



Meeting Minutes October 15-16, 2024

	Page
Finance and Facilities Committee	2
Outreach and Engagement Committee	4
Committee of the Whole	6
Academic and Student Affairs Committee	7
Workforce and Organizational Effectiveness Committee	9
Board of Trustees	11



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

A meeting of the Finance and Facilities Committee of the Board of Trustees was held on Tuesday, October 15, 2024.

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

Committee members absent: Jerry Janezich

Other board members present: Dawn Erlandson, Jim Grabowska, Idman Ibrahim, 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 8:17 a.m.

Agenda Item 1: Approval of the Meeting Minutes for June 18, 2024

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	Absent
Jana Johnson	Aye
Jacqueline Johnson	Aye
Roger Moe	Aye

The committee voted to approve the minutes.



Agenda Item 2: Finance and Facilities Committee Workplan

Committee Chair Huebsch invited Vice Chancellor Maki to present the FY2025 Finance and Facilities Workplan to the Committee as detailed in the meeting materials. This was an informational item so there was no vote taken.

Agenda Item 3: Contracts Approved \$1 Million To \$3 Million – June 10, 2024, to September 27, 2024

For the October meeting, there were no contracts presented in excess of \$3 Million that required approval by the board.

Committee Chair Huebsch invited Vice Chancellor Maki to present the list of contracts between \$1M and \$3M that had been approved since the last committee meeting in June. Reporting of this information is required as per System Procedure 5.14.2 Part 11.

This was an informational item, so no vote was taken.

Agenda Item 4: Proposed Amendment to Board Policy 5.15 Fundraising (First Reading)

Committee Chair Huebsch invited Vice Chancellor Maki to present the first reading of the proposed amendment to Board Policy 5.15 Fundraising as provided in the meeting materials. The amendments consisted primarily of technical edits and new formatting standards. Comments received to date have been based around providing more clarity between the role of foundations in relation to this policy. Additional edits will be added to the document prior to the second reading at the November board meeting.

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

Agenda Item 5: FY2026-2027 Biennial Budget Request (First Reading)

Committee Chair Huebsch invited Vice Chancellor Maki to present the first reading of the FY2026-2027 Biennial Budget Request as provided in the meeting materials.

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

Adjournment

The committee chair adjourned the meeting at 9:18 a.m.

**Outreach and Engagement Committee
Meeting Minutes
October 16, 2024**

A meeting of the Outreach and Engagement Committee of the Board of Trustees was held on October 16, 2024, in Assembly Room C168 of Central Lakes College, Staples.

Committee members present: Kathy Sheran, Chair; Dawn Erlandson and Jacquie Johnson.

Committee members absent: Jerry Janezich, Vice Chair; Christopher Richter

Other board members present: Jay Cowles, Jim Grabowska, Tim Huebsch, Jana Johnson, Roger Moe, George Soule, and Cheryl Tefer.

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 Sheran called the meeting to order at 8:32 a.m.

Agenda Item 1: Approval of the Meeting Minutes for May 21, 2024

Committee Chair Sheran 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 Jacquie Johnson provided a second.

The minutes were approved unanimously.

Agenda Item 2: FY25 Committee Workplan

Committee Chair Erlandson invited Noelle Hawton, Chief Marketing and Communications Officer to present on the Work Plan and Calendar for FY2025 Outreach and Engagement Committee meetings, as detailed in the meeting materials.

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



Agenda Item 3: Minnesota State's Commitment to Veterans, Service Members, and their Families

Committee Chair Erlandson invited Noelle Hawton, Chief Marketing and Communications Officer, and Gina Sobania, Director of Military, Veteran, and Adult Learner Services, to present on how Minnesota State delivers comprehensive services and support to veterans, service members and their families, as detailed in the meeting materials

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

Adjournment

The committee chair adjourned the meeting at 9:15 a.m.



**Committee of the Whole
Meeting Minutes
October 16, 2024**

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

Trustees absent: Jerry Janezich, Idman Ibrahim, Javier Morillo, Christopher Richter

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 9:18 a.m.

