



## May 2022 committee & board meetings

Minnesota State Colleges and Universities

System office, McCormick Room, 4th floor

May 17, 2022 10:30 AM - May 18, 2022 1:00 PM CDT

### Table of Contents

<b>I. Schedule.....</b>	<b>4</b>
<b>II. Reference materials</b>	
<b>A. FY2022-2023 Meeting Calendar.....</b>	<b>7</b>
<b>B. FY2022 Committee Rosters.....</b>	<b>10</b>
<b>III. Academic and Student Affairs Committee, Cheryl Tefer, Chair.....</b>	<b>12</b>
<b>A. Minutes of March 15, 2022.....</b>	<b>13</b>
<b>B. Mission Statement Change: Saint Paul College.....</b>	<b>15</b>
<b>C. Proposed Amendment to Board Policy 2.2 State Residency (First Reading).....</b>	<b>29</b>
<b>D. Proposed Amendment to Board Policy 3.21 Undergraduate Course and Credit Transfer and the Minnesota Transfer Curriculum (First Reading).....</b>	<b>35</b>
<b>E. Proposed Amendment to Board Policy 3.30 College Program Advisory Committees (First Reading).....</b>	<b>43</b>
<b>F. Proposed Amendment to Board Policy 3.38 Career Information (First Reading).....</b>	<b>48</b>
<b>G. Proposed Amendment to Board Policy 3.39 Transfer Rights and Responsibilities (First Reading).....</b>	<b>52</b>
<b>H. Institutional and Specialized Accreditation.....</b>	<b>59</b>
<b>V. Diversity, Equity and Inclusion Committee, Rudy Rodriguez, Chair.....</b>	<b>61</b>
<b>A. Minutes of April 19, 2022.....</b>	<b>62</b>
<b>B. Minutes of April 19, 2022 Joint Meeting of Diversity, Equity and Inclusion and Workforce and Organizational Effectiveness Committees.....</b>	<b>63</b>
<b>C. Proposed Amendment to Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education (First Reading).....</b>	<b>64</b>
<b>VI. Facilities Committee, Jerry Janezich, Chair.....</b>	<b>79</b>
<b>A. Minutes of January 26, 2022.....</b>	<b>80</b>
<b>B. Contracts Requiring Board Approval.....</b>	<b>83</b>

1. Curtain Wall and Window Replacement, Student Union, Minnesota State University, Mankato.....	84
2. Window Replacement, McElroy Hall, Minnesota State University,.....	86
3. Facilities Project Management System Extension, System Office.....	88
C. Sustainability Update.....	90
VIII. Finance Committee, Roger Moe, Chair.....	93
A. Minutes of April 20, 2022.....	94
B. Contracts Requiring Board Approval.....	98
1. Curtain Wall and Window Replacement, Student Union, Minnesota State University, Mankato.....	99
2. Window Replacement, McElroy Hall, Minnesota State University,.....	101
3. Facilities Project Management System Extension, System Office.....	103
4. Technical Certification Program Training, Lake Superior College.....	105
5. Servio Master Implementation Partner for Salesforce, System Office.....	107
C. Board Policy 7.3 Financial Administration (Second Reading).....	110
D. Students United Fee Proposal (First Reading).....	121
E. FY2023 Annual Operating Budget (First Reading).....	127
X. Joint Meeting: Audit and Workforce and Organizational Effectiveness Committees, Co-Chairs Michael Vekich and George Soule.....	138
A. HR Shared Services Update.....	139
XI. Workforce and Organizational Effectiveness Committee, George Soule, Chair.....	154
A. Minutes of April 20, 2022.....	155
B. Minutes of April 19, 2022 Joint Meeting of Diversity, Equity and Inclusion and Workforce and Organizational Effectiveness Committees.....	157
C. Appointment for Interim General Counsel.....	158
D. Proposed Amendment to Board Policy 1A.4, System Administration, Appointment of Administrators (First Reading).....	160
E. Proposed Amendment to Board Policy 4.2 Appointment of Presidents (First Reading).....	165
F. Workforce Analytics Report.....	173
XIII. Audit Committee, Michael Vekich, Chair.....	191
A. Minutes of April 17, 2022.....	192
B. Appointment for Chief Audit Officer.....	194
XIV. Board of Trustees, Jay Cowles, Chair	

**A. Agenda.....196**

**B. Consent agenda.....198**

**1. Minutes of Committee of the Whole Meeting, April 19, 2022.....199**

**2. Minutes of Board of Trustees Meeting, April 20, 2022.....200**

**3. Proposed Committee Charter Revisions**

**a. Diversity, Equity and Inclusion Committee.....206**

**4. Proposed FY2023 Board Operating Budget.....209**



**Board of Trustees  
May 17 - 18, 2022  
McCormick Room, 4th Floor**

---

*Times are tentative – meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of previous meetings. Interested parties can listen to the live stream of the proceedings from the [Board website](#).*

**Tuesday, May 17, 2022**

- 10:30 a.m. Academic and Student Affairs Committee, Cheryl Tefer, Chair  
*Other board members may be present constituting a quorum of the board.*
- 1. Minutes of March 15, 2022**
  - 2. Mission Statement Change: Saint Paul College**
  3. Proposed Amendment to Board Policy 2.2 State Residency (First Reading)
  4. Proposed Amendment to Board Policy 3.21 Undergraduate Course and Credit Transfer and the Minnesota Transfer Curriculum (First Reading)
  5. Proposed Amendment to Board Policy 3.30 College Program Advisory Committees (First Reading)
  6. Proposed Amendment to Board Policy 3.38 Career Information (First Reading)
  7. Proposed Amendment to Board Policy 3.39 Transfer Rights and Responsibilities (First Reading)
  8. Institutional and Specialized Accreditation
- 12:00 p.m. Luncheon, Conference Rooms 3304/3306
- 12:45 p.m. Diversity, Equity and Inclusion Committee, Rudy Rodriguez, Chair  
*Other board members may be present constituting a quorum of the board.*
- 1. Minutes of April 19, 2022**
  - 2. Minutes of April 19, 2022 Joint Meeting of Diversity, Equity and Inclusion and Workforce and Organizational Effectiveness Committees**
  3. Proposed Amendment to Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education (First Reading)
- 1:45 p.m. Facilities Committee, Jerry Janezich, Chair  
*Other board members may be present constituting a quorum of the board.*
- 1. Minutes of January 26, 2022**
  - 2. Contracts Requiring Board Approval**
    - a. Curtain Wall and Window Replacement, Student Union, Minnesota State University, Mankato**

- b. **Window Replacement, McElroy Hall, Minnesota State University, Mankato**
- c. **Facilities Project Management System Extension, System Office**
- 3. Sustainability Update

2:45 p.m. BREAK

3:00 p.m. Finance Committee, Roger Moe, Chair  
*Other board members may be present constituting a quorum of the board.*

- 1. **Minutes of April 20, 2022**
- 2. **Contracts Requiring Board Approval**
  - a. **Curtain Wall and Window Replacement, Student Union, Minnesota State University, Mankato**
  - b. **Window Replacement, McElroy Hall, Minnesota State University, Mankato**
  - c. **Facilities Project Management System Extension, System Office**
  - d. **Technical Certification Program Training, Lake Superior College**
  - e. **Servio Master Implementation Partner for Salesforce, System Office**
- 3. **Proposed Amendment to Board Policy 7.3 Financial Administration (Second Reading)**
- 4. Students United Fee Proposal (First Reading)
- 5. FY2023 Annual Operating Budget (First Reading)

4:30 p.m. Meeting ends

5:00 p.m. Dinner (Social event, not a meeting)

**Wednesday, May 18, 2022**

8:30 a.m. Joint Meeting: Audit and Workforce and Organizational Effectiveness Committees, Co-Chairs Michael Vekich and George Soule  
*Other board members may be present constituting a quorum of the board.*

- 1. HR Shared Services Update

9:30 a.m. Workforce and Organizational Effectiveness Committee, George Soule, Chair  
*Other board members may be present constituting a quorum of the board.*

- 1. **Minutes of April 20, 2022**
- 2. **Minutes of April 19, 2022 Joint Meeting of Diversity, Equity and Inclusion and Workforce and Organizational Effectiveness Committees**
- 3. **Appointment for Interim General Counsel**
- 4. Proposed Amendment to Board Policy 1A.4, System Administration, Appointment of Administrators (First Reading)
- 5. Proposed Amendment to Board Policy 4.2 Appointment of Presidents (First Reading)
- 6. Workforce Analytics Report

11:00 a.m. BREAK

- 11:15 a.m. Audit Committee, Michael Vekich, Chair  
*Other board members may be present constituting a quorum of the board.*  
**1. Minutes of April 17, 2022**  
**2. Appointment for Chief Audit Officer**
- 11:45 a.m. Board of Trustees, Jay Cowles, Chair
- 1:00 p.m. Meeting ends

**Bolded items indicate action is required.**



**FY2022 and FY2023 Board Meeting Dates**

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

**Revised FY2022 Meeting Calendar**

Meeting	Date	If agendas require less time, these dates will be cancelled.
No meetings in July <i>Potential board training session to be scheduled</i>		
No meetings in August		
Board Retreat <i>Tentative Location: Riverland Community College/Austin</i>	September 21-22, 2021	
Executive Committee	October 6, 2021	
Committee / Board Meetings	October 19-20, 2021	October 19, 2021
Executive Committee	November 3, 2021	
Committee / Board Meetings Combined with Leadership Council	November 16-17, 2021	November 17, 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		
Executive Committee	March 2, 2022	
Committee / Board Meetings	March 15-16, 2022	March 15, 2022
Executive Committee	April 6, 2022	

<b>Meeting</b>	<b>Date</b>	<b>If agendas require less time, these dates will be cancelled.</b>
Committee / Board Meetings	April 19-20, 2022	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

### **Proposed FY2023 Meeting Calendar**

<b>Meeting</b>	<b>Date</b>	<b>If agendas require less time, these dates will be cancelled.</b>
Board Meeting/Combined meeting Leadership Council	July 19-20, 2022	July 20, 2022
No meetings in August		
Board Retreat	September 20-21, 2022	
Executive Committee	October 5, 2022	
Committee / Board Meetings	October 18-19, 2022	October 18, 2022
Executive Committee	November 2, 2022	
Committee / Board Meetings Combined with Leadership Council	November 15-16, 2022	November 16, 2022
No meetings in December		
Executive Committee	January 4, 2023	
Board Meeting/Combined meeting with Leadership Council	January 24-25, 2023	January 25, 2023
No meetings in February		



Meeting	Date	If agendas require less time, these dates will be cancelled.
Executive Committee	March 1, 2023	
Committee / Board Meetings	March 21-22, 2023	March 21, 2023
Executive Committee	April 5, 2023	
Committee / Board Meetings	April 18-19, 2023	April 18, 2023
Executive Committee	May 3, 2023	
Committee / Board Meetings	May 16-17, 2023	May 16, 2023
Executive Committee	June 7, 2023	
Committee / Board Meetings	June 20-21, 2023	June 20, 2023

**National Higher Education Conferences:**

ACCT Leadership Congress: October 13-16, 2021, San Diego  
ACCT National Legislative Summit: 2022 (dates not posted)  
AGB National Conference on Trusteeship: Spring 2022 (dates not posted)

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

## Committee Rosters

2021- 2022

(Updated October 1, 2021)

### Executive

Jay Cowles, Chair  
Rudy Rodriguez, Vice Chair  
Roger Moe, Treasurer  
Dawn Erlandson  
April Nishimura  
Cheryl Tefer  
Michael Vekich

### Academic and Student Affairs

Cheryl Tefer, Chair  
Alex Cirillo, Vice Chair  
Asani Ajogun  
Dawn Erlandson  
Javier Morillo  
Oballa Oballa  
Kathy Sheran

---

*President Liaisons:*

*Deidra Peaslee*  
*Robbyn Wacker*

### Audit

Michael Vekich, Chair  
George Soule, Vice Chair  
Victor Ayemobuwa  
Jerry Janezich  
April Nishimura

---

*President Liaisons:*

*Faith Hensrud*  
*Michael Seymour*

### Diversity, Equity, and Inclusion

Rudy Rodriguez, Chair  
George Soule, Vice Chair  
Asani Ajogun  
Alex Cirillo  
Javier Morillo  
April Nishimura  
Oballa Oballa

---

*President Liaisons:*

*Carrie Brimhall*  
*Kumara Jayasuriya*

### Facilities

Jerry Janezich, Chair  
Roger Moe, Vice Chair  
Victor Ayemobuwa  
Alex Cirillo  
Kathy Sheran

---

*President Liaisons:*

*Kent Hanson*  
*Faith Hensrud*

### Finance

Roger Moe, Chair  
April Nishimura, Vice Chair  
Jerry Janezich  
Oballa Oballa  
Rudy Rodriguez  
Kathy Sheran  
George Soule

---

*President Liaisons:*

*Joe Mulford*  
*Scott Olson*

**Outreach and Engagement Committee**

Dawn Erlandson, Chair  
Alex Cirillo, Vice Chair  
Victor Ayemobuwa  
Javier Morillo  
Cheryl Tefer

---

*President Liaisons:*

*Ginny Arthur  
Michael Berndt*

**Workforce and Organizational Effectiveness**

George Soule, Chair  
Rudy Rodriguez, Vice Chair  
Asani Ajogun  
Dawn Erlandson  
Roger Moe  
Kathy Sheran  
Cheryl Tefer

---

*President Liaisons:*

*Anne Blackhurst  
Annette Parker*

**Nominating Committee**

George Soule, Chair  
Michael Vekich, Vice Chair  
Cheryl Tefer

**Chancellor Performance Review**

Jay Cowles, Chair  
Rudy Rodriguez, Vice Chair  
Dawn Erlandson  
Roger Moe



**Academic and Student Affairs Committee**  
**May 17, 2022**  
**10:30 a.m.**  
**McCormick Room, 4<sup>th</sup> Floor**

---

*Times are tentative – meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of previous meetings.*

- 1. Minutes of March 15, 2022**
- 2. Mission Statement Change – Saint Paul College**
3. Proposed Amendment to Board Policy 2.2 State Residency (First Reading)
4. Proposed Amendment to Board Policy 3.21 Undergraduate Course and Credit Transfer and the Minnesota Transfer Curriculum (First Reading)
5. Proposed Amendment to Board Policy 3.30 College Program Advisory Committees (First Reading)
6. Proposed Amendment to Board Policy 3.38 Career Information (First Reading)
7. Proposed Amendment to Board Policy 3.39 Transfer Rights and Responsibilities (First Reading)
8. Institutional and Specialized Accreditation

Committee Members

Cheryl Tefer, Chair  
Alex Cirillo, Vice Chair  
Asani Ajogun  
Dawn Erlandson  
Javier Morillo  
Oballa Oballa  
Kathy Sheran

Presidents Liaisons

Deidra Peaslee  
Robbyn Wacker

**Bolded items indicate action required.**





**Academic and Student Affairs Committee  
Meeting Minutes  
March 15, 2022**

---

A meeting of the Academic and Student Affairs Committee of the Board of Trustees was held on March 15, 2022.

Committee members present: Cheryl Tefer, Chair; Alex Cirillo, Vice Chair; Asani Ajogun, Dawn Erlandson, Javier Morillo and Kathleen Sheran

Committee members absent: Oballa Oballa

Other board members present: Victor Ayemobuwa, Jay Cowles, Roger Moe, and George Soule

Staff present: Devinder Malhotra, Chancellor; Ron Anderson, Sr. Vice Chancellor for Academic and Student Affairs

The meeting materials for this meeting are available [here](#) starting on page 20. An audio recording of the meeting is available [here](#).

Committee Chair Tefer called the meeting to order at 12:31 p.m.

**Agenda Item 1: Approval of the Meeting Minutes for January 25, 2022**

Committee Chair Tefer asked if there were any changes or amendments to the minutes, then asked for a motion to approve. Trustee Erlandson made the motion and Trustee Cirillo provided a second.

A roll call vote was conducted, and the minutes were approved unanimously.

**Agenda Item 2: Minnesota North College Merger Approval**

Committee Chair Tefer invited Sr. Vice Chancellor Ron Anderson along with Michael Raich, President, Northeast Higher Education to present on Minnesota North College Merger Approval, as detailed in the meeting materials.

The meeting materials for this item begin on page 23.

Committee Chair Tefer asked committee members to consider the following recommended committee motion:

*The Academic and Student Affairs Committee recommends that the Board of Trustees approve the reorganization and consolidation of Hibbing Community College, Itasca Community College, Mesabi Range College, Rainy River Community College, and Vermilion Community College, resulting in the Northeast Higher Education District becoming the sole HLC-accredited entity and operating henceforth as a single unified college, Minnesota North College, with six branch campuses.*

Trustee Cirillo made the motion and Trustee Ajogun seconded. A roll call vote was conducted. The vote was as follows:

Trustee Ajogun	Yes
Trustee Cirillo	Yes
Trustee Erlandson	Yes
Trustee Morillo	Yes
Trustee Oballa	Absent
Trustee Sheran	Yes
Trustee Tefer	Yes

The committee voted to approve the recommended motion.

### **Agenda Item 3: Minnesota State Centers of Excellence**

Committee Chair Tefer invited Sr. Vice Chancellor Ron Anderson along with Larry Lundblad, Executive Director for Workforce and Economic Development; Mary Rothchild, Senior System Director for Workforce and Economic Development; Valerie DeFor, Director, HealthForce; and Chris Hadfield, Executive Director, Transportation Center of Excellence to present on the Minnesota State Centers of Excellence, as detailed in the meeting materials.

The meeting materials for this item begin on page 26.

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

### **Adjournment**

The committee chair adjourned the meeting at 2:05 p.m.

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

**Name:** Academic and Student Affairs Committee

**Date:** May 17, 2022

**Title:** Mission Statement Change: Saint Paul College

**Purpose (check one):**

Proposed New Policy or  
Amendment to Existing Policy

Approvals Required  
by Policy

Other Approvals

Monitoring/Compliance

Information

**Brief Description:**

The mission of Saint Paul College is being presented for Board approval. The mission meets the criteria in Board Policy 3.24 College or University Type and Mission, and System Mission, Part 4: Approval of College or University Mission Statement.

**Scheduled Presenter(s):**

Ron Anderson, Senior Vice Chancellor for Academic and Student Affairs

Deidra Peaslee, President, Saint Paul College

Austin Calhoun, Vice President of Advancement and Communications, Saint Paul College

Paula Kinney, Director of Strategic Planning and Effectiveness, Saint Paul College

Wendy Roberson, Vice President of Diversity, Equity, & Inclusion, Saint Paul College

**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD ACTION**

MISSION STATEMENT CHANGE: SAINT PAUL COLLEGE

**BACKGROUND**

The revised mission, vision, and values statement of Saint Paul College is being presented for Board approval. The mission and vision meet the criteria identified in Board Policy 3.24 *College or University Type and Mission, and System Mission, Part 4: Approval of College or University Mission Statement*.

Saint Paul College is one of the oldest colleges in Minnesota, founded in 1910. In 1995, Saint Paul Technical College became part of the Minnesota State Colleges and University System (alternatively referred to as Minnesota State), and in 2002, became Saint Paul College- A Community and Technical College. In its more than 110-year history, Saint Paul College evolved into a comprehensive community and technical college in response to changing demographics, local industry, and the economic environment.

Centrally located in the capital city of Saint Paul, the College is easily accessible by public transportation, which attracts its residents, many of whom are underserved populations with diverse representation across culture, race, ethnicity, and socioeconomic status. Within Minnesota State, Saint Paul College is noted as one of the most diverse institutions of higher education. Since 2010, the College has seen an increase in the number of students and employees of color. During the 2020 – 2021 academic year, with an enrollment of over 8,000 full and part-time students, 65% of the Saint Paul College student body and 24% of employees identified as people of color.

*In the 2020 – 2021 year:*

Saint Paul College served 8,365 students:

- 5867 degree-seeking students
- 1092 high school students
- 2206 non-credit workforce training and continuing education programs

Our student population comprises:

- 64 percent part-time students,
- 42 percent Pell Eligible
- 60 percent first generation college students (federal definition).



- 65% students of color
- 44% of students are age 24+

Saint Paul College offers 54 associate degree programs, and 74 career certificate and diploma programs in the humanities, arts, business, social science, health and human services, education, and STEM disciplines. Saint Paul College offers Associate of Arts degrees, Transfer Pathways, Associate of Fine Arts, Associate of Science, and Associate of Applied Science degrees as well as numerous programs that award certificates. The number of credentials awarded in 2021 was 1,407.

Saint Paul College also offers credit and non-credit courses to the community for professional growth and personal enrichment through our Workforce Training and Continuing Education department.

Saint Paul College is an active participant in community service and seeks ways to give back. The College engages with the wider community in providing service learning/volunteer opportunities. Likewise, the College benefits from community members serving on advisory boards for various programs as well as the President’s Advisory Council and Friends of Saint Paul College Foundation.

### *Rationale for Change*

The Saint Paul College mission, vision and values statements were last updated ten years ago. Since then, several internal and external events have impacted the College and catalyzed purposeful action. Dr. Deidra Peaslee was appointed interim president in 2019 and then permanent president in 2021. The college successfully addressed accreditation concerns and enhanced the internal campus climate through a wellbeing program, intercultural communication training and professional development opportunities on creating an inclusive workplace. During the spring of 2020, the worldwide pandemic and the murder of George Floyd highlighted the trauma and systemic racism experienced daily by members of the Saint Paul College community, particularly those of color. As a result, in June 2020, Saint Paul adopted an anti-racist, trauma-informed philosophy that commits to developing and sustaining a transparent anti-racist and trauma-informed college culture. This work is well underway.

Our revised mission, vision, and values seeks to publicly express Saint Paul College’s purpose as a community and technical college. They amplify the why and how of what we do in a manner that 1) distinguishes our aims and aspirations; 2) is meaningful and resonates with internal and external stakeholders; 3) guides prioritizing allocation of resources; and 4) conveys Saint Paul College’s commitment to equity and inclusion, hallmarks of anti-racism, trauma-informed practices, which permeates the four strategic directions of our new strategic plan. The first of these strategic directions is to become an anti-racist, trauma informed college.

The revised mission and vision statements are designed to meet the criteria identified in Board Policy 3.24 Institution Type and Mission, and System Mission, Part 4: Approval of College or University Mission Statements.

**Current Mission Statement:**

Education for Employment...Education for Life

Saint Paul College offers comprehensive learning opportunities in both career and transfer education to enhance personal knowledge and advance economic opportunity for the benefit of a diverse population of constituents which includes students, business/industry/labor and the community.

**Proposed Mission Statement:**

Grounded in equity and inclusion, Saint Paul College educates and empowers students to lead purposeful lives and discover rewarding careers.

**Current Vision Statement:**

Saint Paul College will be a leader in providing comprehensive life-long learning through innovative and quality-focused strategies and services

**Proposed Vision Statement**

Saint Paul College advances racial equity; enriches community vibrancy; and inspires students to reach their full potential.

**Current Values Statement**

Saint Paul College is committed to the following values. The College mission and strategic goals are based on its values which are central to an effective learning organization.

*Excellence*

Teaching & Learning

Career & Transfer

Education Student-Focused Services

Innovation

Accessibility

Technology

Integrity

*Honesty Accountability*

Decision-Making

Climate Responsiveness

Respect

*Student-Centered*

Cultural Diversity/Inclusiveness

Human Diversity

Collaboration

**Proposed Values Statement**

*We believe students are the heart of our work.*

With compassion and dedication, we collaborate to create an inclusive and supportive learning environment to meet student needs, interests, and goals. When all students have access to resources and support, they are empowered to achieve success.

*We are excellence-minded, equity-driven.*

Diversity enriches our intellectual and professional community. Saint Paul College cultivates an environment of safety and transparency where all members are heard, valued, and respected. We apply anti-racism, trauma-informed practices that work to eliminate racism and increase access and opportunity for all.

*We are guided by evidence-based decision-making.*

As a learning organization, we continually strive for improvement through purposeful and transparent decision-making with intentional consideration to identify what will best serve our students and the community.

*We strive to bring value to our community.*

We value collaborating and establishing partnerships that foster and enhance community connections. We are dedicated to meeting the needs of the changing labor market, supporting economic vitality and preparing students to contribute to a more socially just world.

The college vision and mission respond to the following elements in system procedure:

#### *Alignment with Minnesota State Mission, Vision, and Values*

The revised mission, vision, and values align with the current Minnesota State mission, vision, and values in the following ways: they align with and expand upon the Minnesota State mission, vision, and values. Most importantly, in each of our statements, the student is at the heart of the statement, and we put students first in our practices. Our vision and values align with the Minnesota State system through our aspiration to contribute to and add value to the Saint Paul community. This speaks to the partnership, collaboration, and leadership aspects of the Minnesota State mission. As we educate and empower students, by equipping them with the skills and knowledge they need for careers as well as for civic engagement, this contributes to a better life for students and their families and ultimately the region and state. Our four value statements include all the elements of the Minnesota State values and can be found embedded in value statements of excellence-minded, equity-driven—"we cultivate an environment of safety and transparency where all members of our community are heard, valued, and respected"; evidence-based decision making provides the transparency, and collaboration is evident in two of our values to "collaborating to create an inclusive and supportive learning environment to meet student's needs, interests, and goals, as well as "striving to bring value to our community through collaboration". Ultimately, the mission, vision, and values of Saint Paul College harmonize with those of Minnesota State. Our mission, vision, and values help students transform their lives, and thus the state of Minnesota.

### Alignment with Equity 2030

Furthermore, the revised mission, vision, values align directly with Equity 2030—the Minnesota State system goal to “eliminate the educational equity gaps at every Minnesota State college and university.” Minnesota State advises that an anti-racist framework is fundamental to the successful elimination of educational equity gaps. With the revised mission, vision, and values, Saint Paul College affirms the framework and extends it to include trauma-informed practices, and organizational functioning that supports all students to meet them where they are—and to develop student strengths and their social capital.

Both Equity 2030 and the Saint Paul College mission, vision, and values, recognize that meeting the system goal and living out our mission, vision, and values will require “intentional systems, culture change and innovations” in curriculum and pedagogy, as well as embedding and infusing anti-racism, trauma-informed practices into horizontal and vertical structures of operations, processes, and staffing. Saint Paul College has acted on this recognition by first building this commitment directly into the foundational guiding statements of the College.

The Saint Paul College mission and vision speak directly to the Minnesota State need for leadership and empowerment of all stakeholders within the college community. With our revised mission, vision, values, Saint Paul College acknowledges and embraces the role it can play in “advancing racial equity,” “striving to bring value to communities,” “enriching community vibrancy,” and developing students through education “grounded in equity and inclusion” for transforming lives and communities and eliminating educational equity gaps and societal and economic barriers. With the revised mission, vision, and values, Saint Paul College is poised to play a prominent role in breaking down barriers of structural inequity within the College and thus contribute to elimination of educational equity gaps within the Minnesota State system. Minnesota State is “committed to collectively nurturing and enhancing a civically engaged, socially mobile, and economically productive Minnesota.” Saint Paul College joins Minnesota State in championing this effort. The Saint Paul College mission, vision, and values amplify this on an organizationally local level.

### Compliance and legal expectations:

Our new proposed mission statement complies with all statute, policy, and regional accreditation requirements. Statutory compliance is addressed below.

As a public postsecondary institution, the College mission is informed by state statute. Saint Paul College’s revised mission will not impact our compliance with legal requirements. We will continue to meet the statutorily defined purposes of Minnesota’s higher education system as a community college that offers lower division instruction in academic programs and occupational programs for students seeking associate degrees and for those transferring to baccalaureate institutions as defined in Minn. Stat. § 135A.052, Sub. 1.

The new mission communicates our commitment to provide high quality education grounded in equity and foster student success as we provide an affordable education that all Minnesota State colleges and universities are committed to provide per the system mission.

Consultation

We consulted with the system office in March 2022 and received feedback (3/8/22) which we incorporated into the proposed elements.

**RECOMMENDED COMMITTEE MOTION**

Upon the recommendation of the Chancellor, the Academic and Student Affairs Committee recommends that the Board of Trustees approve the proposed mission statement of Saint Paul College.

**RECOMMENDED BOARD MOTION**

The Board of Trustees approves the mission statement of Saint Paul College.

*Date Presented to the Academic and Student Affairs Committee:* 5/17/2022  
*Date Presented to the Board of Trustees:* 5/18/2022  
*Date of Implementation:* 5/18/2022



# SAINT PAUL COLLEGE

start here. go anywhere.

1

## Mission Revision Approval Request

Presentation to the Minnesota State Board of Trustees

May 2022

President Deidra Peaslee, EdD




2

# Context


## 01 History

- Last updated 2010




## 03 External Events

- Global pandemic
- Murder of George Floyd




## 02 Internal Events

- New president
- Accreditation challenges--Successful reaffirmation 3/2021
- Workplace climate



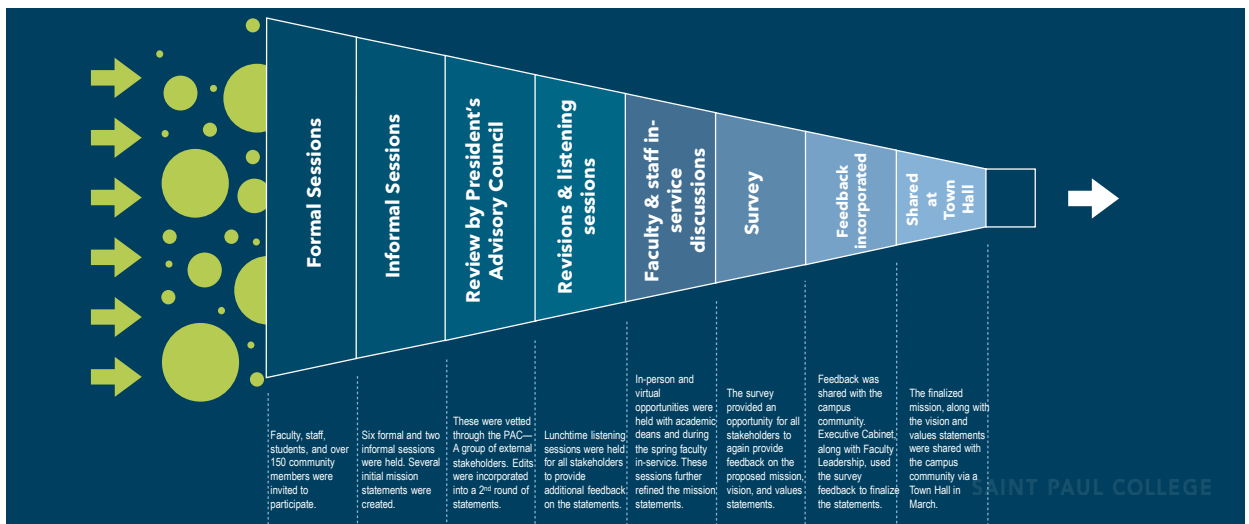
## 04 Commitment to anti-racist, trauma-informed culture



SAINT PAUL COLLEGE

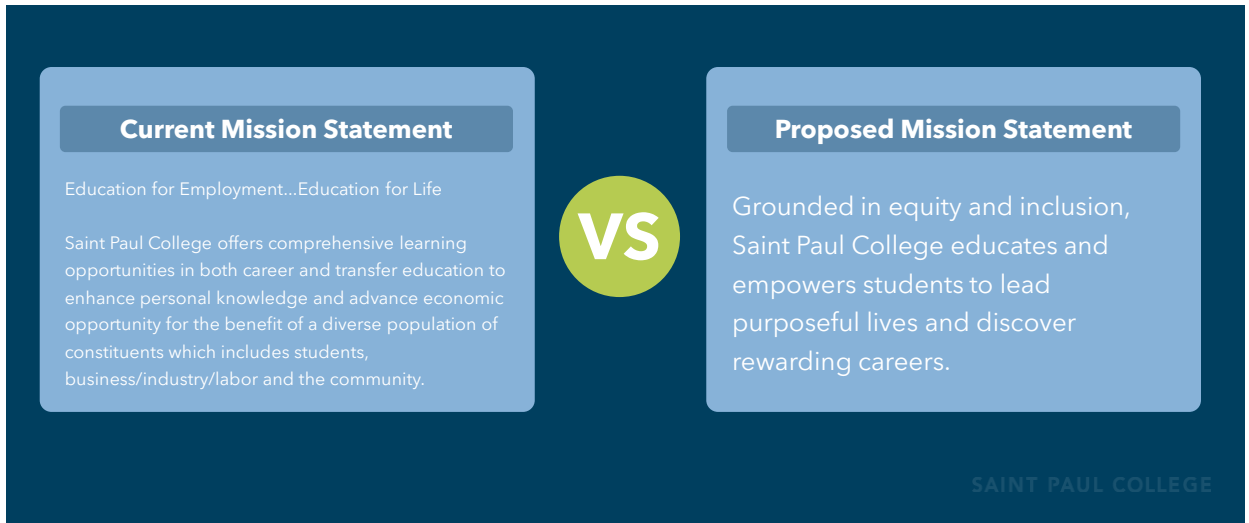
3

# Process



4

# Mission



The graphic features a dark blue background with two light blue rounded rectangular boxes. The left box is titled 'Current Mission Statement' and contains the text: 'Education for Employment...Education for Life' and 'Saint Paul College offers comprehensive learning opportunities in both career and transfer education to enhance personal knowledge and advance economic opportunity for the benefit of a diverse population of constituents which includes students, business/industry/labor and the community.' The right box is titled 'Proposed Mission Statement' and contains the text: 'Grounded in equity and inclusion, Saint Paul College educates and empowers students to lead purposeful lives and discover rewarding careers.' A central green circle with the white text 'VS' is positioned between the two boxes. The text 'SAINT PAUL COLLEGE' is visible in the bottom right corner of the dark blue area.

**Current Mission Statement**

Education for Employment...Education for Life

Saint Paul College offers comprehensive learning opportunities in both career and transfer education to enhance personal knowledge and advance economic opportunity for the benefit of a diverse population of constituents which includes students, business/industry/labor and the community.

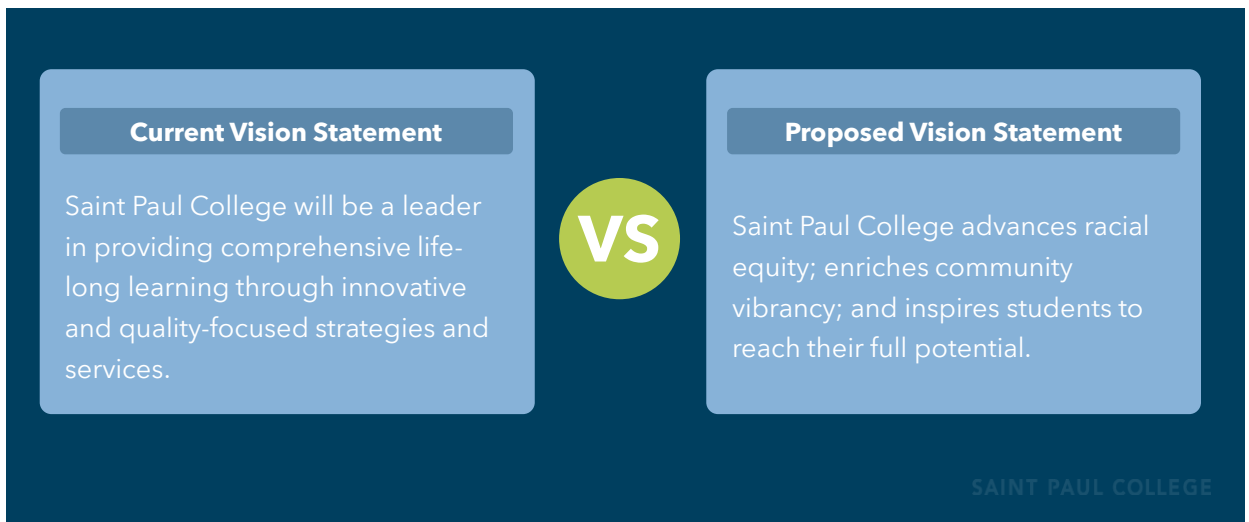
**Proposed Mission Statement**

Grounded in equity and inclusion, Saint Paul College educates and empowers students to lead purposeful lives and discover rewarding careers.

SAINT PAUL COLLEGE

5

# Vision



The graphic features a dark blue background with two light blue rounded rectangular boxes. The left box is titled 'Current Vision Statement' and contains the text: 'Saint Paul College will be a leader in providing comprehensive life-long learning through innovative and quality-focused strategies and services.' The right box is titled 'Proposed Vision Statement' and contains the text: 'Saint Paul College advances racial equity; enriches community vibrancy; and inspires students to reach their full potential.' A central green circle with the white text 'VS' is positioned between the two boxes. The text 'SAINT PAUL COLLEGE' is visible in the bottom right corner of the dark blue area.

**Current Vision Statement**

Saint Paul College will be a leader in providing comprehensive life-long learning through innovative and quality-focused strategies and services.

**Proposed Vision Statement**

Saint Paul College advances racial equity; enriches community vibrancy; and inspires students to reach their full potential.

SAINT PAUL COLLEGE

6



# Values

<p><b>Current Values</b></p> <p>Excellence: Teaching &amp; Learning; Career &amp; Transfer Education; Student-focused services; Innovation; Accessibility; Technology; Integrity Honesty: Accountability, Decision-Making; Climate Responsiveness; Respect Student-Centered: Cultural Diversity/Inclusiveness; Human Diversity; Collaboration</p>	<p><b>VS</b></p>	<p><b>Proposed Values</b></p> <p>We believe students are the heart of our work. We are excellence-minded, equity-driven. We are guided by evidence-based decision-making. We strive to bring value to our community</p>
---	------------------	---


SAINT PAUL COLLEGE

7

## Proposed Values, Expanded

**We believe students are the heart of our work.**

With compassion and dedication, we collaborate to create an inclusive and supportive learning environment to meet student needs, interests, and goals. When all students have access to resources and support, they are empowered to achieve success.



SAINT PAUL COLLEGE

8

## Proposed Values, Expanded

### **We are excellence-minded, equity-driven.**

Diversity enriches our intellectual and professional community. Saint Paul College cultivates an environment of safety and transparency where all members are heard, valued, and respected. We apply anti-racism, trauma-informed practices that work to eliminate racism and increase access and opportunity for all.



SAINT PAUL COLLEGE

9

## Proposed Values, Expanded

### **We are guided by evidence-based decision-making.**

As a learning organization, we continually strive for improvement through purposeful and transparent decision-making with intentional consideration to identify what will best serve our students and the community.



SAINT PAUL COLLEGE

10

# Proposed Values, Expanded



## We strive to bring value to our community.

We value collaborating and establishing partnerships that foster and enhance community connections. We are dedicated to meeting the needs of the changing labor market, supporting economic vitality and preparing students to contribute to a more socially just world.

SAINT PAUL COLLEGE

11

## Goals and Purposes

- **Minnesota State mission states what all member institutions exist to do, and for and with whom.**

- Allows colleges/universities to craft mission statements that differentiate ourselves and convey how and why we seek to deliver on the system mission.

- Saint Paul College's proposed revised mission:

- Boldly conveys our how and why
- Provides strong foundation for centering equity in operational and resource-related decisions
- Keeps current stakeholders engaged and committed
- Captures attention and interest of prospective students, employees, community partners

SAINT PAUL COLLEGE

12

# SAINT PAUL COLLEGE

start here. go anywhere.



MINNESOTA STATE

Saint Paul College,  
A member of Minnesota State

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

**Name:** Academic and Student Affairs Committee

**Date:** May 17, 2022

**Title:** Proposed Amendment to Policy 2.2 State Residency

**Purpose (check one):**

Proposed New Policy or  
Amendment to Existing Policy

Approvals Required  
by Policy

Other Approvals

Monitoring/Compliance

Information

**Brief Description:**

The amendment relocates information from the Part 1 Purpose section to the new Part 2 Background Information section. In Part 5, Subp. B the list of discretionary exceptions allowing students to be charged the resident tuition rate was expanded to include dislocated workers, students who are homeless, students who are or participated in foster care, and emancipated students.

The proposed amendment was reviewed by the Office of General Counsel, cabinet, and has been disseminated for its 30-day review and comment period. All comments received from the consultation period will be considered before the policy amendment is presented to the Board of Trustees at the June 2022 board meeting. The board will be informed of any changes in the proposed amendment that occur between the first and second readings.

**Scheduled Presenter(s):**

Ron Anderson, Senior Vice Chancellor for Academic and Student Affairs

**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD ACTION – FIRST READING**

Proposed Amendment to Board Policy 2.2 State Residency (First Reading)

**BACKGROUND**

Board Policy 2.2 State Residency was adopted by the Board of Trustees in July 1995 and implemented in August 1995. The policy was recently amended in March 2019 to address changes requested by the United States Department of Veteran Affairs (USDVA). The current review is part of the normal 5-year review cycle.

