



**MINNESOTA STATE**

Board of Trustees

30 East 7th Street  
St. Paul, MN 55101

651-201-1705

# Board of Trustees Meetings April 20-21, 2021



*Minnesota State is an affirmative action, equal opportunity employer and educator.*

**Board of Trustees**  
**April 20 - 21, 2021**  
**Virtual Meeting**

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*The Board of Trustees is adhering to Governor Walz's Executive Order 20-01, the State of Minnesota Peacetime Emergency Declaration, and the Center for Disease Control's social distancing guidelines. Meetings will be conducted on a virtual meeting platform. Interested parties can listen to the live stream of the proceedings from the [Board website](#). Times are tentative – meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of previous meetings.*

**Tuesday, April 20, 2021**

- 8:30 a.m.      Audit Committee, George Soule, Chair  
*Other board members may be present constituting a quorum of the board.*
- 1. Minutes of January 26, 2021**
  2. Project Results – Campus Safety and Security: COVID-19
  3. Internal Audit's Quality Assessment Review Results
- 9:15 a.m.      Finance Committee, Roger Moe, Chair  
*Other board members may be present constituting a quorum of the board.*
- 1. Minutes of March 16, 2021**
  - 2. Contracts Exceeding \$1 million:**
    - a. Ex Libris Alma Contract Extension for PALS Library Consortium, Minnesota State University, Mankato**
    - b. Student Internet and Cable Services for Minnesota State University Moorhead**
    - c. Bookstore Income Contract Extension for St. Cloud State University**
    - d. Classroom Event Management Software Contract Extension, System Office**
    - e. Clifton Larson Allen Contract Amendment, System Office**
  3. Proposed Amendment to Board Policy 7.1 Finance and Administrative Authority of Board, Chancellor, and Presidents (1st Reading)
  4. Proposed Amendment to Board Policy 7.5 Financial Institutions and Investments (1st Reading)
  5. State and Federal Budget Update
- 10:15 a.m.      BREAK
- 10:30 a.m.      Committee of the Whole, Jay Cowles, Chair
1. NextGen Update
- 11:30 a.m.      Meeting ends



**Wednesday, April 21, 2021**

9:30 a.m. Workforce and Organizational Effectiveness Committee, Michael Vekich, Chair  
*Other board members may be present constituting a quorum of the board.*

- 1. Minutes of March 17, 2021**
- 2. Appointment of President for Northeast Higher Education District**
- 3. Appointment of President for Northland Community and Technical College**
- 4. Appointment of President for Minnesota State College Southeast**

10:15 a.m. Board of Trustees, Jay Cowles, Chair

11:30 a.m. BREAK

12:00 p.m. Board of Trustees Awards for Excellence Virtual Event

1:00 p.m. Meeting ends

**Bolded items indicate action is required.**



## **Committee Rosters**

**2020 - 2021**

*(Updated April 14, 2021)*

### **Executive**

Jay Cowles, Chair  
Roger Moe, Vice Chair/Treasurer  
Alex Cirillo  
Dawn Erlandson  
April Nishimura  
Cheryl Tefer  
Michael Vekich

### **Academic and Student Affairs**

Cheryl Tefer, Chair  
Alex Cirillo, Vice Chair  
Asani Ajogun  
Dawn Erlandson  
Javier Morillo  
Oballa Oballa  
Rudy Rodriguez

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*President Liaisons:*

*Michael Berndt  
Robbyn Wacker*

### **Audit**

George Soule, Chair  
April Nishimura, Vice Chair  
Asani Ajogun  
Jerry Janezich  
Michael Vekich

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*President Liaisons:*

*Richard Davenport  
Michael Seymour*

### **Diversity, Equity, and Inclusion**

Rudy Rodriguez, Chair  
George Soule, Vice Chair  
Ahmitara Alwal  
Javier Morillo  
April Nishimura  
Oballa Oballa  
Cheryl Tefer

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*President Liaisons:*

*Jeffery Boyd  
Anne Blackhurst*

### **Facilities**

Jerry Janezich, Chair  
Roger Moe, Vice Chair  
Alex Cirillo  
Kathy Sheran  
Oballa Oballa

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*President Liaisons:*

*Kent Hanson  
Faith Hensrud*

### **Finance**

Roger Moe, Chair  
April Nishimura, Vice Chair  
Ahmitara Alwal  
Jerry Janezich  
Kathy Sheran  
George Soule  
Michael Vekich

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*President Liaisons:*

*Joe Mulford  
Scott Olson*

**Workforce and Organizational Effectiveness**

Michael Vekich, Chair  
Dawn Erlandson, Vice Chair  
Ahmitara Alwal  
Alex Cirillo  
Roger Moe  
George Soule  
Cheryl Tefer

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*President Liaisons:*

*Annette Parker  
Ginny Arthur*

**Outreach and Engagement**

Dawn Erlandson, Chair  
Alex Cirillo, Vice Chair  
Asani Ajogun  
Kathy Sheran  
Cheryl Tefer

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*President Liaisons:*

*Carrie Brimhall  
Ginny Arthur*

**Nominating**

Alex Cirillo, Chair  
Rudy Rodriguez, Vice Chair  
Dawn Erlandson

**Chancellor Performance Review**

Jay Cowles, Chair  
Roger Moe, Vice Chair  
Dawn Erlandson  
Michael Vekich



**Approved FY2021 and FY2022 Board Meeting Dates**

*The meeting calendar is subject to change. Changes to the calendar will be publicly noticed.*

**FY2021 Meeting Calendar**

<b>Meeting</b>	<b>Date</b>	<b>If agendas require less time, these dates will be cancelled.</b>
Board Meeting/Combined meeting Leadership Council <i>Anoka-Ramsey Community College, Coon Rapids</i>	July 21-22, 2020	July 22, 2020
Orientation for new trustees	<i>August or after governor makes the appointments</i>	
Executive Committee	September 2, 2020	
Board Retreat: Date change	September 22-23, 2020	
Executive Committee	October 7, 2020	
Committee / Board Meetings	October 20-21, 2020	October 20, 2020
Executive Committee	November 3, 2020	
Committee / Board Meetings Combined with Leadership Council	November 17-18, 2020	November 17, 2020
No December meeting		
Executive Committee	January 6, 2021	
Committee / Board Meetings Combined with Leadership Council	January 26-27, 2021	
No February meeting		

Executive Committee	March 3, 2021	
Committee / Board Meetings	March 16-17, 2021	March 16, 2021
Executive Committee	April 7, 2021	
Committee / Board Meetings	April 20-21, 2021	April 20, 2021
Executive Committee	May 5, 2021	
Committee / Board Meetings	May 18-19, 2021	May 18, 2021
Executive Committee	June 2, 2021	
Committee / Annual Board Meetings	June 15-16, 2021	June 15, 2021

#### **FY2022 Meeting Calendar**

<b>Meeting</b>	<b>Date</b>	<b>If agendas require less time, these dates will be cancelled.</b>
Board Meeting/Combined meeting Leadership Council	July 20-21, 2021	July 21, 2021
No meetings in August		
Board Retreat	September 21-22, 2021	
Executive Committee	October 6, 2021	
Committee / Board Meetings	October 19-20-2021	October 19, 2021
Executive Committee	November 3, 2021	
Committee / Board Meetings Combined with Leadership Council	November 16-17, 2021	November 16, 2021
No meetings in December		

Executive Committee	January 5, 2022	
Board Meeting/Combined meeting with Leadership Council	January 25-26, 2022	January 26, 2022
No meetings in February		
Executive Committee	March 2, 2022	
Committee / Board Meetings	March 15-16, 2022	March 15, 2022
Executive Committee	April 6, 2022	
Committee / Board Meetings	April 19-20, 2022	April 19, 2022
Executive Committee	May 4, 2022	
Committee / Board Meetings	May 17-18, 2022	May 17, 2022
Executive Committee	June 1, 2022	
Committee / Board Meetings	June 21-22, 2022	June 21, 2022

**National Higher Education Conferences:**

ACCT Virtual Leadership Congress: October 5-8, 2020  
ACCT National Legislative Summit: February 7-10, 2021, Washington, DC.  
AGB National Conference: April 11-13, 2021, San Diego  
ACCT Leadership Congress: October 13-16, 2021, San Diego  
ACCT National Legislative Summit: February 2022 (dates not posted)  
AGB National Conference: April 10-12, 2022, Orlando

AGB is the Association of Governing Boards of Universities and College  
ACCT is the Association of Community College Trustees

**Recommended Motion – June 17, 2020**

The Board of Trustees approves the revised FY2021 and proposed FY2022 meeting calendars. Changes to the calendar will be publicly noticed.





**Audit Committee**  
**April 20, 2021**  
**8:30 a.m.**  
**Virtual Meeting**

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*Times are tentative – meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of previous meetings.*

- 1. Minutes of January 26, 2021 (pp 1-5)**
2. Project Results – Campus Safety and Security: Covid-19 (pp 6-13)
3. Internal Audit’s Quality Assessment Review Results (pp 14-18)

Committee Members

George Soule, Chair  
April Nishimura, Vice Chair  
Asani Ajogun  
Jerry Janezich  
Michael Vekich

Presidents Liaisons

Richard Davenport  
Michael Seymour

**Bolded items indicate action required.**



**MINNESOTA STATE COLLEGES AND UNIVERSITIES  
BOARD OF TRUSTEES  
AUDIT COMMITTEE MEETING MINUTES  
January 26, 2021**

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Consistent with the federal and state guidance on the Covid-19 pandemic, Chair Cowles has determined that in-person meetings will not be held for the foreseeable future. As a result, members of the public were not permitted to attend meetings due to the current pandemic. The board provided access for the public to monitor meetings via live audio-streaming of the proceedings.

**Committee Members Present by Remote Access:** Trustees George Soule, April Nishimura, and Michael Vekich.

**Committee Members Absent:** Asani Ajogun and Jerry Janezich.

**Other Trustees Present by Remote Access:** Trustees Alex Cirillo, Jay Cowles, Dawn Erlandson, Roger Moe, Rudy Rodriguez, Kathy Sheran, and Cheryl Tefer.

Committee Chair Soule called the virtual meeting to order at 2:02 p.m.

**1. Minutes of November 17, 2020**

The minutes of the November 17, 2020 audit committee were approved as published.

**2. Project Results – Comprehensive Workforce Solutions Project Review**

Mr. Eric Wion, Executive Director for the Office of Internal Auditing, introduced Ms. Christine Smith from Baker Tilly, Senior Vice Chancellor Ron Anderson, and Ms. Mary Rothchild, Senior System Director of Workforce Development.

Mr. Wion reminded members that the Comprehensive Workforce Solutions (CWS) report was distributed to them in early December. He provided background that led to the regional CWS model implementation in 2017. Different ideas and models had been discussed and since the decision to move to the regional model, the merits and specific details of the model have continued to be debated and relitigated. He added however, that Minnesota State and CWS is a tremendous resource and engine for workforce development in Minnesota. There are tremendous examples across the system of innovative work, and there are great opportunities to leverage the power of the collective system to do more. He stated that the report identifies some key barriers and challenges and recommendations for CWS.

Finally, Mr. Wion pointed out the references to enterprise risks in the summary sheet in the audit committee materials in the board packet. He stated that this was part of some pilot work done in collaboration with the Enterprise Risk Steering Committee to clearly identify for trustees when a board topic is relevant to a major enterprise risk or opportunity.

Ms. Smith provided an overview of CWS, including project objectives, overall conclusion, challenges encountered in the new regional model for CWS, and key recommendations.

Ms. Smith stated that Comprehensive Workforce Solutions is part of a broader continuum of programs offered by Minnesota State that directly impact workforce development in the state of Minnesota to ensure an available, skilled, and qualified workforce throughout the State.

Ms. Smith reviewed the project objectives and conclusions. She stated that Minnesota State has not cemented their competitive position in the marketplace with regards to CWS, nor have the regions come together around a cohesive strategy. The model should be driven by an enterprise-wide sector-based strategy, executed by the regional structures, with universal agreement and commitment to the expected synergies, program growth, expectations, and fiscal outcomes.

Ms. Smith stated that based on the assessment, they believed that CWS does offer the opportunity to mitigate some of the current high risks that are faced by Minnesota State. CWS promotes a pathway from noncredit to credit and baccalaureate programs, which could impact positive enrollment for nontraditional students and the ability to grow that enrollment at a time when traditional student enrollment is expected to decline because of changes in demographics. CWS could also assist in terms of financial sustainability as it provides institutions the opportunity to carry out their mission and values in a fiscally sustainable method. The model that was designed assumed that these programs would be self-sufficient. CWS has the ability to be a value-added partner that is meeting the demands of the marketplace by providing in-demand workforce development skills and competencies that allow for successful entry or re-entry into the workforce, which is especially important during periods that follow unemployment such as what is being experienced right now. This gives CWS a specific link to the equity 2030 framework in that it enhances educational access and promotes student's success.

Ms. Smith outlined regional implementation realities and challenges. She stated that the differing perspectives across leaders on how this collaborative model could or should work is still a distractor from being able to go forward with the model as intended. There is still debate happening about what the model should look like and what the tactical approach should be, versus conversation about developing a common strategy, approach, and tactics to support that approach, so that Minnesota State can be seen as a strategic partner as it relates to workforce development.

Ms. Smith reviewed the four key recommendations – statewide sector strategy, clear role of the regional model, accountability framework, and finally, synergies across programs.

Senior Vice Chancellor Anderson thanked internal audit for their work on the advisory project and he thanked the numerous presidents and CWS leaders and staff who provided input and shared their perspectives and their experiences of the work over the last three years.

Senior Vice Chancellor Anderson provided leadership's response to the report. He stated that the findings were generally consistent with leadership perspective and experience.

Senior Vice Chancellor Anderson acknowledged there had been a lack of universal acceptance and support for the model. There is more discussion and listening to do moving forward to ensure the multiple perspectives are heard and considered as future direction is clarified and the right path is laid out.

Senior Vice Chancellor Anderson agreed that implementation has been challenged by leadership turnover due to significant numbers of retirements and other departures. In some instances, this has caused the conversations to begin again as new individuals' step into the work.

Senior Vice Chancellor Anderson also recognized that the operational focus over the last three years had gotten in the way of more strategic development and strategic positioning. He stated their efforts would be refocusing attention on strategy development as the next phase of this work begins.

Senior Vice Chancellor Anderson stated that internal structures created challenges in collaboration. Financial and human resources structures have been built around individual institutions and is often difficult to bridge across institutions. He noted that one of the positive takeaways from this work has been learning about the kinds of collaboration and sharing that need to happen across institutions, which can be applied to the transition to the new ERP system. Systems can be set up from the beginning in a way that allows for that bridging across institutions as opposed to the narrowly focused singular institution that has been the tradition of higher education.

Senior Vice Chancellor Anderson added that it is important to acknowledge that campus resources and capacity are limited. Collaboration and partnership and enterprise work takes more time and more effort than independent work. Resources across all campuses are stressed, and attention is pulled to numerous competing directions. Part of the work ahead is to ensure there is clarity on those priorities and expectations.

Finally, Senior Vice Chancellor Anderson highlighted some of the important lessons that have been learned about enterprise and cross institutional work that go beyond CWS. Collaboration and enterprise level work is a challenge in many ways because it challenges existing structures and the status quo. It requires deeper levels of trust and a willingness to focus on collective benefits that may have differential impacts at the individual campus level. He stated that the collective work is based on relationships, and there needs to be continued focus on developing and deepening those working relationships at all levels across institutions. He stated that there has been some really good progress made over the last three years, there is a good foundation to build upon that did not exist prior to this work. Clarity of direction and acceptance of the direction will be critical, not only to this effort but to any of the enterprise level efforts. He stated that they will focus on learning

from those regions and those program areas that have been successful and scale them up to build those approaches in ways that are appropriate to the local and regional workforce and economic development needs of our communities.

Ms. Rothchild discussed the next steps for CWS. The first step will be to reaffirm the direction which will include building on successes, retaining and strengthening regional structures, adopting a sector approach to develop regional growth strategies, align sector approaches with Centers of Excellence, and increase the focus on noncredit to credit articulation and aligned planning. Additional steps include establishing ongoing operational and oversight structures and broadening key performance metrics. And finally, finding common ground, among our campuses, within the regions, and among our leaders in continuing education and customized training around what is expected of them, and what kind of accountability framework there will be for revenue and expenses.

