



Meeting Minutes March 18-19, 2025

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**Workforce and Organizational Effectiveness Committee
Meeting Minutes
March 18, 2025**

A meeting of the Workforce and Organizational Effectiveness Committee of the Board of Trustees was held on March 18, 2025.

Committee members present: Jay Cowles, Chair; Cheryl Tefer, Vice Chair; Dawn Erlandson, Tim Huebsch, Kathy Sheran

Committee members absent: Javier Morillo

Other board members present: Jim Grabowska, Jerry Janezich, Jacquie Johnson, Jana Johnson, Christopher Richter, George Soule

Staff present: Scott Olson, Chancellor

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

Committee Chair Cowles called the meeting to order at 12:56 p.m.

Agenda Item 1: Approval of the Meeting Minutes for January 28, 2025

Committee Chair Cowles 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 Erlandson provided a second.

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

Agenda Item 2: Proposed Amendment to Board Policy 4.6 Re-Employment of Early Retirees (First Reading)

Committee Chair Cowles invited Vice Chancellor Davis to present the Proposed Amendment to Board Policy 4.6 Re-Employment of Early Retirees (First Reading), as detailed in the meeting materials.

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

Agenda Item 3: Proposed Amendment to Board Policy 4.11 Board Early Separation Incentive Program (First Reading)

Committee Chair Cowles invited Vice Chancellor Davis to present the Proposed Amendment to Board Policy 4.11 Board Early Separation Incentive Program (First Reading), as detailed in the meeting materials.

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

Adjournment

The committee chair adjourned the meeting at 1:10 p.m.

**Committee of the Whole
Meeting Minutes
March 18, 2025**

Trustees present: George Soule, Chair; Dawn Erlandson, Vice Chair; Jay Cowles, Jim Grabowska, Tim Huebsch, Jana Johnson, Jacquie Johnson, Christopher Richter, Kathy Sheran, Cheryl Tefer

Trustees absent: Jerry Janezich, Roger Moe, Javier Morillo

Staff present: Scott Olson, Chancellor

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

Chair Soule called the meeting to order at 1:12 p.m.

Agenda Item 1: NextGen Student Project Risk Review #14

Chair Soule 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 #14 results and recommendations.

This being an informational item, no action was required.

Agenda Item 2: NextGen Project Update

Chair Soule invited Vice Chancellors Jacquelyn Bailey, Eric Davis, Bill Maki, and Sr. Vice Chancellor Satasha Green-Stephen to begin the presentation. Mike Cullen with Baker Tilly was also present to support the presentation. The group provided a quarterly update regarding the status of the NextGen project implementation.

This being an informational item, no action was required.

Adjournment

Chair Soule adjourned the meeting at 2:10 p.m.





**Finance and Facilities Committee
Meeting Minutes
March 2025**

A meeting of the Finance and Facilities Committee of the Board of Trustees was held on Wednesday, March 19, 2025.

Committee members present: Tim Huebsch, Chair; Roger Moe, Vice Chair; Jay Cowles, Jacqueline Johnson, and Jana Johnson.

Committee members absent: Jerry Janezich

Other board members present: Dawn Erlandson, Jim Grabowska, Kathy Sheran, 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 Huebsch called the meeting to order at 8:31 a.m.

Agenda Item 1: Approval of the Meeting Minutes for January 29, 2025

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

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

Jay Cowles	Aye
Tim Huebsch	Aye
Jerry Janezich	Absent
Jana Johnson	Aye
Jacqueline Johnson	Aye
Roger Moe	Aye

The committee voted to approve the minutes.



Agenda Item 2: Contracts Requiring Board Approval:

There were 4 contracts on the agenda for approval. Committee Chair Huebsch asked Vice Chancellor Maki to present the contracts for review. Vice Chancellor Maki was joined at the table by Tim Anderson, System Director for Procurement and Contract Management, who presented the two Lake Superior College contracts and by Brian Swanson, Associate Vice Chancellor for Facilities, who presented the two Normandale Community College contracts

Committee Chair Huebsch asked committee members to consider the following recommended committee motion for **Agenda Item 2a: Professional Pilot Flight Lab Instruction, Lake Superior College:**

The Finance and Facilities Committee recommends that the Board of Trustees authorize the Chancellor, or the Chancellor's designee, to enter into a contract with Lake Superior Helicopter/Ascent Aviation with a total contract value not to exceed \$18,000,000 with a term up to five (5) years. The Committee further recommends that the Board of Trustees direct the Chancellor or the Chancellor's designee to execute all necessary documents to formalize this agreement.

