



**Finance and Facilities Committee  
Meeting Minutes  
March 2025**

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A meeting of the Finance and Facilities Committee of the Board of Trustees was held on Wednesday, March 19, 2025.

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

Committee members absent: Jerry Janezich

Other board members present: Dawn Erlandson, Jim Grabowska, Kathy Sheran, George Soule, and Cheryl Tefer.

Staff present: Scott Olson, Chancellor; Bill Maki, Vice Chancellor for Finance and Facilities

Meeting materials and audio recordings are available on the [Board of Trustees website](#).

Committee Chair Huebsch called the meeting to order at 8:31 a.m.

**Agenda Item 1: Approval of the Meeting Minutes for January 29, 2025**

Committee Chair Huebsch asked if there were any changes or amendments to the minutes, then asked for a motion. Trustee Moe made the motion and Trustee Jacqueline Johnson provided a second.

A roll call vote was conducted. The vote was as follows:

Jay Cowles	Aye
Tim Huebsch	Aye
Jerry Janezich	Absent
Jana Johnson	Aye
Jacqueline Johnson	Aye
Roger Moe	Aye

The committee voted to approve the minutes.



**Agenda Item 2: Contracts Requiring Board Approval:**

There were 4 contracts on the agenda for approval. Committee Chair Huebsch asked Vice Chancellor Maki to present the contracts for review. Vice Chancellor Maki was joined at the table by Tim Anderson, System Director for Procurement and Contract Management, who presented the two Lake Superior College contracts and by Brian Swanson, Associate Vice Chancellor for Facilities, who presented the two Normandale Community College contracts

Committee Chair Huebsch asked committee members to consider the following recommended committee motion for **Agenda Item 2a: Professional Pilot Flight Lab Instruction, Lake Superior College:**

*The Finance and Facilities Committee recommends that the Board of Trustees authorize the Chancellor, or the Chancellor's designee, to enter into a contract with Lake Superior Helicopter/Ascent Aviation with a total contract value not to exceed \$18,000,000 with a term up to five (5) years. The Committee further recommends that the Board of Trustees direct the Chancellor or the Chancellor's designee to execute all necessary documents to formalize this agreement.*

Trustee Jacqueline Johnson made the motion and Trustee Jana Johnson seconded. A roll call vote was conducted. The vote was as follows:

Jay Cowles	Aye
Tim Huebsch	Aye
Jerry Janezich	Absent
Jana Johnson	Aye
Jacqueline Johnson	Aye
Roger Moe	Aye

The committee voted to approve the recommended motion.

Committee Chair Huebsch asked committee members to consider the following recommended committee motion for **Agenda Item 2b: Technical Certification Program Partnership, Lake Superior College:**

*The Finance and Facilities Committee recommends that the Board of Trustees authorize the Chancellor or the Chancellor's designee to enter into an income contract with MNDOT with a total contract value not to exceed \$7,000,000 with a term of five (5) years. The Committee further recommends that the Board of Trustees direct the Chancellor or the Chancellor's designee to execute all necessary documents to formalize this agreement.*

Trustee Moe made the motion and Trustee Jacqueline Johnson seconded. A roll call vote was conducted. The vote was as follows:

Jay Cowles	Aye
Tim Huebsch	Aye
Jerry Janezich	Absent
Jana Johnson	Aye
Jacqueline Johnson	Aye
Roger Moe	Aye

The committee voted to approve the recommended motion.

Committee Chair Huebsch asked committee members to consider the following recommended committee motion for **Agenda Item 2c: Center for Interprofessional Education in Healthcare, Normandale Community College:**

*The Finance and Facilities Committee recommends that the Board of Trustees authorize the Chancellor or the Chancellor's designee, to enter into a guaranteed maximum price (GMP) not to exceed \$12,400,000 for this project.*

Trustee Moe made the motion and Trustee Jana Johnson seconded. A roll call vote was conducted. The vote was as follows:

Jay Cowles	Aye
Tim Huebsch	Aye
Jerry Janezich	Absent
Jana Johnson	Aye
Jacqueline Johnson	Aye
Roger Moe	Aye

The committee voted to approve the recommended motion.