Trustee Tefer asked if the list of occupations that require ongoing licensure was used to build continuing education and customized training opportunities. Senior Vice Chancellor Anderson said that it was one of the things that is brought into the data review to determine the educational needs in communities and in multiple industries within each of the regions to ensure that they are being addressed. Trustee Tefer talked about looking at ways to broaden our borders using customized training and online platforms. Ms. Smith added that Minnesota State has several experts in their field that do things no one else does, and part of the strategy is to figure out how to position that to the system's advantage.

Trustee Erlandson asked about whether there were any national benchmarks or models that Minnesota State should be looking to for success and comparison. Ms. Smith stated that there were not any national benchmarks, but they were able to look at best practices in Georgia, Texas, and California. She offered to share more about those examples. Trustee Erlandson expressed frustration with barriers identified when regional models are developed. She talked about wanting to have a conversation at the board level about how to meet the needs of the students to be successful in their future, and how to be successful in meeting the needs of our workforce development, and of our industry so that we keep them in Minnesota.

### 3. Internal Auditing Update

Mr. Wion stated that we are halfway through the fiscal year 2021 audit plan. He stated good progress had been made on the plan, all but one project had been started and several had been completed.

Mr. Wion pointed out that the external auditors, CliftonLarsonAllen, had reported in November that they were waiting for guidance from the federal government in terms of the audit requirements for the CARES funding in order to finalize the student financial aid audit. Since then, the audit requirements have been released by the federal government and CliftonLarsonAllen is in the process of determining their testing strategy for that work. The

federal government typically requires the single audit report to be submitted by the end of March, however, they have extended the deadline to the end of June this year. CliftonLarsonAllen anticipates they will have their work completed by April and will return to the audit committee to present the results.

Mr. Wion stated that given the demands of other projects, he did not anticipate they would be able to complete the Academic Program Management Review advisory project that they had planned to work on with Senior Vice Chancellor Anderson. He proposed including that project in the pool of projects being considered for the fiscal year 2022 audit plan.

Finally, Mr. Wion reminded members that the Office of Internal Auditing is required by internal auditing standards to undergo a Quality Assessment Review every five years. An independent external assessor was contracted, and that work has just been finalized. He was very happy to report that the draft report indicates the overall conclusion is the Office of Internal Auditing generally conforms with internal auditing standards, which is the best rating that could be achieved. He stated that the report will be reviewed, and he will draft a written response, and Mr. Wion will bring the final report to a future audit committee meeting for discussion.

The meeting adjourned at 3:51 p.m.

Respectfully submitted by Darla Constable

**MINNESOTA  
STATE BOARD OF  
TRUSTEES  
Agenda Item Summary  
Sheet**

**Name:** Audit Committee

**Date:** April 20, 2021

**Title:** Project Results – Campus Safety and Security: Covid-19

**Purpose (check one):**

Proposed New Policy or  
Amendment to Existing Policy

Approvals Required  
by Policy

Other Approvals

Monitoring/Compliance

Information

**Brief Description:**

The Covid-19 pandemic has significantly impacted the way colleges and universities carry out their day-to-day operations. The most important mission during this past year has been to keep students, faculty, and staff safe.

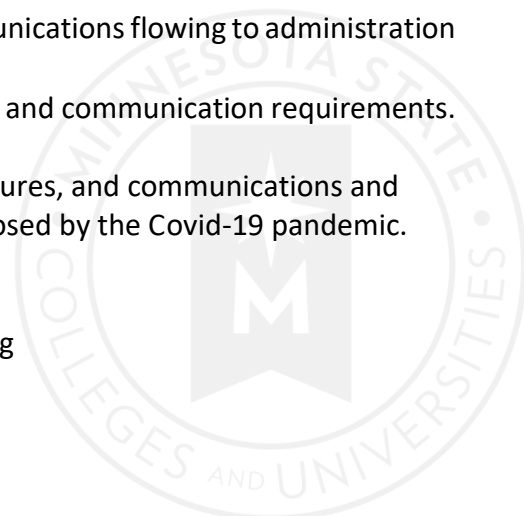
The objectives of Internal Auditing’s assurance project were to:

- Review policies and processes related to campus safety in regard to the Coronavirus pandemic;
- Identify the channels and protocols in place for communications flowing to administration and to campus communities; and
- Evaluate the adherence to certain policies, processes, and communication requirements.

Overall Minnesota State appears to have the policies, procedures, and communications and reporting protocols in place to reasonably respond to risks posed by the Covid-19 pandemic.

**Scheduled Presenter(s):**

Eric Wion, Executive Director of the Office of Internal Auditing  
Ashley Deihr, Internal Auditing (Baker Tilly)  
Bill Maki, Vice Chancellor of Finance and Facilities  
Brian Yolitz, Associate Vice Chancellor of Facilities



**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD INFORMATION ITEM**

Project Results – Campus Safety and Security: Covid-19

**BACKGROUND**

The Covid-19 pandemic has significantly impacted the way colleges and universities carry out their day-to-day operations. The most important mission during this past year has been to keep students, faculty, and staff safe.

At the beginning of the pandemic, it was clear that the system office needed to play a critical coordination and guidance role in ensuring safety and security in response to Covid-19. The system office quickly developed a system office pandemic preparedness plan and set up a leadership team responsible for communicating guidance to the system office as well as to the institutions, based on protocols and recommendations set by the Centers for Disease Control (CDC) and the Minnesota Department of Health (MDH). System office personnel and institutional representatives have open lines of communication with and provide input to MDH throughout the pandemic. Individual institutions also coordinate with and provide input to their respective local health authorities to help inform institutional approaches to campus safety.

The system office has defined certain consistent campus safety compliance requirements that the colleges and universities are instructed to follow based on guidance from the CDC, MDH, and executive orders from the governor of Minnesota. Beyond these requirements, institutions have a level of autonomy to make operational decisions that best address the specific needs of their communities. Institutions are encouraged to maintain strong lines of communication with the system office and peers to address situations and concerns as they arise (for example through a weekly system wide Covid-19 Ongoing Guidance and Communication call).

The objectives of Internal Audit’s assurance project were to:

- Review policies and processes related to campus safety in regard to the Coronavirus pandemic;
- Identify the channels and protocols in place for communications flowing to administration and to campus communities; and
- Evaluate the adherence to certain policies, processes, and communication requirements.

The project results showed that Minnesota State appears to have the policies, procedures, and communications and reporting protocols in place to reasonably respond to risks posed by the Covid-19 pandemic. Specifically, the system office has created an effective leadership structure



and communication model to provide well-informed and timely guidance across the system, and the system is well-integrated with relevant public health authorities. Further, the colleges and universities selected for review have in place appropriate accountability structures, policies, and communications and reporting mechanisms to manage Covid-19 related risks within their unique environments. While Covid-19 brings with it significant inherent risks to the safety of students, faculty, and staff, the institutions reviewed on a whole appear to be well-positioned to oversee and manage these risks.

Looking ahead, the system is committed to ensuring a safe campus environment as the pandemic continues to evolve and many institutions return to in-person classes and activities in the fall 2021 semester. As Minnesota State moves forward, we would encourage its leadership to consider the following low risk recommendations for improvement:

- Consider adding certain descriptions and additional context to the public Microsoft BI dashboard to provide clarity and context to viewers.
- Consider alternative mechanisms to encourage, update, and monitor health assessment screening practices.



April 20, 2021

Office of Internal Auditing

## Audit Committee

Project Results – Campus Safety & Security: Covid-19 Review  
(Assurance Project)

MINNESOTA STATE

1

## Internal Audit Objectives & Conclusion

The objectives of this assurance project were to:

- Review policies and processes related to campus safety regarding the Coronavirus pandemic;
- Identify the channels and protocols in place for communications flowing to administration and to campus communities; and
- Evaluate the adherence to certain policies, processes, and communication requirements.

Minnesota State appears to have the policies, procedures, and communications and reporting protocols in place to reasonably respond to risks posed by the Covid-19 pandemic. Specifically, the system office has created an effective leadership structure and communication model to provide well-informed and timely guidance across the system, and the system is well-integrated with relevant public health authorities.

2

  
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# Strengths

- Collaboration**  
System office, institutions, and state agencies
- Polices and Procedures**  
Developed for key areas, including mask wearing, social distancing, health assessments, and quarantine or isolation space
- Centralized Data Reporting**  
Central ownership at each institution, allowing for consistent reporting over time
- Governance**  
Institution Covid-19 response team or council
- Quick Communication**  
Designated primary Covid-19 contacts
- Campus Culture**  
Campus communities consistently supported and adhered to guidelines in place
- Communication**  
Weekly calls provided new information from state agencies

3

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3

# Compliance Results

The system office and institutions complied with state mandated requirements as well as key guidance from the system office, as shown below.

**Covid-19 Compliance Mandates**

- Face Covering and Social Distancing
- Classroom Occupancy
- Testing Needs, Contact Tracing, and Quarantine or Isolation Periods
- Institution Governance
- Back to Campus Preparedness Plan
- Weekly Dashboard Reporting
- Restricted Access to Health Assessment Data
- Health Assessments

Government Mandate

System Office Mandate

4

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4

## Recommendations – Low Risk

### System Office Dashboard Reporting



Consider adding additional descriptions within the dashboard reporting to provide viewers perspective on what is being reported.

Consider adding additional metrics, such as:

- A 3-day or 7-day moving average of positive cases
- Projections at current pace (for cases, vaccinations, etc.)

### Health Assessment Screening Tool



Explore alternate approaches to the health assessment as the pandemic evolves, such as:

- Develop guidance for vaccinated individuals
- Encourage use of the health assessment through additional means such as changing the order or wording of questions
- Monitoring guidance for those back on campus
- Automated alerts for a “red screen” to institution contacts

**High risk:** Indicates significant likelihood and significant exposure to Minnesota State for compliance concerns, reputational risk, legal action against Minnesota State, or the creation of a significant liability for Minnesota State.

**Medium risk:** Indicates a moderate possibility of these outcomes occurring and moderate exposure.

**Low risk:** Indicates a slight possibility of these outcomes occurring and low exposure.

5



5

## Management Response – Next Steps

**Bill Maki**

Vice Chancellor,  
Finance and  
Facilities

**Brian Yolitz**

Associate Vice  
Chancellor,  
Facilities

6



6

## Appendices (Review Only)

7



7

### Appendix A: Internal Audit Activities Performed

- Verified responsible parties have been designated for communication at the system office and each college and university, including:
  - A designated primary and secondary, if applicable, Covid-19 contact
  - Defined decision-making committees
- Reviewed protocol in place to provide colleges and universities with updates to federal, state, and local regulations or guidelines and confirmed these communications are shared with the appropriate point of contact above.

8



8

## Appendix A: Internal Audit Activities Performed

- For a sample of five (5) colleges and universities:
  - Reviewed and evaluated the monitoring and tracking of key metrics by administration (e.g., symptoms, cases, exposure). Specifically:
  - Confirmed accuracy of a sample of key data points reported to or monitored by college or university responsible parties, and confirmed data reported to the system office agrees to these metrics
  - Obtained an understanding of and assessed the monitoring and decision-making protocols in place to impact campus operations via inspection of key documentation and inquiry with stakeholders.
  - Confirmed the approach to accumulating and addressing community (i.e. students, faculty, and community members) feedback and concerns, and assess whether a sample of feedback items were appropriately addressed via inspection of key documentation and inquiry with stakeholders
  - Reviewed the accuracy, completeness, and adherence to system expectations of Covid-19 campus plans and dashboards
  - Gained an understanding of how completion of required health assessments is communicated or encouraged, tracked, and monitored via inspection of key documentation and inquiry with stakeholders.
  - Documented an understanding of contact tracing and exposure notification protocols and resources, metrics used to track the activity, and communication of relevant campus plans via inspection of key documentation and inquiry with stakeholders.
  - Confirmed how testing outcomes are communicated, tracked and monitored, including on campus and off campus testing.
  - Understood preliminary plans for Covid-19 vaccination distribution, communication, and coordination with local health authorities via inquiry with key stakeholders.

9



9



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30 East 7th Street, Suite 350  
St. Paul, MN 55101-7804

651-201-1800  
888-667-2848

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10

10

**MINNESOTA STATE  
BOARD OF TRUSTEES  
Agenda Item Summary Sheet**

**Name:** Audit Committee

**Date:** April 20, 2021

**Title:** Internal Audit's Quality Assessment Review Results

**Purpose (check one):**

Proposed New Policy or  
Amendment to Existing Policy

Approvals Required  
by Policy

Other Approvals

Monitoring/Compliance

Information

**Brief Description:**

The Institute of Internal Auditors' standards require internal audit organizations to undergo an external quality assessment review at least once every five years.

Basil Woller and Associates, LLC was contracted to complete the external assessment and his opinion was that the Office of Internal Auditing generally conforms with the Standards and the Code of Ethics.

A copy of the External Quality Assessment was sent to the Audit Committee for their review in February.

**Scheduled Presenter(s):**

Eric Wion, Executive Director of the Office of Internal Auditing



**MINNESOTA STATE  
BOARD OF TRUSTEES**

<b>BOARD INFORMATION ITEM</b>
Internal Audit's Quality Assessment Results

**BACKGROUND**

The Institute of Internal Auditors' standards requires internal audit organizations to undergo an external quality assessment review at least once every five years.

Basil Woller and Associates, LLC was contracted to complete the external assessment and his opinion was that the Office of Internal Auditing generally conforms with the Standards and the Code of Ethics. This level of conformance is the top rating and "demonstrates a clear intent and commitment to achieving the Core Principles for the Professional Practice of Internal Auditing and the Definition of Internal Auditing." Furthermore, the assessor concluded that the relevant structures, policies, and procedures, as well as the processes for which they are applied, comply with the requirements of the Standards and the IIA Code of Ethics in all material respects.

A copy of the External Quality Assessment was sent to the Audit Committee for their review in February.





April 20, 2021  
Office of Internal Auditing

## Audit Committee

Internal Audit's Quality Assessment Review Results

MINNESOTA STATE

1

## Quality Assessment Review (QAR)

### Requirements

International Standards  
for the Professional  
Practice of Internal  
Auditing

Issued by the Institute of  
Internal Auditors (IIA)

At least once every five  
years\*

Qualified, independent  
assessor(s)

### Objectives

Assess conformance  
to IIA Standards and  
Code of Ethics

Assess effectiveness

Identify  
opportunities for  
improvement

### Rating Scale

Generally Conforms

Partially Conforms

Does Not Conform

\*Assessment fieldwork completed in January 2021



2


# Minnesota State Colleges and Universities Internal Audit

It is our overall opinion that Internal Audit generally conforms with the *Standards* and the IIA Code of Ethics.

**This level of conformance is the top rating** and demonstrates a clear intent and commitment to achieving the Core Principles for the Professional Practice of Internal Auditing and the Definition of Internal Auditing.

Governance		Staff		Management		Process	
Standard	Rating	Standard	Rating	Standard	Rating	Standard	Rating
1000	GC	1200	GC	2000	GC	2200	GC
1100	GC			2100	GC	2300	GC
1300	GC			2450	GC	2400	GC
Code of Ethics	GC			2600	GC	2500	GC

Thank you for the opportunity to be of service to Internal Audit. I will be pleased to respond to further questions concerning this report and furnish any desired information.

