



## **Meeting Presentations March 19-20, 2024**

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**Audit Committee  
Meeting Minutes  
March 19, 2024**

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A meeting of the Audit Committee of the Board of Trustees was held on March 19, 2024.

Committee members present: Alex Cirillo, Chair; Jay Cowles, Vice Chair; Dawn Erlandson, Jim Grabowska, and Tim Huebsch

Committee members absent: Micah Coatie and April Nishimura

Other board members present: Idman Ibrahim, Jerry Janezich, Roger Moe, Christopher Richter, Kathy Sheran, George Soule, and Cheryl Tefer

Staff present: Scott Olson, Chancellor; Amy Jorgenson, Chief Audit Officer

Meeting materials and audio recordings are available on the [Board of Trustees website](#).

Committee Chair Cirillo called the meeting to order at 9:35 a.m.

**Agenda Item 1: Approval of the Meeting Minutes for November 14, 2023**

Committee Chair Cirillo 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 Cowles provided a second.

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

**Agenda Item 2: Amendment to the Fiscal Year 2024 Internal Audit Plan**

Committee Chair Cirillo invited Amy Jorgenson, Chief Audit Officer, to present the proposed amendment to the Fiscal Year 2024 Internal Audit Plan as detailed in the meeting materials.

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

*The Audit Committee recommends that the Board of Trustees approves the amendment to the Office of Internal Auditing's Fiscal Year 2024 Audit Plan, as presented.*

Trustee Cowles made the motion and Trustee Huebsch seconded. 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	Yes
Trustee Huebsch	Yes
Trustee Nishimura	Absent

The committee voted to approve the recommended motion.

**Agenda Item 3:** Federal Compliance Testing Over Student Financial Assistance and Higher Education Emergency Relief Fund Programs Update

Committee Chair Cirillo invited Chief Audit Officer Amy Jorgenson, along with Mr. Don Loberg, Ms. Brenda Scherer, and Ms. Liz Cook of CliftonLarsonAllen to present the Federal Compliance Testing Over Student Financial Assistance and Higher Education Emergency Relief Fund Programs Update as detailed in the meeting materials.

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

**Adjournment**

The committee chair adjourned the meeting at 10:01 a.m.



**Outreach and Engagement Committee  
Meeting Minutes  
March 19, 2024**

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A meeting of the Outreach and Engagement Committee of the Board of Trustees was held on March 19, 2024, in the McCormick Rooms, 4<sup>th</sup> Floor.

Committee members present: Dawn Erlandson, Chair; Jerry Janezich, Vice Chair; Alex Cirillo, Jim Grabowska, Idman Ibrahim, 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 10:10 a.m.

**Agenda Item 1: Approval of the Meeting Minutes for November 14, 2023**

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

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

**Agenda Item 2: Proposed Amendment to Policy 3.23 Naming Colleges and Universities (First 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.

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

**Adjournment**

The committee chair adjourned the meeting at 10:32 a.m.



**Diversity, Equity and Inclusion Committee**  
**Meeting Minutes**  
**March 19, 2024**

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A meeting of the Diversity, Equity and Inclusion Committee of the Board of Trustees was held on March 19, 2024.

Committee members present: George Soule, Chair; Jim Grabowska, Idman Ibrahim, Christopher Richter and Kathy Sheran.

Diversity, Equity and Inclusion Committee members absent: Javier Morillo, Vice Chair and Trustee April Nishimura.

Other board members present: Alex Cirillo, Jay Cowles, Dawn Erlandson, Tim Huebsch, Jerry Janezich, Roger Moe, and Cheryl Tefer

Staff present: Scott Olson, Chancellor; Andriel Dees, Vice Chancellor for Equity and Inclusion

Meeting materials and audio recordings are available on the [Board of Trustees website](#).

Committee Chair Soule called the meeting to order at 10:50 a.m.

