what we have gotten because so far, the CARES Act is being presented as a stimulus fund but it is really a recovery package. All the criteria indicates that the funds can be used to recover the damages that were caused by COVID-19 in the initial stages, not in the long-haul.

Trustee Sundin added that Commissioner Myron Frans has stated that federal stimulus isn't stimulus, it is preservation. Additionally, Trustee Sundin added that historically, when the economy goes down, our enrollment goes up as unemployed seek new job skills. We should be marketing ourselves to the unemployed group but there are no positive projections for this evident in the presentation given today.

Chancellor Malhotra responded that unemployment rates will go up but there are a lot of other factors at play as well. The increase in unemployment has a positive impact on enrollment, however there is also a tremendous reduction, over a short period, in levels of personal incomes and that reduces the ability to bear the costs of education. Additionally, there is a heightened level of anxiety and we do not know how that will play out when the stay-at-home order is lifted and social distancing is relaxed. How will people operate and how confident will they be going into an environment where congregation occurs? We are looking at all those issues and our institutional research team is looking at how our enrollments have reacted in the past periods of very high unemployment and what the unemployment rate might go to now. Based on that information we will be trying to project how much of a positive impact on enrollment is likely to occur. This information should be coming out in the next couple of weeks. This is why Vice Chancellor Maki indicated that the numbers he shared today are not predictions or projections but are rather scenarios that bear out the general sense across the country that there are some expectations of enrollment declines.

Trustee Sundin added that there is a possibility and even a probability that there will be an increase in enrollment and as long as we have everything online, people will not be as worried about congregation. Would like to see some opportunity for thinking positively depending on our marketing efforts.

Trustee Soule added that there seems to be a lot of strings attached to CARES Act money for how it will be used by both institutions and students. If we discover that the funds can't be used very effectively because of these strings, that might be feedback that we provide to our national representatives.

Trustee Hoffman stated that we will need a more robust discussion on this topic in May.

Committee Chair Moe adjourned the meeting at 11:42am.

Respectfully submitted: Don Haney, Recorder

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

Name: Facilities Committee
Finance Committee

Date: May 20, 2020

Title: Authority to Purchase Real Property Exceeding 1% of Yearly Fiscal Operating Budget,
Alexandria Technical and Community College

Purpose (check one):

- | | | |
|---|--|---|
| <input type="checkbox"/> Proposed
New Policy or
Amendment to
Existing Policy | <input checked="" type="checkbox"/> Approvals
Required by
Policy | <input type="checkbox"/> Other
Approvals |
| <input type="checkbox"/> Monitoring /
Compliance | <input type="checkbox"/> Information | |

Brief Description:

Board Policy 5.14, *Real Estate Transactions and Management*, calls for the Board of Trustees to real estate property acquisitions funded by campus operating monies valued at \$1,000,000 or 1% of the college or university annual operating budget, whichever is greater.

Alexandria Technical and Community College seeks the Board to acquire approximately 4.89 acres of real estate adjacent to and to the east of the main campus for \$725,000.

Scheduled Presenter(s):

Brian Yolitz, Associate Vice Chancellor for Facilities

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD ACTION
Authority to Purchase Real Property Exceeding 1% of Yearly Fiscal Operating Budget, Alexandria Technical and Community College

REQUEST

The college seeks Board approval to purchase approximately 4.89 acres of land adjacent to the east of the main Alexandria Technical and Community College campus as identified on **Attachment A**. The purchase price is expected to be \$725,000 based on an independent appraisal.

AUTHORITY

The Board may acquire real property for sale under its control pursuant to Minnesota Statute §136F.60, subdivision 1. Board of Trustees Policy 6.7, Real Estate Transactions provides for the Board to approve an acquisition valued at or greater than \$1 million or 1% of the college or university annual operating budget.

BACKGROUND

The college has recently been taking steps to position themselves, and their land holdings, to better service their campus community. Included in these efforts have been Board actions to surplus and sell non-contiguous property, and acquisition of contiguous parcels that provide better alignment with future campus plans as defined in the campus Master Facility Plan. The requested acquisition continues the campus efforts towards achieving those goals.

The property is currently owned by Alexandria ISD No. 206, and has for many years served as their bus facility adjacent to their former high school site. Following the relocation of the high school in 2014, ISD No. 206 is now relocating the bus facility, as well, and the opportunity for the college to acquire this parcel is available.

The acquisition will provide the college with the following benefits:

- With the pending sale of approximately 8.8 acres of land to Pope/Douglas Waste Management (January 2020 BOT action), the college is in need of a receiving warehouse, cold storage, and facility maintenance equipment location. The ISD 206 property has buildings that meet these requirements.

- Promotes pedestrian safety with the reduction of bus traffic, especially after the City of Alexandria extension of 18th Avenue
- The college will own contiguous property north of 18th Avenue
- Allows for removal of fuel tanks from the center of campus - located where there is significant student and employee traffic
- Allows for a more desirable design of 18th Avenue scheduled for summer 2021 construction
- In addition to the benefits stated above, the acquisition is supported by the colleges' Comprehensive Facilities Plan by:
 - Complementing the recent purchase of 20 acres of adjacent property (January 2020 BOT action) and sale of unneeded properties to better align college property holdings
 - Responding to the extension of 18th Avenue which bisects the college campus
 - Making the campus more navigable and inviting to visitors
 - Enabling the concept to develop new pedestrian infrastructure and outdoor collaborative/dining space along 18th Avenue
 - Allowing removal of fuel pumps from close proximity to the future main entrance to the college

The college has been undertaking a rebalancing of property holdings, declaring specific lands surplus to use the proceeds from those sales to purchase desired properties, including the 20 acres of adjacent property approved by the Board at their January 2020 meeting.

For the current 4.89 acre acquisition, the college will use Fund Balance to purchase the property.

RECOMMENDED COMMITTEE MOTION:

The Facilities Committee and the Finance Committee recommend that the Board of Trustees adopt the following motion:

The Board of Trustees authorizes the chancellor or chancellor's designee to acquire approximately 4.89 acres adjacent to Alexandria Community and Technical College for the \$725,000 appraised value plus any closing costs and execute documents necessary to finalize the transaction.

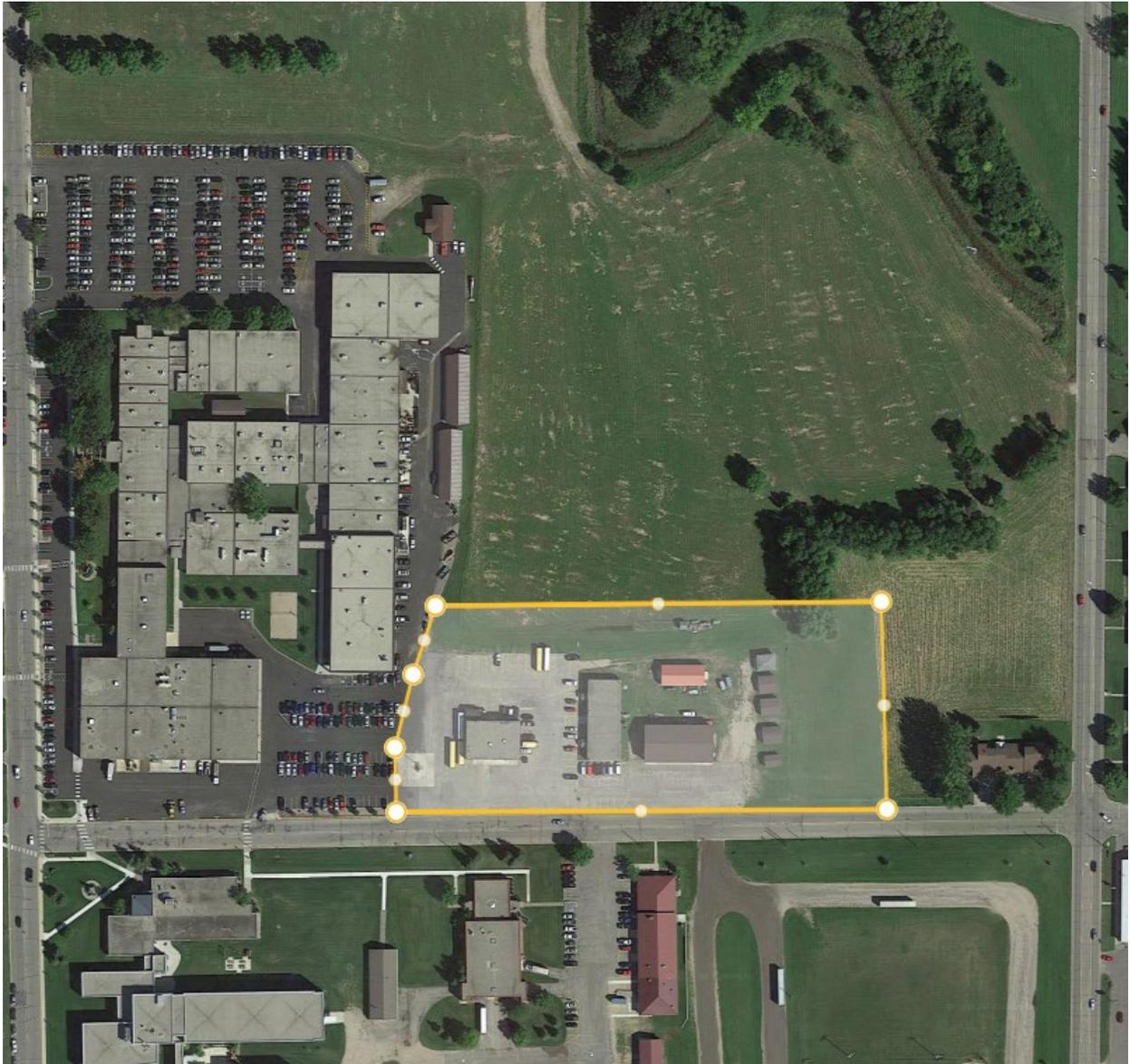
RECOMMENDED BOARD MOTION:

The Board of Trustees authorizes the chancellor or chancellor's designee to acquire approximately 4.89 acres adjacent to Alexandria Community and Technical College for the \$725,000 appraised value plus any closing costs and execute documents necessary to finalize the transaction.

Date Presented to the Board of Trustees: May 20, 2020

Date of Implementation: May 20, 2020

Alexandria Technical and Community College
Property Acquisition



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

Name: Finance Committee

Date: May 20, 2020

Title: 2020 Legislative Session Results

Purpose (check one):

- | | | |
|---|---|---|
| <input type="checkbox"/> Proposed
New Policy or
Amendment to
Existing Policy | <input type="checkbox"/> Approvals
Required by
Policy | <input type="checkbox"/> Other
Approvals |
| <input type="checkbox"/> Monitoring /
Compliance | <input checked="" type="checkbox"/> Information | |

Brief Description:

Details will be provided during the meeting.

Scheduled Presenter:

William Maki, Vice Chancellor for Finance and Facilities

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MINNESOTA STATE BOARD OF TRUSTEES
Agenda Item Summary Sheet

Name: Finance Committee

Date May 20, 2020

Title: FY2021 Annual Operating Budget (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 5.9, Biennial and Annual Operating Budget Planning and Approval, requires the Board of Trustees to approve the system-wide annual all-funds operating budget plans for colleges, universities, and the system office. Board Policy 5.11, Tuition and Fees, requires the Board of Trustees to approve the tuition and fee structure for all colleges and universities.

Based on the Board's discussions at the April meeting, the first reading of the FY2021 annual operating budget will focus on determining system-wide guidance for colleges and universities to use in completing their detailed operating budgets, especially regarding planned tuition rates. An update on potential budget scenarios will be discussed at this meeting.

Scheduled Presenter(s):

William Maki, Vice Chancellor for Finance and Facilities

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

BOARD ACTION
FY 2021 ANNUAL OPERATING BUDGET (FIRST READING)

BACKGROUND

Each year the Board of Trustees reviews and approves the annual operating budget for Minnesota State for the fiscal year. Typically, this agenda item is scheduled for the May and June board meetings so that colleges and universities can have approved operating budgets when the fiscal year begins on July 1.

Based on the Board’s discussions at the April meeting, the May review of the fiscal year 2021 annual operating budget will focus on determining system-wide guidance for colleges and universities to use in completing their detailed operating budgets, especially regarding planned tuition rates. Budget scenarios currently being considered by colleges and universities contemplate potentially large changes in enrollment, tuition revenue, and revenue from room, board, athletics, events and other programs. Changes in state and federal support also need to be considered.

Minnesota State has two primary sources of revenue: state appropriation and tuition. fiscal year 2021 is the second year of the state’s biennial budget, which normally means the legislature focuses on capital budgets and special requests for supplemental operating budget items. Ongoing review of enrollment trends at each college and university would normally provide tuition revenue estimates within relatively narrow bands of certainty. Due the COVID-19 pandemic this spring, however, neither of these processes is currently occurring in a normal manner.

2019 LEGISLATIVE PARAMETERS FOR THE 2020-21 BIENNIAL BUDGET

When the higher education funding bill was passed at the end of the 2019 legislative session, it provided \$81.5 million in new funding for Minnesota State, about one-third of the \$246 million requested by the Board for the 2020-21 biennium. Campus support was structured 48 percent in the first year and 52 percent in the second year, continuing the structural issue that challenges campus budget planning.

Legislative committees were aware that the Board’s requested amount would have kept tuition rates unchanged. In addition to the lower amount appropriated, the law provides that undergraduate tuition rates may be increased by up to three percent in each year of the biennium, which was the planning amount assumed by the system if the full request was not appropriated. A separate provision in the law allows differential tuition rates to exceed three

percent, “where costs for course or program delivery have increased due to extraordinary circumstances beyond the control of the college or university.” Another provision in the law requires differential tuition for online courses to stay at fiscal year 2019 levels for both years of the biennium, pending a report and future discussion of online tuition rates.

Based on this law, the system’s formula for allocating the state appropriation, local enrollment estimates, and local student consultation, each college and university put together its FY2020 operating budget. All colleges and universities included base undergraduate tuition increases of three percent. Added together, the system all-funds budget totaled \$2.1 billion and was approved by the Board on June 19, 2019.

2020 LEGISLATIVE SESSION STATUS

In addition to the Legislative Update already presented to the Board, a brief financial review is added here.

For the 2020 legislative session, Minnesota State has requested \$271.2 million in funding for a capital program to improve campus facilities and enhance our ability to serve our students. These investments, comprising \$230.8 million in state financing and \$40.4 million in college and university support, would reduce operating expenses and directly affect student success through improved teaching, learning, and support spaces. The top priority, \$150 million for asset preservation through HEAPR funding, would provide for more than 100 campus projects across the state, addressing the most basic needs for updated roofs, windows, and exterior walls, as well as efficient and effective mechanical and utility systems.

In addition, \$54.2 million is being requested in supplemental operating funds. Of this amount, \$39.7 million is requested for tuition relief and campus support, which would hold undergraduate tuition rates at current levels. Also, \$14.5 million in base funding is being requested to continue development of the NextGen information system.

In response to the COVID-19 pandemic, the Department of Management and Budget (MMB) released an unusual Interim Budget Projection on May 5, 2020. For the biennium ending June 30, 2021, the May Projection predicts a General Fund budget deficit of \$2.426 billion, which is a drop of nearly four billion dollars from the \$1.513 billion surplus projected in the State’s February 2020 Budget and Economic Forecast. The Interim Budget Projection states that the state’s budget and economic outlook has significantly worsened and will remain volatile for some time. The State does have a \$2.359 billion budget reserve to mitigate the budgetary impact of the crisis, but the \$2.426 billion projected deficit is only for the current biennium. The Interim Budget Projection does not estimate numbers for the FY2022-23 biennium, though it states that the COVID-19 impact on the coming biennium is also expected to be significantly negative.

While the use of reserves and other measures may hold off the need for the Governor to unallot (make unavailable) amounts currently appropriated to Minnesota State and other entities, the immediate implication of the Interim Budget Projection is that the legislature is not in a position to provide money for the system’s supplemental budget request. With no

additional state appropriation, the system's existing budgetary planning parameters include a three percent tuition increase for fiscal year 2021 college and university budgets. This existing planning parameter was established before the COVID-19 pandemic caused new pressures on college and university budgets. These new pressures have caused immediate financial concerns and budgetary concerns that will continue into the fiscal year 2021 budget period.