Agenda Item 1: NextGen Student Project Risk Review #13

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 #13 results and recommendations.

This being an informational item, no action was required.

Agenda Item 2: NextGen Update

Chair Soule invited Vice Chancellors Jacquelyn Bailey, Eric Davis, Bill Maki, and Sr. Vice Chancellor Satasha Green-Stephen to begin the presentation. Clint Davies of Berry Dunn was also present to answer questions. The group provided a quarterly update regarding the status of the NextGen project implementation.

This being an informational item, no action was required.

Agenda Item 3: Results of Athletics Advisory Report

Chair Soule called Chief Audit Officer Amy Jorgenson and Colleen Lewis with Baker Tilly to begin the presentation. The purpose was to present the results of the Athletics Review.

This being an informational item, no action was required.

Adjournment

Chair Soule adjourned the meeting at 11:03 a.m.

**Academic and Student Affairs Committee
Meeting Minutes
October 16, 2024**

A meeting of the Academic and Student Affairs Committee of the Board of Trustees was held on October 16, 2024.

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

Committee members absent: Idman Ibrahim, Christopher Richter

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

Staff present: Scott Olson, Chancellor; Satasha Green-Stephen, Senior 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 11:16 a.m.

Agenda Item 1: Approval of the Meeting Minutes for October 16, 2024

Committee Chair asked if there are any changes or amendments to the minutes then asked for a motion to approve. Trustee Moe made the motion and Trustee Grabowska provided a second. A roll call vote was conducted and the minutes were approved unanimously.

Agenda Item 2: FY2025 Committee Workplan

Committee Chair Tefer invited Satasha Green-Stephen, Senior Vice Chancellor for Academic and Affairs to present, FY2025 Committee Workplan, as detailed in the meeting materials.

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

Agenda Item 3: Strategic Enrollment Management System Approach

Committee Chair Tefer invited Satasha Green-Stephen, Senior Vice Chancellor for Academic and Student Affairs along with Paul Shepherd, Vice Chancellor for Student Affairs and Enrollment Management: Lisa Foss, Senior Director for U.S. Practice, University Design Center at Arizona State University; Ginny Arthur, President, Metro State University; Carrie Caroll, Associate Vice

President for Strategic Enrollment, Metro State University to present on Strategic Enrollment Management System Approach as detailed in the meeting materials.

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

Adjournment

The committee chair adjourned the meeting at 12:47 p.m.

**Workforce and Organizational Effectiveness Committee
Meeting Minutes
October 16, 2024**

A meeting of the Workforce and Organizational Effectiveness Committee of the Board of Trustees was held on October 16, 2024.

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, Jacquie Johnson, Jan Johnson, Roger Moe, George Soule

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

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 17, 2024

Committee Chair Cowles 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: FY2025 Committee Workplan

Committee Chair Cowles invited Vice Chancellor Davis to present the FY2025 Committee Workplan, as detailed in the meeting materials.

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

Agenda Item 3: Executive Search Process Overview

Committee Chair Cowles invited Vice Chancellor Davis along with Human Resources Director Gehrke to present the Executive Search Process Overview, as detailed in the meeting materials.

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

Agenda Item 4: Appointment of Interim Vice Chancellor for Equity and Inclusion

Committee Chair Cowles invited Chancellor Olson to present the Appointment of Interim Vice Chancellor for Equity and Inclusion, 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 recommendation of Chancellor Olson, appoints “Eda” Rassheedah Watts as Interim Vice Chancellor for Equity and Inclusion, with the anticipated effective date of October 28, 2024. This appointment is 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 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
October 16, 2024**

A meeting of the Board of Trustees was held on October 16, 2024.

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

Trustees absent: Idman Ibrahim, 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. Remote remarks were provided by Grace Horn, Treasurer of LeadMN. In person remarks were provided by:

- Students United: Sierra Roiger, State Chair
- American Federation of State, County and Municipal Employees: Jennifer Erwin, President, Minnesota State Policy Committee
- Minnesota Association of Professional Employees: Nicole Emerson, Meet and Confer Chair
- Minnesota State College Faculty: Kevin Lindstrom, President
- Minnesota State University Association of Administrative and Service Faculty: Kristy Modrow, President

Chancellor's Report, Scott Olson

Chair Soule, Vice Chair Erlandson, and trustees-

I would like to start off by thanking Central Lakes College for hosting. President Charlier – your team has been nothing short of amazing and we can understand why CLC is a “Great Place to Work”.