Trustee Jacqueline Johnson made the motion and Trustee Jana Johnson seconded. A roll call vote was conducted. The vote was as follows:

Jay Cowles	Aye
Tim Huebsch	Aye
Jerry Janezich	Absent
Jana Johnson	Aye
Jacqueline Johnson	Aye
Roger Moe	Aye

The committee voted to approve the recommended motion.

Committee Chair Huebsch asked committee members to consider the following recommended committee motion for **Agenda Item 2b: Technical Certification Program Partnership, Lake Superior College:**

The Finance and Facilities Committee recommends that the Board of Trustees authorize the Chancellor or the Chancellor's designee to enter into an income contract with MNDOT with a total contract value not to exceed \$7,000,000 with a term of five (5) years. The Committee further recommends that the Board of Trustees direct the Chancellor or the Chancellor's designee to execute all necessary documents to formalize this agreement.

Trustee Moe made the motion and Trustee Jacqueline Johnson seconded. A roll call vote was conducted. The vote was as follows:

Jay Cowles	Aye
Tim Huebsch	Aye
Jerry Janezich	Absent
Jana Johnson	Aye
Jacqueline Johnson	Aye
Roger Moe	Aye

The committee voted to approve the recommended motion.

Committee Chair Huebsch asked committee members to consider the following recommended committee motion for **Agenda Item 2c: Center for Interprofessional Education in Healthcare, Normandale Community College:**

The Finance and Facilities Committee recommends that the Board of Trustees authorize the Chancellor or the Chancellor's designee, to enter into a guaranteed maximum price (GMP) not to exceed \$12,400,000 for this project.

Trustee Moe made the motion and Trustee Jana Johnson seconded. A roll call vote was conducted. The vote was as follows:

Jay Cowles	Aye
Tim Huebsch	Aye
Jerry Janezich	Absent
Jana Johnson	Aye
Jacqueline Johnson	Aye
Roger Moe	Aye

The committee voted to approve the recommended motion.

Committee Chair Huebsch asked committee members to consider the following recommended committee motion for **Agenda Item 2d: Electrical Infrastructure Construction Contract, Normandale Community College:**

The Finance and 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 \$6,200,000 to do this scope of work.

Trustee Moe made the motion and Trustee Jacqueline Johnson seconded. A roll call vote was conducted. The vote was as follows:

Jay Cowles	Aye
Tim Huebsch	Aye
Jerry Janezich	Absent
Jana Johnson	Aye
Jacqueline Johnson	Aye
Roger Moe	Aye

The committee voted to approve the recommended motion.

Agenda Item 3: Proposed Amendment to Board Policy 5.10 Reserves and Year-end Fund Balances (2nd Reading)

Committee Chair Huebsch invited Vice Chancellor Maki to introduce the second reading of the policy as provided in the meeting materials. Vice Chancellor Maki was joined at the table by Metody Popov, System Director for Financial Reporting and Steve Ernest, System Director for Financial Planning and Analysis.

Committee Chair Huebsch 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 Policy 5.10 Reserves and Year End Balances.

Trustee Moe made the motion and Trustee Jacqueline Johnson seconded. A roll call vote was conducted. The vote was as follows:

Jay Cowles	Aye
Tim Huebsch	Aye
Jerry Janezich	Absent
Jana Johnson	Aye
Jacqueline Johnson	Aye
Roger Moe	Aye

The committee voted to approve the recommended motion.

Agenda Item 4: Proposed Amendment to Board Policy 6.9 Capital Planning (2nd Reading)

Committee Chair Huebsch invited Associate Vice Chancellor Swanson to present the second reading of the proposed amendment to Board Policy 6.9 Capital Planning. Joining Associate Vice Chancellor Swanson at the table was Karen Huiett, System Director for Capital Planning.