  
 Basil Woller, CIA, CRMA  
 Independent Assessor

Basil Woller and Associates, LLC  
Internal Audit Quality Consulting

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3

## Executive Summary Conformance Summary – The Standards and the IIA Code of Ethics

Overall	GC	PC	NC
<b>OVERALL</b>	X		
<b>ATTRIBUTE STANDARDS</b>			
<b>1000 Purpose, Authority, and Responsibility</b>	X		
1010 Recognizing Mandatory Guidance in the Internal Audit Charter	X		
<b>1100 Independence and Objectivity</b>	X		
1110 Organizational Independence	X		
1111 Direct Interaction with the Board	X		
1112 Chief Audit Executive Roles Beyond Internal Auditing	X		
1120 Individual Objectivity	X		
1130 Impairments to Independence or Objectivity	X		
<b>1200 Proficiency and Due Professional Care</b>	X		
1210 Proficiency	X		
1220 Due Professional Care	X		
1230 Continuing Professional Development	X		
<b>1300 Quality Assurance and Improvement Program</b>	X		
1310 Requirements of the Quality Assurance and Improvement Program	X		
1311 Internal Assessments	X		
1312 External Assessments	X		
1320 Reporting on the Quality Assurance and Improvement Program	X		
1321 Use of "Conforms with the International Standards for the Professional Practice of Internal Auditing"	X		
1322 Disclosure of Nonconformance	X		
<b>PERFORMANCE STANDARDS</b>			
<b>2000 Managing the Internal Audit Activity</b>	X		
2010 Planning	X		
2020 Communication and Approval	X		
2030 Resource Management	X		
2040 Policies and Procedures	X		
2050 Coordination and Reliance	X		
2060 Reporting to Senior Management and the Board	X		
2070 External Service Provider and Organizational Responsibility for Internal Auditing	X		
<b>2100 Nature of Work</b>	X		
2110 Governance	X		
2120 Risk Management	X		
2130 Control	X		
<b>2200 Engagement Planning</b>	X		
2201 Planning Considerations	X		
2210 Engagement Objectives	X		
2220 Engagement Scope	X		
2230 Engagement Resource Allocation	X		
2240 Engagement Work Programs	X		
<b>2300 Performing the Engagement</b>	X		
2310 Identifying Information	X		
2320 Analysis and Evaluation	X		
2330 Documenting Information	X		
2340 Engagement Supervision	X		
<b>2400 Communicating Results</b>	X		
2410 Criteria for Communicating	X		
2420 Quality of Communications	X		
2421 Errors and Omissions	X		
2430 Use of "Conducted in Conformance with the International Standards for the Professional Practice of Internal Auditing"	X		
2421 Engagement Disclosure of Nonconformance	X		
2440 Disseminating Results	X		
2450 Overall Opinions	X		
2500 Monitoring Progress	X		
2600 Communicating the Acceptance of Risks	X		
<b>IIA CODE OF ETHICS</b>	X		

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Internal Audit Quality Consulting

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4



## MINNESOTA STATE

30 East 7th Street, Suite 350  
St. Paul, MN 55101-7804

651-201-1800  
888-667-2848

[www.MinnState.edu](http://www.MinnState.edu)

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**Finance Committee**  
**April 20, 2021**  
**9:15 a.m.**  
**Virtual Meeting**

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*Times are tentative – meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of previous meetings.*

1. **Minutes of March 16, 2021 (pp. 1-2)**
2. **Contracts Exceeding \$1 million: (pp. 3-13)**
  - a. **Ex Libris Alma Contract Extension for PALS Library Consortium, Minnesota State University, Mankato**
  - b. **Student Internet and Cable Services for Minnesota State University, Moorhead**
  - c. **Bookstore Income Contract Extension for St. Cloud State University**
  - d. **Classroom Event Management Software Contract Extension, System Office**
  - e. **Clifton Larson Allen Contract Amendment, System Office**
3. Proposed Amendment to Board Policy 7.1 Finance and Administrative Authority of Board, Chancellor, and Presidents (1<sup>st</sup> Reading) (pp. 14-17)
4. Proposed Amendment to Board Policy 7.5 Financial Institutions and Investments (1<sup>st</sup> Reading) (pp. 18-20)
5. State and Federal Budget Update (pp. 21-28)

Committee Members

Roger Moe, Chair  
April Nishimura, Vice Chair  
Ahmitara Alwal  
Jerry Janezich  
Kathy Sheran  
George Soule  
Michael Vekich

Presidents Liaisons

Joe Mulford  
Scott Olson

**Bolded items indicate action required.**



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**Minnesota State Board of Trustees**  
**Finance Committee Meeting Minutes**  
**March 16, 2021**  
**Virtual Meeting**

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**Finance Committee members present:** Roger Moe, Chair; April Nishimura, Vice Chair; Trustees Ahmitara Alwal, Kathy Sheran, George Soule, and Chancellor Devinder Malhotra.

**Other board members present:** Jay Cowles, Chair; Trustees Asani Ajogun, Alex Cirillo, Dawn Erlandson, Javier Morillo, Oballa Oballa, Rudy Rodriguez, and Cheryl Tefer.

**Cabinet Members Present:** Vice Chancellor Bill Maki

**President Liaisons Present:** President Joe Mulford, Pine Technical and Community College and President Scott Olson, Winona State University.

*This meeting was hosted online via Zoom. Committee Chair Moe called the virtual meeting to order at 11:15 and a roll-call was taken.*

*Chair Moe provided a brief outline of the agenda for the meeting.*

**1. Approval of the Finance Committee Meeting Minutes**

*Committee Chair Moe called for a motion to approve the Finance Committee Meeting minutes from January 26, 2020. Vice-Chair Nishimura made the motion, Trustee Soule seconded. A roll-call vote was taken. The minutes were adopted as written with five in favor (Chair Moe, Vice Chair Nishimura, Trustees Alwal, Sheran, and Soule).*

*The Chair recognized Vice Chancellor Bill Maki who gave updates on the following topics:*

- *The formal kickoff for NextGen between Minnesota State and Team Workday occurred on March 10<sup>th</sup> and 11<sup>th</sup>. The implementation team for Finance has been selected:*
  - *Mike Nordby, Finance Lead*
  - *Steve Hawrysh, Finance Project Manager*
  - *Kim Bienfang, Spend Project Team Lead*
  - *Chris Anderson, Revenue Project Team Lead*
  - *Lisa Rieke, Grants Project Team Lead*
  - *Al Finlayson, Finance Core*
  - *Pat Nordick, Finance Core*
  - *Denise Kirkeby, Finance Core*
- The FY20 Single Audit is currently in progress as it was delayed due to waiting for guidance for the CARES funding.
- Colleges and Universities are in the process of working to establish their operating budgets for fiscal year 2022.

*Trustee Erlandson asked about Federal Money being used for NextGen funding. VC Maki responded that we are still waiting on guidance regarding this funding. It is unknown at this time if this funding could be used towards NextGen, but if its use was allowable, it would be used as a portion of each college or universities funding, not from the system office since the system office will not receive any funding under CRRSAA.*

## 2. FY2021 Operating Budget Update

*The Vice Chancellor provided a comprehensive informational overview of the annual operating budget. At the conclusion of the presentation, Committee Chair Moe called for questions.*

*Chair Cowles asked if there was some concern that legislators will assume that our budgets are being assisted in a way that allows them to not provide the support that we need on a sustainable basis. Federal assistance is one-time but our sustained efforts need to be funded by the legislature. Is this altering the way in which we will be allocating money from the federal government so as not to run afoul of the state legislature's messaging?*

*Vice Chancellor Maki responded that the conversations that we have had to date with committee chairs in the legislature have been of an informal nature. We expect, as the session goes on, that we will be providing more information related to the impact to the federal funding on Minnesota State. We have tried to be clear about the difference between one-time federal assistance funds and our annual budget request.*

*Chancellor Malhotra added that there is always a danger of distortion. As long as we separate the short-term from the long-term, and the role of the funds between one-time and continuing dollars. Between meeting the needs of the day and balancing the budget. These are two separate discussions and it is up to us to advocate and influence legislators around our current request, but also convey where the current request fits with the broader long-term sustainability framework.*

*There being no further questions from members, Chair Moe adjourned the committee at 12:07pm.*

Respectfully submitted: Don Haney, Recorder

**MINNESOTA STATE  
BOARD OF TRUSTEES  
Agenda Item Summary Sheet**

**Name:** Finance Committee

**Date:** April 20, 2021

**Title: Contracts Exceeding \$1 Million:**

- a. **Ex Libris Alma Contract Extension for PALS Library Consortium, Minnesota State University, Mankato**
- b. **Student Internet and Cable Services for Minnesota State University, Moorhead**
- c. **Bookstore Income Contract Extension for St. Cloud State University**
- d. **Classroom Event Management Software Contract Extension, System Office**
- e. **Clifton Larson Allen Contract Amendment, System Office**

**Purpose (check one):**

Proposed New Policy or  
Amendment to Existing Policy

Approvals Required  
by Policy

Other Approvals

Monitoring/Compliance

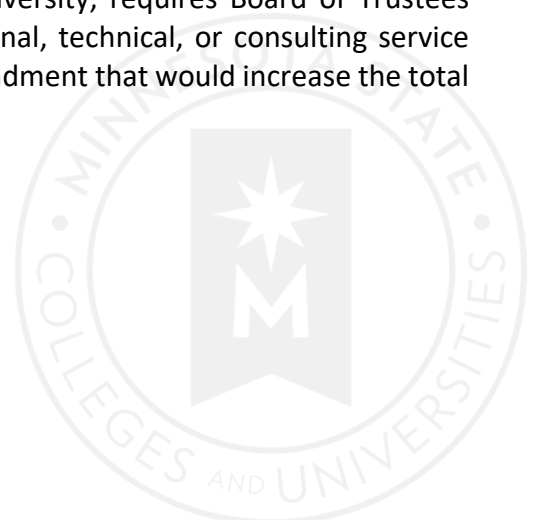
Information

**Brief Description:**

Board Policy 5.14, Contracts, Procurements, and Supplier Diversity, requires Board of Trustees approval of any procurement, lease agreement, or professional, technical, or consulting service contract with a value in excess of \$1,000,000 or contract amendment that would increase the total value of a contract to more than \$1,000,000.

**Scheduled Presenter(s):**

Bill Maki, Vice Chancellor for Finance and Facilities





**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD ACTION**

**CONTRACTS EXCEEDING \$1 MILLION: EX LIBRIS ALMA CONTRACT AMENDMENT**

**BACKGROUND**

Board Policy 5.14, Procurement and Contracts, requires that contracts, including amendments, with values greater than \$1,000,000, must be approved in advance by the Board of Trustees.

PALS (originally an acronym for Project for Automated Library Systems) began in July 1979 as a Minnesota State system project to focus on the automation of library systems. The goal was to assist each individual institution to better meet the information needs of its students and faculty.

PALS is now a program managed by Minnesota State that provides software support and training for 57 libraries across Minnesota, including the 37 Minnesota State colleges and universities.

The original Ex Libris contract was requested by PALS and received Board of Trustees approval in January 2017 for five (5) years for an amount not to exceed \$5 million. At the time, the implementation of Ex Libris was considered a major disruption as this update to the library system modernized the PALS Consortium of Libraries' infrastructure and added functionality that benefits the libraries that PALS supports (Minnesota State, Private, and municipal libraries). One of the primary advantages of the consortium was the creation of a "network" zone that allowed sharing of resources among all its members.

In FY21, PALS secured a contract with the six (6) libraries that make up the Cooperating Libraries in Consortium (CLIC – Bethel University, Concordia University, St. Paul, Hamline University, St. Catherine University, University of Northwestern-St. Paul, and University of St. Thomas) to integrate with PALS. The CLIC consortium will complete dissolution and become part of the PALS consortium of libraries effective FY22. Adding CLIC to the PALS consortium further expands the available pool of resources for sharing.

This amendment with Ex Libris includes an increase in the subscription cost which is based on the total number of records, the number of users, and a base cost tied to student FYE. The increase is due to the additional members (the CLIC schools), who are paying to cover the additional cost. In addition, the amendment adds negotiated terms for additional Ex Libris products.

Given the added value of these recent changes there are substantial benefits for Minnesota State to extend the length of the contract.

**RECOMMENDED COMMITTEE MOTION:**

The Board of Trustees authorizes the chancellor or the chancellor's designee to execute **an amendment of the Ex Libris Alma professional services contract for a new total term of up to ten (10) years through June 30, 2027 for an amount not to exceed \$11,000,000**. The board directs the chancellor or his designee to execute all necessary documents.

**RECOMMENDED BOARD MOTION:**

The Board of Trustees authorizes the chancellor or the chancellor's designee to execute **an amendment of the Ex Libris Alma professional services contract for a new total term of up to ten (10) years through June 30, 2027 for an amount not to exceed \$11,000,000**. The board directs the chancellor or his designee to execute all necessary documents.

*Date Presented to Board of Trustees:*                      *April 20, 2021*

*Date of Implementation:*                                      *April 21, 2021*

**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD ACTION**

**CONTRACTS EXCEEDING \$1 MILLION: STUDENT INTERNET AND CABLE SERVICES FOR  
MINNESOTA STATE UNIVERSITY, MOORHEAD**

**BACKGROUND**

Board Policy 5.14, Procurement and Contracts, requires that contracts, including amendments, with values greater than \$1,000,000, must be approved in advance by the Board of Trustees.

Minnesota State University Moorhead executed an initial 3-year agreement with Midcontinent Communications in July 2016 to provide internet and cable television service for student residence facilities and other designated locations on campus. Amendment One was done in 2019 for one additional year. Amendment Two was an extension that was approved by the Board of Trustees in October 2020 for an additional year for cable services only (internet service is now provided separately) to allow time to complete a new RFP and a new contract by June 30, 2021.

Wanting additional time to review the expectations of students within Housing and Residential Life has caused the University to pause the RFP process and request an additional two-year extension to the current agreement so that the University can fully evaluate the future of cable service needs post pandemic. Changing technology may provide an opportunity to move from cable service to streaming service. The University may also choose not to provide the service.

This additional two-year extension adds \$240,000 and 2 years to the existing contract. The total amount of the contract with a two-year extension will be up to \$1,335,000.

**RECOMMENDED COMMITTEE MOTION:**

The Finance and Facilities Committee recommends that the Board of Trustees authorizes the chancellor or his designee to execute an Amendment for two additional for a total contract amount not-to-exceed \$1,335,000. The board directs the chancellor or his designee to execute all necessary documents.

**RECOMMENDED BOARD MOTION:**

The Board of Trustees authorizes the chancellor or his designee to execute an Amendment for two additional years for a total contract amount not-to-exceed \$1,335,000. The board directs the chancellor or his designee to execute all necessary documents.

*Date of Presented to the Board of Trustees:*

*4/20/21*

*Date of Implementation:*

*4/21/21*

**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD ACTION**

**CONTRACTS EXCEEDING \$1 MILLION: BOOKSTORE INCOME CONTRACT EXTENSION  
FOR ST. CLOUD STATE UNIVERSITY**

**BACKGROUND**

Board Policy 5.14, Procurement and Contracts, requires that contracts, including amendments, with values greater than \$1,000,000, must be approved in advance by the Board of Trustees.

SCSU is requesting an extension of its contract for Bookstore Services for one-year plus an option if needed of an additional year.

St. Cloud State University (SCSU) completed an RFP for Bookstore Services in 2011 that included a comprehensive selection process that involved students, faculty, and staff. Follett Corporation was the selected vendor. The contract received Board of Trustees approval for an amount up to \$6.4 million for up to 10 years beginning July 1, 2011. SCSU planned to conduct an RFP during the 2020-2021 academic year, but the COVID 19 Pandemic had a dramatic effect on enrollment, instructional delivery, and the level of daily campus activity. It was decided in the best interest of all stakeholders of SCSU to postpone a new RFP for Bookstore Services to allow the university time to work with its students, faculty, staff, and the community to thoroughly evaluate the current and future needs of the University.

Follett Corporation is a 145 year-old company that provides K-12 Solutions, Higher Education and Campus Solutions and Library Solutions internationally. Follett serves over 1100 Higher Education campuses. In 2001 after an RFP for Bookstore Services occurred, Follett was awarded the contract from multiple bidders. In 2011, a new RFP process was completed and Follett was once again awarded the contract from multiple bidders.

Bookstore Services refers to the package of services provided by Follett as an academic retailer on campus including:

- 1)To purchase, resell or rent Course Materials to the campus community in print, digital or other formats.
- 2)To resell St. Cloud State apparel and other general merchandise to the campus community.
- 3)To buyback course materials from the “student”.
- 4)To operate a full “store” website for the campus community to use to procure their academic needs in addition to the brick and mortar on campus Bookstore.
- 5)Other services normally seen in a College Campus Bookstore.

The new amendment will run for one year with an option for one additional year if needed for an income amount of \$350,000 per year or \$700,000 for two years. The terms and conditions of the new amendment will remain the same as the current contract.

**RECOMMENDED COMMITTEE MOTION:**

The Board of Trustees authorizes the chancellor or the chancellor’s designee to execute an amendment for up to 2 years (one year with an option for one additional year if needed) through June 30, 2023. The new total term will be for up to twelve (12) years for a total amount up to \$7,150,000. The board directs the chancellor or his designee to execute all necessary documents.

**RECOMMENDED BOARD MOTION:**

The Board of Trustees authorizes the chancellor or the chancellor’s designee to execute an amendment for up to 2 years (one year with an option for one additional year if needed) through June 30, 2023. The new total term will be for up to twelve (12) years for a total amount up to \$7,150,000. The board directs the chancellor or his designee to execute all necessary documents.

*Date Presented to the Board of Trustees:* 4/20/21  
*Date of Implementation:* 4/21/21

**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD ACTION**

**CONTRACTS EXCEEDING \$1 MILLION: CLASSROOM EVENT MANAGEMENT SOFTWARE  
CONTRACT EXTENSION, SYSTEM OFFICE**

**BACKGROUND**

Board Policy 5.14, *Contracts, Procurements, and Supplier Diversity*, requires that contracts, including amendments, with values greater than \$1,000,000, must be approved in advance by the Board of Trustees.