The amendment relocates information from the Part 1 Purpose section to the new Part 2 Background Information section. In Part 5, Subp. B the list of discretionary exceptions to allowing students to be charged the resident tuition rate was expanded to include dislocated workers, students who are homeless, students who are or have participated in foster care, and emancipated students.

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.

**RECOMMENDED COMMITTEE MOTION**

This is a first reading, no action is required.

**RECOMMENDED BOARD MOTION**

NA

MINNESOTA STATE  
BOARD OF TRUSTEES

BOARD POLICY – FIRST READING	
Chapter 2	Chapter Name Students
Section 2	Policy Name State Residency

*Single underlining* represents proposed new language.

*Strikeouts* represent existing language proposed to be eliminated.

1 **2.2 State Residency**

2

3 **Part 1. Purpose**

4 ~~Determination of the state of residency of students is necessary for a variety of federal and~~  
5 ~~state reporting requirements, for institutional research purposes, and in some cases, for~~  
6 ~~determination of the tuition to be charged to individual students.~~ This policy provides standards  
7 for the initial classification of students as state residents or non-residents, and determination of  
8 appropriate tuition charges, ~~and the procedures to be followed in order to change the state~~  
9 ~~residency status of students.~~

10

11 **Part 2. Background**

12 Determination of the state of residency of students is necessary for a variety of federal and  
13 state reporting requirements, for institutional research purposes, and in some cases, for  
14 determination of the tuition to be charged.

15

16 **Part ~~32~~ 32. Classification as State Residents on Date of Application**

17 Students who meet one or more of the following conditions on the date they apply for  
18 admission to a state college or university must be classified as residents of Minnesota.

- 19 a. They resided in the state for at least one calendar year immediately prior to applying for  
20 admission, or dependent students who have a parent or legal guardian residing in  
21 Minnesota on the date the students apply. Residency in the state during this period  
22 must not have been solely or primarily for the purpose of attending a college or  
23 university.
- 24 b. They are Minnesota residents who can demonstrate that they were temporarily absent  
25 from the state without establishing residency elsewhere.
- 26 c. They moved to the state for employment purposes and, before moving and before  
27 applying for admission to a public postsecondary institution, accepted a full-time job in  
28 the state; or they are students who are spouses or dependents of such persons.

29

30 **Part ~~43~~ 43. Tuition**

31 Students who are classified as Minnesota state residents must be charged the resident tuition  
32 rate. Students who are residents of states with which the state of Minnesota has a reciprocity  
33 agreement must be charged the appropriate reciprocity tuition rate. All other students,  
34 including international students, must be charged the non-resident tuition rate, unless they  
35 qualify under one of the exceptions provided in Part 54, below.

## 36 37 **Part 54. Non-Resident Students Allowed to Pay the Resident Tuition Rate**

### 38 39 **Subpart A. Required exceptions-**

40 Non-residents of Minnesota who meet one or more of the following conditions must be  
41 charged the resident tuition rate unless otherwise prohibited by applicable state or federal  
42 law or regulations.

- 43 **1. Current and former service members.** Current and former members of the U.S.  
44 military, their spouses, and dependent children, or any persons meeting the  
45 eligibility requirements under Chapter 33 - the Post-9/11 GI Bill, Forever GI Bill –  
46 Harry W. Colmery Veterans Educational Assistance Act, Montgomery GI Bill, Chapter  
47 31 – Vocational Rehabilitation, Chapter 35 – Survivors’ and Dependents’ Educational  
48 Assistance Program, Marine Gunnery Sergeant John David Fry Scholarship, or similar  
49 federal and state laws.
- 50 **2. Migrant farmworkers.** Students who have been in Minnesota as migrant  
51 farmworkers, as defined in the Code of Federal Regulations, title 20, section  
52 633.104, over a period of at least two years immediately before admission or  
53 readmission to a Minnesota public postsecondary college or university, or students  
54 who are dependents of such migrant farmworkers.
- 55 **3. Minnesota high school graduates.** A student who graduated from a Minnesota high  
56 school, if the student was a resident of Minnesota during the student’s period of  
57 attendance at the Minnesota high school and the student physically attends a  
58 Minnesota State college or university.
- 59 **4. Employment-related relocation.** Persons who ~~were~~ are employed and were  
60 relocated to the state by the person’s current employer.
- 61 **5. Refugees and asylees.** Students who are recognized as refugees or asylees by the  
62 Office of Refugee Resettlement of the United States Department of Health and  
63 Human Services.
- 64 **6. Prosperity Act requirements.** Students, other than nonimmigrant aliens within the  
65 meaning of United States Code, title 8, section 1101, subsection (a), paragraph (15),  
66 who meet the following requirements established in Minnesota Statutes 135.043.
  - 67 a. High school attendance within the state for three or more years,
  - 68 b. graduation from a state high school or attainment within the state of the  
69 equivalent of high school graduation, and
  - 70 c. in the case of a student without lawful immigration status:
    - 71 i. documentation that the student has complied with selective service  
72 registration requirements, and
    - 73 ii. if a federal process exists for the student to obtain lawful immigration  
74 status the student must present the higher education institution with



75 documentation from federal immigration authorities that the student  
76 has filed an application to obtain lawful immigration status.

77 **Subpart B. Discretionary exceptions-**

78 Non-residents of Minnesota who reside in states that do not have reciprocity agreements  
79 with Minnesota may be charged the resident tuition rate under one or more of the  
80 following exceptions.

- 81 1. **Single tuition rate.** With board approval, ~~a~~ colleges or universities may adopt a  
82 policy to charge one tuition rate to all students.
- 83 2. **International students.** Colleges and universities may charge resident tuition to  
84 nonimmigrant international students classified under 8, U.S.C. 1101 (a) (15) (B), (F),  
85 (H), (J), and (M).
- 86 3. **Graduate assistants.** Universities may charge resident tuition to graduate students  
87 appointed to graduate assistant positions.
- 88 4. **Intergovernmental agreements.** Colleges and universities may ~~may~~ that have ~~an a board~~  
89 approved agreement with a governmental subdivision of another state to charge  
90 certain students resident tuition. ~~approved by the board.~~
- 91 ~~5.~~ **High ability students.** Colleges and universities may adopt a policy to charge  
92 resident tuition to high ability students (a.) who are in the top 15 percent of their  
93 high school class ~~or (b.)~~ who score above the 85th percentile on a nationally-  
94 normed, standardized achievement test or, (c.) who meet other academic standards  
95 established by the college or university. ~~and who reside in states that do not have~~  
96 ~~reciprocity agreements with Minnesota.~~
- 97 6. Dislocated workers as determined under state or federal law
- 98 7. Students who are homeless
- 99 8. Students who are or participated in foster care
- 100 9. Emancipated students
- 101 10. **Other categories.** With board approval, colleges and universities may charge  
102 resident tuition to other specific categories of students.

103  
104 **Part 65. Appeal of Initial Residency Classification-**

105 Each college and university ~~policy and procedure must shall~~ provide for an appeal process for  
106 students to an appropriate college or university administrator of a for decisions ~~not~~ to classify a  
107 student them as a Minnesota resident ~~as described in this policy.~~ The administrator's decision is  
108 final. A student whose appeal is successful must be charged the resident tuition rate retroactive  
109 to the beginning of the first term of enrollment.

110  
111 **Part 76. Change of Residency Status-**

112 Under certain conditions, students who are initially classified as not being Minnesota state  
113 residents may have their status changed to that of resident through a reclassification process.  
114 ~~The chancellor shall develop a system procedure that describes the conditions under which~~  
115 ~~residency status may be changed.~~

---

**Related Documents**

- [System Procedure 2.2.1](#) State Residency
- [System Procedure 2.2.2](#) U.S. Military Members, Spouses, and Dependent Children

To view any of the following related statutes, go to the Revisor's Web site (<https://www.revisor.mn.gov/>). You can conduct a search from this site by typing in the statute number.

- Minnesota State Statutes 135A.043, Resident Tuition

---

**Policy History:**

**Date of Adoption:** 7/18/95

**Date of Implementation:** 8/15/97

**Date of Last Review:** 3/20/19

**Date & Subject of Amendments:**

*Xx/xx/22 – The amendment relocates information from the Part 1 Purpose section to the new Part 2 Background Information section. In Part 5, Subp. B the list of discretionary exceptions allowing students to be charged the resident tuition rate was expanded to include dislocated workers, students who are homeless, students who are or participated in foster care, and emancipated students.*

*3/20/2019 – Amended Part 4, Subpart A1, added language to comply with federal statutes that provide educational benefits to military personnel, veterans, and their eligible family members. Technical changes were made and the new writing and formatting styles were applied to the policy.*

Additional [HISTORY](#)

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

**Name:** Academic and Student Affairs Committee

**Date:** May 17, 2022

**Title:** Proposed Amendment to Policy 3.21 Undergraduate Course Credit Transfer and the Minnesota Transfer Curriculum

**Purpose (check one):**

Proposed New Policy or  
Amendment to Existing Policy

Approvals Required  
by Policy

Other Approvals

Monitoring/Compliance

Information

**Brief Description:**

The proposed amendment updates the language and definitions to reflect transfer-related terminology currently used in higher education. Two new definitions were added for “electives” and “equivalent courses”. Updates to the language was made throughout the policy so it was more concise and accurately reflected current practices within Minnesota State.

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 taken into consideration.

**Scheduled Presenter(s):**

Ron Anderson, Senior Vice Chancellor for Academic and Student Affairs

**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD ACTION – FIRST READING**

Proposed Amendment To Board Policy 3.21 Undergraduate Course And Credit Transfer And  
The Minnesota Transfer Curriculum (First Reading)

**BACKGROUND**

Board Policy 3.21 Undergraduate Course and Credit Transfer and the Minnesota Transfer Curriculum was adopted by the Board of Trustees in 1998 and implemented in 2007. The policy was merged in 2016 with Policy 3.37 Minnesota Transfer Curriculum. The current review is part of the normal 5-year review cycle.

The proposed amendment updates the language and definitions to reflect transfer-related terminology currently used in higher education. Two new definitions were added for “electives” and “equivalent courses”. Updates to the language was made throughout the policy so it was more concise and accurately reflected current practices within Minnesota State.

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.

**RECOMMENDED COMMITTEE MOTION**

This is a first reading, no action is required.

**RECOMMENDED BOARD MOTION**

NA

MINNESOTA STATE  
BOARD OF TRUSTEES

BOARD POLICY – FIRST READING	
Chapter 3	Chapter Name Educational Policies
Section 21	Policy Name Undergraduate Course and Credit Transfer and the Minnesota Transfer Curriculum

*Single Strikethrough* – proposed deletion of current language

*Single Underlining* – proposed new language

1 **3.21 Undergraduate Course and Credit Transfer and the Minnesota Transfer Curriculum**

2

3 **Part 1. Purpose**

4 To establish consistent, equitable practices among all colleges and universities for evaluating,  
5 transferring, accepting, and applying undergraduate courses to programs, and for transfer of  
6 the Minnesota Transfer Curriculum, its courses, and completed goal areas. This policy should be  
7 read in conjunction with Board Policy 3.39 Transfer Rights and Responsibilities.

8

9 **Part 2. Definition.**

10 For purposes of this policy only, the following words and terms are defined as follows:

11

12 ~~**Comparable or equivalent course**~~

13 ~~A course that meets a standard of comparability of 75% or more similarity in learning~~  
14 ~~outcomes and content using the course outlines, or for a course from outside of MnSCU, a~~  
15 ~~course outline, syllabus, or comparable course description document.~~

16

17 **Course outline**

18 A document approved by the college or university curriculum committee that  
19 communicates information about a college or university course. See System Procedure  
20 3.22.1, Part 2, Subp. C for course outline content.

21

22 **Credit**

23 A unit of measurement assigned to a college or university course offering or ~~an equivalent~~  
24 alternative learning experience, ~~that takes into consideration achieved student learning~~  
25 ~~outcomes and instructional time. For purposes of this policy, this definition will also apply to~~  
26 ~~credits from sources other than colleges and universities.~~

27

28 **Degree audit reporting system**

29 ~~A database that serves as the official repository of course relationships for transfer~~

30 decisions such as equivalencies, goal transfer, or electives, and produces a report reflecting  
31 a student's progress toward completion of an academic program.

32  
33 A database that:

- 34 • serves as the official repository of course relationships, and
- 35 • produces a report reflecting a student's progress toward completion of an academic  
36 program and/or Minnesota Transfer Curriculum including MnTC courses, goal areas,  
37 and/or the entire MnTC.

38  
39 **Electives**

40 Courses accepted in transfer that do not meet a course equivalency are electives applied to  
41 graduation credit requirements. Electives may or may not apply as a major or program  
42 elective.

43  
44 **Equivalent Courses**

45 A course from a sending college or university that is at least 75% comparable in learning  
46 outcomes and content to a course at the receiving college or university.

47  
48 **Minnesota Transfer Curriculum (MnTC)**

49 Curriculum consisting of general education courses and goal area definitions and  
50 competencies designed for transfer among Minnesota public colleges and universities.

51  
52 **Minnesota State Colleges and Universities**

53 See Board Policy 1A.11 College and University Names and Permanent Locations

54  
55 **Non-system colleges or universities**

56 Colleges and universities that are not part of Minnesota State. ~~Colleges and Universities.~~

57  
58 **Receiving college or university**

59 The college or university to which courses or credits are transferred.

60  
61 **Sending college or university**

62 The college or university from which courses or credits are transferred.

63  
64 **Transfer**

65 The process of ~~ing~~ evaluation of course(s) and credit(s) awarded by a college, university, or  
66 other education provider and ~~the~~ application of them toward an academic program  
67 and/or degree requirements at a college or university.

68  
69 **Transfer appeal**

70 A student's written request submitted to a college, university, or system-level transfer

71 ~~review process by a student for review of~~ to appeal decisions regarding how courses or  
72 credits were or were not accepted for transfer to meet program/major requirements or  
73 electives.

74  
75 **Transfer information system**

76 A web resource that provides course equivalency and course relationship information, and  
77 identifies how courses transfer to specific programs at Minnesota State ~~C~~colleges and  
78 ~~U~~universities.

79  
80 **Part 3. College and University Transfer Policies**

81 Each college or university shall implement a policy to address the transfer of courses and credit  
82 in compliance with the requirements of this policy and system procedures.

83  
84 **Part 4. Course Equivalencies**

85 The faculty at receiving colleges and universities determine course equivalencies. Faculty at  
86 Minnesota State colleges and universities are encouraged to collaborate to support transfer  
87 through increased course equivalencies. Upon request by the sending faculty at a Minnesota  
88 state college or university, the receiving college or university faculty shall provide a rationale to  
89 explain why a course is not deemed equivalent. ~~Faculty at both sending and receiving colleges~~  
90 ~~and universities shall collaborate to align courses to optimize the possibilities to establish~~  
91 ~~equivalencies.~~

92  
93 **Part 5. Ongoing Evaluation of Courses**

94 All colleges and universities shall evaluate other Minnesota State ~~C~~colleges and ~~U~~university  
95 courses for specific transfer eligibility and record the determination ~~into~~ the degree audit  
96 reporting system on an ongoing basis.

97  
98 **Part 6. Transfer of Undergraduate Courses and Credits**

99 Once a student has been admitted to a college or university, ~~each~~ the college or university shall  
100 in a timely manner evaluate ~~college-level developmental and college-level~~ courses and credits  
101 earned, as submitted on an official transcript, to determine ~~if any or all of them must~~ the  
102 courses ~~be~~ accepted in transfer and entered into the degree audit reporting system. Once a  
103 course has been deemed equivalent, the college or university shall not require additional  
104 documentation from the student if a course is entered in the degree audit reporting system as  
105 an equivalent course.

106  
107 **Subpart A. Transfer of courses that are ~~comparable or~~ equivalent**

108 A receiving college or university shall accept courses in transfer that it determines to be  
109 ~~comparable or~~ equivalent to specific courses it offers, and shall enter them into the degree  
110 audit reporting system.

112 **Subpart B. Transfer of courses that are not ~~comparable or~~ equivalent**

113 College-level courses accepted in transfer by a college or university that are determined not  
114 to be ~~comparable or~~ equivalent to specific courses taught at the receiving college or  
115 university must be designated as electives and entered ~~into~~ the degree audit reporting  
116 system.

117  
118 **Subpart C. ~~Applying~~ Courses accepted in transfer**

119 When ~~the~~ courses or credits are accepted in transfer, each college or university shall  
120 determine how the courses or credits apply to program and graduation requirements. ~~A~~  
121 ~~course offered by a college or university that is listed as the equivalent of a course at the~~  
122 ~~receiving college or university must be accepted in transfer as the listed course by the~~  
123 ~~receiving college or university with no additional documentation required from the student.~~

124  
125 **Subpart D. Transfer Pathway Associate Degrees**

126 ~~Minnesota State U~~niversities shall accept and apply ~~Minnesota State Colleges &~~  
127 ~~Universities transfer~~ the transfer pathway associate degrees ~~any of the~~ from Minnesota  
128 State colleges and universities of Minnesota State toward ~~the~~ designated baccalaureate  
129 degrees ~~they offer~~.

130  
131 **Subpart E. Documents used for the evaluation of courses**

132 Course outlines are the official ~~system~~ Minnesota State documents used for evaluation of  
133 courses. Other related documents may be used to supplement the course outline. For non-  
134 Minnesota State MnSCU courses, syllabi, or other comparable documents may be used for  
135 the evaluation of courses.

136  
137 **Subpart F. Official repository of course relationships**

138 ~~The system degree audit and reporting system and successor databases~~ The degree audit  
139 reporting system is the official repository of course relationships between both Minnesota  
140 State system and non-system colleges and universities including, but not limited to, national  
141 exams and military credit offered by that college or university.

142  
143 **Part 7. Minnesota Transfer Curriculum (MnTC) \***

144 The Minnesota Transfer Curriculum is a collaborative effort among all Minnesota two and four  
145 year public colleges and universities to help students transfer their work in general education.  
146 Completion of a defined transfer curriculum at one college or university enables a student to  
147 receive credit for all lower-division general education courses upon admission to any other  
148 Minnesota public college or university.

149  
150 **Subpart A. Implementation**

151 Each college and university shall implement the Minnesota Transfer Curriculum ~~as~~



152 ~~appropriate~~ for its academic certificates, diplomas, and degrees consistent with criteria in  
153 board policy and system procedure.

#### 154 **Subpart B. Acceptance of Minnesota Transfer Curriculum**

155 Each receiving college and university shall accept:

- 156 • a Minnesota Transfer Curriculum course, goal area, or the entire completed curriculum  
157 as determined and documented by the sending college or university transcript and/or  
158 MnTC Audit, or
- 159 • ~~Each receiving college and university shall accept~~ the entire completed Minnesota  
160 Transfer Curriculum as determined and documented by the completion of liberal  
161 education requirements at the University of Minnesota.  
162

#### 163 **Part 8. Transfer Appeals**

164 Each college or university shall establish an an appeal process policy titled “Transfer Appeal” in its  
165 transfer policy for students to appeal course and credit transfer decisions. When providing  
166 students with a transfer evaluation, colleges and universities shall also provide information  
167 about a student’s right to appeal, ~~the appeal process~~, including next steps to continue the  
168 appeal, ~~and links to the system and college or university appeal policies. This information must~~  
169 ~~also be made available on each college and university website, course catalog, and transfer-~~  
170 ~~related publications.~~ Each college and university shall retain records of all transfer appeals.  
171

#### 172 **Part 9. Disseminating Information**

173 Each college and university shall communicate current transfer-related information through a  
174 dedicated transfer webpage. Each college or university homepage must ~~prominently~~ display a  
175 direct link entitled “Transfer” to the dedicated transfer webpage with other prominently  
176 displayed links. Transfer appeal information must be made available on each college and  
177 university website, in course catalogs, and transfer-related media.  
178

---

#### **Related Documents:**

- [Board Policy 3.35](#) Credit for Prior Learning
- [Board Policy 3.36](#) Academic Programs
- [Board Policy 3.39](#) Transfer Rights and Responsibilities
- [System Procedure 3.22.1](#) Course Outlines and Course Syllabi
- [System Procedure 3.36.1](#) Academic Programs
- [Operating Instructions 3.21.1.1](#) Minnesota Transfer Curriculum Instructions
- [Minnesota Transfer Curriculum Agreement](#)

To view any of the following related statutes, go to the Revisor's Web site (<http://www.revisor.mn.gov/>).  
You can conduct a search from this site by typing in the statute number.

- Minn. Stat. 135A.08 Credit Transfer

- Minn. Stat. 135A.101 Postsecondary Enrollment Options, Subd. 3. Minnesota transfer curriculum
- 

**Policy History:**

***Date of Adoption:*** 4/29/98

***Date of Implementation:*** 8/01/07

***Date of Last Review:*** 6/22/16

***Date & Subject of Amendments:***

*Xx/xx/2022 – Full review, In Part 1, added the word “equitable”. In Part 2, updated several definitions, added “electives” and along with its definitions, deleted comparable from “comparable and equivalent courses”. In Part 6, added “Once a course has been deemed equivalent, the college or university shall not require additional documentation from the student if a course is entered in the degree audit reporting system as an equivalent course.” In Part 7, added the introductory paragraph. In Parts 8 and 9, updated the language for clarity purposes.*

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

**Name:** Academic and Student Affairs Committee

**Date:** May 17, 2022

**Title:** Proposed Amendment to Policy 3.30 College Program Advisory Committees

**Purpose (check one):**

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

**Brief Description:**

The proposed amendment changes the title from College Program Advisory Committees to Program Advisory Committees and expands the scope of the policy to include university program advisory committees.

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 taken into consideration.

**Scheduled Presenter(s):**

Ron Anderson, Senior Vice Chancellor of Academic and Student Affairs

**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD ACTION – FIRST READING**

Proposed Amendment To Board Policy 3.30 College Program Advisory Committees  
(First Reading)

**BACKGROUND**

Board Policy 3.30 College Program Advisory Programs was adopted and implemented in 2005. The policy was amended in 2016 to update the definitions and the policy language covering the committees. The current review is part of the normal 5-year review cycle.

The proposed amendment expands the scope of the policy to include university program advisory committees. Accordingly, “College” was deleted from title which now reads as “Program Advisory Committees”. New Part 4 University Program Advisory Committees is organized to mirror Part 3 College Program Advisory Committees. The definitions of technical programs and career programs were added to the definition section in part 2.

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.

**RECOMMENDED COMMITTEE MOTION**

This is a first reading, no action is required.

**RECOMMENDED BOARD MOTION**

NA

MINNESOTA STATE  
BOARD OF TRUSTEES

BOARD POLICY – FIRST READING	
Chapter 3	Chapter Name Educational Policies
Section 30	Policy Name College Program Advisory Committees

*Single Strikethrough* – proposed deletion of current language

*Single Underlining* – proposed new language

1 **3.30 College Program Advisory Committees**

2

3 **Part 1. Purpose**

4 To establish consistent practices for creating and operating college and university program  
5 advisory committees.

6

7 **Part 2. Definitions**

8

9 **College**

10 A ~~community college, technical college, or community and technical college.~~

11

12 **College ~~p~~Program advisory committee**

13 A formally organized committee that provides expert advice and assistance to colleges and  
14 universities ~~professional on~~ technical and career programs.

15

16 **Programs**

17

18 **Technical programs**

19 Programs that prepare students for employment in a specific occupation or field.

20

21 **Career programs**

22 Academic programs that are tightly aligned to specific occupations or fields.

23

24 **Part 3. College Program Advisory Committee**

25 Each college shall establish, manage, and operate college program advisory committees in  
26 compliance with this policy and System Procedure 3.30.1.

27

28 **Subpart A. Applicability**

29 An advisory committee must be created for credit-based academic programs determined by  
30 a college to be preparation for initial or continued employment.

31

### 32 **Subpart B. Membership**

33 A college program advisory committee must include, but is not limited to, industry  
34 professionals, employers, students, and faculty who possess the requisite knowledge and  
35 skills relevant to the technical or career program and reflect the diversity of their  
36 community. One advisory committee may serve more than one program provided that  
37 committee members possess requisite knowledge and skills relevant to ~~the programs~~  
38 employment of graduates in the related technical or career occupations.

### 39 40 **Subpart C. Role of committee**

41 An advisory committee:

- 42 • ~~i~~Identifies college program needs and opportunities,
- 43 • ~~d~~Describes the current status and dynamic nature of ~~its-related~~ industries and/or  
44 occupations(s),
- 45 • ~~p~~Provides guidance and advice on initial development, accountability, expansion,  
46 and closure of academic programs or related program clusters at the college or with  
47 related programs at high schools, colleges, and/or universities, ~~and~~  
48 • Provides guidance and advice on related education and career pathways at high  
49 schools,
- 50 • Provides guidance and advice for expanding equitable access to technical and career  
51 technical programs and expands equitable access to opportunities for work-based  
52 learning, and
- 53 • Reviews the intended learner competencies, outcomes, and credentials associated  
54 with the program on an ongoing basis. ~~reviews the intended competencies and~~  
55 ~~other learning outcomes associated with the program on an ongoing basis.~~

## 56 57 **Part 4. University Program Advisory Committee**

58 Universities that have program advisory committees shall be in compliance with this policy and  
59 System Procedure 3.30.1.

### 60 61 **Subpart A. Applicability**

62 An advisory committee must be created when required by a licensing board or other  
63 external entity for credit-based academic programs. Other academic programs may create  
64 advisory committees when beneficial to the program.

### 65 66 **Subpart B. Membership**

67 A program advisory committee may include, but is not limited to, industry professionals,  
68 employers, students, alumni, and faculty who possess the requisite knowledge and skills  
69 relevant to the academic program and reflect the diversity of their community. One  
70 advisory committee may serve more than one program provided that committee members  
71 possess requisite knowledge and skills relevant to employment of graduates in the  
72 academic program.

### 73 74 **Subpart C. Role of committee**

75 A program advisory committee typically:

- 76
- 77
- 78
- 79
- 80
- 81
- 82
- 83
- 84
- 85
- 86
- 87
- 88
- 89
- Identifies program needs and opportunities,
  - Describes the current status and dynamic nature of related industries and/or occupations,
  - Provides guidance and advice on initial development, accountability, expansion, and closure of academic programs or related program clusters at the university or with related programs at high schools or colleges,
  - Provides guidance and advice on related education and career pathways at high schools,
  - Provides guidance and advice on internships, student research, and capstone projects,
  - Provides guidance and advice for expanding equitable access to graduate and professional programs, and
  - Reviews the intended learner competencies, outcomes, and credentials associated with the program on an ongoing basis.

---

**Related Documents:**

- [Board Policy 1A.11](#) College and University Names and Permanent Locations
- [System Procedure 3.30.1](#) College Program Advisory Committees

---

**Policy History:**

**Date of Adoption:** 06/14/05  
**Date of Implementation:** 06/14/05  
**Date of Last Review:** 05/18/16

**Date & Subject of Amendments:**

*Xx/xx/2022 – Deleted “College” from title because policy is expanding to include university program advisory committees. In Part 2, deleted “college” definition and added “programs” definition. In Part 3, Subp. B, updated who may be a member of a committee, and in Subp. C, added the last three bullets. In Part 4, added this new section to mirror Part 3.*

*05/18/16 - Amended Part 2 to make the definitions more precise. Amended Part 3 to add new Subparts A, B, and C. Deleted Part 4 Oversight and Accountability. Applied the new formatting and writing styles which resulted in multiple technical edits.*

Additional [HISTORY](#).

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

**Name:** Academic and Student Affairs Committee

**Date:** May 17, 2022

**Title:** Proposed Amendment to Policy 3.38 Career Information

**Purpose (check one):**

Proposed New Policy or  
Amendment to Existing Policy

Approvals Required  
by Policy

Other Approvals

Monitoring/Compliance

Information

**Brief Description:**

The proposed amendment makes the purpose statement more concise, replaces “occupational programs” with “career information” in the definition section, and condenses the language in the College and University Policy section to be more concise.

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 taken into consideration.

**Scheduled Presenter(s):**

Ron Anderson, Senior Vice Chancellor of Academic and Student Affairs



**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD ACTION – FIRST READING**

Proposed Amendment to Board Policy 3.38 Career Information (First Reading)

**BACKGROUND**

Board Policy 3.38 Career Information was adopted and implemented in 2010. The policy was amended in 2016 to update the policy language and delete language no longer pertinent. The current review is part of the normal 5-year review cycle.

The proposed amendment makes the purpose statement more concise, replaces “occupational programs” with “career information” in the definition section, and condenses the language in the College and University Policy section to be more concise.

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.

**RECOMMENDED COMMITTEE MOTION**

This is a first reading, no action is required.

**RECOMMENDED BOARD MOTION**

NA

MINNESOTA STATE  
BOARD OF TRUSTEES

BOARD POLICY – FIRST READING	
Chapter 3	Chapter Name Educational Policies
Section 38	Policy Name Career Information

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

Single Underlining – proposed new language

1 **3.38 Career Information**

2

3 **Part 1. Purpose**

4 This policy requires colleges and universities to provide ~~information on~~ career information to  
5 students. ~~exploration and job opportunities to occupational program students.~~

6

7 **Part 2. Definition**

8 ~~For purposes of this procedure, occupational programs are technical and professional academic~~  
9 ~~programs that prepare students for employment. Colleges and universities have different roles~~  
10 ~~in preparing learners for the workforce, so this definition may have differing applications to the~~  
11 ~~two sectors.~~

12

13 The definition below applies to this policy only.

14

15 **Career Information**

16 Career information consists of print, electronic, personal contacts, and other resources that  
17 assist the process of career development. Career information includes occupational  
18 and industry information, education and training information and social information related  
19 to the world of work. This information helps students identify goals and career interests.

20

21 **Part 3. College and University Policy**

22 Each college and university shall provide career information to all students. ~~on career~~  
23 ~~exploration and job opportunities to all students enrolled in occupational programs.~~

---

**Related Documents:**

- [System Procedure 3.38.1](#) Career Information

To view any of the following related statutes, go to the Revisor's Web site  
(<https://www.revisor.mn.gov/>). You can conduct a search from this site by typing in the statute  
number.

- Minn. Stat. § 136F.37, Job Placement Impact on Program Review, Information to Students

---

**Policy History:**

***Date of Adoption:*** 05/19/10

***Date of Implementation:*** 05/19/10

***Date of Last Review:*** 05/18/16

***Date & Subject of Amendments:***

*Xx/xx/22 – In Part 1, made purpose statement more concise. In Part 2, replaced “Occupational Programs” definition with “Career Information” definition. In Part 3, made paragraph more concise.*

*05/18/16 - Deleted Part 4 Evaluation and Part 5 System Procedure. Editorial and formatting changes made throughout.*

Additional [HISTORY](#).

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

**Name:** Academic and Student Affairs Committee

**Date:** May 17, 2022

**Title:** Proposed Amendment to Policy 3.39 Transfer Rights and Responsibilities

**Purpose (check one):**

Proposed New Policy or  
Amendment to Existing Policy

Approvals Required  
by Policy

Other Approvals

Monitoring/Compliance

Information

**Brief Description:**

The proposed amendment updates the definition section by adding “degree audit”, updates the definition of “degree audit reporting system”, and replaces “articulation agreement” with “transfer agreement”. Technical edits were made through out the policy.

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 taken into consideration.

**Scheduled Presenter(s):**

Ron Anderson, Senior Vice Chancellor of Academic and Student Affairs

**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD ACTION – FIRST READING**

Proposed Amendment To Board Policy 3.39 Transfer Rights And Responsibilities  
(First Reading)

**BACKGROUND**

Board Policy 3.39 Transfer Rights and Responsibilities was adopted and implemented in 2012. The policy was amended in 2016 to update the policy language in all sections. The current review is part of the normal 5-year review cycle.

The proposed amendment updates the definition section by adding “degree audit”, updates the definition of “degree audit reporting system”, and replaces “articulation agreement” with “transfer agreement”. Technical edits were made through out the policy.

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.

**RECOMMENDED COMMITTEE MOTION**

This is a first reading, no action is required.

**RECOMMENDED BOARD MOTION**

NA

MINNESOTA STATE  
BOARD OF TRUSTEES

BOARD POLICY – FIRST READING	
Chapter 3	Chapter Name Educational Policies
Section 39	Policy Name Transfer Rights and Responsibilities

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

Single Underlining – proposed new language

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

Double Underlining – current language relocated

1 **3.39 Transfer Rights and Responsibilities**

2

3 **Part 1. Purpose**

4 To identify the rights and responsibilities of students, and colleges, and universities related to  
5 transfer and to facilitate the transfer of students between Minnesota State MnsCU colleges and  
6 universities to minimize the loss of credit and time to completion.

7

8 **Part 2. Definitions**

9

10 **Advisor**

11 A faculty or staff member who explains academic programs, course requirements, or other  
12 academic information to students.

13

14 **Articulation agreement**

15 ~~A formal agreement between two or more educational entities identifying the courses and  
16 credits within a program that transfer to a specific academic program using the system  
17 articulation agreement template or equivalent evidence of course transferability.~~

18

19 **Course outlines**

20 A document approved by the college or university curriculum committee that  
21 communicates information about a college or university course.

22

23 **Degree audit**

24 A report produced that reflects a student's progress toward completion of an academic  
25 program and/or Minnesota Transfer Curriculum including MnTC courses, goal areas, and/or  
26 the entire MnTC.

27

28 **Degree audit reporting system (DARS)** ~~A~~ The official database that serves as the official  
29 repository of course relationships and also produces a report reflecting a student's progress  
30 toward completion of an academic program.

31 A database that serves as the official repository of information on how courses transfer,  
32 course relationships, and includes information such as transferred courses of each student  
33 and courses deemed equivalent.

#### 34 **Minnesota Transfer Curriculum (MnTC)**

35 Curriculum comprised of general education courses and goal area definitions and  
36 competencies designed for transfer among Minnesota public colleges and universities.  
37

#### 38 **Receiving college or university**

39 The college or university to which courses or credits are transferred.  
40

#### 41 **Sending college or university**

42 The college or university from which courses or credits are transferred.  
43

#### 44 **Articulation **Transfer** agreement**

45 A formal agreement between two or more educational entities identifying the courses and  
46 credits within a program that transfer to a specific academic program using the system  
47 transfer agreement template, or equivalent evidence of course transfer encoded in the  
48 degree audit reporting system. Formerly known as an articulation agreement.  
49

### 50 **Part 3. Student Transfer Rights and Expectations **Responsibilities****

#### 51 **Subpart A. Student transfer rights**

52 Students who transfer have the right to:

- 53 1. Enter into a culture of acceptance and understanding, where institutional faculty and  
54 staff are familiar with the needs and challenges of a variety of transfer student  
55 subpopulations.
- 56 2. Clear, complete, and accessible information about how prior learning credit will be  
57 accepted and applied to degree requirements in their selected program of study.
- 58 3. Enjoy the maximization of available credit in transfer in support of reduced costs to  
59 students and the most efficient time to degree completion
- 60 4. Directly benefit from specific academic advising, academic success programs, tutoring  
61 programs, career services, and when possible, pre-transfer advising.
- 62 5. Receive comparable treatment as ~~transfer students or~~ direct entry students with respect  
63 to course and program requirements at a college or university;
- 64 6. Receive clear, accurate, and current information about transfer admission requirements  
65 and deadlines, degree requirements, transfer policies and procedures, **articulation**  
66 **transfer** agreements, course equivalencies, transfer tools, and the Minnesota Transfer  
67 Curriculum;
- 68 7. Access course outlines, consistent with the requirements of Board Policy 3.21;  
69  
70

- 71 8. Receive a program degree audit report showing how courses transferred, and to receive  
72 clarification about transfer evaluations when they have questions;
- 73 9. Receive a Minnesota Transfer Curriculum audit report showing fulfillment of MnTC goal  
74 areas that match the goal areas of courses at the sending college or university.
- 75 ~~10. Appeal transfer decisions at both the college or university and system levels, as~~  
76 ~~provided in System Procedure 3.21.1;~~
- 77 11. Have completed courses that fulfill Minnesota Transfer Curriculum goal areas at the  
78 sending college or university accepted as counting toward the same goal areas at the  
79 receiving college or university;
- 80 12. Appeal transfer decisions at both the college or university and system levels, as  
81 provided in System Procedure 3.21.1;
- 82 ~~13. Receive a degree audit showing fulfillment of Minnesota Transfer Curriculum goal areas~~  
83 ~~that match the goal areas of courses at the sending college or university.~~

#### 84 **Subpart B. Student transfer expectations responsibilities**

85 Students who transfer ~~have the responsibility to~~ should seek ~~and use~~ the following:  
86 guidance in the following ways:

- 87 1. ~~Consult with advisors at~~ Advice from both the sending and receiving colleges and  
88 universities throughout their academic careers, especially when their academic plans  
89 change;
- 90 2. ~~Obtain information about~~ Information on how a change in their academic plans may  
91 impact anticipated or required courses ~~the transfer of their courses and ensure that the~~  
92 ~~change is reflected in their academic record;~~
- 93 3. ~~Plan their course(s) of~~ Information about creating a plan of study as early as possible ~~by~~  
94 ~~referring to published catalog requirements, online advising tools, and campus and~~  
95 ~~system websites for college and university programs in which they intend to enroll;~~
- 96 4. ~~Take advantage of transfer-related~~ Schedules and other information for orientation,  
97 workshops, or other training opportunities offered by the college or university in which  
98 they are currently enrolled and at the one to which they plan to transfer;
- 99 5. ~~Provide their college or university with~~ Information on how to make sure all materials  
100 required for admission, including official transcripts from all previously attended non-  
101 system colleges and universities have been received;
- 102 6. Information on making sure all transcribed courses are evaluated for transfer; Notify  
103 ~~their home college or university of all courses taken at other system or non-system~~  
104 ~~colleges and universities after transfer or about any other changes to their transcripts to~~  
105 ~~ensure all courses are evaluated;~~
- 106 7. Information on who to notify ~~W~~hen planning to follow the requirements of an  
107 articulation agreement ~~or other transfer related agreement, seek guidance from~~  
108 ~~advisors at their current college or university and notify the college or university to~~  
109 ~~which they plan to transfer;~~
- 110 8. Seek ~~i~~nformation ~~and guidance on~~ regarding the transferability of their chosen  
111 academic program of study, ~~because not all associate degrees transfer.~~

#### 112 **Part 4. System Minnesota State College and University Rights and Responsibilities**



115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128  
129  
130  
131  
132  
133  
134  
135  
136  
137  
138  
139  
140  
141  
142  
143  
144  
145  
146  
147  
148  
149  
150  
151

**Subpart A. College and university rights**

Colleges and universities have the right to:

1. Ensure standards of quality for educational programs offered;
2. Determine course equivalencies and admission, program, major, and graduation requirements in accordance with their missions;
3. Consider the accreditation of the sending college or university and program in making course transfer decisions.

**Subpart B. College and university responsibilities**

Minnesota State sending and receiving Colleges and universities have the responsibility to:

1. Clearly communicate transfer expectations to students;
2. Provide students with access to advisors designated to assist with transfer processes and requirements;
3. Provide students with accurate transfer information ~~about transferring into and out of the college or university~~ early in their academic careers, including information about the transfer web page and other resources on their websites;
4. Provide students with specific information about the transferability of all associate degrees on their academic program webpages, transfer webpage, and program information;
5. Refer students to staff and resources at the college or university to which they intend to transfer;
6. Update and publish their transfer policies and procedures, requirements, and course offerings, including the current Minnesota Transfer Curriculum, articulation agreements and other transfer related agreements, transfer guides, and course equivalencies, and communicate these to students and the public;
7. Make available electronic course equivalency, degree completion, and transfer tools available to students, including instructions on their use;
8. Provide students with access to the current course catalog and catalogs for at least the prior five years;
9. Continuously improve student access to information about transfer and to improve transfer processes;
10. Provide written confirmation to transfer students about their admission and transfer-related decisions, including the opportunity to appeal transfer decisions and the result of transfer appeals, in a timely manner;
11. ~~Upon request by chancellor, provide information necessary for the chancellor to monitor and evaluate the effectiveness of existing transfer processes.~~

---

**Related Documents:**

- [Board Policy 3.21](#) Undergraduate Course Credit Transfer and the Minnesota Transfer Curriculum
- [System Procedure 3.21.1](#) Undergraduate Course Credit Transfer

---

**Policy History:**

***Date of Adoption:*** 05/16/12

***Date of Implementation:*** 05/16/12

***Date of Last Review:*** 05/18/16

**Date & Subject of Amendments:**

*Xx/xx/2022 – In Part 2, added the definition for Degree audit, updated the definition of Degree audit reporting system, replaced Articulation agreement with Transfer agreement and updated the definition. In the Part 3 and Subp. B titles, replaced “Responsibilities” with “Expectations”, In Subpart A added items 1 through 4 and reorganized the sequence of several items. In Subpart B, updated the terminology in every item. In Part 4, replaced System with Minnesota State, in Subp. B added the first item regarding communicating transfer expectations. Technical edits were made through out the policy.*

*05/18/16 - Amended Part 1 to define the purpose. Amended Part 2 to update all the definitions. Amended Part 3 and Part 4 to emphasize that students should seek guidance from advisors to understand the impact of changes in their academic plans, especially those that involve transfer of courses and credits. Applied the new formatting and writing styles which resulted in multiple technical edits.*

*No additional HISTORY.*

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

**Name:** Academic and Student Affairs

**Date:** May 17, 2022

**Title:** Institutional and Specialized Accreditation

**Purpose (check one):**

Proposed New Policy or  
Amendment to Existing Policy

Approvals Required  
by Policy

Other Approvals

Monitoring/Compliance

Information

**Brief Description:**

This informational presentation will provide an overview of institutional and specialized accreditation, highlighting the importance of accreditation in providing an external evaluation of institutional quality, both in academic programs and more broadly in areas such as governance, administration, and financial sustainability. This presentation will also (1) provide details on the Higher Learning Commission accreditation process; (2) describe the system office support for accreditation activities; and (3) provide an update on recent accreditation activities at the colleges and universities of Minnesota State.