**Agenda Items 1: Approval of the Meeting Minutes of January 24, 2024**

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

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

**Agenda Item 2: Supporting Minnesota State LatinX Students and Community**

Committee Chair Soule invited Vice Chancellor Dees along with Kathleen Linaker, President of Riverland Community College, Rosa Tock, Executive Director of Minnesota Council on Latino Affairs and Katya Zepeda, Legislative and Policy Director – Education for Minnesota Council on Latino Affairs to share their work and efforts surrounding the equity gap data of our LatinX students systemwide with opportunities for us to consider for our institutions and how Riverland Community College is on track to becoming a Hispanic serving institution, as detailed in the meeting materials.

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

**Adjournment**

The committee chair adjourned the meeting at 11:38 a.m.



**Committee of the Whole  
Meeting Minutes  
March 19, 2024**

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

Trustees absent: Micah Coatie, 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 12:32 p.m.

**Agenda Item 1: NextGen Project Risk Review**

Chair Moe called on Chief Audit Officer Amy Jorgenson and Mike Cullen with Baker Tilly to begin the presentation. The purpose was to present project risk review checkpoint #11 results and recommendations.

This being an informational item, no action was required.

**Agenda Item 2: NextGen Project Update**

Chair Moe invited Vice Chancellors, Jackie Bailey, Eric Davis, and Bill Maki to begin the presentation. The group provided an update regarding the status of the NextGen project implementation.

This being an informational item, no action was required.

**Adjournment**

Chair Moe adjourned the meeting at 1:29 p.m.





**Academic and Student Affairs Committee  
Meeting Minutes  
March 19, 2024**

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A meeting of the Academic and Student Affairs Committee of the Board of Trustees was held on March 19, 2024.

Committee members present: Cheryl Tefer, Chair; Alex Cirillo, Vice Chair; Dawn Erlandson, Christopher Richter, Kathy Sheran, Idman Ibrahim, Javier Morillo

Committee members absent: None

Other board members present: Jay Cowles, Jim Grabowska, Tim Huebsch, Roger Moe, George Soule, Jerry Janezich

Staff present: Scott Olson, Chancellor; Satsha Green-Stephen, Sr. Vice Chancellor for Academic and Student Affairs

Meeting materials and audio recordings are available on the [Board of Trustees website](#).

Committee Chair Tefer called the meeting to order at 1:45 p.m.

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

Committee Chair Tefer 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 Richter provided a second.

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

**Agenda Item 2: Proposed Amendment to Board Policy 2.6 Intercollegiate Athletics (First Reading)**

Committee Chair Tefer invited Satasha Green-Stephen, Senior Vice Chancellor for Academic and Student Affairs to present Proposed Amendment to Board Policy 2.6 Intercollegiate Athletics (First Reading) as detailed in the meeting materials.

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



**Agenda Item 3: Proposed Amendment to Board Policy 3.27 Copyrights (First Reading)**

Committee Chair Tefer invited Satasha Green-Stephen, Senior Vice Chancellor for Academic and Student Affairs to present Proposed Amendment to Board Policy 3.27 Copyrights (First Reading) as detailed in the meeting materials.

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

**Agenda Item 4: Proposed Amendment to Board Policy 2.10 Student Housing (Second Reading)**

Committee Chair Tefer invited Satasha Green-Stephen, Senior Vice Chancellor for Academic and Student Affairs to Present Proposed Amendment to Board Policy 2.10 Student Housing (Second Reading) as detailed in the meeting materials.

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 Proposed Amendment to Board Policy 2.10 Student Housing (Second Reading)*

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

Trustee Ayemobuwa	Yes
Trustee Cirillo	Yes
Trustee Sheran	Yes
Trustee Tefer	Yes
Trustee Janezich	Yes
Trustee Morillo	Yes

The committee voted to approve the recommended motion.

**Agenda Item 5: Proposed Amendment to Board Policy 3.8 Student Complaint and Grievances (Second Reading)**

Committee Chair Tefer invited Satasha Green-Stephen, Senior Vice Chancellor for Academic and Student Affairs to Present Proposed Amendment to Board Policy 3.8 Student Complaint and Grievances (Second Reading) as detailed in the meeting materials.

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 Proposed Amendment to Board Policy 3.8 Student Complaint and Grievances (Second Reading)*

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

Trustee Ayemobuwa	Yes
Trustee Cirillo	Yes
Trustee Sheran	Yes
Trustee Tefer	Yes
Trustee Janezich	Yes
Trustee Morillo	Yes

The committee voted to approve the recommended motion.