I wanted to recognize all the soldiers we met yesterday at Camp Ripley and their role in making the experience a memory that will last forever. Thank you to the Minnesota State team who made this event happen: Bernie Omann, Noelle Hawton, Christy Kaelin, Kari Campbell, Amanda Muenzner, Melissa Fahning, and Sarah Berns. Special thank you to Gina Sobania for her work not only for yesterday, but the work you do to support the partnership with the MN National Guard every day.

I want to update you on several executive searches underway. First, I had the opportunity to meet last week with South Central College students, faculty, staff and community partners at both the Faribault and North Mankato campuses along with search chair, President Michael Berndt and our search consultants from Academic Search.

The next search is at Northland Community and Technical College. I will be up there next week at both East Grand Forks and Thief River Falls campuses to conduct listening sessions along with search chair, President Joy Bodin.

The third search is for Lake Superior College. I will visit Duluth in a few weeks along with search chair, President Sharon Pierce.

Lastly, we will begin the search for the permanent Vice Chancellor for Equity and Inclusion in the coming months. We need to identify a search firm that will help us recruit the best talent pool and launch listening sessions. This position impacts all of us – students, faculty, staff, and our partnerships with community. It is important to hear from all as we envision the skills and traits necessary to advance our work.

My final update is about NextGen. As we discussed earlier today, the implementation of Workday for HCM and Finance has not been without its issues. I am most proud of the individuals at our campuses and across the system who are working on this each and every day.

One of the issues that affected our faculty the most this fall was the processing delays which resulted in some faculty not receiving timely or accurate paychecks. It is foundational to our work that our employees are paid fairly, accurately, and on time. I know failing to do so undermines trust and very understandably may leave some of our faculty feeling undervalued. This is why I sent a letter to every faculty member affected by a payroll delay this fall.

I am committed, along with our HR partners across the state, to address the flaws in our current business processes and system that have contributed to these persistent delays.

Chair's Report

I would also like to thank all those whose efforts made this month's meetings and activities possible: Central Lakes College team-President Hara Charlier, Jody Longbella, the CLC Technology Services team – Andrea Carlson, Scott Streed, JJ Larson, Terri Bussman with CLC Dining Services, System office IT support – Darren Berger and Ross Berndt. A special thanks to Gina Sobania – our experiences yesterday at Camp Ripley would not have been possible without her support, guidance and strong relationships with the Minnesota National Guard. Finally, thanks to the Minnesota National Guard – we are grateful for their hospitality during our visit and for their continued support of our partnership. Thanks to Major General Manke, Brigadier General Schaefer, Colonel Suarez, Lieutenant Colonel Hall, Lieutenant Colonel Sanganoo, Captain Hunt, Mr. Krouth.

Consent Agenda

Chair Soule asked if anyone wanted to remove an item from the Consent Agenda. Trustee Grabowska motioned and Trustee Moe 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 Ibrahim	Absent
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 June 18, 2024**
- 2. Minutes of July 11, 2024 Special Meeting**

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 the following motion:

The Board of Trustees, upon recommendation of Chancellor Olson, appoints “Eda” Rassheedah Watts as Interim Vice Chancellor for Equity and Inclusion effective October 28, 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 Cowles	Yes
Trustee Erlandson	Yes
Trustee Grabowska	Yes
Trustee Huebsch	Yes
Trustee Ibrahim	Absent
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. Watts to provide remarks virtually.

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

- Committee of the Whole, George Soule, Chair
- Academic and Student Affairs Committee, Cheryl Tefer, Chair
- Finance and Facilities Committee, Tim Huebsch, Chair
- Outreach and Engagement Committee, Kathy Sheran, Chair

Adjournment

Chair Soule adjourned the meeting at 2:58 p.m.