**Scheduled Presenter(s):**

Ron Anderson, Senior Vice Chancellor for Academic and Student Affairs  
Satasha Green-Stephen, Associate Vice Chancellor for Academic Affairs  
Latrice Eggleston Williams, Interim Director of Accreditation and Assessment

**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD INFORMATION ITEM**

Institutional and Specialized Accreditation

**BACKGROUND**

Accreditation is the process by which entire institutions and/or programs and schools within institutions undergo an external peer evaluation to assess that institution's or program's quality and adherence to a set of accreditation criteria that typically cover curriculum, co-curriculum, assessment, leadership and governance, and financial sustainability.

The accreditation landscape in the United States includes both national and specialized accrediting bodies. National accreditors evaluate entire institutions. Historically, institutional accreditation was managed across six accreditation regions in the United States, the largest of which is the north central region of which Minnesota is a part. The Higher Learning Commission (HLC) is the accreditor for the north central region. More recently, accreditation has shifted from a regional model to a national model for institutional accreditation.

The HLC describes institutional accreditation as follows:

Institutional accreditation validates the quality of an institution's academic programs at all degree levels, whether delivered on-site, online or otherwise. Institutional accreditation also examines the quality of the institution beyond its academic offerings and evaluates the institution as a whole, including the soundness of its governance and administration, adherence to mission, the sustainability of its finances, and the sufficiency of its resources.

There is a regular cycle of accreditation activities that institutions must complete in order to maintain accreditation with HLC.

In addition to institutional accreditation, there are more than 60 specialized accreditors that evaluate specific academic programs in disciplines such as teacher education, business, and many health professions. Many colleges and universities manage multiple specialized accreditation relationships and review cycles in addition to their accreditation with HLC.

**Diversity, Equity and Inclusion Committee**  
**May 17, 2022**  
**12:45 p.m.**  
**McCormick Room, 4<sup>th</sup> Floor**

---

*Times are tentative – meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of previous meetings.*

- 1. Minutes of April 19, 2022**
- 2. Minutes of April 19, 2022 Joint Meeting of Diversity, Equity and Inclusion and Workforce and Organizational Effectiveness Committees**
3. Proposed Amendment to Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education (First Reading)

Committee Members

Rudy Rodriguez, Chair  
George Soule, Vice Chair  
Asani Ajogun  
Alex Cirillo  
Javier Morillo  
April Nishimura  
Oballa Oballa

Presidents Liaisons

Carrie Brimhall  
Kumara Jayasuriya

**Bolded items indicate action required.**





**Diversity, Equity and Inclusion Committee**  
**Meeting Minutes**  
**April 19, 2022**

---

A meeting of the Diversity, Equity and Inclusion Committee of the Board of Trustees was held on April 19, 2022.

Committee members present: Rudy Rodriguez, Chair; George Soule, Vice Chair; Asani Ajogun, Alex Cirillo, Javier Morillo, April Nishimura, and Oballa Oballa

Staff present: Devinder Malhotra, Chancellor; Andriel Dees, Vice Chancellor for Equity & Inclusion

The meeting materials for this meeting are available [here](#), starting on page 10. An audio recording of the meeting is available [here](#).

Committee Chair Rodriguez called the meeting to order at 12:35 p.m.

**Agenda Item 1: Approval of the Meeting Minutes for March 15, 2022**

Committee Chair Rodriguez asked if there are any changes or amendments to the minutes then asked for a motion to approve. Trustee Cirillo made the motion and Trustee Soule provided a second.

A roll call vote was conducted and the minutes were approved unanimously.

**Agenda Item 2: Equity 2030 in Action: Campus Stories**

Committee Chair Rodriguez invited Vice Chancellor Dees along with President Scott Olson and Jonathan Locust, Associate Vice President for Equity Inclusive Excellence of Winona State University to present Winona State University's perspective on Equity 2030 in action, as detailed in the meeting materials. The meeting materials for this item begin on page 13.

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

**Adjournment**

The committee chair adjourned the meeting at 1:05 p.m.



**Diversity, Equity and Inclusion Committee and Workforce and Organizational Effectiveness  
Committees  
Meeting Minutes  
April 19, 2022**

---

A meeting of the Diversity, Equity and Inclusion and Workforce and Organizational Effectiveness Committees of the Board of Trustees was held on April 19, 2022.

Diversity, Equity, and Inclusion Committee members present: Rudy Rodriguez, Chair; George Soule, Vice Chair; Alex Cirillo, Javier Morillo, and Oballa Oballa

Workforce and Organizational Effectiveness Committee members present: George Soule, Chair; Rudy Rodriguez, Vice Chair, Dawn Erlandson, Roger Moe, Kathy Sheran, and Cheryl Tefer

Committee member absent: Asani Ajogun

Staff present: Devinder Malhotra, Chancellor; Eric Davis, Vice Chancellor for Human Resources and Andriel Dees, Vice Chancellor for Equity and Inclusion

The meeting materials for this meeting are available [here](#), starting on page 15. An audio recording of the meeting is available [here](#).

Committee Chair Soule called the meeting to order at 1:05 p.m.

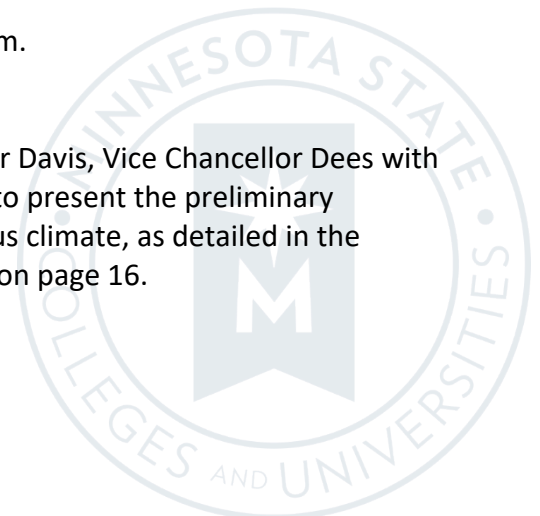
**Agenda Item 1: Equity 2030 in Action: Campus Stories**

Committee Chairs Soule and Rodriguez invited Vice Chancellor Davis, Vice Chancellor Dees with Associate Vice Chancellor, Priyank Shah of the System Office to present the preliminary framework and approach for assessing and monitoring campus climate, as detailed in the meeting materials. The meeting materials for this item begin on page 16.

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

**Adjournment**

The committee chair adjourned the meeting at 1:38 p.m.



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

**Name:** Diversity, Equity and Inclusion Committee

**Date:** May 17, 2022

**Title:** Proposed Amendment to Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education

**Purpose (check one):**

Proposed New Policy or  
Amendment to Existing Policy

Approvals Required  
by Policy

Other Approvals

Monitoring/Compliance

Information

**Brief Description:**

The proposed amendment updates and expands the policy language for Nondiscrimination. The applicability of the policy was broadened to include activities at non-system locations and online. The definitions of harassment and sexual harassment were updated and examples were provided for both. The definition of “protected class” was clarified for pregnancy, child birth, and related medical conditions, and also expanded to include veteran status and the genetic information of employees.

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(s):**

Andriel Dees, Vice Chancellor for Equity and Inclusion  
Scott Goings, Assistant General Counsel



**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD ACTION – FIRST READING**

Proposed Amendment to Board Policy Equal Opportunity and Nondiscrimination in  
Employment and Education

**BACKGROUND**

Board Policy 1B.1 Equal Opportunity and Nondiscrimination in Employment and Education was adopted and implemented by the Board of Trustees in 1994. The policy review in 2015 added familial status as a protected class. The current review is part of the normal 5-year review cycle.

The proposed amendment updates and expands the policy language in Part 1, Subp. B Nondiscrimination. The language in Part 2 Applicability was broadened to clarify activities at non-system locations and online are within the scope of the policy. The definitions of harassment and sexual harassment were updated and examples were added. The definition of “protected class” was clarified to include pregnancy, child birth, and related medical conditions, and expanded to include veteran status and the genetic information of employees. An explanation of consensual relationships was added in the first sentence in Part 4 Consensual Relationship. Technical edits were made throughout the policy.

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.

**RECOMMENDED COMMITTEE MOTION**

This is a first reading, no action is required.

**RECOMMENDED BOARD MOTION**

NA

*Date Presented to the Diversity, Equity and Inclusion Committee: 05/17/22 (First Reading)*

*Date Presented to the Board of Trustees: TBD*

*Date of Implementation: TBD*

**MINNESOTA STATE  
BOARD OF TRUSTEES**

<b>BOARD POLICY – FIRST READING</b>	
Chapter 1B	Chapter Name Equal Education and Employment Opportunity
Section 1	Policy Name Equal Opportunity and Nondiscrimination in Employment and Education

**1B.1 Equal Opportunity and Nondiscrimination in Employment and Education**

**Part 1. Policy Statement.**

**Subpart A. Equal opportunity for students and employees**

Minnesota State Colleges and Universities has an enduring commitment to enhancing Minnesota’s quality of life by developing and fostering understanding and appreciation of a free and diverse society and providing equal opportunity for all its students and employees. ~~To help effectuate these goals,~~ Minnesota State ~~Colleges and Universities~~ is committed to equal opportunity and nondiscrimination in employment and education.

**Subpart B. Nondiscrimination-**

~~No person shall be~~ Minnesota State prohibits discrimination and harassment discriminated against persons in the terms and conditions of employment, personnel practices, or access to and participation in, educational programs, services, and activities ~~with regard on the basis of membership or perceived membership in any of the following protected classes: to~~ race, sex (including pregnancy, child birth, and related medical conditions), color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, ~~or~~ gender expression, veteran status, familial status, and membership or activity in a local human rights commission. Protected class also includes genetic information for employees. In addition, discrimination in employment based on familial status or membership or activity in a local commission as defined by law is prohibited.

~~Harassment on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or familial status is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment. Minnesota State shall maintain and encourage full freedom of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education~~

33 community benefit without intimidation, exploitation, or coercion. This policy is directed at  
34 ~~verbal or physical~~ conduct that constitutes discrimination ~~or~~ harassment under this policy  
35 ~~state and federal law~~ and is not directed at the content of speech. In cases in which ~~verbal~~  
36 statements and other forms of expression are involved, Minnesota State ~~Colleges and~~  
37 ~~Universities~~ must consider ~~will give due consideration to~~ an individual's constitutionally  
38 protected right to free speech and academic freedom. However, discriminat~~ory~~ ~~ion or~~ ~~and~~  
39 harass~~ing~~ ment ~~conduct is~~ ~~are~~ not within the protections of academic freedom or free  
40 speech.

41  
42 ~~The system office, colleges, and universities shall maintain and encourage full freedom,~~  
43 ~~within the law, of expression, inquiry, teaching and research. Academic freedom comes~~  
44 ~~with a responsibility that all members of our education community benefit from it without~~  
45 ~~intimidation, exploitation or coercion.~~

## 46 47 **Part 2. Applicability**

48 This policy ~~shall apply~~ applies to all individuals affiliated with Minnesota State ~~Colleges and~~  
49 ~~Universities~~, including but not limited to, its students, employees, applicants, volunteers,  
50 agents, ~~and the~~ Board of Trustees, ~~and others as appropriate,~~ ~~and is intended to~~ ~~and~~ protects  
51 the rights and privacy of ~~both the complainant and respondent and other~~ all involved  
52 individuals, as well as ~~to~~ ~~prevents~~ retaliation, ~~or reprisal.~~ Complaints of conduct by a student  
53 occurring at a location other than on system property, including online, are covered by this  
54 policy pursuant to the factors listed in Board Policy 3.6, Part 2. Complaints of conduct by a  
55 system employee at locations other than system property, including online, are covered by this  
56 policy. Complaints of conduct on system property, including online, by individuals who are not  
57 students or employees are subject to appropriate actions by Minnesota State, including but not  
58 limited to, or pursuing civil action against them, referral to law enforcement, pursuing a no  
59 trespass. Individuals who violate this policy ~~shall~~ will be subject to disciplinary or other  
60 corrective action. Allegations of conduct in violation of Policy 1B.1 may be submitted through  
61 the process identified in System Procedure 1B.1.1 Intervention and Resolution.

62  
63 This policy supersedes all existing ~~system college, and university~~ college, university, and  
64 Minnesota State equal opportunity and nondiscrimination policies.

## 65 66 **Part 32. Definitions-**

### 67 68 **Subpart A. Consensual Relationship.**

69 ~~Consensual relationship means a sexual or romantic relationship between two persons who~~  
70 ~~voluntarily enter into such a relationship. Employees who are members of the same~~  
71 ~~household should also refer to the Board Policy 4.10, of Trustees Nepotism policy 4.10.~~

### 72 73 **Subpart B. Discrimination.**

74 ~~Discrimination means conduct that is directed at~~ Employment decisions, educational  
75 decisions, or treatment of an individual because of ~~his or her~~ protected class status or  
76 perceived protected class status ~~and~~ that subjects the individual to different treatment ~~by~~

77 ~~agents or employees~~ so as to interfere with or limit the ability of the individual to  
78 participate in, or benefit from, the services, activities, or privileges provided by Minnesota  
79 State ~~the system or colleges and universities~~ or otherwise adversely affects the individual's  
80 employment or education.

81  
82 **Employee**

83 Any individual employed by Minnesota State, including its colleges, universities, and system  
84 office, including student workers.

85  
86 **Harassment**

87  
88 **Subpart C. Discriminatory harassment.**

89 Unwelcome conduct or communication that is based on actual or perceived  
90 membership in a protected class, including stereotypes of protected classes, that has a  
91 negative effect or is likely to have a negative effect on the complainant or the workplace  
92 or educational environment. ~~Discriminatory harassment means verbal or physical~~  
93 ~~conduct that is directed at an individual because of their his or her protected class, and~~  
94 ~~is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of~~  
95 ~~creating a hostile work or educational environment.~~ Harassment may occur in a variety  
96 of relationships, including faculty and student, supervisor and employee, student and  
97 student, staff and student, employee and employee, and other relationships with  
98 persons having business at, or visiting the educational or working environment.  
99 Discriminatory harassment includes, but is not limited to:

- 100  
101 1. Oral or written conduct such as jokes, innuendo, slurs, name-calling, negative comments  
102 about cultural norms, circulating rumors;  
103 2. Physical contact, battery, blocking movement;  
104 3. Non-verbal derogatory gestures, stalking, interference with work performance;  
105 4. Visual displays, including but not limited to, posters, drawings, screen savers, emails and  
106 texts with derogatory meaning, epithets written on complainant's personal property or  
107 other symbols associated with particular protected classes.

108  
109 **Sexual harassment**

110 ~~As required by law,~~ Minnesota State ~~Colleges and Universities~~ further defines sexual  
111 harassment as a form of ~~sexual~~ sex discrimination and discriminatory harassment.  
112 ~~which is prohibited by state and federal law.~~ Sexual harassment is conduct or  
113 communication of a sexual nature that is unwelcome, that has a negative effect or is  
114 likely to have a negative effect on the complainant or the workplace or educational  
115 environment. Sexual harassment includes, but is not limited to:

- 116  
117 1. Unwelcome sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual  
118 propositions, degrading sexual remarks, threats;  
119 2. Unwelcome sexually suggestive objects or pictures, graphic commentaries, suggestive or  
120 insulting sounds, leering, whistling, obscene gestures;

3. Unwelcome physical contact, such as sexual assault and sexual violence (as defined in Board Policy 1B.3), molestation, or attempts to commit these assaults; unwelcome touching, pinching, or brushing of or by the body;
4. Preferential treatment or promises of preferential treatment for submitting to sexual conduct, including soliciting or attempting to solicit an employee, student or other individual to submit to sexual activity for a benefit including, but not limited to, hiring, promotion, compensation, grades, or authorship;
5. Negative treatment or threats of negative treatment for refusing to submit to sexual conduct;
6. Subjecting, or threatening to subject, an employee, student or other individual to unwelcome sexual attention or conduct; and
7. Conduct which exploits the sexual characteristics of others including transmitting or the threat of transmission of photographs and or videos of graphic nudity or sexually graphic messages of others without the consent of the subject of the photograph, video, or message.

Note: Some of these examples of misconduct may also be subject to Board Policy 1B.3 Sexual Violence Policy.

- ~~➤ Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by the college or university; or~~
- ~~➤ Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the college or university; or~~
- ~~➤ Such conduct has the purpose or effect of threatening an individual's employment; interfering with an individual's work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.~~

~~**Subpart D. Employee.** Employee means any individual employed by Minnesota State Colleges and Universities, including all faculty, staff, administrators, teaching assistants, graduate assistants, residence directors and student employees.~~

**Subpart E. Protected class.**

~~For purposes of this policy:~~

~~1. Protected class includes race, sex (including pregnancy, child birth, and related medical conditions), color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, ~~or~~ gender expression, ~~and~~ in addition, veteran status, familial status, and membership or activity in a local human rights commission. Protected class also includes genetic information for employees.~~

~~2. This policy prohibits use of protected class status as a factor in decisions affecting education and employment where prohibited by federal or state law.~~

166  
167 **Subpart F. Retaliation.**

168 Retaliation includes, but is not limited to, ~~intentionally~~ engaging in any form of intimidation,  
169 reprisal, or harassment against an individual because the person he or she:

- 170 1. made a complaint or other communication under this policy or opposes conduct  
171 prohibited by this policy;
- 172 2. assisted or participated in any manner in an investigation, or process under this  
173 policy, regardless of whether a claim of discrimination or harassment is  
174 substantiated;
- 175 3. associated with a person or group of persons who are members of a protected class  
176 disabled or are of a different race, color, creed, religion, sexual orientation, gender  
177 identity, gender expression, or national origin; or
- 178 4. ~~M~~made a complaint or assisted or participated in any manner in an investigation or  
179 process with the Equal Employment Opportunity Commission, the U.S. Department  
180 of Education Office for Civil Rights, the Minnesota Department of Human Rights or  
181 other enforcement agencies, under any federal or state~~d~~ nondiscrimination law,  
182 including the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973;  
183 the Minnesota Human Rights Act, Minn. Stat. Ch. 363A, and their amendments.

184  
185 Retaliation may occur whether or not there is a power or authority differential between the  
186 individuals involved.

187  
188 **Subpart G. Sexual harassment and violence as sexual abuse.**

189 ~~Under certain circumstances, sexual harassment or violence may constitute sexual abuse~~  
190 ~~according to Minnesota law. In such situations, the system office and colleges and~~  
191 ~~universities the colleges, universities and system office shall comply with the reporting~~  
192 ~~requirements in Minnesota Statutes Section Minn. Stat. § 626.556 (reporting of~~  
193 ~~maltreatment of minors) and Minnesota Statutes Section Minn. Stat. § 626.557 (Vulnerable~~  
194 ~~Adult Protection Act). Nothing in this policy will prohibit any college, or university, or the~~  
195 ~~system office from taking immediate action to protect victims of alleged sexual abuse.~~  
196 ~~Board Policy 1B.3 Sexual Violence Policy addresses sexual violence.~~

197  
198 Minnesota law provides special protection for children under 18 and vulnerable adults.  
199 These laws, Minn. Stat. sections 260E and 626.557, identify those who are mandated to  
200 report neglect or abuse of children under 18 and maltreatment of vulnerable adults.  
201 Faculty, student teachers or clinical participants, day care personnel, and others involved in  
202 education or services to children or vulnerable adults may be considered mandated  
203 reporters under both of these laws. Reports of abuse or neglect of a child or vulnerable  
204 adult, must be made to law enforcement or state or county social service agencies.

205  
206 **Subpart H. Student.**

207 For purposes of this policy, the term “student” includes all persons who:

- 208 1. Are enrolled in one or more courses, either credit or non-credit, through a college or  
209 university;

- 210 2. Withdraw, transfer or graduate, after an alleged violation of the student conduct  
211 code;  
212 3. Are not officially enrolled for a particular term but who have a continuing  
213 relationship with the college or university;  
214 4. Have been notified of their acceptance for admission or have initiated the process of  
215 application for admission or financial aid; or  
216 5. Are living in a college or university residence hall although not enrolled in, or  
217 employed by, the college or university institution.

218  
219 **Part 43. Consensual Relationships-**

220 A consensual relationship is a sexual or romantic relationship between two or more persons  
221 who voluntarily enter into such a relationship. An employee of Minnesota State ~~Colleges and~~  
222 ~~Universities~~ shall not enter into a consensual relationship with a student or an employee over  
223 whom the person ~~he or she~~ exercises direct or otherwise significant academic, administrative,  
224 supervisory, evaluative, counseling, or extracurricular authority or influence. In the event a  
225 relationship already exists, each college, ~~and university,~~ and the system office shall develop a  
226 procedure to reassign evaluative authority as may be possible to avoid violations of this policy.  
227 This prohibition does not limit the right of an employee to make a recommendation on  
228 personnel matters concerning a family or household member where the right to make  
229 recommendations on such personnel matters is explicitly provided for in the applicable  
230 collective bargaining agreement or compensation plan.

231  
232 **Part 54. Retaliation-**

233 Retaliation ~~as defined in this policy~~ is prohibited at Minnesota State ~~in the system office~~  
234 ~~colleges and universities.~~ Any individual subject to covered by this policy who intentionally  
235 engages in retaliation shall be is subject to disciplinary or other corrective action as  
236 appropriate.

237  
238 **Part 65. Policies and pProcedures-**

239 ~~The chancellor shall establish procedures to implement this policy. The College and university~~  
240 policies and procedures on equal opportunity and nondiscrimination in employment and  
241 education ~~policy and procedures of colleges and universities shall must~~ comply with Board  
242 Policy 1B.1 and System Procedure 1B.1.1.

---

**Related Documents:**

- [Board Policy 1B.1](#) Equal Opportunity and Nondiscrimination in Employment and Education
- [Board Policy 1B.3](#) Sexual Violence Policy
- [Board Policy 1C.1](#) Board of Trustees Code of Conduct
- [Board Policy 1C.2](#) Fraudulent or Other Dishonest Acts
- [Board Policy 4.10](#) Nepotism
- [System Procedure 1B.1.1](#) Report/Complaint of Discrimination/Harassment Investigation and Resolution
- [System Procedure 1B.3.1](#) Response to Sexual Violence and Title IX Sexual Harassment

- [System Procedure 1C.0.1](#) Employee Code of Conduct
- [System Procedure 1C.0.2](#) Respectful Workplace
- [System Procedure 4.10.1](#) Nepotism

To view any of the following related statutes, go to the Revisor's Web site (<https://www.revisor.mn.gov/>). You can conduct a search from this site by typing in the statute number.

- Minn. Stat. 260E - Reporting of Maltreatment of Minors
- Minn. Stat. 626.557 Reporting of Maltreatment of Vulnerable Adults

## Policy History

<i>Date of Adoption</i>	<i>9/20/94</i>
<i>Date of Implementation</i>	<i>9/20/94</i>
<i>Date of Last Review</i>	<i>x/xx/22</i>

### *Date & Subject of Amendments:*

*Xx/xx/22 – The proposed amendment updates and expands the policy language in Part 1, Subp. B Nondiscrimination. The language in Part 2 Applicability was broadened to include activities at non-system locations and online. The definitions of harassment and sexual harassment were updated and examples were provided for both. The definition of “protected class” was clarified to include pregnancy, child birth, and related medical conditions, and also expanded to include veteran status and the genetic information of employees. Technical edits made throughout document from the application of the new writing and formatting standards.*

*1/28/15 - Amended to include familial status as a protected class protected from discrimination in employment.*

Additional [HISTORY](#).



MINNESOTA STATE  
BOARD OF TRUSTEES

BOARD POLICY – FIRST READING	
Chapter 1B	Chapter Name Equal Education and Employment Opportunity
Section 1	Policy Name Equal Opportunity and Nondiscrimination in Employment and Education

**1B.1 Equal Opportunity and Nondiscrimination in Employment and Education**

**Part 1. Policy Statement**

**Subpart A. Equal opportunity for students and employees**

Minnesota State Colleges and Universities has an enduring commitment to enhancing Minnesota’s quality of life by developing and fostering understanding and appreciation of a free and diverse society and providing equal opportunity for all its students and employees. Minnesota State is committed to equal opportunity and nondiscrimination in employment and education.

**Subpart B. Nondiscrimination**

Minnesota State prohibits discrimination and harassment against persons in the terms and conditions of employment, personnel practices, or access to and participation in educational programs, services, and activities on the basis of membership or perceived membership in any of the following protected classes: race, sex (including pregnancy, child birth, and related medical conditions), color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, veteran status, familial status, and membership or activity in a local human rights commission. Protected class also includes genetic information for employees.

Minnesota State shall maintain and encourage full freedom of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit without intimidation, exploitation, or coercion. This policy is directed at conduct that constitutes discrimination or harassment under this policy and is not directed at the content of speech. In cases in which statements and other forms of expression are involved, Minnesota State must consider an individual's constitutionally protected right to free speech and academic freedom. However, discriminatory or harassing conduct is not within the protections of academic freedom or free speech.

## **Part 2. Applicability**

This policy applies to all individuals affiliated with Minnesota State, including but not limited to, its students, employees, applicants, volunteers, agents, the Board of Trustees, and others as appropriate and protects the rights and privacy of all involved individuals, as well as prevents retaliation. Complaints of conduct by a student occurring at a location other than on system property, including online, are covered by this policy pursuant to the factors listed in Board Policy 3.6, Part 2. Complaints of conduct by a system employee at locations other than system property, including online, are covered by this policy. Complaints of conduct on system property, including online, by individuals who are not students or employees are subject to appropriate actions by Minnesota State, including but not limited to, pursuing civil action against them, referral to law enforcement, or pursuing a no trespass. Individuals who violate this policy will be subject to disciplinary or other corrective action. Allegations of conduct in violation of Policy 1B.1 may be submitted through the process identified in System Procedure 1B.1.1 Intervention and Resolution.

This policy supersedes all existing college, university, and Minnesota State equal opportunity and nondiscrimination policies.

## **Part 3. Definitions**

### **Discrimination**

Employment decisions, educational decisions, or treatment of an individual because of protected class status or perceived protected class status that subjects the individual to different treatment so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by Minnesota State or otherwise adversely affects the individual's employment or education.

### **Employee**

Any individual employed by Minnesota State, including its colleges, universities, and system office, including student workers.

### **Harassment**

#### **Discriminatory harassment**

Unwelcome conduct or communication that is based on actual or perceived membership in a protected class, including stereotypes of protected classes, that has a negative effect or is likely to have a negative effect on the complainant or the workplace or educational environment. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment. Discriminatory harassment includes, but is not limited to:

1. Oral or written conduct such as jokes, innuendo, slurs, name-calling, negative comments about cultural norms, circulating rumors;
2. Physical contact, battery, blocking movement;
3. Non-verbal derogatory gestures, stalking, interference with work performance;
4. Visual displays, including but not limited to, posters, drawings, screen savers, emails and texts with derogatory meaning, epithets written on complainant's personal property or other symbols associated with particular protected classes.

### **Sexual harassment**

Minnesota State further defines sexual harassment as a form of sex discrimination and discriminatory harassment. Sexual harassment is conduct or communication of a sexual nature that is unwelcome, that has a negative effect or is likely to have a negative effect on the complainant or the workplace or educational environment. Sexual harassment includes, but is not limited to:

1. Unwelcome sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, degrading sexual remarks, threats;
2. Unwelcome sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures;
3. Unwelcome physical contact, such as sexual assault and sexual violence (as defined in Board Policy 1B.3), molestation, or attempts to commit these assaults; unwelcome touching, pinching, or brushing of or by the body;
4. Preferential treatment or promises of preferential treatment for submitting to sexual conduct, including soliciting or attempting to solicit an employee, student or other individual to submit to sexual activity for a benefit including, but not limited to, hiring, promotion, compensation, grades, or authorship;
5. Negative treatment or threats of negative treatment for refusing to submit to sexual conduct;
6. Subjecting, or threatening to subject, an employee, student or other individual to unwelcome sexual attention or conduct; and
7. Conduct which exploits the sexual characteristics of others including transmitting or the threat of transmission of photographs and or videos of graphic nudity or sexually graphic messages of others without the consent of the subject of the photograph, video, or message.

Note: Some of these examples of misconduct may also be subject to Board Policy 1B.3 Sexual Violence Policy.

### **Protected class**

Protected class includes race, sex (including pregnancy, child birth, and related medical conditions), color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, veteran status, familial status, and membership or activity in a local human rights commission. Protected class also includes genetic information for employees.

### **Retaliation**

Retaliation includes, but is not limited to, engaging in any form of intimidation, reprisal, or harassment against an individual because the person:

1. made a complaint or other communication under this policy or opposes conduct prohibited by this policy;
2. assisted or participated in any manner in an investigation, or process under this policy, regardless of whether a claim of discrimination or harassment is substantiated;
3. associated with a person or group of persons who are members of a protected class; or
4. made a complaint or assisted or participated in any manner in an investigation or process with the Equal Employment Opportunity Commission, the U.S. Department of Education Office for Civil Rights, the Minnesota Department of Human Rights or other enforcement agencies, under any federal or state nondiscrimination law, including the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Minnesota Human Rights Act, Minn. Stat. Ch. 363A, and their amendments.

Retaliation may occur whether or not there is a power or authority differential between the individuals involved.

### **Sexual harassment and violence as sexual abuse**

Minnesota law provides special protection for children under 18 and vulnerable adults. These laws, Minnesota Statutes sections 260E and 626.557, identify those who are mandated to report neglect or abuse of children under 18 and maltreatment of vulnerable adults. Faculty, student teachers or clinical participants, day care personnel, and others involved in education or services to children or vulnerable adults may be considered mandated reporters under both of these laws. Reports of abuse or neglect of a child or vulnerable adult, must be made to law enforcement or state or county social service agencies.

### **Student**

For purposes of this policy, the term “student” includes all persons who:

1. Are enrolled in one or more courses, either credit or non-credit, through a college or university;
2. Withdraw, transfer or graduate, after an alleged violation of the student conduct code;
3. Are not officially enrolled for a particular term but who have a continuing relationship with the college or university;
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; or
5. Are living in a college or university residence hall although not enrolled in, or employed by, the college or university.

#### **Part 4. Consensual Relationships**

A consensual relationship is a sexual or romantic relationship between two or more persons who voluntarily enter into such a relationship. An employee of Minnesota State shall not enter into a consensual relationship with a student or an employee over whom the person exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence. In the event a relationship already exists, each college, university, and the system office shall develop a procedure to reassign evaluative authority as may be possible to avoid violations of this policy. This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a family or household member where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

#### **Part 5. Retaliation**

Retaliation is prohibited at Minnesota State. Any individual covered by this policy who engages in retaliation is subject to disciplinary or other corrective action as appropriate.

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

College and university policies and procedures on equal opportunity and nondiscrimination in employment and education must comply with Board Policy 1B.1 and System Procedure 1B.1.1.

---

---

#### ***Related Documents:***

- [Board Policy 1B.1](#) Equal Opportunity and Nondiscrimination in Employment and Education
- [Board Policy 1B.3](#) Sexual Violence Policy
- [Board Policy 1C.1](#) Board of Trustees Code of Conduct
- [Board Policy 1C.2](#) Fraudulent or Other Dishonest Acts
- [Board Policy 4.10](#) Nepotism
- [System Procedure 1B.1.1](#) Report/Complaint of Discrimination/Harassment Investigation and Resolution
- [System Procedure 1B.3.1](#) Response to Sexual Violence and Title IX Sexual Harassment
- [System Procedure 1C.0.1](#) Employee Code of Conduct
- [System Procedure 1C.0.2](#) Respectful Workplace
- [System Procedure 4.10.1](#) Nepotism

To view any of the following related statutes, go to the Revisor's Web site (<https://www.revisor.mn.gov/>). You can conduct a search from this site by typing in the statute number.

- Minn. Stat. 260E - Reporting of Maltreatment of Minors
- Minn. Stat. 626.557 - Reporting of Maltreatment of Vulnerable Adults

---

---

#### **Policy History**

*Date of Adoption*                      9/20/94

*Date of Implementation*            9/20/94

Date of Last Review            x/xx/22

*Date & Subject of Amendments:*

*Xx/xx/22 – The proposed amendment updates and expands the policy language in Part 1, Subp. B Nondiscrimination. The language in Part 2 Applicability was broadened to include activities at non-system locations and online. The definitions of harassment and sexual harassment were updated and examples were provided for both. The definition of “protected class” was clarified to include pregnancy, child birth, and related medical conditions, and also expanded to include veteran status and the genetic information of employees. Technical edits made throughout document from the application of the new writing and formatting standards.  
1/28/15 - Amended to include familial status as a protected class protected from discrimination in employment.*

*Additional [HISTORY](#).*



**Facilities Committee**  
**May 17, 2022**  
**1:45 p.m.**  
**McCormick Room, 4th Floor**

---

*Times are tentative – meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of previous meetings.*

1. **Minutes of January 26, 2022**
2. **Contracts Requiring Board Approval:**
  - a. **Curtain Wall and Window Replacement, Student Union, Minnesota State University, Mankato**
  - b. **Window Replacement, McElroy Hall, Minnesota State University, Mankato**
  - c. **Facilities Project Management System Extension, System Office**
3. **Sustainability Update**

Facilities Committee Members

Jerry Janezich, Chair  
Roger Moe, Vice Chair  
Victor Ayemobuwa  
Alex Cirillo  
Kathy Sheran

President Liaisons

Kent Hanson  
Faith Hensrud



**Facilities Committee  
Meeting Minutes  
January 26, 2022**

---

A meeting of the Facilities Committee of the Board of Trustees was held on January 26, 2022.

Committee members present: Jerry Janezich, Chair; Roger Moe, Vice Chair; Victor Ayemobuwa, Alex Cirillo, and Kathy Sheran

Other board members present: Alex Cirillo, Jay Cowles, Dawn Erlandson, Rudy Rodriguez, George Soule, Cheryl Tefer

Staff present: Devinder Malhotra, Chancellor; Bill Maki, Vice Chancellor for Finance and Facilities, Brian Yolitz, Associate Vice Chancellor for Facilities

The meeting materials for this meeting are available [here](#), beginning on page 62. An audio recording of the meeting is available [here](#).

Committee Chair Janezich called the meeting to order at 9:30 a.m.

**Agenda Items 1: Approval of the Meeting Minutes for November 16, 2021**

Committee Chair Janezich asked if there were any changes or amendments to the minutes. There being no changes, Chair Janezich asked for a motion to approve. Trustee Cirillo made the motion and Trustee Sheran provided a second.

A roll call vote was conducted and the minutes were approved unanimously.

**Agenda Item 2: Contracts Requiring Board Approval:**

Committee Chair Janezich invited Associate Vice Chancellor Yolitz to present the contracts for approval as detailed in the meeting materials. The meeting materials for this item begin on page 66.

Committee Chair Janezich asked committee members to consider the following recommended committee motion for agenda item **2a – Library Air Handler Replacement, Normandale Community College:**



*The Facilities Committee recommends that the Board of Trustees authorize the Chancellor or the Chancellor's designee to enter into a construction contract not to exceed \$1,200,000 to replace the existing air handling units and controls in the library building of Normandale Community College.*

Trustee Moe made the motion and Trustee Cirillo provided a second. A roll call vote was conducted.

Trustee Ayemobuwa: Yes  
Trustee Cirillo: Yes  
Trustee Janezich: Yes  
Trustee Moe: Yes  
Trustee Sheran: Yes

The committee voted to approve the recommended motion.

Committee Chair Janezich asked committee members to consider the following recommended committee motion for agenda item **2b – Emergency Generator Replacement, Minnesota State University, Mankato:**

*The Facilities Committee recommends that the Board of Trustees authorize the Chancellor or the Chancellor's designee to enter into a construction contract not to exceed \$1,400,000 to replaces four (4) emergency power backup generators at Minnesota State University, Mankato.*

Trustee Sheran made the motion and Trustee Moe provided a second. A roll call vote was conducted.

Trustee Ayemobuwa: Yes  
Trustee Cirillo: Yes  
Trustee Janezich: Yes  
Trustee Moe: Yes  
Trustee Sheran: Yes

The committee voted to approve the recommended motion.

Committee Chair Janezich asked committee members to consider the following recommended committee motion for agenda item **2c – Classroom Audio and Visual Upgrade, Minneapolis Community and Technical College:**

*The Facilities Committee recommends that the Board of Trustees authorize the Chancellor or the Chancellor's designee to enter into a construction contract not to exceed \$2,700,000 to modernize existing technology-enabled classrooms, conference rooms, labs to support flexible teaching and learning methodologies, accessible classrooms, and equitable learning environments at Minneapolis Community and Technical College.*

Trustee Moe made the motion and Trustee Sheran provided a second. A roll call vote was conducted.

Trustee Ayemobuwa: Yes

Trustee Cirillo: Yes

Trustee Janezich: Yes

Trustee Moe: Yes

Trustee Sheran: Yes

The committee voted to approve the recommended motion.

### **Adjournment**

The committee chair adjourned the meeting at 9:49 a.m.

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

**Name:** Facilities Committee

**Date:** May 17, 2022

**Title:** Contracts Requiring Board Approval:

- a. Curtain Wall and Window Replacement, Student Union, Minnesota State University, Mankato
- b. Window Replacement, McElroy Hall, Minnesota State University, Mankato
- c. Facilities Project Management System Extension, System Office

**Purpose (check one):**

Proposed New Policy or  
Amendment to Existing Policy

Approvals Required  
by Policy

Other Approvals

Monitoring/Compliance

Information

**Brief Description:**

Board Policy 5.14, Contracts, Procurements, and Supplier Diversity, requires Board of Trustees approval of any procurement, lease agreement, or professional, technical, or consulting service contract with a value in excess of \$1,000,000 or contract amendment that would increase the total value of a contract to more than \$1,000,000.

**Scheduled Presenter(s):**

Brian Yolitz, Associate Vice Chancellor for Facilities

Paul Corcoran, Assistant Vice President for Facilities, Minnesota State University, Mankato

**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD ACTION**

Contracts Requiring Board Approval: Curtain Wall and Window Replacement,  
Student Union, Minnesota State University, Mankato

**BACKGROUND**

This construction contract replaces the original 1968 First Floor North elevation window openings at the Student Union building. The existing windows consist of steel frames and single pane glazing. These windows have exceeded their expected life and are beginning to fail. These are the last of the original glazing systems to be replaced on the Student Union building.

This project will replace glazing systems that have outlived their service life. The new glazing will eliminate air and water infiltration and increase the energy efficiency of the building.

The construction contract will be publicly advertised through QuestCDN, our electronic bidding process and awarded to the low, responsible bidder.

**FINANCIAL TERMS**

Subject to Board approval, the construction contract will be awarded for no more than \$1,300,000. Allowing for long material lead times construction is planned to start in May 2023 and be substantially complete in August 2023.

This construction contract is being funded through the Minnesota State University, Mankato Revenue Fund.

**RECOMMENDED COMMITTEE MOTION**

The Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor's designee to enter into a construction contract not to exceed \$1,300,000 to replace Student Union windows at Minnesota State University, Mankato. The Facilities Committee further recommends that the Board of Trustees direct the chancellor or his designee to execute all necessary documents.

