



## Meeting Minutes May 20-21, 2025

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**Finance and Facilities Committee  
Meeting Minutes  
May 20, 2025**

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A meeting of the Finance and Facilities Committee of the Board of Trustees was held on Tuesday, May 20, 2025.

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

Committee members absent: None

Other board members present: Dawn Erlandson, Jim Grabowska, Christopher Richter, 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 10:45 a.m.

**Agenda Item 1: Approval of the Meeting Minutes for April 15, 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 Cowles provided a second.

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

Jay Cowles	Aye
Tim Huebsch	Aye
Jerry Janezich	Aye
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 2 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 Paul Harrington, Real Estate Manager, who presented the contract for the Duluth Area Airport Authority Lease, and by Tim Anderson, System Director for Procurement and Contract Management, who presented the contract for the system office eProcurement enterprise software renewal.

Committee Chair Huebsch asked committee members to consider the following recommended committee motion for **Agenda Item 2a: Duluth Area Airport Authority, Lake Superior College:**

*The Finance and Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor's designee to amend a contract with Duluth Airport Authority by five years for \$2,905,364, not to exceed \$7,000,000 and with a total term of 15 years for the purposes of a lease agreement. The Finance and Facilities Committee further recommends that the Board of Trustees directs the chancellor or his designee to execute all necessary documents.*

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

Jay Cowles	Aye
Tim Huebsch	Aye
Jerry Janezich	Aye
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: eProcurement Enterprise Software Renewal, System Office**

*The Finance and Facilities Committee recommends that the Board of Trustees authorize the chancellor, or the chancellor's designee, to amend the JAGGAER contract by three years, increasing the amount by \$945,750, for a total not-to-exceed amount of \$6,811,183 and a total term of thirteen years. The Finance and Facilities Committee further recommends that the Board of Trustees directs the chancellor or his designee to execute all necessary documents.*

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

Jay Cowles	Aye
Tim Huebsch	Aye
Jerry Janezich	Aye
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 5.13 Information Technology Administration (Second Reading)**

Committee Chair Huebsch invited Jacquelyn Bailey, Vice Chancellor for Information Technology and CIO, to present an update on the proposed amendment to Board Policy 5.13 Information Technology Administration, as provided in the meeting materials. There were only minor changes made to the document since the first reading.

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 5.13 Information Technology Administration.*

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

Jay Cowles	Aye
Tim Huebsch	Aye
Jerry Janezich	Aye
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 5.22 Acceptable Use of Computers and Information Technology Resources (First Reading)**

Vice Chancellor Bailey presented the proposed amendments to Board Policy 5.22 Acceptable Use of Computers and Information Technology Resources, as provided in the meeting materials.

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

**Agenda Item 5: Proposed Amendment to Board Policy 6.8 Naming Buildings, Sites and Common Areas (1<sup>st</sup> Reading)**

Committee Chair Huebsch invited Vice Chancellor Maki to present the proposed amendments to Board Policy 6.8 Naming Buildings, Sites and Common Areas, as provided in the meeting materials.

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

**Agenda Item 6: Proposed Amendment to Board Policy 7.6 Business Activities (First Reading)**

Committee Chair Huebsch invited Vice Chancellor Maki to present the proposed amendments to Board Policy 7.6 Business Activities, as provided in the meeting materials.

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

**Agenda Item 7: Allocation Framework Principles and Design (Continued Discussion)**

Committee Chair Huebsch invited Vice Chancellor Maki to provide an overview of the Allocation Framework Principles and Design as presented in the meeting materials. This was a continuation of the discussion that occurred during the March 2025 committee meeting.

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

**Adjournment**

The committee chair adjourned the meeting at 12:21 p.m.

**Finance and Facilities Committee  
Meeting Minutes  
May 21, 2025**

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A meeting of the Finance and Facilities Committee of the Board of Trustees was held on Wednesday, May 21, 2025.

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

Committee members absent: None

Other board members present: Dawn Erlandson, Jim Grabowska, Christopher Richter, 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 9:45 a.m.

**Agenda Item 1: FY2026 Capital Budget Request (First Reading)**

Committee Chair Huebsch invited Vice Chancellor Maki to provide the first reading of the FY2026 Capital Budget Request as presented in the meeting materials. Joining Vice Chancellor Maki at the table, Karen Huiett, System Director for Capital Planning and Analysis, presented the information.

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

**Agenda Item 2: FY2026 Annual Operating Budget (First Reading)**

Committee Chair Huebsch invited Vice Chancellor Maki to provide the first reading of the FY2026 Annual Operating Budget as presented in the meeting materials. Vice Chancellor Maki was joined at the table by Steve Ernest, System Director for Financial Planning and Analysis.

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

**Adjournment**

The committee chair adjourned the meeting at 12:03 p.m.



**MINNESOTA STATE**  
Board of Trustees

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St. Paul, MN 55101-7804

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**Academic and Student Affairs Committee  
Meeting Minutes  
May 20, 2025**

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A meeting of the Academic and Student Affairs Committee of the Board of Trustees was held on May 20, 2025.