**Agenda Item 6: Proposed Amendment to Board Policy 3.18 Honorary Degrees (Second Reading)**

Committee Chair Tefer invited Satasha Green-Stephen, Senior Vice Chancellor for Academic and Student Affairs to present Proposed Amendment to Board Policy 3.18 Honorary Degrees (Second Reading) as detailed in the meeting materials.

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 Proposed Amendment to Board Policy 3.18 Honorary Degrees (Second Reading)*

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

Trustee Ayemobuwa	Yes
Trustee Cirillo	Yes
Trustee Sheran	Yes
Trustee Tefer	Yes
Trustee Janezich	Yes
Trustee Morillo	Yes

The committee voted to approve the recommended motion.

**Agenda Item 7: Proposed Amendment to Board Policy 3.29 College and University Transcripts (Second Reading)**

Committee Chair Tefer invited Satasha Green-Stephen, Senior Vice Chancellor for Academic and Student Affairs to present Proposed Amendment to Board Policy 3.29 College and University Transcripts (Second Reading) as detailed in the meeting materials.

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 Proposed Amendment to Board Policy 3.29 Colleges and University Transcripts (Second Reading)*

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

Trustee Ayemobuwa	Yes
Trustee Cirillo	Yes
Trustee Sheran	Yes
Trustee Tefer	Yes
Trustee Janezich	Yes
Trustee Morillo	Yes

The committee voted to approve the recommended motion.

**Agenda Item 8: Proposed Amendment to Board Policy 3.40 Recognition of Veteran Status (Second Reading)**

Committee Chair Tefer invited Satasha Green-Stephen, Senior Vice Chancellor for Academic and Student Affairs to present Proposed Amendment to Board Policy 3.40 Recognition of Veteran Status (Second Reading) as detailed in the meeting materials.

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 Proposed Amendment to Board Policy 3.40 recognition of Veteran Status (Second Reading)*

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

Trustee Ayemobuwa	Yes
Trustee Cirillo	Yes
Trustee Sheran	Yes

Trustee Tefer	Yes
Trustee Janezich	Yes
Trustee Morillo	Yes

The committee voted to approve the recommended motion.

**Agenda Item 9: Proposed Mission Statement Change: Metropolitan University**

Committee Chair Tefer invited Sr. Vice Chancellor Satasha Green-Stephen along with Ginny Arthur, President, Metro State University to present Proposed Mission Statement Change: Metropolitan State, as detailed in the meeting materials.

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 Proposed Mission Statement Change: Metropolitan University*

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

Trustee Ayemobuwa	Yes
Trustee Cirillo	Yes
Trustee Sheran	Yes
Trustee Tefer	Yes
Trustee Janezich	Yes
Trustee Morillo	Yes

The committee voted to approve the recommended motion.

**Agenda Item 10: Lower General Education Redesign**

Committee Chair Tefer invited Sr. Vice Chancellor Satasha Green-Stephen along with Matt Dempsey, Faculty, Normandale Community College, and Vice President, Minnesota State College Faculty (MSCF), Aureliano DeSoto, Associate Professor, Metropolitan State University, and Academic Coordinator, Inter Faculty Organization (IFO) to present Lower General Education Redesign, as detailed in the meeting materials.

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

**Adjournment**

The committee chair adjourned the meeting at 3:27 p.m.

**Finance and Facilities Committee  
Meeting Minutes  
March 2024**

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A meeting of the Finance and Facilities Committee of the Board of Trustees was held on Wednesday, March 20, 2024.

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

Committee members absent: Micah Coatie, April Nishimura

Other board members present: Alex Cirillo, Dawn Erlandson, Roger Moe, 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 8:32 a.m.

**Agenda Item 1: Approval of the Meeting Minutes for January 23, 2024**

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

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

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

The committee voted to approve the minutes.



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

Committee Chair Cowles invited Tim Anderson, System Director for Procurement and Contract Management to present the contracts for review.