Committee Chair Huebsch 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 Policy 6.9 Capital Planning.

Trustee Moe made the motion and Trustee Jana Johnson seconded. A roll call vote was conducted. The vote was as follows:

Jay Cowles	Aye
Tim Huebsch	Aye
Jerry Janezich	Absent
Jana Johnson	Aye
Jacqueline Johnson	Aye
Roger Moe	Aye

The committee voted to approve the recommended motion.

Agenda Item 5: Proposed Amendment to Board Policy 5.16 Risk Management and Insurance (1st Reading)

Committee Chair Huebsch invited Associate Vice Chancellor Swanson to present an update on the proposed amendment to Board Policy 5.16 Risk Management and Insurance, as provided in the meeting materials.

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

Agenda Item 6: Proposed Amendment to Board Policy 5.18 Alcoholic Beverages and Controlled Substances on Campus (1st Reading)

Committee Chair Huebsch invited Associate Vice Chancellor Swanson to present an update on the proposed amendment to Board Policy 5.18 Alcoholic Beverages and Controlled Substances on Campus, as provided in the meeting materials. General Counsel Scott Goings also addressed a number of questions from the committee.

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

Agenda Item 7: Proposed Privately Funded Capital Projects Partnership between Minnesota State University, Mankato and its Foundation

Committee Chair Huebsch invited Vice Chancellor Maki to present an overview of the proposal from Minnesota State University, Mankato. Vice Chancellor Maki then introduced President Ed Inch from MSU Mankato, to provide the presentation to the committee. They were joined at the table by Associate Vice Chancellor Swanson.

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

Agenda Item 8: Allocation Framework Principles and Design Features

Committee Chair Huebsch invited Vice Chancellor Maki to provide an overview of the allocation framework as presented in the meeting materials. Vice Chancellor Maki was joined at the table by Steve Ernest, System Director for Financial Planning and Analysis, and Susan Anderson, Associate Director for Financial Planning and Analysis.

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

Adjournment

The committee chair adjourned the meeting at 11:04 a.m.



**Board of Trustees
Meeting Minutes
March 19, 2025**

A meeting of the Board of Trustees was held on March 19, 2025.

Trustees present: George Soule, Chair; Dawn Erlandson, Vice Chair; Jay Cowles, Jim Grabowska, Tim Huebsch, Jana Johnson, Jacqueline Johnson, Roger Moe, Chris Richter, Kathy Sheran, Cheryl Tefer

Trustees absent: Jerry Janezich, Javier Morillo

Staff present: Scott Olson, Chancellor

The meeting materials and audio recording of the meeting are available on the [Board of Trustees website](#).

Chair Soule called the meeting to order at 12:20 p.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. Minnesota State University Association of Administrative and Service Faculty provided written remarks. In person remarks were provided by:

- LeadMN: Casey Snaza, Campus Organizing Director
- Students United: Sierra Roiger, State Chair (via Zoom)
- International Faculty Organization: Jenna Chernega, President
- Minnesota Association of Professional Employees: Nicole Emerson, Meet and Confer Chair
- Minnesota State University Association of Administrative and Service Faculty: Kristy Modrow, State Chair

Chancellor's Report, Scott Olson

Chair Soule, Vice Chair Erlandson, and trustees-

As you are aware, there is a lot of news coming out from Washington and there is no better time for us to be connected to our higher education partners across the country. I, along with Interim Vice Chancellor Watts had this opportunity the other week at the

National Association of Higher Education Systems to hear from leading experts about the potential impacts. I want to reassure our community that we are watching and engaging in conversations where needed. We have created a repository to track federal changes and a system office working group has been established to monitor the federal higher ed landscape, track legal developments, and communicate as needed. Higher education may be facing financial headwinds and other challenges, but we at Minnesota State remain committed to our values, our mission, and staying the course toward our Equity 2030 goals.

On a state level, we know the state budget has worsened, leaving a surplus less than our budget request, and a long-term deficit growing to about \$6 billion. This will obviously make it difficult to receive our legislative request. But that has not changed my commitment to continuing to tell our story and to advocate for our students, faculty and staff. Our team, our presidents and students and faculty and staff continue to tell our story about the work and the impact of our colleges and universities in their communities across the state. In the coming weeks, legislative leaders will announce their joint budget targets and bills will advance out of committee which will determine our next steps.