**RECOMMENDED BOARD MOTION**

The Board of Trustees authorizes the chancellor or the chancellor's designee to enter into a construction contract not to exceed \$1,300,000 to replace Student Union windows at Minnesota

State University, Mankato. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

<i>Date Presented to the Facilities Committee:</i>	<i>5/17/22</i>
<i>Date Presented to the Board of Trustees:</i>	<i>5/18/22</i>
<i>Date of Implementation:</i>	<i>5/18/22</i>

**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD ACTION**

Contracts Requiring Board Approval: Window Replacement,  
McElroy Hall, Minnesota State University, Mankato

**BACKGROUND**

This construction contract replaces 125 windows and a section of curtain wall in the E Hall and a section of curtain wall in F Hall in the McElroy Residence Community at Minnesota State University, Mankato. These windows and curtain walls are original to the building and are over 60 years old. The existing windows leak air and water causing water intrusion and deteriorating plaster around the windows. The air infiltration creates drafts in the rooms and this is especially bad on the North side of the building in the winter months. The new windows will be energy efficient, comfortable for students and aesthetically pleasing.

The replacement windows will eliminate air and water leaks leading to student discomfort and damage to rooms and reduce energy costs associated with heating and cooling the facility.

The construction contract will be publicly advertised through QuestCDN, our electronic bidding process and awarded to the low, responsible bidder.

**FINANCIAL TERMS**

Subject to Board approval, the construction contract will be awarded for no more than \$1,440,000. Allowing for long material lead times construction is planned to start in May 2023 and be substantially complete in August 2023.

This construction contract is being funded through the Minnesota State University, Mankato Revenue Fund.

**RECOMMENDED COMMITTEE MOTION**

The Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor's designee to enter into a construction contract not to exceed \$1,440,000 to replace windows and curtain walls in the E Hall and curtain walls in F Hall within the McElroy Residence Community at Minnesota State University, Mankato. The Facilities Committee further recommends that the Board of Trustees direct the chancellor or his designee to execute all necessary documents.

**RECOMMENDED BOARD MOTION**

The Board of Trustees authorizes the chancellor or the chancellor’s designee to enter into a construction contract not to exceed \$1,440,000 to replace windows and curtain walls in the E Hall and curtain walls in F Hall within the McElroy Residence Community at Minnesota State University, Mankato. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

*Date Presented to the Facilities Committee:* 5/17/22  
*Date Presented to the Board of Trustees:* 5/18/22  
*Date of Implementation:* 5/18/22

**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD ACTION**

Contracts Requiring Board Approval: Facilities Project  
Management System Extension, System Office

**BACKGROUND**

This 5-year contract extension provides for the integration of the existing facilities project management software, e-Builder, with Workday for consistent, predictable cloud-based, construction program management information management for all capital projects at Minnesota State colleges and universities.

After a full, public request for proposal process, Minnesota State originally contracted with e-Builder to provide a construction project management electronic software platform in 2013. This software standardizes workflows, administers financial transactions, enables construction project oversight, and provides a reporting and electronic document archiving system.

In May 2018, the board approved a 5-year contract extension for the period Nov 1, 2018 – Oct 31, 2023. To date, more than 600 college and university facility projects totaling nearly \$600 million have been managed through e-Builder.

This extension is a sole source action to provide a consistent, predictable platform for colleges and universities management of facilities projects through this period of change associated with the transition from ISRS to Workday, to leverage the integration costs, eliminate the development, integration, testing, training, and associated costs for moving to a new system.

**FINANCIAL TERMS**

Subject to board approval, the total cost of integration of e-Builder with Workday and the 5-year contract extension is \$2,227,595.

<b>Line Item</b>	<b>Cost</b>
Integration planning, testing and prorated AppX fees	\$200,095
Annual unlimited site license fee (Nov 1, 2023 – Oct 31, 2024)	\$405,500
Annual unlimited site license fee (Nov 1, 2024 – Oct 31, 2025)	\$405,500
Annual unlimited site license fee (Nov 1, 2025 – Oct 31, 2026)	\$405,500
Annual unlimited site license fee (Nov 1, 2026 – Oct 31, 2027)	\$405,500



Annual unlimited site license fee (Nov 1, 2027 – Oct 31, 2028)	\$405,500
<b>Total</b>	<b>\$2,227,595</b>

The total cost for the 15-year period would be \$6,955,755.

This contract is funded through college and university operating and revenue funds based on a square foot apportionment.

**RECOMMENDED COMMITTEE MOTION**

The Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor’s designee to enter into a contract for the integration with Workday and an extension of 5 years for system-wide facilities project management software, e-Builder, not to exceed \$2,227,595. The Facilities Committee further recommends that the Board of Trustees direct the chancellor or his designee to execute all necessary documents.

**RECOMMENDED BOARD MOTION**

The Board of Trustees authorizes the chancellor or the chancellor’s designee to enter into a contract for the integration with Workday and an extension of 5 years for system-wide facilities project management software, e-Builder, not to exceed \$2,227,595. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

*Date Presented to the Facilities Committee:* 5/17/22  
*Date Presented to the Board of Trustees:* 5/18/22  
*Date of Implementation:* 5/18/22

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

**Name:** Facilities Committee

**Date:** May 17, 2022

**Title:** Sustainability Update

**Purpose (check one):**

Proposed New Policy or  
Amendment to Existing Policy

Approvals Required  
by Policy

Other Approvals

Monitoring/Compliance

Information

**Brief Description:**

Board Policy 5.17, Commitment to Environmental Sustainability, calls for the system office and each college and university to periodically report to the board on progress and accomplishments in environmental sustainability. This informational presentation will offer an overview of the systemwide sustainability program, sustainability reporting strategies, and progress toward quantitative metrics, and will touch on priority initiatives including SB2030 and the Solar for Schools Program.

**Scheduled Presenter(s):**

Brian Yolitz, Associate Vice Chancellor for Facilities, System Office

Kristi Heintz, Sustainable Buildings Program Manager, System Office

Michelle Gerner, System Director for Capital Planning and Analysis, System Office

Victoria Downey, Geography Faculty and Sustainability Committee Co-Chair, Anoka Ramsey Community College

Lisa Becker, Anthropology Faculty and Sustainability Committee Co-Chair, Anoka Ramsey Community College

**MINNESOTA STATE  
BOARD OF TRUSTEES**

<b>BOARD INFORMATION ITEM</b>
Sustainability Update

**BACKGROUND**

Board Policy 5.17, Commitment to Environmental Sustainability, calls for the system office and each college and university to periodically report to the board on progress and accomplishments in environmental sustainability. This informational presentation will offer an overview of the systemwide sustainability program, sustainability reporting strategies, and progress toward quantitative metrics, and will touch on priority initiatives including Sustainable Building 2030 (SB2030) and the Solar for Schools Program. To showcase part of our system efforts, Anoka Ramsey Community College sustainability committee representatives will highlight their success through sustainability in curriculum and facilities-related collaboration.

Our previous systemwide goal for energy consumption was a 20% reduction from a 2009 baseline; by calendar year end 2020, we saw an overall 22% decrease in energy use. In line with Minnesota cabinet agency goals, we have embedded new metric-based goals for energy, carbon dioxide equivalent, water, and solid waste in the proposed new System Procedure 5.17.1 *Environmental Sustainability Practices*, which supports and operationalizes Board Policy [5.17 Commitment to Environmental Sustainability](#). This new procedure is expected to be approved and finalized in June 2022. These goals aim to reduce energy consumption 30% by 2027 when compared to 2017, reduce operational carbon dioxide equivalent emissions 30% by 2025 when compared to 2009 figures, reduce water use 15% by 2025 when compared to 2017, and divert 75% of solid waste from the landfill by 2030. The proposed procedure further promotes progress in areas of transportation, food and dining, conservation and protection of the natural environment, and pollution prevention. These goals establish a foundation for campus and system wide improvement.

In addition to supporting these sustainability programs and reporting, system office staff continue to support campuses' site assessment and feasibility efforts in line with the Solar for Schools grant opportunity. The Department of Commerce manages the grant program for campuses outside Xcel territory, and Xcel territory applications follow the Solar\*Rewards for Schools program. In total, campuses have an opportunity to utilize \$2.484M in funding through fiscal year (FY) 2023 and additional \$2.276M slated for FY2024-25. Some campuses are on track to submit applications in July 2022, with project implementation as early as fall of 2022. We anticipate that about a dozen campuses across the state may apply in this first biennium.

While tracking and reporting of sustainability factors is a standard part of operating procedures

for our colleges and universities, sustainability has typically not been an area of primary focus in long-range facilities planning. With the growing importance of sustainability and resilience, our colleges and universities will be required to more fully integrate resilience strategies into their campus planning.

In alignment with recently approved board guidelines for capital planning, new Comprehensive Facilities Planning guidelines under development will bring resilience strategies into focus by asking campuses to identify serious environmental, energy, demographic, and climatic risks and plan for their mitigation while also planning to meet the academic and student support needs of each campus community.



**Finance Committee**  
**May 17, 2022**  
**3:00 p.m.**  
**McCormick Room, 4th Floor**

---

*Times are tentative – meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of previous meetings.*

1. **Minutes of April 20, 2022**
2. **Contracts Requiring Board Approval:**
  - a. **Curtain Wall and Window Replacement, Student Union, Minnesota State University, Mankato**
  - b. **Window Replacement, McElroy Hall, Minnesota State University, Mankato**
  - c. **Facilities Project Management System Extension, System Office**
  - d. **Technical Certification Program Training, Lake Superior College**
  - e. **Servio Master Implementation Partner for Salesforce, System Office**
3. **Proposed Amendment to Board Policy 7.3 Financial Administration (Second Reading)**
4. **Students United Fee Proposal (First Reading)**
5. **FY2023 Annual Operating Budget (First Reading)**

Committee Members

Roger Moe, Chair  
April Nishimura, Vice Chair  
Jerry Janezich  
Oballa Oballa  
Rudy Rodriguez  
Kathy Sheran  
George Soule

Presidents Liaisons

Joe Mulford  
Scott Olson



**Finance Committee  
Meeting Minutes  
April 20, 2022**

---

A meeting of the Finance Committee of the Board of Trustees was held on April 20, 2022.

Committee members present: Roger Moe, Chair; Jerry Janezich, April Nishimura, Oballa Oballa, Rudy Rodriguez, Kathy Sheran, George Soule

Committee members absent: None

Other board members present: Jay Cowles

Staff present: Devinder Malhotra, Chancellor; Bill Maki, Vice Chancellor for Finance and Facilities; Brian Yolitz, Associate Vice Chancellor for Facilities

The meeting materials for this meeting are available [<here>](#), starting on page 52. An audio recording of the meeting is available [<here>](#).

Committee Chair Moe called the meeting to order at 9:05 a.m.

**Agenda Item 1: Approval of the Meeting Minutes for March 16, 2022**

Committee Chair Moe asked if there are any changes or amendments to the minutes then asked for a motion to approve. Trustee Nishimura made the motion and Trustee Oballa provided a second.

A roll call vote was conducted and the minutes were approved unanimously.

**Agenda Item 2: Contracts Requiring Board Approval**

Committee Chair Moe invited Vice Chancellor Bill Maki along with Associate Vice Chancellor Brian Yolitz to present the four contracts that required board approval as detailed in the meeting materials. The meeting materials for this item begin on page 57.

Committee Chair Moe asked committee members to consider the following recommended committee motion for **Agenda Item 2a: Stadium Heights Apartments Lease Agreement, Minnesota State University, Mankato:**

*The Finance Committee recommends the Board of Trustees authorize the Chancellor or the Chancellor's designee to enter into lease agreement with Stadium Heights Apartments, LLLP, not to exceed \$8,467,760 over 5 years for the purposes of student housing at Minnesota State University, Mankato.*

Trustee Sheran made the motion and Trustee Rodriguez seconded. A roll call vote was conducted. The vote was as follows:

Trustee Janezich	Yes
Trustee Moe	Yes
Trustee Nishimura	Yes
Trustee Oballa	Yes
Trustee Rodriguez	Yes
Trustee Sheran	Yes
Trustee Soule	Yes

The committee voted to approve the recommended motion.

Committee Chair Moe asked committee members to consider the following recommended committee motion for **Agenda Item 2b: Wiley Contract for Graduate OPM Services, Southwest Minnesota State University:**

*The Finance Committee recommends that the Board of Trustees authorize the chancellor or the chancellor's designee to enter a contract with Wiley University Services, for a total up to \$26,000,000 over the 7 years of the contract. The Finance Committee further recommends that the Board of Trustees direct the chancellor or his designee to execute all necessary documents.*

Trustee Janezich made the motion and Trustee Sheran seconded. A roll call vote was conducted. The vote was as follows:

Trustee Janezich	Yes
Trustee Moe	Yes
Trustee Nishimura	Yes
Trustee Oballa	Yes
Trustee Rodriguez	Yes
Trustee Sheran	Yes
Trustee Soule	Yes

The committee voted to approve the recommended motion.

Committee Chair Moe asked committee members to consider the following recommended committee motion for **Agenda Item 2c: Integration Platform Software: BOOMI, System Office:**

*The Finance Committee recommends that the Board of Trustees authorize the chancellor or the chancellor's designee to increase the contract amount with Boomi to an amount not to exceed \$2,400,000 and to extend the term up to ten (10) years for the purposes of providing integration platform software. The Finance Committee further recommends that the Board of Trustees direct the chancellor or his designee to execute all necessary documents.*

Trustee Janezich made the motion and Trustee Rodriguez seconded. A roll call vote was conducted. The vote was as follows:

Trustee Janezich	Yes
Trustee Moe	Yes
Trustee Nishimura	Yes
Trustee Oballa	Yes
Trustee Rodriguez	Yes
Trustee Sheran	Yes
Trustee Soule	Yes

The committee voted to approve the recommended motion.

Committee Chair Moe asked committee members to consider the following recommended committee motion for **Agenda Item 2d: Software Agreement for Tutor.com, System Office:**

*The Finance Committee recommends that the Board of Trustees authorize the chancellor or the chancellor's designee to increase the existing contract amount by \$3,000,000 with Tutor.com, not to exceed a total amount of \$5,500,000 through the end of the contract on 6/30/2026. The Finance Committee further recommends that the Board of Trustees direct the chancellor or his designee to execute all necessary documents.*

Trustee Sheran made the motion and Trustee Oballa seconded. A roll call vote was conducted. The vote was as follows:

Trustee Janezich	Yes
Trustee Moe	Yes
Trustee Nishimura	Yes
Trustee Oballa	Yes
Trustee Rodriguez	Yes
Trustee Sheran	Yes



Trustee Soule            Yes

The committee voted to approve the recommended motion.

**Agenda Item 3: Board Policy 7.3 Financial Administration (First Reading)**

Committee Chair Moe invited Vice Chancellor Bill Maki to present the Board Policy 7.3 as detailed in the meeting materials. The meeting materials for this item begin on page 70.

This being the first reading of this item, there was no vote taken.

**Adjournment**

The committee chair adjourned the meeting at 9:51 a.m.

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

**Name:** Finance Committee

**Date:** May 17, 2022

**Title:** Contracts Requiring Board Approval:

- a. Curtain Wall and Window Replacement, Student Union, Minnesota State University, Mankato
- b. Window Replacement, McElroy Hall, Minnesota State University, Mankato
- c. Facilities Project Management System Extension, System Office
- d. Technical Certification Program Training, Lake Superior College
- e. Servio Master Implementation Partner for Salesforce, System Office

**Purpose (check one):**

Proposed New Policy or  
Amendment to Existing Policy

Approvals Required  
by Policy

Other Approvals

Monitoring/Compliance

Information

**Brief Description:**

Board Policy 5.14, Contracts, Procurements, and Supplier Diversity, requires Board of Trustees approval of any procurement, lease agreement, or professional, technical, or consulting service contract with a value in excess of \$1,000,000 or contract amendment that would increase the total value of a contract to more than \$1,000,000.

**Scheduled Presenter(s):**

Bill Maki, Vice Chancellor for Finance and Facilities

Brian Yolitz, Associate Vice Chancellor for Facilities

Linda Kingston, Vice President of Academic and Student Affairs, Lake Superior College

Suzanne Johnsrud, Customized Training Representative, Lake Superior College

Tim Anderson, System Director for Student Success Technologies, System Office

**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD ACTION**

Contracts Requiring Board Approval: Curtain Wall and Window Replacement,  
Student Union, Minnesota State University, Mankato

**BACKGROUND**

This construction contract replaces the original 1968 First Floor North elevation window openings at the Student Union building. The existing windows consist of steel frames and single pane glazing. These windows have exceeded their expected life and are beginning to fail. These are the last of the original glazing systems to be replaced on the Student Union building.

This project will replace glazing systems that have outlived their service life. The new glazing will eliminate air and water infiltration and increase the energy efficiency of the building.

The construction contract will be publicly advertised through QuestCDN, our electronic bidding process and awarded to the low, responsible bidder.

**FINANCIAL TERMS**

Subject to Board approval, the construction contract will be awarded for no more than \$1,300,000. Allowing for long material lead times construction is planned to start in May 2023 and be substantially complete in August 2023.

This construction contract is being funded through the Minnesota State University, Mankato Revenue Fund.

**RECOMMENDED COMMITTEE MOTION**

The Finance Committee recommends that the Board of Trustees authorize the chancellor or the chancellor's designee to enter into a construction contract not to exceed \$1,300,000 to replace Student Union windows at Minnesota State University, Mankato. The Finance Committee further recommends that the Board of Trustees direct the chancellor or his designee to execute all necessary documents.

**RECOMMENDED BOARD MOTION**

The Board of Trustees authorizes the chancellor or the chancellor's designee to enter into a construction contract not to exceed \$1,300,000 to replace Student Union windows at Minnesota

State University, Mankato. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

<i>Date Presented to the Finance Committee:</i>	<i>5/17/22</i>
<i>Date Presented to the Board of Trustees:</i>	<i>5/18/22</i>
<i>Date of Implementation:</i>	<i>5/18/22</i>

**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD ACTION**

Contracts Requiring Board Approval: Window Replacement,  
McElroy Hall, Minnesota State University, Mankato

**BACKGROUND**

This construction contract replaces 125 windows and a section of curtain wall in the E Hall and a section of curtain wall in F Hall in the McElroy Residence Community at Minnesota State University, Mankato. These windows and curtain walls are original to the building and are over 60 years old. The existing windows leak air and water causing water intrusion and deteriorating plaster around the windows. The air infiltration creates drafts in the rooms and this is especially bad on the North side of the building in the winter months. The new windows will be energy efficient, comfortable for students and aesthetically pleasing.

The replacement windows will eliminate air and water leaks leading to student discomfort and damage to rooms and reduce energy costs associated with heating and cooling the facility.

The construction contract will be publicly advertised through QuestCDN, our electronic bidding process and awarded to the low, responsible bidder.

**FINANCIAL TERMS**

Subject to Board approval, the construction contract will be awarded for no more than \$1,440,000. Allowing for long material lead times construction is planned to start in May 2023 and be substantially complete in August 2023.

This construction contract is being funded through the Minnesota State University, Mankato Revenue Fund.

**RECOMMENDED COMMITTEE MOTION**

The Finance Committee recommends that the Board of Trustees authorize the chancellor or the chancellor's designee to enter into a construction contract not to exceed \$1,440,000 to replace windows and curtain walls in the E Hall and curtain walls in F Hall within the McElroy Residence Community at Minnesota State University, Mankato. The Finance Committee further recommends that the Board of Trustees direct the chancellor or his designee to execute all necessary documents.

**RECOMMENDED BOARD MOTION**

The Board of Trustees authorizes the chancellor or the chancellor’s designee to enter into a construction contract not to exceed \$1,440,000 to replace windows and curtain walls in the E Hall and curtain walls in F Hall within the McElroy Residence Community at Minnesota State University, Mankato. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

*Date Presented to the Finance Committee:* 5/17/22  
*Date Presented to the Board of Trustees:* 5/18/22  
*Date of Implementation:* 5/18/22

**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD ACTION**

Contracts Requiring Board Approval: Facilities Project  
Management System Extension, System Office

**BACKGROUND**

This 5-year contract extension provides for the integration of the existing facilities project management software, e-Builder, with Workday for consistent, predictable cloud-based, construction program management information management for all capital projects at Minnesota State colleges and universities.

After a full, public request for proposal process, Minnesota State originally contracted with e-Builder to provide a construction project management electronic software platform in 2013. This software standardizes workflows, administers financial transactions, enables construction project oversight, and provides a reporting and electronic document archiving system.

In May 2018, the board approved a 5-year contract extension for the period Nov 1, 2018 – Oct 31, 2023. To date, more than 600 college and university facility projects totaling nearly \$600 million have been managed through e-Builder.

This extension is a sole source action to provide a consistent, predictable platform for colleges and universities management of facilities projects through this period of change associated with the transition from ISRS to Workday, to leverage the integration costs, eliminate the development, integration, testing, training, and associated costs for moving to a new system.

**FINANCIAL TERMS**

Subject to board approval, the total cost of integration of e-Builder with Workday and the 5-year contract extension is \$2,227,595.

<b>Line Item</b>	<b>Cost</b>
Integration planning, testing and prorated AppX fees	\$200,095
Annual unlimited site license fee (Nov 1, 2023 – Oct 31, 2024)	\$405,500
Annual unlimited site license fee (Nov 1, 2024 – Oct 31, 2025)	\$405,500
Annual unlimited site license fee (Nov 1, 2025 – Oct 31, 2026)	\$405,500
Annual unlimited site license fee (Nov 1, 2026 – Oct 31, 2027)	\$405,500

Annual unlimited site license fee (Nov 1, 2027 – Oct 31, 2028)	\$405,500
<b>Total</b>	<b>\$2,227,595</b>

The total cost for the 15-year period would be \$6,955,755.

This contract is funded through college and university operating and revenue funds based on a square foot apportionment.

**RECOMMENDED COMMITTEE MOTION**

The Finance Committee recommends that the Board of Trustees authorize the chancellor or the chancellor’s designee to enter into a contract for the integration with Workday and an extension of 5 years for system-wide facilities project management software, e-Builder, not to exceed \$2,227,595. The Finance Committee further recommends that the Board of Trustees direct the chancellor or his designee to execute all necessary documents.

**RECOMMENDED BOARD MOTION**

The Board of Trustees authorizes the chancellor or the chancellor’s designee to enter into a contract for the integration with Workday and an extension of 5 years for system-wide facilities project management software, e-Builder, not to exceed \$2,227,595. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

*Date Presented to the Finance Committee:* 5/17/22  
*Date Presented to the Board of Trustees:* 5/18/22  
*Date of Implementation:* 5/18/22



**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD ACTION**

Contracts Requiring Board Approval: Technical Certification Program  
Training, Lake Superior College

**BACKGROUND**

The Minnesota Department of Transportation (MnDOT) Technical Certification Program (TCP) is a federally mandated program administered by MnDOT Office of Materials and Road Research, Technical Certification Unit located in Maplewood, MN. In order to receive Federal Highway and Bridge Funds, MnDOT must execute a Quality Assurance/Quality Control Program to ensure certified technicians are qualified to test and inspect materials incorporated into projects. MnDOT TCP Unit trains, certifies and recertifies approximately 4500 technicians annually from Minnesota and our neighboring states.

Lake Superior College (LSC) has been a training partner with MnDOT since 1985, at which time LSC was used to hire the first Bituminous Plant instructors. LSC was also tasked with writing the first course training manuals for Bituminous, Bridge Construction Inspection and Grading and Base. For many of those years, LSC partnered with MnDOT and Aggregate Ready-Mix Association of Minnesota (ARM) to collectively register, train and certify technicians in the State of Minnesota. More recently (2016), LSC was granted the contract to be the sole administrator of the Technical Certification Program. The duties include, but are not limited to: assisting with the scheduling of approximately 150 classes each year, registration of all technical certification students, contracting with industry instructors, collecting registration fees, managing certifications, organizing instructors and classroom material, organizing and managing performance laboratory reviews, and subcontracting instruction in the areas of Aggregate Production Tester Certification (APTC), Concrete Field Tester Certification (CFTC), Concrete Field Inspector Certification (CFIC) and Concrete Field Tester/Inspector Recertification (CFBR). The above-mentioned classes have been managed and performed by an outside entity with one of LSC's industry partners for decades.

The terms of the project were put out for an RFP, which was posted on March 14, 2022 and was published to the State Register, the Duluth News Tribune and the Star Tribune. Submissions were due on March 25<sup>th</sup>. We received two submissions. After thorough review by the four-person RFP Review Committee, ARM was chosen as the preferred vendor.

ARM has over 25 years' experience in the Technical Certification Program. They are uniquely qualified to provide training and related services as needed to ensure that sampling and testing personnel for highway material and construction are qualified.

- ARM has the facilities to house and administer the laboratory portion of the Aggregate

Production Tester Certification and the Concrete Field Tester Certification

- ARM has extensive experience providing in-person and online learning
- ARM is a leader in education while protecting the health of students during COVID-19
- ARM regularly provides in-person, online and hybrid learning
- ARM is committed to MnDOT’s requests for greater diversity in their workforce
- ARM provides education and examinations for thousands of people every year and has done so for decades

By continuing our educational relationship with ARM, LSC remains compliant in their delivery of services bound by our five-year contract with MnDOT. In continuing to contract with ARM, LSC is able to provide quality instruction in the areas of APTC, CFTC, CFIC and CFBR.

### **FINANCIAL TERMS**

In a typical training season (October – May), the TCP program collects approximately \$1,500,000 in registration fees from individual students, companies, cities, counties and MnDOT districts across the state. Expenses paid from that revenue include, but are not limited to: CECT staff salaries, instructor salaries, and our sub-contractor contract costs. While this is a new contract, LSC has contracted with ARM in the past to administer the APTC, CFTC, CFIC and CFBR classes. The total amount for this three-year contract will not exceed \$1,350,000. The contract terms will be: May 2022 – June 30, 2025. Once expired, the project will be put out for bid once again.

### **RECOMMENDED COMMITTEE MOTION**

The Finance Committee recommends that the Board of Trustees authorize the chancellor or the chancellor’s designee to enter a contract with Aggregate Ready-Mix Association of Minnesota (ARM), not to exceed \$1,350,000 with a term of three years, ending on June 30, 2025 for the purposes of providing technical training certification for highway materials and construction. The Finance Committee further recommends that the Board of Trustees direct the chancellor or his designee to execute all necessary documents.

### **RECOMMENDED BOARD MOTION**

The Board of Trustees authorizes the chancellor or the chancellor’s designee to enter a contract with Aggregate Ready-Mix Association of Minnesota (ARM), not to exceed \$1,350,000 with a term of three years, ending on June 30, 2025 for the purposes of providing technical training certification for highway materials and construction. The Finance Committee further recommends that the Board of Trustees direct the chancellor or his designee to execute all necessary documents.

*Date Presented to the Finance Committee:* 05/17/22

*Date Presented to the Board of Trustees:* 05/18/22

*Date of Implementation:* 05/18/22

**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD ACTION**

Contract Requiring Board Approval:  
Servio Master Implementation Partner for Salesforce, System Office

**BACKGROUND**

Salesforce is a Constituent Relationship Manager (CRM) which allows colleges and universities to better track and communicate with prospects and students. In general, when someone has interest in attending a school, they fill out a Request for Information (RFI) form found on the college/university website. This immediately sets off an automated communication to the prospect that is personalized and timely consisting of emails, text messages, and notes to college/university staff members to call on certain days to further the prospect through the tunnel from interest to application. Once someone has applied, they are put into a new communication stream that helps them move through the rest of the application process and into being enrolled for classes.

An implementation partner is needed that allows colleges and universities to expand the current use of Salesforce. Implementation consists of customizing the Salesforce tool to meet the needs of each institution and their students.

Hennepin Technical College (HTC) recently completed an RFP process for a new implementation partner. There was a review committee for the RFP, including several individuals from different Minnesota State institutions that assisted with defining the scope needs for a Salesforce implementation partner. The vendor found to meet the needs of Minnesota State was Servio, who not only has experience with other Minnesota State Colleges and Universities, but also has higher education experience and a substantially lower per hour cost for implementation services than the previous implementation partner.

Many Minnesota State colleges and universities have already worked with Servio to start the Salesforce implementation process. It would be advantageous to complete the implementation of the entire student cycle Salesforce can provide with the same implementation partner. As an example, Servio completed Salesforce implementation through this point, with great success. Moving into the future phases of Salesforce will help us automate communications including early alerts and customize other communications to help student success, retention, completion, and graduate follow-up.

As a result of Servio's experience with Minnesota State, they have knowledge of data migrations from ISRS into Salesforce and they have experience with data migrations and application

programming interfaces (API) between Workday and Salesforce. This means that they can help Minnesota State move forward with current and future CRM needs as we move further into our NextGen project. Salesforce is not a replacement for Workday, but instead works alongside Workday to help move students through the necessary steps for success.

**FINANCIAL TERMS**

Minnesota State seeks a five-year contract with Servio. Servio charges \$175 per hour and offers various Salesforce integration options. Campuses purchasing off this master contract will need to negotiate the scope of work (SOW) with Servio and will pay for services related to the SOWs, but the following is an example of various implementation costs provided from Servio to Hennepin Technical College:

<b>Servio Implementation Estimate</b>	
<b>Application to Registration</b>	
- EDA & Pardot Configuration	\$50,000
- One Stop check-ins	\$13,500
<b>Student Success</b>	
- Student Success Hub Configuration	\$71,500
- Automation Development (160 hours)	\$28,000
- Forms Development (450 hours)	\$78,750
- Access to test scores/waivers	\$10,500
- Event attendance tracing (via API with Card swipe)	\$7,000
- Tracking Grant Hours	\$7,000

Currently, nine campuses are contracting with Servio, and currently, approximately 6 more additional campuses are in discussions with Salesforce for a contract.

**RECOMMENDED COMMITTEE MOTION**

The Finance Committee recommends that the Board of Trustees authorize the chancellor or the chancellor’s designee to enter a master contract with Servio Consulting, Inc., not to exceed \$2,000,000 for a term up to five years to provide Salesforce CRM implementation services. The Finance Committee further recommends that the Board of Trustees direct the chancellor or his designee to execute all necessary documents.

**RECOMMENDED BOARD MOTION**

The Board of Trustees authorizes the chancellor or the chancellor’s designee to enter a master contract with Servio Consulting, Inc., not to exceed \$2,000,000 for a term up to five years to provide Salesforce CRM implementation services. The Finance Committee further recommends that the Board of Trustees direct the chancellor or his designee to execute all necessary documents.

<i>Date Presented to the Finance Committee:</i>	<i>05/17/22</i>
<i>Date Presented to the Board of Trustees:</i>	<i>05/18/22</i>
<i>Date of Implementation:</i>	<i>05/18/22</i>

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

**Name:** Finance Committee

**Date:** May 17, 2022

**Title:** Proposed Amendment to Board Policy 7.3 Financial Administration (Second Reading)

**Purpose (check one):**

Proposed New Policy or  
Amendment to Existing Policy

Approvals Required  
by Policy

Other Approvals

Monitoring/Compliance

Information

**Brief Description:**

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 recommended amendments contain technical edits and the application of new formatting and writing standards.

**Scheduled Presenter(s):**

Bill Maki, Vice Chancellor for Finance and Facilities

Denise Kirkeby, System Director for Financial Reporting

**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD ACTION – SECOND READING**

Proposed Amendment to Board Policy 7.3 Financial Administration

**BACKGROUND**

Board Policy 7.3 Financial Administration was adopted and implemented by the Board of Trustees on June 21, 2000 and most recently revised on January 21, 2015.

The policy is currently under review 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 recommended amendments contain technical edits and the application of new formatting and writing standards. These proposed amendments were approved by the chancellor’s office on March 29, 2022 for recommendation to the Board of Trustees for adoption.

Two versions of the policy document are included on the following pages. The first highlights all of the proposed amendments made during the consultation and review period. The second is a “clean” version which shows the document with all of the proposed amendments accepted.

**RECOMMENDED COMMITTEE MOTION**

The Finance Committee recommends that the Board of Trustees adopt the proposed changes to Board Policy 7.3 Financial Administration as submitted.

**RECOMMENDED BOARD MOTION**

The Board of Trustees adopts the proposed changes to Board Policy 7.3 Financial Administration as submitted.

*Date Presented to the Finance Committee:* 5/17/22  
*Date Presented to the Board of Trustees:* 5/18/22  
*Date of Implementation:* 5/18/22

MINNESOTA STATE  
BOARD OF TRUSTEES

BOARD POLICY – SECOND READING	
Chapter 7	General Finance Provisions
Section 3	Financial Administration

Single underlining represents proposed new language.

Strikeouts represent existing language proposed to be removed.

1 **7.3 Financial Administration**

2

3 **Part 1. Policy Statement**

4 The Board of Trustees provides sound financial administration to safeguard the resources of the  
5 State of Minnesota, ~~the system, the colleges and universities~~ Minnesota State Colleges and  
6 Universities, the System Office, and the constituencies they serve ~~and to~~ preserve long term  
7 viability of the colleges, universities and system office as a whole. –Effective financial  
8 administration will facilitate planning, forecasting, monitoring, and improving managerial  
9 performance and the evaluating-evaluation of the financial effects of management decisions.

10

11 **Part 2. Responsibilities**

12 The ~~Board of Trustees~~ board is responsible for overall ~~systemwide~~ financial management  
13 assurance. The chancellor, in consultation with the ~~Board~~ board, is responsible for overall  
14 ~~systemwide~~ financial management. The president is responsible for assuring financial  
15 administration for a college or university in conformance with ~~Board~~ board policies and system  
16 procedures.

17

18 System procedures will provide ~~for the~~ assurance that:

- 19 • financial records are complete and safeguarded;
- 20 • financial information is accurate, reliable, and useful for management reporting; and
- 21 • financial management methods support short term and longer term college, university,  
22 and system ~~and college and university~~ strategic objectives.

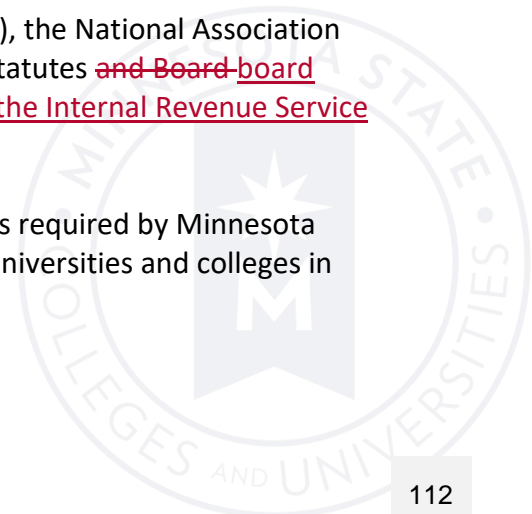
23

24 ~~The system's~~ Minnesota State accounting guidelines will be based on the standards and  
25 guidelines of the Governmental Accounting Standards Board (GASB), the National Association  
26 of College and University Business Officers (NACUBO), Minnesota Statutes ~~and Board~~ board  
27 policy, ~~and other applicable authorities such as, but not limited to, the Internal Revenue Service~~  
28 (IRS), and the United States Department of Education (USDOE).

29

30 Records will be subject to internal, legislative, and external audits as required by Minnesota  
31 Statutes ~~and Federal Law,~~ Board board policies, and as needed by universities and colleges in  
32 pursuit of their mission and goals.

33





34 The ~~Board of Trustees~~board delegates authority to the chancellor to develop guidelines for  
35 institutional scholarship and grant programs administered by the colleges, ~~and~~ universities, and  
36 the system office.

37  
38 **Part 3. Accountability/Reporting**

39 The ~~Board of Trustees~~board will be periodically updated on the administration and financial  
40 management of ~~the system-Minnesota State on an exception based reporting basis~~ and advised  
41 of any recommended policy changes.

---

Related Documents:

- [Board Policy 1D.1 Office of Internal Auditing](#)
- [Board Policy 7.4 Financial Reporting](#)
- [System Procedure 7.3.1 Accounting and Payroll](#)
- [System Procedure 7.3.2 Auxiliary Operations](#)
- [System Procedure 7.3.3 Purchasing Cards](#)
- [System Procedure 7.3.4 Cost Allocation](#)
- [System Procedure 7.3.5 Revenue Fund Management](#)
- [System Procedure 7.3.6 Capital Assets](#)
- [System Procedure 7.3.7 Impairment of Capital Assets](#)
- [System Procedure 7.3.12 Scholarships](#)
- [System Procedure 7.3.13 Surplus Personal Property](#)
- [System Procedure 7.3.16 Finance Exception Reporting](#)
- [System Procedure 7.3.17 Electronic Payments](#)
- [Guideline Operating Instruction 7.3.17.1 Guideline Operating Instructions for Payment Card Acceptance, Processing and Security](#)
- [Policy 7.4 Financial Reporting](#)
- [Governmental Accounting Standards Board \(GASB\)](#)
- [National Association of College and University Business Officers \(NACUBO\)](#)

[To view any of the following related statutes, go to the Revisor's Office website. You can conduct a search from this site by typing in the statute number.](#)

- [Minnesota Statute 136F.526, Audits](#)
- [Minnesota Statute 136A.1313, Financial Aid Audits](#)

- Minnesota Statute 135A.30, Minnesota Academic Excellence Scholarships
- Minnesota Statute 136F.72 Funds

### Policy History

Date of Adoption: 06/21/00  
Date of Implementation: 06/21/00  
Date of Last Review: ~~12/29/15~~xx/xx/xx

### **Date and Subject of Amendments:**

~~12xx/xx/221 - Regular Five Year Review. XXXXX XXXX XX XXX X XXX XXXX XX XXXX XXX XXX X X XX  
XXX XX XXX X XXX XXXX XX XXXX XXX XXX X X XX XXX XX XXX X XXX XXXX XX XXXX.~~ As part of the 5  
year review process, amendment contained technical edits and application of the new  
formatting and writing standards.

*01/29/15 - Amended Part 1 to include preserving long term viability and planning and forecasting.*

*08/06/09 - policy was reviewed by Laura King's office. No amendments were made.*

*06/18/03 - changes "MnSCU" to "system", updates State Office of Technology's website address*

Additional HISTORY.

MINNESOTA STATE  
BOARD OF TRUSTEES

BOARD POLICY – FIRST READING	
Chapter 1B	Chapter Name Equal Education and Employment Opportunity
Section 1	Policy Name Equal Opportunity and Nondiscrimination in Employment and Education

**1B.1 Equal Opportunity and Nondiscrimination in Employment and Education**

**Part 1. Policy Statement**

**Subpart A. Equal opportunity for students and employees**

Minnesota State Colleges and Universities has an enduring commitment to enhancing Minnesota’s quality of life by developing and fostering understanding and appreciation of a free and diverse society and providing equal opportunity for all its students and employees. Minnesota State is committed to equal opportunity and nondiscrimination in employment and education.

**Subpart B. Nondiscrimination**

Minnesota State prohibits discrimination and harassment against persons in the terms and conditions of employment, personnel practices, or access to and participation in educational programs, services, and activities on the basis of membership or perceived membership in any of the following protected classes: race, sex (including pregnancy, child birth, and related medical conditions), color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, veteran status, familial status, and membership or activity in a local human rights commission. Protected class also includes genetic information for employees.

Minnesota State shall maintain and encourage full freedom of expression, inquiry, teaching and research. Academic freedom comes with a responsibility that all members of our education community benefit without intimidation, exploitation, or coercion. This policy is directed at conduct that constitutes discrimination or harassment under this policy and is not directed at the content of speech. In cases in which statements and other forms of expression are involved, Minnesota State must consider an individual's constitutionally protected right to free speech and academic freedom. However, discriminatory or harassing conduct is not within the protections of academic freedom or free speech.

## **Part 2. Applicability**

This policy applies to all individuals affiliated with Minnesota State, including but not limited to, its students, employees, applicants, volunteers, agents, the Board of Trustees, and others as appropriate and protects the rights and privacy of all involved individuals, as well as prevents retaliation. Complaints of conduct by a student occurring at a location other than on system property, including online, are covered by this policy pursuant to the factors listed in Board Policy 3.6, Part 2. Complaints of conduct by a system employee at locations other than system property, including online, are covered by this policy. Complaints of conduct on system property, including online, by individuals who are not students or employees are subject to appropriate actions by Minnesota State, including but not limited to, pursuing civil action against them, referral to law enforcement, or pursuing a no trespass. Individuals who violate this policy will be subject to disciplinary or other corrective action. Allegations of conduct in violation of Policy 1B.1 may be submitted through the process identified in System Procedure 1B.1.1 Intervention and Resolution.

This policy supersedes all existing college, university, and Minnesota State equal opportunity and nondiscrimination policies.

## **Part 3. Definitions**

### **Discrimination**

Employment decisions, educational decisions, or treatment of an individual because of protected class status or perceived protected class status that subjects the individual to different treatment so as to interfere with or limit the ability of the individual to participate in, or benefit from, the services, activities, or privileges provided by Minnesota State or otherwise adversely affects the individual's employment or education.