Committee Chair Cowles asked committee members to consider the following recommended committee motion for **Agenda Item 2a: Flight Training Program Facilities and Services, Rochester Community and Technical College.**

*The Finance and Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor's designee to execute a contract for up to three years (July 1, 2024 - June 30, 2027), for an amount not to exceed \$4.5 million. The board directs the chancellor or his designee to execute all necessary documents.*

Trustee Grabowska 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	Aye
Tim Huebsch	Aye
Jerry Janezich	Aye
April Nishimura	Absent
Kathy Sheran	Aye

The committee voted to approve the recommended motion.

Committee Chair Cowles asked committee members to consider the following recommended committee motion **for Agenda Item 2b: Alnwick Castle Lease Renewal, St Cloud State University.**

*The Finance and Facilities Committee recommends the Board of Trustees authorize the chancellor or the chancellor's designee to enter into a lease extension with the Northumberland Estate for the use of Alnwick Castle, United Kingdom to support St Cloud State University's Center for International Studies and partner programming with a term of five (5) years from September 1, 2023 through August 31, 2028 and lease costs not to exceed \$828,522 over the term. The Finance and Facilities 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 Grabowska seconded. A roll call vote was conducted. The vote was as follows:

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

Committee Chair Cowles asked committee members to consider the following recommended committee motion **for Agenda Item 2c: Clinical Mental Health Support, System Office.**

*The Finance and Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor's designee to execute a contract with Mantra Health not to exceed \$8,750,000 and with term of five (5) years (May 1, 2024 – April 30, 2029) for the purposes of public health approach providing systemwide access to clinical mental health and peer support. The Finance and Facilities Committee further recommends that the Board of Trustees directs the chancellor or his designee to execute all necessary documents.*

Trustee Grabowska 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	Aye
Tim Huebsch	Aye
Jerry Janezich	Aye
April Nishimura	Absent
Kathy Sheran	Aye

Committee Chair Cowles asked committee members to consider the following recommended committee motion **for Agenda Item 2d: Graduation Planning Software Contract Extension, System Office.**

*The Finance and Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor's designee to increase the College Source contract amounts by \$1,902,651 and to not exceed \$3,714,269 and increase contract terms up to seven years (four-year with three one-year optional renewals) for the purposes of degree audit, graduation planner, and transfer support tools. 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 Grabowska seconded. A roll call vote was conducted. The vote was as follows:

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

Committee Chair Cowles asked committee members to consider the following recommended committee motion **for Agenda Item 2e: Leasing Supplier for Technology Services-Master Contract, System Office.**

*The Finance and Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor's designee to execute a contract with Aspen Capital, not to exceed \$50,000,000 and with term of up to 10 years (five-year with five one-year optional renewals (April 1, 2024 – June 30, 2034)) for the purposes of technology leasing 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 Grabowska 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	Aye
Tim Huebsch	Aye
Jerry Janezich	Aye
April Nishimura	Absent
Kathy Sheran	Aye

**Agenda Item 3: Proposed Amendment to Board Policy 5.14 Contracts, Procurement and Supplier Diversity (Second Reading)**

Committee Chair Cowles invited Vice Chancellor Maki to present the second reading of the Proposed Amendment to Board Policy 5.14 Contracts, Procurement and Supplier Diversity as

detailed in the meeting materials. The Vice Chancellor was joined by Dr. Tim Anderson, System Director for Procurement and Contract Management.

Proposed amendments include increasing the threshold from \$1 million to \$3 million for Board of Trustees approval for contracts, agreements, and purchases. Additional proposed changes include updates to definitions to improve understanding and interpretation of policy, and general policy modifications for clarity. There were no changes made since the first reading.

Committee Chair Cowles requested that the system procedures supporting this policy be brought back before the board at the April meeting to review the relevant language and process that reflects board engagement relative to contracts. He then called for a motion to approve the proposed amendments to the policy.

Trustee Grabowska 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	Aye
Tim Huebsch	Aye
Jerry Janezich	No
April Nishimura	Absent
Kathy Sheran	Aye

**Agenda Item 4: Proposed Amendment to Board Policy 6.7 Real Estate Transactions and Management (Second Reading)**

Committee Chair Cowles invited Associate Vice Chancellor Yolitz to present the second reading of the Proposed Amendment to Board Policy 6.7 Real Estate Transactions and Management as detailed in the meeting materials.