2020 FEDERAL EMERGENCY COVID-19 ASSISTANCE

The Federal CARES Act signed into law on March 27 provides Minnesota State's college and universities with some relief to cover these short-term costs. However when taking into consideration not only spring semester, but summer session and the projected impact for fall semester the funding is inadequate to cover all the losses and additional costs, especially at our six residential state universities and a select number of colleges where students utilizing student housing is a significant portion of their overall enrollment.

The CARES Act provides \$14.2 billion in funds to institutions of higher education. The most significant portion of that funding allocation provides that \$12.56 billion to be distributed to directly to institutions using a formula based on student enrollment. School allocations are set by formula prescribed in the CARES Act that is weighted significantly by the number of full-time students who are Pell-eligible but also takes into consideration the total population of the school and the number of students who were not enrolled full-time online before the coronavirus outbreak. The total amount for the 30 colleges and 7 universities of Minnesota State is \$93.361 million. The funds were awarded directly through the Title IV distribution system to our institutions.

Fifty percent of the funding or \$46.681 million is reserved to provide students with financial aid grants to help cover expenses related to the disruption of campus operations due to coronavirus. The CARES Act provides institutions with significant discretion on how to award this emergency assistance to students. Guidance was developed at the system level regarding the development of a plan to distribute these grants. Components of the plans included: an across-the-board component for all students enrolled as of the Friday prior to the institution's spring break; need-based grants awarded according to institution-specific criteria that include Pell-eligibility and other factors as outlined by the United States Department of Education; and an emergency fund for students at risk of being unable to complete their education due to coronavirus-related disruptions. The only federal requirement is that the funds be used to cover expenses related to the disruption of campus operations due to coronavirus (including eligible expenses under a student's cost of attendance, such as food, housing, course materials, technology, health care, and child care).

Fifty percent of the funding or \$46.681 million is available for institutional use. Colleges and universities may use the funds to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus. These costs must have been first incurred on or after March 13, 2020, the date of the Proclamation of National Emergency. There must a reasoned basis for concluding such costs have a clear nexus to significant changes to the delivery of instruction due to the coronavirus. Permissible costs include reimbursement for

costs related to refunds made to students for housing, food, or other services that the campus could no longer provide, or for hardware, software, or internet connectivity that the campus may have purchased on behalf of students or provided to students.

Each college and university is currently working on a plan on they will utilize these funds. They have one year to use these funds so they will part of their revised FY2020 budget and their fiscal year 2021 budget that will be approved by the Board of Trustees later this spring.

In addition, Minnesota State may also be eligible for a portion of the \$1.64 billion in CARES Act funds that were allocated for emergency aid under Section 18004(a)(2) for Historically Black Colleges and Universities (HBSUs), Tribally Controlled Colleges and Universities (TCCUs), and other Minority Serving Institutions (MSIs) as well as other institutions eligible for the Strengthening Institutions Program (SIP) plus under section 18004 (a)(3) for institutions who have significant unmet need. Eleven colleges and three universities are eligible for a total amount between \$3 and \$4 million from Section 18004(a)(2). Our four smallest colleges are eligible for a total of approximately \$700,000 to when including the emergency relief fund, they each receive at least \$500,000.

Lastly on April 17, Minnesota State requested \$10.8 million in funding from Governor Walz's office from the \$43.4 million that Minnesota was awarded from the Governor's Emergency Education Relief Fund (GEERF). Minnesota State partnered with the University of Minnesota to request 50 percent of the GEERF funds. The CARES Act gives governors broad latitude to use these funds on educational priorities at the K-12 and postsecondary education levels. GEERF funding would help Minnesota State suspend a needed tuition increase for the 2020-21 academic year.

2021 COLLEGE AND UNIVERSITY BUDGET PRIORITIES AND PRESSURES

Budgets developed by colleges and universities need to focus resources on investments that will ensure the success of students, continue our commitment to affordability and strengthen strategies that address workforce opportunity gaps. Strategic priorities include:

- The essential need to make sure that Minnesota State's programs provide for equitable educational success for all Minnesotans, regardless of race or ethnicity, economic status, or whether they are the first in their families to attend a college or university. The State of Minnesota needs all our students to complete their programs and contribute to the success of our economy and society.
- The need to keep the net cost of higher education affordable to Minnesotans who may be even more interested in Minnesota State due to unemployment or other life changes caused by the COVID-19 pandemic.
- The need to maintain programs and services that serve our current and future students, including enterprise-wide technology infrastructure and the structural capacity for innovation.

- The need to ensure long-term financial sustainability.

While FY2020 state appropriations may not be unallotted or otherwise reduced and Federal emergency aid will help colleges and universities meet financial needs through the summer, the fiscal year 2021 budgetary period presents significant financial pressures.

- Enrollment declines that are difficult to predict and potentially disabling to operating budgets
- Financial losses beyond tuition, such as room, board, event and parking fees, which are necessary to meet fixed debt service and facilities maintenance obligations (mostly accounted for in the revenue fund)
- Potential reduction(s) of the fiscal year 2021 state appropriation, which is just as necessary for operating budgets as are tuition revenues

In April, we provided the Board with different enrollment scenarios to illustrate the impact enrollment loss would have on the system’s general fund operating budget assuming tuition rates would increase by three percent as shown in the table below.

Fiscal Year 2021 General Fund Operating Budget Scenarios

<i>\$s in millions</i>	Flat with 3% Tuition/ Inflation	-5% Enrollment Reduction	-10% Enrollment Reduction	-20% Enrollment Reduction
Sources				
State Appropriation	\$765.7	\$765.7	\$765.7	\$765.7
Tuition (3% rate change)	\$761.5	\$724.6	\$687.6	\$613.7
Other	\$135.5	\$128.7	\$121.9	\$108.4
Sources Total	\$1,662.6	\$1,618.9	\$1,575.2	\$1,487.7
Expenses				
Compensation	\$1,292.7	\$1,292.7	\$1,292.7	\$1,292.7
Other Operating	\$389.8	\$389.8	\$389.8	\$389.8
Expenses Total	\$1,682.5	\$1,682.5	\$1,682.5	\$1,682.5
Structural Gap	(\$19.8)	(\$63.6)	(\$107.3)	(\$194.8)

The table below provides the Board with additional analysis that estimates potential general fund dollar amounts associated with different increments of enrollment and tuition changes at the system level. Each college or university will experience different enrollment changes based on factors specific to its programming, location, student body makeup, and so on. Institutions with significant residential components, athletic programs, hands-on technical and lab-based programs will likely be hit harder. Also, any percent change in tuition rate will affect each college or university differently based on its current rates and the extent to which tuition contributes to its general fund revenues. Generally speaking, universities rely on tuition revenue more than colleges do.

General Fund Budgetary Gap – Enrollment and Tuition Rate Changes

Tuition Rate Changes	Flat Enrollment	5% Enrollment Reduction	10% Enrollment Reduction	20% Enrollment Reduction
0%	(\$42.0)	(\$85.8)	(\$129.5)	(\$217.0)
1%	(\$34.6)	(\$78.4)	(\$122.1)	(\$209.6)
2%	(\$27.2)	(\$71.0)	(\$114.7)	(\$202.2)
3%	(\$19.8)	(\$63.6)	(\$107.3)	(\$194.8)

The budgetary gaps shown in the table represent the impact to the general fund only because of the direct correlation rate and volume changes have on tuition revenue. It assumes all tuition is impacted during the entire fiscal year and no changes to expenditures other than inflation. Prior to COVID-19 with a flat enrollment assumption, we expected to have a nearly \$20 million general fund budgetary gap after increasing tuition revenue through a 3% tuition rate increase for fiscal year 2021. Each percentage point of tuition equates to \$7.4 million of revenue support for the general fund. Since most base expenditures are already established for the 2020-2021 academic year, the short-term implications of not receiving this additional revenue will be the need to utilize fund balance or implement short-term reductions while the long-term implications could result in reduced programs and services.

OPTIONS FOR 2021 BUDGETS

College and University Reallocations

Minnesota State as a system reallocated \$30 million in fiscal year 2019, bringing to \$142 million the total reallocations over the past four years. The majority of the reallocations were achieved through personnel reductions, primarily through managing vacancies, although some employees were laid off. The reductions were mainly used to balance the budget. The proposed fiscal year 2020 operating budget for colleges, universities, and the system office

included \$16.6 million in reallocations. In the months since the budget was approved by the Board, these reallocations have increased in order to balance budgets. While they are significant, these reallocations have been taken in order to operate within current resources. Over half these reallocations are simply budget reductions that result in reduced programs and services. Even without the increased budgetary pressures on fiscal year 2021, college and university ability to continue to reallocate funds to balance budgets continues to diminish over time. Reallocations cannot be a significant tool in meeting the kind of budgetary pressures that will be new in fiscal year 2021.

System level Allocations

State appropriated amounts are directed by law and allocated by the Board in several ways. The State Appropriation Distribution sheet (Attachment 1) outlines the specific allocation of state resources.

Learning Network of Minnesota (0.5%) - \$4.115M

- A pass through appropriation set by state law at \$4.115 million since fiscal year 2012

System Office (4.3%) - \$33.074M

- Set by state law at \$33 million for system office since fiscal year 2012

Systemwide Set Asides (6.7%) - \$51.050M

- Activities managed and paid for centrally, but on behalf of all colleges and universities
- Examples: Collaboration, NextGen, Enterprise Technology, Debt Service, Attorney General, PALS

Institutional Priority Allocations (5.1%) - \$38.907M

- Board and legislative priority funding sent to all or select colleges and universities for specific activities
- Examples: Access & Opportunity, Leveraged Equipment, Workforce Development Scholarships

Institutional Basic Allocations (83.4%) - \$638.512M (Attachment 2)

- Enrollment is the main driver of the distribution of institutional basic allocations
- The allocation model distributes base operating funds to colleges and universities in the form of a block grant
- Past legislative tuition relief support is distributed based on enrollment

Tuition rates

Since fiscal year 2014, college and university tuition rates have either been reduced, frozen, or allowed to modestly increase. During this period, system planning included annual three percent tuition revenue increases during each biennium and many of our requests to the legislature asked for the state to fund these increases to maintain affordability.

The ability for our colleges and universities to raise tuition have been limited by the legislature since 2014 and some of the limitations have been supported directly by state appropriation as a replacement to tuition revenue. Below illustrates the years of tuition limitations and whether or not those limitations were fully funded by state appropriation.

Fiscal Year	Colleges	Universities	State Funding in-lieu of Tuition
2014	Frozen	Frozen	Yes, fully funded
2015	Frozen	Frozen	Yes, fully funded
2016	Frozen	Increased overall average of 3.4%	Colleges fully funded
2017	Cut 1%	Frozen	None
2018	Increased overall average by 1%	Increased overall average of 3.9%	Colleges fully funded
2019	Frozen	Frozen	None
2020	Increased by 3%	Increased by 3%	None

STUDENT CONSULTATION

College and University leadership have been engaged in the student consultation process the past several months. While the COVID-19 response provided some challenges, campuses continued using Zoom and other technologies so meetings could continue. Advisors of campus student associations provided strong support and assistance during this time period.

The submission of budget consultation letters from campus student association leadership is in process with a final due date of May 29. Consultation occurs in the form of discussion, the presentation of materials, and the opportunity for students to ask questions. The letter that is submitted describes the process and the engagement between the campus student association leaders and the college or university administration. Preliminary feedback from college and university presidents indicate that generally this process is going well.

As part of the packet for the June 2020 meeting, copies of all the tuition consultation letters will be included as well as documentation of communication that occurred between the college or university administration since the letter was submitted. This documentation will help provide assurance that follow-up communication occurred if there were any significant changes with the budget assumptions since the letter was submitted. In many cases the end of spring semester is a milestone in this process, however at that point the legislature is still in session and the first reading to the board has not yet occurred so it is important to align the final submission of budget materials with the conclusion of the consultation process.

BOARD GUIDANCE

As fiscal year 2021 operating budgets are being prepared, circumstances continue to change for our students, prospective students, and for our college and universities. Key components of budgets, such as enrollment projections, rely on assessment of conditions that have never existed before. Some assumptions will need to be revisited frequently in the coming months.

Regarding tuition, absent any additional guidance and assuming no additional state funds, the pre-COVID-19 planning assumes three percent increases to rates. Taking that into account, along with the extent of challenges and uncertainties, updated board guidance will help colleges and universities finalize their fiscal year 2021 operating budget requests for consideration at the June meeting.

JUNE COMMITTEE MATERIALS

Taking into account guidance provided by the Board, colleges and universities will complete their fiscal year 2021 operating budgets in the coming month. These budgets will be presented to the Board at its June meeting in the following documents:

- Enterprise-level all funds and general fund operating budgets
- Tuition and fee tables
- College and university fiscal year 2021 operating budgets
- Revenue fund financing information and proposed charges
- Enrollment projections
- Net cost of tuition analysis (if available)
- Budget reserves by college and university
- Health service fee budgets
- Student consultation letters, with updates as needed

These materials will be provided to the committee as soon as they are available prior to the June meeting.

RECOMMENDED FINANCE COMMITTEE MOTION FOR JUNE:

The Finance and Facilities Committee recommends that the Board of Trustees adopt the following motion:

- Adopt the annual total all funds operating budget for fiscal year 2021 as shown in Table x-x. The chancellor is authorized, after consultation with the board chair and treasurer, to adjust the budget approved in Table x-x to reflect any additional state appropriations received as a result of a special legislative session.
- Approve the proposed tuition structure recommendations for fiscal year 2021 as detailed in Attachments xx through xx.
- Tuition rates are effective summer term or fall term 2020 at the discretion of the president. The chancellor or designee is authorized to approve any required technical

adjustments, and is requested to incorporate any approvals at the time fiscal year 2022 tuition recommendations are presented to the Board of Trustees.

- Continue the policy of market-driven tuition for closed enrollment courses, customized training, and non-credit instruction, continuing education, and contract postsecondary enrollment option programs.
- Approve the Revenue Fund and related fiscal year 2021 fees for room and board, student union, wellness and recreation facilities, and parking ramps/surface lots as detailed in Attachments xx through xx, including any housing fees that the campuses may charge for occupancy outside the academic year.
- Authorize the chancellor or designee to enter into an agreement with the Learning Network of Minnesota to provide the funding appropriated to the organization in Minnesota Laws 2019, Chapter 64, Article 1, Section 3, Subdivision 4, in the amount of \$4,115,000.

