Meeting
Presentations April
April 16-17, 2024

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Outreach and Engagement Committee
Meeting Minutes
April 16, 2024

A meeting of the Outreach and Engagement Committee of the Board of Trustees was held on April 16, 2024, in the McCormick Rooms, 4th Floor.

Committee members present: Dawn Erlandson, Chair; Jerry Janezich, Vice Chair; Alex Cirillo, Christopher Richter, and Cheryl Tefer.

Other board members present: Jay Cowles, Tim Huebsch, Roger Moe, Kathy Sheran, and George Soule.

Staff present: Scott Olson, Chancellor; Noelle Hawton, Chief Marketing and Communications Officer.

Meeting materials and audio recordings are available on the Board of Trustees website.

Committee Chair Erlandson called the meeting to order at 1:15 p.m.

**Agenda Item 1: Approval of the Meeting Minutes for March 19, 2024**

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

The minutes were approved unanimously.

**Agenda Item 2: Proposed Amendment to Policy 3.23 Naming Colleges and Universities (Second Reading)**

Committee Chair Erlandson invited Noelle Hawton, Chief Marketing and Communications Officer, to present on the proposed amendment to Policy 3.23 Naming Colleges and Universities, as detailed in the meeting materials.

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

*The Outreach and Engagement Committee recommends that the Board of Trustees approve the proposed amendment to Policy 3.23 Naming Colleges and Universities.*
Trustee Richter made the motion and Trustee Tefer seconded.

The committee voted to approve the recommended motion unanimously.

**Agenda Item 3: Meeting a Statewide Industry Need: Medication Aides**

Committee Chair Erlandson invited Shannon Bryant, Executive Director for Workforce and Economic Development; LeAnn Snidarich, Workforce Solutions Program Manager; and Elaine Vandenburg, Director of Healthcare Education and Industry Partnerships, Minnesota State HealthForce Center of Excellence, to present on Meeting a Statewide Industry Need: Medication Aides, as detailed in the meeting materials.

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

**Adjournment**
The committee chair adjourned the meeting at 1:53 p.m.
A meeting of the Finance and Facilities Committee of the Board of Trustees was held on Tuesday, April 16, 2024.

Committee members present: Jay Cowles, Chair; Tim Huebsch, Jerry Janezich, and Kathy Sheran.

Committee members absent: Micah Coatie, Jim Grabowska, April Nishimura

Other board members present: Alex Cirillo, Dawn Erlandson, Roger Moe, Christopher Richter, George Soule, and Cheryl Tefer

Staff present: Scott Olson, Chancellor; Bill Maki, Vice Chancellor for Finance and Facilities

Meeting materials and audio recordings are available on the Board of Trustees website.

Committee Chair Cowles called the meeting to order at 2:00 p.m.

**Agenda Item 1: Approval of the Meeting Minutes for March 20, 2024**

Committee Chair Cowles asked if there were any changes or amendments to the minutes, then asked for a motion. Trustee Huebsch made the motion and Trustee Janezich provided a second.

A roll call vote was conducted. The vote was as follows:

<table>
<thead>
<tr>
<th>Name</th>
<th>Vote</th>
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<tbody>
<tr>
<td>Micah Coatie</td>
<td>Absent</td>
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<tr>
<td>Jay Cowles</td>
<td>Aye</td>
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<tr>
<td>Jim Grabowska</td>
<td>Absent</td>
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<tr>
<td>Tim Huebsch</td>
<td>Aye</td>
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<tr>
<td>Jerry Janezich</td>
<td>Aye</td>
</tr>
<tr>
<td>April Nishimura</td>
<td>Absent</td>
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<tr>
<td>Kathy Sheran</td>
<td>Aye</td>
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The committee voted to approve the minutes.
Agenda Item 2: Board Policy 5.14 Contracts, Procurement and Supplier Diversity (and related System Procedures) – Informational Update:
Committee Chair Cowles invited Vice Chancellor Maki to present the update to the committee. The vice chancellor provided information regarding additional language added to System Procedure 5.14.2 Consultant Professional or Technical Services and Income Contracts, and System Procedure 5.14.5 Purchasing. As detailed in the meeting materials, the additional language to both procedures was added at the request of the committee during the April meeting.

Agenda Item 3: Contracts Requiring Board Approval: Education Solutions Software Licensing agreement, System Office
Committee Chair Cowles invited Tim Anderson, System Director for Procurement and Contract Management to present the contract for review.

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

The Finance and Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor’s designee to execute a contract with Software House International for up to five (5) years (July 01, 2024 to June 30, 2029) for an amount not to exceed $15,000,000 for the purposes of Microsoft Licensing and Cloud Services. The Finance and Facilities Committee further recommends that the Board of Trustees directs the chancellor or his designee to execute all necessary documents.

