

**Finance and Facilities Committee
Meeting Minutes
April 2024**

A meeting of the Finance and Facilities Committee of the Board of Trustees was held on Tuesday, April 16, 2024.

Committee members present: Jay Cowles, Chair; Tim Huebsch, Jerry Janezich, and Kathy Sheran.

Committee members absent: Micah Coatie, Jim Grabowska, April Nishimura

Other board members present: Alex Cirillo, Dawn Erlandson, Roger Moe, Christopher Richter, 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 Cowles called the meeting to order at 2:00 p.m.

Agenda Item 1: Approval of the Meeting Minutes for March 20, 2024

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

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

Micah Coatie	Absent
Jay Cowles	Aye
Jim Grabowska	Absent
Tim Huebsch	Aye
Jerry Janezich	Aye
April Nishimura	Absent
Kathy Sheran	Aye

The committee voted to approve the minutes.



Agenda Item 2: Board Policy 5.14 Contracts, Procurement and Supplier Diversity (and related System Procedures) – Informational Update:

Committee Chair Cowles invited Vice Chancellor Maki to present the update to the committee. The vice chancellor provided information regarding additional language added to System Procedure 5.14.2 Consultant Professional or Technical Services and Income Contracts, and System Procedure 5.14.5 Purchasing. As detailed in the meeting materials, the additional language to both procedures was added at the request of the committee during the April meeting.

Agenda Item 3: Contracts Requiring Board Approval: Education Solutions Software Licensing agreement, System Office

Committee Chair Cowles invited Tim Anderson, System Director for Procurement and Contract Management to present the contract for review.

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

The Finance and Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor's designee to execute a contract with Software House International for up to five (5) years (July 01, 2024 to June 30, 2029) for an amount not to exceed \$15,000,000 for the purposes of Microsoft Licensing and Cloud Services. The Finance and Facilities Committee further recommends that the Board of Trustees directs the chancellor or his designee to execute all necessary documents.

Trustee Huebsch made the motion and Trustee Sheran seconded. A roll call vote was conducted. The vote was as follows:

Micah Coatie	Absent
Jay Cowles	Aye
Jim Grabowska	Absent
Tim Huebsch	Aye
Jerry Janezich	Aye
April Nishimura	Absent
Kathy Sheran	Aye

The committee voted to approve the recommended motion.

Agenda Item 4: Proposed Amendment to Board Policy 5.25 Use of Electronic Signatures (Second Reading)

Committee Chair Cowles invited Vice Chancellor Maki to present the first reading of the proposed amendment to Board Policy 5.25 Use of Electronic Signatures. The Vice Chancellor was joined by Dr. Tim Anderson, System Director for Procurement and Contract Management.

Proposed changes to the policy include general punctuation changes for consistency with other policies and general grammar changes for clarity. Additional changes include enhanced definition of digitized signature and the elimination of gender-related language.

Committee Chair Cowles 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 Board Policy 5.25 Use of Electronic Signatures.

Trustee Janezich made the motion and Trustee Huebsch seconded. A roll call vote was conducted. The vote was as follows:

Micah Coatie	Absent
Jay Cowles	Aye
Jim Grabowska	Absent
Tim Huebsch	Aye
Jerry Janezich	Aye
April Nishimura	Absent
Kathy Sheran	Aye

The committee voted to approve the recommended motion.

Agenda Item 5: Proposed Amendment to Board Policy 5.9 Biennial and Annual Operating Budget Planning and Approval (Second Reading)

Committee Chair Cowles invited Vice Chancellor Maki to present the first reading of the proposed amendments to Board Policy 5.9 Biennial and Annual Operating Budget Planning and Approval.

Minor changes are included in the proposed revised policy to improve standardization across policies and add clarification where possible.

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

The Finance and Facilities Committee recommends that the Board of Trustees approve the proposed changes to board policy 5.9.

Trustee Sheran made the motion and Trustee Janezich seconded. A roll call vote was conducted. The vote was as follows:

Micah Coatie	Absent
Jay Cowles	Aye
Jim Grabowska	Absent
Tim Huebsch	Aye
Jerry Janezich	Aye
April Nishimura	Absent
Kathy Sheran	Aye

The committee voted to approve the recommended motion.

Agenda Item 6: FY2026 Capital Budget Request Guidelines (First Reading)

Committee Chair Cowles invited Vice Chancellor Maki to present the Capital Budget Request Guidelines as detailed in the meeting materials. The Vice Chancellor was joined by Brian Yolitz, Associate Vice Chancellor for Facilities who presented the update.

This agenda item was presented with the goal of obtaining Board of Trustees approval of guidelines for developing the capital investment request of the State of Minnesota during the 2026 legislative session and potential Revenue Fund projects funded through the future sale of revenue bonds by Minnesota State.

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

Adjournment

The committee chair adjourned the meeting at 3:14 p.m.