Date Presented to the Board of Trustees: 06/17/20

Date Approved: 06/17/20

Date of Implementation: 07/01/20

State Appropriation Distribution (also known as Master Green Sheet)
FY2019 - FY2021

	FY2019	FY2020	FY2021
Institutional Basic Allocations			
Base	511,355,474	540,320,038	541,366,893
Inflation	27,143,000	30,760,000	33,740,000
Tuition Replacement (18-19) Colleges only	8,000,000		
Tuition Replacement (15-19)	57,760,497	64,451,933	63,405,078
Subtotal Basic Allocations	604,258,971	635,531,971	638,511,971
Institutional Priority Allocations			
Collaboration	5,400,000	5,400,000	5,400,000
Workforce Education Priorities	5,112,000	5,112,000	5,112,000
Access and Opportunity	9,752,000	9,752,000	9,752,000
NHED - Range Voc Ed	900,696	900,696	900,696
Cook County Higher Education	200,000	300,000	300,000
Leveraged Equipment	7,278,000	7,528,000	7,528,000
Legislative Initiatives	358,000	915,000	915,000
Rural College Support	3,000,000	3,000,000	3,000,000
Workforce Development Scholarships	1,000,000	2,000,000	6,000,000
Subtotal Institutional Priority Allocations	33,000,696	34,907,696	38,907,696
Systemwide Set Asides			
ISRS NextGen	4,000,000	8,000,000	8,000,000
Attorney General	900,000	900,000	900,000
Debt Service - system level	17,420,000	17,000,000	17,000,000
- campus level	[16,500,000]	[16,500,000]	[16,500,000]
Enterprise Technology	20,443,682	20,443,682	20,443,682
Repair and Replacement	400,000	400,000	400,000
Leadership Transitions (Searches)	800,000	800,000	800,000
System audit program	1,200,000	1,200,000	1,200,000
PALS	1,606,651	1,606,651	1,606,651
System Procurement	700,000	700,000	700,000
Subtotal - Set Asides	47,470,333	51,050,333	51,050,333
TOTAL COLLEGE/UNIVERSITY ALLOCATIONS	684,730,000	721,490,000	728,470,000
Learning Network of Minnesota	4,115,000	4,115,000	4,115,000
System Office	33,074,000	33,074,000	33,074,000
TOTAL STATE APPROPRIATION	721,919,000	758,679,000	765,659,000

FP&A May 2020

Minnesota State
FY2021 COLLEGE/UNIVERSITY ALLOCATION
(BASED ON FY2019 DATA)

Inst ID	Institution Name	FY2019 FYE	Sum A thru E					F/tot F	
			A Instruction & Academic Support	B Student Services & Institutional Support	C Facilities	D Student Success	E Research & Public Service	F TOTAL ALLOCATION FRAMEWORK	G % Share of Allocation Framework
0203	Alexandria TCC	1,783	6,372,715	4,484,541	1,371,815	78,000	26,320	12,333,391	1.74%
0152	Anoka Ramsey CC - Anoka TC	6,592	18,774,023	11,517,036	2,091,604	1,072,000	21,548	33,476,211	4.72%
0070	Bemidji SU & Northwest TC-Bemidji	4,802	14,648,099	10,472,593	1,990,347	40,000	24,676	27,175,715	3.83%
0301	Central Lakes College	2,633	7,873,813	5,916,004	1,751,229	32,000	18,962	15,592,008	2.20%
0304	Century College	5,984	17,343,900	10,075,362	1,765,227	0	68,131	29,252,620	4.12%
0211	Dakota County TC - Inver Hills CC	4,744	15,795,925	9,126,950	2,226,623	234,000	314,787	27,698,286	3.90%
0163	Fond du Lac Tribal & CC	989	2,454,606	3,475,335	510,553	48,000	8,618	6,497,112	0.92%
0204	Hennepin Technical College	3,214	12,512,839	7,439,953	2,581,613	60,000	0	22,594,404	3.18%
0302	Lake Superior College	3,122	10,091,938	6,584,562	1,028,593	308,000	5,347	18,018,440	2.54%
0076	Metropolitan State University	5,937	19,863,265	12,760,783	751,192	28,000	71,408	33,474,648	4.72%
0305	Minneapolis College	4,620	14,045,830	9,100,249	2,511,029	312,000	52,801	26,021,909	3.67%
0213	Minnesota SC-Southeast	1,145	4,406,721	3,905,401	878,895	68,000	8,710	9,267,727	1.31%
0442	Minnesota State CTC	3,915	12,515,883	7,950,930	1,954,284	342,000	0	22,763,097	3.21%
0072	Minnesota SU Moorhead	5,258	18,070,266	10,858,188	2,334,360	32,000	196,109	31,490,922	4.44%
0071	Minnesota SU, Mankato	13,256	40,335,855	18,691,540	3,099,940	456,000	788,470	63,371,804	8.93%
0209	Minnesota West CTC	1,965	7,360,587	5,191,628	1,577,915	0	223,340	14,353,469	2.02%
0156	Normandale Community College	6,809	17,643,883	10,205,758	1,206,100	170,000	287	29,226,028	4.12%
0153	North Hennepin Community College	4,041	11,538,037	7,539,725	1,170,771	0	1,483	20,250,017	2.85%
0411	Northeast Higher Education District	3,299	10,262,550	7,606,296	2,726,691	586,000	297,858	21,479,395	3.03%
0403	Northland CTC	2,123	7,034,902	5,138,462	1,345,492	258,000	189,589	13,966,445	1.97%
0205	Pine TCC	820	2,436,023	3,251,457	338,069	28,000	0	6,053,549	0.85%
0308	Ridgewater College	2,490	9,548,548	5,593,348	1,849,685	0	0	16,991,581	2.39%
0307	Riverland Community College	2,066	6,704,274	4,866,560	1,410,343	0	0	12,981,176	1.83%
0306	Rochester CTC	3,498	11,457,749	6,338,434	2,078,146	64,000	40,183	19,978,512	2.82%
0206	Saint Paul College	4,509	13,112,667	7,933,382	1,297,265	878,000	0	23,221,314	3.27%
0309	South Central College	2,138	8,087,898	5,234,573	1,150,201	0	53,846	14,526,518	2.05%
0075	Southwest Minnesota SU	3,565	9,447,348	10,711,095	1,873,162	12,000	115,943	22,159,548	3.12%
0073	St. Cloud SU	10,428	34,746,233	19,757,417	4,323,037	0	683,149	59,509,836	8.39%
0208	St. Cloud TCC	3,131	9,857,712	5,536,491	1,177,990	124,000	5,586	16,701,777	2.35%
0074	Winona SU	7,216	23,957,297	12,699,151	2,435,540	0	105,757	39,197,745	5.52%
TOTAL		126,092	398,301,380	249,963,202	52,807,712	5,230,000	3,322,910	709,625,203	100.00%

Minnesota State
FY2021 COLLEGE/UNIVERSITY ALLOCATION
(BASED ON FY2019 DATA)

		H	H/tot H	i*\$X	g*\$X	j+k	L/tot L	L-H	N/H
Inst ID	Institution Name	FY2020 Base Allocation	% Share of FY2020 Allocation	50% FY2018 Base % Share	50% Allocation Framework % Share	FY2021 Base Allocation	% Share of FY2021 Allocation	\$ Change Over FY2020	% Change Over FY2020
0203	Alexandria TCC	9,917,879	1.74%	4,993,907	4,997,721	9,991,628	1.74%	73,749	0.7%
0152	Anoka Ramsey CC - Anoka TC	25,258,001	4.42%	12,718,051	13,565,189	26,283,240	4.57%	1,025,239	4.1%
0070	Bemidji SU & Northwest TC-Bemidji	21,721,489	3.80%	10,937,327	11,012,109	21,949,436	3.82%	227,947	1.0%
0301	Central Lakes College	12,824,049	2.25%	6,457,238	6,318,174	12,775,412	2.22%	(48,637)	-0.4%
0304	Century College	22,589,117	3.96%	11,374,200	11,853,710	23,227,910	4.04%	638,793	2.8%
0211	Dakota County TC - Inver Hills CC	22,441,641	3.93%	11,299,942	11,223,865	22,523,807	3.92%	82,166	0.4%
0163	Fond du Lac Tribal & CC	5,356,980	0.94%	2,697,377	2,632,752	5,330,129	0.93%	(26,852)	-0.5%
0204	Hennepin Technical College	18,416,739	3.22%	9,273,300	9,155,677	18,428,977	3.20%	12,238	0.1%
0302	Lake Superior College	13,943,527	2.44%	7,020,923	7,301,410	14,322,333	2.49%	378,807	2.7%
0076	Metropolitan State University	26,875,666	4.71%	13,532,587	13,564,555	27,097,142	4.71%	221,476	0.8%
0305	Minneapolis College	20,818,946	3.65%	10,482,873	10,544,566	21,027,439	3.66%	208,493	1.0%
0213	Minnesota SC-Southeast	7,704,849	1.35%	3,879,589	3,755,457	7,635,046	1.33%	(69,803)	-0.9%
0442	Minnesota State CTC	18,556,255	3.25%	9,343,551	9,224,034	18,567,585	3.23%	11,329	0.1%
0072	Minnesota SU Moorhead	25,976,599	4.55%	13,079,884	12,760,713	25,840,597	4.49%	(136,003)	-0.5%
0071	Minnesota SU, Mankato	51,819,739	9.07%	26,092,567	25,679,444	51,772,012	9.00%	(47,727)	-0.1%
0209	Minnesota West CTC	11,216,350	1.96%	5,647,720	5,816,295	11,464,015	1.99%	247,665	2.2%
0156	Normandale Community College	21,718,253	3.80%	10,935,697	11,842,935	22,778,632	3.96%	1,060,379	4.9%
0153	North Hennepin Community College	16,063,663	2.81%	8,088,466	8,205,687	16,294,153	2.83%	230,490	1.4%
0411	Northeast Higher Education District	17,671,772	3.09%	8,898,191	8,703,854	17,602,044	3.06%	(69,728)	-0.4%
0403	Northland CTC	11,282,562	1.98%	5,681,059	5,659,465	11,340,525	1.97%	57,963	0.5%
0205	Pine TCC	4,538,592	0.79%	2,285,297	2,453,012	4,738,309	0.82%	199,717	4.4%
0308	Ridgewater College	13,717,046	2.40%	6,906,884	6,885,308	13,792,192	2.40%	75,146	0.5%
0307	Riverland Community College	10,440,828	1.83%	5,257,224	5,260,216	10,517,441	1.83%	76,613	0.7%
0306	Rochester CTC	15,560,062	2.72%	7,834,891	8,095,668	15,930,558	2.77%	370,496	2.4%
0206	Saint Paul College	17,118,108	3.00%	8,619,406	9,409,712	18,029,118	3.13%	911,010	5.3%
0309	South Central College	11,631,298	2.04%	5,856,657	5,886,418	11,743,074	2.04%	111,777	1.0%
0075	Southwest Minnesota SU	17,984,519	3.15%	9,055,667	8,979,464	18,035,131	3.14%	50,612	0.3%
0073	St. Cloud SU	52,760,192	9.24%	26,566,110	24,114,502	50,680,612	8.81%	(2,079,580)	-3.9%
0208	St. Cloud TCC	12,839,240	2.25%	6,464,886	6,767,874	13,232,760	2.30%	393,520	3.1%
0074	Winona SU	32,316,079	5.66%	16,271,975	15,883,662	32,155,636	5.59%	(160,443)	-0.5%
TOTAL		571,080,038	100.00%	287,553,447	287,553,447	575,106,893	100.00%	4,026,855	0.7%

**Minnesota State
FY2021 COLLEGE/UNIVERSITY ALLOCATION
(BASED ON FY2019 DATA)**

		P	Q	R
Inst ID	Institution Name	FY14-18 Tuition Relief Allocation	FY2021 Access & Opportunity	Rural College Campus Aid
0203	Alexandria TCC	1,070,949	135,370	100,000
0152	Anoka Ramsey CC - Anoka TC	3,842,292	589,201	100,000
0070	Bemidji SU & Northwest TC-Bemidji	1,971,125	295,229	100,000
0301	Central Lakes College	1,227,942	236,251	200,000
0304	Century College	3,784,508	522,427	
0211	Dakota County TC - Inver Hills CC	3,039,638	378,806	
0163	Fond du Lac Tribal & CC	357,380	85,520	100,000
0204	Hennepin Technical College	1,988,515	293,404	
0302	Lake Superior College	1,759,017	253,736	100,000
0076	Metropolitan State University	2,184,439	433,179	
0305	Minneapolis College	2,878,511	477,812	
0213	Minnesota SC-Southeast	713,347	107,217	200,000
0442	Minnesota State CTC	2,176,452	334,523	300,000
0072	Minnesota SU Moorhead	1,800,843	260,837	
0071	Minnesota SU, Mankato	4,706,554	628,273	
0209	Minnesota West CTC	1,213,246	192,067	300,000
0156	Normandale Community College	4,275,721	590,780	
0153	North Hennepin Community College	2,589,287	382,771	
0411	Northeast Higher Education District	1,892,167	269,926	300,000
0403	Northland CTC	1,314,446	186,700	200,000
0205	Pine TCC	375,625	99,315	100,000
0308	Ridgewater College	1,588,174	199,797	200,000
0307	Riverland Community College	1,186,132	212,769	300,000
0306	Rochester CTC	2,251,476	290,816	100,000
0206	Saint Paul College	2,858,392	483,606	
0309	South Central College	1,359,567	182,022	200,000
0075	Southwest Minnesota SU	772,604	291,166	
0073	St. Cloud SU	3,444,943	562,130	
0208	St. Cloud TCC	1,995,302	282,222	100,000
0074	Winona SU	2,786,483	343,136	
TOTAL		63,405,077	9,601,008	3,000,000

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

Name: Facilities Committee / Finance Committee

Date: May 20, 2020

Title: Proposed Amendment to Policy 5.17: Sustainability, Resources Conservation and Recovery, and Environmentally Responsible Practices (First Reading)

Purpose (check one):

Proposed
New Policy or
Amendment to
Existing Policy

Approvals
Required by
Policy

Other
Approvals

Monitoring /
Compliance

Information

Brief Description:

The policy was reviewed as part of the five year review cycle pursuant to Board Policy 1A.1 Minnesota State Colleges and Universities Organization and Administration, Part 6, Subpart H, Periodic Review.

The proposed amendment was reviewed by the Office of General Counsel, cabinet, then sent out for formal consultation and received support from presidents, employee groups, student associations, and campus leadership groups. All comments received from the consultation were considered.

Scheduled Presenter(s):

Brian Yolitz, Associate Vice Chancellor for Facilities

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD ACTION

**PROPOSED AMENDMENT TO POLICY 5.17: SUSTAINABILITY, RESOURCES CONSERVATION
AND RECOVERY, AND ENVIRONMENTALLY RESPONSIBLE PRACTICES (FIRST READING)**

BACKGROUND

Board Policy 5.17 Sustainability, Resources Conservation and Recovery, and Environmentally Responsible Practices” was adopted and implemented by the Board of Trustees in June 2000.

The policy was reviewed as part of the five year review cycle pursuant to Board Policy 1A.1 Minnesota State Colleges and Universities Organization and Administration, Part 6, Subpart H, Periodic Review.

The proposed amendment was reviewed by the Office of General Counsel, cabinet, sent out for formal consultation, and received support from the presidents and campus leadership groups. All comments received from the consultation were considered.

RECOMMENDED COMMITTEE MOTION

This is a first reading, no action is required.

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MINNESOTA STATE
BOARD OF TRUSTEES

BOARD POLICY – FIRST READING			
Chapter	5	Chapter Name	Administration
Section	17	Policy Name	Commitment to Environmental Sustainability

5.17 Commitment to Environmental Sustainability

Deleted: Sustainability, Resources Conservation and Recovery, and Environmentally Responsible Practices

Part 1. Policy Statement

Minnesota State is committed to principles of environmental sustainability in the operation of college and university campuses and their academic and student support programs. The Board of Trustees promotes, reduction of carbon dioxide emissions, energy and water conservation and efficiency, reduction of solid waste, alternative transportation options, sustainable food and dining practices, conservation and protection of the natural environment, and pollution prevention and mitigation, striving to meet and—where practicable—exceed obligations under law and executive orders.

Deleted: system

Deleted: sustainability,

Deleted: resources

Deleted: recovery

Deleted: environmentally responsible practices, including energy conservation and

Deleted: .

Part 2. Responsibilities

The chancellor, in concert with college and university presidents, shall develop procedures and initiatives that reflect long-term environmental stewardship of the campuses and surrounding environment. The chancellor shall develop facilities planning guidelines, design and construction standards, and energy conservation, and procurement procedures as well as academic, service learning and student support programs that strive to reduce dependence on fossil fuels and provide long-term stewardship of campus and community resources.

College and university presidents shall develop and implement campus-based initiatives in support of these practices, and identify and report accomplishments consistent with Part 3.

Part 3. Accountability

Colleges, universities, and the system office shall appoint a point of contact for sustainability issues and facilitate development and implementation of campus-based initiatives. The point of contact shall maintain records regarding recycling, energy and water consumption and conservation, and pollution prevention efforts and shall monitor and communicate programs, initiatives and curriculum addressing sustainability. The system office and each college and university shall report progress and accomplishments periodically to the Board.

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Deleted: The system office, and each college and university,

Deleted: a representative(s)

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Related Documents:

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.

- Minnesota Statute 115A, Waste Management Act
- Minnesota Statute 16B.121, Purchase of Recycled, Repairable, & Durable Materials
- Minnesota Statute 115D, Pollution Prevention
- Minnesota Statute 116D, Environmental Policy
- Minnesota Statute 216B.241, Energy Conservation Improvement
- Minnesota Statute 216H.02, Greenhouse Gas Emissions Control
- www.pca.state.mn.us

Policy History:

Date of Adoption: 06/21/2000
Date of Implementation: 06/21/2000
Date of Last Review: xx/xx/2020

Date & Subject of Amendment:

Xx/xx/2020 - Retitled from "Sustainability, Resources Conservation and Recovery, and Environmentally Responsible Practices" to "Commitment to Environmental Sustainability." Added topic areas related to sustainability.

