

**MINNESOTA STATE BOARD OF TRUSTEES  
EXECUTIVE COMMITTEE MEETING MINUTES  
MAY 6, 2020**

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Executive Committee Members Present: Chair Jay Cowles, Vice Chair Roger Moe, Trustees Alex Cirillo, April Nishimura, Louise Sundin, Cheryl Tefer, and Michael Vekich, and Chancellor Devinder Malhotra

Other Trustees Present: Ashlyn Anderson, Dawn Erlandson, Bob Hoffman, and Rudy Rodriguez,

**Convene and Call to Order**

Chair Cowles called the virtual meeting to order at 8:10 am.

**Chair's Updates**

Chair Cowles announced that the board's annual meeting is on June 17. At the annual meeting, the board will approve a two-year meeting calendar and elect a chair and a vice chair. The Nominating Committee, chaired by Trustee George Soule, will forward the names of the candidates on or about May 17, 2020.

**Chancellor's Updates:**

Chair Cowles, Vice Chair Moe, trustees, I have a few updates to share with you this morning:

**Interim Board Director**

At the beginning of March, Inge Chapin shared with us her decision to retire effective June 5<sup>th</sup> after 23+ years of service to Minnesota State. There isn't a chancellor or board chair that Inge hasn't helped to guide and provide counsel to as we navigated this work. Her calm demeanor, elegance, and grace, along with her vast knowledge of the board's functioning will be sorely missed. As I've shared with this board, I have failed at retirement twice. Inge has assured me that she plans to succeed at retirement with honors!

Soon after Inge's announcement, Chair Cowles and I, along with Inge and other staff, began to outline options to search for the Board Director position. However, the difficulties posed by the pandemic and the system office hiring freeze required us to look at alternatives that ultimately led us to identify an interim until we could complete a full search. The interim could overlap and work with Inge during her transition.

A potential candidate was brought forward. Chair Cowles consulted with Trustee Vekich and Vice Chair Moe to develop a process and identify trustees to vet the internal candidate. A potential candidate was brought forward. I met with this candidate as did Inge, Chair Cowles, Vice Chair Moe, and Trustees Anderson, Cirillo, and Erlandson.

It is my pleasure to share with you that we have offered and she has accepted the position of Interim Board Director to Kari Campbell. She will serve in this role through June 30, 2021. Kari Campbell has served in a variety of roles within the Minnesota State system for over 20

years. She worked within the IT department at Minneapolis College for 15 years where she served in both a director and project manager role. Kari moved to the system office in 2014 to serve as associate director for the Charting the Future initiative and in 2015 began serving as project manager for the HR shared services project known as HR-TSM. Kari also led a team of project management professionals from across the system to develop and deliver project management training to over 450 Minnesota State employees.

Inge and Kari will be working closely on the transition over the next few weeks since I've been told that June 5 is right around the corner. I look forward to having Kari as a member of my cabinet team.

### **COVID-19 Update**

At our May meeting, the team will give a detailed update on our efforts to respond to COVID since the April board meeting. Again, I am amazed each time I am on the phone with our presidents, cabinet, and the weekly calls organized by Vice Chancellor Maki with our campus COVID-19 contacts, the resiliency and leadership that is demonstrated. None of this has been easy – there is no roadmap on how to do this work. I continue to be proud of how our faculty, staff, and presidents have responded.

At the beginning of this, one of our primary principles was to ensure the ability for our students to complete spring semester. Senior Vice Chancellor Anderson, on behalf of our campuses, shared additional detail with Commissioner Olson regarding what is needed for the 5% of courses that need some face-to-face instruction to complete which are primarily in our college's career and technical programs. It is our hope that we will receive the approval to bring those students back to campus soon to complete their studies.

This week, MDH and the Office of Higher Education kicked-off 9 workgroups with the goal to draft a set of comprehensive strategies that higher education can use to guide as we move forward with our planning. These workgroups represent all areas of our work, including: instruction, athletics, student housing and dining services, surge planning and social and behavioral and cultural change.

My many thanks to the college and university representatives who are serving on these teams. These teams have hit the ground running. They have a very quick deadline of May 15<sup>th</sup> to draft recommendations for MDH and OHE review.

### **Outreach and Communication**

As I shared with the board, Vice Chancellor Maki and I had the opportunity to testify in both the House and Senate Higher Education committees last week. In addition, we provided an update to staff from our congressional offices. I had a phone call with Senator Smith last Friday and shared my thoughts on a possible federal stimulus 4 package.

Last week, I had planned to meet with editorial boards across the state to continue our

advocacy with respect to the board's legislative request. However, that is not possible now. But the need to advocate on behalf of Minnesota State has not subsided – in fact during the last few months the critical need to share our message has been heightened as we face enrollment concerns.

Over the next few days, I will be meeting with editorial boards across the state to share our response to COVID-19, our continued need for the legislature to support our bonding request, in particular our asset preservation request and to make sure the message is clear:

Although there is still a lot that we don't know about what the future will bring, this much is certain: Every one of the 30 colleges and seven universities of Minnesota State will be open for business and adapt as necessary to safely serve our students and continue to provide an extraordinary education.