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

Micah Coatie  Absent
Jay Cowles  Aye
Jim Grabowska  Absent
Tim Huebsch  Aye
Jerry Janezich  Aye
April Nishimura  Absent
Kathy Sheran  Aye

The committee voted to approve the recommended motion.

Agenda Item 4: Proposed Amendment to Board Policy 5.25 Use of Electronic Signatures (Second Reading)
Committee Chair Cowles invited Vice Chancellor Maki to present the first reading of the proposed amendment to Board Policy 5.25 Use of Electronic Signatures. The Vice Chancellor was joined by Dr. Tim Anderson, System Director for Procurement and Contract Management.

Proposed changes to the policy include general punctuation changes for consistency with other policies and general grammar changes for clarity. Additional changes include enhanced definition of digitized signature and the elimination of gender-related language.

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

*The Finance and Facilities Committee recommends that the Board of Trustees approve the proposed amendment to Board Policy 5.25 Use of Electronic Signatures.*

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

- Micah Coatie: Absent
- Jay Cowles: Aye
- Jim Grabowska: Absent
- Tim Huebsch: Aye
- Jerry Janezich: Aye
- April Nishimura: Absent
- Kathy Sheran: Aye

The committee voted to approve the recommended motion.

**Agenda Item 5: Proposed Amendment to Board Policy 5.9 Biennial and Annual Operating Budget Planning and Approval (Second Reading)**

Committee Chair Cowles invited Vice Chancellor Maki to present the first reading of the proposed amendments to Board Policy 5.9 Biennial and Annual Operating Budget Planning and Approval.

Minor changes are included in the proposed revised policy to improve standardization across policies and add clarification where possible.

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

*The Finance and Facilities Committee recommends that the Board of Trustees approve the proposed changes to board policy 5.9.*
Trustee Sheran made the motion and Trustee Janezich seconded. A roll call vote was conducted. The vote was as follows:

- Micah Coatie Absent
- Jay Cowles Aye
- Jim Grabowska Absent
- Tim Huebsch Aye
- Jerry Janezich Aye
- April Nishimura Absent
- Kathy Sheran Aye

The committee voted to approve the recommended motion.

**Agenda Item 6: FY2026 Capital Budget Request Guidelines (First Reading)**

Committee Chair Cowles invited Vice Chancellor Maki to present the Capital Budget Request Guidelines as detailed in the meeting materials. The Vice Chancellor was joined by Brian Yolitz, Associate Vice Chancellor for Facilities who presented the update.

This agenda item was presented with the goal of obtaining Board of Trustees approval of guidelines for developing the capital investment request of the State of Minnesota during the 2026 legislative session and potential Revenue Fund projects funded through the future sale of revenue bonds by Minnesota State.

This being a first reading of the document, there was no vote taken.

**Adjournment**

The committee chair adjourned the meeting at 3:14 p.m.
A meeting of the Board of Trustees was held on April 17, 2024.

Trustees present: Roger Moe, Chair; George Soule, Vice Chair; Alex Cirillo, Jay Cowles, Dawn Erlandson, Tim Huebsch, Idman Ibrahim, Jerry Janezich, Christopher Richter, Kathy Sheran, Cheryl Tefer

Trustees absent: Micah Coatie, Jim Grabowska, Javier Morillo, April Nishimura

Staff present: Scott Olson, Chancellor

Meeting materials and audio recordings are available on the Board of Trustees website.

Chair Moe called the meeting to order at 10:00 a.m.

Other Business
Chair Moe called upon President Inch of Mankato State University, Mankato to share the recent national success of both their men’s and women’s basketball team.

Student Associations and Bargaining Units
Student associations and bargaining units were invited to submit written remarks and given the opportunity to address the board in person. No written remarks were provided.

In person remarks were provided by:
- Students United: Marwah Asif, President
- Inter Faculty Organization: Jenna Chernega, President
- Minnesota State College Faculty: President Kevin Lindstrom was accompanied by Faith Erickson, a contingent faculty member at SCTCC
- Minnesota State University Association of Administrative and Service Faculty: Kristy Modrow, President

Chancellor’s Report, Scott Olson
Chair Moe, Vice Chair Soule, and trustees-

I just want to note that, to be completely clear, we fully support the right of our faculty to research, publish or perform, to speak out and teach within their area of expertise. Thanks.
Chair's Report

Well, Chancellor, that certainly sets a precedent! My comments will also be brief. We completed a series of very successful legislative breakfasts in preparation for the legislative session. It included at least a fourth of the legislature and has become quite popular. We extended our congratulations to the MSU-Mankato basketball teams and completed two interim presidential searches for both Northland Community and Technical College and St. Cloud State University. Thank you to the trustees who were part of the interview committees.