In 2012 Minnesota State selected an enterprise-wide software known as EMS Campus to manage classroom and event scheduling for all colleges and universities. The software allows campuses to track and schedule courses, events and reservable equipment, and measures utilization of the scheduled spaces.

EMS Campus contains a number of features that benefit campuses. It contains an optimization tool that aids campuses in selecting the most efficient use of classroom and class lab space for courses, and a planning interface that allows faculty to specify facility needs for specific courses. A web application allows faculty, staff, and students to log in with their StarID and schedule a room for a meeting or event. The software also provides customizable reporting for academic, operations, and legislative needs. Finally, an in-progress project to combine all campuses into one centrally-managed systemwide database will allow campuses to easily share spaces with other Minnesota State campuses without duplication of staff effort.

The software costs are paid by the colleges and universities. In January 2017, the Board of Trustees approved and extended the contact and licensing until 2022. The total contract is now in its ninth year.

As part of the terms, the contract automatically renews each year with a 5% escalation factor applied each year. The estimated total cost for the current 10-year term is \$2.75 million. Accruent, LLC, the company that owns EMS Campus, is offering discounted pricing, with a reduced annual escalation factor of 3%, for a five-year contract commitment running from 2021 through 2026. The estimated savings to the colleges and universities is approximately \$105,000 over five years.

Under the proposed extension, the first year cost would be \$257,000 and with escalations, the aggregate cost of this extension will exceed \$1.0 million in the fourth year (2025) of the

extension. With discounted pricing, the license cost is expected not to exceed \$1.4 million aggregate over 5 years and may include enhancements to the tool. During this period, the classroom event management/EMS Campus project manager with work with the Minnesota State NextGen Project Team on opportunities for the WorkDay product and services to satisfy college and university classrooms scheduling and management needs.

The board is asked to authorize the contract extension in excess of \$1 million and, in addition, authorize the chancellor or the chancellor’s designee to continue the license until 2026, effectively a 14-year term.

**RECOMMENDED COMMITTEE MOTION:**

The Board of Trustees authorizes the chancellor or the chancellor’s designee to execute a classroom management software contract extension not to exceed \$1.4 million. The board directs the chancellor or his designee to execute all necessary documents.

**RECOMMENDED BOARD MOTION:**

The Board of Trustees authorizes the chancellor or the chancellor’s designee to execute a classroom management software contract extension not to exceed \$1.4 million. The board directs the chancellor or his designee to execute all necessary documents.

<i>Date Presented to the Board of Trustees</i>	<i>4/20/21</i>
<i>Date of Implementation:</i>	<i>4/21/21</i>



**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD ACTION**

**CONTRACTS EXCEEDING \$1 MILLION: CLIFTONLARSONALLEN (CLA)  
CONTRACT AMENDMENT, SYSTEM OFFICE**

**BACKGROUND**

Board Policy 5.14, Procurement and Contracts, requires that contracts, including amendments, with values greater than \$1,000,000, must be approved in advance by the Board of Trustees.

A contract amendment is needed to incorporate new audit work that is required as a result of Minnesota State's colleges and universities receiving federal funds in response to the COVID-19 pandemic.

The system office initially entered into a 3-year contract with CliftonLarsonAllen, LLP (CLA) in 2017 when the board selected CLA as Minnesota State's external auditor. In November 2020 the board approved a 3-year contract extension that expires March 31, 2023 and includes the following audit services through fiscal year 2022:

- Systemwide financial statement audit
- Revenue fund financial statement audit
- KVSC Radio 88.1 (St. Cloud State University Enterprise Fund) financial statement audit
- Itasca Community College student housing funds financial statement audit
- Federal student financial aid (A-133)
- Agreed upon procedures for six state universities with intercollegiate athletic programs - required every 3 years (Fiscal Year 2018 and 2021)
- System office IT assessment (Fiscal Year 2019 and 2022 only)
- Perkins closeout audits and other mutually agreed upon services – as needed

In response to the COVID-19 pandemic, the federal government passed legislation that provided three funding packages to higher education institutions to help serve students and ensure learning continues during the pandemic. Minnesota State's colleges and universities allocation of these funds are as follows:

- Coronavirus Aid, Relief, and Economic Security Act (CARES) - \$97M
- Coronavirus Response and Relief Supplemental Appropriations Act (CRSSAA) - \$187M
- American Rescue Plan Act (ARPA) - \$328M estimated

The federal government restricted how these funds could be used and requires audits be conducted each year.

The system office is seeking an amendment to incorporate the additional required federal compliance audits and increase the contract for an amount up to \$100,000 for each of the fiscal years (fiscal year 2020, 2021, 2022) for a total of up to \$300,000.

The Finance Committee recommends that the Board of Trustees adopt the following motion:

**RECOMMENDED COMMITTEE MOTION:**

The Board of Trustees authorizes the chancellor or the chancellor’s designee to execute a \$300,000 amendment to the CliftonLarsonAllen, LLP contract for external auditing services bringing the contract to a not to exceed amount of \$2,351,700. The board directs the chancellor or the chancellor’s designee to execute all necessary documents.

**RECOMMENDED BOARD MOTION:**

The Board of Trustees authorizes the chancellor or the chancellor’s designee to execute a \$300,000 amendment to the CliftonLarsonAllen, LLP contract for external auditing services bringing the contract to a not to exceed amount of \$2,351,700. The board directs the chancellor or the chancellor’s designee to execute all necessary documents.

*Date presented to the Board of Trustees:* 4/20/21  
*Date of Implementation:* 4/21/21

**MINNESOTA STATE  
BOARD OF TRUSTEES  
Agenda Item Summary Sheet**

**Name:** Finance Committee

**Date:** April 20, 2021

**Title:** Proposed Amendment to Board Policy 7.1 Finance and Administrative Authority of Board, Chancellor, and Presidents (1st Reading)

**Purpose (check one):**

Proposed New Policy or  
Amendment to Existing Policy

Approvals Required  
by Policy

Other Approvals

Monitoring/Compliance

Information

**Brief Description:**

As part of the 5 year review process, the proposed amendment consists mostly of technical edits and application of the new formatting and writing standards.

**Scheduled Presenter(s):**

Bill Maki, Vice Chancellor for Finance and Facilities  
Denise Kirkeby, System Director, Financial Reporting



**MINNESOTA STATE  
BOARD OF TRUSTEES**

<b>BOARD POLICY – FIRST READING</b>	
Chapter 7	General Finance Provisions
Section 1	Finance and Administrative Authority of Board, Chancellor and Presidents

**7.1 Finance and Administrative Authority of Board, Chancellor, and Presidents**

**Part 1. Authority**

Pursuant to Minnesota Statutes § 136F.06 (see related documents below) the Board of Trustees has authority to govern state colleges and universities and all related property and to develop policies to implement the Board's authority. The referenced statute further states that to the extent practicable in protecting statewide interests, the ~~board~~ Board of Trustees is charged with providing autonomy to the colleges and universities and holding them ~~m~~ colleges and universities accountable for their ~~ir~~ decisions ~~made~~.

Minnesota Statutes § 136F.05 charges the board with efficient use of facilities and staff so that students benefit through improved and broader course offerings, ease of transfer among colleges and universities and programs, integrated course credit, coordinated degree programs, and coordinated financial aid. Effective implementation of these objectives requires a high degree of coordination and integration of administrative and student support systems at all colleges and universities.

All financial and administrative policies are in support of the Minnesota State Colleges and Universities' educational mission. Policy 1A.3, Part 4 delegates authority to the chancellor to develop procedures and guidelines which implement the ~~B~~board's policies for the administrative and financial management of ~~Minnesota State the system~~, including all colleges and universities. There ~~must shall~~ be a high degree of coordination and integration of administrative and student support information systems, procedures, and processes across all colleges and universities ~~for purposes of to~~ achieving uniform and efficient student services and ~~in-to~~ demonstrating serious commitment to sound stewardship over state resources. Procedures and guidelines ~~must shall~~ support these objectives through consistent business and administrative practices that assure the highest possible quality of administrative student services, data integrity, and the efficient use of ~~Minnesota State's the system's~~ information technology resources.

Subject to the above stated objectives covering administrative and student support systems and processes, the board's policies and the system procedures ~~must shall~~ allow the colleges and

1 universities sufficient autonomy to administer the resources under their control to achieve their  
2 mission and ~~to~~ have accountability for their decisions.

### 3 4 **Part 2. Responsibilities**

5 The chancellor shall periodically advise the board of the administrative and financial  
6 management performance of ~~the system, system office, colleges and universities~~ Minnesota  
7 State, as well as the member colleges, universities, and the system office. The chancellor is  
8 responsible for periodic communications, reporting, and oversight of the presidents.

9  
10 Presidents shall have the authority, responsibility, and accountability to administer their colleges  
11 and universities in accordance with board policies, delegations from the chancellor, system  
12 procedures, and federal, state, and local laws and regulations. The president of each college and  
13 university is responsible for developing and maintaining ~~conforming and compliant~~  
14 ~~college/university wide~~ administrative, financial, and facilities management procedures in  
15 consultation with students, faculty, staff and representative ~~recognized~~ organizations ~~for faculty,~~  
16 ~~students, and staff~~.

### 17 18 **Part 3. Public Information**

19 All data will be handled in accordance with Minn. ~~esota~~ Stat. ~~utes~~ Chapter 13, the Minnesota  
20 Government Data Practices Act, or other applicable law.

### 21 22 **Part 4. Accountability/Reporting**

23 The chancellor is accountable for administrative and financial management of the colleges,  
24 universities, and system office as delegated by the board ~~and for oversight of the activities of all~~  
25 ~~colleges and universities~~ <sup>[NMI]</sup>. The presidents are accountable for administrative and financial  
26 management of the colleges and universities as delegated by the chancellor. Internal and  
27 external audits will be conducted in accordance with the audit committee's direction. The  
28 ~~B~~board will be advised of the financial status of Minnesota state ~~the system~~ through reports to  
29 the ~~B~~board and ~~as~~ the results of audits.

---

Related documents: ~~Calendar of Activities/Events/Reporting Schedule~~  
~~Facilities Delegation of Responsibility Matrix~~  
~~Finance Delegation of Responsibility Matrix~~  
~~System Strategic Plan and Annual Work Plan~~

- [Board Policy 2.8 Student Life](#)
- [State Employee Contracts and Compensation Plans go to www.hr.mnscu.edu](http://www.hr.mnscu.edu)

To view any of the following related statutes, go to the Revisor's Web site  
(<http://www.revisor.leg.state.mn.us/>). You can conduct a search from this site by typing in the  
statute number.

- Minn.Stat. 136F.06, Powers and Duties [of the Board of Trustees]
- Minn. ~~esota~~ Stat. ~~ute~~ Chapter 13, Minnesota Government Data Practices Act

1. ~~Board Policy 2.8, Student Life~~
2. ~~State Employee Contracts and Compensation Plans go to [www.hr.mnscu.edu](http://www.hr.mnscu.edu)~~

Date of Adoption: 09/20/1995  
Date of Implementation: 09/20/1995  
Date of Last Review: 03/18/2015

Date and Subject of Amendments:

**Xx/xx/21 – Add Info**

03/18/15 - Periodic review complete. Technical changes throughout. Part 2 was amended to include delegation from the chancellor. Part 4 was amended to clarify that audits will be conducted in accordance with the audit committee's direction.

11/16/11 - Effective 1/1/12, the Board of Trustees amends all board policies to change the term "Office of the Chancellor" to "system office," and to make necessary related grammatical changes.

06/21/06 – amended Part 1 to include Minnesota Statutes § 136F.05 and includes language regarding the administrative and student support information systems. Amends Part 4 clarifying that the Chancellor is accountable for the oversight of the activities of all colleges and universities. And other technical changes.

06/18/03 – deletes reference to “MnSCU”, changes “system office” to “office of the chancellor”, deletes approval of annual work plan

06/21/00 – Amends language in Part 1 and Part 2, Subpart A; Adds Parts 3 and 4.

No Additional HISTORY.

**MINNESOTA STATE  
BOARD OF TRUSTEES  
Agenda Item Summary Sheet**

**Name:** Finance Committee

**Date:** April 20, 2021

**Title:** Proposed Amendment to Board Policy 7.5 Financial Institutions and Investments (1st Reading)

**Purpose (check one):**

Proposed New Policy or  
Amendment to Existing Policy

Approvals Required  
by Policy

Other Approvals

Monitoring/Compliance

Information

**Brief Description:**

As part of the 5 year review process, the proposed amendment consists mostly of technical edits and application of the new formatting and writing standards.

**Scheduled Presenter(s):**

Bill Maki, Vice Chancellor for Finance and Facilities  
Denise Kirkeby, System Director, Financial Reporting





1 **7.5 Financial Institutions and Investments**

2  
3 **Part 1. Policy Statement.**

4 ~~It is the policy of the Board that e~~Each college, university, and the system office shall maintain  
5 an effective program of cash management, including depositories and collateral requirements,  
6 in compliance with applicable state and federal law, board policiesy, and system procedures.  
7

8 **Part 2. Financial Institution Practices.**

9  
10 **Subpart A. Safekeeping of funds.**

11 All ~~system office, college and~~ college, university, and system office funds  
12 must be:

- 13 1. Deposited for safe keeping in financial institutions selected in accordance with  
14 provisions of Minnesota Statutes, effective financial administration, and  
15 effective community relationships; and
- 16 2. Invested in accordance with applicable federal and state law, ~~including~~  
17 ~~Minnesota Statutes § 118A.03, and~~ board policy, and system procedures.  
18

19 **Subpart B. Official custodian.**

20 The Board of Trustees designates each college, university, and the system office as  
21 an official custodian to the extent necessary to ~~it~~ meets the requirements of Federal  
22 Deposit Insurance Corporation regulations.  
23

24 **Subpart C. Authorized staff.**

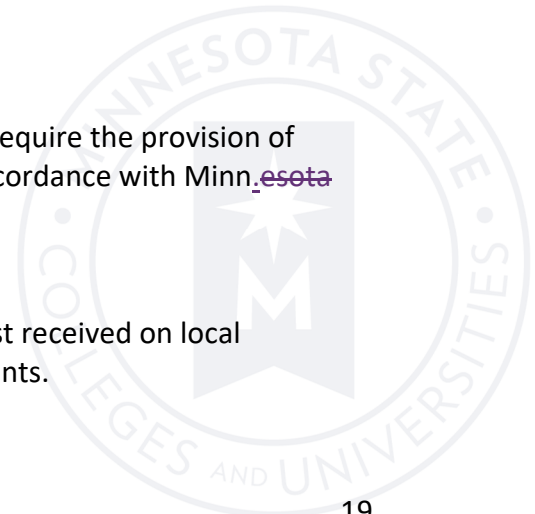
25 Documentation authorizing specific staff to sign checks or initiate funds movements,  
26 ~~or changes thereto,~~ for all financial institution accounts, pooled investments  
27 accounts, or money market funds must be approved by the president for a college or  
28 university or the chancellor for the system office, ~~and by the president for a college~~  
29 ~~or university.~~  
30

31 **Subpart D. Collateral.**

32 Agreements with depository financial institutions must require the provision of  
33 adequate collateral to assure safety of these funds in accordance with Minnesota  
34 Statutes § 118A.03 and other applicable law.  
35

36 **Subpart E. Earned interest.**

37 As permitted by statutes and system procedures, interest received on local  
38 institutional funds may be credited to appropriate accounts.





1  
2  
3 **Part 3. Daily Deposits**

4 All monies received by the ~~college, university, or the system office~~ ~~system office, college or~~  
5 ~~university shall~~ must be deposited in accordance with Minn~~esota~~ Stat~~utes~~ § 16A.275.

6  
7 The ~~college, university, or the system office~~ ~~system office, college, or university~~ may deposit  
8 less frequently than daily if authorized by Minnesota Management and Budget.

9  
10 **Part 4. Accountability/Reporting**

11 The ~~B~~board ~~must shall~~ be updated on financial institution relationships and investment  
12 management on an exception reporting basis and advised of any recommended policy changes.

---

**Related Documents:**

- System Procedure 7.5.1 Financial Institution Accounts/Investments

To view any of the following related statutes, go to the Revisor's Web site (<http://www.revisor.leg.state.mn.us/>). You can conduct a search from this site by typing in the statute number.

