MINNESOTA STATE

ACADEMIC AND STUDENT AFFAITS

POLICY COUNCIL CHARGE

**Purpose:** To provide consultation advice on proposed ASA Board of Trustees policies and system procedures.

**Scope:** To review proposed or current ASA board policies and system procedures. Terms and conditions of employment are addressed through labor negotiations and outside the scope of this council.

**Primary Council Responsibilities:**

1. An advisory group to the ASA Senior Vice Chancellor.
2. Reviews proposed or current board policies and system procedures in the ASA Policy Work Plan.
3. Develop policy and procedure language through an equity-minded lens.

**Operations:**

1. The council has two co-chairs who are selected from the members of the council. The co-chairs are nominated and affirmed by a majority vote of the council members. The co-chairs lead the meetings and discussions while keeping the council on task.
2. The council charge document, membership list, meeting schedule, meeting agendas and documents, and other council related information will be made available on the ASA Connect site.
3. An ASA representative will facilitate the council meetings, prepare and manage all the documentation, participate in the discussions, and communicate the council’s advice and suggestions to the ASA senior vice chancellor.

**Meeting Times and Dates:** The policy council meets from 11:00 a.m. to 3:00 p.m. five times per fiscal year at the Wells Fargo Building in St. Paul. The meetings typically occur on the third Thursday in September, November, January, March, and April.

**Committee Member Participation.** Council members are expected to:

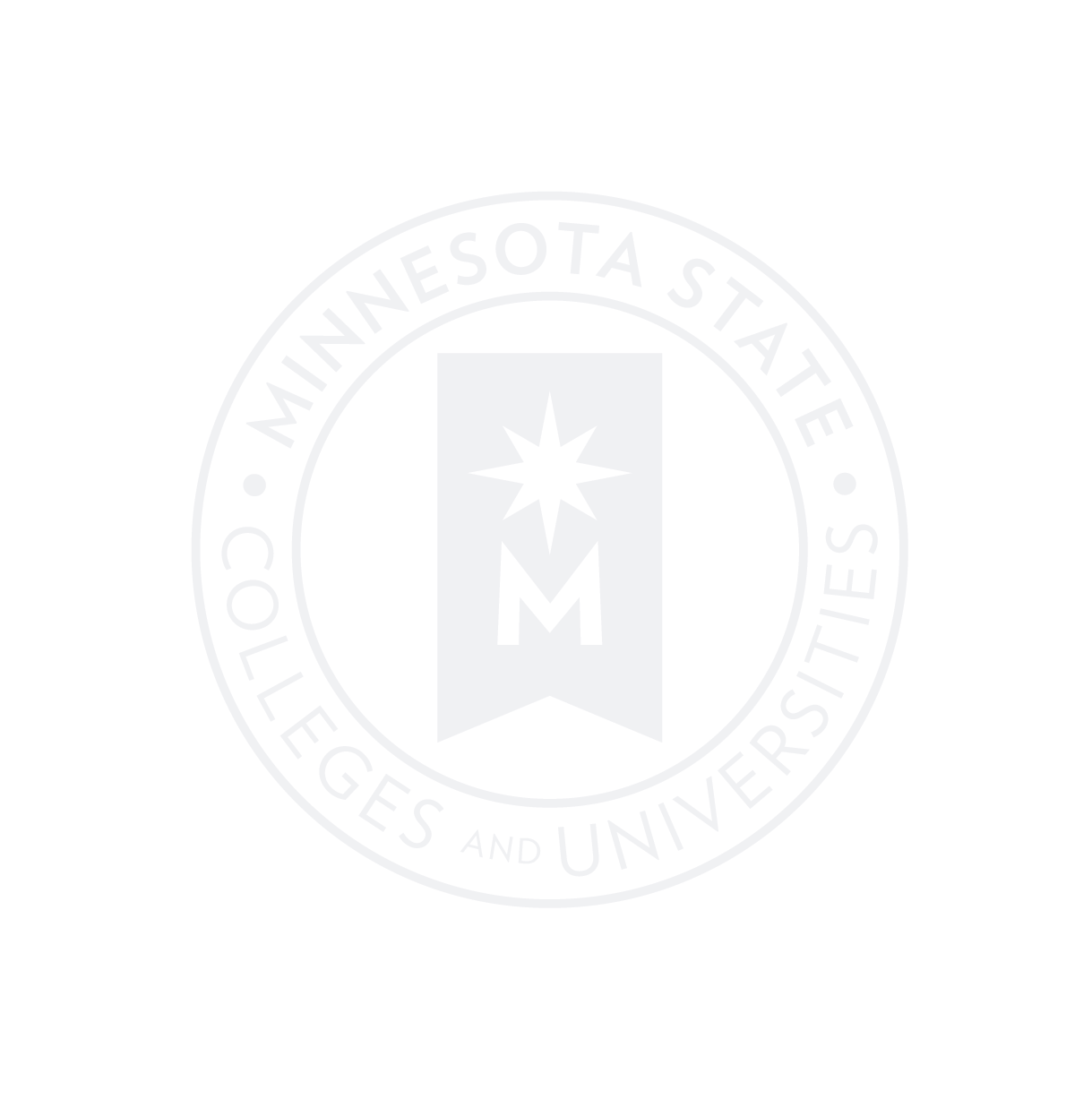
1. Participate in the scheduled meetings in person or via Adobe Connect
2. Recommend clear, concise policy and procedure language that meets student, college, university, and system needs
3. Represent the policy positions of their constituents
4. Communicate policy discussions and recommendations back to their constituents

**Committee Members:**

* College students, appointed by LeadMN: *two (2) members*
* University students, appointed by Students United: two *(2) members*
* Professionals, appointed by the Minnesota Association of Professional Employees (MAPE): *three (3) members*
* College faculty, appointed by Minnesota State College Faculty (MSCF): *three (3) members*
* University faculty, appointed by Inter Faculty Organization (IFO): *three (3) members*
* University administrative and service faculty, appointed by Minnesota State University Administrative and Service Faculty (MSUAASF): *three (3) members*
* College academic and student affairs administrators: *four (4) members, appointed by the system office*
* University academic and student affairs administrators: *four (4) members, appointed by the system office*
* Policy Council Facilitator - ASA System Office representative: *one (1) member,* appointed by the ASA Senior Vice Chancellor

**Responsible System Administrator:**

Gary Hunter, System Director for Policy, Procedure, and Intellectual Property

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Brent Glass, Associate Vice Chancellor for Student Affairs

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**Staff Support:**

Madison Warner, Office Administrative Specialist

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