

MINNESOTA STATE COLLEGES AND UNIVERSITIES

BOARD OF TRUSTEES MEETING MINUTES JANUARY 16, 2008 ANOKA-RAMSEY COMMUNITY COLLEGE COON RAPIDS, MINNESOTA

Trustees Present: Chair David Olson, Caleb Anderson, Duane Benson, Michael Boulton, Cheryl Dickson, Clarence Hightower, Dan McElroy, David Paskach, Thomas Renier, Christine Rice, Ann Curme Shaw, Scott Thiss, James Van Houten and Carol Wenner

Trustees Absent: Ruth Grendahl

1. Call to Order

Chair David Olson called the meeting to order at 2:10 p.m. and reported that a quorum was present.

2. Chair's Report

a. Notes of Board of Trustees Retreat of October 30-31, 2007

b. Minutes of Board of Trustees Meeting of October 31, 2007

c. Minutes of Board of Trustees Study Session of November 13, 2007

d. Minutes of Board of Trustees Meeting of November 14, 2007

Chair Olson stated that the minutes of the above Board of Trustees Study Session, Retreat and Meetings were approved as written.

e. Regional Policy Meetings Report

Chair Olson reported that he attended regional policy development meetings throughout the state. Trustee Scott Thiss also attended several of the meetings. When feasible, they met with the college or university president in the respective area. The meetings focused on the most pressing issues for businesses, which include taxes, transportation, health care and workforce.

Chair Olson reported that there was positive feedback from the business leaders regarding the system. He continued that some of the business leaders had relationships with their local college or university but others believe that there is a disconnection between the local institution and the system office. He noted that transferring credits is more nimble within the system than at the University of Minnesota. He also noted that workforce was the key subject at almost every meeting.

Chair Olson concluded that it was a great opportunity to reach out to employers. He added that the system should prioritize the workforce issue, build on the Centers of Excellence and review policies on open enrollment and credit transfers.

f. Other

Chair Olson recognized and thanked Trustee Paskach for his leadership as past Chair of the Board of Trustees, from August 1, 2006 to July 30, 2007. Trustee Paskach began his term in 2002. He served as chair of the Education Committee for two years and he had a significant role in developing the system's strategic plan as the Chair of the Ad Hoc Committee on Strategic Planning.

Chair Olson presented Trustee Paskach with a plaque commemorating his service as Chair of the Board. Trustee Paskach thanked Chair Olson and the members of the Board commenting that it was a great experience to serve as Chair.

3. Consent Agenda

a. Surplus Property Disposition

Trustee Benson moved for approval of the Surplus Property Disposition. Trustee Boulton seconded and the motion carried unanimously.

4. Board Policy Decisions

There were no Board Policy Decisions.

5. Board Standing Committees

a. Audit Committee, Scott Thiss, Chair

- (1) Review Internal Auditing Annual Report
Committee Chair Scott Thiss reported that the committee met in a special meeting on December 17, 2007. The agenda items shown below were discussed at that meeting. The committee heard a report on the Internal Auditing Annual Report. The report showed that Internal Auditing services were consistent with the expectations of the Fiscal Year 2007 audit plan. He added that the report clearly affirmed Executive Director Asmussen's independence and objectivity in his duties.
- (2) Discuss Potential Internal Audit Topics for FY 2008
Committee Chair Thiss reported that the committee discussed the Potential Internal Audit Topics for FY 2008. Potential topics were identified for studies.
- (3) Review External Audit Plan
Committee Chair Thiss reported the committee heard a report on the External Audit Plan. Six of the individual colleges and universities audit plans have expired. The committee will initiate a new process to select external auditing services.

b. Academic and Student Affairs Committee, Dan McElroy, Chair

- (1) Academic and Student Affairs Update
Committee Chair Dan McElroy reported that the committee heard an update from Senior Vice Chancellor Linda Baer on the activities of the Academic and Student Affairs division.
- (2) Science, Technology, Engineering and Math (STEM)
Committee Chair McElroy reported that the committee heard a presentation on the STEM work plan. The presentation provided data showing progress made towards meeting performance and the Board of Trustees goals.

The work plan is composed of four components: increase student engagement in STEM coursework; provide incentives for STEM faculty and teachers to improve students learning outcomes; develop STEM learning opportunities that meet current industry standards and needs and improve the infrastructure; facilities, equipment and supplies for STEM programs.

- (3) Metropolitan Area Planning Update
Committee Chair McElroy reported that the committee heard an update on Metropolitan Area Planning. The plan addresses how well the system can meet the needs of a growing metropolitan area between now and the year 2030. The study indicated that the system has the capacity for certificate and two-year degrees but lacked the capacity for baccalaureate and graduate programs. The committee discussed what role regional planning and review play in developing additional capacity and also what role Metropolitan State University and the other universities have in providing upper division and graduate programs in the Twin Cities.
- (4) Mesabi Range Education Needs Study Update
Committee Chair McElroy reported that the committee heard an update on the Mesabi Range Education Needs Study. The purpose of the study is to identify potential gaps in providing higher education. Data was gathered from several areas including K-12 leaders, higher education leaders, employers and community leaders. The report's recommendations were not yet completed. The legislature extended the due date to February 1, 2008.