Committee members present: Kathy Sheran, Vice Chair; Jim Grabowska, Jacqueline Johnson, Roger Moe, Christopher Richter

Committee members absent: Cheryl Tefer

Other board members present: Jay Cowles, Dawn Erlandson, Tim Huebsch, Jana Johnson, George Soule

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

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

Committee Vice Chair Sheran called the meeting to order at 1:43 p.m.

**Agenda Item 1: Approval of the Meeting Minutes for March 19, 2025**

Committee Vice Chair Sheran 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 Moe provided a second. A roll call vote was conducted, and the minutes were approved unanimously.

**Agenda Item 2: Proposed Amendment to Board Policy 3.7 Statewide Student Association (Second Reading)**

Committee Vice Chair Sheran invited Satasha Green-Stephen, Sr. Vice Chancellor for Academic and Affairs to present, Proposed Amendment to Board Policy 3.7 Statewide Student Association (Second Reading), as detailed in the meeting materials.

Committee Vice Chair Sheran 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 policy 3.7.*

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

Trustee Grabowska	Yes
Trustee Johnson	Yes
Trustee Moe	Yes
Trustee Richter	Yes
Trustee Sheran	Yes
Trustee Tefer	Absent

The committee voted to approve the recommended motion.

**Agenda Item 3: NextGen Student Update**

Committee Vice Chair Sheran invited Satasha Green-Stephen, Senior Vice Chancellor for Academic and Student Affairs along with guest presenters, Dr. Jacquelyn Bailey, Vice Chancellor of Information Technology and CIO, Carla Boyd, Program Manager, NextGen Project and Nathan Hallanger, Deputy Program Manager, NextGen to present, NextGen Student 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 2:46 p.m.





**Workforce and Organizational Effectiveness Committee  
Meeting Minutes  
May 21, 2025**

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A meeting of the Workforce and Organizational Effectiveness Committee of the Board of Trustees was held on May 21, 2025.

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

Committee members absent: Javier Marillo

Other board members present: Jim Grabowska, Jacquie Johnson, Jana Johnson, Roger Moe, George Soule

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 Cowles called the meeting to order at 1:33 p.m.

**Agenda Item 1: Approval of the Meeting Minutes for April 16, 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 Sheran provided a second.

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

**Agenda Item 2: Proposed Amendment to Board Policy 4.9 Employee Evaluation (First Reading)**

Committee Chair Cowles invited Vice Chancellor Davis to present the Proposed Amendment to Policy 4.9 Employee Evaluation (First Reading), as detailed in the meeting materials.

This being the first reading of the Proposed Amendment to Policy 4.9 Employee Evaluation, there was no vote taken.

**Agenda Item 3: Proposed Amendment to Board Policy 1B.3 Sexual Violence (First Reading)**

Committee Chair Cowles invited Vice Chancellor Davis along with Associate Compliance Officer Ashley Atteberry to present the Proposed Amendment to Board Policy 1B.3 Sexual Violence (First Reading), as detailed in the meeting materials.

This being the first reading of the Proposed Amendment to Board Policy 1B.3 Sexual Violence (First Reading), there was no vote taken.

**Agenda Item 4: Appointment of President for Lake Superior College**

Committee Chair Cowles invited Chancellor Olson to present the Appointment of President of Lake Superior College, as detailed in the meeting materials.

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

*The Workforce and Organizational Effectiveness Committee recommends that the Board of Trustees, upon the recommendation of Chancellor Olson, appoints Linda Kingston as President of Lake Superior College, with the anticipated effective date of July 1, 2025, subject to the completion of an employment agreement. The board authorizes the chancellor, in consultation with the chair of the board and chair of the Workforce and Organizational Effectiveness Committee, to negotiate and execute an employment agreement in accordance with the terms and conditions of the Minnesota State Colleges and Universities Personnel Plan for Administrators.*

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

Trustee Cowles	Yes
Trustee Erlandson	Yes
Trustee Huebsch	Yes
Trustee Morillo	Absent
Trustee Sheran	Yes
Trustee Tefer	Yes

The committee voted to approve the recommended motion.

**Agenda Item 5: Appointment of Interim President for Normandale Community College**

Committee Chair Cowles invited Chancellor Olson to present the Appointment of Interim President for Normandale Community College, as detailed in the meeting materials.

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

*The Workforce and Organizational Effectiveness Committee recommends that the Board of Trustees, upon the recommendation of Chancellor Olson, appoints Pakou Yang as Interim President of Normandale Community College, with the anticipated effective date of June 4, 2025, 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 Huebsch made the motion and Trustee Tefer seconded. A roll call vote was conducted. The vote was as follows:

Trustee Cowles	Yes
Trustee Erlandson	Yes
Trustee Huebsch	Yes
Trustee Morillo	Absent
Trustee Sheran	Yes
Trustee Tefer	Yes

The committee voted to approve the recommended motion.

### **Adjournment**

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



**Board of Trustees  
Meeting Minutes  
May 21, 2025**

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A meeting of the Board of Trustees was held on May 21, 2025.