### **Employee**

Any individual employed by Minnesota State, including its colleges, universities, and system office, including student workers.

### **Harassment**

#### **Discriminatory harassment**

Unwelcome conduct or communication that is based on actual or perceived membership in a protected class, including stereotypes of protected classes, that has a negative effect or is likely to have a negative effect on the complainant or the workplace or educational environment. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment. Discriminatory harassment includes, but is not limited to:

1. Oral or written conduct such as jokes, innuendo, slurs, name-calling, negative comments about cultural norms, circulating rumors;
2. Physical contact, battery, blocking movement;
3. Non-verbal derogatory gestures, stalking, interference with work performance;
4. Visual displays, including but not limited to, posters, drawings, screen savers, emails and texts with derogatory meaning, epithets written on complainant's personal property or other symbols associated with particular protected classes.

### **Sexual harassment**

Minnesota State further defines sexual harassment as a form of sex discrimination and discriminatory harassment. Sexual harassment is conduct or communication of a sexual nature that is unwelcome, that has a negative effect or is likely to have a negative effect on the complainant or the workplace or educational environment. Sexual harassment includes, but is not limited to:

1. Unwelcome sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, degrading sexual remarks, threats;
2. Unwelcome sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures;
3. Unwelcome physical contact, such as sexual assault and sexual violence (as defined in Board Policy 1B.3), molestation, or attempts to commit these assaults; unwelcome touching, pinching, or brushing of or by the body;
4. Preferential treatment or promises of preferential treatment for submitting to sexual conduct, including soliciting or attempting to solicit an employee, student or other individual to submit to sexual activity for a benefit including, but not limited to, hiring, promotion, compensation, grades, or authorship;
5. Negative treatment or threats of negative treatment for refusing to submit to sexual conduct;
6. Subjecting, or threatening to subject, an employee, student or other individual to unwelcome sexual attention or conduct; and
7. Conduct which exploits the sexual characteristics of others including transmitting or the threat of transmission of photographs and or videos of graphic nudity or sexually graphic messages of others without the consent of the subject of the photograph, video, or message.

Note: Some of these examples of misconduct may also be subject to Board Policy 1B.3 Sexual Violence Policy.

### **Protected class**

Protected class includes race, sex (including pregnancy, child birth, and related medical conditions), color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, veteran status, familial status, and membership or activity in a local human rights commission. Protected class also includes genetic information for employees.

### **Retaliation**

Retaliation includes, but is not limited to, engaging in any form of intimidation, reprisal, or harassment against an individual because the person:

1. made a complaint or other communication under this policy or opposes conduct prohibited by this policy;
2. assisted or participated in any manner in an investigation, or process under this policy, regardless of whether a claim of discrimination or harassment is substantiated;
3. associated with a person or group of persons who are members of a protected class; or
4. made a complaint or assisted or participated in any manner in an investigation or process with the Equal Employment Opportunity Commission, the U.S. Department of Education Office for Civil Rights, the Minnesota Department of Human Rights or other enforcement agencies, under any federal or state nondiscrimination law, including the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Minnesota Human Rights Act, Minn. Stat. Ch. 363A, and their amendments.

Retaliation may occur whether or not there is a power or authority differential between the individuals involved.

### **Sexual harassment and violence as sexual abuse**

Minnesota law provides special protection for children under 18 and vulnerable adults. These laws, Minnesota Statutes sections 260E and 626.557, identify those who are mandated to report neglect or abuse of children under 18 and maltreatment of vulnerable adults. Faculty, student teachers or clinical participants, day care personnel, and others involved in education or services to children or vulnerable adults may be considered mandated reporters under both of these laws. Reports of abuse or neglect of a child or vulnerable adult, must be made to law enforcement or state or county social service agencies.

### **Student**

For purposes of this policy, the term “student” includes all persons who:

1. Are enrolled in one or more courses, either credit or non-credit, through a college or university;
2. Withdraw, transfer or graduate, after an alleged violation of the student conduct code;
3. Are not officially enrolled for a particular term but who have a continuing relationship with the college or university;
4. Have been notified of their acceptance for admission or have initiated the process of application for admission or financial aid; or
5. Are living in a college or university residence hall although not enrolled in, or employed by, the college or university.

#### **Part 4. Consensual Relationships**

A consensual relationship is a sexual or romantic relationship between two or more persons who voluntarily enter into such a relationship. An employee of Minnesota State shall not enter into a consensual relationship with a student or an employee over whom the person exercises direct or otherwise significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority or influence. In the event a relationship already exists, each college, university, and the system office shall develop a procedure to reassign evaluative authority as may be possible to avoid violations of this policy. This prohibition does not limit the right of an employee to make a recommendation on personnel matters concerning a family or household member where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or compensation plan.

#### **Part 5. Retaliation**

Retaliation is prohibited at Minnesota State. Any individual covered by this policy who engages in retaliation is subject to disciplinary or other corrective action as appropriate.

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

College and university policies and procedures on equal opportunity and nondiscrimination in employment and education must comply with Board Policy 1B.1 and System Procedure 1B.1.1.

---

---

#### ***Related Documents:***

- [Board Policy 1B.1](#) Equal Opportunity and Nondiscrimination in Employment and Education
- [Board Policy 1B.3](#) Sexual Violence Policy
- [Board Policy 1C.1](#) Board of Trustees Code of Conduct
- [Board Policy 1C.2](#) Fraudulent or Other Dishonest Acts
- [Board Policy 4.10](#) Nepotism
- [System Procedure 1B.1.1](#) Report/Complaint of Discrimination/Harassment Investigation and Resolution
- [System Procedure 1B.3.1](#) Response to Sexual Violence and Title IX Sexual Harassment
- [System Procedure 1C.0.1](#) Employee Code of Conduct
- [System Procedure 1C.0.2](#) Respectful Workplace
- [System Procedure 4.10.1](#) Nepotism

To view any of the following related statutes, go to the Revisor's Web site (<https://www.revisor.mn.gov/>). You can conduct a search from this site by typing in the statute number.

- Minn. Stat. 260E - Reporting of Maltreatment of Minors
- Minn. Stat. 626.557 - Reporting of Maltreatment of Vulnerable Adults

---

---

#### **Policy History**

*Date of Adoption*                      9/20/94

*Date of Implementation*            9/20/94

Date of Last Review            x/xx/22

*Date & Subject of Amendments:*

*Xx/xx/22 – The proposed amendment updates and expands the policy language in Part 1, Subp. B Nondiscrimination. The language in Part 2 Applicability was broadened to include activities at non-system locations and online. The definitions of harassment and sexual harassment were updated and examples were provided for both. The definition of “protected class” was clarified to include pregnancy, child birth, and related medical conditions, and also expanded to include veteran status and the genetic information of employees. Technical edits made throughout document from the application of the new writing and formatting standards.  
1/28/15 - Amended to include familial status as a protected class protected from discrimination in employment.*

*Additional [HISTORY](#).*



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

**Name:** Finance Committee

**Date:** May 17, 2022

**Title:** Students United Fee Proposal (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 3.7 recognizes Students United (Minnesota State University Student Association) as the designated student association for the universities and establishes the conditions for the association's ability to collect fee revenue to fund association operations.

The association's per-credit fee is currently set at \$0.61, meaning a full-time student at one of our universities pays \$18.30 on an annual basis. This year, after a lengthy discussion, the Students United Board of Directors adopted a budget for FY2023 that includes an increase in the per credit fee of 19 cents, to \$0.80 cents.

Board policy provides that student associations establish their fees and submit changes in the fee to the board.

**Scheduled Presenter(s):**

Emma Zellmer, State Chair, Students United  
Ryuto Hashimoto, Finance Intern, Students United

**Handout**

Supplemental Materials Packet

**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD ACTION – FIRST READING**

Students United Fee Proposal

**BACKGROUND**

**Fee Change Amount and Minnesota State Policy**

In April 2022, the Students United’s Board of Directors voted to increase the Students United, formerly Minnesota State University Student Association/MSUSA, fee by nineteen cents, from .61 cents per credit to .80 cents per credit.

Minnesota Statute 136F.22 STUDENT ASSOCIATIONS states that:

Subdivision 1. Statewide. The board shall recognize one statewide student association for the state universities and one for the community and technical colleges. Each campus student association shall be affiliated with its statewide student association and all students enrolled on those campuses shall be members of their respective statewide association.

Subd. 2. Fees. Each statewide association shall set its fees to be collected by the board and shall submit any changes in its fees to the board for review. The board may revise or reject the fee change. Fees must be collected by each state college and university and shall be credited to each association's account to be spent as determined by that association.

Minnesota State Board Policy 3.7, Statewide Student Association, provides that:

Each statewide student association shall set its fees and shall submit any changes in its fees to the board for review. The board may revise or reject the fee change during the two board meetings immediately following the fee change submission. Fees must be collected for each enrolled credit by each college and university and must be credited to each association’s account to be spent as determined by that association.

**About Students United**

Established in 1967, Students United is an independent, non-profit organization funded and operated by students. Students United serves nearly 55,000 students attending Minnesota's seven state universities: Bemidji, Mankato, Metropolitan (St. Paul/Minneapolis), Moorhead, St. Cloud, Southwest (Marshall) and Winona.

The Students United mission is: Led by Minnesota State university students, we are the inclusive voice for all future, current, and former students. We actively work to represent and

support Minnesota State university students and advocate at a system, local, state, and federal level for higher education policies that make a positive impact for our students and communities.

Students United has been a strong voice for state university students on the campus, system, state, and federal levels for almost 55 years. We are recognized by the Board of Trustees as the sole representative of state university students in Minnesota.

Our vision is to create the model of inclusive higher education policies and leadership. Our goal is to ensure higher education is rooted in student voices and student needs. Student leaders at all decision-making tables strengthen student advocacy, which creates a more robust higher education system and community.

Students United supports the work of the Board of Trustees and System by providing students opportunities to participate in leadership and advisory roles at the system level, working for accessibility, safety, inclusion, and retention of state university students at the campus level. Students United supports MinnState legislative efforts including support for state funding, bonding, and HEAPR requests, and works to ensure student priorities are included in those requests.

### **History of the Students United Fee**

Students United was initially funded by donations, however, in 1981 a fee request was approved by the Minnesota State University Board. Fee collection began in 1982 and has been raised periodically over the past 40 years. The last fee increase was presented and approved by the Minnesota State Board of Trustees in 2018, from .47 cents per credit to .61 cents per credit. Prior to this, the fee was raised from .39 cents per credit to .43 cents per credit in 2006, and from .43 cents to .47 cents in 2017 in order to hire a Director of Equity and Inclusion. In 2018, Students United was required by the Board of Trustees to return and provide evidence that the fee was used appropriately before a permanent increase of the fee was approved in 2019.

### **Process and student support of the Fee Increase**

Last year, Students United engaged in a yearlong strategic planning process with multiple parties (alumni, board, students, and staff) to implement a new five-year plan focused on Higher Education Affordability, Higher Education Access, JEDI (Justice Equity, Diversity, and Inclusion) where three guiding principles prevail: student voices (consultation), student leadership (advocacy) and student development (career readiness and holistic development). Once the strategic plan was passed, the Executive Director conducted a financial analysis to forecast the next couple of years to ensure that the strategic plan can be effectively implemented. From the analysis, it was determined that Students United cannot continue to sustain the organization's current programming and the new strategic plan with current revenue and development efforts due to the rising costs of inflation and decline in student enrollment.

With the findings from the analysis, the student Officers and Board of Directors began formally discussing a potential fee increase during the November 2021 Board Meeting and the January 2022 Board Retreat. At those times, students discussed the financial health of the organization, what Students United is currently doing to sustain the organization, and the various options regarding the Students United fee. In April, the position to raise the fee by .19 cents was approved by the Board of Directors along with a budget that included student feedback of what programs and initiatives students want Students United to focus on for the next year. The officers presented to each university student senate campus to share the financial status of the organization and to answer any questions students may have. The officers outlined the need for the fee increase in order to sustain the organization and maintain programs that support students. From this, we have collected senate consultation letters from each university student body president that can be seen in our supplementary materials handout.

**Students United Financial Need and Plans for the Increased Revenue**

If approved, this fee change will impact all students taking classes for credit at the state universities. Currently, a student taking 30 credits during a year at a state university pays \$18.30. This increase would raise that amount by \$5.70 per year.

In FY21, Student United received \$815,668.23 in student fee income. It is projected that Students United will receive \$750,099 in student fee income in the current FY22 year and \$693,466 in FY23. This amount is less than what was received with the previous \$0.47 fee in FY18 (\$706,051). The student fee-based revenue fluctuates with university enrollment. Enrollment has gone down drastically over the past couple years, and there is no indication that enrollment will stop declining soon.

*Table 1 - Student Fee Revenue*

	FY18 (.47 cents)	FY19 (.61cent)	FY20	FY21	Projected FY22
Enrollment	51,182	49,874	48,223	46,286	43,526
Revenue	\$706,051	\$886,722	\$864,636	\$815,668	\$750,099

*Table 1.2 - Student Fee Comparison Revenue FY23*

Revenue at 80 Cent Fee	\$909,464
Revenue at 61 Cent Fee	\$693,466

*\*\*Revenue based off average enrollment decline from the past few years*

Between 2008 and 2012, Students United planned to build or buy an office building and began saving money for that large purchase. However, in 2012 the organization determined that it would be better to use those funds to increase student participation and engagement on each

campus. Those accumulated funds have supported Students United's growth and programming in a variety of ways including:

- Incorporating the ideals of the Equity 2030 initiative into our organization's work by continuing to build upon our own internal equity audit recommendations. This has included updating our governing documents and student-held positions to redistribute work and responsibilities more evenly, creating avenues for engagement outside of formal campus student associations, and broadening the audience of our annual conferences by including sessions geared towards professional development and information about how to realize interest in advocacy into real-world life and careers.
- The creation of the Student Leadership Program, which began in response to student's request for student employment opportunities and encouragement to move towards a more grant-fundable program. The program focuses on student leadership and career development within nonprofits while hosting a cohort of interns from across all seven university campuses.
- The introduction of two annual Advocacy Conferences where over one hundred students from across the state engage with fellow students, attend professional development sessions, and meet leaders who engage in advocacy work in their communities.
- Payments to students who participate in our Board Committees and students who participate in system office councils and committees. This has allowed for more students to engage in system-level consultation work.
- Increasing student participation by nearly 300% in system office councils and committees seeking student representation by broadening our recruitment channels, leading to increased student input in a variety of initiatives occurring within the Minnesota State system.
- Increasing student input and comments regarding proposed policy changes at the system level by bringing proposed changes to our board of directors and the board's committees for feedback and comments, resulting in greater student input regarding system policy changes.
- Increasing student input and on-campus engagement by creating processes for students who were not regularly engaged in the organization to plug in, including surveys available on our website, digital town halls, and encouraging the appointment of students outside of the recognized campus student associations to system groups and board committees.
- Maintaining the number of student participants engaging in state advocacy actions as previously increased in 2017.
- Increasing travel for students and staff to all seven state university campuses to connect with the students we represent face-to-face, inform them of our work, and let them know how and where to get involved with our work.

These programming additions have increased the effectiveness and responsiveness of Students United for students, as students have reflected this back to the board and staff through annual budget surveys and campus visits.

The surplus funds from the building fund are projected to be used by the end of FY23, and this fee increase will be used primarily to sustain the above-described enhancements to the organization. These include hiring seven part-time students as Students United staff members as part of the Student Leadership Program during the year and increasing our on-campus advocacy work as campuses begin to safely reopen next fall. The fee increase is expected to create the revenue needed to provide the programming students want from Students United.

**RECOMMENDED COMMITTEE MOTION**

The Finance Committee recommends that the Board of Trustees accepts the increase of the Students United fee from \$0.61 to \$0.80 per credit hour beginning the fall semester of 2022.

**RECOMMENDED BOARD MOTION**

The Board of Trustees accepts the increase of the Students United fee from \$0.61 to \$0.80 per credit hour beginning the fall semester of 2022.

*Date Presented to the Finance Committee:* 5/17/22  
*Date Presented to the Board of Trustees:* This is a first reading. No action taken.  
*Date of Implementation:*

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

**Name:** Finance Committee

**Date:** May 17, 2022

**Title:** FY2023 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 systemwide 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.

This agenda item occurs annually in May (first reading) and June (second reading) so that colleges and universities can begin the fiscal year with approved tuition and fee rates and operating budgets. The fiscal year begins on July 1, 2022 and ends on June 30, 2023. This is the first reading of the FY2023 Operating Budget and as such, no action will be required.

**Scheduled Presenter(s):**

Bill Maki, Vice Chancellor for Finance and Facilities

Steve Ernest, System Director for Financial Planning and Analysis

**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD ACTION – FIRST READING**

FY2023 Annual Operating Budget

**BACKGROUND**

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

Minnesota State has two primary sources of revenue: state appropriation and tuition. The legislature is currently considering supplemental budget requests that would address outstanding and timely issues affecting fiscal year 2023 operating budgets. Potential tuition rates are limited by language in the budget law enacted last legislative session. This language provides for up to 3.5 percent increases each year of the biennium for undergraduate base tuition. The language also allows for some flexibility in how differential tuition rates are set, including a provision that universities may eliminate online differential tuition and incorporate those rates into base tuition rates, provided the result is revenue-neutral. The 2022 regular legislative session will end no later than Monday, May 23<sup>rd</sup>.

Because the legislative session has not yet concluded, the enterprise level operating budget, college and university operating budgets, and tuition and fee rates are not yet finalized. Detailed college and university operating budgets, proposed tuition and fee rates, enrollment projections, and other budget information and analysis will be presented in the June board meeting.

This report provides updates on enrollment, state and federal funding, revenue fund activities, student consultation, and priorities and pressures colleges and universities are considering as they prepare their fiscal year 2023 annual operating budgets.

**LEGISLATIVE UPDATE**

As of this writing, House and Senate versions of a supplemental higher education funding bill are being sent to conference committee for consideration. Each bill provides funds to address important budgetary concerns, though priorities and funding amounts vary.



Table A below shows the original system request for this biennium, the budget enacted last legislative session, the supplemental system request this session, and the current House and Senate bill provisions.

Table A: *Legislative Side-by-Side Comparison*  
(dollars in millions)

Item	Original Biennial Request	Enacted Budget	Difference from Original Request	2023 System Request	2023 House Position	2023 Senate Position
Campus Support (ongoing)	\$ 75.00	\$ 45.00	\$ (30.00)	\$ 30.00	\$ 6.00	\$ -
Campus Support (one-time)	\$ -	\$ -	\$ -	\$ -	\$ 14.38	\$ 0.65
Student Scholarships	\$ 23.00	\$ -	\$ (23.00)	\$ -	\$ -	\$ -
Tuition Freeze	\$ -	\$ -	\$ -	\$ 25.00	\$ -	\$ -
Mental Health & Basic Needs (ongoing)	\$ 15.00	\$ -	\$ (15.00)	\$ 3.00	\$ 3.00	\$ -
Mental Health & Basic Needs (one-time)	\$ -	\$ 2.50	\$ 2.50	\$ -	\$ -	\$ -
Workforce/CTE Programs	\$ 6.00	\$ -	\$ (6.00)	\$ 2.00	\$ -	\$ -
Career Tech Ed Pilot	\$ -	\$ -	\$ -	\$ -	\$ 1.00	\$ -
Workforce Scholarships (ongoing)	\$ -	\$ 1.00	\$ 1.00	\$ -	\$ -	\$ 5.00
Workforce Scholarships (one-time)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5.00
Open Text Resources	\$ 1.00	\$ 0.50	\$ (0.50)	\$ -	\$ -	\$ -
Non-metro Colleges	\$ -	\$ 5.40	\$ 5.40	\$ -	\$ -	\$ -
Central Office	\$ -	\$ 2.02	\$ 2.02	\$ -	\$ -	\$ -
Total	\$ 120.00	\$ 56.42	\$ (63.58)	\$ 60.00	\$ 24.38	\$ 10.65

Funding for campus support ranges from \$20.375 million in the House bill to \$649,000 in the Senate bill. Most of the House funding and all of the Senate funding would be one-time in nature, only for fiscal year 2023.

Fiscal year 2022 funding of \$1.5 million for mental health support and \$1 million for student basic needs support was appropriated on a one-time basis, meaning it will not continue in fiscal year 2023. The House bill responds to the system request by including \$2 million for mental health support and \$1 million for student basic needs support, both of which would be ongoing base funding.

The Senate bill provides \$10 million in fiscal year 2023 for workforce development scholarships, with \$5 million of that continuing as base funding. Also, the House bill provides \$1 million in one-time funding for a fiscal year 2023 expansion of the career and technical educator pilot project to three more universities in partnership with state colleges, with the goal of providing students both an associate's degree from a state college and a bachelor's degree from a state university.

The House bill also includes \$32 million per year beginning in fiscal year 2024 for the Tuition Free College Grant program. The funding for this program would award grant dollars to

students attending a state college to pay their remaining financial need after Pell Grant and State Grants are applied.

The Governor's supplemental budget for Minnesota State recommends \$39 million in additional funding, which consists of \$24 million for campus responsiveness and stabilization, and \$15 million for equity and affordability directly supporting students' critical needs.

### **ENROLLMENT UPDATE**

Since fiscal year 2011, colleges and universities have been losing enrollment each year. Between fiscal years 2011 to 2020, colleges and universities enrolled 35,419 less students (157,903 versus 122,483 full year equivalent) or 22.4 percent. Enrollment loss has averaged approximately 2.5 percent each year recently. Our recent enrollment loss since fiscal year 2020 is partially explained by the pandemic. The system's enrollment loss between fiscal years 2020 and 2021 was 5.5 percent. Our most recent fiscal year 2022 projections are from March 2022, which show the current fiscal year enrollment down by 6.8 percent from fiscal year 2021. As spring term numbers have solidified, there is indication that this projection will be fairly accurate with a slight improvement possible. Nevertheless, our system will have experienced an enrollment loss of approximately 12 percent or over 14,000 FYE in a two-year period.

As of May 9, 2022, year-to-date enrollment for summer term 2022 is currently 6.7 percent below what it was at the same time last year, and year-to-date enrollment for fall term 2022 is down 4.0 percent from the same time last year. These numbers show that long-term trends in enrollment decline do seem to be continuing. Projections for fiscal year 2023 from March, 2022, estimated that enrollment would be down approximately one percent compared to fiscal year 2022 projections.

Colleges and universities provide the system updated enrollment projections several times a year (October, March, and May). Revised projections at the system, sector and institution levels will be included in the June Board report since they are due to the system office later in May. These projections will be included updated projections for fiscal years 2022, 2023, and 2024.

### **TUITION UPDATE**

Laws of 2021, 1st Special Session, Chapter 2, provides that tuition rates for undergraduate students at colleges and universities may be increased by up to 3.5 percent as compared to the previous academic year. Certain exceptions to this were provided. Both colleges and universities may increase differential tuition charges in fiscal where costs for course or program delivery have increased due to extraordinary circumstances beyond the control of the college or university. Universities may increase base undergraduate tuition to adjust for the reduction of online differential charges provided the change is revenue-neutral. For fiscal year 2022, four

universities incorporated online rates into their base rates. For fiscal year 2023, it is anticipated that at least one more university will make this rate simplification.

While the System’s supplemental request included \$25 million specifically to freeze undergraduate tuition, neither the House nor the Senate bill contain any funding to buy-down or eliminate the tuition increase maximums, or any language to amend or remove these limitations on the Board’s approval authority.

Table B below provides a history of tuition rate changes that were stipulated in legislative language since 2014.

Table B: *Recent history of tuition rate changes*

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	Reduced by 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
2021	Increased by 3%*	Increased by 3%*	None
2022	Increased overall average by 3.3%	Increased by 3.5%**	None
2023	Up to 3.5%	Up to 3.5%	None

*\*Fall 2020 tuition frozen by Board \*\*Not including online reset at four institutions*

Given these funding parameters, it is expected that almost all colleges and universities will be including 3.5 percent undergraduate tuition increases in the budgets that will be presented to the Board in June.

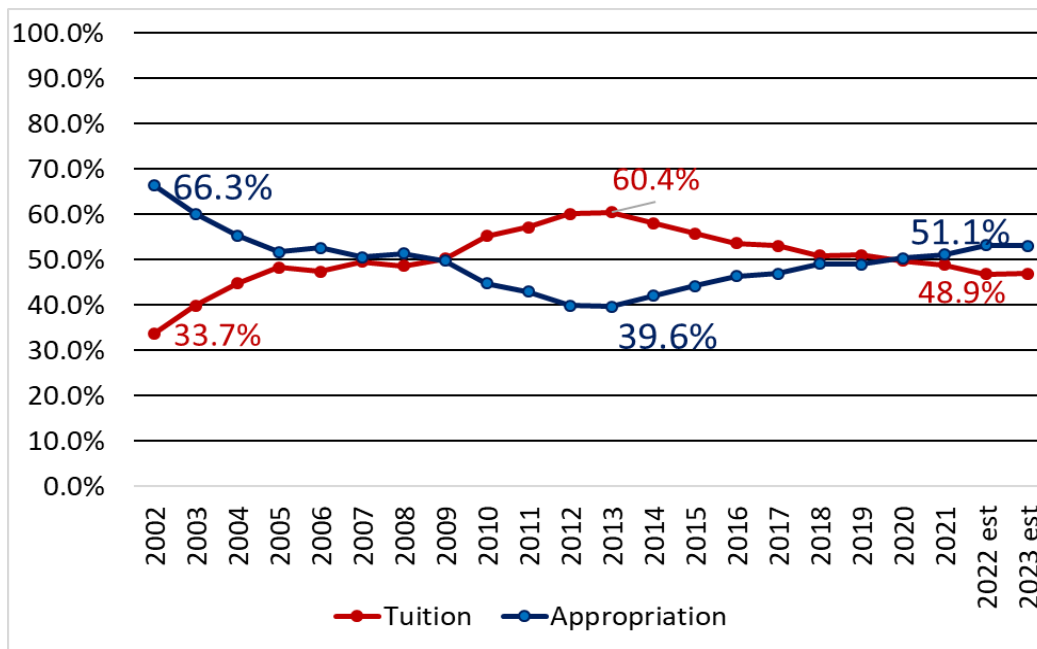
While increases in tuition increases the price to students and are intended to increase operating revenue to our institutions, the relationship between appropriation amounts and tuition revenue amounts is affected by all three factors discussed thus far: enrollment, state

support, and tuition rates. For example, enrollment losses in fiscal year 2022 will result in lower tuition revenue of approximately \$33 million. A base tuition rate increase of 3.5 percent was projected to increase revenue by approximately \$28 million fiscal year 2021 enrollments.

On the state appropriation side, \$45 million that was included for campus operations support, in the 2022-2023 biennial budget. This amount is split at \$22.5 million each year, meaning the increase occurs in fiscal year 2022 and is flat-lined in fiscal year 2023. This funding distribution presents institutions with a structural imbalance that challenges campus budget planning and likely means that the system’s reliance on tuition revenue will increase in our relationship between state appropriation and tuition revenues.

Graph C shows the relationship between state appropriation and tuition revenues in recent years.

Graph C: Relationship between Appropriation and Tuition



**FINANCIAL AID UPDATE**

Federal financial aid available to students for the 2023 academic year will increase. The maximum Pell Grant award will increase from \$6,495 to \$6,895 for the 2022-2023 award year.

On the State side, the following changes are being considered in legislative deliberations. The House budget bill adds \$9.3 million to the State Grant program’s base in fiscal years 2024 and later. The House bill modifies the State Grant provisions by decreasing the assigned student responsibility from 50 to 48 percent of the cost of attending an institution.

**FEDERAL FUNDS UPDATE**

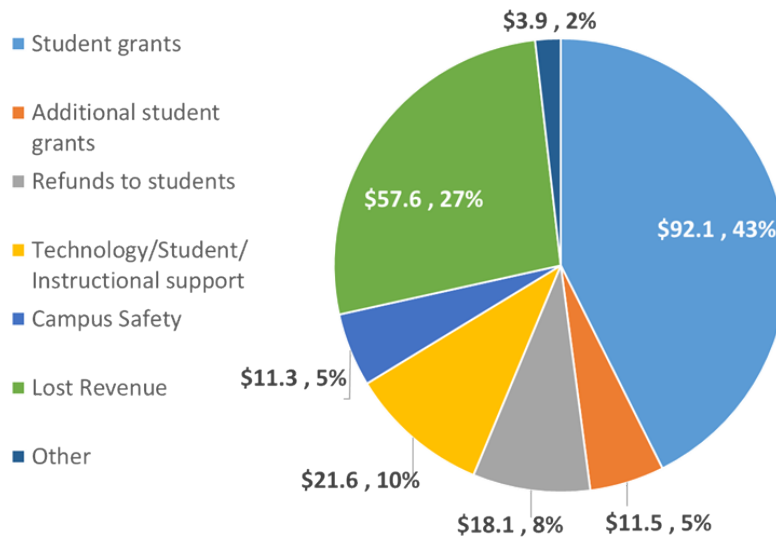
Higher Education Emergency Relief Funds (HEERF) for COVID-19 related needs was enacted in three distinct rounds, as outlined in Table D below. These numbers represent system-wide totals, but each round consists of 37 individual awards, one for each accredited institution in the System, with each institution having its own end date for its awards. In March 2022, college and universities were informed by the U.S. Department of Education that all HEERF grants with a balance greater than \$1,000 are now automatically extended through June 30, 2023.

Table D: *Federal Emergency Relief*

	<b>CARES HEERF I</b>	<b>CRRSAA HEERF II</b>	<b>ARP HEERF III</b>	<b>HEERF Total</b>
Student minimum	\$46.7M	\$46.7M	\$167M	\$260.4M
Institution maximum	\$46.7M	\$140.2M	\$160M	\$346.9M
<b>Total to Institutions</b>	<b>\$93.4M</b>	<b>\$186.9M</b>	<b>\$327M</b>	<b>\$607.3M</b>
Primary years	2020, 2021	2021, 2022	2022	

Chart E below shows HEERF use in fiscal years 2020 and 2021 by category.

Chart E: *HEERF Award Use in Fiscal Years 2020 and 2021 (dollars in millions)*



As was reported to the Board in March, over \$214 million in HEERF funding had already been

utilized in fiscal years 2020 and 2021, with 53 percent going out in student grants and refunds, 27 percent claimed as lost revenue to maintain operations, 10 percent used for technology/student/instructional support, and 5 percent for campus safety activities.

As institutions have continued to refine priorities to utilize the remaining funds in fiscal year 2022, the March report showed an overall similar pattern, with campus safety projects being the category that showed an increase to 13 percent as the initial need for refunds went away and the volume of lost revenue began to subside. With the extension of availability, it is expected that campus safety projects will extend into fiscal year 2023, additional lost revenue opportunities will be able to be addressed, additional student support will be available, and emergency grants to students will be available for a longer period of time. Updated detailed plans HEERF use will be included in the June report.

### **REVENUE FUND UPDATE**

For fiscal year 2023, Revenue Fund fees for student unions and parking programs will remain stable or see modest increases. However, room and board fees, which generate about three-fourths of all revenues in the Revenue Fund, are proposed to increase by 3.7 percent. While most room rates are experiencing only modest increases, food service rates are anticipated to rise an average of 5.5 percent due to declining on-campus enrollments, supply chain issues, inflationary costs, and vendor staffing shortages. Six universities and one college have room and board fees.

Wellness fees, which are also sensitive to enrollment fluctuations, are proposed to increase by about 7 percent because students generally expressed a preference to maintain the same level of wellness services despite declining enrollments. There are wellness centers at two colleges and three universities.

Looking ahead to fiscal year 2024, these unusual fee increases for room and board and wellness would be eased by stability with on-campus enrollment as the COVID-19 pandemic wanes, as well as reduced supply chain issues or vendor employment challenges.

### **STUDENT CONSULTATION UPDATE**

An important part of college and university budget preparation is consulting with campus student group in order to gather student input and feedback on proposed changes in tuition and fees. College and university leadership meetings regularly occur across campuses and address topics ranging from big picture economic, legislative, and demographic trends, to the specific revenue and expenditure trends of the institution, to very specific tuition and fee rate discussions. It is often in the specific fee discussion where student associations present information with the goal of improving the quality of their educational experience and expanding activities that enrich campus activities and support services.

Student consultation letters received as of May 6 have shown that the consultation process has been occurring on the fiscal year 2023 budget, and student groups have so far expressed satisfaction with the level of communication that has occurred. All campus consultation letters will be included in the June Board packet.

### **COLLEGE AND UNIVERSITY PRESSURES AND PRIORITIES**

Many of the financial pressures facing Minnesota State institutions are national in their scope. A recent Moody's Investors Services report titled "Converging forces will squeeze budgets for many colleges and universities" summarized that inflation and other cost increases, and hiring needs in markets experiencing labor shortages, are pushing costs upwards. At the same time, the continuation of declining enrollment trends and state support increases below inflationary levels are keeping revenues down.

Within this broader environment, budgets being developed for the coming year still 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. To this end, educational and student service delivery models are being redesigned to ensure continued evolution that supports teaching and learning in a post-pandemic era and responds to the changing context of higher education.
- 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 advance programs and services that serve our current and future students, including career, technical, and professional education to provide Minnesota with the talent it needs for a strong economy.
- The need to incorporate technologies that will help close student technology equity gaps across the diverse landscape and respond to opportunities for digital transformation in teaching and learning.
- The need to ensure long-term financial sustainability and the ability for nimble and responsiveness to the external challenges and changing landscape of higher education.

Though Federal assistance has helped colleges and universities defray the financial

emergencies caused by the pandemic, the fiscal year 2023 budgetary period presents significant financial pressures.

- Slower but continued enrollment losses. Enrollment remains difficult to predict in this environment and requires contingency plans in case budgets fall out of balance.
- State appropriation support increasing at less than the rate of inflation, creating more reliance on tuition revenue at the same time it has been decreasing due to enrollment losses being greater than rate increases.
- These financial limitations and the current labor market are inhibiting college and university abilities to attract new faculty and staff.
- Especially high cost increases in auxiliary areas such as room and board potentially driving down participation in areas that have revenues dedicated to specific costs, many of which are fixed costs like debt service and facilities maintenance obligations.

The continued availability of federal HEERF dollars will provide limited amounts of help to some institutions. In general, budget decisions will remain difficult and will require ongoing management to balance sources with uses and focus efforts to continue to evolve operations in ways responsive to long term trends and short term pandemic-recovery necessities. All of these factors mean development of budgets for fiscal year 2023 remains a very considerable challenge.

### **JUNE COMMITTEE MATERIALS**

If the legislative session concludes on time, the June committee report will include the following information:

- Enterprise-level all funds and general fund operating budgets
- Tuition and fee tables
- College and university fiscal year 2023 operating budgets
- Revenue fund financing information and proposed charges
- Enrollment projections
- Estimated Pell and State grant impacts on net tuition
- Budget reserves by college and university
- Health service fee budgets
- Student consultation letters

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



Below is a draft of the motion expected to be presented at the June committee meeting. The attachments referenced will be provided at that time.

**RECOMMENDED COMMITTEE MOTION (DRAFT)**

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 2023 as shown in Table X.
- Approve the proposed tuition structure recommendations and differential tuition rationale for fiscal year 2023 as detailed in Attachments X through X.
- Approve continuation of the special contracted tuition rate for Alexandria Technical and Community College (ATCC) of \$150 per credit for its pilot program with the United States Naval Community College, allowing active service members to take up to 30 credits per academic year in existing courses at ATCC.
- Tuition rates are effective summer term or fall term 2022 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 2024 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 2023 fees for room and board, student union, wellness and recreation facilities, and parking ramps/surface lots as detailed in Attachments X through X, 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 2021, First Special Session, Chapter 2, in the amount of \$4,115,000.

*Date Presented to the Finance Committee:*

*5/17/22*

*Date Presented to the Board of Trustees:*

*This is a first reading. No action taken.*

*Date of Implementation:*



**Joint Meeting: Audit and Workforce and Organizational Effectiveness Committees**  
**May 18, 2022**  
**8:30 a.m.**  
**McCormick Room, 4<sup>th</sup> Floor**

---

*Times are tentative – meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of previous meetings.*

1. HR Shared Services Update

Audit Committee Members

Michael Vekich, Chair  
George Soule, Vice Chair  
Victor Ayemobuwa  
Jerry Janezich  
April Nishimura

Workforce and Organizational Effectiveness Committee Members:

George Soule, Chair  
Rudy Rodriguez, Vice Chair  
Asani Ajogun  
Dawn Erlandson  
Roger Moe  
Kathy Sheran  
Cheryl Tefer

Presidents Liaisons

Faith Hensrud  
Michael Seymour

Presidential Liaisons:

Anne Blackhurst  
Annette Parker

**Bolded items indicate action required.**



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

**Name:** Joint Audit and Workforce and Organizational Effectiveness Committees

**Date:** May 18, 2022

**Title:** HR Shared Services Update

**Purpose (check one):**

Proposed New Policy or  
Amendment to Existing Policy

Approvals Required  
by Policy

Other Approvals

Monitoring/Compliance

Information

**Brief Description:**

HR Shared Services is a shared service model that delivers human resource (HR) and payroll transaction services across the system. The system began moving to the model in 2015 and by June 2020 had completed the transition of transactional work moving it from individual campuses to the service center.

Internal Auditing first became engaged in an advisory capacity with HR Shared Services when it conducted a retrospective and prospective review and issued a report in May of 2018. Since then Internal Auditing has provided ongoing advisory services. This update (May 2022) will be the 7th update to the board since the initial report and will conclude Internal Audit's engagement with HR Shared Services.

**Scheduled Presenter(s):**

Eric Wion, Executive Director of Internal Auditing  
Christine Smith, Internal Auditing (Director with Baker Tilly)  
Eric Davis, Vice Chancellor for Human Resources  
Dr. Annette Parker, South Central College President  
Pam Anderson-Popp, HR Shared Services Manager, HR Transactions

**MINNESOTA STATE  
BOARD OF TRUSTEES**

<b>BOARD INFORMATION ITEM</b>
HR Shared Services Update

**BACKGROUND**

HR Shared Services is a shared service model that delivers human resource (HR) and payroll transaction services across the system. The system began moving to the model in 2015 and by June 2020 had moved the following transactional work off of campuses to the service center:

- faculty transactions
- classified employee transactions
- payroll

The primary objectives of moving transactional work to the service center was to:

- Create consistent practices and deliver high-quality service to all employees.
- Mitigate risks and reduce errors.
- Provide opportunity for transformational (e.g., strategic) HR work on campuses.

Internal Auditing first became engaged in an advisory capacity with HR Shared Services when it conducted a retrospective and prospective review and issued a report in May of 2018. Since then, Internal Auditing has provided ongoing advisory services. This update (May 2022) will be the 7<sup>th</sup> update to the board since the initial report and will conclude Internal Audit's engagement with HR Shared Services.