Consent Agenda

Chair Moe asked if anyone wanted to remove an item from the Consent Agenda. A roll call vote was conducted. Trustee Huebsch motioned and Trustee Richter seconded. The vote was as follows:

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<th>Trustee</th>
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<tr>
<td>Trustee Cirillo</td>
<td>Yes</td>
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<tr>
<td>Trustee Coatie</td>
<td>Absent</td>
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<tr>
<td>Trustee Cowles</td>
<td>Yes</td>
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<tr>
<td>Trustee Erlandson</td>
<td>Yes</td>
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<tr>
<td>Trustee Grabowska</td>
<td>Absent</td>
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<tr>
<td>Trustee Huebsch</td>
<td>Yes</td>
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<tr>
<td>Trustee Ibrahim</td>
<td>Yes</td>
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<tr>
<td>Trustee Janezich</td>
<td>Yes</td>
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<tr>
<td>Trustee Moe</td>
<td>Yes</td>
</tr>
<tr>
<td>Trustee Morillo</td>
<td>Absent</td>
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<tr>
<td>Trustee Nishimura</td>
<td>Absent</td>
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<tr>
<td>Trustee Richter</td>
<td>Yes</td>
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<td>Trustee Sheran</td>
<td>Yes</td>
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<tr>
<td>Trustee Soule</td>
<td>Yes</td>
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<tr>
<td>Trustee Tefer</td>
<td>Yes</td>
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The board voted to approve the consent agenda as follows:

1. Minutes of March 19, 2024 Committee of the Whole
2. Minutes of March 20, 2024
3. Proposed Amendment to Policy 3.23 Naming Colleges and Universities (Second Reading)
4. Contracts Requiring Board Approval
   a. Education Solutions Software Licensing Agreement, System Office
5. Proposed Amendment to Board Policy 5.25 Use of Electronic Signatures (Second Reading)
6. Proposed Amendment to Board Policy 5.9 Biennial and Annual Operating Budget Planning and Approval (Second Reading)

Board Standing Committee Reports
Workforce and Organizational Effectiveness Committee, George Soule, Chair
Committee Chair Soule reported that the committee approved recommendation for two items.

First, the Workforce and Organizational Effectiveness Committee recommends the Board of Trustees adopt the following motion:

The Workforce and Organizational Effectiveness Committee recommends that the Board of Trustees, upon recommendation of Chancellor Olson, appoints Shari Olson as Interim President of Northland Community & Technical College, with the anticipated effective date of July 1, 2024, subject to the completion of 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 Cirillo  Yes
Trustee Coatie  Absent
Trustee Cowles  Yes
Trustee Erlandson  Yes
Trustee Grabowska  Absent
Trustee Huebsch  Yes
Trustee Ibrahim  Yes
Trustee Janezich  Yes
Trustee Moe  Yes
Trustee Morillo  Absent
Trustee Nishimura  Absent
Trustee Richter  Yes
Trustee Sheran  Yes
Trustee Soule  Yes
Trustee Tefer  Yes

The board voted to approve the recommended motion.

Second, the Workforce and Organizational Effectiveness Committee recommends the Board of Trustees adopt the following motion:

The Workforce and Organizational Effectiveness Committee recommends that the Board
of Trustees, upon recommendation of Chancellor Olson, appoints Larry Dietz as Interim President of St. Cloud State University, with the anticipated effective date of July 1, 2024, subject to the completion of an employment agreement in accordance with the terms and conditions of the Minnesota State Colleges and Universities Personnel Plan.

Recommendations of a committee do not require a second. A roll call vote was conducted. The vote was as follows:

Trustee Cirillo      Yes
Trustee Coatie      Absent
Trustee Cowles      Yes
Trustee Erlandson   Yes
Trustee Grabowska   Absent
Trustee Huebsch     Yes
Trustee Ibrahim     Yes
Trustee Janezich    Yes
Trustee Moe         Yes
Trustee Morillo     Absent
Trustee Nishimura   Absent
Trustee Richter     Yes
Trustee Sheran      Yes
Trustee Soule       Yes
Trustee Tefer       Yes

The board voted to approve the recommended motion.

The board also received reports from meetings of the following committees:

- Diversity, Equity and Inclusion Committee, George Soule, Chair
- Finance and Facilities Committee, Jay Cowles, Chair
- Outreach and Engagement Committee, Dawn Erlandson, Chair

Other Reports
There were no other trustee reports.

Adjournment
Chair Moe adjourned the meeting at 10:40 a.m.