

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

A meeting of the Finance and Facilities Committee of the Board of Trustees was held on Wednesday, March 20, 2024.

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

Committee members absent: Micah Coatie, April Nishimura

Other board members present: Alex Cirillo, Dawn Erlandson, Roger Moe, 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 8:32 a.m.

Agenda Item 1: Approval of the Meeting Minutes for January 23, 2024

Committee Chair Cowles asked if there were any changes or amendments to the minutes, then asked for a motion. Trustee Grabowska 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	Aye
Tim Huebsch	Aye
Jerry Janezich	Aye
April Nishimura	Absent
Kathy Sheran	Aye

The committee voted to approve the minutes.



Agenda Item 2: Contracts Requiring Board Approval:

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

Committee Chair Cowles asked committee members to consider the following recommended committee motion for **Agenda Item 2a: Flight Training Program Facilities and Services, Rochester Community and Technical College.**

The Finance and Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor's designee to execute a contract for up to three years (July 1, 2024 - June 30, 2027), for an amount not to exceed \$4.5 million. The board directs the chancellor or his designee to execute all necessary documents.

Trustee Grabowska 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	Aye
Tim Huebsch	Aye
Jerry Janezich	Aye
April Nishimura	Absent
Kathy Sheran	Aye

The committee voted to approve the recommended motion.

Committee Chair Cowles asked committee members to consider the following recommended committee motion for **Agenda Item 2b: Alnwick Castle Lease Renewal, St Cloud State University.**

The Finance and Facilities Committee recommends the Board of Trustees authorize the chancellor or the chancellor's designee to enter into a lease extension with the Northumberland Estate for the use of Alnwick Castle, United Kingdom to support St Cloud State University's Center for International Studies and partner programming with a term of five (5) years from September 1, 2023 through August 31, 2028 and lease costs not to exceed \$828,522 over the term. The Finance and Facilities Committee further recommends that the Board of Trustees direct the chancellor or his designee to execute all necessary documents.

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

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

Committee Chair Cowles asked committee members to consider the following recommended committee motion **for Agenda Item 2c: Clinical Mental Health Support, System Office.**

The Finance and Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor's designee to execute a contract with Mantra Health not to exceed \$8,750,000 and with term of five (5) years (May 1, 2024 – April 30, 2029) for the purposes of public health approach providing systemwide access to clinical mental health and peer support. The Finance and Facilities Committee further recommends that the Board of Trustees directs the chancellor or his designee to execute all necessary documents.

Trustee Grabowska 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	Aye
Tim Huebsch	Aye
Jerry Janezich	Aye
April Nishimura	Absent
Kathy Sheran	Aye

Committee Chair Cowles asked committee members to consider the following recommended committee motion **for Agenda Item 2d: Graduation Planning Software Contract Extension, System Office.**

The Finance and Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor's designee to increase the College Source contract amounts by \$1,902,651 and to not exceed \$3,714,269 and increase contract terms up to seven years (four-year with three one-year optional renewals) for the purposes of degree audit, graduation planner, and transfer support tools. 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 Grabowska seconded. A roll call vote was conducted. The vote was as follows:

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

Committee Chair Cowles asked committee members to consider the following recommended committee motion **for Agenda Item 2e: Leasing Supplier for Technology Services-Master Contract, System Office.**

The Finance and Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor's designee to execute a contract with Aspen Capital, not to exceed \$50,000,000 and with term of up to 10 years (five-year with five one-year optional renewals (April 1, 2024 – June 30, 2034)) for the purposes of technology leasing 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 Grabowska 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	Aye
Tim Huebsch	Aye
Jerry Janezich	Aye
April Nishimura	Absent
Kathy Sheran	Aye

Agenda Item 3: Proposed Amendment to Board Policy 5.14 Contracts, Procurement and Supplier Diversity (Second Reading)

Committee Chair Cowles invited Vice Chancellor Maki to present the second reading of the Proposed Amendment to Board Policy 5.14 Contracts, Procurement and Supplier Diversity as

detailed in the meeting materials. The Vice Chancellor was joined by Dr. Tim Anderson, System Director for Procurement and Contract Management.

Proposed amendments include increasing the threshold from \$1 million to \$3 million for Board of Trustees approval for contracts, agreements, and purchases. Additional proposed changes include updates to definitions to improve understanding and interpretation of policy, and general policy modifications for clarity. There were no changes made since the first reading.

Committee Chair Cowles requested that the system procedures supporting this policy be brought back before the board at the April meeting to review the relevant language and process that reflects board engagement relative to contracts. He then called for a motion to approve the proposed amendments to the policy.

Trustee Grabowska 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	Aye
Tim Huebsch	Aye
Jerry Janezich	No
April Nishimura	Absent
Kathy Sheran	Aye

Agenda Item 4: Proposed Amendment to Board Policy 6.7 Real Estate Transactions and Management (Second Reading)

Committee Chair Cowles invited Associate Vice Chancellor Yolitz to present the second reading of the Proposed Amendment to Board Policy 6.7 Real Estate Transactions and Management as detailed in the meeting materials.

The proposed amendment consists of technical edits, reference to other applicable policies and the application of new formatting and writing standards. System Procedures related to Policy 6.7 are currently undergoing review and update at the staff level. There were no changes made since the first reading.

Committee Chair Cowles asked if there were any questions, then called for a motion.

Trustee Grabowska 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	Aye
Tim Huebsch	Aye
Jerry Janezich	No
April Nishimura	Absent
Kathy Sheran	Aye

Agenda Item 5: Proposed Amendment to Board Policy 5.25 Use of Electronic Signatures (First 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.

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

Agenda Item 6: Proposed Amendment to Board Policy 5.9 Biennial and Annual Operating Budget Planning and Approval (First 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.

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

Agenda Item 7: System Facilities Planning Update

Committee Chair Cowles invited Vice Chancellor Maki to present the System Facilities Planning Update 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 provided an overview of major trends impacting Minnesota State colleges and

universities with a primary focus on campus buildings and infrastructure. The initial discussion was intended to begin a series of strategic discussions related to an overarching framework for the management of Minnesota State facilities.

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

Adjournment

The committee chair adjourned the meeting at 11:00 a.m.