



MINNESOTA STATE
Board of Trustees

AGENDA ITEM SUMMARY

NAME: Finance and Facilities Committee

DATE: April 16, 2024

TITLE: Proposed Amendment to Board Policy 5.25 Use of Electronic Signatures (Second Reading)

Action

Review and Discussion

This item is required by policy

PRESENTERS

Tim Anderson, System Director for Procurement and Contract Management

PURPOSE

Board Policy 1A.1 Minnesota State Colleges and Universities Organization and Administration, Part 6. Board Policies and System Procedures requires board review and approval of proposed board policy changes and that each board policy is reviewed at least once every five years.

BACKGROUND INFORMATION

Board Policy 5.25 endorses the utilization of electronic signatures for conducting official business, provides compliance with Minn. Stat. Ch. 325L and other relevant legal frameworks. This policy permits maintaining records in electronic formats under specified conditions and outlines sanctions for the falsification or misuse of electronic signatures, including disciplinary actions and legal consequences.

Proposed changes include general punctuation updates 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.

The first reading of the proposed changes was presented at the March 20, 2024, meeting. No questions were outstanding from that meeting and no additional comments were received since that meeting.

RECOMMENDED ACTION

The Finance and Facilities Committee recommends that the Board of Trustees approve the proposed amendment to Board Policy 5.25 Use of Electronic Signatures.

Date Presented to the Finance and Facilities Committee: 4/16/24

Date Presented to the Board of Trustees: 4/16/24

Date of Implementation: 4/17/24