11/16/11 - Effective 1/1/12, the Board of Trustees amends all board policies to change the term "Office of the Chancellor" to "system office," and to make necessary related grammatical changes.

05/19/10 - Amended to clarify responsibilities of the chancellor and college and university presidents. The name of the policy was also amended to better reflect its purpose.

10/5/09 - Policy reviewed, no content amendments recommended.

06/18/03 - changes "system office" to "office of the chancellor"

Additional [HISTORY](#)

1 **5.17 Commitment to Environmental Sustainability**

2
3 **Part 1. Policy Statement**

4 Minnesota State is committed to principles of environmental sustainability in the operation of
5 college and university campuses and their academic and student support programs. The Board
6 of Trustees promotes reduction of carbon dioxide emissions, energy and water conservation and
7 efficiency, reduction of solid waste, alternative transportation options, sustainable food and
8 dining practices, conservation and protection of the natural environment, and pollution
9 prevention and mitigation, striving to meet and—where practicable—exceed obligations under
10 law and executive orders.

11
12 **Part 2. Responsibilities**

13 The chancellor, in concert with college and university presidents, shall develop procedures and
14 initiatives that reflect long-term environmental stewardship of the campuses and surrounding
15 environment. The chancellor shall develop facilities planning guidelines, design and construction
16 standards, and energy conservation, and procurement procedures as well as academic, service
17 learning and student support programs that strive to reduce dependence on fossil fuels and
18 provide long-term stewardship of campus and community resources.

19
20 College and university presidents shall develop and implement campus-based initiatives in
21 support of these practices, and identify and report accomplishments consistent with Part 3.

22
23 **Part 3. Accountability**

24 Colleges, universities, and the system office shall appoint a point of contact for sustainability
25 issues and facilitate development and implementation of campus-based initiatives. The point of
26 contact shall maintain records regarding recycling, energy and water consumption and
27 conservation, and pollution prevention efforts and shall monitor and communicate programs,
28 initiatives and curriculum addressing sustainability. The system office and each college and
29 university shall report progress and accomplishments periodically to the Board.

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- Minnesota Statute 216H.02, Greenhouse Gas Emissions Control
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Policy History:

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Date of Implementation: 06/21/2000
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06/18/03 - changes "system office" to "office of the chancellor"

Additional [HISTORY](#)

Board of Trustees Meeting

Minnesota State
Virtual Meeting
Wednesday, May 20, 2020
10:30 AM

The Board of Trustees are adhering to Governor Walz's Executive Order 20-01, the State of Minnesota Peacetime Emergency Declaration, and the Center for Disease Control's social distancing guidelines. The trustees will convene either by conference call or on a virtual meeting platform. Interested parties can listen to the live audio-streaming of the proceedings by clicking the link at:

<https://www.minnstate.edu/board/index.html>.

Convene and Call to Order, Jay Cowles, Chair

Chair's Report, Jay Cowles

- Revised FY2021 and Proposed FY2022 Board Meeting Dates (First Reading)

Chancellor's Report, Devinder Malhotra

Consent Agenda

1. **Minutes of the Committee of the Whole, April 22, 2020**
2. **Minutes of the Board of Trustees Meeting, April 22, 2020**
3. **Minutes of the Executive Committee Meeting, May 6, 2020**
4. **Authority to Purchase Real Property Exceeding 1% of Yearly Fiscal Operating Budget, Alexandria Technical and Community College**

Board Standing Committee Reports

Committee of the Whole, Jay Cowles, Chair

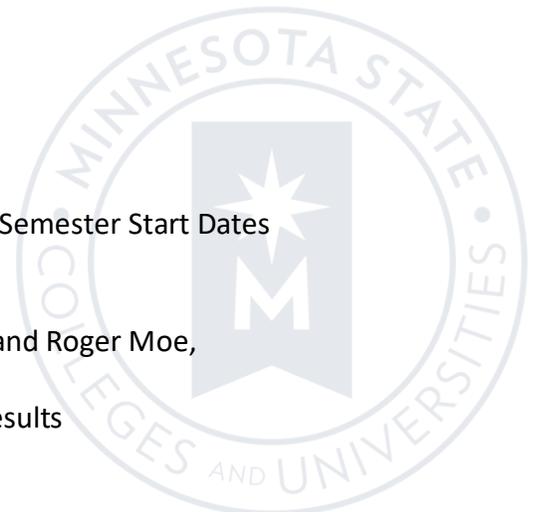
- Minnesota State Response to COVID-19

Academic and Student Affairs Committee, Alex Cirillo, Chair

- Proposed Amendment to Board Policy 3.34 Academic Semester Start Dates (First Reading)

Joint Meeting: Audit and Finance Committees, George Soule and Roger Moe, Co-chairs

1. Information Security Consultation Project, Phase 3 Results
2. Data Classification Review Results



Facilities Committee, Jerry Janezich, Chair

- Proposed Amendment to Board Policy 5.17: Sustainability, Resources Conservation and Recovery, and Environmentally Responsible Practices (First Reading)

Finance Committee, Roger Moe, Chair

1. 2020 Legislative Session Results
2. FY2021 Operating Budget (First Reading)
3. Proposed Amendment to Board Policy 5.17: Sustainability, Resources Conservation and Recovery, and Environmentally Responsible Practices (First Reading)

Student Associations

1. Lead MN, Oballa Oballa, President
2. Students United, Ola Abimola, State Chair

Minnesota State Colleges and Universities Bargaining Units

1. American Federation of State, County, and Municipal Employees, Tom Torgerud, President, AFSCME Council 5
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

MINNESOTA STATE
BOARD OF TRUSTEES

BOARD ACTION – FIRST READING

REVISED FY2021 AND PROPOSED FY2022 BOARD MEETING DATES

1 **BACKGROUND**

2 On May 6, 2020, the Executive Committee reviewed the revised FY2021 and proposed FY2022
3 board meeting dates. The meeting dates are shown on Attachment A. The Board of Trustees
4 will approve the meeting dates at their annual meeting on June 20, 2020. Once the calendars
5 are approved, changes to the calendar can be made with the approval of the board chair.
6 Changes to the calendar will be publicly noticed.

7
8 The meeting days are typically two-days on the third Tuesday and Wednesday on the months in
9 which the board is meeting. If the agendas require less time, one of the days, usually the first
10 day, will be cancelled. No meetings are scheduled in August, December, and February.

11
12 **REVISED FY2021 AND PROPOSED FY2022**

13 The only change to the revised FY2021 calendar is the September retreat was changed to
14 September 22 and 23, instead of September 15 and 16. Three off-site meetings are planned
15 during FY2021: a joint meeting of the Board of Trustees and the Leadership Council at Anoka-
16 Ramsey Community College on July 21 and 22; the retreat will in Austin with a visit to Riverland
17 Community College on September 22-23; and a joint meeting with the Leadership Council at
18 Minnesota State University Moorhead on November 17 and 18.

19
20
21
22 **RECOMMENDED BOARD MOTION**

23 **The Board of Trustees approves the revised FY2021 and proposed FY2022 meeting dates as**
24 **shown on Attachment A.**

25
26 *Date of Implementation: July 1, 2020*



Attachment A

Revised FY2021 and FY2022 Board Meeting Dates

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

Revised FY2021 Meeting Calendar

Meeting	Date	If agendas require less time, these dates will be cancelled.
Board Meeting/Combined meeting Leadership Council <i>Anoka-Ramsey Community College, Coon Rapids</i>	July 21-22, 2020	July 22, 2020
Orientation for new trustees	<i>August or after governor makes the appointments</i>	
Executive Committee	September 2, 2020	
Board Retreat: Date change <i>Proposed: Austin and Riverland Community College</i>	September 15-16 22-23 , 2020	
Executive Committee	October 7, 2020	
Committee / Board Meetings	October 20-21, 2020 <i>ACCT Leadership Congress Sept. 30-Oct. 3, Chicago</i>	October 20, 2020
Executive Committee	November 3, 2020	
Committee / Board Meetings Combined with Leadership Council <i>Proposed: Minnesota State University Moorhead</i>	November 17-18, 2020	November 17, 2020
No December meeting		

Executive Committee	January 6, 2021	
Committee / Board Meetings Combined with Leadership Council	January 26-27, 2021	
No February meeting	<i>ACCT National Legislative Summit, Feb. 7-10, Washington, D.C.</i>	
Executive Committee	March 3, 2021	
Committee / Board Meetings	March 16-17, 2021	March 16, 2021
Executive Committee	April 7, 2021	
Committee / Board Meetings	April 20-21, 2021 <i>AGB National Conference, Apr. 11-13, San Diego</i>	April 20, 2021
Executive Committee	May 5, 2021	
Committee / Board Meetings	May 18-19, 2021	May 18, 2021
Executive Committee	June 2, 2021	
Committee / Annual Board Meetings	June 15-16, 2021	June 15, 2021

Proposed FY2022 Meeting Calendar

Meeting	Date	If agendas require less time, these dates will be cancelled.
Board Meeting/Combined meeting Leadership Council	July 20-21, 2021	July 21, 2021
No meetings in August		
Board Retreat	September 21-22, 2021	

Executive Committee	October 5, 2021	
Committee / Board Meetings	October 19-20-2021 <i>ACCT Leadership Congress, October 13-16, 2021, San Diego</i>	October 19, 2021
Executive Committee	November 3, 2021	
Committee / Board Meetings Combined with Leadership Council	November 16-17, 2021	November 16, 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	<i>ACCT National Legislative Summit: February 2022 (dates not available)</i>	
Executive Committee	March 2, 2022	
Committee / Board Meetings	March 15-16, 2022	March 15, 2022
Executive Committee	April 6, 2022	
Committee / Board Meetings	April 19-20, 2022 <i>AGB National Conference, April 10-12, 2022, Orlando</i>	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

National Higher Education Conferences:

ACCT Leadership Congress: September 30-Oct. 3, 2020, Chicago
ACCT National Legislative Summit: February 7-10, 2021, Washington, DC.
AGB National Conference: April 11-13, 2021, San Diego
ACCT Leadership Congress: October 13-16, 2021, San Diego
ACCT National Legislative Summit: February 2022 (dates not posted)
AGB National Conference: April 10-12, 2022, Orlando

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



Consent Agenda

Minnesota State
Virtual Meeting
Wednesday, May 20, 2020
10:30 AM

The Board of Trustees are adhering to Governor Walz's Executive Order 20-01, the State of Minnesota Peacetime Emergency Declaration, and the Center for Disease Control's social distancing guidelines. The trustees will convene either by conference call or on a virtual meeting platform. Interested parties can listen to the live audio-streaming of the proceedings by clicking the link at:

<https://www.minnstate.edu/board/index.html>.

Consent Agenda

- 1. Minutes of the Committee of the Whole, April 22, 2020 (pp 1-12)**
- 2. Minutes of the Board of Trustees Meeting, April 22, 2020 (pp 13-30)**
- 3. Minutes of the Executive Committee Meeting, May 6, 2020 (pp 31-35)**
- 4. Authority to Purchase Real Property Exceeding 1% of Yearly Fiscal Operating Budget, Alexandria Technical and Community College (pp 4-7 of the Facilities Committee's meeting materials and pp 7-10 of the Finance Committee's meeting materials)**

Bolded items indicate action is required



MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES
COMMITTEE OF THE WHOLE MEETING MINUTES
April 22, 2020

Members Present: Jay Cowles, Chair, Roger Moe, Vice Chair, and Trustees Ahmitara Alwal, Ashlyn Anderson, Alex Cirillo, Jay Cowles, Dawn Erlandson, Robert Hoffman, Jerry Janezich, Roger Moe, April Nishimura, George Soule, Cheryl Tefer, Michael Vekich, and Samson Williams and Chancellor Devinder Malhotra

Convene, Jay Cowles, Chair

Chair Cowles called the meeting to order at 8:38 am. He commented that everyone is participating virtually.

Chair Cowles outlined how the board will conduct its meetings.

For the foreseeable future, Governor Walz’s Executive Order 20-01, the State of Minnesota peacetime emergency declaration, remains in effect. As a result, the meetings of the Board of Trustees will be conducted in accordance with Minnesota Statutes 13D.021— Meetings by Telephone or Other Electronic Means. Consistent with the federal and state guidance on the pandemic, in-person meetings will not be held. In addition, meeting the requirement of the Open Meeting Law to have at least one board member to be physically present at the regular meeting location is not practical during the pandemic, nor is it advisable under the current conditions for the public to physically attend the regular meeting location.

As a result, members of the public are not permitted to attend any upcoming meetings due to the current pandemic. The board will continue to provide access for the public to monitor meetings via a live audio-stream of the proceedings. As we have done all along, meeting notices, meeting materials, minutes, and the link to the live audio-stream can be accessed from the board’s website.

Chair Cowles conducted a roll call for attendance. All of the trustees participated in the meeting.

Chancellor Devinder Malhotra’s Introductory Comments

Chair Cowles, Vice Chair Moe, and members of the board, today is our second update to the board on Minnesota State’s response to COVID-19. Let me first begin by expressing my gratitude for your continued leadership and guidance during these challenging times. As I was reflecting upon today’s remarks, I went back to confirm that the first Minnesota COVID-19 case which occurred on March 6, only six weeks ago. At our last board meeting on March 18, my remarks centered on the decisions and actions made regarding the COVID-19 crisis. In light of the rapid pace at which the pandemic and new information continues to unfold, I will be joined by Senior Vice Chancellor Anderson, Vice Chancellor Maki, and Associate Vice

Chancellor Yolitz to provide an overview of our COVID-19 broader strategy. They will try to lay out for you where we are now, what lies ahead for summer and fall, including enrollment and financial implications.

Since the start of COVID-19 crisis, two organizing principles have guided our work. First, we act as a system. This approach ensured that we proceed with a unified voice and action plan while maintaining the flexibility and autonomy of our campuses to execute their institutional strategies and priorities. Second, we aim to stay ahead of the curve based on the rapidly changing information and guidance that is available to us from the Centers for Disease Control (CDC), the World Health Organization, and the Minnesota Department of Health. The unified approach and framework have guided our decision-making and continues to underpin our two paramount goals – protect the health and safety of our faculty, staff, and students and to ensure our students successfully finish the semester.

It has been clear throughout this time, that we cannot underestimate the importance of communication. Communications are critical and to that end we have been imparting timely information and updates through a robust communication structure. I want to assure the board that we are communicating and consulting with our colleges and universities on a regular basis through multiple channels. We continue to learn what is going on at our campuses and what we can do to provide them with additional assistance, planning, and guidance, and to learn from one another. It is imperative that we work and learn together as we navigate this situation. It is also important to remember that we are an interdependent network of 37 androgynous institutions all with their own programmatic orientation, history, and culture. I am confident in our institutions leaderships, and our presidents, and the communication and consultative structures which they have established within their campuses.

The colleges and universities of Minnesota State have been fully engaged in responding to the outbreak of COVID-19 by helping to flatten and spread out the curve, providing materials and resources to state and local entities. After transitioning our academic coursework from on campus face-to-face delivery to online and other alternate delivery means and moving the vast majority of our workforce to remote settings, our campuses turned their attention to request for support in the form of equipment, materials, and facilities both at the state and within the local regions in which our colleges and universities are located. All colleges and universities inventoried their personal protective equipment storage including N95 respirators, surgical masks, protective gowns and gloves, and medical equipment including as I said ventilators, IV stands, and hospital beds. Those items in excess of academic program and campus needs, have been made available and borrowed to major hospitals like Mayo and regional and community hospitals, and nursing homes as well as law enforcement, EMT's and other first responders.

Several campuses have responded to the call to manufacture PPE components like face shields for health care workers such as St. Cloud State University faculty which responded to CentraCare's request for 750 shields in a short period of time. In addition, with recent

recommendations by the CDC and MDH for the use of cloth face coverings in settings where social distancing protocols can be sustained, several campuses have taken to sewing masks for their campus and local communities such as the community-wide mask-making effort led by members of the Alexandria Technical and Community College.

Finally, campus facilities have been made available for storing and distributing personal protective equipment such as South Central College, North Mankato for regional needs and housing first-responders and health care professionals. Winona State University, Itasca Community College and Rainy River Community College are also in that category, as well as community members impacted by COVID-19 housed at St. Cloud State University. Campus facilities have been assessed as community care sites: Bemidji State University, Minnesota State University Moorhead, and Winona State University are contributing to the efforts to expand the number of hospital beds statewide. Our colleges and universities are fully engaged with the state and their local and regional responses to COVID-19. Our commitment to do our part over the coming weeks and months to flatten the curve and make significant contributions and minimizing the impact of COVID-19. With that Chair Cowles, I will turn it over to Senior Vice Chancellor Anderson.