- Minn. Stat. 11A.24 Investment of State and Pension Fund Assets
- Minn. Stat. 16A.275, Agency Receipts; Deposit, Report, Credit
- Minn. Stat. 118A, Deposit and Investment of Local Public Funds
- Minn. Stat. 309, Social and Charitable Organization - Management of Institutional Funds

**Date of Adoption:** 06/21/2000

**Date of Implementation:** 06/21/2000

**Date of Last Review:** 06/17/2015

**Date and Subject of Amendment:**

**Xx/xx/21 – Add Info**

06/17/15 – Suspended the rules to amend on the first reading, Part 3 Daily Deposits to establish Minnesota Statute 16A.275 as the source for rules regarding deposits. Including, allowing college, university, or system office to deposit less frequently than daily if a waiver has been granted by Minnesota Management and Budget.

01/29/15 - Amended to clean up language throughout. New Part 2, Subpart B was added,

11/16/11 - Effective 1/1/12, the Board of Trustees amends all board policies to change the term "Office of the Chancellor" to "system office," and to make necessary related grammatical changes.

Additional [HISTORY](#)

**MINNESOTA STATE  
BOARD OF TRUSTEES  
Agenda Item Summary Sheet**

**Name:** Finance Committee

**Date:** April 20, 2021

**Title:** State and Federal Budget Update

**Purpose (check one):**

Proposed New Policy or  
Amendment to Existing Policy

Approvals Required  
by Policy

Other Approvals

Monitoring/Compliance

Information

**Brief Description:**

An Update on current state and federal legislative efforts and their potential impact on budgets at Minnesota State colleges, universities, and the system office.

**Scheduled Presenter(s):**

Bill Maki, Vice Chancellor for Finance and Facilities

Steve Ernest, System Director, Financial Planning and Analysis



**MINNESOTA STATE  
BOARD OF TRUSTEES**

<b>BOARD INFORMATION ITEM</b>
STATE AND FEDERAL BUDGET UPDATE

**STATE BUDGET UPDATE**

The Senate released their higher education omnibus budget bill on April 3, 2021, and the House released their bill on April 5, 2021. The higher education omnibus bill includes funding for higher education, including Minnesota State, the University of Minnesota and the Office of Higher Education for fiscal years 2022 and 2023. The bill also includes policy provisions summarized below.

The **Senate bill appropriates \$25 million** in new money over the biennium to Minnesota State. Of that, there is \$5 million each year of the biennium for campus operations and maintenance; \$2.7 million each year for small school supplemental aid for colleges located outside the metropolitan area; \$2 million each year in additional funds for workforce development scholarships; \$2 million over the biennium for the system office budget; \$1.5 million in one-time funding for mental health awareness programs; \$1 million in one-time funding to help with student basic needs; and \$1.1 million in one-time funding for textbook affordability to expand the Z-Degree (zero textbook cost) program to at least eight additional colleges beginning in the 2022-2023 academic year.

The Senate Higher Education Finance and Policy Committee walked through their omnibus bill on April 6, 2021, and after five attempted amendments that did not pass, they approved the bill and sent it to the Senate Finance Committee who heard the bill on April 8, 2021. The Senate Finance Committee adopted the bill, and it now heads to the Senate floor.

In comparison, the **House bill appropriates \$68.4 million** in new money over the biennium to Minnesota State. Of that, there is \$21.5 million the first year, and \$43 million the second year of the biennium for campus operations and maintenance; \$1.25 million each year of the biennium for student basic needs, including mental health resources; \$500,000 each year of the biennium in one-time funding to expand the Z-degree program to two additional colleges or universities by 2023-2024; and \$400,000 one-time funding in the first year of the biennium for a career and technical educator pilot project at Winona State University and Minnesota State College Southeast.

The House Higher Education Finance and Policy Committee walked through their omnibus bill on April 6, 2021, and took testimony from the Office of Higher Education, University of Minnesota and Minnesota State. The House higher education committee met again on April 7,

2021 to take further testimony, mark-up the bill, and final passage. Prior to passage, the committee adopted three amendments to the bill. Of impact to Minnesota State, there was language in one of the amendments that added an additional \$100,000 in both years of the biennium for student mental health resources. This addition brought the bill's total to \$68.6 million.

The committee adopted the bill and sent it to Ways and Means, where it was scheduled to be heard on April 12, 2021. After the Ways and Means Committee passes the bill, it will head to the House floor. Once both bodies pass their respective bills, a conference committee will be formed to work through the differences in the bill.

In regards to **tuition**, the Senate bill requires that Minnesota State tuition rates for both years of the biennium be five percent lower than the current tuition rate. The House bill freezes tuition both years of the biennium.

The Senate bill includes language that requires the colleges and universities to provide a **tuition credit** for enrolled students, and a refund to students no longer enrolled, for the amount of the online differential tuition rate charged to students for online courses during the 2020-2021 academic year that were not offered as online courses during the previous academic year. The institutions are required to inform students who are no longer enrolled at the institution of their eligibility for a refund. In order for a student to receive a refund, the student must apply for it. The House bill does not include this provision.

Here is a side-by-side comparison of the funding parameters of the Senate and House bill:

<b>FY2022-23 Legislative</b>		<b>Update as of April 8, 2021</b>			<i>\$s in millions</i>
<b>Item</b>	<b>Request</b>	<b>Senate</b>	<b>House</b>	<b>Sen-Hse</b>	
Campus Support	\$ 75.00	\$ 10.00	\$ 64.50	\$ (54.50)	
Equity/Affordability Scholarships	\$ 23.00	\$ -	\$ -	\$ -	
Equity/Affordability Basic Need:	\$ 15.00	\$ 2.50	\$ 2.70	\$ (0.20)	
Equity/Affordability CTE	\$ 6.00	\$ -	\$ -	\$ -	
Equity/Affordability Open Texts	\$ 1.00	\$ 1.14	\$ 1.00	\$ 0.14	
Non-metro Colleges	\$ -	\$ 5.40	\$ -	\$ 5.40	
Workforce Scholarships	\$ -	\$ 4.00	\$ -	\$ 4.00	
Central Office	\$ -	\$ 2.02	\$ -	\$ 2.02	
Career Tech Ed Pilot	\$ -	\$ -	\$ 0.40	\$ (0.40)	
Tuition Reduction	\$ -	\$ (71.00)	\$ -	\$ (71.00)	
Tuition Refunds	\$ -	\$ (4.42)	\$ -	\$ (4.42)	
<b>Total</b>	<b>\$ 120.00</b>	<b>\$ (50.36)</b>	<b>\$ 68.60</b>	<b>\$ (118.96)</b>	
	<i>Position on tuition:</i>	<i>silent</i>	<i>- 5%</i>	<i>frozen</i>	

There is also language in the Senate bill that requires Minnesota State to award **one-time COVID-19 risk stipends** of \$500 to instructors, including adjunct and part-time instructors, who taught in-person during the spring 2021 semester in which students were present. The House bill does not include this provision.

In the area of **financial aid**, the Senate bill amends the state grant program by reducing the assigned family responsibility (AFR) for dependent students from 82 percent to 72 percent, and reduces the AFR for independent students with dependents from 74 percent to 72 percent. The AFR is the expected family contribution to the student's cost of attendance. The House bill makes different changes to the state grant program. The House increases the default amount of the living and miscellaneous expense (LME) allowance from 106 percent to 110 percent of the federal poverty guidelines for a one person household in Minnesota for nine months.

The Senate and House bill both amend the state grant program and child care grant program, respectively, entitling students who are providing care to a spouse, child, or parent with a serious health condition that substantially limits the student's ability to complete the term to an additional semester of eligibility. There is also a provision in both bills that amends the state grant program to exempt developmental education and below college-level courses from counting against the eight-semester cap for the state grant awards.

Other provisions in the bill include:

Language in the Senate bill that establishes the **Fostering Independence Higher Education Grants** Program, which provides grants to attend a post-secondary institution to individuals who are currently, or were formerly in foster care. There is language in both the Senate and House bill that expands eligibility for the **Minnesota Indian scholarship program** to include enrolled members or citizens of federally recognized American Indian tribes or Canadian First Nations tribes, and allows for full-year scholarship awards.

There is language in the Senate bill that amends the **Teacher Candidate Grants** program, renamed the Student Teacher Grants program, which provides stipends to low-income students during the period of time the student is student teaching. The House bill includes a similar provision, the Underrepresented Teacher Candidate Grants program. Under this provision, OHE is to establish a grant program for student teaching stipends for low-income students who belong to an underrepresented racial or ethnic group.

The Senate and House bill both amend the **Hunger-Free Campus Designation** program to include the state universities, the University of Minnesota, and the private colleges, in addition to the two-year colleges that are already part of the program. Both bills provide funding for the program. The Senate bill requires the Office of Higher Education to establish a competitive grant process to distribute initial grants with the funding up to \$5,000 and sustaining grants up to \$2,000 for campuses that meet and maintain the hunger-free campus designation. Each campus that receives a grant, must match at least 25 percent of the grant awarded with funds or in-kind resources. The bill also adds a new requirement that each campus reapply for the Hunger-Free Campus designation at least every three years. The House bill requires that awards

be based on headcount from the most recently completed academic year, and institutions must provide matching grants in order to receive a hunger-free campus grant.

In regards to the funding for the **mental health awareness** program, the Senate bill provides specifics regarding how the money is to be used. There is language that requires Minnesota State to implement a mental health awareness program at each college and university by fall of 2022. The program is to include a web page at each institution that includes links to existing self-assessment resources, among other things. The program is to include mandatory mental health first aid training, evidence-based suicide prevention training, or other similar mental health training for faculty, staff, and students. Each college and university are to identify the appropriate faculty, staff, and students to receive training based on college or university structure and available funding. There is a requirement for a session at each student orientation program that includes information about maintaining good mental health, the symptoms of mental health conditions common among students, and mental health resources and services available to students. There is also language that requires Minnesota State to make grants to colleges and universities to establish a peer support pilot program.

In regards to the funding for **student basic needs**, the Senate bill requires institutions to create a web page that clearly identifies basic needs resources available and for the system to pursue the creation of a centralized basic needs online resource web page. There is also a requirement to develop and implement a financial aid resource trigger utilizing information provided on the FAFSA to identify students who are likely eligible for assistance or programs, such as the Supplemental Nutrition Assistance Program (SNAP).

Regarding the funding for mental health resources and student basic needs in the House bill, the bill reads that the funding is to support students in meeting critical needs, including providing online mental health resources and an online information hub to connect students with state and local resources that address basic needs, including housing and food insecurity.

Along with the additional funding for the **workforce development scholarship** program in the Senate bill, the bill expands the program by adding “construction” to the list of high-demand fields, and also expands the program to allow each institution to add one additional area of study based on a workforce shortage that is unique to the institution’s specific region. The House bill does not include additional funding or program expansion of this scholarship program.

There is language in the Senate bill that requires Minnesota State to expand **credit for prior learning** for work-based experiences and make students aware of the opportunity to receive credit for prior learning. The House bill does not include this provision.

Both the Senate and House bills establish a **Direct Admissions Pilot Program**, which requires the Office of Higher Education to develop a pilot program in consultation with stakeholders, including Minnesota State, Minnesota Department of Education, and others, to automate the admissions process to Minnesota public colleges and universities for high school seniors based on a student’s performance in high school. The pilot is required to the extent feasible and must

include high schools with a significant number of students of color, low-income students, or both, and must achieve statewide representation.

The House bill includes a provision that establishes a new program regarding **concurrent enrollment grants** administered by the Office of Higher Education (OHE). Under the House measure, OHE would award matching grants to post-secondary institutions on a competitive basis in order to expand concurrent enrollment offerings. The Senate bill does not include this provision.

The House bill also includes language that would prohibit institutions from attaching the release of a **transcript** to the payment of student debt. Under this provision, an institution would be prohibited from refusing to provide a transcript for a current or former student because the student owes a debt to the school if the debt owed is less than \$500; the student has entered into and, as determined by the institution, is in compliance with a payment plan with the school; the transcript request is made by a prospective employer for the student; or the school has sent the debt for repayment to the Department of Revenue or to a collections agency external to the institution. This provision is not in the Senate bill.

The House bill includes a new program in their bill called the **Aspiring Minnesota Teachers of Color Scholarship** program and appropriates \$4.5 million over the biennium for the program. The Office of Higher Education is to establish a scholarship program to support undergraduate and graduate students who are preparing to become teachers, have demonstrated financial need, and belong to racial or ethnic groups underrepresented in the state's teacher workforce. An applicant must be admitted and enrolled in a teacher preparation program approved by the Professional Educator Licensing and Standards Board and be seeking initial licensure, or be enrolled in an eligible institution and be completing a two-year program specifically designed to prepare early childhood educators. An eligible applicant may receive a scholarship award more than once, but may receive a total of no more than \$25,000 in scholarship awards from the program. OHE is to establish the scholarship award amount based upon the anticipated number of eligible applicants and the funds available for the program. This program is not in the Senate bill.

Both the House and Senate include funding for **emergency grants for students**. The House appropriates \$1.3 million over the biennium, and the Senate appropriates \$350,000 over the biennium to the Office of Higher Education to allocate grants on a matching basis to eligible institutions located in Minnesota with a demonstrable homeless student population. The grants are intended to meet student needs that could result in a student not completing the term or their program including, but not limited to, emergency housing, food, and transportation.

## **FEDERAL BUDGET UPDATE**

Colleges and universities have been prioritizing, planning, managing, and administering the use of federal funds that have been awarded to address pandemic related needs since last spring. To summarize there have been three federal stimulus bills. The funding from these bills is

awarded directly from the federal government to each one of our 30 colleges and 7 universities:

### Federal Emergency Relief Specific to COVID-19 Pandemic Years

	CARES HEERF I	CRRSAA HEERF II	American Rescue Plan*
<b>Total to Institutions</b>	<b>\$93.4M</b>	<b>\$186.9M</b>	<b>\$328M</b>
Student minimum	\$46.7M	\$46.7M	\$164M
Institution maximum	\$46.7M	\$140.2M	\$164M
Primary years of use	2020, 2021	2021, 2022	2022

*\*Estimates as of March 10, 2021 from the American Council of Education*

Colleges and universities are the process of planning in anticipation of receipt of the American Rescue Plan federal funding. Institutions are required to use at least half of the funding they receive for emergency financial aid grants to students. The American Council of Education estimates that Minnesota State Colleges and Universities will receive allocations of about \$328M, with \$164M being awarded in student grants and \$164M for institutional use. The Department of Education has not awarded the funding as of April 12, 2021 or released any specific guidelines on the funds can be utilized. It is expected that much of this funding will be utilized in Minnesota State’s fiscal year 2022.

Further guidance was received from the United States Department of Education on March 19, 2021 related to the \$187 million in funding that was allocated from the Higher Education Emergency Relief Fund II (HEERF II) by the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) to Minnesota State Colleges and Universities. The additional guidance clarified the date of eligibility for reimbursing, calculating, and reporting for lost revenue due to the pandemic. The clarification allows institutions to estimate their lost revenue for the period from the declaration of the national emergency due to the COVID-19 pandemic on March 13, 2020. Originally, it appeared that date was December 27, 2020, the date HEERF II was signed into law. This clarification provides colleges and universities much more flexibility and allows them to recover losses that occurred during fall semester 2020.

A minimum of \$46.7 million of CRRSAA funding will be awarded directly to students through grants. These grants are prioritized to go to students with a demonstrated exceptional need.



Chancellor Malhotra provided the college and university presidents guidance that included the following parameters:

- At least 10% of the minimum amount for Student Aid as determined by the US Department of Education must be held aside to be awarded through student emergency grants.
- The student emergency grant process must be easily accessible and clear for students.
- Each college and university must develop a robust student consultation process with its local student senate that includes discussions on but not limited to:
  - Process for allocating student aid funding
  - Review of student emergency grant process and application
  - Process for student communication

All 30 colleges and 7 universities have had plans approved by the Chancellor and as of April 9, 2021, approximately \$35 million in grants have been distributed to students during spring semester 2021.

The majority of the \$93.4M in CARES Act funding was expended in fiscal year 2020. Fifty percent of the funding or \$46.7M was reserved to provide students with financial aid grants to help cover expenses related to the disruption of campus operations due to coronavirus while the other fifty percent of the funding or \$46.7 was available for institutional use. Colleges and universities used the majority of these funds to cover costs associated with significant changes to the delivery of instruction due to the coronavirus.