c. Finance/Facilities Policy Committee, Clarence Hightower, Chair

- (1) Finance, Facilities and Technology Update
Committee Chair Clarence Hightower reported that the committee heard an update from Vice Chancellor Laura King on the Finance/Facilities division.
- (2) Emergency Planning Update
Committee Chair Hightower reported that the committee heard an update on Emergency Planning. The plan is based on Federal, State and Minnesota State Colleges and Universities Board directives that focus on emergency planning activities and the development of an All Hazards Plan for the colleges and universities and the system office.
- (3) Tuition Study Including the Price of Attendance
Committee Chair Hightower reported that the committee heard a report on a Tuition Study Including the Price of Attendance. The study provides true cost of education and price of attendance to the students. The study will occur over the next six months and conclude with a report to the committee in July 2008.

- (4) **FY 2007 and FY 2006 Audited Financial Statements**
Committee Chair Hightower reported that the committee heard a report at their November meeting on the FY 2007 and FY 2006 Audited Financial Statements. The financial statements are available on the Finance division Web site.

- (5) **FY 2009 Operating Budget Including Tuition and Fees (First Reading)**
Committee Chair Hightower reported that the committee heard a report on the FY 2009 Operating Budget Including Tuition and Fees. The requests were built around the parameters of limiting tuition increases to two percent at the colleges and three percent at the universities. Committee Chair Hightower stated that the committee will have a second reading for approval in March and will make a recommendation.

Chair Olson requested clarification that the committee will make a decision and bring it to the Board at the March meeting.

Committee Chair Hightower stated that in consultation with Chair Olson, the committee established the Work Group on Technology. Trustee Dickson will serve as chair with Trustees Thiss and Van Houten.

d. Advancement Committee, Christine Rice, Chair

- (1) **Advancement Update**
Committee Chair Christine Rice reported that the committee heard an update from Vice Chancellor Linda Kohl on the Public Affairs Division.

- (2) **2008 State Legislative Session**
Committee Chair Rice reported that the committee heard an update on the 2008 State Legislative Session. The session beginning on February 12 is primarily a bonding session.

- (3) **2008 Congressional Session**
Committee Chair Rice reported that the committee heard an update on the 2008 Congressional Session. Outcomes of the 2007 session included that the system received seven projects totaling approximately 4 million dollars as part of an omnibus bill that was signed by the President on December 26.

- (4) **Fiscal Year 2007 Gifts and Grants Report**
Committee Chair Rice reported that the committee heard a report on the Fiscal Year 2007 Gifts and Grants. The report included the nature and the amount of all gifts and grants with a value in excess of five thousand dollars accepted by the colleges and universities. Committee Chair Rice noted that the trend is moving in the right direction with positive reports.

- (5) **Overview of Systemwide Development**
Committee Chair Rice reported that the committee heard a presentation of Systemwide Development. The presentation provided an overview of fundraising and alumni activity throughout the system.
- (6) **Strategic Plan Summary Revisions**
Committee Chair Rice reported that the committee had a discussion on revising areas of “Designing the Future: Minnesota State Colleges and Universities Strategic Plan,” which was adopted by the Board in January 2006. The revisions are suggestions to align the four strategic directions with the Board’s initiatives from their October retreat. There was considerable discussion on revisions to strategic direction 3. Committee Chair Rice noted that the revisions will be discussed at the Executive Committee meeting.
- (7) **Other**
Trustee McElroy recalled that the Legislative Auditor had made a recommendation seeking statutory authority for Pine Technical College to be the provider for the Minnesota Family Investment Program (MFIP). He questioned whether the committee had taken it under consideration and if it would be done during this session.

Trustee Thiss recalled from an Audit Committee discussion that it was referred to the Finance, Facilities and Technology Committee or the Academic and Student Affairs Committee. Trustee Thiss called upon Executive Director Asmussen who clarified that he had met with Senior Vice Chancellor Linda Baer, General Counsel Gail Olson and President Robert Musgrove and that it was assigned to the Academic and Student Affairs Committee. Trustee McElroy noted that it will be on the agenda at the next committee meeting.

Trustee Shaw requested clarification on the parent notification mirroring the Federal law. Director Mary Jacquart stated that the issue was brought up two years ago to align the Minnesota privacy act with the Federal privacy act. The alignment would clarify whether campuses have the option to notify parents when necessary for the health and welfare of the student. As of now, there is inconsistency aligning the two. Deputy General Counsel Kristine Kaplan stated that the change would permit the colleges and universities to utilize the standard that is in effect with the Family Education Rights and Privacy Act (FERPA). The colleges and universities would adopt a policy that would allow the colleges and universities to inform parents of students under the age of twenty-one when they commit a drug or alcohol offense.