Report from Ron Anderson, Senior Vice Chancellor for Academic and Student Affairs

Spring Semester 2020: Transition to remote instructional delivery

Thanks to our tireless faculty and staff for their work to adapt to continuous change over the past 6 weeks. Engagement of statewide leadership: campus presidents and the Leadership Council; faculty leaders of IFO, MSUAASF, and MSCF and student association leaders with whom we have been conferring regularly each week; and staff bargaining unit leaders who have been working closely with MMB; engagement of c-suite campus leaders. Most importantly thanks to our students who are persevering in the face of unprecedented challenge and uneven playing fields of disparate access to resources and support. Over 95 percent of courses moved fully online. Less than 5 percent have outstanding in-person instructional components. They are primarily at our colleges in career technical education fields in health care, trades, transportation, public safety, and manufacturing.

Academic innovation, creativity, and focus on students

- Shared objective of supporting students in successfully completing the semester
- Locating and developing new simulation and “hands-on” at home learning experiences in career technical education and professional programs
- Innovations across the liberal arts disciplines
- Extensive outreach to keep students engaged and retained; hosting numerous drop in hours
- Compassionate approaches recognizing that our students are people first and students second
- Practice adaptations: expanded grading options and guidance, and extended withdrawal period

Collaborative support activities

- Keep Teaching through COVID-19: The Great Minnesota State Disciplinary Get Together (March 25)
 - This event was planned and offered in 3½ business days!
 - 1800+ participants with 25 hosts, co-hosts, and panelists
 - Featured 17 discipline breakout sessions; student panel; policy and technology sessions; and ad hoc sessions formulated by the participants
- Minnesota State Centers of Excellence have convened disciplines by sector for an opportunity to share online curriculum and access to simulation resources including offering faculty development series.
 - Created COVID-19 websites and resources for different sectors
 - Supported the development of “at-home” hands-on learning resources for CTE programs (Transportation)
 - Worked with external regulators and program accrediting agencies in addition to providing specialized technical support
 - Hosted secondary-post-secondary convenings; as well as convenings with employers
- Continued discipline convenings and support after the virtual summit including the development of Academic and Student Services Continuity websites. Educational Innovations staff have provided technical support, drop ins and individual assistance
- Office of Equity and Inclusion webinar series focused on equity
 - *Part 1: Inclusive Leadership Priorities for COVID-19*
 - *Part 2: Academic Inclusion Priorities to Respond to COVID-19*
 - *Part 3: Guiding Campus Response to Address Racism and Xenophobia*

Technology

- Academic and support technologies performed well under drastically increased usage (e.g., D2L Brightspace, ZOOM, ISRS remote, video services, etc.)
- While there have been a few glitches, our technology has served us well.
- Thank you to our ITS staff at the system office and on our campuses across the state.
- CRM systems extremely helpful in managing contact and engagement with students
- Campuses have focused on extending access to labs and libraries; creating hot spots in parking lots so students could access the internet from the safety of their cars; created laptop loan programs
- Technical support
 - Learning Technology team supporting faculty with D2L Brightspace
 - Campus web-based and call-in support
 - Info Hub (call center serving entire system) offering student support
 - ITS service desk providing extended hours support

Limited return to in-person instruction

- Recent revision of governor’s executive order allowing for the resumption of law enforcement skills training

- Partnered with MDH to develop physical distancing, health safety, and cleaning guidelines

Campuses actively engaging students

- Maintaining connections to students are critical during this time and have been a high priority for colleges and universities. Faculty and staff are using different methods. Some examples include:
 - Monitoring online participation within the D2L Brightspace learning environment and directly following up with students who have not logged in
 - Important that we use multiple means, including calls, email, texts, and peers
 - Other campuses are using survey tools to connect with students to learn about their needs, including wellness checks and technology surveys
- Student life staff creating virtual social engagement activities
- Wellness centers reaching out to student and offering broad support and resource referrals
- Many presidents have held Zoom Town Hall sessions for broad engagement

Summer 2020: Instructional and Services Approach

Courses fully online *or* Online with limited in-person instructional components

- In-person instructional components scheduled for second summer term or back-loaded until later in the term
- Contingency scheduling plans should movements restrictions be continued or reinstated
- Online offerings typically heavier in the summer, and recognize the potential need for additional online offerings for students wishing to gain credits
- Continuing to focus on robust offerings in CTE and managing in-person instructional components

Academic and student support services provided remotely and with limited face-to-face interaction

- Campuses prepared to pivot to exclusively online academic and student support delivery should movement restrictions be continued or reinstated
- Continued focus on full support
- Student engagement in student life and development activities
- Virtual tours and creative approaches to orientation and campus life
- Focusing on new non-credit training opportunities, particularly as workforce training funds supporting laid-off workers become more available.
- Expand marketing to “Minnesota Summer” students – those home now who want to take online classes rather than in-person classes from an anxiety or logistics standpoint

Fall 2020: Planning and Preparation

- We are committed, capable, and will indeed remain in operation through the summer, into the fall, and throughout all of the coming academic year
- While the ways in which we do that will certainly look different from the way we entered into the last academic year, we will continue to evolve our practices to adapt to current and future challenges and changing conditions
- As noted earlier, we are focusing on new non-credit training opportunities, particularly as workforce training funds supporting laid-off workers become more available.
- We have moved the second annual Minnesota State Week, which takes place in late June, to a Virtual Minnesota State Week, where all tours and admissions conversations will be offered virtually
- We have tweaked our digital marketing messaging to highlight online classes, certificates, and campuses nearby. Click-through rates are high.
- We are trying new “Public Service Announcement” interview-style radio spots to discuss how classes are available at the lowest tuition in the state.
- While one size doesn’t fit all, consistency and dependability for students must remain at the forefront

Preparing for three possible scenarios:

1. Minimal disruption due to COVID-19
2. Online as predominant instructional mode of delivery with limitations on in-person instruction
3. Due to health and safety guidelines, fall campus operations mirror our current posture

Campus operations focused on both distance and in-person delivery, with robust academic, service support, and student life offerings. Partnering with MDH to assure health and safety in the classroom, housing, and across campus. We have and will continue to work cooperatively with the governor’s office, MDH, OHE, state leaders, and other higher education leaders across the state and country.

Some Initial Observations

Equity and Connectivity: providing resources and support to meet student needs; pro-active engagement and outreach to support student retention and success.

Existing disparities are intensified and magnified by COVID-19.

Our work must focus on addressing these disparities as rapidly and completely as possible, and we need help from all segments of education, government, civic and community-based organizations, non-profits, and philanthropy. Future focused orientation: how do we come back differently, and more equitably?

Innovation and Creativity: long-term positive impact of changes made in past month; we will be a different system in the post-COVID-19 world because of what we’ve learned and experienced.

Strength and Agility: collaboration and practice sharing; ability to shift strategy in light of rapidly changing circumstances; ongoing focus on instructional and program quality. We as a system are well-positioned to respond to the educational needs of students, employers, and communities—this summer, this fall, and beyond.

Report from Bill Maki, Vice Chancellor for Finance and Facilities

Thank you to AFSMCE, MAPE, MMA, and MSUAASF for being the essential employees who are working on campus day-to-day as essential employees.

We initiated our emergency management protocol in late February so we can consistently and uniformly communicate with our colleges and universities. Each one of our 30 college and university presidents appointed a COVID-19 primary contact. We communicate through that channel with our colleges and universities on a regular schedule and to ensure we have consistency in our responses to our stakeholders. Communications started out as weekly, then moved to daily for a period of a couple weeks, and currently are on a twice a week basis. Our current schedule also includes a weekly call with the Leadership Council. These calls regularly have had 100-150 participants across the system and have been a primary communication method of providing cross-functional information.

Communication and utilizing existing and new structures during a crisis is critical. We have been able to do that by utilizing our C-suites at our colleges and universities. Much of the detailed planning work occurs with these groups initially – Academic and Student Affairs, Human Resources, Information Technology, Equity and Inclusion, Communications and Marketing, Finance, and Facilities. Proposals then typically move forward and how we should proceed are then discussed with the chancellor’s cabinet and leadership council before being rolled out system wide.

Examples include:

- Refund guidance
- CARES Financial Aid Emergency Grants
- Increased flexibility with procedures – financial holds, late fees
- Placement Testing

Since late March, we have a formal mechanism for communication that occurs on a weekly basis that also assists us in providing information to the State of Minnesota Management and Budget office. A sample of the information collected from the weekly campus reports (as of 4/17/2020) include the following data elements:

1. Employee status update – 15,691
 - a. Working on campus – 1,065
 - b. Teleworking – 13,927
 - c. Reassigned - 93
 - d. On COVID-19 paid leave - 369

- e. On Military leave - 0
 - f. On leave unrelated to COVID-19 - 237
2. Confidence level of institution's ability to provide services
 3. Current issues impacting service delivery (e.g., inadequate staff, supply chain, revenue streams, etc.)
 4. Current closed locations resulting in staff unable to perform normal job duties
 5. Facilities use by outside entities supporting or responding to the COVID-19 outbreak
 6. Cleaning supplies and PPE
 - a. How many days of supply of cleaning and disinfecting material and supplies do you have on hand?
 7. What are your top priorities for cleaning and disinfecting materials and supplies for reorder/resupply and their status?
 8. How many days of supply of cleaning and disinfecting PPE for maintenance and custodial staff do you have on hand?
 9. What are your top priorities for cleaning and disinfecting PPE for maintenance and custodial staff for reorder/resupply and their status?

This information helps us manage the ups and downs that have occurred and where colleges and universities can potentially help each other.

Mandatory Telework

On March 17, Chancellor Malhotra directed all colleges, universities and the system office to take immediate action to implement telework for all employees unless work responsibilities required an employee to be physically present on site. All Minnesota State employees were expected to work from a remote locations by no later than March 20. The transition went extremely well, with 89% of our workforce teleworking. There have been a number of online training resources provided to employees and supervisors to help them work and manage effectively in this new environment.

Paid Leave

On March 18, Minnesota Management and Budget (MMB) implemented a paid leave policy to executive branch employees, including Minnesota State employees, who must be absent from work for reasons related to COVID-19.

This policy is in effect for the duration of the Governor's peacetime emergency, and helps state agencies balance the demands of the workplace with the needs of employees, their families and the general public during the COVID-19 public health emergency. Employees may request this leave under the following scenarios:

1. If they must care for children whose school or place of care has been closed and have no other suitable care available;
2. If they must self-quarantine due to exposure to COVID-19, but are unable to telework;
3. If they are sick or must care for sick family members due to COVID-19;

4. If their job duties cannot be performed through telework and they cannot be reassigned; and
5. If there is a campus closure.

Currently, 369 Minnesota State employees are on COVID-19 paid leave, which is two percent (2%) of our workforce. Consistent with the State of Minnesota's approach to paying regular employees who are unable to work due to COVID-19 impacts, the system office is directing colleges and universities to continue to pay all institutional student workers who are unable to continue working for any of the following reasons:

1. The college or university is closed or moves to on-line/distance education classes, or
2. The student is quarantined or sick with COVID-19
3. The student is caring for someone with COVID-19, or is caring for children 12 years or younger who are out of school because of COVID-19

We have a limited number of students on campus. Many campuses reported they had between 20-25 students per day when instruction resumed. It was reported that most of those students were on campus utilizing our computer labs to participate in their courses. To ensure a safe environment for our employees who need to be on campus, we are asking them to strictly follow all social distancing protocols and safety precautions, including the use of personal protective equipment (PPE).

I would like to conclude the portion of my comments by we are aligning this work with our Enterprise Risk Management (ERM) framework. The Board discussed this framework last at its September retreat and I think it important to show how our work has aligned with the system ERM framework.

The probability of a pandemic occurring was low. So from an ERM perspective, it was a low probability event with a high impact. If we think about COVID-19 as a Public Safety risk. We indicated in our inherent risk prioritization that this risk had a High Potential Impact. A high impact risk is defined as one where enterprise operations are threatened or significantly affected in the immediate and long run. COVID-19 certainly fits into this category and has had a significant impact on our five risk domains of service model, operational, enrollment/student success, reputational, and policy compliance. We are in midst of this work, whether we realize this or not. Assessing the effectiveness of our response will help us be even better prepared for future events. We will meet on Monday and use this framework to Discuss MN State's responses to COVID-19 relative to ERM and identify potential new risks/opportunities and areas where additional mitigation efforts may be required in the short-term and long-term. I think at minimum the last several weeks have shown that we have operational agility to say competitive, flexible, relevant, as strategies and business models shift. The positive aspect of this event will be that we will come out of this stronger as a system.

Report from Brian Yolitz, Associate Vice Chancellor for Facilities

Good morning, Chair Cowles, trustees, and others joining us in this virtual session ... I am Brian Yolitz, associate vice chancellor for facilities.

Chancellor Malhotra and Vice Chancellors Maki and Anderson have provided an overview and details of the many aspects and actions taken in navigating the system response to the COVID-19 outbreak and delivering on our goals of protecting the health and safety of our faculty, staff, and students, and ensuring our students successfully finish the semester.

Using Slide number 14, I would like to talk though how Minnesota State has done this work and participated as a state and local partner in strategies to slow the spread of COVID-19 in Minnesota. Foremost, we have utilized the Incident Command System or ICS that I described for you just over a month ago in our original Committee of the Whole update on COVID-19. The ICS has served as the basic framework for our ongoing operations and our planning for the future.

The ICS in place today may not look like one from an Emergency Management textbook with rooms full of people on the phone and computers and updating large status board, but it and its principles are intact in our virtual rooms and activities. At the state level, we represent all 54 campuses and the system office in the State's Emergency Operation Center or EOC...some of you may have seen Governor Walz deliver some of his COVID-19 Updates from the State EOC.

We participate in daily morning situation updates with all state agencies on COVID-19...as well as monitoring the rise of floodwaters in northwest Minnesota and the growing threat of fires and severe storms statewide...we report to the State EOC the status of system personnel and equipment, and coordinate both state and local requests for support. The same is happening at the campus and community levels where college and university leaders and emergency managers are engaged with local city, county, business, and support agency leaders on COVID-19 response actions for today and integrate their planning for the future.

Local requests for support from our colleges and universities is coordinated at their local city or county EOC and forwarded to the State EOC for review and approval. In parallel, colleges and universities share these same requests and their perspectives with those of us in the system office to help in our work and advocacy within the State EOC. Our goal in 'closing the loop' per-se is to make certain all involved are on the same sheet of music, there are no surprises, and we don't have any double or triple tasking of limited resources.

Some of the most critical interagency working relationships have been between our staff and epidemiologists from the Minnesota Department of Health and between campuses and their local Public Health Departments.

Our work with MDH officials has helped us create consistent and timely guidance and recommendations tailored for our institutions around:

1. Facility cleaning and disinfecting protocols;
2. A baseline framework for how to conduct effective, in-person coursework while incorporating mitigation measures to slow the spread of COVID-19; as well as,
3. A three-phase screening protocol for bringing students, employees, and others on campus and into our buildings in these early phases of in-person programming.

MDH is also working with the CDC to clarify their guidance and develop recommendations for our work in planning for summer and fall terms.

At the campus level, local Public Health Officials have been critical in the tracking of COVID-19 contacts within our campus communities and offering direction and guidance around isolation and quarantine needs and any required cleaning and disinfecting actions.

Vice Chancellor Anderson talked through how so many of our academic programs and services pivoted to online or alternative delivery models. This pivot, coupled with the Governor's 'Stay-At Home' Order...and its specific impact on our student's ability to travel to campus...drastically changed the demand for access to campus facilities and spaces.

Campuses reduced their operational footprint to only critical, ongoing functions like residence halls and dining facilities that remaining open for those who stayed and access to key services like Food Pantries and WiFi services as well as plant operations and security offices. This reduced the workload on already stretched thin and stressed custodial staffs, allowing them to focus on cleaning and disinfecting only commonly used areas and reduce the demand for cleaning supplies and materials. Campus officials are keeping a close eye on the security of the unused spaces so there are no surprises when the 'Stay-At-Home' Order is relaxed or lifted and we start transitioning towards 'normal.'