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

Trustees absent: Jerry Janezich, Javier Morillo, Chris Richter

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 2:06 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. No written remarks were provided. In person remarks were provided by:

- LeadMN: Kailen Roeder, Secretary
- Students United: Sierra Roiger, State Chair
- International Faculty Organization: Alex Sonsteby, Treasurer
- Minnesota Association of Professional Employees: Aaron Pierson, Minneapolis College
- Minnesota State College Faculty: Kevin Lindstrom, President

**Chancellor's Report, Scott Olson**

Chair Soule, Vice Chair Erlandson, and trustees-

Good afternoon, I'd like to start with legislative session updates. Legislators still have work to get done and we are still hopeful for a bonding bill. I want to thank everyone for their work and advocacy at the Capitol this year, including the students and bargaining units. Special thanks go out to Government Relations, Finance and Facilities, Marketing and Communications, ASA, HR, and Workforce for their leadership and working with staff.

Now I want to get more specific on the upcoming changes at the System Office and its budget. Previously shared, just as the campuses are doing, the system office is needing to make budget adjustments. We have worked with vice chancellors and cabinet over the past several months to identify opportunities for budget reductions. We also held an all-system office staff meeting on May 2<sup>nd</sup> and solicited (and received) anonymous feedback for people about ways to change/reimagine how we do our work in the name of efficiency and effectiveness.

Next, an update on Executive Searches. Today we celebrate today the announcement of Lake Superior College and Normandale Community College presidents. We still have one more to bring to board in June, which is the interim president position at Southwest Minnesota State University.

Finally, I have had a wonderful time hearing about the commencement celebrations that happen during this time of year on our campuses. It is a wonderful opportunity to celebrate the accomplishments of the year and the successes of our students.

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

### **Chair's Report**

Thank you, Chancellor.

I was told that trustees attended forty-nine (49) different commencements this Spring! I thought we would go around the table and estimate how many graduates we saw collectively as a board. Based on trustee reports, that number is somewhere just over sixteen thousand (16,000)!

Yesterday we toured Metro State's cyber security center and it was quite impressive. Regarding trustee updates, I spoke with Trustee Morillo recently and he has let me know that he will be resigning from his position as a trustee due to conflicts with his work schedule. We have several ideas for our retreat and future study session topics.

As usual, our thanks go out to everyone who made this meeting possible: Metro State for hosting us: President Ginny Arthur, Kimberly Her, IT staff Andrew Johnson and Darren Berger, as well as Kari and Amanda.

### **Consent Agenda**

Chair Soule asked if anyone wanted to remove an item from the Consent Agenda. Trustee Grabowska motioned and Trustee Cowles 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	Absent
Trustee Sheran	Yes
Trustee Soule	Yes
Trustee Tefer	Yes

The board voted to approve the consent agenda as follows:

- 1. Minutes of April 16, 2025**
- 2. Proposed FY2026 Board Operating Budget**
- 3. Audit Committee Charter Review and Approval**
- 4. Internal Audit Charter Review and Approval**
- 5. Review and Approve Fiscal Year 2026 Internal Audit Plan**
- 6. Contracts Requiring Board Approval**
  - a. Duluth Area Airport Authority, Lake Superior College**
  - b. Procurement Enterprise Software Renewal, System Office**
- 7. Proposed Amendment to Board Policy 5.13 Information Technology Administration (Second Reading)**
- 8. Proposed Amendment to Board Policy 3.7 Statewide Student Associations (Second Reading)**

### **Board Standing Committee Reports**

Workforce and Organizational Effectiveness Committee, Jay Cowles, Chair

Committee Chair Cowles reported that the Workforce and Organizational Effectiveness Committee recommends the Board of Trustees adopt two motions. The first was the Appointment of President for Lake Superior College:

*The Workforce and Organizational Effectiveness Committee recommends that the Board of Trustees, upon the recommendation of Chancellor Olson, appoints Linda Kingston as President of Lake Superior College, with the anticipated effective date of July 1, 2025, 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 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	Absent
Trustee Sheran	Yes
Trustee Soule	Yes
Trustee Tefer	Yes

The board voted unanimously to approve the recommended motion. Chair Soule invited Dr. Kingston to provide remarks.

The second motion was the Appointment of Interim President for Normandale Community College:

*The Workforce and Organizational Effectiveness Committee recommends that the Board of Trustees, upon the recommendation of Chancellor Olson, appoints Pakou Yang as Interim President of Normandale Community College, with the anticipated effective date of June 4, 2025, 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 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	Absent
Trustee Sheran	Yes
Trustee Soule	Yes
Trustee Tefer	Yes

The board voted unanimously to approve the recommended motion. Chair Soule invited Dr. Yang to provide remarks.

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

- Audit Committee, Dawn Erlandson, Chair
- Finance and Facilities Committee, Tim Huebsch, Chair
- Academic and Student Affairs Committee, Kathy Sheran, Vice Chair

### **Adjournment**

Chair Soule adjourned the meeting at 3:25 p.m.