None of this will produce the outcome that we hoped for from this session. But our presidents and their teams are hard at work and working through budget scenarios. We will have more in depth conversations with Leadership Council over the next several months and as the Chair has asked – engagement with the board will begin next month about the decisions that will need to be made. As you know, colleges and universities rely on two base revenue sources to cover inflationary costs: state appropriation and tuition revenue. Current projections indicate that campuses will have less state appropriation next year than they had this year so tuition revenue will be the only source of new revenue to cover increased costs. We will need to balance budgetary needs with student affordability with ensuring the Board can retain flexibility in setting rates. Just as our campuses are reviewing budgets and planning scenarios, so are we at the system office. Unlike our campuses, the system office has a fixed budget as stated in statute. We have increased inflationary pressures just as our campuses do. Given the internal and external pressures, this is a needed exercise so that we can continue to support our colleges and universities.

In closing, I would like to make a few remarks about former Trustee Bob Hoffman who passed away on March 7th. Bob served on the Board of Trustees for two terms. He was a wonderful person and will be greatly missed.

And with that, Chair, I turn it back to you.

Chair's Report

Thank you, Chancellor. As you discussed, I want to also acknowledge the passing of two former trustees. First, Bob Hoffman passed away on March 7th. He served on the Board of Trustees for two terms: 2000-2006, serving as chair for two years and again from 2014-2020.

Second, Ivan Dusek passed away on Feb 26th. He served on the board from 2000-2006. He was a communication and theater faculty member at Ridgewater College from 1967-1999. His daughter followed his lead and continues to serve as a faculty member at Ridgewater College. She commented on how much he enjoyed his work on the board and respected the people that he worked with while serving as a trustee.

Trustees Erlandson and Richter attended the Association of Community College Trustee's annual National Legislative Summit in DC which included visits with MN's congressional delegation with support from Sarah Berns from our government relations team.

Minnesota State presented the system budget and how the funding the Legislature provides is being used at the House Higher Education Finance and Policy Committee presentation on March 11th.

Thank you as always to Metro State for hosting us!

Consent Agenda

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

Trustee Cowles	Yes
Trustee Erlandson	Yes
Trustee Grabowska	Yes
Trustee Huebsch	Yes
Trustee Janezich	Absent
Trustee Jana Johnson	Yes
Trustee Jacquie Johnson	Yes
Trustee Moe	Yes
Trustee Morillo	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 January 29, 2025**
- 2. Audit Plan Update**
- 3. Proposed Amendment to Board Policy 8.3 College and University Related Foundations (Second Reading)**
- 4. Proposed Amendment to Board Policy 8.5 Local Advisory Committees (Second Reading)**
- 5. Contracts Requiring Board Approval**
 - a. Professional Pilot Flight Lab Instruction, Lake Superior College**
 - b. Technical Certification Program Partnership, Lake Superior College**
 - c. Center for Interprofessional Education in Healthcare, Normandale Community College**
 - d. Electrical Infrastructure Construction Contract, Normandale Community College**
- 6. Proposed Amendment to Board Policy 5.10 Reserves and Year-end Fund Balances (Second Reading)**
- 7. Proposed Amendment to Board Policy 6.9 Capital Planning (Second Reading)**
- 8. Proposed Amendment to Board Policy 3.26 Intellectual Property (Second Reading)**
- 9. Proposed College Mission Revisions**
 - a. Minnesota State College Southeast**
 - b. Alexandria Technical and Community College**

Board Standing Committee Reports

The board received reports from meetings of the following committees:

- Academic and Student Affairs Committee, Cheryl Tefer, Chair
- Audit Committee, Dawn Erlandson, Chair
- Committee of the Whole, George Soule, Chair
- Finance and Facilities Committee, Tim Huebsch, Chair
- Outreach and Engagement Committee, Kathy Sheran, Chair
- Workforce and Organizational Effectiveness Committee, Jay Cowles, Chair

Adjournment

Chair Soule adjourned the meeting at 1:19 p.m.