Our colleges and universities have also been involved in helping slow the spread of COVID-19 outside of the classroom and off campus. After inventorying and accounting for their programmatic and operational needs, colleges and universities have shared or donated PPE and medical equipment and supplies including N95 masks, gloves and gowns, hospital beds, IV poles, and, ventilators to local hospitals and nursing homes, as well as, first responders. Some institutions have helped by manufacturing face shields and components for healthcare providers.

Most recently, some campuses, through institutional organizations and their supporters have gone about sewing cloth face coverings for use by students and employees or for distribution in the local community. These are not medical grade masks nor should they be considered personal protective equipment or PPE. Based on CDC and MDH guidance, they are for use in settings where social distancing measures cannot be sustained...like crowded grocery store aisles. These cloth face coverings are about limiting the wearer from

spreading the virus and will not protect the wearer from contracting the virus from someone else.

Finally, in terms of facilities several institutions have entered into partnerships for housing local first responders, healthcare providers, and others in the community. Several others have had facilities evaluated and are now being considered for use as Community Alternative Care Sites to help expand Minnesota's hospital bed capacity by 2,750.

If selected, the current working model would have these facilities turned over, built-out or retro fitted by the US Army Corps of Engineers, and used as an extension of the local hospitals for non-COVID-19 patients. We understand this plan and priorities is with the Governor at this time may be released shortly...

Mr. Chair and Trustees, the systems and practices around emergency planning, response and continuity of operations have served us well since this began. We'll continue to refine and adapt these as the coming weeks unfold. And, we'll build upon our connection to the State EOC and our relationships with MDH, our local public health departments, and others as they will be incredibly important in navigating the COVID-19 response the coming weeks and months.

Chair Cowles, this concludes our formal update on Minnesota State's response to COVID-19. We thank you for your attention, do you or others have questions?

Conclusion

Chair Cowles thanked the presenters and asked the trustees if they had any comments or questions.

Trustee Sundin inquired if any of the nursing programs have graduated nurses early so they can go into the field and help during this time. Sr. Vice Chancellor Anderson replied that nursing students have not graduated early. Minnesota State is working with the Board of Nursing on the criteria needed for completing the coursework.

Chancellor Malhotra commented that there have been a lot of lessons learned during the course of the last six weeks, adding that we have learned a lot about ourselves as individuals, professionals, and as an organization. He added that once this is over, we will not return to the status quo – COVID-19 has opened up a lot of opportunities. Out of this response a substantial amount of innovation and change has already occurred for our nation, state, and our colleges and universities.

Chair Cowles agreed, adding that the last six weeks has shown that higher education can adapt quickly to change.

Adjournment

The meeting adjourned at 10:00 am.

Minnesota State Colleges and Universities

Board of Trustees Meeting Minutes

April 22, 2022

Present: Chair Jay Cowles, Vice Chair Roger Moe, and Trustees Ahmitara Alwal, Ashlyn Anderson, Alex Cirillo, Dawn Erlandson, Bob Hoffman, Jerry Janezich, April Nishimura, Rudy Rodriguez, George Soule, Louise Sundin, Cheryl Tefer, Michael Vekich, Samson Williams, and Chancellor Devinder Malhotra.

Chair's Report

Chair Jay Cowles called the meeting to order at 12:00 pm. He welcomed all trustees, presenters, participants and the audience statewide. He explained that Governor Walz's executive order 20-01 State of Minnesota peacetime emergency declaration remains in effect. For the foreseeable future meetings of the Board of Trustees will be conducted in accordance with Minnesota Statutes 13B.0.1 meetings by telephone or other electronic needs. He informed everyone that the meeting materials, and live audio stream of the proceeding are available from the Board of Trustees website:

<https://www.minnstate.edu/board/index.html>.

Representatives of the bargaining units and student associations were requested to submit their written testimony in advance of the meeting. He will recognize that the written testimony has been received later in the meeting. Written testimony was to be sent to inge.chapin@minnstate.edu in the board office.

Chair Cowles conducted a roll call of the trustees who were participating by telephone. They are: Ahmitara Alwal, Ashlyn Anderson, Alex Cirillo, Dawn Erlandson, Bob Hoffman, Jerry Janezich, April Nishimura, Rudy Rodriguez, George Soule, Louise Sundin, Cheryl Tefer, Michael Vekich, Roger Moe, and Samson Williams.

Chair Cowles called on Chancellor Malhotra for his report.

Chancellor's Report, Devinder Malhotra

Chair Cowles, Vice Chair Moe, and members of the board.

Last month, I shared with the board the events and decisions that impacted the first 20 days as our students, faculty, staff, and leadership responded to the COVID-19 pandemic.

Today, with thanks to Senior Vice Chancellor Anderson, Vice Chancellor Maki, and Associate Vice Chancellor, trustees were given another update that truly demonstrates the resiliency of the Minnesota State community.

I would like to first comment on the amazing work that has been done by faculty and staff. As we heard earlier, over 95% of the courses offered this semester were transitioned to an online format, ensuring our students had the opportunity to complete the spring semester.

However, I want to speak directly to the 5% of our students who will still need some face-to-face instruction to complete their spring courses. Please know that I, your presidents, and your faculty are committed to ensuring your successful completion of the semester. Trustees, these courses like the ones we discussed earlier are exactly the students who you have met on during your campus visits. These are also the same students who will be working in critical areas such as healthcare and public safety. Our colleges and universities pride themselves on being the social engine for some of the students who will work in critical areas such as healthcare and public safety, Minnesota's economy and we remain focused and committed to all of our students' success.

The Future of Higher Education

Seven weeks ago, we weren't sure what spring semester would look like and how we would get our students across the finish line. There was great uncertainty but we came together, embodying the very spirit that makes higher education unique – we came together as a community of learners. It is that very same spirit that will guide us into the future and we blew the myth that higher education cannot adapt and change quickly.

The question across all institutions of higher education: public-private, technical and liberal arts programs - *is what will we look like going into the future?*

- Will we see an increase in the delivery of online programs?
- What will “learning” look like in the future?
- What new technologies will rise from this crisis to become foundations in the way we educate?

These are the very questions that this board has examined and has been the focus of our conversations.

COVID-19 has forced, in many ways, the acceleration of the work that that this board has prioritized and that has been the focus of our colleges and universities. Our ability to be nimble and innovative has been showcased time and time again over the past few weeks.

Albert Einstein said, “in the middle of difficulty lies opportunity.”

We all can agree that the last two months have been extremely difficult for all involved both personally and professionally. But how we as an organization, as Minnesota State, chooses to respond to the future is our opportunity.

- It is the opportunity to learn from how we responded – both the good and the bad.
- Is it the opportunity to expand the collaborations that have grown out of this adversity.
- It is the opportunity to remind ourselves of the resilient nature and spirit of our students, faculty, and staff.

It is important that we remember that it is not just the 350,000 students across the state that are counting on us to seize the opportunity, or our 16,000 faculty and staff, but the 47 communities in which our colleges and universities reside.

At each and every one of our campuses, we are positioned to continue to be the partner of choice and to be partners to lead our communities, our regions, and the state into the future.

As Vice Chancellor Maki shared, COVID-19 has impacted our budgets in all areas. The actions taken over the past two months, along with the predictability of the length of the COVID-19 crisis, has put extreme financial pressures on our colleges, universities, and the system office, and has created greater uncertainty in planning for Fiscal Year 2021.

The total direct impact of additional expenses and lost revenue due to COVID-19 for the remainder of FY2020 range from \$35 million to \$40 million. The deficit in the three budget scenarios for FY2021 range up to \$194 million. Our programmatic and financial sustainability will need to continue to have our heightened focus to ensure that our students have access to an extraordinary education.

We are incredibly fortunate to have unwavering partners at the state and federal level. Their partnership and leadership is vitally important as we continue to navigate through the crisis and get our workforce and economy back on track.

But we must begin to take necessary steps now.

Therefore, I am sharing with you what I have shared with, Chair Cowles, Vice Chair Moe and Leadership Council last week:

- **For FY2021, I will take a voluntary salary reduction of 10 percent, and**
- **For FY2020, all administrators pay will be frozen.**

These decisions relating to administrators pay was not made lightly. We have incredible talent and leaders across the system who have and will continue to do great work.

However, given the emergent financial situations both at the individual campus level and at the system level, warrants us to make some difficult decisions to respond to the

challenges ahead. Also, completion of the Spring semester is not our complete response to COVID-19 it is just the beginning. Our path forward will include many challenges and opportunities. Winston Churchill said “we are at the end of the beginning but not the beginning of the end”

The challenge that is in front of us is to not hold onto what was or has been or return to a status quo, but to learn from this change and recognize and embrace what can be and to position ourselves to lead into the opportunity and come out stronger and more effective as a system and a network of 37 colleges and universities.

Chair’s Comments

It’s evident to me that everyone has really come together within the Minnesota State system and is working together in any way needed to ensure each student’s successful completion of the semester, which I know was one of your top priorities, along with ensuring everyone’s health and safety.

I think Chancellor Malhotra’s decision regarding his Fiscal Year 21 pay cut, as well as the decision regarding no increases for administrators at all the colleges, universities, and at the system office is prudent. I also want to speak to the sacrifices that students have had to make during this COVID-19 experience. Some are experiencing classes in ways they didn’t expect, and they’re showing great resiliency and persistence.

I also want to echo Chancellor Malhotra’s point that the 5% of the spring semester courses, particularly in career and technical education areas still need some face-to-face to complete. Please know, that the board remains committed to ensuring that these students can successfully complete their coursework. And, I know many are saddened at missing spring events like sports seasons, plays, concerts, skills competitions, and of course, spring commencement.

Today was the day that we were to celebrate the Board of Trustees Awards for Excellence. It is one of my favorite days of the year– we get to meet so many extraordinary faculty and hear about the passion they put into their work for the benefit of students. Although we can’t hold the typical celebration luncheon, I’d like to offer warm congratulations to this year’s Educators of the Year, of which there are seven:

- Jessie Breyer-Peterson of Century College,
- Cindy Kaus, of Metropolitan State University,
- Miriam Kero of Hibbing Community College,
- Ruthanne Crapo Kim of Minneapolis College,
- Paul Nieman of St. Cloud State University,
- Janet Tilstra of St. Cloud State University, and
- Stephanie Zarse of Normandale Community College

The board also honors one service faculty each year with the Excellence in University Service Award, and this year's award winner is Marcia Anderson, who serves as the Student-Directed Learning Director at Metropolitan State University.

Congratulations to all of this year's honorees – I know I speak on behalf of all the trustees when I say we are so sorry we are not able to meet every one of you today in person but please know you are deeply appreciated.

I have one final piece of business that I'd like to take care of before I conclude my remarks. It strikes me, and the rest of the board, that within the last 6 – 7 weeks many obstacles have been removed within the Minnesota State system. The unity this work has brought, the partnership, and the single-minded focus on health, safety, and the success of students is nothing short of inspiring.

For this reason, I would like to offer a **RESOLUTION HONORING ALL FACULTY, STAFF, AND LEADERSHIP TEAMS AT THE 30 COLLEGES, 7 UNIVERSITIES, AND THE SYSTEM OFFICE OF MINNESOTA STATE**

WHEREAS, Minnesota State leadership, staff, faculty, and students have been challenged in providing a path for students to continue their educational journey.

WHEREAS, on March 12, 2020 faculty, staff, and system and campus leadership began developing academic continuity plans for the spring semester so our students could successfully complete the term.

WHEREAS, faculty, staff, and Minnesota State leadership have worked tirelessly together to help one another learn online platforms, share ideas, and build new disciplinary networks.

WHEREAS, staff, faculty, and Minnesota State leadership have discovered new and creative ways to continue to deliver support and critical services to our 350,000 students.

WHEREAS, faculty, staff and Minnesota State leadership demonstrated their passion for students, their creativity, ingenuity, and commitment to delivering vibrant, relevant, and extraordinary education by moving 20,000 classes from face-to-face instruction to alternative modes of delivery, resulting in 95.6% of classes poised to complete the spring 2020 semester.

WHEREAS, Chancellor Malhotra, along with college and university presidents, in partnership with their leadership teams, have led their campuses through unprecedented change as the COVID-19 crisis evolved.

WHEREAS, the leadership of AFSCME, IFO, MAPE, MMA, MSCF, and MSUAASF, LeadMN, and Students United have been critical partners to support our students, faculty, and staff.

WHEREAS, all of the members of Minnesota State team fully recognize the challenges that lie ahead for our students and the communities we serve.

WHEREAS, the Minnesota State community will continue to be a resilient bunch as they continue to respond to the challenges ahead.

NOW THEREFORE, BE IT RESOLVED THAT THE MINNESOTA STATE BOARD OF TRUSTEES on this day, April 22, 2020, commend the exceptional work and offer full support to the faculty, staff, and leadership teams at the 30 colleges, 7 universities, and the system office of Minnesota State, whose innovation, creativity, resilience, and passion for the success of all learners will impact our approach to providing extraordinary education to all Minnesotans.

The resolution was moved by Chair Cowles, seconded by Trustee Anderson and adopted unanimously on a *roll call vote*.

Consent Agenda

Chair Cowles asked if anyone wanted to remove an item from the Consent Agenda, as shown below. No items were removed.

Following a motion by Trustee Hoffman and a second by Trustee Rodriguez a roll call vote was conducted and passed unanimously.

1. **Minutes of the Committee of the Whole, March 18, 2020 (pp 1-11)**
2. **Minutes of the Board of Trustees Meeting, March 18, 2020 (pp. 12-19)**
3. **2020-2022 Capital Program Guidelines (pp. 9-12 of the Facilities Committee' meeting materials and pp. 11-14 of the Finance Committee's meeting materials)**
4. **Contract Exceeding \$1 Million:**
 - a. **Nursing Assessment Software Agreement, Minnesota State University, Mankato (pp.5-7 of the Finance Committee's meeting materials)**
 - b. **Exclusive Beverage Contract, Winona State University (pp. 8-10 of the Finance Committee's meeting materials)**
5. **Approval of Mission Statement: Riverland Community College (pp 20-24 of the Academic and Student Affairs Committee's meeting materials)**

Board Policy Decisions

Trustee Vekich moved approval of the board policy decisions. Trustee Cirillo seconded the motion and the policy amendments were adopted unanimously on a roll call vote.

1. **Proposed Amendment to Policy 2.6 Intercollegiate Athletics (pp. 5-8 of the Academic and Student Affairs Committee's meeting materials)**
2. **Proposed Amendment to Policy 3.26 Intellectual Property (pp. 9-19 of the Academic and Student Affairs Committee's meeting materials)**

Board Standing Committee Reports

Committee of the Whole, Jay Cowles, Chair

Chair Cowles gave a brief report on the committee of the Whole meeting on the Minnesota state response to the covid-19 crisis.

Chancellor Malhotra provided a brief overview, followed by Senior Vice Chancellor Ron Anderson who reported on the complexity and extraordinary accomplishment of transitioning so many of our courses into remote learning formats. There is a 95.6% achievement rate, which is limited to only the technical and lab-based coursework classes.

Vice Chancellor Bill Maki provided an overview of the CARES federal funding that provides funds to higher education systems like Minnesota State. The board packet includes a list of how those dollars flow to the different Minnesota State institutions

Associate Vice Chancellor Brian Yolitz reported on the extraordinary changes and adaptations of our physical spaces in adapting them to accommodate social distancing and limiting access. Vice Chancellor Yolitz pointed out the system's enterprise risk management process had identified the potential of a risk of this kind even though it had a low probability. It was recognized to have a high impact and we did have many of the key procedures and preparations in place as we began to deal with this response.

Facilities Committee, Jerry Janezich, Chair

Committee Chair Janezich reported that the 2020-2022 Capital Program Guidelines were approved on the Consent Agenda. The committee had a brief discussion on how the Capital Program might look like in the future

Finance Committee, Roger Moe, Chair

Committee Chair Moe reported that the contracts for the Nursing Assessment Software Agreement at Minnesota State University, Mankato and the Exclusive Beverage Contract for Winona State University were approved on the Consent Agenda. The committee also heard a very sobering financial presentation from Vice Chancellor Maki who laid out a number of scenarios. It is very difficult to guess at this stage in the game where we are going to be financially so a number of options were laid out that we eventually could confront. I believe that we all should understand that we are facing a very difficult financial time ahead of us and fortunately we have great people that will help guide us through it. Also some very limited discussion about sequencing the financial decisions that we have to make and possibly pushing that out into the calendar year a little bit to give us even better projections of what might

happen based upon this COVID-19 pandemic and as well as what will come out of the legislative session and as well as the federal actions.