**Committee of the Whole**  
**April 20, 2021**  
**10:30 a.m.**  
**Virtual Meeting**

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*Times are tentative – meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of previous meetings.*

Committee of the Whole, Jay Cowles, Chair

1. NextGen Update



**Bolded items indicate action required.**

**MINNESOTA STATE  
BOARD OF TRUSTEES  
Agenda Item Summary Sheet**

**Name:** Committee of the Whole

**Date:** April 20, 2021

**Title:** NextGen Update

**Purpose (*check one*):**

Proposed New Policy or  
Amendment to Existing Policy

Approvals Required  
by Policy

Other Approvals

Monitoring/Compliance

Information

**Brief Description:**

Minnesota State launched the NextGen Enterprise Resource Planning (ERP) replacement project in March 2016 with the endorsement of the business case. Phase 1 of the project concluded in November 2020 with the approval of an updated project plan and finance plan, and the selection of Workday as the ERP vendor. Phase 2 began in January 2021, and the Finance/Human Resources implementation kicked off in March 2021. Staff will provide a high-level overview of Phase 2 implementation and progress made to date.

**Scheduled Presenter(s):**

Bill Maki, Vice Chancellor for Finance and Facilities  
Eric Davis, Vice Chancellor for Human Resources



**MINNESOTA STATE  
BOARD OF TRUSTEES**

**BOARD INFORMATION ITEM**

NextGen Update

**BACKGROUND**

Minnesota State launched the Next Gen Enterprise Resource Planning (ERP) replacement project in March 2016 with the endorsement of the business case. Phase 1 of the project concluded in November 2020 with the approval of an updated project plan and finance plan, and the selection of Workday as the ERP vendor.

The Chancellor has established a regular project status reporting program with the full board after consultation with the board chair.

NextGen Phase 2 began in January 2021, and the Finance/Human Resources implementation kicked off in March 2021. The information in the slides below represents a detailed project update and an overview of the project framework. During the Committee of the Whole, staff will provide a high-level overview and reserve ample time for questions.



April 2021  
Board of Trustees Update

## NextGen | April 2021 Update

Imagine the Possibilities

MINNESOTA STATE

## Agenda

- March Status Update
- Update Cadence
- Implementation Timeline
- Approach to Organizational Change Management
- Implementation Team Overview:  
Selection Process & Team Structure
- Approach to Delivery Assurance & Quality Management



# March Status Update



## NEXTGEN ERP | PH2 STATUS REPORT

PREPARED BY : Melinda Clark

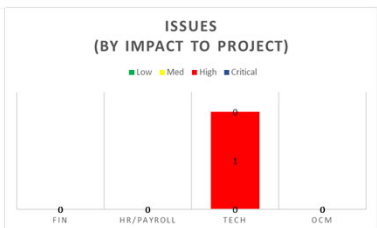
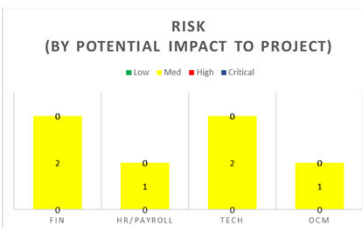
REPORT DATE : March 22, 2021

### PHASE 2 HEALTH STATUS

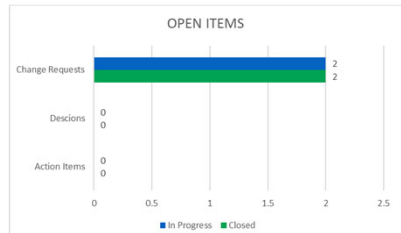
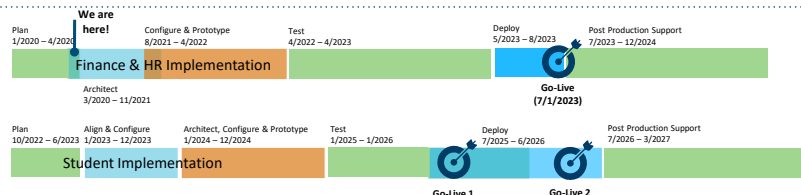
	OVERALL	SCOPE	SCHEDULE	BUDGET	RESOURCES
CURRENT STATUS	ON TRACK	ON TRACK	ON TRACK	ON TRACK	ON TRACK
LAST STATUS	ON TRACK	ON TRACK	AT RISK	ON TRACK	ON TRACK

**Project Revenue & Expenses**

State Appropriations	\$ 24,000,000.00
Campus/System Office Contributions	\$ 33,000,000.00
<b>Total Funding Sources</b>	<b>\$ 57,000,000.00</b>
Spent to Date	\$ 13,339,678.59
Encumbrance	\$ 9,006,205.49
<b>BALANCE AS OF 3/24/2021</b>	<b>\$ 34,654,115.92</b>



### PHASE 2 TIMELINE



**G** On track; no impact to Stage end dates or to the go-live date  
**Y** At Risk; potential impact to milestones, but no impact to Stage end dates or to the go-live date  
**R** Off track - high criticality; impact to Stage end dates and / or the go-live date



## NEXTGEN ERP | PH2 STATUS REPORT

PREPARED BY : Melinda Clark

REPORT DATE : March 22, 2021

### OVERALL HEALTH & MILESTONE STATUS

**PHASE 2 HEALTH STATUS NOTES:** Overall status remain ON TRACK.

- Schedule status has been updated from AT RISK to ON TRACK with the approval of Change Order 1 which revised deliverables/milestones stated in the contract to the dates identified during project planning.
- Project Team has established the Project Playbook, Project Plan and Technology Framework documentation.
- Finance and HR Implementation Team members have been identified and began their work on the project. Subject Matter Experts (SMEs) have been identified for Finance and HR. Kickoff sessions were conducted the week of 3/15 and 3/22.
- Project Teams began prepping for Discovery and Design Workshops where the teams will discuss Workday configuration options and Minnesota State requirements. Discovery and Design Sessions will be conducted for Finance, HR and Technology teams in March through June.

MILESTONES	PLANNED START DATE	PLANNED END DATE	REVISED END DATE	STATUS
<b>FINANCE &amp; HR IMPLEMENTATION</b>				
Project Planning, Establish Implementation Teams & Conduct Kickoff	Jan 2021	March 2021	-	ON TRACK
Organizational Change Management & Communications Planning	Jan 2021	Apr 2021	-	ON TRACK
Conduct Discovery & Design Workshops & Labs	March 2021	June 2021	-	ON TRACK
Plan & Build Configuration 1, Conduct Unit Testing	March 2021	Dec 2021	-	ON TRACK
Build Configuration 2	Jan 2022	Feb 2022	-	NOT STARTED
Design, Build & Test Integrations	Aug 2021	Feb 2022	-	NOT STARTED
Design, Build & Test Custom Reports	Aug 2021	May 2022	-	NOT STARTED
Plan & Conduct Configuration Playback Sessions	Jan 2022	March 2022	-	NOT STARTED
End-to-End Testing	July 2022	Jan 2023	-	NOT STARTED
Payroll Compare Test & User Experience Reviews	Dec 2022	Mar 2023	-	NOT STARTED
Plan for & Create End-User Training	June 2022	April 2023	-	NOT STARTED
Conduct End-User Training	May 2023	June 2023	-	NOT STARTED
Conduct Go/No Go Checkpoints & Dress Rehearsal	May 2023	June 2023	-	NOT STARTED
Go -Live	July 1, 2023	July 1, 2023	-	NOT STARTED
<b>STUDENT IMPLEMENTATION</b>				
Workday Student Preview & Finalize Student SOW	Aug 2022	Sept 2022	-	NOT STARTED
Project Planning, Establish Implementation Teams & Conduct Kickoff	Oct 2022	June 2023	-	NOT STARTED
Deploy Student Solution	July 2025	June 2026	-	NOT STARTED

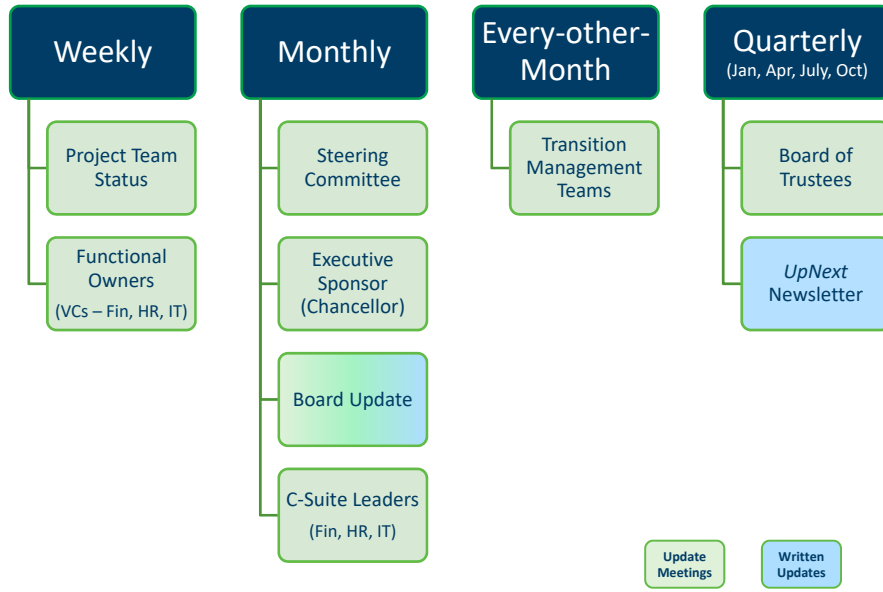
**G On track;** no impact to Stage end dates or to the go-live date

**Y At Risk;** potential impact to milestones, but no impact to Stage end dates or to the go-live date

**R Off track - high criticality;** impact to Stage end dates and / or the go-live date

# Update Cadence

## Status Updates | Stakeholder Cadence

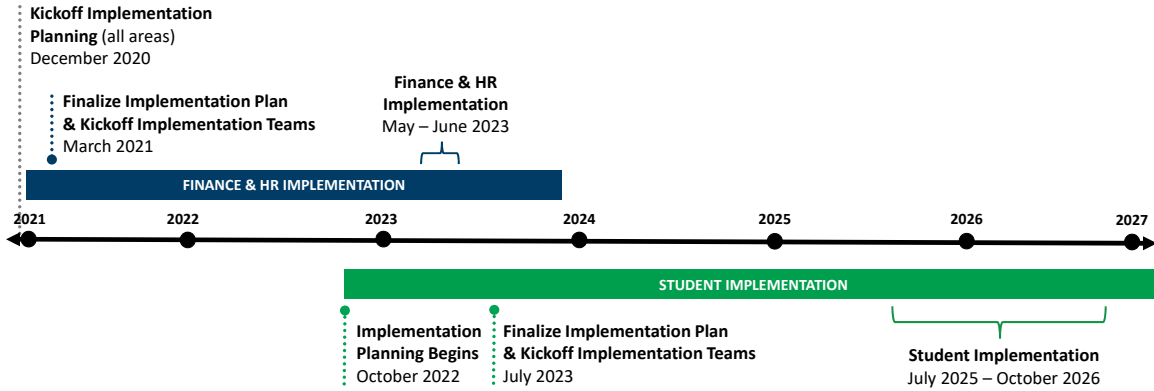


## Implementation Timeline



# NextGen | Implementation Timeline

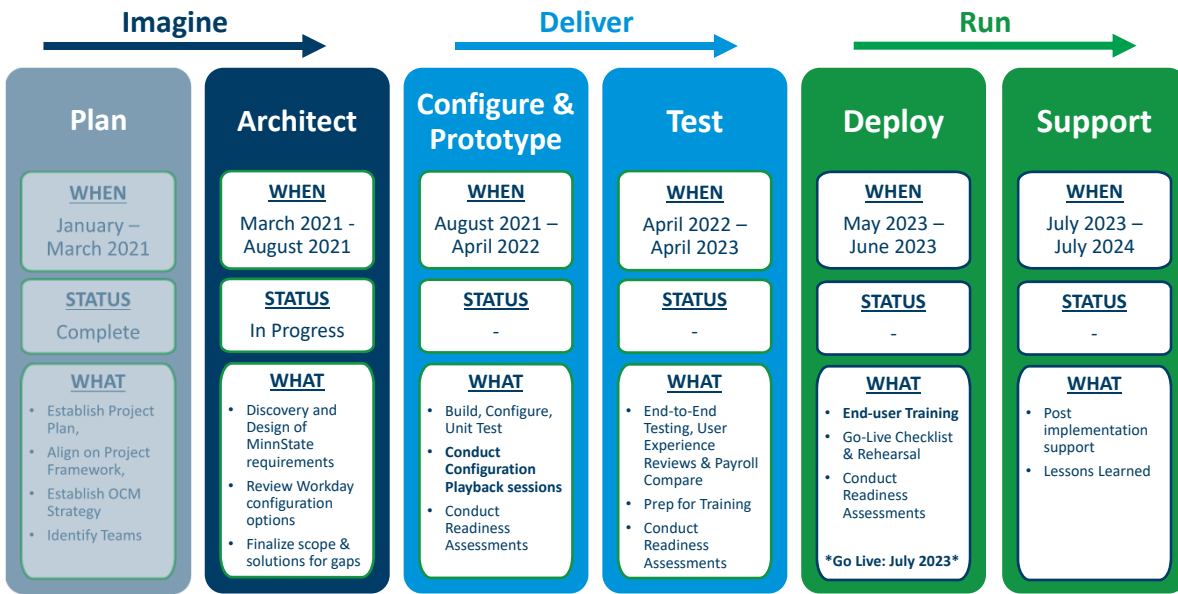
Last updated 1/26/2021



**NOTE!** All implementation dates are TENTATIVE.  
Dates are subject to change during implementation planning with ERP vendor.

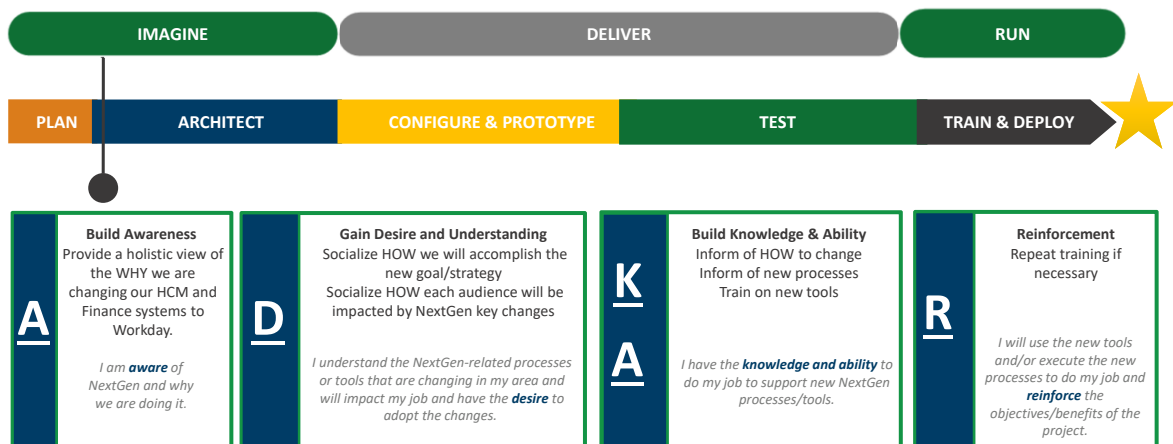


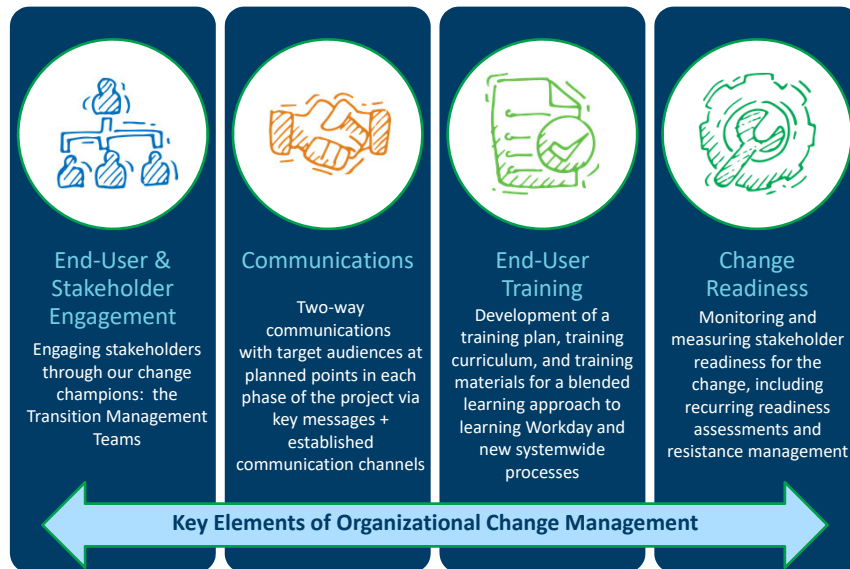
# NextGen | Finance and HR/Payroll Timeline



# Organizational Change Management (OCM)

## OCM Framework





## Implementation Team Overview

## Implementation Team Overview | Finance & HR

In February, the Project distributed a request for Implementation Team Members to...