In addition, Noelle and her team are working with campus communicators to find opportunities to leverage their marketing efforts now and into the summer. Ron and his team are working with high school counselors to support their work to get additional information out to graduating seniors. I look forward to providing a deeper update on both fronts at our May meeting.

### **Equity 2030**

With the Chair's permission, I would like to yield the rest of my time to introduce Teri Hinds who started on March 11<sup>th</sup> as the Senior Director for Strategic Initiatives with an initial focus on supporting both systemwide and campus Equity 2030 efforts.

Senior Director Hinds acknowledged the work of the Chancellor's Fellows. She provided a brief outline of an emerging framework on Equity 2030 that includes coordination and communication, systemwide and institutional policy review, community-led professional and leadership development opportunities, and academic equity.

### **Revised FY2021 and Proposed FY2022 Meeting Calendars (First Reading)**

Chair Cowles reviewed the revised FY2021 and Proposed FY2022 meeting calendars. The only change to the FY2021 meeting calendar was the date of the September retreat from September 15-16 to September 22-23, 2020. The proposed FY2022 calendar follows the pattern of committee/board meetings on the third Tuesday and Wednesday of meeting months.

The calendars will be presented for a first reading at the board meeting on May 20, with a second reading and approval at the June 17 meeting.

### **Proposed FY2021 Board Operating Budget**

Vice Chair Moe, treasurer, reviewed the proposed FY2021 Board Operating Budget. As of April 1, 2020, the board has spent \$157,227 or about 64 percent of its budget of \$245,500. Projected

expenses through June 30, the end of the fiscal year, are \$176,383 or about 74 percent of the budget. By the end of the fiscal year, the board will have had 20 meeting days.

- Three joint meetings with the Leadership Council: July 2019, October 2019 and January 2020;
- Two meetings on a campus: Hibbing Community College in July 2019 and Bemidji State University and Northwest Technical College in November 2019; and
- A retreat in September at Madden's Inn in Brainerd that included a tour and special event at Central Lakes College.

Throughout the year, trustees attended numerous campus events such fall commencement ceremonies, groundbreaking and ribbon-cuttings, and other events at St. Cloud State University, Winona State University, Mesabi Range College, Itasca Community College, Bemidji State University, Riverland Community College, St. Cloud Technical and Community College, Central Lakes College, and Fond du Lac Tribal and Community College. The chairs of the Academic and Student Affairs and the Finance Committees have participated in meetings with campus leaders and the Higher Learning Commission. Trustees have participated in the chancellor's partnership tours, attended legislative bonding tours, attended House and Senate hearings, and Minnesota State Day at the Capitol on February 24, 2020.

The board's operating budget also supports events such as LeadMN's annual scholarship gala and the Nellie Stone Johnson Scholarship event (assuming it will occur as scheduled on June 16, 2020). The Board of Trustees is a member of two national higher education organizations – the Association of Community College Trustees (ACCT) and the Association of Governing Boards of Universities and Colleges (AGB). The organizations sponsor annual conferences that are development and networking opportunities. Six trustees attended the Association of Community College's annual congress in October in support of Trustee Dawn Erlandson who became the chair of the ACCT Board of Directors. Trustee Erlandson will serve as chair until ACCT's annual meeting in September 30-October 3, 2020.

Treasurer Moe highlighted some of the FY2021 Planning Assumptions:

- COVID-19 may continue to disrupt large gatherings.
- Three joint meetings with the Leadership Council: July, November, and January
- Three off-site meetings: July, September, and November
- Two-day retreat in September, and committee and board meetings in October, November, January, March, April, May, and June
- Board self-evaluation
- Trustees' attendance at three national conferences: Association of Community College Trustees Annual Congress in October, Association of Community College Trustees National Legislative Summit in February, and the Association of Governing Boards Conference on Trusteeship in April.
- Trustee Erlandson is the chair of the Association of Community College's Board of Directors. She will host the ACCT board's 2020 summer meeting in the Twin Cities.

- Social events including annual recognition reception

Chancellor Malhotra explained that the system office's base appropriation has been fixed at \$33.073M since FY2012. Beginning in FY2021 in order to have a structurally balanced budget by FY2025 and not compromise the system's fund balance, the system office's budget will be reduced by \$1.5M per year. The methodology used to adjust budgets for FY2021 was a tiered approach – budgets less than \$1M were reduced 3 percent, budgets between \$1M-\$3M were reduced 4 percent, and budgets over \$3M were reduced 5 percent.

Trustee Moe made the following motion. It was seconded by Trustee Cirillo and carried unanimously:

*The Executive Committee approves the FY2021 Board Operating Budget of \$194,000 and refers it to the Finance Committee to be included in the overall FY2021 budget that will be presented to the Board of Trustees for a first reading in May and approval in June.*

#### **Adjourn**

The meeting adjourned at 8:55 am.