Academic and Student Affairs Committee, Alex Cirillo, Chair

Committee Chair Cirillo reported on Riverland Community College's mission and vision statement that was approved on the Consent Agenda. The committee also had two policy amendments that were approved earlier. One was a policy on Intercollegiate activities and the other was on intellectual property. The intellectual property coordinator language was removed because we no longer use coordination for intellectual property and added language on a system legal counsel's view of contracts, which is also involved intellectual property specifically.

Student Associations

Written testimony was provided by President Oballa Oballa, LeadMN. It is attached to these minutes. There was no testimony from Students United.

Minnesota State Colleges and Universities Bargaining Units

Written testimony was provided by President Brent Jeffers, Inter Faculty Organization, President Matt Williams, Minnesota State College Faculty, and President Tracy Rahim, Minnesota State University Association of Administrative and Service Faculty. Their testimony is attached to these minutes.

Trustee Reports

Trustee Rodriguez commented that he appreciates the communication from the chancellor. It is very well thought out and compassionate.

Trustee Tefer wanted to remind everyone to take a moment to reflect on the uncovering of equity disparities, economic and racial, across the United States. She commended the chancellor, presidents, and her board colleagues. Trustee Tefer added that we are on the right side of this historical event, and we are so well positioned to do the things that we want to do.

Trustee Janezich explained that things have been done very well, and he wanted to go on record saying that he thinks it unfair to ask the chancellor to do more and think it's okay for him to cut his pay by 10% . Trustee Janezich added that the chancellor should be rewarded for his hard work and success. The board has spent a lot of time over the last few years trying to give the chancellor position the value it deserves.

Chancellor Malhotra explained that it was his decision and it was taken after some reflection. He wanted to underscore we need to make sure that that we model what we are asking across the system to do the hard work and show solidarity with our faculty staff and students who are also going through some difficult times.

Trustee Williams thanked the board office and the entire system office on the consistent communication from the entire staff. He appreciated the information flow and being kept in the loop. He also commended the support of the board on behalf of the students.

Chair Cowles commended the trustees on the discussions and questions they asked during the committee meetings.

The annual meeting of the Board of Trustees is on June 17. The board will elect a chair and a vice chair. The Nominating Committee, Trustees Nishimura, Rodriguez, and Soule (chair), will forward its recommendations on or about May 17.

The next meeting of the Board of Trustees is the Executive Committee on May 6, 2020. The next committee and board meeting will be May 19-20, 2020.

Chair Cowles thanked the Trustees adding that this is a hard time for everybody.

Adjournment

The meeting adjourned at 1:00 PM



Chair Cowles
Minnesota State Board of Trustees Minnesota State System Office
30 7th Street East, Suite 350,
St. Paul, MN 55101-7804

April 21, 2020

Chair Cowles and members of the Minnesota State Board of Trustees,

We hear words like unprecedented, surreal, discombobulated to describe how we are collectively feeling from the impact of the COVID-19 pandemic. The truth is that no words can truly describe the sorrow one feels from not having your immigrant parents, who sacrificed so much for you to be here, from being able to witness you walk across the graduation stage. Or the pain of a student that works so hard to stretch their paycheck every month to pay for food and housing, to now find out that they have been laid off from their job.

To me, these stories are not surreal because I understand the experiences of our students as someone that has faced similar challenges. Sixteen years ago I fled my home of Gambella, Ethiopia because of genocide committed against my family and community. The fear of not knowing what tomorrow will bring can be paralyzing for some. I saw that fear in people's eyes in the refugee camp in Kenya.

It is that same fear that may engulf Minnesota State as we sit on the precipice of a new reality in higher education that the status quo is unsustainable. Unfortunately students have been living on the edge of a precipice for quite some time, it has taken a global pandemic to truly expose the faults in how higher education works in Minnesota - that college costs too much, that the opportunity gap appears as entrenched in higher education as the bricks that hold the buildings together, that students basic needs must be met alongside their academic needs.

On March 27th, LeadMN sent out a survey to all of our students to see how they were doing, and to hear about the struggles that they are facing. Over 5000 students responded. Here is what they told us:

41%

Are Experiencing
Higher Levels of
Anxiety, Depression,
or Stress.

31%

Have Been Laid Off
or Had Their Hours
Significantly
Reduced.

13%

Are Considering
Dropping Their
Spring Semester
Course(s).



I can tell you that Minnesota State community and technical college students are struggling. As we have been saying for over two years, students were already struggling with basic needs like food insecurity, housing insecurity, homelessness, transportation, childcare expenses, and healthcare expenses. COVID-19 has only put many thousands more students in crisis. Since our survey went out LeadMN staff have individually contacted 630 students to follow up with them and connect them with the resources they need.

The Chancellor, College Presidents and Senior Administrators Should Take a Pay Cut

Due to the fact that our current situation is like no other we have experienced, we cannot predict that an economic downturn will bring about the traditional boosts to enrollment that higher education so often assumes will happen during recessions, and we cannot carry on with business as usual. Already we are seeing Minnesota FAFSA fillings down 28% compared to last year. If this does not set off alarm bells for all of you, it should. We do not know what the fall semester will bring, but we must not wait and gamble that enrollment will increase. Minnesota State needs to take action now to protect its staff, faculty, and programs that work every day to make sure students can cross the degree finish line.

Governor Walz has announced a ten percent salary cut for himself and all of his commissioners. and other higher education leaders across the state at both public and private institutions are taking proactive steps and setting an example that Minnesota State should follow, by considering a 10% reduction in salary for upper administration.

Minnesota State needs to do everything possible to protect the services, staff, and faculty who work directly with our students. Food shelves, academic advisors, counselors, tutors, these are just some of the services and positions that ensure students have the support they need, and they will likely be some of the first to take the brunt of budget cuts if no action is taken to protect campus budgets. While this may sound drastic, the cost of doing something may be far less than the cost of doing nothing.

Most of all we can't keep doing the same things and expecting different results. There is an inertia in higher education that the Board of Trustees must overcome if students are to succeed in this new environment. While in the past it is easy to just put a new tagline out there and hope that things change, that just won't work anymore. Students don't need to see 38 ways to do things, we need strategies that work. The last several months of the COVID-19 pandemic has shown that leaders must provide an honest assessment and coordinate a central response to take on the colossal challenges. This must also be the strategy of higher education leaders if we are going to address the barriers that real college students face in Minnesota.

CARES Act Emergency Grants

The federal government has provided \$29 million in Emergency Grant funds to students attending a Minnesota State community and technical college. This money is desperately needed by students to address the immediate needs that they face as a results of the COVID-19 pandemic. Our survey found that one in three students are struggling with the loss of income from job layoff.

To help students out, there needs to be a more coordinated approach to supporting students across the system. The guidance provides too little direction to campuses to ensure that the money goes to directly benefit the students that are in the most need. We are concerned that some campuses plan to use this money to



mitigate planned tuition increases in the fall rather than provide support to the emergency needs of students now. Some campuses appear to only provide support to full-time students, thus punishing part-time students that are likely to be as harmed by the impact of COVID-19. We ask that the board provide true oversight of the distribution of this emergency grant to mitigate the risks. With so much latitude in the program, it is ripe for problems.

In conclusion, COVID-19 has exposed many of the inequities that plague higher education in Minnesota. To return to that normal would be a disservice to the students that have been struggling under a broken system that leaves students with too much debt and too many without the degree to help them pay that debt back. The incremental change that the Board of Trustees has been willing to accept will create a higher education system that will not only be morally bankrupt, but also financially bankrupt as more students give up on their dreams.

Sincerely,

Oballa Oballa
President
LeadMN – College Students Connecting for Change



Dear Trustees,

I would like to begin by thanking the Chancellor and the System Office staff for their efforts to communicate and coordinate during this global health crises. We are thankful for their quick action to develop opportunities for bargaining units to receive updates, ask questions, and most importantly provide input and feedback as we all collaborated to figure out how to best work through the impacts of COVID-19.

Second, I want to take this time to publicly thank our professors, coaches, librarians, and counselors. In the face of extreme uncertainty, State university faculty immediately stepped up to meet the needs of our students. Although many of the changes that have been made to curricular delivery or work assignments are challenging and uncomfortable, faculty have been focused on ensuring students can continue toward their goals while minimizing the disruptions. This was a monumental task, in an extremely short period of time, and I am exceptionally proud of our members and also the efforts of administrators, staff, and students.

As you likely know, earlier last week the MSU-Moorhead administration announced the termination of more than 30 tenured, probationary, fixed-term, and adjunct faculty across 18 disciplines. These are alarming numbers in the Moorhead proposal to layoff an unprecedented number of faculty and close 10 programs. These cuts will have an adverse effect on students. The IFO will continue -- as we always have done -- to work tirelessly on behalf of our students. MSUM has been and will always be a place to get a high-quality education because of our faculty and staff. We will work with President Blackhurst to reverse as many of the announced layoffs as possible before they go into effect. These layoffs will fundamentally weaken MSU Moorhead's capability to serve students and their community. I am extremely confident in the faculty at Moorhead to know what is best for Moorhead and I am sincerely proud of our faculty on our western border.

The IFO is also concerned with the impact on faculty diversity in the proposed cuts. We also see the removal of race/gender/sexuality equity and social justice curriculum and related programs as concerning in the light of Equity 2030. The IFO remains committed to challenging systemic oppression and empowering faculty from historically marginalized groups. Faculty are the fundamental agents of change at our universities and in our communities. We see the presence of significant racial and cultural diversity among faculty and in our curriculum as an essential component in effectively serving students of color, low income students, and first-generation college students. The faculty of our State universities are passionately committed to meeting the higher education needs of every resident of Minnesota. Faculty must be empowered to foster learning communities that respect the inherent worth and dignity of all students, faculty, and staff

based on values of justice, inclusion, and equity. The IFO will remain committed to and actively lead the Equity 2030 initiative.

All of our universities are facing difficult economic and enrollment challenges, and some are on the precipice of a severe crisis. I am sure that without action, retrenchment and drastic budget cuts will be the deepest and most damaging we have seen over the last twenty-years.

The IFO is interested in developing solutions. I pledge to the Trustees that I will use my position to urge our faculty leaders to work toward developing campus action plans and strategies focused on the recruitment, retention, graduation of students. Embedded in this effort will be the goals of Equity 2030 and a focus on the state's changing demographics. We can no longer wait for campus administrations to fix our declining enrollments. Faculty have always played a critical role in the recruitment and retention of students and this role has never been more important than it is now. We cannot let this pandemic exacerbate our state-wide enrollment crisis, which compounds our campus budget crises. Retaining our current students and securing the incoming class for the fall, 2020, will be essential for our students' aspirations and vital to the long-term health of our institutions and this System.

Our faculty understand the perilous position our campuses and communities are facing. We will work with the Trustees, the System Office, and our campus administrators to confront these issues. There are tough times ahead, and our faculty ask that you help lead by providing thoughtful guidance based on the priorities and needs of our students, faculty, staff, and the communities we serve. Thank you.

Sincerely,

Brent

Testimony from Matt Williams, President, Minnesota State College Faculty

Chair Cowles, Trustees, Chancellor Malhotra,

It has been nearly 6 weeks since our world was upended. In that time, students, faculty, staff, and administrators have had to move at the speed of a pandemic to shift everything they once knew into a different reality.

We appreciate the gratitude shared with faculty for the extraordinary work that has happened to keep Minnesota safe. We also appreciate the hard work and leadership of the system office, with the partnership of bargaining units and students, to manage a crisis for which there is no playbook.

As we all know, we are still at the beginning of this pandemic. What has happened in the short term to keep people safe is now transitioning to consideration of what is next.

It is undeniable that students and faculty have engaged in collaboration and partnership with the system so far. However, going forward, this level of collaboration and partnership with students and faculty must be dramatically increased.

For our part, the MSCF has and will continue to put solutions on the table regarding how we move forward together.

We have been willing and eager from day one to capture the extraordinary modifications to our work through solutions-orientated written agreements. A commitment to written agreements isn't just a matter of labor relations, it is a matter of trust and partnership; it is the cornerstone of true shared governance in academic institutions.

However, we have now had 10 meetings with our counterparts in labor relations to discuss these ideas, solutions, and potential agreements. I am sad to say we have yet to put any of these solutions and agreements in writing.

I want to be clear: I do not believe this is the fault of the hard-working professionals in labor relations at the system office—we remain grateful for their commitment to meeting with us.

Rather, I believe this is a consequence of separating and isolating the decision-makers from the conversations. This situation existed before the pandemic, but changing this dynamic will be critical for moving forward together. We have an incredible window of opportunity here to find a better way.

I want to conclude by sharing some thoughts I have on what may come next. What these past six weeks have demonstrated is that a lack of “innovation” and an alleged resistance to “change” were never the actual problems.

We have just witnessed a dramatic willingness and ability for faculty to move at incredible speed to adapt to a crisis. And yet, the limitations of online learning are more evident than ever.

Digital access remains a severe issue, but even that is a broader issue of access exacerbated by the precarious economic situations many of our students are in.

To put it bluntly, we have engaged in an incredible amount of innovation and change, and yet many of our students still don't know where their next meal will come from or if they will be able to find safe shelter tonight.

This is the status quo of higher-education. In Minnesota, it is a status-quo that has seen state support decline 66% over two decades while tuition went up approximately 140%. At the same time, the starting salaries of faculty in the 2-year colleges have decreased 10-14% even after adjusting for inflation.

The student debt crisis sees no sign of abating, and the primary area of job growth since the great recession has been in the service sector, meaning hard working and successful students are graduating into an economy that gives them little hope of ever getting out of this debt.

The question we all must ask with great urgency is who this status quo is working for. I believe the only way forward is for public higher education to reclaim its status as a true public good.

To get there, we must start with where we want to end up. We must expand our commitment to Equity 2030 and demand a system of public higher education that ceases to justify inequities and instead actively eliminates them.

We must have a conversation about tuition—not just the level of tuition but *about the existence of tuition itself*. Conversations about free college in the political discourse are becoming more prevalent for good reason.

But we cannot achieve free at the expense of quality. We must also have serious and difficult conversations about funding levels from public sources. We have seen some institutions achieve success in reversing severe inequities. What made this possible? Genuine financial investment in direct instruction and student support, far above current averages, is key.

Difficult? Yes. But not impossible—some estimates put this level of funding at around a 1% increase in federal outlays. What matters more is the necessity. What this pandemic has revealed are the consequences of the status quo, and where we go next may be the difference between saving public higher education and witnessing its collapse.

Success will take vision on the magnitude of the New Deal, and is obviously more than what we can accomplish alone here in Minnesota. This, then, is the job of leadership. It will take all of us to dream big. It will take all of us, aligned in partnership, committed to something better than what we have now. We can succeed; indeed, we must.

Thank you.

Testimony from President Tracy Rahim, Administrative and Service Faculty

Chair Cowles, Chancellor Malhotra, Trustees:

As we near the end of the Spring 2020 term in a manner no one ever thought would be possible with the entire system moving to online and alternative method courses in a two-three weeks, I would be remiss if I did not take an opportunity to share with you the incredibly creative and innovative ways our administrative and service faculty members have quickly stepped up and adapted to keep serving students, meeting their needs, and helping them achieve their educational and personal goals.

At Southwest Minnesota State University, ASF members in the Online Learning and Transfer Partnerships area have made video clips for apps and other technologies that students can use to help stay organized and be successful in an online format. They are supplementing the support that faculty are receiving for various technologies and making companion support pieces for the students. In addition, they have stepped up to share their email and cell phone contact information with all students who use the Office of Disability Services and serve as additional resources to assist those students by calming their fears and anxieties of moving to online classes and using unfamiliar technologies.

At Bemidji State University, the Admissions and Advising Success Center staffs teamed up to provide new students with a great way to get through their normal incoming student registration process without being on campus and risking exposure. They created a web questionnaire that allowed the new students to enter their personal information; details about the type of fall schedule they wanted; and questions about specific supports they may need such as financial aid, housing, athletics, TRIO/Student Support Services, etc. The Admissions staff received the information and passed it along to the Advising Success Center staff who aligned it with the appropriate academic department and faculty advisor who then created an ideal class schedule for the student. It has been a great partnership between ASF and IFO faculty.