May 18, 2022

Office of Internal Auditing

# Joint Audit and Workforce and Organizational Effectiveness Committee

## HR Shared Services Update

MINNESOTA STATE

1

## Agenda

- HR Shared Services Timeline and Update
- Internal Audit Update
  - Scope
  - Management Action Plan Assessment and Next Steps
  - Customer Satisfaction Survey
  - HR Shared Service Stabilization and Benefits Realized
- Vice Chancellor Davis Update
  - Progress and Activities Completed
  - Managing and Monitoring Risk On-Going
- HR Shared Services Manager
- Campus Perspective

2



2

## HR Shared Services Timeline



3

## HR Shared Services Update

- The optional hybrid model to resume responsibility for processing teaching faculty transactions is being adopted by five institutions
  - Lake Superior College and Mankato State University implemented the hybrid model in January/February 2022
  - Bemidji State University, Northwest Technical College and Rochester Community and Technical College plan to implement the hybrid model before July 2022
  - The remaining colleges and universities opted to keep all transactions at the shared service center
- Established a formal and regular structure to assess risk and ensure workplan for stabilization is executed

*Elections are suspended until July 2024 to facilitate NextGen implementation in a stable environment*

4



4

# Internal Audit

5



5

## Internal Audit and HR Shared Services Timeline

	What	When	Key Results and Risk Areas Identified
<b>Phase 1</b>	<ul style="list-style-type: none"> <li>Transition of faculty transactions</li> </ul>	<ul style="list-style-type: none"> <li>Transition began January 2017</li> <li>IA engaged January 2018</li> </ul>	<ul style="list-style-type: none"> <li>Project engagement across MN State</li> <li>Project mid-phase reset</li> <li>Technology enhancements (FWM)</li> <li>Process standardization</li> <li>Project staffing and investment</li> <li>Transition efforts</li> </ul>
<b>Phases 2 and 3</b>	<ul style="list-style-type: none"> <li>Transition of classified employee transactions (Phase 2)</li> <li>Transition of payroll transactions and reconciliation (Phase 3)</li> </ul>	<ul style="list-style-type: none"> <li>Phase 2 transition began July 2018</li> <li>IA engaged November 2018</li> <li>Phase 3 transition began July 2019</li> </ul>	<ul style="list-style-type: none"> <li>Service center performance</li> <li>Process standardization</li> <li>Consistent communication</li> <li>Full stabilization</li> </ul>
<b>Realigned Stabilization</b>	<ul style="list-style-type: none"> <li>Stabilization of realigned service center structure</li> <li>Performance of shared service</li> </ul>	<ul style="list-style-type: none"> <li>Realignment occurred January 2020</li> <li>IA engaged May 2020</li> </ul>	<ul style="list-style-type: none"> <li>Governance structure</li> <li>Service center operations and process standardization</li> <li>Accountability frameworks and approaches</li> </ul>
<b>Hybrid Model</b>	<ul style="list-style-type: none"> <li>Evaluation, implementation and stabilization of an optional hybrid model</li> <li>Performance of shared service</li> </ul>	<ul style="list-style-type: none"> <li>Model was evaluated in 2021</li> <li>IA reported in May 2021</li> <li>Select institutions resumed processing teaching faculty transactions starting January 2022</li> </ul>	<ul style="list-style-type: none"> <li>Issue prioritization</li> <li>Monitoring and internal controls</li> <li>Accountabilities</li> <li>Training and onboarding</li> <li>Standard process repository</li> </ul>

6



6

## Internal Audit Review Scope

- Review management's action plans and assess whether they address the observations noted in the November 2020 internal audit report and the May 2021 review
- Attend the monthly HR Shared Services Advisory meetings
- Attend a project status meeting with the Vice Chancellor for Human Resources and the Associate Vice Chancellor for Human Resources to understand activities completed to date and next steps

7



7

## Priority Focus Areas from May 2021 Review

- ✓ Approach for prioritizing issues and challenges
- ✓ Standard process repository
- ✓ Training and onboarding program for campus stakeholders
- ✓ Internal control assessment
- ✓ New ticketing system
- ✓ Formal system leadership accountability plan

8



8



## Overview of Customer Satisfaction Survey Results

- 24 responses from 17 institutions (4 universities and 13 colleges)
- Questions focused on the HR shared service center's:
  - Accuracy and timeliness of transaction processing
  - Timeliness of request completion
  - Issue resolution
  - Response time
  - Communication and the Gateway application
  - Willingness for continuous improvement
- Saw vast improvement from the 2020 customer satisfaction survey in all areas
- An average of **80%** of respondents responded with "Most of the Time" or "Always" regarding their satisfaction with the service center within these areas

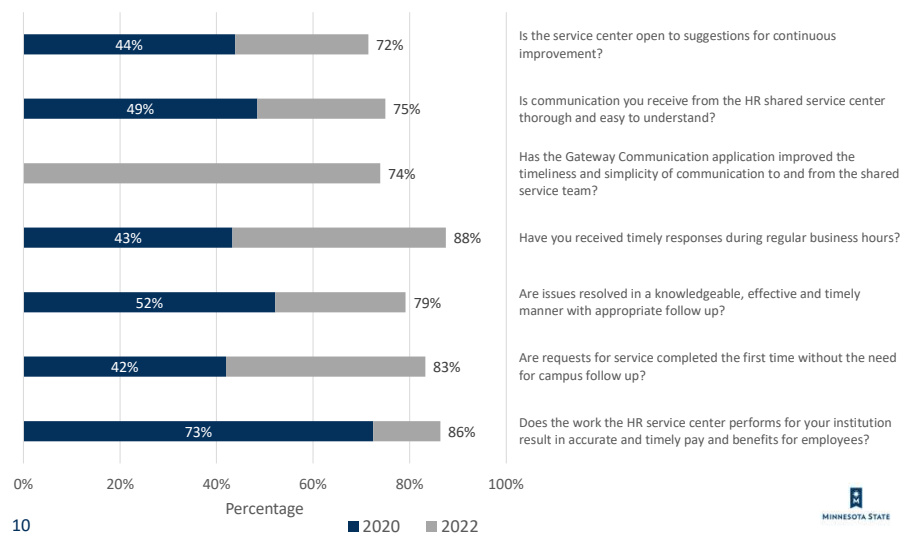
9



9

## Customer Satisfaction Survey Results

Percentage of Respondents Answering "Always" or "Most of the Time"



10



10

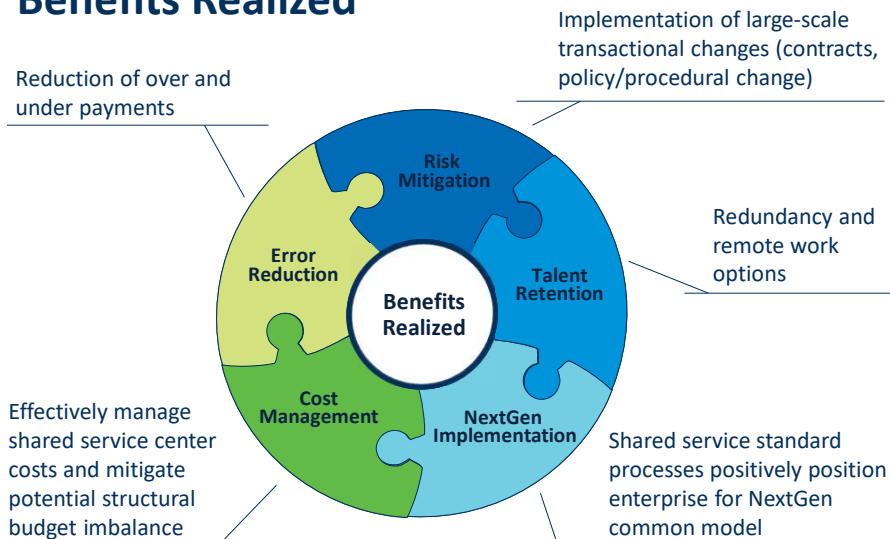
## Achieving HR Shared Service Stabilization

- A customer satisfaction score of 80% or higher is considered the gold standard for operations
- The average U.S. customer satisfaction score across all industries is 73% as of 2021
- To reach stabilization
  - Address remaining items from internal audit report
  - Continue to maintain or improve operations and customer satisfaction
- To maintain stabilization
  - Ongoing monitoring
  - Continuous improvement

11 American Customer Satisfaction Index (ASCI) <https://www.theacsi.org>

11

## Benefits Realized



12

MINNESOTA STATE

12

## Eric Davis

### Vice Chancellor for Human Resources

13



13

## Activities Completed

- ✓ Strengthened the HRSS governance structure to better assess risk, improve operations, strengthen partnerships, and evaluate alternatives for long-term sustainability
- ✓ Developed and implemented the optional hybrid model allowing campuses to resume responsibility for teaching faculty transactions and created a self-assessment monitoring tool to ensure successful transition
- ✓ Established a central location in the HR Connect SharePoint site of all common business practices accessible to all end users to ensure consistency and mitigate risk
- ✓ Developed and implemented a new communication portal to ensure timely responses and enhance service center performance
- ✓ Executed an action plan to address 2020 customer satisfaction survey concerns

14

14

## Customer Satisfaction Survey Opportunities for Improvement

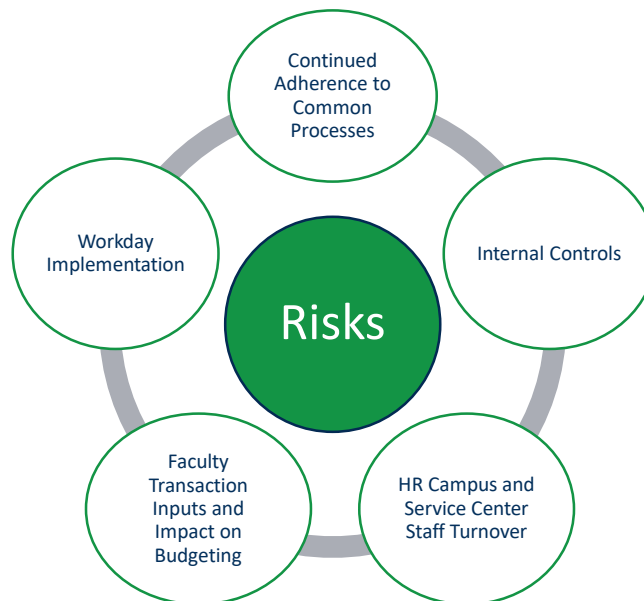
- Timely response to new tickets; anticipated issues and errors
- Process for comparatively simple fixes – campuses report it can take as much time to enter a ticket as it would take to fix it

15



15

## Monitoring and Managing Risk Areas



16



16

## Benefits Realized

- Strengthens internal control environment with standard operating procedures
  - Mitigates risk of disparate practices
  - Apply changes uniformly system-wide (e.g., contract modifications, new technologies or procedures)
- More resilient
  - Shared service is better able to mitigate against unexpected turnover or disruptions
  - Adaptive to emergencies (e.g., COVID)

17



17

## Pam Anderson-Popp

Manager, HR Shared Services, HR Transactions


18




18

**Dr. Annette Parker**  
President, South Central College


19



19



**South Central**  
COLLEGE



**MINNESOTA STATE**  
South Central College,  
a member of the Minnesota State system

**Shared Services**

Dr. Annette Parker  
President of South Central College

20

## Benefits from Shared Services

- Frees up some of our time to provide high touch customer service
- Focuses on process documentation
- Builds a training library for supervisors and employees
- Moves work from transactional to transformational



South Central College,  
a member of the Minnesota State system

21

## Staying with Shared Services

- Hiring Savings
- Expertise and Back-up



South Central College,  
a member of the Minnesota State system

22

## Experiences with Shared Services

- Relationships
  - Team approach
- Communication
  - 2-way
  - Process improvements
- Reporting
  - Data for Training



South Central College,  
a member of the Minnesota State system

23

## Lessons Learned

- Understanding of Process is Still Required
- Feedback is Essential
- Communication is Critical



South Central College,  
a member of the Minnesota State system

24





**MINNESOTA STATE**

**30 East 7th Street, Suite 350  
St. Paul, MN 55101-7804**

**651-201-1800  
888-667-2848**

**[www.MinnState.edu](http://www.MinnState.edu)**

This document is available in alternative formats to individuals with disabilities.  
To request an alternate format, contact Human Resources at 651-201-1664.  
Individuals with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.  
Minnesota State is an affirmative action, equal opportunity employer and educator.

25

25



**Workforce and Organizational Effectiveness Committee**

**May 18, 2022**

**9:30 a.m.**

**McCormick Room, 4<sup>th</sup> Floor**

---

*Times are tentative – meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of previous meetings.*

1. **Minutes of April 20, 2022**
2. **Minutes of April 19, 2022 – Joint Meeting of Diversity, Equity and Inclusion and Workforce and Organizational Effectiveness Committees**
3. **Appointment for Interim General Counsel**
4. Proposed Amendment to Board Policy 1A.4, System Administration, Appointment of Administrators (First Reading)
5. Proposed Amendment to Board Policy 4.2, Appointment of Presidents (First Reading)
6. Workforce Analytics Report

Committee Members

George Soule, Chair  
Rudy Rodriguez, Vice Chair  
Asani Ajogun  
Dawn Erlandson  
Roger Moe  
Kathy Sheran  
Cheryl Tefer

Presidents Liaisons

Anne Blackhurst  
Annette Parker

**Bolded items indicate action required.**





---

**Workforce and Organizational Effectiveness Committee  
Meeting Minutes  
April 20, 2022**

---

A meeting of the Workforce and Organizational Effectiveness Committee of the Board of Trustees was held on April 20, 2022.

Committee members present: George Soule, Chair; Rudy Rodriguez, Vice Chair; Asani Ajogun, Dawn Erlandson, Roger Moe, Kathy Sheran, Cheryl Tefer

Committee members absent: None

Other board members present: Victor Ayemobuwa, Alex Cirillo, Jay Cowles, Jerry Janezich, Javier Morillo, April Nishimura, Oballa Oballa, Michael Vekich

Staff present: Devinder Malhotra, Chancellor; Eric Davis, Vice Chancellor for Human Resources

The meeting materials for this meeting are available [here](#), starting on page 77. An audio recording of the meeting is available [here](#).

Committee Chair Soule called the meeting to order at 9:52 a.m.

**Agenda Item 1: Approval of the Meeting Minutes for March 16, 2022**

Committee Chair Soule asked if there are any changes or amendments to the minutes then asked for a motion to approve. Trustee Erlandson made the motion and Trustee Moe provided a second.

A roll call vote was conducted, and the minutes were approved unanimously.

**Agenda Item 2: Appointment of Interim President for Hennepin Technical College**

Committee Chair Soule invited Chancellor Devinder Malhotra to present the Appointment of Interim President for Hennepin Technical College, as detailed in the meeting materials. The meeting materials for this item begin on page 81.

Committee Chair Soule asked committee members to consider the following recommended committee motion:

*The Board of Trustees, upon recommendation of Chancellor Malhotra, appoints Joy Bodin as Interim President of Hennepin Technical College, with the anticipated effective date of June 1,*

*2022, subject to the completion of an employment agreement. The Board authorizes the chancellor, in consultation with the chair of the board and chair of the Workforce and Organizational Effectiveness Committee, to negotiate and execute an employment agreement in accordance with the terms and conditions of the Minnesota State Colleges and Universities Personnel Plan for Administrators.*

Trustee Tefer made the motion and Trustee Moe seconded. A roll call vote was conducted. The vote was as follows:

Trustee Ajogun	Yes
Trustee Erlandson	Yes
Trustee Moe	Yes
Trustee Rodriguez	Yes
Trustee Sheran	Yes
Trustee Soule	Yes
Trustee Tefer	Yes

The committee voted to approve the recommended motion.

### **Adjournment**

The committee chair adjourned the meeting at 10:00 a.m.



**Diversity, Equity and Inclusion Committee and Workforce and Organizational Effectiveness  
Committees  
Meeting Minutes  
April 19, 2022**

---

A meeting of the Diversity, Equity and Inclusion and Workforce and Organizational Effectiveness Committees of the Board of Trustees was held on April 19, 2022.

Diversity, Equity, and Inclusion Committee members present: Rudy Rodriguez, Chair; George Soule, Vice Chair; Alex Cirillo, Javier Morillo, and Oballa Oballa

Workforce and Organizational Effectiveness Committee members present: George Soule, Chair; Rudy Rodriguez, Vice Chair, Dawn Erlandson, Roger Moe, Kathy Sheran, and Cheryl Tefer

Committee member absent: Asani Ajogun

Staff present: Devinder Malhotra, Chancellor, Eric Davis, Vice Chancellor for Human Resources and Andriel Dees, Vice Chancellor for Equity and Inclusion

The meeting materials for this meeting are available [here](#), starting on page 15. An audio recording of the meeting is available [here](#).

Committee Chair Soule called the meeting to order at 1:05 p.m.

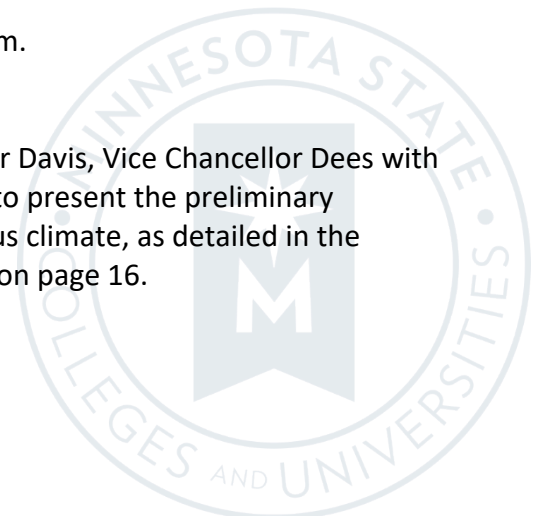
**Agenda Item 1: Equity 2030 in Action: Campus Stories**

Committee Chairs Soule and Rodriguez invited Vice Chancellor Davis, Vice Chancellor Dees with Associate Vice Chancellor, Priyank Shah of the System Office to present the preliminary framework and approach for assessing and monitoring campus climate, as detailed in the meeting materials. The meeting materials for this item begin on page 16.

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

**Adjournment**

The committee chair adjourned the meeting at 1:38 p.m.



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

**Name:** Workforce and Organizational Effectiveness Committee

**Date:** May 18, 2022

**Title:** Appointment for Interim General Counsel

**Purpose (check one):**

Proposed New Policy or  
Amendment to Existing Policy

Approvals Required  
by Policy

Other Approvals

Monitoring/Compliance

Information

**Brief Description:**

It is anticipated that Chancellor Malhotra will recommend an individual to appoint as Interim General Counsel.

**Scheduled Presenter(s):**

Devinder Malhotra, Chancellor

**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD ACTION**

Appointment for Interim General Counsel

**BACKGROUND**

It is anticipated that Chancellor Malhotra will recommend a candidate for appointment of Interim General Counsel.

**RECOMMENDED COMMITTEE MOTION**

The Workforce and Organizational Effectiveness Committee recommends that the Board of Trustees adopt the following motion.

**RECOMMENDED BOARD MOTION**

The Board of Trustees, upon the recommendation of Chancellor Malhotra, appoints \_\_\_\_\_ as Interim General Counsel, with the anticipated effective date of \_\_\_\_\_, 2022, subject to the completion of an employment agreement. The board authorizes the chancellor, in consultation with the chair of the board and the chair of the Workforce and Organizational Effectiveness Committee, to negotiate and execute an employment agreement in accordance with the terms and conditions of the Minnesota State Colleges and Universities Personnel Plan for Administrators

*Date Presented to the Workforce and Organizational Effectiveness Committee: 05/18/22*

*Date Presented to the Board of Trustees: 05/18/22*

*Date of Implementation: xx/xx/22*

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

**Name:** Workforce and Organizational Effectiveness Committee

**Date:** May 18, 2022

**Title:** Proposed Amendment to Board Policy 1A.4, System Administration, Appointment of Administrators (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 proposed amendment relocates Part 1 College and University Administrators to Policy 4.2 Appointment of Presidents, and deletes all references to “president” and “presidents”. The amendment modifies the process for termination of a deputy chancellor, vice chancellor, and general counsel. The chancellor must consult with the board chair and the chair of the Workforce and Organizational Effectiveness Committee prior to termination.

The proposed amendment was reviewed by the Office of General Counsel, cabinet, and has been disseminated for its 30-day review and comment period. All comments received from the consultation period will be considered before the policy amendment is presented to the Board of Trustees for a second reading at the June 2022 board meeting. The board will be informed of any changes in the proposed amendment that occur between the first and second readings.

**Scheduled Presenter(s):**

Eric Davis, Vice Chancellor for Human Resources



**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD ACTION – FIRST READING**

Proposed Amendment to Board Policy 1A.4, System Administration,  
Appointment of Administrators (First Reading)

**BACKGROUND**

Board Policy 1A.4 System Administration Appointment of Administrators was reviewed as part of the 5-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 relocates Part 1 College and University Administrators to Policy 4.2 Appointment of Presidents. All references to “president” and “presidents” were deleted. The amendment makes three name changes in the policy.

- The title of the Human Resources Committee is now the Workforce and Organizational Effectiveness Committee.
- The title Executive Director of Internal Auditing is now the Chief Audit Officer, and
- The Personnel Plan for MnSCU Administrators is now the Minnesota State Personnel Plan for Administrators.

The amendment modifies the process for termination of a deputy chancellor, vice chancellor, and general counsel. The chancellor must consult with the board chair and the chair of the Workforce and Organizational Effectiveness Committee prior to termination.

The proposed amendment was reviewed by the Office of General Counsel, cabinet, and has been disseminated for its 30-day review and comment period. All comments received from the consultation period will be considered before the policy amendment is presented to the Board of Trustees at the June 2022 board meeting. The board will be informed of any changes in the proposed amendment that occur between the first and second readings.

**RECOMMENDED COMMITTEE MOTION**

Motion will be included with second reading.

**RECOMMENDED BOARD MOTION**

Motion will be included with second reading.

*Date Presented to the Workforce and Organizational Effectiveness Committee: 05/18/22  
(First Reading)*

*Date Presented to the Board of Trustees: 05/18/22*

*Date of Implementation: TBD*

MINNESOTA STATE  
BOARD OF TRUSTEES

BOARD POLICY – FIRST READING	
Chapter 1A	Chapter Name System Organization and Administration
Section 4	Policy Name System Administration, Appointment of Administrators

Single underlining represents proposed new language.

Strikeouts represent existing language proposed to be removed.

1 **1A.4 System Administration, Appointment of Administrators**

2

3 ~~**Part 1. College and University Administrators**~~

4 ~~Presidents are appointed by the board upon the recommendation of the chancellor. Other~~  
5 ~~college and university administrators shall be appointed by the president.~~

6

7 **Part 12. System Office Administrators**

8 Deputy chancellors, and vice chancellors, ~~and the general counsel~~ are appointed by the Board  
9 of Trustees ~~board~~ upon recommendation of the chancellor. Other system office administrators  
10 are appointed by the chancellor. The chancellor shall ~~determine~~ recommend salaries for the  
11 positions of deputy chancellor, and vice chancellor, ~~and general counsel~~ subject to review and  
12 approval by the board chair and the chair of the ~~Human Resources Workforce and~~  
13 Organizational Effectiveness Committee.

14

15 **Part 23. Deputy Chancellor and Vice Chancellors**

16

17 **Subpart A. Selection**

18 The chancellor may appoint an interim or acting deputy chancellor or vice chancellor for a  
19 term of up to one year with the option to extend the appointment for up to one additional  
20 year. The chancellor may establish search advisory committees to assist in the process of  
21 reviewing applications for the position of deputy chancellor or vice chancellor. The  
22 committee members shall be knowledgeable of the duties and responsibilities of the  
23 position to be filled and broadly representative of the interests of the system. As an  
24 alternative to a search process, the chancellor may use a consultative process. In the event  
25 a consultative process is used, the chancellor shall provide written justification to the board  
26 chair and the chair of the ~~Human Resources Workforce and Organizational Effectiveness~~  
27 Committee for that process, and shall consult with system staff, students, and members of  
28 the community.

29

30 **Subpart B. Extensions of employment**

31 The chancellor, in consultation with the board chair and chair of the ~~Human Resources~~

32 Workforce and Organizational Effectiveness Committee, and with input solicited from the  
33 full board, may enter into an employment agreement to extend the employment of a  
34 ~~president,~~ deputy chancellor, or vice chancellor.

### 36 **Subpart C. Termination of employment**

37 The chancellor, in consultation and with the approval of ~~after notifying~~ the board chair and  
38 the chair of the Workforce and Organizational Effectiveness Committee, may terminate a  
39 deputy chancellor or vice chancellor in accordance with the Minnesota State Personnel Plan  
40 for ~~MnSCU~~ Administrators and, if applicable, the deputy chancellor or vice chancellor's  
41 employment contract.

### 43 **Subpart D. Contract expiration**

44 The employment of a deputy chancellor or vice chancellor ends upon expiration of the  
45 employment contract, unless otherwise provided in the employment contract. Expiration of  
46 a contract without extension or renewal does not constitute termination under this policy.

### 48 **Part 34. ~~Executive Director of Internal Auditing~~ Chief Audit Officer**

49 The Audit Committee of the ~~board~~ Board of Trustees shall appoint the Chief Audit Officer. ~~and~~  
50 ~~determine the salary for the executive director of Internal Auditing.~~ The terms and conditions  
51 of the appointment ~~must shall~~ be governed by the Minnesota State Personnel Plan for ~~MnSCU~~  
52 Administrators. The chair of the Audit Committee will conduct an annual performance  
53 evaluation of the ~~executive director~~ Chief Audit Officer and will consult with the chancellor and  
54 the Audit Committee. The annual performance process for the Chief Audit Officer ~~executive~~  
55 ~~director must shall~~ be similar to the process used for vice chancellors. The chair of the Audit  
56 Committee, in consultation with the chancellor, will approve salary adjustments as merited. The  
57 Audit Committee of ~~the board~~ Board of Trustees may terminate the employment of an  
58 individual serving as ~~executive director of Internal Auditing~~ Chief Audit Officer in accordance  
59 with the Minnesota State Personnel Plan for ~~MnSCU~~ Administrators.

### 61 **Part 45. General Counsel**

62 The general counsel is appointed by the Board of Trustees, upon the recommendation of the  
63 chancellor. The general counsel serves the system as a whole and does not represent the  
64 individual interests of the chancellor, board members, or other particular stakeholders.

66 The general counsel reports to the board chair and the chancellor ~~but has the~~ and has the right  
67 and responsibility to for bringing issues to the board. ~~if, in the general counsel's professional~~  
68 ~~judgment, it is in the best interests of the system.~~ The chancellor will consult with the board  
69 chair on the annual performance evaluation of the general counsel. The chancellor shall  
70 recommend the salary for the position of general counsel subject to review and approval by the  
71 board chair and the chair of the Workforce and Organizational Effectiveness Committee. The  
72 chancellor, in consultation and with the approval of the board chair and the chair of the  
73 Workforce and Organizational Effectiveness Committee, may terminate the employment of an  
74 individual serving as general counsel in accordance with the Minnesota State Personnel Plan for  
75 Administrators. ~~after consultation with and approval by the board chair.~~

---

**Related Documents:**

- [Board Policy 1A.3](#) System Administration, Chancellor

---

**Policy History:**

**Date of Adoption:** 10/19/93

**Date of Implementation:** 10/19/93

**Date of Last Review:** 09/21/16

**Date & Subject of Amendments:**

*XX/XX/22 - The proposed amendment relocates Part 1 College and University Administrators to Policy 4.2 Appointment of Presidents. All references to "president" and "presidents" were deleted. The amendment makes three name changes in the policy; (1) The title of the Human Resources Committee is now the Workforce and Organizational Effectiveness Committee, (2) The title Executive Director of Internal Auditing is now the Chief Audit Officer, and (3) The Personnel Plan for MnSCU Administrators is now the Minnesota State Personnel Plan for Administrators. The amendment modifies the process for termination of a deputy chancellor, vice chancellor, and general counsel. The chancellor must consult with the board chair and the chair of the Workforce and Organizational Effectiveness Committee prior to termination.*

*09/21/16 - Amended Part 2 to include general counsel and requires salary changes to be reviewed by both the board chair and the chair of the Human Resources Committee. Combined Parts 3 and 4. Added Subpart B. Extensions of employment, Subpart C. Termination of employment, and Subpart C. Contract expiration. Part 4 was amended to clarify the process for the appointment and performance evaluation of executive director of Internal Auditing. Added Part 5. General Counsel. Additional wording and formatting changes throughout for consistency and clarity.*

*06/15/05 - Amends Part 5 - defines the annual performance and salary adjustment for Executive Director. Also adds termination clause for Executive Director*

*10/16/02 - Amends Part 5 - deletes Executive Director/Board Secretary.*

Additional [\*\*HISTORY\*\*](#)

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

**Name:** Workforce and Organizational Effectiveness Committee      **Date:** May 18, 2022

**Title:** Proposed Amendment to Board Policy 4.2, Appointment of Presidents (First Reading)

**Purpose (check one):**

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

**Brief Description:**

Policy 4.2 Appointment of Presidents was reviewed to accept current policy language being relocated from Policy 1A.4 System Administration Appointment of Administrators. All board policy language on presidents is now located in Policy 4.2.

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(s):**

Eric Davis, Vice Chancellor for Human Resources

**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD ACTION – FIRST READING**

Proposed Amendment to Board Policy 4.2, Appointment of Presidents (First Reading)

**BACKGROUND**

Board Policy 4.2 Appointment of Presidents was adopted and implemented by the Board of Trustees on November 18, 1998. The policy review in 2019 added new language that broadened the chancellor’s authority to appoint members to presidential search committees.

The proposed amendment relocates policy language on presidents from Policy 1A.4 System Administration, Appointment of Administrators to Policy 4.2 Appointment of Presidents. The amendment consolidates all policy language on presidents into one policy.

The proposed amendment was reviewed by the Office of General Counsel, cabinet, and has been disseminated for its 30-day review and comment period. All comments received from the consultation period will be considered before the policy amendment is presented to the Board of Trustees at the June 2022 board meeting. The board will be informed of any changes in the proposed amendment that occur between the first and second readings.

**RECOMMENDED COMMITTEE MOTION**

Motion will be included with second reading.

**RECOMMENDED BOARD MOTION**

Motion will be included with second reading.

*Date Presented to the Workforce and Organizational Effectiveness Committee: 05/18/22  
(First Reading)*

*Date Presented to the Board of Trustees: 05/18/22*

*Date of Implementation: TBD*

MINNESOTA STATE  
BOARD OF TRUSTEES

BOARD POLICY – FIRST READING	
Chapter 4	Chapter Name Appointment of Presidents
Section 2	Policy Name Presidents

Single underlining represents proposed new language.

Strikeouts represent existing language proposed to be removed.

1 **4.2 Appointment of Presidents**

2

3 **Part 1. Presidents**

4 The president is the chief executive officer of the college or university. The president shall  
5 report to the chancellor and is responsible for leading the college and/or university faculty,  
6 staff, and students in developing and implementing the college or university mission, consistent  
7 with the ~~board~~ Board of Trustees mission and goals. The president is the primary spokesperson  
8 for college or university interests and shall consult regularly with students, faculty, staff, and  
9 members of the community. The president shall advise the chancellor, the staff of the system  
10 office, and the ~~board~~ Board of Trustees on matters of ~~system~~ board policy as appropriate, and  
11 otherwise administer and support all Minnesota State Colleges and Universities policies and  
12 programs. The president shall also lead in generating and sustaining the college/university  
13 vision as an integral part of ~~the~~ Minnesota State. ~~Colleges and Universities system.~~ The duties  
14 and responsibilities of the president include, but are not limited to, adhering to board policies  
15 and system procedures, appointing college or university administrators, employing personnel,  
16 providing innovative educational leadership, allocating campus resources, and implementing  
17 the board’s strategic plan.

18

19 **Part 2. Presidential Appointments**

20 Presidents are appointed by the board upon the recommendation of the chancellor. The  
21 chancellor shall use one of the following options in recommending a presidential appointment  
22 to the board.

23

24 **Subpart A. Acting President**

25 Upon advance notification to the board chair and chair of the Workforce and Organizational  
26 Effectiveness, the chancellor may appoint an acting president for the period of an  
27 incumbent president’s approved leave of absence.

28

29 **Subpart B. Interim President**

30 An interim president may be appointed, upon the recommendation of the chancellor and

31 approval by the board, to temporarily fill a vacant presidency for a term of up to one year  
32 with the option to extend the appointment for additional periods.

33  
34 **Subpart C. President**

35 Minnesota State Colleges and Universities is committed to hiring extraordinary leaders who  
36 meet the needs of colleges, universities, and their communities through a selection process  
37 that is broadly consultative and transparent. The board chair and chair of the board's  
38 ~~human resources committee~~ Workforce and Organizational Effectiveness Committee  
39 oversee the presidential selection process. The chancellor will provide regular updates to  
40 the chairs throughout the process. The chancellor shall use one of the following options in  
41 recommending a presidential appointment to the board.

- 42
- 43 1. **Search.** When there is a presidential vacancy, ~~it is~~ the board's expectation is that a  
44 search will be conducted. An acting or interim president may be considered as a  
45 candidate in a search process for the presidency at ~~of~~ the searching college or  
46 university.
  - 47 2. **Search Waiver.** The board may waive the search process and appoint a candidate  
48 who best fits the needs of the college or university and Minnesota State. the system.  
49 Consideration of a waiver is initiated by a written recommendation to the board by  
50 the chancellor. The board must determine the waiver is in the best interests of ~~the~~  
51 Minnesota State system.

52  
53 **Part 3. Search Process**

54  
55 **Subpart A. Initial consultation**

56 At the start of each search, the chancellor shall solicit input from internal and external  
57 constituent groups at the affected college or university about the qualities sought in the  
58 new president.

59  
60 **Subpart B. Appointment of search advisory committee**

61 The chancellor shall appoint a local presidential search advisory committee and name the  
62 chair of the committee. The committee will identify presidential candidates and make  
63 recommendations of candidates to the chancellor.

64  
65 **Subpart C. Application review and screening interviews**

66 The search advisory committee shall have access to all application materials received. The  
67 committee shall select candidates to interview and conduct initial screening interviews. The  
68 committee shall forward to the chancellor the names of the candidates they believe should  
69 be considered to continue in the process, along with detailed assessments of the relative  
70 strengths and weaknesses of each candidate.

71  
72 **Subpart D. Identification of candidates to visit campuses**

73 Following receipt of input from the committee, the chancellor shall consider the  
74 committee's assessment, as well as any reports from confidential referencing and



75 background checks. The chancellor shall select two to four candidates to visit the college or  
76 university and participate in public meetings. The chancellor shall communicate with the  
77 committee on the rationale for the chancellor’s selection from the committee’s  
78 recommendations.

79  
80 **Subpart E. ~~Opportunity for e~~Constituent group meetings with candidates and constituent**  
81 **group feedback**

82 Once the finalists are publicly identified, internal and external constituent groups at the  
83 affected college or university shall be invited to meet with the candidates on campus. All  
84 internal and external constituent groups shall be invited to give confidential feedback  
85 directly to the chancellor following the candidate visits to campus.

86  
87 **Subpart F. Trustee participation**

88 At least two and up to three members of the board ~~Board of Trustees~~ will participate in  
89 interviews for the purpose of providing counsel to the chancellor in the formation of the  
90 chancellor’s recommendation to the board.

91  
92 **Subpart G. Chancellor’s recommendation to the board ~~Board of Trustees~~**

93 The chancellor shall present a recommendation to the board with a detailed explanation ~~to~~  
94 ~~the board~~ which includes what the internal and external constituent groups expressed  
95 about the qualities the new president needs and how the chancellor’s recommended  
96 candidate fits that description.

97  
98 **Subpart H. Communication throughout the search process**

99 The chair of the search advisory committee is responsible for communication about the  
100 search. Throughout the search process, the chair shall provide regular updates to the  
101 committee and shall work with college or university staff to post updates on the search  
102 website, as appropriate, so that the broader community has the opportunity to follow the  
103 public process from start through completion. Following the conclusion of the search, the  
104 committee may meet to be debriefed on the search.

105  
106 **Subpart I. Notification to the board of unsuccessful search**

107 The chancellor shall notify the board in writing that a search was unsuccessful when none of  
108 the interviewed candidates are acceptable.

109  
110 **Part 4. Search Advisory Committee**

111  
112 **Subpart A. Charge.** The search advisory committee is advisory to the chancellor as the  
113 chancellor develops a recommendation ~~to~~ for the board. Committee members shall serve as  
114 stewards on behalf of the interests of the entire college or university community.

115  
116 **Subpart B. Composition**

117 Committee members shall be knowledgeable of the duties and responsibilities of the

118 position to be filled and broadly representative of the interests of the faculty, staff,  
119 students, administration, community, alumni, and friends of the college or university.

- 120 1. **Chair.** The committee shall be chaired by a Minnesota State Colleges and  
121 Universities sitting or former president appointed by the chancellor.
- 122 2. **Members.**
  - 123 a. The chancellor will invite nominations for members of the committee from  
124 all internal constituent groups and from external constituent groups in the  
125 community.
  - 126 b. The chancellor shall seek to balance the committee to the extent possible in  
127 areas such as gender and other diversity; geographic diversity (multiple  
128 campuses); liberal arts and technical programs; and student-facing and back  
129 office staff. To facilitate committee balance, each constituency nominating a  
130 committee member shall submit more nominations than slots attributed to  
131 the constituency.
  - 132 c. The committee shall be comprised as follows:
    - 133 i. two members of the teaching faculty at an affected college or  
134 university selected by the faculty organization;
    - 135 ii. one member of the service faculty at an affected university  
136 nominated by the service faculty organization;
    - 137 iii. one student (two students for multi-campus colleges or universities)  
138 nominated by the campus student association;
    - 139 iv. one member from each additional affected college or university  
140 bargaining unit nominated by their bargaining unit;
    - 141 v. up to three members of the public with a connection to the affected  
142 college or university having knowledge of the affected college or  
143 university and its needs nominated by the public; and
    - 144 vi. two administrators who are employees at the affected college or  
145 university.

#### 146 **Subpart C. Committee support**

147 The system office shall coordinate the overall search process and provide training to the  
148 committee. The chief human resources officer of the affected college or university will be  
149 the liaison between the affected college or university and the committee and will provide  
150 professional human resources support to the committee. The chancellor may engage a  
151 professional search consultant to assist in the recruitment of candidates.  
152

#### 153 **Subpart D. Expense reimbursement allowed**

154 Members of the committee shall receive no compensation for their services, but shall be  
155 reimbursed for actual expenses incurred in performing services for the committee,  
156 consistent with expense procedures for state employees.  
157

### 158 **Part 5. Salaries**

159 In consultation and with the approval of the board chair and the chair of the ~~human resources-~~  
160 ~~committee~~ Workforce and Organizational Effectiveness Committee, the chancellor shall  
161

162 ~~determine~~ recommend salaries for the position of president within the parameters of the  
163 Minnesota State Personnel Plan for ~~MnSCU~~ Administrators as approved by the board and  
164 within board approved salary ranges. The chancellor is the designated appointing authority for  
165 all other personnel actions pursuant to Minnesota statutes.

## 167 **Part 6. Extensions, Terminations, and Contract Expiration**

### 169 **Subpart A. Extensions**

170 The chancellor, in consultation and with the approval of the board chair and chair of the  
171 Workforce and Organizational Effectiveness Committee, and with input solicited from the  
172 full board, may enter into an employment agreement to extend the employment of a  
173 president.

### 175 **Subpart BA. Termination of employment**

176 The chancellor, ~~upon advance notification to~~ in consultation and with the approval of the  
177 board chair and the chair of the Workforce and Organizational Effectiveness Committee,  
178 may terminate a president in accordance with the Minnesota State Personnel Plan for  
179 ~~MnSCU~~ Administrators and, if applicable, the president's employment contract.

### 181 **Subpart CB. Contract expiration**

182 A president's employment ends upon expiration of the employment contract, unless  
183 otherwise provided in the employment contract. Expiration of a contract without extension  
184 or renewal does not constitute termination under this policy.

---

#### **Related Documents:**

- [Board Policy 4.1](#) Personnel Plan for ~~MnSCU~~Minnesota State Administrators

---

#### ***Policy History:***

***Date of Adoption:*** 11/18/98

***Date of Implementation:*** 11/18/98

***Date of Last Review:*** 09/17/19

#### ***Date & Subject of Amendments:***

*Xx/xx/22 – Amendment relocates “appointing college or university administrators” from Policy 1A.4 to Part 1 of this policy. The new language in Part 6, Subp. A was also relocated from Policy 1A.4. Technical edits made throughout document to comply with the new writing style.*

*09/17/19 – Amended Part 3, C, 1 to allow interim presidents to be considered a candidate in the search process, and Part 4, B, 2, c, iii to clarify the campus student association nominates the student representative on the committee. New writing and formatting styles were applied throughout the policy.*

Additional [HISTORY](#)

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

**Name:** Workforce and Organizational Effectiveness Committee

**Date:** May 18, 2022

**Title:** Workforce Analytics Report

**Purpose (check one):**

Proposed New Policy or  
Amendment to Existing Policy

Approvals Required  
by Policy

Other Approvals

Monitoring/Compliance

Information

**Brief Description:**

The Workforce and Organizational Effectiveness committee will convene to review the compositional diversity of the Minnesota State workforce and further examine the trends, highlights, opportunities and challenges of effectively recruiting, retaining, and developing a diverse and inclusive workforce ready to meet current and future educational needs.

**Scheduled Presenter(s):**

Eric Davis, Vice Chancellor for Human Resources

**MINNESOTA STATE  
BOARD OF TRUSTEES**

<b>BOARD INFORMATION ITEM</b>
Workforce Analytics Report

**BACKGROUND**

The Workforce and Organizational Effectiveness committee will convene to review the compositional diversity of the Minnesota State workforce and further examine the trends, highlights, opportunities and challenges of effectively recruiting, retaining, and developing a diverse and inclusive workforce ready to meet current and future educational needs. This is the first presentation on the Minnesota State Workforce in this format.