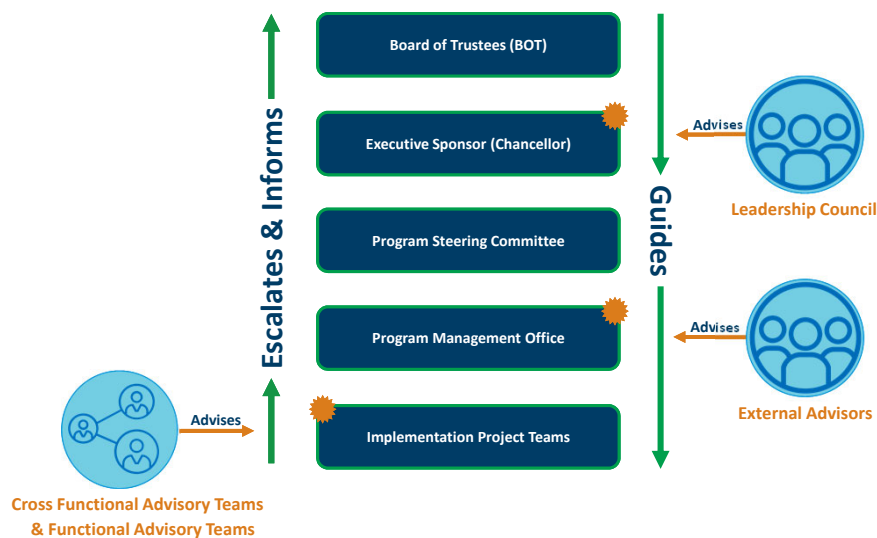
- Presidents
- C-Suite Leaders
- Campus Transition Management Teams
- Bargaining Unit Leaders

Request included **temporary full-time Project Managers, Leads and Coordinators**, along with **part-time subject matter experts (SMEs)** for the Finance and HR Implementation Teams.

- Project Managers, Leads and Coordinators started March 3<sup>rd</sup>
- SMEs started March 22<sup>nd</sup>

## Project Governance

Effective governance relies on Leads to be senior, accountable, and empowered in order to drive majority of the process and system design decisions.



# Quality Management & Delivery Assurance

## Quality Management & Delivery Assurance

### PROJECT RISK REVIEWS (PRR)

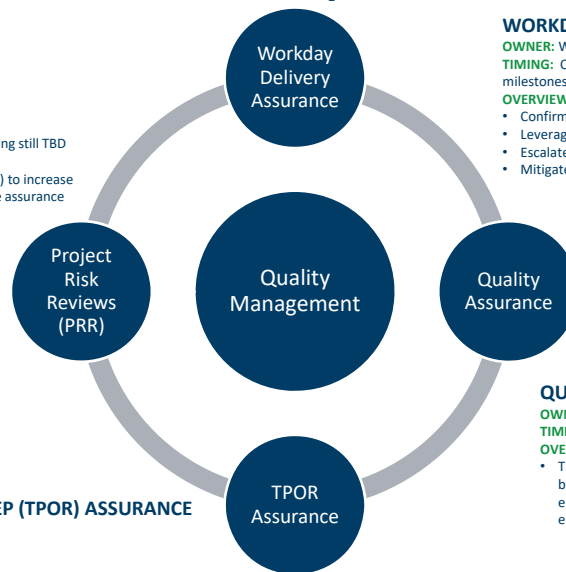
**OWNER:** Internal Audit / BakerTilly  
**TIMING:** Periodically throughout – specific timing still TBD  
**OVERVIEW:**

- Conduct periodic Project Risk Reviews (PRRs) to increase the likelihood of project success and provide assurance to the Board.

### THIRD PARTY OWNERS REP (TPOR) ASSURANCE

**OWNER:** BerryDunn  
**TIMING:** Throughout  
**OVERVIEW:**

- Deliverable Review and Recommendation
- NextGen Go-live Readiness Assessments.
- Lessons Learned



### WORKDAY DELIVERY ASSURANCE (DA)

**OWNER:** Workday DA Team  
**TIMING:** Checkpoints Throughout – tied to specific milestones/deliverables  
**OVERVIEW:**

- Confirm consistency with WD deployment methodology.
- Leverage common tools and expertise.
- Escalate potential risks throughout deployment.
- Mitigate project risks, providing guidance and options.

### QUALITY ASSURANCE REVIEWS

**OWNER:** Deloitte Quality Assurance Lead  
**TIMING:** Quarterly  
**OVERVIEW:**

- The Quality Assurance Reviews supports project quality by providing objective and timely feedback on engagement risks and mitigation strategies to engagement teams before problems can occur.

# Appendix



**MINNESOTA STATE**  
NextGen

## NEXTGEN ERP | PH2 STATUS REPORT

PREPARED BY : Melinda Clark

REPORT DATE : March 22, 2021

### PHASE 2 ACCOMPLISHMENTS & UPCOMING ACTIVITIES

#### ACCOMPLISHMENTS (last 30 days)

- Project Team Resources In Place
- Conduct Project Kickoff
- Begin Project Team Training
- Establish Project Plan
- Finalize Project Management Playbook
- Finalize Project Onboarding Process
- Establish RAID Log
- Start Architect Phase
  
- OCM: Finalize OCM Strategy
- OCM: Finalize DED for Knowledge Transfer Strategy
- OCM: Finalize DED for Communications Plan
  
- FCT: Begin Planning for Discovery & Design Sessions
- FCT: Complete Finance Foundation Data Model Lab
  
- IT: Establish Tenant Management Plan
- IT: Begin Provisioning Foundation Tenant
- IT: Begin Planning for Prism Use Case Workshops
- IT: Finalize DED and deliverable for Information Security & Risk Management Plan
- IT: Finalize DED for Integration Approach Document

#### UPCOMING ACTIVITIES (next 30 days)

- OCM: Finalize DED for OCM Plan
- OCM: Establish Knowledge Transfer Strategy
- OCM: Establish OCM Plan
- OCM: Establish Communications Plan
  
- FCT: Finalize DED for Business Process Scope Log
- FCT: Finalize DED for Personas
- FCT: Finalize DED for Finance Foundation Data Model Blueprint
- FCT: Finalize DED for User Stories
- FCT: Finalize DED for Journey Maps
- FCT: Conduct Discovery & Design Sessions (3/2021 – 6/2021)
  
- IT: Conduct Prism Overview Session
- IT: Complete Sample Data Sets for Prism
- IT: Complete Install and Configuration of Conversion Tools
- IT: Build Foundation Tenant (Feb – June 2021)
- IT: Conduct Prism Use Case Workshops
- IT: Finalize Integration Approach Document
- IT: Specification Mapping for Conversions (3/2021 – 6/2021)
- IT: Finalize DED for Testing Strategy Document
- Conduct Sustainment Greenhouse Workshop



## NEXTGEN ERP | PH2 STATUS REPORT

PREPARED BY : Melinda Clark

REPORT DATE : March 22, 2021

### PHASE 2 BUDGET STATUS

NextGen Budget (as of March 24, 2021)	November 2020 BOT Approved Budget	Contingency	Current Budget	Expenditures	Encumbrance	Balance	% Spent/ Encumbered
MinnState Proj. Team	\$ 41,600,000		41,600,000	872,098	668,668	\$ 40,059,234	3.7%
ERP Vendor Contract	168,000,000		168,000,000	4,509,180	6,500,000	\$ 156,990,820	6.6%
Other Prof Support	7,200,000	23,385	7,223,385	4,363,788	1,682,412	\$ 1,177,185	84.0%
Tech Maint. & Support	10,900,000		10,900,000	3,594,613	155,125	\$ 7,150,262	34.4%
Contingency	15,000,000	(23,385)	14,976,615			\$ 14,976,615	0.0%
<b>Totals</b>	<b>\$ 242,700,000</b>	<b>\$ -</b>	<b>\$ 242,700,000</b>	<b>\$ 13,339,679</b>	<b>\$ 9,006,205</b>	<b>\$ 220,354,116</b>	<b>9.2%</b>

### CONTINGENCY OVERVIEW

#	AMOUNT	DATE APPROVED	APPROVED BY	JUSTIFICATION OF CONTINGENCY FUNDS
1	\$25,385	1/16/2021	Bill Maki	Contract negotiations went longer than expected requiring additional hours from the Minnesota State Outside Counsel - Dorsey and Whitney.

## Topics Presented to Date

BOT SESSION	TOPICS PRESENTED	DECISIONS MADE
June 2014	<ul style="list-style-type: none"> <li>Topic introduced</li> </ul>	
October 2015	<ul style="list-style-type: none"> <li>Student Experience (overview)</li> <li>Update on listening sessions and business case development</li> </ul>	
March 2016	Presentation of NextGen Business Case	Board supports... <ul style="list-style-type: none"> <li>moving forward with planning</li> <li>submitting FY2018 biennial legislative request</li> </ul>
October 2016	Presented estimates timeline and budget	NextGen updates to be presented to Board biannually - in January and June
June 2017	<ul style="list-style-type: none"> <li>Received \$8M from FY2018 legislative request - enough for team to kickoff Phase 1 (business process reviews, RFP, legacy technology preparation)</li> <li>RISK! Failure to provide sufficient funding to enter into long term contracts for Phase 2 (implementation) will add significant and critical delays to the project.</li> </ul>	Board supports... <ul style="list-style-type: none"> <li>moving forward with Phase 1</li> <li>submitting FY2018 supplemental funding request and FY2019 biennial legislative request</li> </ul>
January 2018	<ul style="list-style-type: none"> <li>Introduction of ERP Steering Committee</li> <li>Introduction of Phase 1 and vendor (CampusWorks)</li> </ul>	Board supports... <ul style="list-style-type: none"> <li>Project overall design</li> <li>Phase I timeline</li> </ul>
March 2018	<ul style="list-style-type: none"> <li>Project organization structure</li> <li>Reviewed program dashboard template</li> <li>Communication Plan for BOT and Leadership Council Updates</li> </ul>	Board supports... <ul style="list-style-type: none"> <li>Revised project team structure</li> <li>Reporting format</li> <li>Update cadence for BOT and LC</li> </ul>

## Topics Presented to Date

BOT SESSION	TOPICS PRESENTED	DECISIONS MADE
June 2018	<ul style="list-style-type: none"> <li>Communications Plan</li> <li>Change Management Strategy</li> </ul>	Board supports... <ul style="list-style-type: none"> <li>Communication vehicles and cycles</li> <li>Change Management Strategy and looks forward to seeing the Change Management Plan during the September Board Meeting.</li> </ul>
September 2018	<ul style="list-style-type: none"> <li>Revised timelines (RFP schedule, implementation schedule)</li> <li>Change Management Plan (deliverables, resources and timeline)</li> </ul>	Board supports... <ul style="list-style-type: none"> <li>Revised timeline</li> <li>Change Management Plan</li> </ul>
October 2018	<ul style="list-style-type: none"> <li>TSM Lessons Learned</li> <li>Critical Success Factors</li> </ul>	n/a – informational presentation showing the project's commitment towards continuous improvement (learning from prior projects).
January 2019	Internal Audit Update <ul style="list-style-type: none"> <li>Internal Audit Activities Update</li> <li>Key Lessons Learned from OLA MNLARS Study</li> </ul> Project Update <ul style="list-style-type: none"> <li>Our Journey: From initiation to now</li> <li>Current and Future State Business Processes (Overview)</li> <li>RFP Process: Teams &amp; Timeline</li> <li>Change Management Update</li> <li>Implementation Timeline</li> </ul>	Board supports... <ul style="list-style-type: none"> <li>The process taken to identify current state business processes and propose future state business processes</li> <li>The framework for conducting the ERP RFP</li> </ul>

## Topics Presented to Date

BOT SESSION	TOPICS PRESENTED	DECISIONS MADE
March 2019	<ul style="list-style-type: none"> <li>Project organization structure</li> <li>Reviewed program dashboard template</li> <li>Communication Plan for BOT and Leadership Council Updates</li> </ul>	Board supports... <ul style="list-style-type: none"> <li>Revised project team structure</li> <li>Reporting format</li> <li>Update cadence for BOT and LC</li> </ul>
June 2019	<ul style="list-style-type: none"> <li>NextGen Phase 1 Including Finance Plan</li> </ul>	Board supports... <ul style="list-style-type: none"> <li>Phase 1 including Finance Plan</li> </ul>
January 2020	<ul style="list-style-type: none"> <li>Project Update &amp; RFP Process</li> <li>Next steps: Negotiations</li> </ul>	Board supports... <ul style="list-style-type: none"> <li>NextGen entering into negotiations with one or many vendors.</li> </ul>
November 2020	<ul style="list-style-type: none"> <li>Finance Plan &amp; Project Plan</li> </ul>	Board supports... An updated project plan and finance plan, and the selection of Workday as the ERP vendor. (Total amount not to exceed \$244,629,000 and contingency funds up to \$10 million over 7 years.)



## Steering Committee



**Bill Maki**  
Vice Chancellor, Finance and  
Facilities  
Minnesota State Colleges and  
Universities



**Eric Davis**  
Vice Chancellor, Human  
Resources  
Minnesota State Colleges and  
Universities



**Ross Berndt**  
Interim Vice Chancellor,  
Information Technology  
Services (ITS)  
Minnesota State Colleges and  
Universities



**Ron Anderson**  
Senior Vice Chancellor,  
Academic and Student Affairs  
Minnesota State Colleges and  
Universities



**Angelia Millender**  
President,  
Century College  
Minnesota State Colleges and  
Universities



**Scott Olson**  
President,  
Winona State University  
Minnesota State Colleges and  
Universities



**Eric Wion**  
Executive Director,  
Internal Audit (ex officio)  
Minnesota State Colleges and  
Universities



## Project Management Team



**Eli Castro**  
Program Manager  
TEAM WORKDAY



**Melinda Clark**  
Program Manager  
Minnesota State



**Wendy Williams**  
Functional Project Manager  
TEAM WORKDAY



**Steve Hawrysh**  
Finance Project Manager  
Minnesota State



**Kelly Kelly**  
PMO Advisor  
TEAM WORKDAY



**Mike Zbacnik**  
HR/Payroll Project Manager  
Minnesota State



# Organizational Change Management



**John Kearns**  
OCM Director/Lead  
Minnesota State



**Blythe Kladney**  
OCM Lead  
Team Workday

## COMMUNICATIONS

Daniella (Dani) Collier  
Minnesota State

TBD  
Team Workday

## READINESS

Sean Salomon  
Team Workday

\*Additional OCM team needs will be identified during OCM planning.\*

# Finance Team



**Mike Nordby**  
Finance Lead  
MINNESOTA STATE



**Stephen Francis**  
Finance Lead  
TEAM WORKDAY

## FINANCE CORE

Al Finlayson, Pat Nordick,  
Denise Kirkeby, & Scott Wilson  
Minnesota State

Nigel Chong-You,  
Jason Andrade, & Mike Ryan  
Team Workday

## SPEND

Kim Bienfang  
Minnesota State

Brian Stern & Jeff Smith  
Team Workday

## REVENUE MANAGEMENT

Chris Anderson  
Minnesota State

Bushan Khare &  
Alex Harrison  
Team Workday

## GRANTS MANGEMENT

Lisa Rieke  
Minnesota State

Nigel Chong-You  
Team Workday

FINANCE TEAM SMES	
College	56
University	26
System Office	25
<b>TOTAL</b>	<b>107</b>

\*Budget (Adaptive Planning) team will be established Sept. 2022\*

# HR / Payroll Team



**Tim Killian**  
HR/Payroll Lead  
MINNESOTA STATE



**Meagan Ciccarelli**  
HR/Payroll Lead  
TEAM WORKDAY

HR/PAYROLL TEAM SMEs	
College	22
University	17
System Office	21
<b>TOTAL</b>	<b>60</b>