At St. Cloud State University, ASF Members who work for the University Foundation have shifted operations to emergency student support. Knowing the needs on food insecurity and how vulnerable many of their students are to financial emergencies and their job losses during this pandemic, they have been energizing fundraising for their food pantry and student emergency funds. In the last month, they've raised nearly \$40,000 from 284 donors for the Husky Food Pantry and another \$20,000 from 143 donors for the Student Financial Emergency Fund. Since the Husky Food Pantry was created in January, it has served more than 300 students and distributed more than 4000 pounds of food to students in need.

At Minnesota State University Moorhead, ASF Members in the Admissions Office successfully executed a virtual Admitted Student Day—their largest visit event of the year—with only 8 days to turn it around. In the end, 50 high school seniors enjoyed a virtual visit complete with an admissions presentation, campus tour, student life component, and a Q&A with current students. In addition, the Academic Support Center has been providing tips for being successful online and also provided online advising techniques to faculty advisors. The Women's Center Director has been doing live readings and offering Safe Zone trainings through Zoom. And members in the Early Education Center continue to interact with children and offer time for them to be together as well as offering opportunities for student workers to interact and play games with the children via Zoom.

At Minnesota State University, Mankato, the Student Activities department has been hosting virtual bingo, trivia, #MavChallenge contests, and “Baking with Brandon” videos each week. Several ASF members are working together to triple the amount of emergency grant offerings for enrolled students to help address wage loss and other impacts of COVID 19. And many ASF members across the university volunteered for a Student Success Outreach campaign by calling all enrolled students to ensure they were prepared for the transition to online classes after the semester resumed.

Finally, at Winona State University, ASF members in the Athletic Training area are helping their post-surgical athletes rehabilitate via Zoom meetings by watching them perform their exercises and discussing next steps to get them back on the field or court. Many of these athletes are not able to go to physical therapy in their hometowns since it is not considered an essential service, so this continued coverage is crucial for their physical health. And the Tutoring Services area was able to remotely train more than 50 tutors and supplemental instruction leaders on online platforms and best practices in less than a week. They also reached out to academic departments who were unsure how to keep their student workers employed and offered to train them as tutors. They were able to successfully launch online tutoring even before classes resumed, and their live supplemental instruction Zoom sessions for anatomy and physiology have had more than 50 participants, indicating that students are staying engaged and appreciate having this resource available.

As you can see, the administrative and service faculty have been very busy shifting their work to online and alternative formats as well, with the majority of them teleworking. I am so proud to be among a legion of faculty members who have risen to the challenge to find new ways to serve students and help ensure they have the best experience possible. It hasn't all be easy and certainly not fun, but the commitment and dedication to quality service is what keeps us going each and every day.

Thank you!
Tracy Rahim
State ASF President

**MINNESOTA STATE BOARD OF TRUSTEES
EXECUTIVE COMMITTEE MEETING MINUTES
MAY 6, 2020**

Executive Committee Members Present: Chair Jay Cowles, Vice Chair Roger Moe, Trustees Alex Cirillo, April Nishimura, Louise Sundin, Cheryl Tefer, and Michael Vekich, and Chancellor Devinder Malhotra

Other Trustees Present: Ashlyn Anderson, Dawn Erlandson, Bob Hoffman, and Rudy Rodriguez,

Convene and Call to Order

Chair Cowles called the virtual meeting to order at 8:10 am.

Chair's Updates

Chair Cowles announced that the board's annual meeting is on June 17. At the annual meeting, the board will approve a two-year meeting calendar and elect a chair and a vice chair. The Nominating Committee, chaired by Trustee George Soule, will forward the names of the candidates on or about May 17, 2020.

Chancellor's Updates:

Chair Cowles, Vice Chair Moe, trustees, I have a few updates to share with you this morning:

Interim Board Director

At the beginning of March, Inge Chapin shared with us her decision to retire effective June 5th after 23+ years of service to Minnesota State. There isn't a chancellor or board chair that Inge hasn't helped to guide and provide counsel to as we navigated this work. Her calm demeanor, elegance, and grace, along with her vast knowledge of the board's functioning will be sorely missed. As I've shared with this board, I have failed at retirement twice. Inge has assured me that she plans to succeed at retirement with honors!

Soon after Inge's announcement, Chair Cowles and I, along with Inge and other staff, began to outline options to search for the Board Director position. However, the difficulties posed by the pandemic and the system office hiring freeze required us to look at alternatives that ultimately led us to identify an interim until we could complete a full search. The interim could overlap and work with Inge during her transition.

A potential candidate was brought forward. Chair Cowles consulted with Trustee Vekich and Vice Chair Moe to develop a process and identify trustees to vet the internal candidate. A potential candidate was brought forward. I met with this candidate as did Inge, Chair Cowles, Vice Chair Moe, and Trustees Anderson, Cirillo, and Erlandson.

It is my pleasure to share with you that we have offered and she has accepted the position of Interim Board Director to Kari Campbell. She will serve in this role through June 30, 2021. Kari Campbell has served in a variety of roles within the Minnesota State system for over 20

years. She worked within the IT department at Minneapolis College for 15 years where she served in both a director and project manager role. Kari moved to the system office in 2014 to serve as associate director for the Charting the Future initiative and in 2015 began serving as project manager for the HR shared services project known as HR-TSM. Kari also led a team of project management professionals from across the system to develop and deliver project management training to over 450 Minnesota State employees.

Inge and Kari will be working closely on the transition over the next few weeks since I've been told that June 5 is right around the corner. I look forward to having Kari as a member of my cabinet team.

COVID-19 Update

At our May meeting, the team will give a detailed update on our efforts to respond to COVID since the April board meeting. Again, I am amazed each time I am on the phone with our presidents, cabinet, and the weekly calls organized by Vice Chancellor Maki with our campus COVID-19 contacts, the resiliency and leadership that is demonstrated. None of this has been easy – there is no roadmap on how to do this work. I continue to be proud of how our faculty, staff, and presidents have responded.

At the beginning of this, one of our primary principles was to ensure the ability for our students to complete spring semester. Senior Vice Chancellor Anderson, on behalf of our campuses, shared additional detail with Commissioner Olson regarding what is needed for the 5% of courses that need some face-to-face instruction to complete which are primarily in our college's career and technical programs. It is our hope that we will receive the approval to bring those students back to campus soon to complete their studies.

This week, MDH and the Office of Higher Education kicked-off 9 workgroups with the goal to draft a set of comprehensive strategies that higher education can use to guide as we move forward with our planning. These workgroups represent all areas of our work, including: instruction, athletics, student housing and dining services, surge planning and social and behavioral and cultural change.

My many thanks to the college and university representatives who are serving on these teams. These teams have hit the ground running. They have a very quick deadline of May 15th to draft recommendations for MDH and OHE review.

Outreach and Communication

As I shared with the board, Vice Chancellor Maki and I had the opportunity to testify in both the House and Senate Higher Education committees last week. In addition, we provided an update to staff from our congressional offices. I had a phone call with Senator Smith last Friday and shared my thoughts on a possible federal stimulus 4 package.

Last week, I had planned to meet with editorial boards across the state to continue our

advocacy with respect to the board's legislative request. However, that is not possible now. But the need to advocate on behalf of Minnesota State has not subsided – in fact during the last few months the critical need to share our message has been heightened as we face enrollment concerns.

Over the next few days, I will be meeting with editorial boards across the state to share our response to COVID-19, our continued need for the legislature to support our bonding request, in particular our asset preservation request and to make sure the message is clear:

Although there is still a lot that we don't know about what the future will bring, this much is certain: Every one of the 30 colleges and seven universities of Minnesota State will be open for business and adapt as necessary to safely serve our students and continue to provide an extraordinary education.

In addition, Noelle and her team are working with campus communicators to find opportunities to leverage their marketing efforts now and into the summer. Ron and his team are working with high school counselors to support their work to get additional information out to graduating seniors. I look forward to providing a deeper update on both fronts at our May meeting.

Equity 2030

With the Chair's permission, I would like to yield the rest of my time to introduce Teri Hinds who started on March 11th as the Senior Director for Strategic Initiatives with an initial focus on supporting both systemwide and campus Equity 2030 efforts.

Senior Director Hinds acknowledged the work of the Chancellor's Fellows. She provided a brief outline of an emerging framework on Equity 2030 that includes coordination and communication, systemwide and institutional policy review, community-led professional and leadership development opportunities, and academic equity.

Revised FY2021 and Proposed FY2022 Meeting Calendars (First Reading)

Chair Cowles reviewed the revised FY2021 and Proposed FY2022 meeting calendars. The only change to the FY2021 meeting calendar was the date of the September retreat from September 15-16 to September 22-23, 2020. The proposed FY2022 calendar follows the pattern of committee/board meetings on the third Tuesday and Wednesday of meeting months.

The calendars will be presented for a first reading at the board meeting on May 20, with a second reading and approval at the June 17 meeting.

Proposed FY2021 Board Operating Budget

Vice Chair Moe, treasurer, reviewed the proposed FY2021 Board Operating Budget. As of April 1, 2020, the board has spent \$157,227 or about 64 percent of its budget of \$245,500. Projected

expenses through June 30, the end of the fiscal year, are \$176,383 or about 74 percent of the budget. By the end of the fiscal year, the board will have had 20 meeting days.

- Three joint meetings with the Leadership Council: July 2019, October 2019 and January 2020;
- Two meetings on a campus: Hibbing Community College in July 2019 and Bemidji State University and Northwest Technical College in November 2019; and
- A retreat in September at Madden's Inn in Brainerd that included a tour and special event at Central Lakes College.

Throughout the year, trustees attended numerous campus events such fall commencement ceremonies, groundbreaking and ribbon-cuttings, and other events at St. Cloud State University, Winona State University, Mesabi Range College, Itasca Community College, Bemidji State University, Riverland Community College, St. Cloud Technical and Community College, Central Lakes College, and Fond du Lac Tribal and Community College. The chairs of the Academic and Student Affairs and the Finance Committees have participated in meetings with campus leaders and the Higher Learning Commission. Trustees have participated in the chancellor's partnership tours, attended legislative bonding tours, attended House and Senate hearings, and Minnesota State Day at the Capitol on February 24, 2020.

The board's operating budget also supports events such as LeadMN's annual scholarship gala and the Nellie Stone Johnson Scholarship event (assuming it will occur as scheduled on June 16, 2020). The Board of Trustees is a member of two national higher education organizations – the Association of Community College Trustees (ACCT) and the Association of Governing Boards of Universities and Colleges (AGB). The organizations sponsor annual conferences that are development and networking opportunities. Six trustees attended the Association of Community College's annual congress in October in support of Trustee Dawn Erlandson who became the chair of the ACCT Board of Directors. Trustee Erlandson will serve as chair until ACCT's annual meeting in September 30-October 3, 2020.

Treasurer Moe highlighted some of the FY2021 Planning Assumptions:

- COVID-19 may continue to disrupt large gatherings.
- Three joint meetings with the Leadership Council: July, November, and January
- Three off-site meetings: July, September, and November
- Two-day retreat in September, and committee and board meetings in October, November, January, March, April, May, and June
- Board self-evaluation
- Trustees' attendance at three national conferences: Association of Community College Trustees Annual Congress in October, Association of Community College Trustees National Legislative Summit in February, and the Association of Governing Boards Conference on Trusteeship in April.
- Trustee Erlandson is the chair of the Association of Community College's Board of Directors. She will host the ACCT board's 2020 summer meeting in the Twin Cities.

- Social events including annual recognition reception

Chancellor Malhotra explained that the system office's base appropriation has been fixed at \$33.073M since FY2012. Beginning in FY2021 in order to have a structurally balanced budget by FY2025 and not compromise the system's fund balance, the system office's budget will be reduced by \$1.5M per year. The methodology used to adjust budgets for FY2021 was a tiered approach – budgets less than \$1M were reduced 3 percent, budgets between \$1M-\$3M were reduced 4 percent, and budgets over \$3M were reduced 5 percent.

Trustee Moe made the following motion. It was seconded by Trustee Cirillo and carried unanimously:

The Executive Committee approves the FY2021 Board Operating Budget of \$194,000 and refers it to the Finance Committee to be included in the overall FY2021 budget that will be presented to the Board of Trustees for a first reading in May and approval in June.

Adjourn

The meeting adjourned at 8:55 am.

Minnesota State Acronyms

AACC	American Association of Community Colleges
AASCU	American Association of State Colleges and Universities
ACCT	Association of Community College Trustees
ACE	American Council on Education
AFSCME	American Federation of State/County/Municipal Employees
AGB	Association of Governing Boards of Universities and Colleges
API	Application Programming Interface
AQIP	Academic Quality Improvement Program
ASA	Academic and Student Affairs
BPAC	Business Practices Alignment Committee
CAG	Cross-functional Advisory Group
CAS	Course Applicability System
CASE	Council for the Advancement and Support of Education
CCSSE	Community College Survey of Student Engagement
CFI	Composite Financial Index
CIP	Classification of Instructional Programs
COE	Centers of Excellence <ul style="list-style-type: none">• Advance IT Minnesota• 360° Manufacturing and Applied Engineering Center of Excellence• HealthForce Minnesota• Minnesota Center for Engineering and Manufacturing Excellence (MNCEME)• Center for Agriculture - Southern Minnesota• Minnesota Agriculture Center for Excellence – North – AgCentric• Minnesota Energy Center• Minnesota Transportation Center

CRM	Constituent Relationship Management
CSC	Campus Service Cooperative
CST	Collaborative Sourcing Team
CTF	Charting the Future
CTL	Center for Teaching and Learning
CUPA	College and University Personnel Association
DARS	Degree Audit Reporting System
DEED	Department of Employment and Economic Development
DOA	Department of Administration
DOER	Department of Employee Relations (merged with MN Management and Budget)
EEOC	Equal Employment Opportunity Commission
EIC	Enterprise Investment Committee
ERP	Enterprise Resource Planning
FERPA	Family and Educational Rights and Privacy Act
FIN	Finance
FTE	Full Time Equivalent
FUG	Financial User Group
FY	Fiscal Year (July 1 – June 30)
FYE	Full Year Equivalent
HEAC	Higher Education Advisory Council
HEAPR	Higher Education Asset Preservation
HLC	Higher Learning Commission
HR	Human Resources
HR-TSM	Human Resources Transactional Service Model

IAM	Identity and Access Management
IDM	Identity Management (Old term)
IFO	Inter Faculty Organization
iPASS	Integrated Planning and Advising for Student Success
IPEDS	Integrated Postsecondary Education Data System
ISEEK	CareerWise Education
ISRS	Integrated Statewide Records System
IT	Information Technology
ITS	Information Technology Services
LTFS	Long-term Financial Sustainability
MAPE	Minnesota Association of Professional Employees
MDOE	Minnesota Department of Education
MDVA	Minnesota Department of Veterans Affairs
MHEC	Midwestern Higher Education Compact
MMA	Middle Management Association
MMB	Minnesota Management and Budget
MnCCECT	Minnesota Council for Continuing Education and Customized Training
MMEP	Minnesota Minority Education Partnership
MNA	Minnesota Nurses Association
MOU	Memorandum of Understanding
MSCF	Minnesota State College Faculty
MSCSA	Minnesota State College Student Association
MSUAASF	Minnesota State University Association of Administrative and Service Faculty
MSUSA	Students United (previously known as MSUSA or Minnesota State University Student Association)

NASH	National Association of System Heads
NCAA	National Collegiate Athletic Association
NCHEMS	National Center for Higher Education Management Systems
NSSE	National Survey of Student Engagement
OCR	Office for Civil Rights
OET	Office of Enterprise Technology
OHE	Minnesota Office of Higher Education
OLA	Office of the Legislative Auditor
PEAQ	Program to Evaluate and Advance Quality
PM	Project Manager
PSEO	Post-Secondary Enrollment Options
RFP	Request for Proposal
SAG	Services Advisory Group
SCUPPS	State College and University Personnel/Payroll System
SEMA4	Statewide Employee Management System
SER	Subcommittee on Employee Relations
SHEEO	State Higher Education Executive Officers
SME	Subject Matter Experts
USDOE	United States Department of Education
USDOL	United States Department of Labor