May 18, 2022

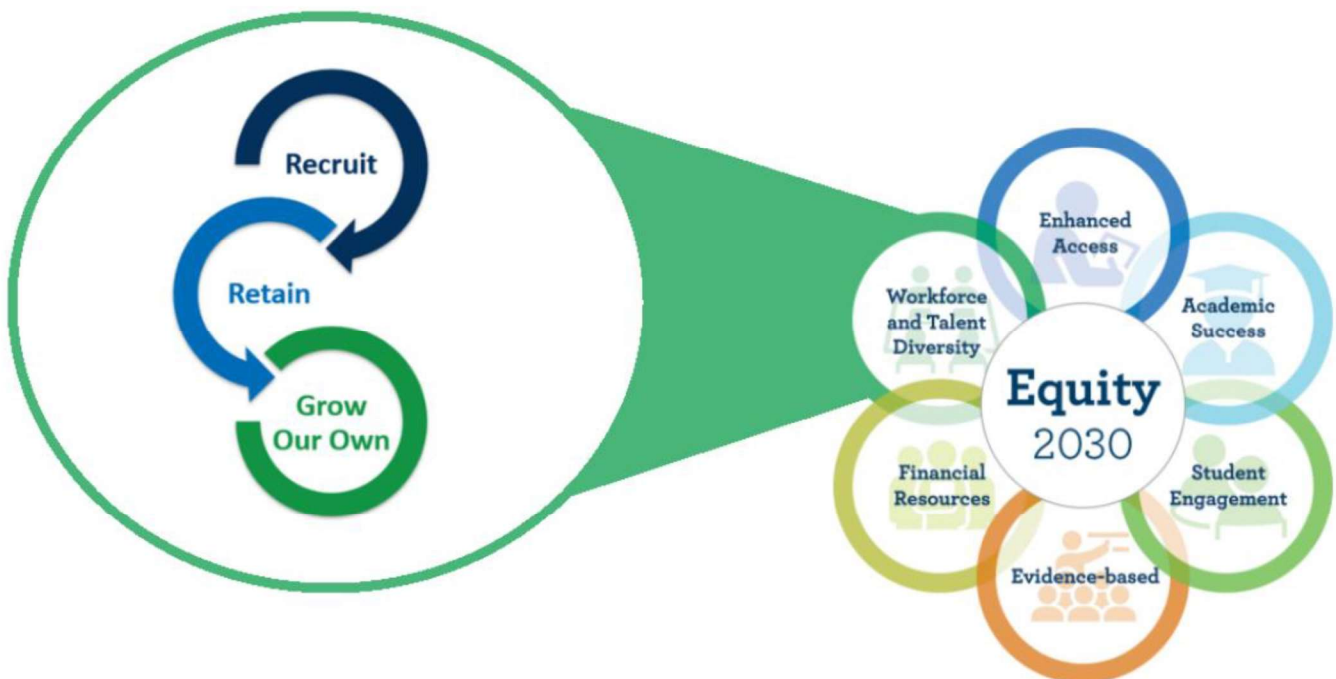
Workforce and Organizational Effectiveness Committee

# Workforce Trends and Highlights

An overview of the Minnesota State Workforce

MINNESOTA STATE

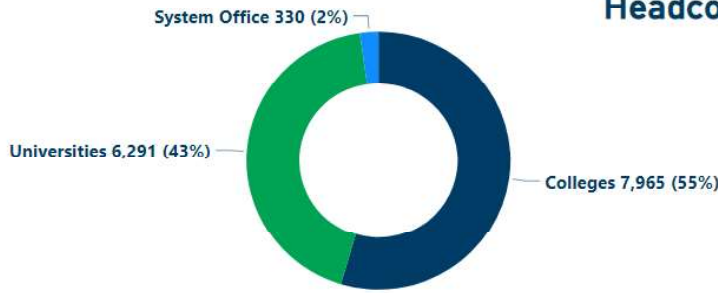
Minnesota State Colleges and Universities HR: Recruiting, Retaining, and Growing Workforce and Talent Diversity



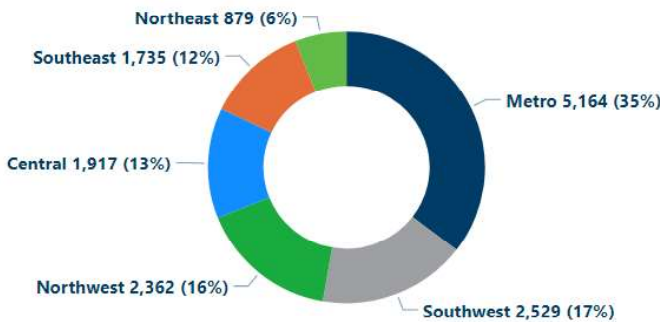
# Minnesota State Colleges and Universities HR: Workforce at a Glance - Unduplicated Headcount

## Total System Unduplicated Headcount

Unduplicated Headcount by Sector



Unduplicated Headcount by Region



Administrators  
**515**



Managers and Supervisors  
**540**



Instructional Faculty  
**7,725**



Professionals  
**2,900**



Service and Support  
**2,906**

# Minnesota State Colleges and Universities HR: Workforce at a Glance - Workforce Diversity by Race/Ethnicity, Gender

Percent Employees of Color and American Indian Employees by Sector and Employee Role

SECTOR	Administrators	Instructional Faculty	Managers & Supervisors	Professionals	Service & Support	Total
Colleges	20 %	11 %	17 %	21 %	16 %	14 %
System Office	14 %		14 %	15 %	24 %	15 %
Universities	22 %	18 %	12 %	14 %	8 %	15 %
<b>Total</b>	<b>20 %</b>	<b>14 %</b>	<b>15 %</b>	<b>17 %</b>	<b>13 %</b>	<b>15 %</b>



Percent Asian  
**5 %**



Percent Black  
**4 %**



Percent Hispanic  
**3 %**



Percent Two or More  
**2 %**



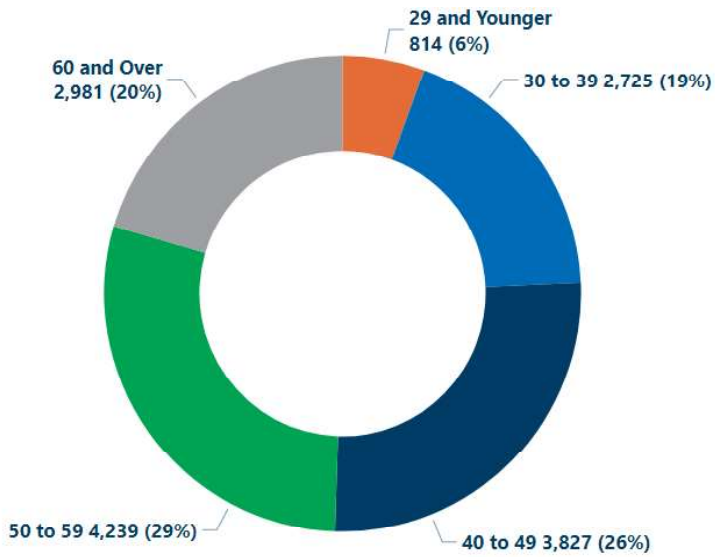
Percent American Indian/Alaska Native  
**1 %**

Percent Female Employees by Sector and Employee Role

SECTOR	Administrators	Instructional Faculty	Managers & Supervisors	Professionals	Service & Support	Total
Colleges	57 %	54 %	53 %	64 %	62 %	57 %
System Office	48 %		56 %	53 %	79 %	55 %
Universities	49 %	53 %	43 %	59 %	64 %	56 %
<b>Total</b>	<b>53 %</b>	<b>54 %</b>	<b>50 %</b>	<b>61 %</b>	<b>63 %</b>	<b>57 %</b>



Unduplicated Headcount by Age Group



Nearly one in ten unlimited employees are age 65 or over



Median Age Female

49



Median Age Male

51



Median Age Employees of Color and American Indian Employees

46



Median Age White Employees

51



## Minnesota State Colleges and Universities HR: Recruit - System Workforce Diversity Trends

Employee Role <sup>↑</sup>	2017 Employees of Color and American Indian Employees	2022 Employees of Color and American Indian Employees	PCT Change 2017 to 2022	2017 to 2022 Trend
Administrators	71	101	42 %	
Instructional Faculty	973	1,074	10 %	
Managers & Supervisors	60	83	38 %	
Professionals	425	505	19 %	
Service & Support	380	375	-1 %	



Percent Change Asian

13 %



Percent Change Black

13 %



Percent Change Hispanic

16 %



Percent Change Two or More

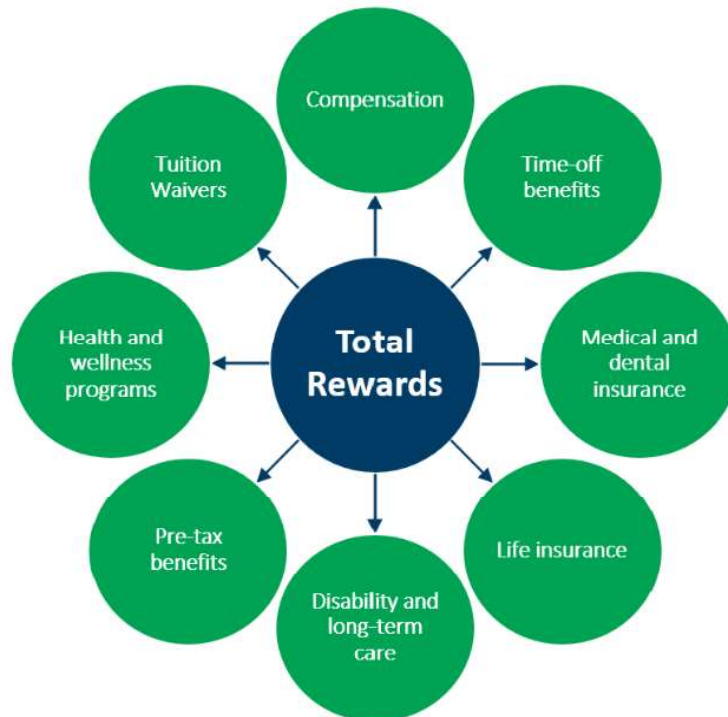
27 %



Percent Change American Indian/Alaska Native

-19 %

## Minnesota State Colleges and Universities HR: Recruit - Total Rewards



## Minnesota State Colleges and Universities HR: Recruit - FY 2021 Faculty Salary Comparisons



University Professors



University Associate Professors



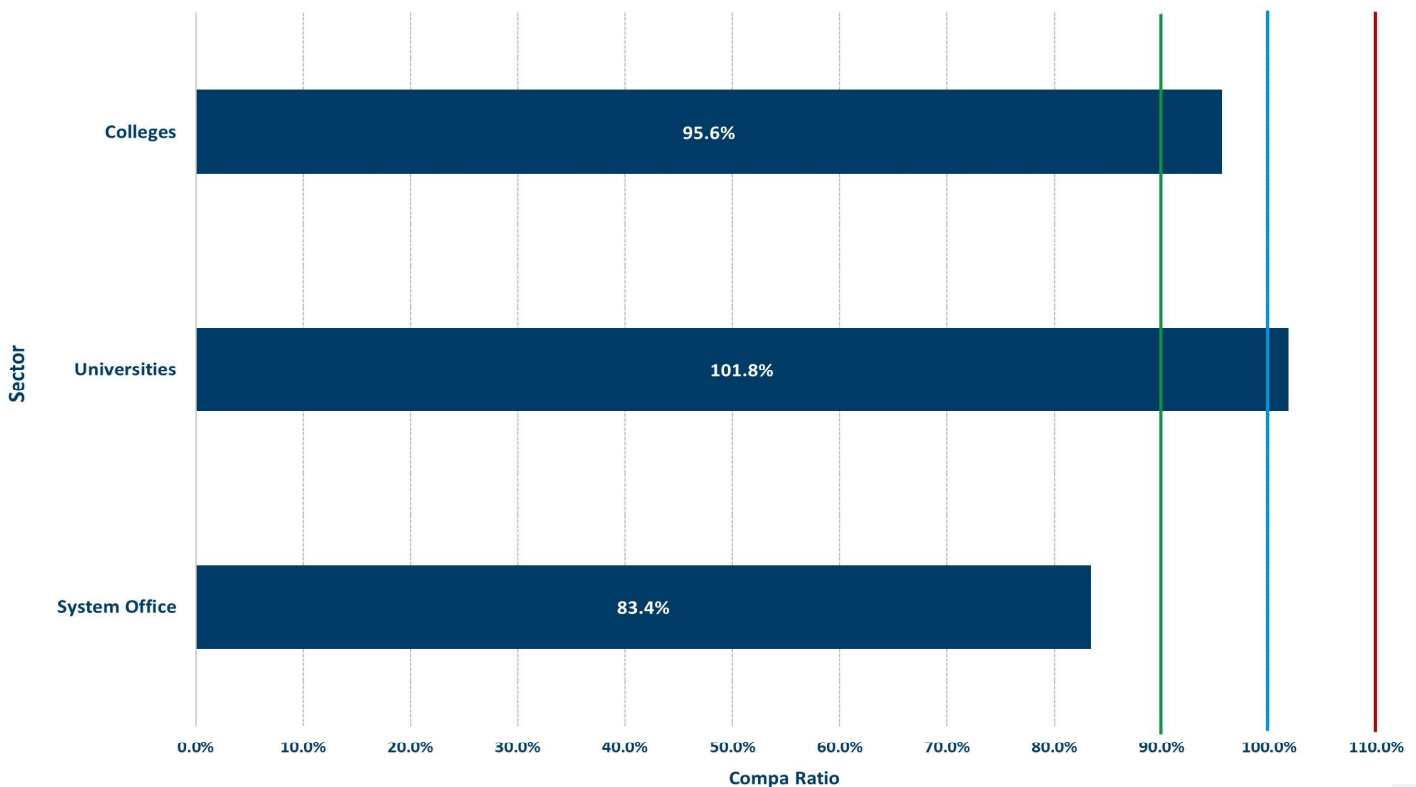
University Assistant Professors



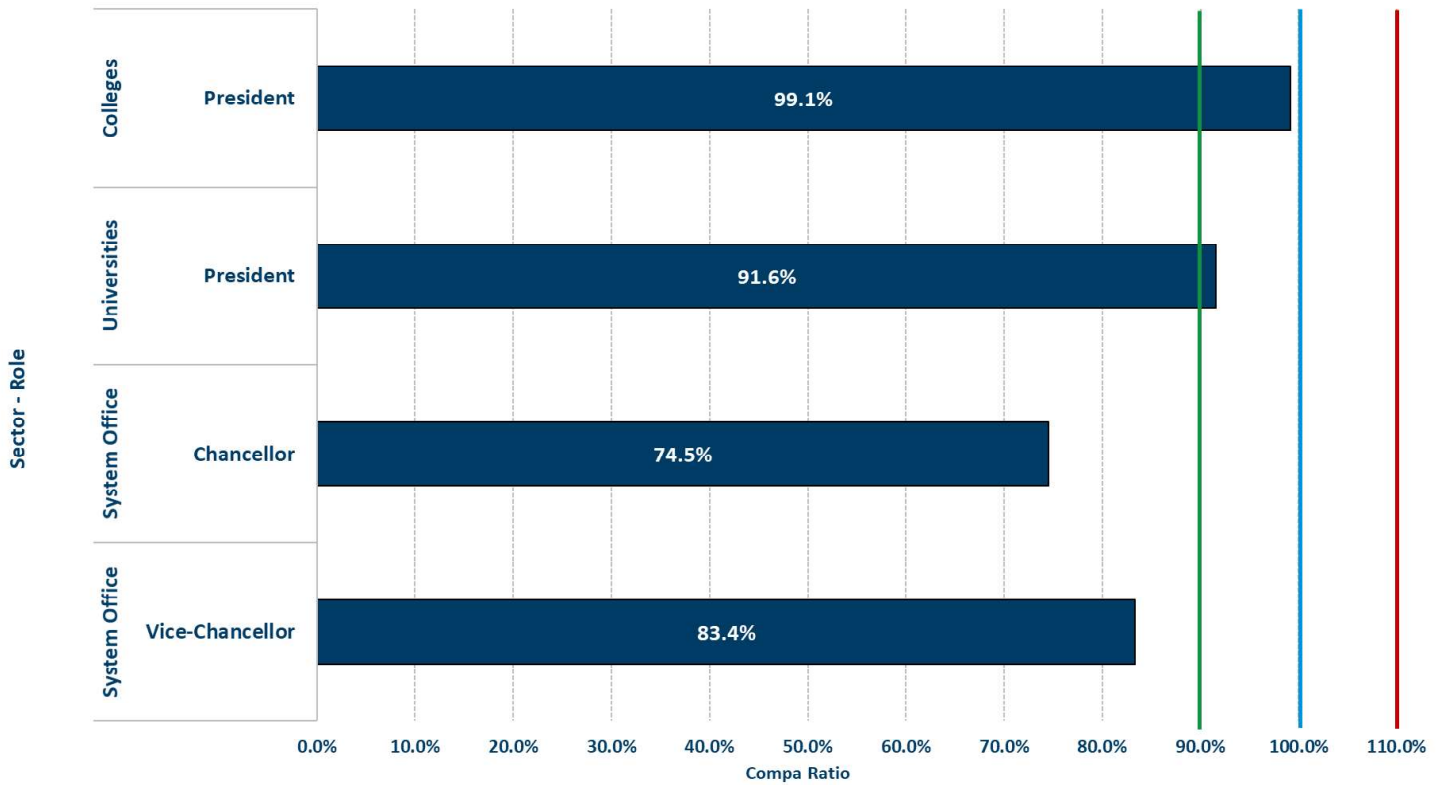
College Faculty



## Minnesota State Colleges and Universities HR: Recruit – Administrator Compa Ratios by Sector



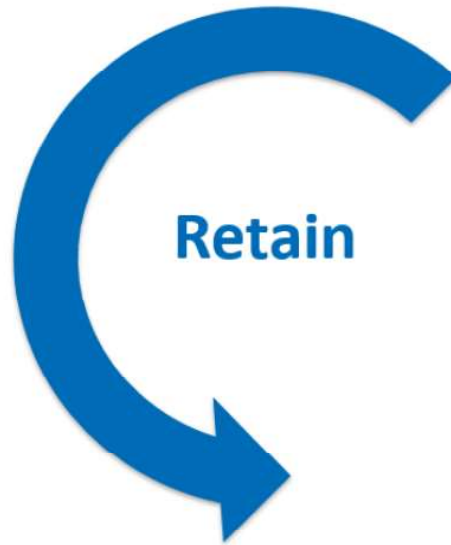
## Minnesota State Colleges and Universities HR: Recruit – Contract Administrator Compa Ratios by Sector



## Minnesota State Colleges and Universities HR: Recruit - Tuition Waiver Credits by Student Type

● Dependent ● Employee ● Spouse ● Employees Requesting Tuition Waiver





Minnesota State Colleges and Universities HR: Retain - YOS Last Institution

Years of Service Last Institution All Employees

YOS Last Institution	Administrators	Instructional Faculty	Managers & Supervisors	Professionals	Service & Support
1 - 0 to 4	41 %	35 %	29 %	40 %	39 %
2 - 5 to 9	20 %	21 %	24 %	22 %	21 %
3 - 10 to 19	23 %	27 %	27 %	24 %	23 %
4 - 20 to 29	13 %	13 %	13 %	11 %	11 %
5 - 30 and Over	3 %	4 %	6 %	3 %	7 %
<b>Total</b>	<b>100 %</b>	<b>100 %</b>	<b>100 %</b>	<b>100 %</b>	<b>100 %</b>

Years of Service Last Institution Unlimited Employees

YOS Last Institution	Administrators	Instructional Faculty	Managers & Supervisors	Professionals	Service & Support
1 - 0 to 4	41 %	18 %	28 %	37 %	36 %
2 - 5 to 9	21 %	19 %	24 %	23 %	21 %
3 - 10 to 19	22 %	35 %	28 %	26 %	24 %
4 - 20 to 29	13 %	21 %	14 %	11 %	12 %
5 - 30 and Over	3 %	6 %	7 %	4 %	7 %
<b>Total</b>	<b>100 %</b>	<b>100 %</b>	<b>100 %</b>	<b>100 %</b>	<b>100 %</b>

**Unlimited Employees**



Median YOS Administrators  
**6**



Median YOS Managers and Supervisors  
**9**



Median YOS Instructional Faculty  
**13**



Median YOS Professionals  
**7**



Median YOS Service and Support  
**7**

## Minnesota State Colleges and Universities HR: Retain - YOS Last Institution

### Years of Service Last Institution All Employees

YOS Last Institution	Employees of Color and American Indian Employees	Unknown Employees	White Employees
1 - 0 to 4	48 %	69 %	34 %
2 - 5 to 9	21 %	15 %	21 %
3 - 10 to 19	21 %	12 %	27 %
4 - 20 to 29	8 %	4 %	13 %
5 - 30 and Over	2 %	0 %	5 %
<b>Total</b>	<b>100 %</b>	<b>100 %</b>	<b>100 %</b>

### Years of Service Last Institution Unlimited Employees

YOS Last Institution	Employees of Color and American Indian Employees	Unknown Employees	White Employees
1 - 0 to 4	41 %	60 %	26 %
2 - 5 to 9	22 %	17 %	21 %
3 - 10 to 19	24 %	17 %	30 %
4 - 20 to 29	10 %	5 %	17 %
5 - 30 and Over	3 %	1 %	6 %
<b>Total</b>	<b>100 %</b>	<b>100 %</b>	<b>100 %</b>



Median YOS Female

9



Median YOS Male

11



Median YOS Employees of Color and American Indian Employees

6



Median YOS White Employees

11

**Unlimited Employees**

## Minnesota State Colleges and Universities HR: Retain - System Workforce Diversity Trends

Region	2017	2018	2019	2020	2021	2022
Central	10 %	11 %	11 %	11 %	13 %	13 %
Metro	19 %	20 %	21 %	22 %	22 %	23 %
Northeast	7 %	8 %	9 %	7 %	7 %	9 %
Northwest	6 %	8 %	7 %	9 %	9 %	8 %
Southeast	7 %	7 %	7 %	7 %	8 %	8 %
Southwest	9 %	10 %	10 %	11 %	11 %	12 %
<b>Total</b>	<b>12 %</b>	<b>13 %</b>	<b>13 %</b>	<b>14 %</b>	<b>14 %</b>	<b>15 %</b>



Percent Change Employees of Color and American Indian Employees

12 %



Percent Change White Employees

-14 %



Percent Change Unknown Employees

80 %

Employee Role	2017	2018	2019	2020	2021	2022
Administrators	13 %	16 %	17 %	18 %	19 %	20 %
Instructional Faculty	11 %	12 %	12 %	13 %	13 %	14 %
Managers & Supervisors	12 %	11 %	13 %	14 %	15 %	15 %
Professionals	15 %	16 %	16 %	17 %	17 %	17 %
Service & Support	11 %	12 %	12 %	13 %	13 %	13 %
<b>Total</b>	<b>12 %</b>	<b>13 %</b>	<b>13 %</b>	<b>14 %</b>	<b>14 %</b>	<b>15 %</b>

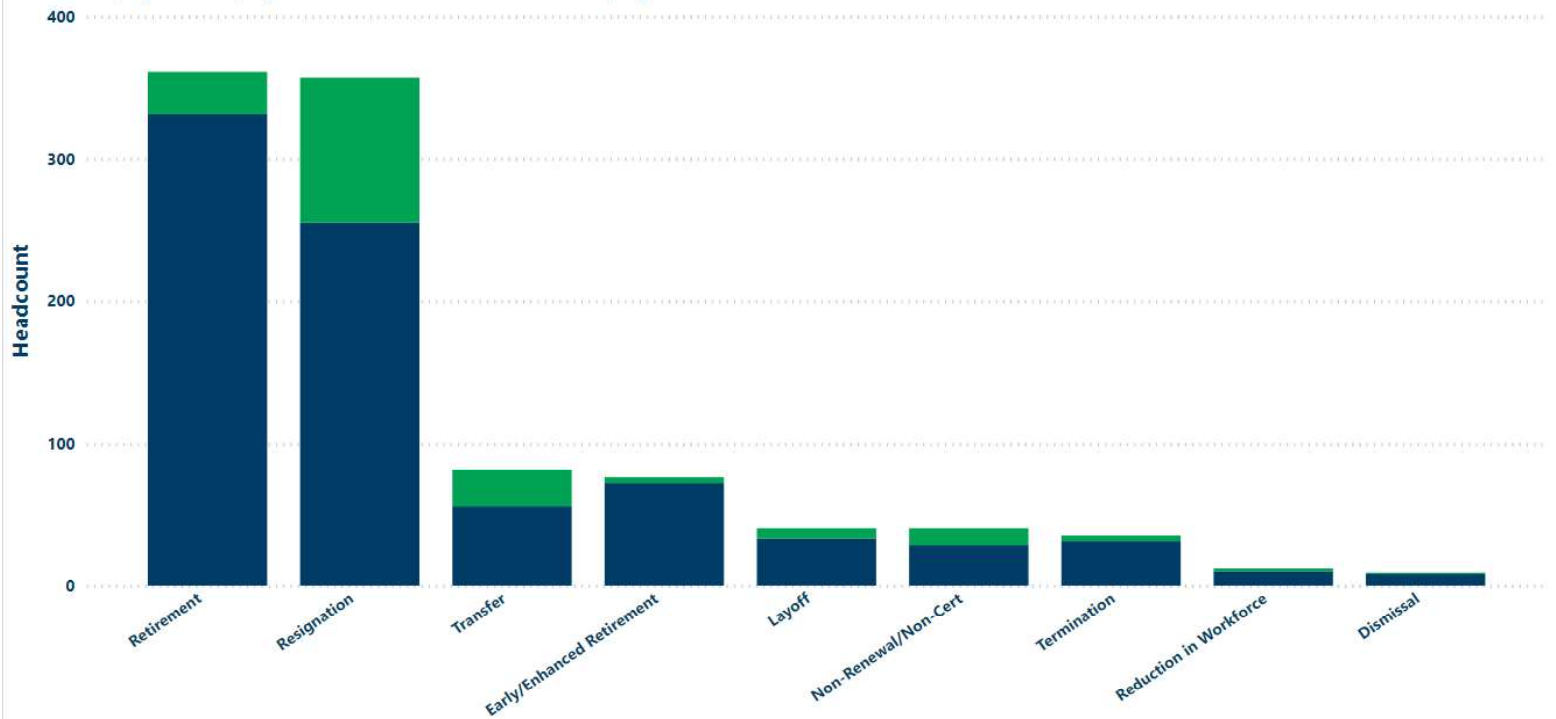
## Minnesota State Colleges and Universities HR: Retain - FY 2017 to FY2021 Unlimited Employee Percent Turnover

Region	2017	2018	2019	2020	2021
Central	9 %	7 %	9 %	12 %	11 %
Metro	12 %	11 %	11 %	11 %	9 %
Northeast	9 %	9 %	11 %	10 %	13 %
Northwest	10 %	7 %	9 %	9 %	9 %
Southeast	6 %	9 %	8 %	9 %	10 %
Southwest	7 %	7 %	8 %	8 %	10 %
<b>Total</b>	<b>9 %</b>	<b>9 %</b>	<b>10 %</b>	<b>10 %</b>	<b>10 %</b>

EMPLOYEE_ROLE	2017	2018	2019	2020	2021
Administrators	15 %	17 %	13 %	15 %	16 %
Instructional Faculty	6 %	5 %	6 %	7 %	8 %
Managers & Supervisors	11 %	12 %	12 %	10 %	9 %
Professionals	13 %	11 %	11 %	12 %	11 %
Service & Support	11 %	11 %	13 %	13 %	11 %
<b>Total</b>	<b>9 %</b>	<b>9 %</b>	<b>10 %</b>	<b>10 %</b>	<b>10 %</b>

## Minnesota State Colleges and Universities HR: Retain - FY 2021 Unlimited Employee Turnover by Reason

● White Employees ● Employees of Color and American Indian Employees



## Minnesota State Colleges and Universities HR: Retain - System Unlimited Employee Retention Rates

### Instructional Faculty

Cohort	Unlimited Hires	One Year Retention Rate	Two Year Retention Rate	Three Year Retention Rate	Four Year Retention Rate	Five Year Retention Rate	Six Year Retention Rate
2016	176	95 %	90 %	84 %	79 %	75 %	73 %
2017	141	94 %	89 %	85 %	80 %	77 %	
2018	128	97 %	89 %	80 %	80 %		
2019	146	95 %	88 %	79 %			
2020	151	93 %	87 %				
2021	123	94 %					

### Staff

Cohort	Unlimited Hires	One Year Retention Rate	Two Year Retention Rate	Three Year Retention Rate	Four Year Retention Rate	Five Year Retention Rate	Six Year Retention Rate
2016	569	88 %	73 %	65 %	55 %	51 %	46 %
2017	515	89 %	73 %	60 %	54 %	47 %	
2018	588	87 %	76 %	69 %	57 %		
2019	627	88 %	80 %	70 %			
2020	591	89 %	77 %				
2021	391	82 %					

## Minnesota State Colleges and Universities HR: Retain - System Unlimited Employee Retention Rates

### White Employees

Cohort	Cohort Hires	One Year Retention Rate	Two Year Retention Rate	Three Year Retention Rate	Four Year Retention Rate	Five Year Retention Rate	Six Year Retention Rate
2016	570	88 %	78 %	71 %	62 %	59 %	55 %
2017	482	89 %	77 %	68 %	63 %	56 %	
2018	519	90 %	80 %	73 %	64 %		
2019	604	88 %	79 %	70 %			
2020	527	91 %	80 %				
2021	331	82 %					

### Employees of Color and American Indian Employees

Cohort	Cohort Hires	One Year Retention Rate	Two Year Retention Rate	Three Year Retention Rate	Four Year Retention Rate	Five Year Retention Rate	Six Year Retention Rate
2016	157	87 %	73 %	63 %	56 %	51 %	46 %
2017	166	85 %	67 %	54 %	46 %	40 %	
2018	191	81 %	66 %	58 %	46 %		
2019	152	85 %	77 %	62 %			
2020	174	86 %	68 %				
2021	152	81 %					



## Minnesota State Colleges and Universities HR: Retain - System Headcount Trends

Employee Role ↑	2017 Unduplicated Headcount	2022 Unduplicated Headcount	PCT Change 2017 to 2022	2017 to 2022 Trend
Administrators	526	515	-2%	
Instructional Faculty	8,985	7,725	-14%	
Managers & Supervisors	505	540	7%	
Professionals	2,809	2,900	3%	
Service & Support	3,359	2,906	-13%	



Percent Change All Employees  
-10%



Percent Change Unlimited Employees  
-4.5%



Percent Change Limited Employees  
-20.6%

## Minnesota State Colleges and Universities HR: Retain - Colleges Headcount Trends

Employee Role ↑	2017 Unduplicated Headcount	2022 Unduplicated Headcount	PCT Change 2017 to 2022	2017 to 2022 Trend
Administrators	308	299	-2.9%	
Instructional Faculty	5,133	4,227	-17.7%	
Managers & Supervisors	339	343	1.2%	
Professionals	1,306	1,403	7.4%	
Service & Support	1,983	1,693	-14.6%	



Percent Change All Employees  
-12%









Percent Change Unlimited Employees  
-5.0%



Percent Change Limited Employees  
-26.1%

## Minnesota State Colleges and Universities HR: Retain - Universities Headcount Trends

Employee Role 	2017 Unduplicated Headcount	2022 Unduplicated Headcount	PCT Change 2017 to 2022	2017 to 2022 Trend
Administrators	160	153	-4.4%	
Instructional Faculty	3,852	3,498	-9.2%	
Managers & Supervisors	138	161	16.7%	
Professionals	1,287	1,295	0.6%	
Service & Support	1,341	1,184	-11.7%	



Percent Change All Employees  
-7%



Percent Change Unlimited Employees  
-3.5%



Percent Change Limited Employees  
-14.3%

## Minnesota State Colleges and Universities HR: Grow Our Own





- 10<sup>th</sup> cohort – Jul 2019
- 52 participants
- 59% female
- 25% employees of color and American Indian employees
- 35% faculty

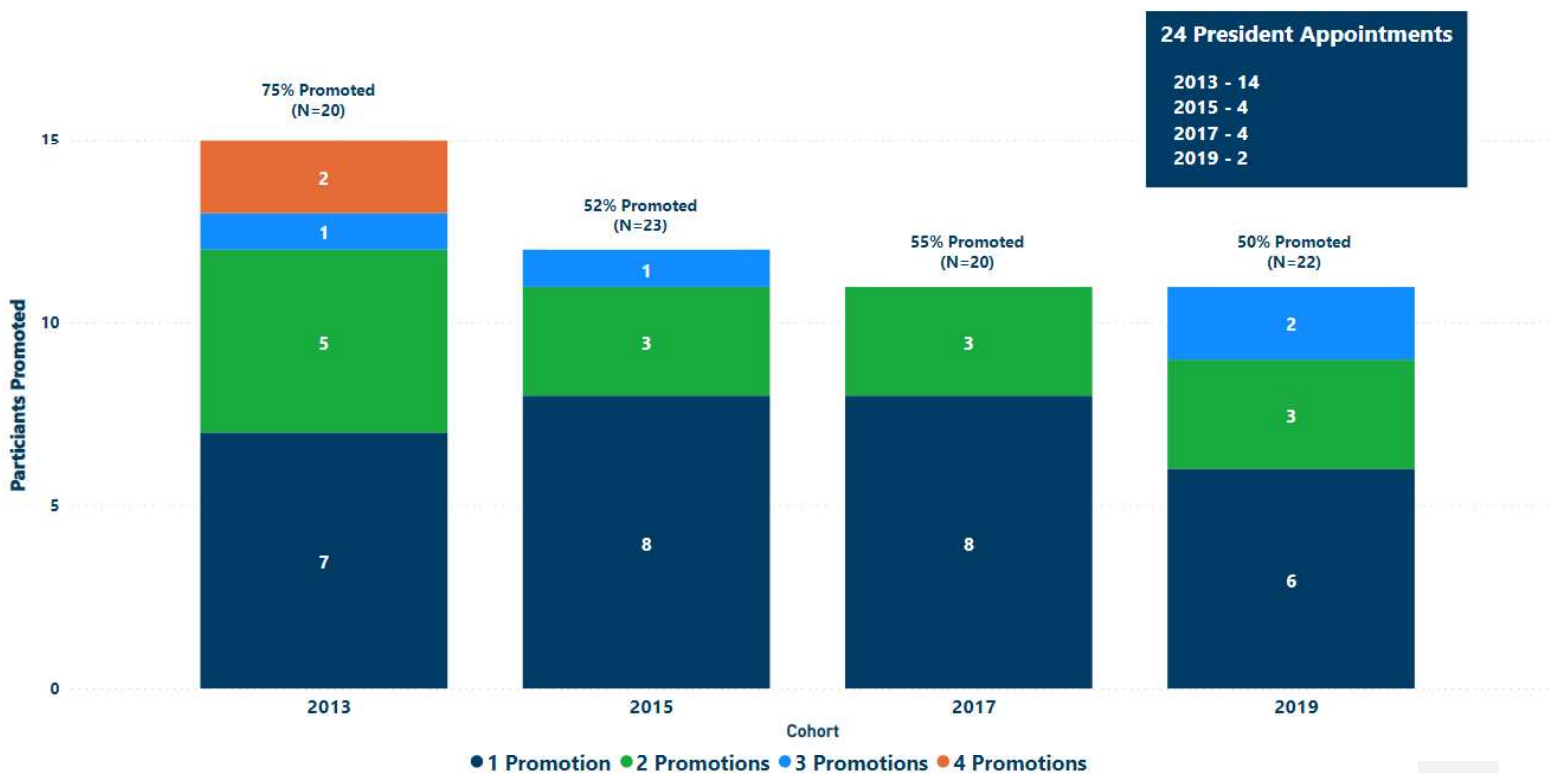


- 4th cohort ended in June, 2019
- Avg. 21 participants
- 4th cohort - 26% employees of color and American Indian employees
- Overall 58% have promoted
- 24 president appointments

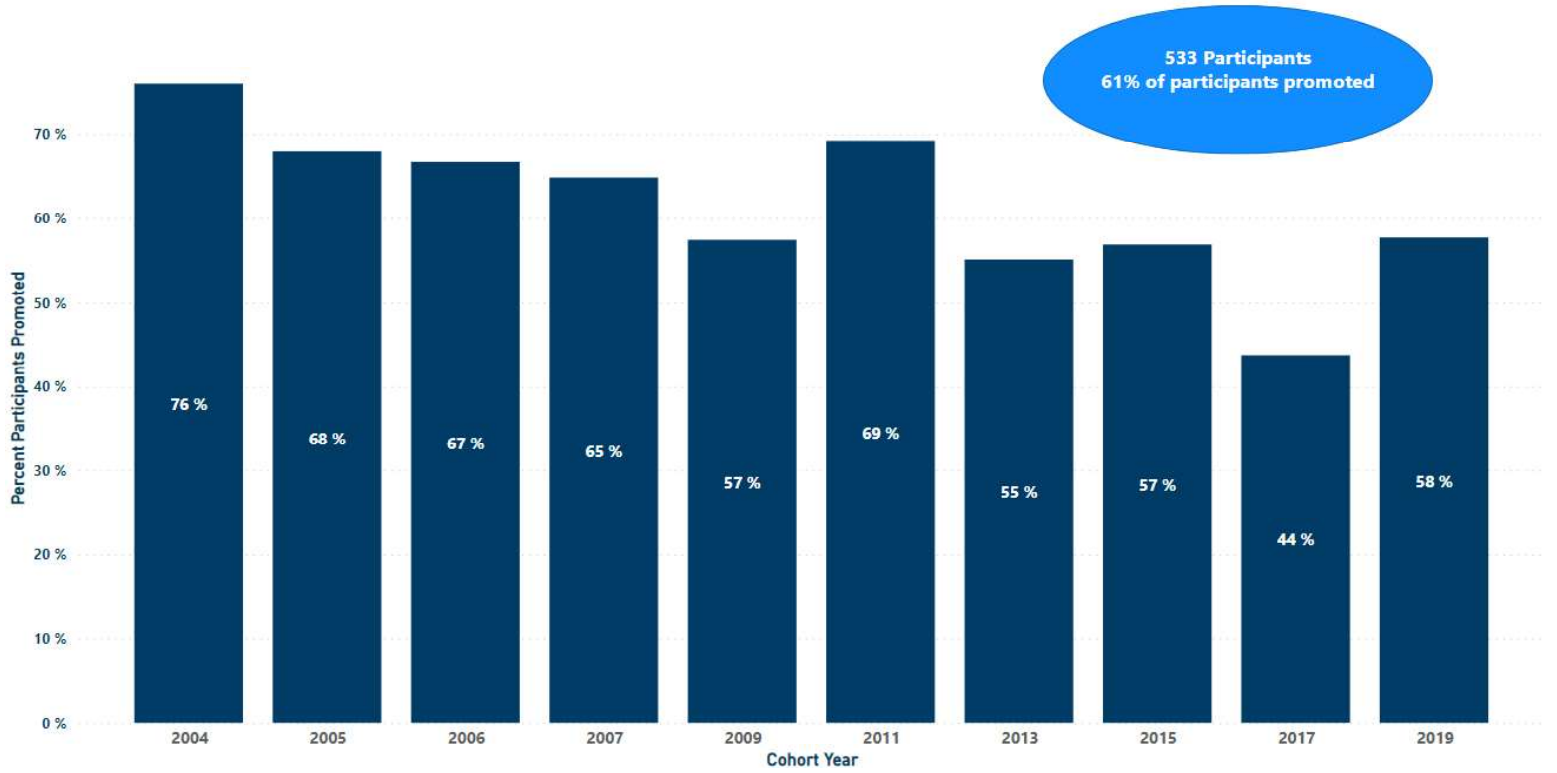


- Policies, procedures and contracts
- Managing performance
- Innovation, managing conflict and leading change

Minnesota State Colleges and Universities HR: Grow Our Own - Executive Leadership Development Program Promotions