Chancellor McCormick stated that regardless of legislative outcome, an aggressive education plan must be developed. He continued that an education plan would be presented to the Board that will be aggressive in educating the students from their start in college and onward beginning with orientation, counseling and other avenues to make the students more aware and informed.

e. Diversity and Multiculturalism Committee, Duane Benson, Chair

- (1) Diversity and Multiculturalism Committee
Committee Chair Duane Benson reported that the committee heard an update from Executive Director Whitney Harris on the activities of the Diversity and Multiculturalism division.

f. Joint Meeting of Advancement and Diversity and Multiculturalism Committees, Christine Rice and Duane Benson, Co-chairs

- (1) Reaching the Underrepresented
Committee Co-chair Benson stated that the joint committees heard a presentation on Reaching the Underrepresented. He stated that requests for proposals were announced for three Higher Education Access Centers that will provide incentives for community based organizations, as well as employers, to work with higher education institutions. Co-chair Benson added that the measures will be recruitment and retention rates of students in underrepresented groups which will be evaluated based on available customer satisfaction data.

Committee Co-chair Rice stated that the existing FY 2008 funds totaling approximately \$150 thousand dollars will be used for further research on focus groups, customer surveys and also secret shoppers. A detailed report will be provided at the March meeting.

g. Human Resources Committee, Ruth Grendahl, Chair

- (1) Human Resources Update
Committee Vice Chair Paskach reported that the committee heard an update from Vice Chancellor Bill Tschida on the Human Resources division.
- (2) **Amendments to Policy 4.9, Employee Evaluation (Second Reading)**
Committee Vice Chair Paskach moved that the Board of Trustees approves the recommended amendments to Policy 4.9, Employee Evaluation. Trustee Rice seconded and the motion carried unanimously.
- (3) **2007-2009 Personnel Plan for Minnesota State Colleges and Universities Administrators**
Committee Vice Chair Paskach moved that the Board of Trustees approves the Personnel Plan for Minnesota State Colleges and Universities Administrators for 2007-2009, and authorizes the Chancellor and his designees to take all measures they deem appropriate to secure legislative approval to implement the Plan. Trustee Rice seconded and the motion carried unanimously.

- (4) **Succession Planning**
Committee Vice Chair Paskach reported that the committee heard an update on Succession Planning. He stated that timeline will be presented at the March meeting and a proposal will be presented to the Board in April.

6. Joint Council of Student Associations

a. Minnesota State College Student Association (MSCSA)

Mr. Scott Formo, President, provided a written report to the Board of Trustees.

7. Minnesota State Colleges and Universities' Bargaining Units

a. American Federation of State, County and Municipal Employees (AFSCME)

Ms. Karen Foreman, President (AFSCME Council 6), addressed the Board of Trustees.

b. Administrative and Service Faculty (ASF)

Mr. Shahzad Ahmad, President, addressed the Board of Trustees.

c. Inter Faculty Organization (IFO)

Dr. Nancy Johnson Black, President, addressed the Board of Trustees.

8. Trustees Reports

Trustee Wenner reported that she attended the commencement at Minnesota State University Moorhead. Trustee Rice reported that she attended the commencement at Metropolitan State University. Trustee Rice also attended the tenth anniversary of Minnesota State College Student Association (MSCSA) which was celebrated in conjunction with its first leadership scholarship event.

Trustee Anderson reported that he attended the annual Martin Luther King, Jr. Celebration co-sponsored with Minneapolis Community and Technical College.

9. Chancellor's Comments

Chancellor James McCormick welcomed the Board of Trustees and system colleagues to the meeting, and he thanked President Johns for the hosting the meeting.

Chancellor McCormick reported that planning is underway for next year's action plan. Chancellor McCormick noted that a draft will be presented to the Board at the May meeting.

Chancellor McCormick remarked on the thirty-seven recommendations to the Legislature commenting that he continues to be an advocate for the entire request, but he does not expect the same outcomes as in the past. Chancellor McCormick stated that \$13 million dollars is contingent upon meeting three of the five goals set in legislation last session.

There are increases for the Science, Technology, Engineering and Math (STEM); the Centers of Excellence; the medical record technology; and for the Awards of Excellence. Chancellor McCormick added that these goals must be accomplished and a report will be made at the March meeting. Chancellor McCormick also noted that the system will receive four million dollars in Federal funds, including funding these goals for the reintegration of returning veterans.

Chancellor McCormick reported that he is pleased with the progress made on the Accountability dashboard. Results of the pilot test and further recommendations will be presented at the March meeting. Chancellor McCormick noted that the Accountability dashboard is a national model.

Chancellor McCormick commended the leadership of Dr. Whitney Harris and the presidents for their work and support of Minnesota State Colleges and Universities “Super Weekend.” “Super Weekend” is part of an initiative to increase access to higher education for groups that often have encountered societal and cultural barriers to post-secondary education and takes speakers to faith groups.

Chancellor McCormick remarked on how the system compares at a national level. The American Association of State Colleges and Universities top ten state policy issues in higher education that the system will face are economic development; retooling state financial aid programs; affirmative action; 2008 presidential elections; immigration; campus security; accountability; high school to college preparation, and the number-one policy issue is the state fiscal forecast and the issue of affordability.

10. Requests by Individuals to Address the Board

There were no requests to address the Board.

11. Other Business

No other business was brought before the Board.

12. Adjournment

Chair Olson adjourned the meeting at 3:35 p.m.

Ingeborg K. Chapin
Secretary to the Board