The proposed amendment consists of technical edits, reference to other applicable policies and the application of new formatting and writing standards. System Procedures related to Policy 6.7 are currently undergoing review and update at the staff level. There were no changes made since the first reading.

Committee Chair Cowles asked if there were any questions, then called for a motion.

Trustee Grabowska 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	Aye
Tim Huebsch	Aye
Jerry Janezich	No
April Nishimura	Absent
Kathy Sheran	Aye

**Agenda Item 5: Proposed Amendment to Board Policy 5.25 Use of Electronic Signatures (First 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.

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

**Agenda Item 6: Proposed Amendment to Board Policy 5.9 Biennial and Annual Operating Budget Planning and Approval (First 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.

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

**Agenda Item 7: System Facilities Planning Update**

Committee Chair Cowles invited Vice Chancellor Maki to present the System Facilities Planning Update 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 provided an overview of major trends impacting Minnesota State colleges and

universities with a primary focus on campus buildings and infrastructure. The initial discussion was intended to begin a series of strategic discussions related to an overarching framework for the management of Minnesota State facilities.

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

### **Adjournment**

The committee chair adjourned the meeting at 11:00 a.m.



**Workforce and Organizational Effectiveness Committee  
Meeting Minutes  
March 20, 2024**

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A meeting of the Workforce and Organizational Effectiveness Committee of the Board of Trustees was held on March 20, 2024.

Committee members present: George Soule, Chair; Kathy Sheran, Vice Chair; Tim Huebsch, Jerry Janezich, Cheryl Tefer

Committee members absent: Micah Coatie, Javier Morillo

Other board members present: Alex Cirillo, Jay Cowles, Dawn Erlandson, Jim Grabowska, Idman Ibrahim, Rober Moe, Christopher Richter

Staff present: Scott Olson, Chancellor; Eric Davis, Vice Chancellor for Human Resources

Meeting materials and audio recordings are available on the [Board of Trustees website](#).

Committee Chair Soule called the meeting to order at 11:15 a.m.

**Agenda Item 1: Approval of the Meeting Minutes for November 15, 2023**

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

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

**Agenda Item 2: Appointment of President for Winona State University**

Committee Chair Soule invited Vice Chancellor Davis to present the Appointment of President for Winona State University, as detailed in the meeting materials.

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

*The Board of Trustees, upon the recommendation of Chancellor Olson, appoints Kenneth Janz as President of Winona State University, with the anticipated effective date of March 20, 2024, 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 Janezich made the motion and Trustee Huebsch seconded. A roll call vote was conducted. The vote was as follows:

Trustee Coatie	Absent
Trustee Huebsch	Yes
Trustee Janezich	Yes
Trustee Morillo	Absent
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 11:27 a.m.



**Board of Trustees  
Meeting Minutes  
March 20, 2024**

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A meeting of the Board of Trustees was held on March 20, 2024.

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

Trustees absent: Micah Coatie, 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 11:36 a.m.

**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
- Joint remarks made by Jennifer Erwin, President, American Federation of State, County and Municipal Employees Minnesota State Policy Committee and Nicole Emerson, Minnesota Association of Professional Employees Minnesota State Meet & Confer Chair
- Inter Faculty Organization: Jenna Chernega, President
- Minnesota State College Faculty: Kevin Lindstrom, President
- Minnesota State University Association of Administrative and Service Faculty: Liz Steinborn-Gurley, Minnesota State University Mankato Campus President

**Chancellor's Report, Scott Olson**

Chair Moe, Vice Chair Soule, and trustees

We have two more searches to complete this year for Northland Community and Technical College and St. Cloud State University. Finalists will be announced next Thursday, March 28<sup>th</sup> and will complete system office interviews and campus interviews the week of April 1. I look forward to bringing my recommendation for both to the Board's April meeting.