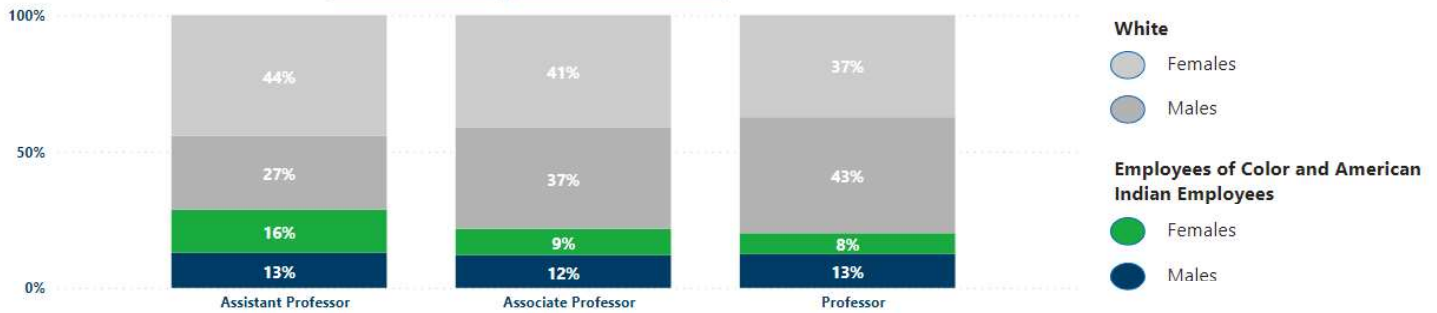


# Minnesota State Colleges and Universities HR: Grow Our Own - Luoma Promotions

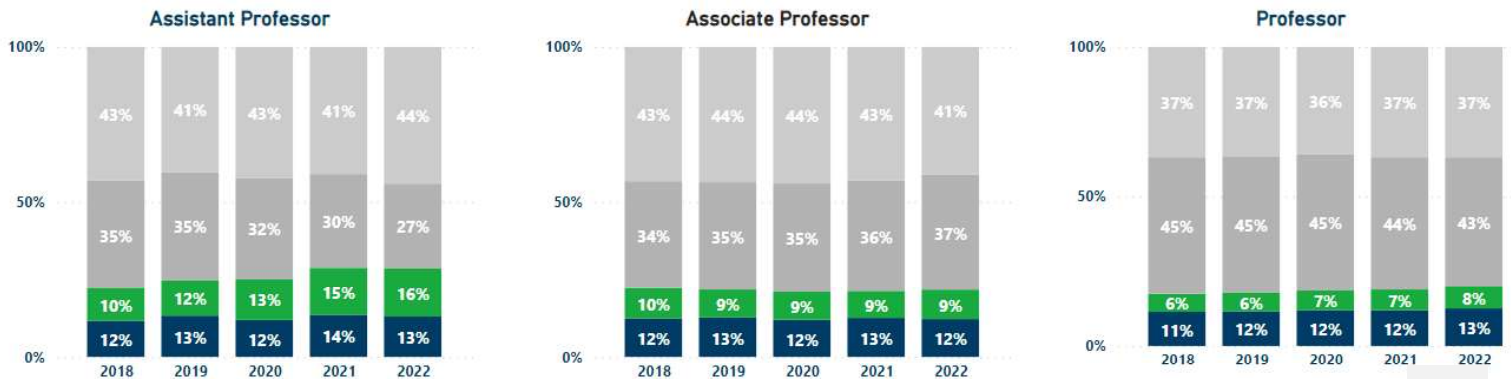


# Minnesota State Colleges and Universities HR: Grow Our Own - Tenure-Track Representation

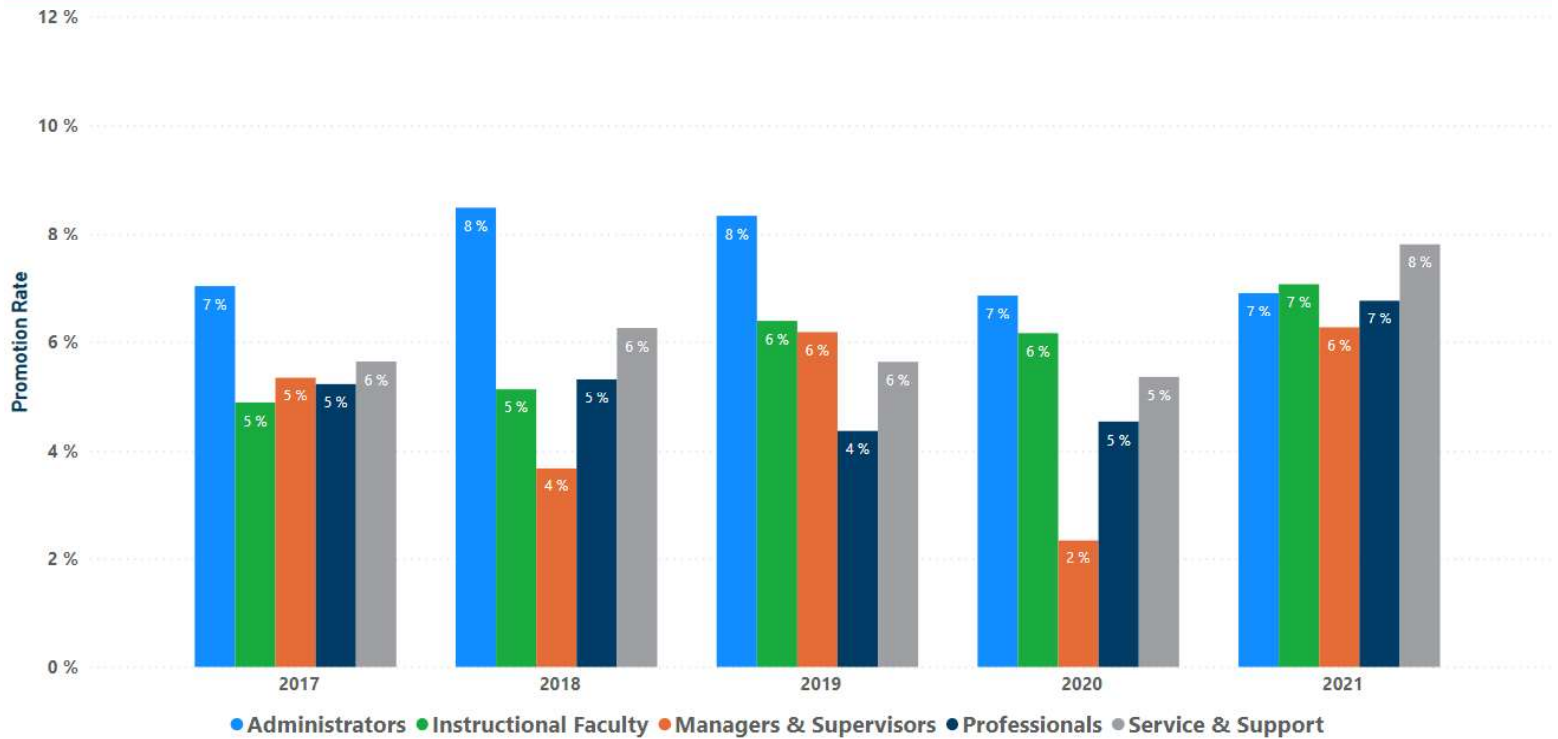
Tenure-Track Representation FY 2022



Tenure-Track Representation Over Time



## Minnesota State Colleges and Universities HR: Grow Our Own - Overall Promotion Rate by Employee Role FY 2017 to FY 2021



Note: MSCF faculty are not included in the Instructional Faculty category. All MSCF faculty hold the rank of instructor so a promotion is not defined in the MSCF contract.

## Closing Observations

- Progress made through inclusive recruitment and hiring practices
- Nearly 20% of the workforce is eligible (or soon will be) for retirement
- Minnesota State's total compensation package is generally competitive, but not a strong differentiator in the market
- Headcount has decreased appreciably, primarily limited appointments
- Retention gap exists between white employees and employees of color and American Indian employees
- A significant proportion of employees of color and American Indian employees have fewer than five (5) years of service
- Leadership development programs have been very successful in helping prepare leaders and building a pipeline of internal candidates for key leadership roles across the system
- Development programs continue to evolve in support of Equity and Inclusion goals
- Opportunities for promotion across the system are numerous and reflect changes



**MINNESOTA STATE**

# **THANK YOU**

30 East 7th Street  
St. Paul, MN 55101

651-201-1800  
888-667-2848



MINNESOTA STATE IS AN EQUAL OPPORTUNITY EMPLOYER AND EDUCATOR

**Audit Committee**  
**May 18, 2022**  
**11:15 a.m.**  
**McCormick Room, 4<sup>th</sup> Floor**

---

*Times are tentative – meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of previous meetings.*

- 1. Minutes of April 19, 2022**
2. Appointment for Chief Audit Officer

Committee Members

Michael Vekich, Chair  
George Soule, Vice Chair  
Victor Ayemobuwa  
Jerry Janezich  
April Nishimura

Presidents Liaisons

Faith Hensrud  
Michael Seymour

**Bolded items indicate action required.**



**Audit Committee  
Meeting Minutes  
April 19, 2022**

---

A meeting of the Audit Committee of the Board of Trustees was held on April 19, 2022.

Committee members present: Michael Vekich, Chair; George Soule, Vice Chair; Victor Ayemobuwa, and Jerry Janezich.

Committee members absent: April Nishimura.

Other board members present: Alexander Cirillo, Jay Cowles, Dawn Erlandson, Roger Moe, Javier Morillo, Rudy Rodriguez, Kathy Sheran, Cheryl Tefer

Staff present: Devinder Malhotra, Chancellor; Eric Wion, Executive Director of the Office of Internal Auditing; and Bill Maki, Vice Chancellor for Finance and Facilities

The meeting materials for this meeting are available [here](#), starting on page 18. An audio recording of the meeting is available [here](#).

Committee Chair Vekich called the meeting to order at 2:30 p.m.

**Agenda Item 1: Approval of the Meeting Minutes for November 16, 2021**

Committee Chair Vekich asked if there are any changes or amendments to the minutes. Hearing none, the minutes were approved unanimously.

**Agenda Item 2: Federal Compliance Testing Over Student Financial Assistance and Higher Education Emergency Relief Fund Programs**

Committee Chair Vekich invited Mr. Eric Wion, Executive Director of Internal Auditing along with Mr. Bill Maki, Vice Chancellor for Finance and Facilities, Mr. Don Loberg, Managing Principal with CliftonLarsonAllen, Ms. Brenda Scherer, Signing Director with CliftonLarsonAllen, and Ms. Liz Cook, Manager with CliftonLarsonAllen, and to present Federal Compliance Testing Over Student Financial Assistance and Higher Education Emergency Relief Fund Programs, as detailed in the meeting materials. The meeting materials for this item begin on page 22.

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



**Adjournment**

The committee chair adjourned the meeting at 2:45 p.m.

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

**Name:** Audit Committee

**Date:** May 18, 2022

**Title:** Appointment for Chief Audit Officer

**Purpose (*check one*):**

Proposed New Policy or  
Amendment to Existing Policy

Approvals Required  
by Policy

Other Approvals

Monitoring/Compliance

Information

**Brief Description:**

In accordance with Policy 1A.4, Part 5, the Board of Trustees will consider the appointment of an individual as Chief Audit Officer (currently Executive Director).

**Scheduled Presenter(s):**

Michael Vekich, Audit Committee Chair

**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD ACTION**

Appointment for Chief Audit Officer

**BACKGROUND**

In accordance with Policy 1A.4, Part 5, the Board of Trustees will consider the appointment of an individual as Chief Audit Officer (currently Executive Director for Internal Audit).

The Workforce and Organizational Effectiveness Committee is bringing forward a Proposed Amendment to Board Policy 1A.4, System Administration, Appointment of Administrators (First Reading) which includes the title change for this position from Executive Director for Internal Audit to Chief Audit Officer. This agenda topic will be presented at the Board Meeting on May 18, 2022.

**RECOMMENDED COMMITTEE MOTION**

The Audit Committee recommends that the Board of Trustees adopt the following motion.

**RECOMMENDED BOARD MOTION**

The Board of Trustees appoints \_\_\_\_\_ as Chief Audit Officer, with the anticipated start date of \_\_\_\_\_, 2022, subject to the completion of an employment agreement. The board authorizes the chancellor, in consultation with the chair of the board and the chair of the Audit Committee, to negotiate and execute an employment agreement in accordance with the terms and conditions of the Minnesota State Colleges and Universities Personnel Plan for Administrators.

*Date Presented to the Audit Committee:* 05/18/22

*Date Presented to the Board of Trustees:* 05/18/22

*Date of Implementation:* xx/xx/22



**Board of Trustees Meeting**  
**May 18, 2022**  
**11:45 a.m.**  
**McCormick Room, 4th Floor**

---

*Times are tentative – meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of previous meetings. Interested parties can listen to the live stream of the proceedings from the [Board website](#).*

Convene and Call to Order, Jay Cowles, Chair

Chancellor's Report, Devinder Malhotra

Chair's Report, Jay Cowles

Consent Agenda

- 1. Minutes of the Committee of the Whole Meeting, April 19, 2022**
- 2. Minutes of the Board of Trustees Meeting, April 20, 2022**
- 3. Proposed Committee Charter Revisions**
  - a. Diversity, Equity and Inclusion Committee
- 4. Proposed FY2023 Board Operating Budget**
- 5. Mission Statement Change: Saint Paul College**
- 6. Contracts Requiring Board Approval**
  - a. Curtain Wall and Window Replacement, Student Union, Minnesota State University, Mankato
  - b. Window Replacement, McElroy Hall, Minnesota State University, Mankato
  - c. Facilities Project Management System Extension, System Office
  - d. Technical Certification Program Training, Lake Superior College
  - e. Servio Master Implementation Partner for Salesforce, System Office
- 7. Proposed Amendment to Board Policy 7.3 Financial Administration (Second Reading)**

Audit Committee, Michael Vekich, Chair

- 1. Appointment for Chief Audit Officer**

Workforce and Organizational Effectiveness Committee, George Soule, Chair

- 1. Appointment for Interim General Counsel**

Joint Meeting: Audit and Workforce and Organizational Effectiveness Committees, Co-Chairs

Michael Vekich and George Soule

- Report of the Committee

Academic and Student Affairs Committee, Cheryl Tefer, Chair

- Report of the Committee

Diversity, Equity and Inclusion Committee, Rudy Rodriguez, Chair

- Report of the Committee
- 

Facilities Committee, Jerry Janezich, Chair

- Report of the Committee

Finance Committee, Roger Moe, Chair

- Report of the Committee

Student Associations

1. Lead MN, Axel Kylander, President
2. Students United, Emma Zellmer, State Chair

Minnesota State Colleges and Universities Bargaining Units

1. American Federation of State, County, and Municipal Employees Council 5, Minnesota State Policy Committee, Jennifer Erwin, President
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.**



**Board of Trustees - Consent Agenda**  
**May 18, 2022**  
**11:45 a.m.**  
**McCormick Room, 4th Floor**

---

Consent Agenda

- 1. Minutes of the Committee of the Whole Meeting, April 19, 2022**
- 2. Minutes of the Board of Trustees Meeting, April 20, 2022**
- 3. Proposed Committee Charter Revisions**
  - a. Diversity, Equity and Inclusion Committee
- 4. Proposed FY2023 Board Operating Budget**
- 5. Mission Statement Change: Saint Paul College**
- 6. Contracts Requiring Board Approval**
  - a. Curtain Wall and Window Replacement, Student Union, Minnesota State University, Mankato
  - b. Window Replacement, McElroy Hall, Minnesota State University, Mankato
  - c. Facilities Project Management System Extension, System Office
  - d. Technical Certification Program Training, Lake Superior College
  - e. Servio Master Implementation Partner for Salesforce, System Office
- 7. Proposed Amendment to Board Policy 7.3 Financial Administration (Second Reading)**

**Bolded items indicate action is required.**





**Committee of the Whole**  
**Meeting Minutes**  
**April 19, 2022**

---

A meeting of the Committee of the Whole of the Board of Trustees was held on April 19, 2022.

Trustees present: Jay Cowles, Chair; Rudy Rodriguez, Vice Chair; Victor Ayemobuwa, Alex Cirillo, Dawn Erlandson, Jerry Janezich, Roger Moe, Javier Morillo, Kathy Sheran, George Soule, Cheryl Tefer, Michael Vekich

Trustees absent: Asani Ajogun, April Nishimura, Oballa Oballa

Staff present: Devinder Malhotra, Chancellor; Jacquelyn Malcolm, Vice Chancellor for Information Technology

The meeting materials for this meeting are available [here](#), starting on page 31. An audio recording of the meeting is available [here](#).

Chair Cowles called the meeting to order at 2:47 p.m.

**Chair Cowles' Remarks**

This afternoon's meeting includes an update on the progress of the NextGen ERP implementation project; as a reminder to trustees, the board will receive quarterly updates on this project along with regular touchpoints between full board updates that include myself as board chair and committee chairs of Audit, Finance, and Workforce & Organizational Effectiveness. Constituents across our system are well into the hard work of implementation and I sincerely thank everyone involved for their efforts.

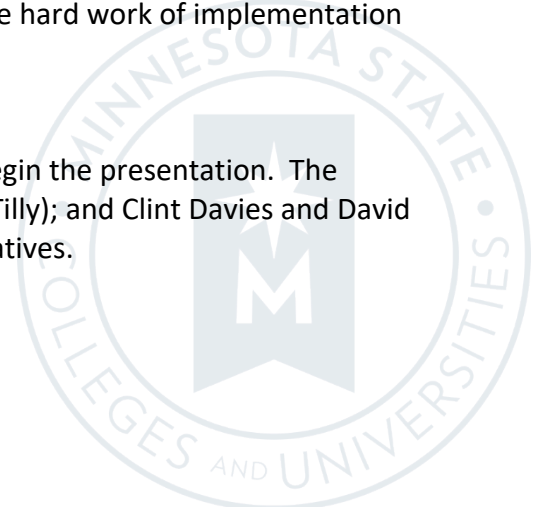
**Agenda Item 1: Next Gen Update**

Chair Cowles invited Vice Chancellor Jacquelyn Malcolm to begin the presentation. The presentation also included updates from Mike Cullen (Baker Tilly); and Clint Davies and David Houle, both from BerryDunn, Third-Party Owner's Representatives.

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

**Adjournment**

Chair Cowles adjourned the meeting at 4:11 p.m.





**Board of Trustees  
Meeting Minutes  
April 20, 2022**

---

A meeting of the Board of Trustees was held on April 20, 2022.

Trustees present: Jay Cowles, Chair; Rudy Rodriguez, Vice Chair; Victor Ayemobuwa, Alex Cirillo, Dawn Erlandson, Jerry Janezich, Roger Moe, Javier Morillo, April Nishimura, Oballa Oballa, Kathy Sheran, George Soule, Cheryl Tefer, Michael Vekich

Trustees absent: Asani Ajogun

Staff present: Devinder Malhotra, Chancellor

The meeting materials for this meeting are available [here](#), starting on page 83. An audio recording of the meeting is available [here](#).

Chair Cowles called the meeting to order at 10:32 a.m.

**Chancellor's Report, Devinder Malhotra**

Chair Cowles, Vice Chair Rodriguez, and trustees:

To start, I want to express my full support for the efforts that Chair Cowles and Trustee Vekich are leading and the board is undertaking to review our policies, procedures and practices. Through continuous engagement and improvement, we can ensure that we are sustaining and supporting a welcoming and empowering ethos for all members of the Minnesota State community.

In 2019 when we established the systemwide goal of Equity 2030, I made clear that there was not one single response or effort that would help us meet our goals but instead it would require us to take a multi-faceted approach that would involve and require efforts from all students, faculty, staff, and campus and system leadership.

Today, I am pleased to share with you announcements of three new efforts that are part of our overall strategic system office workplan for this year.

First, last week, I issued a call for the Chancellor's Fellow for Indigenous Education to help us strengthen and expand our efforts in this area.



This year-long position will lead the development and implementation of a comprehensive and holistic approach to advance Indigenous education across Minnesota State colleges and universities. The Chancellor's Fellow will identify, in collaboration with system office staff and campus based subject matter experts, specific strategies to achieve tangible goals and milestones that will advance service and support, to enhance access and academic success of native students. In addition, we will deepen and enhance our partnerships with native nations. The framework for the Chancellor's Fellow efforts will include but not limited to:

- Assessment of postsecondary needs across Minnesota Indigenous communities
- Strategic enrollment including transfer to and from tribal colleges
- Identify innovative and emerging academic and student support practices to address these disparities
- Identify policy and practice barriers that disparately impact Indigenous students, and faculty and staff
- Establish a systemwide Indigenous Education Council
- Design, organize, and host an Indigenous Education Student Success Conference

My thanks to Vice Chancellor Dees, Sr. Vice Chancellor Anderson, and many colleagues at our colleges and universities who have helped to inform this approach. I look forward to announcing the Chancellor's Fellow in June.

Next, in many of the conversations that the board engages in – data is a critical element. Not just the ability to gather the data but the ability to analyze the data to inform our work.

Currently, there are numerous reporting and analytic roles in the system office, and their work is not as aligned or complementary as it could be and much of it focuses on data reporting. At the same time, there is growing recognition of the need to increase coordination and grow system capacity in the areas of data analytics, research and evaluation, data-based decision-support, and the democratization of the use of data.

To better position, coordinate, and grow this work, I am excited to share with you that we will launch the Center for Data Access and Analytics that will provide a unified, cohesive, and strategic data analytic support to the system office and to campuses.

Earlier this year, I tasked Sr. Vice Chancellor Anderson to work with system office colleagues to develop the center framework, objectives, and structure. In the coming weeks, we will begin to advertise for an Executive Director to help lead this work.

This is a critical step to ensure that we are building the needed data capacity and ensuring that data driven decision-making and strategic positioning permeates all through the system.

The third piece of exciting news is how Minnesota State is taking a giant leap forward to help ensure students have their basic needs met. In addition, given the recent spike in mental health issues among students, we need to leverage resources to promote mental health well-being too.

From the beginning, when we conceived of our Equity 2030 goal, we knew our students faced many roadblocks to their success that were outside of the classroom. We knew in order to achieve our Equity 2030 goal we would have to identify community partners who also share our interest in helping Minnesotans achieve their highest potential and increase the proportion of individuals with postsecondary credentials throughout the state particularly among our diverse communities.

Today, we are announcing a partnership with the Greater Twin Cities United Way that will benefit all 340,000 of our students across the state. Before I invite up our guests, I want to express my thanks and recognize the leadership of Dr. Paul Shepherd, Minnesota State System Director for Development and Success. It is evident that the student experience and their success is the central driver for Paul and what fuels his passion and work. I greatly appreciate his efforts and engagement with students and staff at our colleges and universities. I'd like to now ask Dr. Paul Shepherd as well as the Greater Twin Cities United Way President and Chief Executive Officer John Wilgers (pronounced Will-GRRRs) to join us to tell us more this exciting new partnership.

### **Chair's Report**

Thank you, Chancellor Malhotra. As was announced at our last Board meeting, Trustee Vekich, Chair of the Audit Committee, and I have been pursuing a thorough review of our workplace policies and related procedures since early March. Our work is coordinated through the Office of the General Counsel, with regular participation by Chief Audit Officer Eric Wion and Vice Chancellor for Equity and Inclusion Andriel Dees, and independent consultation with Baker Tilly who serves as a consulting partner through our Office of Internal Auditing. Trustee Vekich and I have been meeting regularly and also provide updates to Vice Chair Rudy Rodriguez, Chair of the Diversity Equity and Inclusion Committee, and Trustee George Soule, Chair of the Workforce and Organizational Effectiveness Committee.

While the review is still a work in progress, we are working with several goals in mind. First, we want to assure all stakeholders of Minnesota State that this Board cares deeply about a safe and respectful workplace at all our institutions, and that we take any violation very seriously.

Second, we are committed to supporting a culture in Minnesota State of continuous learning and improvement. These efforts aim to strengthen our policies and procedures so that we have the best possible assurance of respectful professional conduct. This review must be thoughtful, careful work to provide guidance and clear expectations to our colleges and universities, and to assure practical and consistent implementation of any policy or procedure changes.

Third, we are seeking opportunities to ensure our policies and procedures support a respectful workplace for all, and opportunities to strengthen our ability to attract, develop, and retain the best possible leaders for our campuses. In that regard, we have engaged with Baker Tilly to conduct a targeted survey of relevant higher ed institutions and to benchmark our standard President's contract for areas that we might refine to be even more competitive and relevant in today's challenging talent marketplace.

As the Chancellor has noted previously, Minnesota State had launched a system-wide review of its 1B.1 policy regarding Equal Opportunity and Nondiscrimination in Employment and Education in January, with participation by a range of stakeholders led by Vice Chancellor Dees. Trustee Vekich and I remain closely involved in this work. Additionally, other policies and procedures will be reviewed following the standard procedure that includes a review and comment period as well as two readings by the board. In addition, the 1C.0.2 Respectful Workplace procedure will undergo review. While procedures are approved by the Chancellor, I have requested that the board have the opportunity to review and comment on proposed changes. All this work will proceed over the coming months with updates and board action as needed.

I encourage trustees to contact Trustee Vekich or myself with any questions or comments about our work. I am very grateful to the many trustees who have reached out to us and provided invaluable feedback. We invite trustees to continue contacting us as questions or comments arise going forward. I assure you this feedback has informed our work immeasurably. I am also very appreciative for the partnership with Trustee Vekich, and for the work of the staff to enable us to conduct a thorough and professional review. I will provide a further update at our May meeting.

### **Consent Agenda**

Chair Cowles asked if anyone wanted to remove an item from the Consent Agenda.

Trustee Vekich made the motion to approve the consent agenda and Trustee Moe seconded. A roll call vote was conducted. The vote was as follows:

Trustee Ajogun	Absent
Trustee Ayemobuwa	Yes
Trustee Cirillo	Yes
Trustee Cowles	Yes
Trustee Erlandson	Absent
Trustee Janezich	Yes
Trustee Moe	Yes
Trustee Morillo	Yes
Trustee Nishimura	Yes
Trustee Oballa	Yes
Trustee Rodriguez	Yes
Trustee Sheran	Yes

Trustee Soule	Yes
Trustee Tefer	Yes
Trustee Vekich	Yes

The board voted to approve the consent agenda as follows:

1. **Minutes of the Committee of the Whole Meeting, March 15, 2022**
2. **Minutes of the Board of Trustees Meeting, March 16, 2022**
3. **Proposed Committee Charter Revisions**
  - a. **Academic and Student Affairs Committee Committee**
  - b. **Audit Committee**
4. **Proposed Combined Facilities and Finance Committee**
5. **Contracts Requiring Board Approval**
  - a. **Facilities Use Agreement with Anoka-Hennepin Schools (ISD-11), Anoka Technical College**
  - b. **East Campus Air Handling Unit Replacement, Century College**
  - c. **Entry Access Control and Door Hardware Upgrades, North Hennepin Community College**
  - d. **Stadium Heights Apartments Lease Agreement, Minnesota State University, Mankato**
  - e. **Wiley Contract for Graduate OPM Services, Southwest Minnesota State University**
  - f. **Integration Platform Software: Boomi, System Office**
  - g. **Software Agreement for Tutor.com, System Office**
6. **FY2024 Capital Budget Guidelines (Second Reading)**

### **Board Standing Committee Reports**

Workforce and Organizational Effectiveness Committee, George Soule, Chair

Committee Chair Soule reported that the committee approved recommendations for one appointment.

The Workforce Organizational Effectiveness Committee recommends the Board of Trustees adopt the following motion:

*The Board of Trustees, upon the recommendation of Chancellor Malhotra, appoints Joy Bodin as Interim President for Hennepin Technical College, effective June 1, 2022, subject to the completion of an employment agreement. The board authorizes the chancellor, in consultation with the chair of the board and chair of the Workforce Organizational Effectiveness Committee, to negotiate and execute an employment agreement in accordance with the terms and conditions of the Minnesota State Colleges and Universities Personnel Plan for Administrators.*

Recommendations of a committee do not require a second. A roll call vote was conducted. The vote was as follows:

Trustee Ajogun	Absent
Trustee Ayemobuwa	Yes
Trustee Cirillo	Yes

Trustee Cowles	Yes
Trustee Erlandson	Yes
Trustee Janezich	Yes
Trustee Moe	Yes
Trustee Morillo	Yes
Trustee Nishimura	Yes
Trustee Oballa	Yes
Trustee Rodriguez	Yes
Trustee Sheran	Yes
Trustee Soule	Yes
Trustee Tefer	Yes
Trustee Vekich	Yes

The board voted to approve the recommended motion. Joy Bodin was introduced to make remarks.

The board also received reports from March meetings of the following committees:

- Committee of the Whole, Jay Cowles, Chair
- Academic and Student Affairs Committee, Cheryl Tefer, Chair
- Diversity, Equity, and Inclusion Committee, Rudy Rodriguez, Chair
- Joint Meeting: Facilities and Finance Committees, Co-Chair Roger Moe
- Finance Committee, Roger Moe, Chair
- Outreach and Engagement Committee, Dawn Erlandson, Chair

### **Student Associations and Bargaining Units**

Student associations and bargaining units were invited to submit written remarks and were given the opportunity to address the board in person. Written remarks were provided by LeadMN and Students United and have been posted to the board website.

In person remarks were provided by:

- Students United, Emma Zellmer, Chair; Arnavee Maltare, Vice Chair; and Pierre Young, Treasurer
- Inter Faculty Organization, Brent Jeffers, President
- Minnesota State University Association of Administrative and Service Faculty, Tracy Rahim, President

### **Trustee Reports**

There were no additional report and remarks by any Trustees this month.

The next board meetings are scheduled for May 17-18, 2022.

### **Adjournment**

Chair Cowles adjourned the meeting at 11:35 a.m.

**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD ACTION – SECOND READING**

Proposed Committee Charter Revisions - Diversity, Equity and Inclusion Committee

**BACKGROUND**

The charter of the Diversity, Equity and Inclusion Committee has been reviewed as part of FY2022 review of all committee charters for clarity and accuracy. Committee chairs and vice chairs worked with staff leads to draft proposed revisions which were then reviewed by all committee members. Proposed revisions are included in the meeting materials.

**RECOMMENDED COMMITTEE MOTION**

The Executive Committee recommends the Board of Trustees adopt the revised charter for the Diversity, Equity and Inclusion Committee.

**RECOMMENDED BOARD MOTION**

The Board of Trustees approves the revised charter for the Diversity, Equity and Inclusion Committee.

*Date Presented to Executive Committee: 5/4/2022*  
*Date Presented to the Board of Trustees: 5/18/2022*  
*Date of Implementation: 5/18/2022*



## **Diversity, Equity, and Inclusion Committee Charter**

Approved ~~November 18, 2020~~ April xx, 2022

### **Purpose:**

The Diversity, Equity and Inclusion Committee is charged with providing leadership and consultative support to advance continued progress of broad system-wide equity and inclusion goals.

The committee will set priorities, provide guidance, and monitor the implementation of Minnesota State's Equity 2030 Goal. ~~Diversity Equity and Inclusion Tactical Plan~~.

The committee will (a) prioritize diversity, equity and inclusion in academic planning and student outcomes, (b) prioritize compositional diversity in leadership, student body ~~make-up~~, and employee representation, (c) monitor and assess an equity focused hiring/talent management strategy, (d) prioritize programs that support supplier diversity, (e) review programs, activities, policies, and practices to emphasize the equity components of compliance, and other priorities as deemed appropriate by the committee.

### **Committee Structure:**

The committee will consist of no fewer than five and no more than seven members appointed by the chair of the board annually. The chair and vice chair of the Diversity, Equity and Inclusion Committee shall be appointed by the chair of the board.

### **Definitions:**

- **BIPOC**- A person or group who identifies as Black, Indigenous, or Person of Color
- **Disability**- person who has a physical or mental impairment that substantially limits one or more major life activity. This includes people who have a record of such an impairment, even if they do not currently have a disability. It also includes individuals who do not have a disability but are regarded as having a disability.
- **Diversity** - The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies.
- **Equity** - The proactive reinforcement of policies, practices, attitudes and actions that produce equitable power, access, opportunities, treatment, impacts and outcomes for all.

- **Gender** - Refers to the socially constructed roles, behaviors, activities and attributes that a given society considers appropriate for boys and men or girls and women. While aspects of biological sex are similar across different cultures, aspects of gender may differ.
- **Inclusion** - Authentically bringing traditionally excluded individuals and/or groups into processes, activities, and decision/policy making in a way that shares power.

**Authority:**

The principal elements of the Charter of the Diversity, Equity, and Inclusion Committee shall be:

1. Provides advice and counsel to the chancellor. (This duty is shared with all other board members).
2. Preparation/adoption of an annual committee workplan.
3. Recommend proposed board policies within the purview of the committee.
4. The committee's oversight considers critical/strategic Equity and Inclusion components focused on but not limited to:
  - Access for Students from Marginalized Populations
  - Campus Climate
  - Developing a Strategic Equity Lens Review for Policy and Practice
  - Recruit/Retain/Retention of a diverse workforce to include underrepresented populations including but not limited to, BIPOC, ~~Women,~~ Gender identity and expression ~~and~~ Persons with Disabilities, and Veterans
  - Equity in Academic Outcomes
  - Civil Rights and Title IX Compliance
  - Supplier Diversity
5. This charter is subject to an annual review.



**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD ACTION**

Proposed FY2023 Board Operating Budget

**BACKGROUND**

The proposed FY2023 board operating budget is presented for review and approval. Detailed information can be found in meeting materials.

**RECOMMENDED COMMITTEE MOTION**

The Executive Committee recommends the Board of Trustees approve the proposed FY2023 board operating budget.

**RECOMMENDED BOARD MOTION**

The Board of Trustees approves approve the proposed FY2023 board operating budget.

*Date Presented to Executive Committee:* 5/4/2022  
*Date Presented to the Board of Trustees:* 5/18/2022  
*Date of Implementation:* 5/18/2022

**MINNESOTA STATE  
BOARD OF TRUSTEES**

<b>BOARD ACTION</b>
FY2023 Board of Trustees Operating Budget

**BACKGROUND**

Board Policy 1A.2, Part 5, Subpart A states: The Executive Committee shall approve the annual operating budget for the board office, subject to the regular budget review and approval procedures of the finance/facilities committee and the board.

**FY2022 BUDGET STATUS**

The FY2022 Board Operating Budget is \$189,000. As of April 30, 2022, the board has spent \$103,000 or about 54 percent of its budget. Due to the pandemic, the projected amounts for meeting and travel expenses will be much lower than budgeted. Thus, projected expenses through the end of the fiscal year are about \$129,000, or 68 percent of the budget.

**RECAP OF FY2022**

By the end of the fiscal year, the board will have had 23 meeting days, including a joint meeting with the Leadership Council in January 2022. Meetings were held virtually through January; the board returned to in-person meetings beginning with March board and committee meetings. Due to the pandemic, in-person campus events were limited during the first half of the fiscal year. However, colleges and universities are returning to in-person commencement ceremonies this spring and trustees will be attending over 30 commencements during May 2022. The board's operating budget also supported LeadMN's annual scholarship gala, held at Breezy Point Resort in late April.

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 for trustees and Board Office staff. This year's conferences were held virtually and included:

- AGB's National Conference on Trusteeship – attended by seven trustees
- AGB's Board Professional Conference – attended by Board Office staff

**FY2023 BUDGET PLANNING**

The system office's base appropriation as defined by law is currently fixed at \$33.073M. In order to have a structurally balanced budget by FY2025 and not compromise the system's fund balance, the system office's budget needs to be reduced by approximately \$6M. A minimum of \$1.5M in permanent adjustments must be made for FY2023 (a similar reduction was taken in

FY2021 and FY2022). The methodology used to adjust budgets for FY2023 took into consideration each division/business unit’s capacity for reduction with all groups contributing to the reduction, but larger divisions absorbing the greatest share.

**FY2023 PLANNING ASSUMPTIONS:**

- FY2023 meetings will take place in-person.
- Three joint meetings with the Leadership Council: July, November, and January
- Two-day retreat in September, to be held at Riverland Community College
- Committee and board meetings in October, November, January, March, April, May, and June
- Trustee attendance at three national conferences:
  - ACCT Leadership Congress in October 2022
  - ACCT National Legislative Summit in February 2023
  - AGB National Conference on Trusteeship in April 2023
- Social events including annual Awards for Excellence reception

**PROPOSED FY2023 BOARD OF TRUSTEES OPERATING BUDGET**

	<u>Approved FY2022 budget</u>	<u>Projected FY2022 year- end expenditures</u>	<u>Proposed FY2023 budget</u>
<b>Per diem reimbursements</b>	\$30,000	\$26,340	\$28,000
<b>Meeting expenses</b>	\$25,000	\$7,684	\$20,000
<b>Consultants</b>	\$21,000	\$17,800	\$15,000
<b>Travel in-state</b>	\$35,000	\$15,581	\$25,000
<b>Trustee development</b>	\$25,000	\$8,598	\$20,000
<b>Memberships</b>	\$26,000	\$25,486	\$26,000
<b>Chair expense account</b>	\$9,000	\$7,696	\$7,750
<b>Board portal</b>	\$17,000	\$17,399	\$18,000
<b>Other supplies &amp; services</b>	\$1,000	\$2,402	\$900
<b>Total:</b>	<b>\$189,000</b>	<b>\$128,986</b>	<b>\$160,650</b>

**Notes**

**Meeting expenses** - printing, supplies, food, refreshments, room and equipment rental

**Consultants** - sound engineer during board meetings; other consultants for training, facilitation, exec evaluations, etc.

**Travel in-state** - trustee mileage, meals, lodging, parking

**Trustee development** - registration and travel to national higher education conferences for trustees

**Membership** - dues for ACCT and AGB

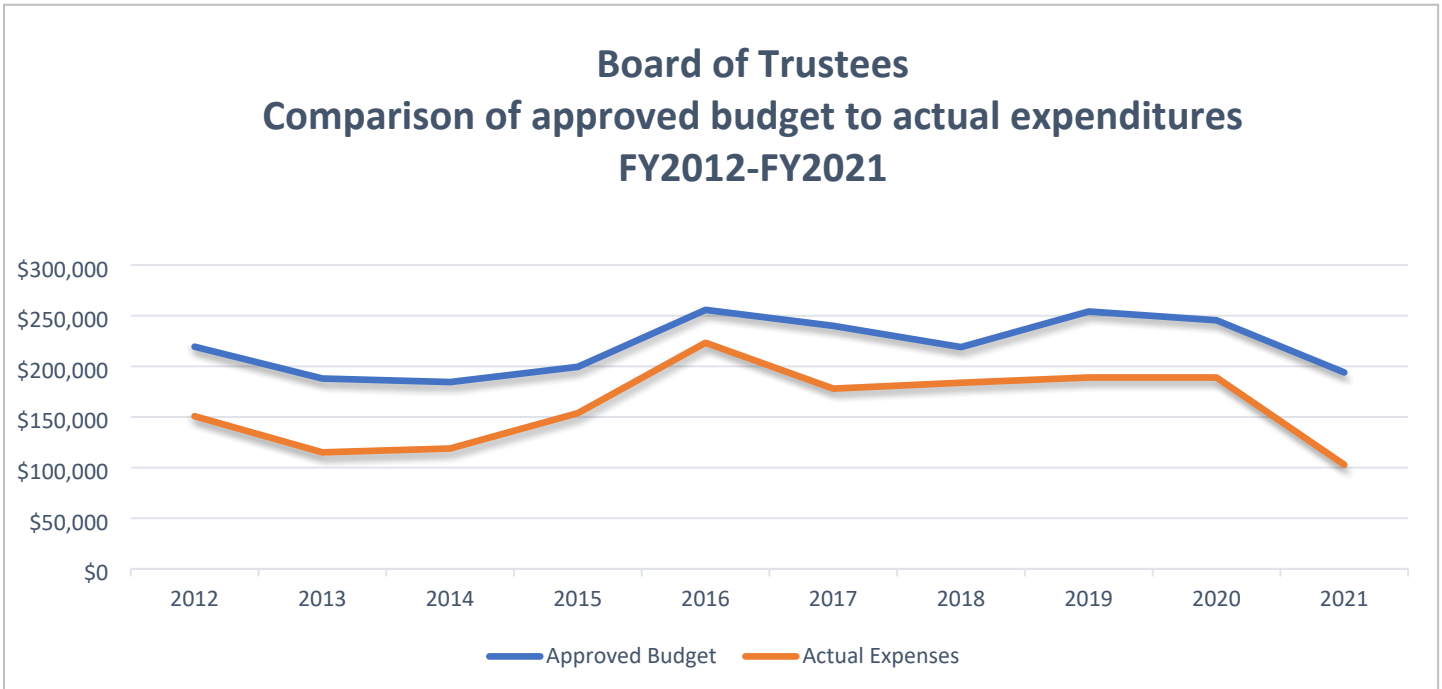
**Chair expense account** - board dinners, sponsorship of annual scholarship dinners, floral arrangements, etc.; spent at Chair’s discretion

**Board portal** - OnBoard software subscription

**Other supplies & services** - misc. supplies and services; includes travel accident insurance policy

**HISTORY OF BOARD’S OPERATING BUDGET**

The chart below shows the approved operating budget compared to actual expenditures from FY2012 to FY2021. The board has never exceeded its approved budget.



**RECOMMENDED COMMITTEE MOTION**

The Executive Committee approves the FY2023 Board Operating Budget of \$160,650 and refers it to the Finance Committee to be included in the overall FY2023 budget that will be presented to the Board of Trustees for a first reading in May and second reading and approval in June.

*Date Presented to the Executive Committee:* 5/4/2022