Committee Chair Huebsch asked committee members to consider the following recommended committee motion for **Agenda Item 2d: Electrical Infrastructure Construction Contract, Normandale Community College:**

*The Finance and Facilities Committee recommends that the Board of Trustees authorize the Chancellor or the Chancellor's designee to enter into a construction contract not to exceed \$6,200,000 to do this scope of work.*

Trustee Moe made the motion and Trustee Jacqueline Johnson seconded. A roll call vote was conducted. The vote was as follows:

Jay Cowles	Aye
Tim Huebsch	Aye
Jerry Janezich	Absent
Jana Johnson	Aye
Jacqueline Johnson	Aye
Roger Moe	Aye

The committee voted to approve the recommended motion.

**Agenda Item 3: Proposed Amendment to Board Policy 5.10 Reserves and Year-end Fund Balances (2<sup>nd</sup> Reading)**

Committee Chair Huebsch invited Vice Chancellor Maki to introduce the second reading of the policy as provided in the meeting materials. Vice Chancellor Maki was joined at the table by Metody Popov, System Director for Financial Reporting and Steve Ernest, System Director for Financial Planning and Analysis.

Committee Chair Huebsch asked committee members to consider the following recommended committee motion:

*The Finance and Facilities Committee recommends that the Board of Trustees approve the proposed amendment to Policy 5.10 Reserves and Year End Balances.*

Trustee Moe made the motion and Trustee Jacqueline Johnson seconded. A roll call vote was conducted. The vote was as follows:

Jay Cowles	Aye
Tim Huebsch	Aye
Jerry Janezich	Absent
Jana Johnson	Aye
Jacqueline Johnson	Aye
Roger Moe	Aye

The committee voted to approve the recommended motion.

**Agenda Item 4: Proposed Amendment to Board Policy 6.9 Capital Planning (2<sup>nd</sup> Reading)**

Committee Chair Huebsch invited Associate Vice Chancellor Swanson to present the second reading of the proposed amendment to Board Policy 6.9 Capital Planning. Joining Associate Vice Chancellor Swanson at the table was Karen Huiett, System Director for Capital Planning.

Committee Chair Huebsch asked committee members to consider the following recommended committee motion:

*The Finance and Facilities Committee recommends that the Board of Trustees approve the proposed amendment to Policy 6.9 Capital Planning.*

Trustee Moe made the motion and Trustee Jana Johnson seconded. A roll call vote was conducted. The vote was as follows:

Jay Cowles	Aye
Tim Huebsch	Aye
Jerry Janezich	Absent
Jana Johnson	Aye
Jacqueline Johnson	Aye
Roger Moe	Aye

The committee voted to approve the recommended motion.

**Agenda Item 5: Proposed Amendment to Board Policy 5.16 Risk Management and Insurance (1<sup>st</sup> Reading)**

Committee Chair Huebsch invited Associate Vice Chancellor Swanson to present an update on the proposed amendment to Board Policy 5.16 Risk Management and Insurance, as provided in the meeting materials.

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

**Agenda Item 6: Proposed Amendment to Board Policy 5.18 Alcoholic Beverages and Controlled Substances on Campus (1<sup>st</sup> Reading)**

Committee Chair Huebsch invited Associate Vice Chancellor Swanson to present an update on the proposed amendment to Board Policy 5.18 Alcoholic Beverages and Controlled Substances on Campus, as provided in the meeting materials. General Counsel Scott Goings also addressed a number of questions from the committee.

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

**Agenda Item 7: Proposed Privately Funded Capital Projects Partnership between Minnesota State University, Mankato and its Foundation**

Committee Chair Huebsch invited Vice Chancellor Maki to present an overview of the proposal from Minnesota State University, Mankato. Vice Chancellor Maki then introduced President Ed Inch from MSU Mankato, to provide the presentation to the committee. They were joined at the table by Associate Vice Chancellor Swanson.

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

**Agenda Item 8: Allocation Framework Principles and Design Features**

Committee Chair Huebsch invited Vice Chancellor Maki to provide an overview of the allocation framework as presented in the meeting materials. Vice Chancellor Maki was joined at the table by Steve Ernest, System Director for Financial Planning and Analysis, and Susan Anderson, Associate Director for Financial Planning and Analysis.

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

**Adjournment**

The committee chair adjourned the meeting at 11:04 a.m.