Now onto Legislative Updates. A joint commentary ran in Monday's Star Tribune with Interim President Jeff Ettinger focusing on the need for asset preservation for both higher ed systems. We have one more legislative breakfast Thursday morning – to date we have had over 30 legislators attend. This has been a HUGE hit this year! Dee Dee Peaslee and Saint Paul College have done a phenomenal job hosting these, as in years past. These are great opportunities to connect with legislators around the state and with college and university leaders and business and community leaders in their districts. Appreciation to all those who have attended and to the trustees who have joined for those early mornings.

I have found inspiration from these morning conversations and have been reminded at each and every one of these – how deeply the education and training we provide is embedded throughout the communities we serve. We know the stats of how many students we serve and the careers they pursue. The three Burnsville first responders killed in the line of duty were our students as well.

Now for some fun celebration updates. There have been a number of exciting things that have happened that I wanted to highlight. First, Achieving the Dream, a national organization committed to increasing the success of community college students, awarded Fond du Lac Tribal and Community College the 2024 Leah Meyer Austin Award, its highest recognition given annually to a college in the ATD Network. The award signifies a college's adoption of practices and strategies leading to a student-focused culture, notable increases in student outcomes, and reduction of equity gaps. Fond du Lac was also the first tribal college in the nation to receive Leader College status in 2021.

Second, Karen Znajda, a nursing instructor at Northland Community and Technical College, will receive the Dale P. Parnell Distinguished Faculty Award from the American Association of Community Colleges for her outstanding teaching contributions next month. The award was established in 2018 as a way to recognize teaching professionals who make a significant impact on student success through the skills and innovations they bring to the classroom. Specifically, award winners demonstrate a passion for the students in the classroom and a willingness to support their students both inside and outside the classroom. Znajda has been teaching full-time for the Northland nursing program since 2004. She teaches classes both on campus and online, as well as in the skills lab for the Practical Nursing Program and the Registered Nursing program. Her extensive experience in the nursing field allows her to make a significant impact in the classroom. Before her career in academia, Znajda worked in various healthcare settings, including long-term care, home health care, rural hospital settings, and a surgical nursing department for 15 years. She also has 14 years of experience as an EMT.

Last celebratory announcement involves the Drive for 5 Workforce Initiative. Yesterday at Hennepin Technical College – Governor Walz and DEED Commissioner Matt Varilek announced the recipients of nearly \$20 million in grants to grow MN's workforce in the Drive for 5 Workforce Initiative – which is a new effort to prepare more Minnesotans for high-demand jobs in five occupational areas: technology, trades, caring professions,



manufacturing and education. The grant recipients will train and place an estimated 1,200 Minnesotans over the next 15 months in high-demand jobs, benefiting an estimated 3,000 Minnesota businesses. Minnesota State recipients include: Minnesota State Advanced Manufacturing Center of Excellence, Hennepin Technical College, Pine Technical and Community College, Alexandria Technical and Community College and the Minnesota Precision Manufacturing Association received a grant that partners with 7 of our institutions!

### **Chair's Report**

At the January Executive Committee meeting there was discussion about the need for the board to focus on high level strategic planning that anticipates the needs of the system in the future. This includes, but is not limited to, examination of the emerging education market, market competition and positioning, maintaining relevance into the future, examining integration of AI, and the role of the system's financial framework in preparing for the future.

To thoroughly explore and consider these matters, I am convening an ad hoc committee that will explore the following: the role of the board related to high-level strategic planning and preparing the system for the future; and governance structure and processes required to support board engagement in high-level strategic planning. I will ask this committee to provide a recommendation to the board on these matters at the board's next retreat. If you are interested in serving on this ad hoc committee, please let Kari know and I will follow up with convening the committee.

As the Chancellor mentioned, the legislative breakfasts hosted by Saint Paul College continue to be a huge success. Thanks to Dee Dee and Saint Paul College for their help in making these events successful.

You should have received a list of Commencements – please review the schedule and let Amanda know which ceremonies you'd like to attend. This is always an enjoyable and rewarding part of being a trustee.

The message that the Chancellor got from the Governor was the same message every other leader in state government got, and that was that there will be little or no additional monies added. That was disappointing but we have a full court press going on capital budget requests and our Government Relations group is doing a great job on that.