## HCM CORE

**Gretchen Michienzi**  
Minnesota State Coord.

**Thresa Skeslien Jenkins & Nitya Govind**  
Team Workday Lead

## PAYROLL

**Heather Richardson**  
Minnesota State Coord.

**Dori-Ann (Dee) Morrison**  
Team Workday Lead

## TIME & ABSENCE

**Andrea Kubat**  
Minnesota State Coord.

**Sydney Macbain**  
Team Workday Lead

## BENEFITS

**Joe Trcka**  
Minnesota State Coord.

**Wrenettia Devoe**  
Team Workday Lead

## COMPENSATION

**Mike Freund**  
Minnesota State Coord.

**Thresa Skeslien Jenkins**  
Team Workday Lead

## RECRUITING

**Jessica White**  
Minnesota State Coord.

**Meagan Ciccarelli & Nitya Govind**  
Team Workday Lead



# Technology Team



**Mark Malecek**  
Technology Lead  
MINNESOTA STATE



**Sid Ghai**  
Technology Lead  
TEAM WORKDAY



**Philippe Dessaigne**  
Technology Advisor  
TEAM WORKDAY



**Jack George**  
Technology Advisor  
TEAM WORKDAY

## SECURITY

**Craig Munson**  
Minnesota State Coord.

**TBD**  
Team Workday Lead

## EXTEND

**Bill Halloran**  
Minnesota State Coord.

**Jared Jaffa**  
Team Workday Lead

## REPORTING

**Ron DeJong & Scott Hoffman**  
Minnesota State Coord.

**Amy Krishnan**  
Team Workday Lead

## INTEGRATIONS

**Miles Oustad**  
Minnesota State Coord.

**Dave Nisenfeld (FIN)  
Kurtis Strigl (HCM)**  
Team Workday Lead

## DATA MIGRATION

**Debbie Schadewald & Lisa Carter**  
Minnesota State Coord.

**Jane Thomas & Keerthinath Manoharan**  
Team Workday Lead

## PRISM

**Mari Payton**  
Minnesota State Coord.

**Stephanie Auerbach**  
Team Workday Lead





**MINNESOTA STATE**

30 East 7th Street, Suite 350  
St. Paul, MN 55101-7804

651-201-1800  
888-667-2848

[www.MinnState.edu](http://www.MinnState.edu)

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**Workforce Organizational and Effectiveness Committee**  
**April 21, 2021**  
**9:30 a.m.**  
**Virtual Meeting**

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*Times are tentative – meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of previous meetings.*

- 1. Minutes of Human Resources Committee, March 17, 2021 (pp 1-3)**
- 2. Appointment of President for Northeast Higher Education District (NHED) (pp 4-5)**
- 3. Appointment of President for Northland Community and Technical College (pp 6-7)**
- 4. Appointment of President for Minnesota State College Southeast (pp 8-9)**

Committee Members

Michael Vekich, Chair  
Dawn Erlandson, Vice Chair  
Ahmitara Alwal  
Alex Cirillo  
Roger Moe  
George Soule  
Cheryl Tefer

Presidents Liaisons

Annette Parker  
Ginny Arthur

**Bolded items indicate action required.**



**Minnesota State Board of Trustees  
Workforce Organizational Effectiveness Committee  
Meeting Minutes of March 17, 2021  
Virtual, Zoom**

---

**WOE Committee members present:** Chair Michael Vekich, Vice Chair, Dawn Erlandson, and Trustees: Ahmitara Alwal, Alex Cirillo, Roger Moe, George Soule, Cheryl Tefer.

**Other Leadership Council:** Devinder Malhotra, Chancellor. Eric Davis Vice Chancellor for Human Resources.

**1. Minutes from Human Resources Committee of March 17, 2021**

Chair Cowles opened the meeting and introduced Committee Chair Vekich who called the meeting to order and announced a quorum. Chair Vekich took committee roll call and asked for comments from the Workforce Organizational Effectiveness Committee regarding the minutes presented. Hearing none the chair entertained a motion to adopt the minutes. Trustee Erlandson and Trustee Cirillo motioned, and the minutes were adopted.

**2. Appointment of President of Minnesota State University Mankato**

Chancellor Malhotra addressed Chair Cowles and members of the committee and began expressing his deep appreciation to outgoing President Richard Davenport.

Minnesota State University, Mankato has continually grown and flourished under the helm of President Davenport these past 18 years. The impact of his leadership extends beyond the university as he has made notable contributions to the economic development of the greater Mankato region and has played a prominent role as a leader at the system level. The chancellor thanked President Davenport for his passion and commitment to transforming lives throughout his career in higher education and for his dedication and direction during this pandemic. Given all of this, the university is well positioned to secure its future. The chancellor thanked President Davenport and wished him the very best in his retirement.

Chancellor Malhotra, recommended to the board the appointment of **Dr. Edward Inch** as President of Minnesota State University, Mankato.

Dr. Inch has served as provost and vice president of academic affairs at California State University, East Bay since 2016. In this current role, his leadership responsibilities cover academic programs and student support services, strategic planning, retention and recruitment and community engagement.

Dr. Inch has earned his doctorate in speech communications from the University of Washington, a master's degree from the University of Oregon; and a bachelor's degree from Western Washington University.

Dr. Inch has extensive experience in developing and advancing initiatives around student success, retention, and diversity, equity, and inclusion. He understands the importance of community

engagement and positioning the university as an asset, which contributes immensely to the region's social and economic vibrancy.

Dr. Inch has the academic credentials, experience, leadership skills and vision required to ensure the success of students and guide Minnesota State University, Mankato into the future.

Feedback from interviews with faculty, administrators, community and students affirmed Dr. Inch as a collaborative, inclusive, thoughtful and innovative leader. His experience will enable him to be a strong partner at the system level, pursuing a shared vision of Equity 2030.

Chair Vekich thanked the chancellor, acknowledged the members of the search committee and asked for discussion of the recommendation.

The Workforce Organizational Effectiveness Committee recommends the Board of Trustees adopt the following motion:

*The Board of Trustees, upon the recommendation of Chancellor Malhotra, appoints Dr. Edward Inch as President of Minnesota State University, Mankato effective July 1, 2021, 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 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 Moe and Trustee Erlandson motioned. No one opposed. The motion was carried unanimously.

### **3. Appointment of president of Saint Paul College**

Chancellor Malhotra addressed the committee with his recommendation for Saint Paul College.

Saint Paul College is emerging from challenging times and has made substantial progress in recent years, fostering robust partnerships with local businesses, non-profits, industry and the K-12 system. Saint Paul College has a strong foundation both programmatically and financially. In this past year Interim President Dr. Peaslee has navigated the college through the dual crises of the COVID-19 pandemic and a national reckoning on systemic racism. Following the death of George Floyd, Dr. Peaslee facilitated campus wide efforts and communications that led to the commitment and associated plan for the Saint Paul College to become an anti-racist and trauma-informed institution.

After careful consideration of the feedback received during the interview process, Chancellor Malhotra recommends the appointment of Dr. Deidra Peaslee as president of Saint Paul College.

In her role as interim president, Dr. Peaslee demonstrated steady and strong leadership, empathy, and grit while facing unprecedented challenges. She understands the difficult conversations and work that will be ongoing now and into the future to ensure forward momentum in student success and in positioning Saint Paul College as a key economic driver for the City of Saint Paul and the greater metropolitan area.

Dr. Peaslee brings over 25 years of experience in higher education. The past 17 years within Minnesota State. In 2011 Dr. Peaslee was named vice president of academic and student affairs at Anoka Ramsey

Community College. Prior to Anoka-Ramsey, Dr. Peaslee served as assistant dean and director of the Kellstadt Graduate School of Business at DePaul University. Dr. Peaslee has displayed leadership attributes that inspire collaboration and strategic positioning.

She earned a doctorate in education leadership from St. Mary's University; a master's from Minnesota State University, Mankato; and a bachelor's degree from South Dakota State University.

Feedback from the interview process affirmed Dr. Peaslee as a strong leader, passionate about student success and a deep knowledge of the campus. She seeks to listen first, striving to understand the perspective of each member of the college community and then fashions sound strategies to move forward. Campus communities expressed appreciation for Dr. Peaslee's ability to create a collaborative and inclusive environment, bringing trust and stability to the functioning of the college.

The chancellor concluded by stating Dr. Peaslee is the right leader at this juncture of the college's trajectory. Her leadership bodes well for the future of Saint Paul College and success of its students.

Chair Vekich thanked the chancellor, acknowledged the members of the executive search committee and asked for discussion of the recommendation.

The Workforce Organizational Effectiveness Committee recommended the Board of Trustees adopt the following motion:

*The Board of Trustees, upon the recommendation of Chancellor Malhotra, appoints Dr. Deidra Peaslee as President of Saint Paul College, effective March 17, 2021, 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 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 Moe and Trustee Erlandson motioned. No one opposed. The motion was carried unanimously.

Chair Cowles concluded the session at 11:35am  
Tamara Mansun – recorder.



**MINNESOTA STATE  
BOARD OF TRUSTEES  
Agenda Item Summary Sheet**

**Name:** Workforce Organizational and Effectiveness Committee

**Date:** April 21, 2021

**Title:** Appointment of President for Northeast Higher Education District

**Purpose (check one):**

Proposed New Policy or  
Amendment to Existing Policy

Approvals Required  
by Policy

Other Approvals

Monitoring/Compliance

Information

**Brief Description:**

It is anticipated that Chancellor Malhotra will recommend an individual to appoint as President of Northeast Higher Education District (NHED).

**Scheduled Presenter(s):**

Devinder Malhotra, Chancellor



**MINNESOTA STATE  
BOARD OF TRUSTEES**

<b>BOARD ACTION</b>
APPOINTMENT OF PRESIDENT FOR NORTHEAST HIGHER EDUCATION DISTRICT

1    **BACKGROUND**

2    It is anticipated that Chancellor Malhotra will recommend an individual to appoint as President  
3    of Northeast Higher Education District (NHED).

4  
5    **RECOMMENDED COMMITTEE MOTION**

6    The Workforce Organizational Effectiveness Committee recommends that the Board of Trustees  
7    adopt the following motion.

8  
9    **RECOMMENDED BOARD MOTION**

10   The Board of Trustees, upon the recommendation of Chancellor Malhotra, appoints \_\_\_\_\_ as  
11   President of Northeast Higher Education District, effective July 1, 2021, subject to the completion  
12   of an employment agreement. The board authorizes the chancellor, in consultation with the  
13   chair of the board and chair of the Workforce Organizational and Effectiveness Committee, to  
14   negotiate and execute an employment agreement in accordance with the terms and conditions  
15   of the Minnesota State Colleges and Universities Personnel Plan for Administrators.

16  
17  
18   *Date Presented to the Board of Trustees:*    04/21/21

19   *Date of Implementation:*                    07/01/21

**MINNESOTA STATE  
BOARD OF TRUSTEES  
Agenda Item Summary Sheet**

**Name:** Workforce Organizational and Effectiveness Committee

**Date:** April 21, 2021

**Title:** Appointment of President for Northland Community and Technical College

**Purpose (check one):**

Proposed New Policy or  
Amendment to Existing Policy

Approvals Required  
by Policy

Other Approvals

Monitoring/Compliance

Information

**Brief Description:**

It is anticipated that Chancellor Malhotra will recommend an individual to appoint as President of Northland Community and Technical College.

**Scheduled Presenter(s):**

Devinder Malhotra, Chancellor



**MINNESOTA STATE  
BOARD OF TRUSTEES**

<b>BOARD ACTION</b>
APPOINTMENT OF PRESIDENT FOR NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

1    **BACKGROUND**

2    It is anticipated that Chancellor Malhotra will recommend an individual to appoint as President  
3    of Northland Community and Technical College.

4  
5    **RECOMMENDED COMMITTEE MOTION**

6    The Workforce Organizational Effectiveness Committee recommends that the Board of Trustees  
7    adopt the following motion.

8  
9    **RECOMMENDED BOARD MOTION**

10   The Board of Trustees, upon the recommendation of Chancellor Malhotra, appoints \_\_\_\_\_ as  
11   President of Northland Community and Technical College, effective July 1, 2021, subject to the  
12   completion of an employment agreement. The board authorizes the chancellor, in consultation  
13   with the chair of the board and chair of the Workforce Organizational and Effectiveness  
14   Committee, to negotiate and execute an employment agreement in accordance with the terms  
15   and conditions of the Minnesota State Colleges and Universities Personnel Plan for  
16   Administrators.

17  
18  
19   *Date Presented to the Board of Trustees:*    04/21/21  
20   *Date of Implementation:*                    07/01/21

**MINNESOTA STATE  
BOARD OF TRUSTEES  
Agenda Item Summary Sheet**

**Name:** Workforce Organizational and Effectiveness Committee

**Date:** April 21, 2021

**Title:** Appointment of President of Minnesota State College Southeast

**Purpose (*check one*):**

Proposed New Policy or  
Amendment to Existing Policy

Approvals Required  
by Policy

Other Approvals

Monitoring/Compliance

Information

**Brief Description:**

It is anticipated that Chancellor Malhotra will recommend an individual to appoint as President of Minnesota State College Southeast.

**Scheduled Presenter(s):**

Devinder Malhotra, Chancellor



**MINNESOTA STATE  
BOARD OF TRUSTEES**

<b>BOARD ACTION</b>
APPOINTMENT OF PRESIDENT FOR MINNESOTA STATE COLLEGE SOUTHEAST

1    **BACKGROUND**

2    It is anticipated that Chancellor Malhotra will recommend an individual to appoint as President  
3    of Minnesota State College Southeast.

4  
5    **RECOMMENDED COMMITTEE MOTION**

6    The Workforce Organizational Effectiveness Committee recommends that the Board of Trustees  
7    adopt the following motion.

8  
9    **RECOMMENDED BOARD MOTION**

10   The Board of Trustees, upon the recommendation of Chancellor Malhotra, appoints \_\_\_\_\_ as  
11   President of Minnesota State College Southeast, effective July 1, 2021, subject to the completion  
12   of an employment agreement. The board authorizes the chancellor, in consultation with the  
13   chair of the board and chair of the Workforce Organizational and Effectiveness Committee, to  
14   negotiate and execute an employment agreement in accordance with the terms and conditions  
15   of the Minnesota State Colleges and Universities Personnel Plan for Administrators.

16  
17  
18   *Date Presented to the Board of Trustees:*    04/21/21

19   *Date of Implementation:*                    07/01/21

**Board of Trustees Meeting**  
**April 21, 2021**  
**10:15 a.m.**  
**Virtual Meeting**

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*The Board of Trustees are adhering to Governor Walz's Executive Order 20-01, the State of Minnesota Peacetime Emergency Declaration, and the Center for Disease Control's social distancing guidelines. Meetings will be conducted on a virtual meeting platform. Interested parties can listen to the live stream of the proceedings from the [Board website](#). Times are tentative – meetings are scheduled to follow each other consecutively and may start earlier or later than the posted time depending on the length of previous meetings.*

Convene and Call to Order, Jay Cowles, Chair

Chancellor's Report, Devinder Malhotra

Chair's Report, Jay Cowles

Consent Agenda

- 1. Contracts Exceeding \$1 million:**
  - a. Ex Libris Alma Contract Extension for PALS Library Consortium, Minnesota State University, Mankato**
  - b. Student Internet and Cable Services for Minnesota State University Moorhead**
  - c. Bookstore Income Contract Extension for St. Cloud State University**
  - d. Classroom Event Management Software Contract Extension, System Office**
  - e. Clifton Larson Allen Contract Amendment, System Office**

Board Standing Committee Reports

Workforce and Organizational Effectiveness Committee, Michael Vekich, Chair

- **Appointment of President for Northeast Higher Education District**
- **Appointment of President for Northland Community and Technical College**
- **Appointment of President for Minnesota State College Southeast**

Committee of the Whole, Jay Cowles, Chair

- Report of the Committee

Audit Committee, George Soule, Chair

- Report of the Committee

Finance Committee, Roger Moe, Chair

- Report of the Committee

### Student Associations

1. Lead MN, Priscilla Mayowa, President
2. Students United, Jonathan McNicholes, State Chair

### Minnesota State Colleges and Universities Bargaining Units

1. American Federation of State, County, and Municipal Employees, Jennifer Erwin, President, AFSCME Council 5
2. Inter Faculty Organization, Brent Jeffers, President
3. Middle Management Association, Gary Kloos, Executive Director
4. Minnesota Association of Professional Employees, Jerry Jeffries, Regional Director
5. Minnesota State College Faculty, Matt Williams, President
6. Minnesota State University Association of Administrative and Service Faculty, Tracy Rahim, President

### Trustee Reports

### Adjournment

**Bolded items indicate action is required.**





**Consent Agenda**  
**April 21, 2021**  
**10:15 a.m.**  
**Virtual Meeting**

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Consent Agenda

**1. Contracts Exceeding \$1 million:**

- a. **Ex Libris Alma Contract Extension for PALS Library Consortium, Minnesota State University, Mankato**
- b. **Student Internet and Cable Services for Minnesota State University Moorhead**
- c. **Bookstore Income Contract Extension for St. Cloud State University**
- d. **Classroom Event Management Software Contract Extension, System Office**
- e. **Clifton Larson Allen Contract Amendment, System Office**

**Bolded items indicate action is required.**

