



Meeting Minutes 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.

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

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:

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 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.



Diversity, Equity and Inclusion Committee
Meeting Minutes
April 17, 2024

A meeting of the Diversity, Equity and Inclusion Committee of the Board of Trustees was held on April 17, 2024.

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

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

Other board members present: Alex Cirillo, Jay Cowles, Dawn Erlandson, Tim Huebsch, 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 8:32 a.m.

Agenda Items 1: Approval of the Meeting Minutes of March 19, 2024

Committee Chair Soule 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 Ibrahim provided a second.

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

Agenda Item 2: Normandale Community College: Strategic Framework and Equimetrics

Committee Chair Soule invited Vice Chancellor Dees along with key Normandale Community staff (Joyce Ester, President; Corey Crowder, Associate Vice President of Equity & Inclusion; and Francie Streich, Director of Institutional Research) to present on Normandale's Strategic Framework and equity initiatives. Normandale has implemented initiatives focused on closing equity gaps, improving degree completion and transfer rates, and improving campus climate and culture at every level of the organization, as detailed in the meeting materials.

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

Adjournment

The committee chair adjourned the meeting at 9:29 a.m.

**Workforce and Organizational Effectiveness Committee
Meeting Minutes
April 17, 2024**

A meeting of the Workforce and Organizational Effectiveness Committee of the Board of Trustees was held on April 17, 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, Idman Ibrahim, Roger Moe, Christopher Richter

Staff present: Scott Olson, Chancellor

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

Committee Chair Soule called the meeting to order at 9:37 a.m.

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

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

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

Agenda Item 2: Appointment of Interim President for Northland Community & Technical College

Committee Chair Soule invited Chancellor Olson to present the Appointment of Interim President for Northland Community & Technical College, as detailed in the meeting materials.

Committee Chair Soule asked committee members to consider the following recommended committee 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.

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.

Agenda Item 3: Appointment of Interim President for St. Cloud State University

Committee Chair Soule invited Chancellor Olson to present the Appointment of Interim President for St. Cloud State University, as detailed in the meeting materials.

Committee Chair Soule asked committee members to consider the following recommended committee 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.

Trustee Sheran 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 9:45 a.m.



**Board of Trustees
Meeting Minutes
April 17, 2024**

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

for the prompt to remind of us that today. With that, I will conclude my remarks, as we have the ASA Awards Banquet to get to!

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:

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 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.