### **Consent Agenda**

Chair Moe stated that during the Finance and Facilities Committee meeting held earlier in the morning, Trustee Janezich had requested that the following items be removed from the consent agenda and considered separately:

- Proposed Amendment to Board Policy 5.14 Contracts, Procurement and Supplier Diversity (Second Reading)
- Proposed Amendment to Board Policy 6.7 Real Estate Transactions and Management (Second Reading)

Trustee Cirillo made the motion to approve the consent agenda as amended and Trustee Grabowska seconded. 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	Yes
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 amended consent agenda as follows:

1. Minutes of January 24, 2023
2. Amendment to the Fiscal Year 2024 Internal Auditing Plan
3. Proposed Amendment to Policy 1C.2 Fraudulent or Other Dishonest Acts (Second Reading)
4. Proposed Amendment to Board Policy 2.10 Student Housing (Second Reading)
5. Proposed Amendment to Board Policy 3.8 Students Complaints and Grievances (Second Reading)
6. Proposed Amendment to Board Policy 3.18 Honorary Degrees (Second Reading)
7. Proposed Amendment to Board Policy 3.29 College and University Transcripts (Second Reading)
8. Proposed Amendment to Board Policy 3.40 Recognition of Veteran Status (Second Reading)
9. Mission Statement Change: Metropolitan State University
10. Contracts Requiring Board Approval
  - a. Flight Training Program Facilities and Services, Rochester Community and Technical College
  - b. Alnwick Castle Lease Renewal, St Cloud State University
  - c. Clinical Mental Health Support, System Office

- d. Graduation Planning Software Contract Extension, System Office
- e. Leasing Supplier for Technology Services-Master Contract, System Office

Action was then taken on the two items removed from the consent agenda.

Proposed Amendment to Board Policy 5.14 Contracts, Procurement and Supplier Diversity (Second Reading)

Chair Moe addressed the first removed consent agenda item. The Finance and Facilities Committee recommends the Board of Trustees adopt the following motion:

*The Finance and Facilities Committee recommends that the Board of Trustees approve the proposed amendment to Board Policy 5.14 Contracts, Procurements, and Supplier Diversity.*

Trustee Grabowska made the motion to approve and Trustee Huebsch seconded. 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	Yes
Trustee Huebsch	Yes
Trustee Ibrahim	Yes
Trustee Janezich	No
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 motion.

Proposed Amendment to Board Policy 6.7 Real Estate Transactions and Management (Second Reading)

Chair Moe addressed the second removed consent agenda item. The Finance and Facilities Committee recommends the Board of Trustees adopt the following motion:

*The Finance and Facilities Committee recommends that the Board of Trustees approve the proposed amendment to Policy 6.7 Real Estate Transactions and Management.*

Trustee Grabowska made the motion to approve and Trustee Huebsch seconded. 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	Yes
Trustee Huebsch	Yes
Trustee Ibrahim	Yes
Trustee Janezich	No
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 motion.

#### **Board Standing Committee Reports**

Workforce and Organizational Effectiveness Committee, George Soule, Chair

Committee Chair Soule reported that the committee approved recommendation for one item.

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 the recommendation of Chancellor Olson, appoints Kenneth Janz as President of Winona State University, with the anticipated effective date of March 20, 2024, 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.*

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	Yes
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:

- Academic and Student Affairs Committee, Cheryl Tefer, Chair
- Audit Committee, Alex Cirillo, Chair
- Committee of the Whole, Roger Moe, Chair
- Diversity, Equity and Inclusion Committee, George Soule, Chair
- Finance and Facilities Committee, Jay Cowles, Chair
- Outreach and Engagement Committee, Dawn Erlandson, Chair
- Joint Audit/ Workforce and Organizational Effectiveness Committees, Alex Cirillo, Chair

### **Other Reports**

Trustee Erlandson shared that she recently facilitated a webinar with Dr. Maureen Dunne for her recently released book, *The Neurodiversity Edge: The Essential Guide to Embracing Autism, ADHD, Dyslexia, and Other Neurological Differences for Any Organization*. A link to the recorded presentation and the slide deck will be sent to trustees following the meeting.

### **Adjournment**

Chair Moe adjourned the meeting at 12:56 p.m.