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**Workforce and Organizational Effectiveness Committee  
Meeting Minutes  
November 19, 2024**

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A meeting of the Workforce and Organizational Effectiveness Committee of the Board of Trustees was held on November 19, 2024.

Committee members present: Jay Cowles, Chair; Cheryl Tefer, Vice Chair; Dawn Erlandson, Tim Huebsch, Kathy Sheran

Committee members absent: Javier Morillo

Other board members present: Jim Grabowska, Idman Ibrahim, Jerry Janezich, Jacquie Johnson, Jana Johnson, Roger Moe, Christopher Richter, George Soule

Staff present: Scott Olson, Chancellor;

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

Committee Chair Cowles called the meeting to order at 9:19 a.m.

**Agenda Item 1: Approval of the Meeting Minutes for October 16, 2024**

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

A roll call vote was conducted and the minutes were approved unanimously.

**Agenda Item 2: Proposed Amendment to Board Policy 4.1 Personnel Plan for Minnesota State Administrators (First Reading)**

Committee Chair Cowles invited Vice Chancellor Davis to present the Proposed Amendment to Board Policy 4.1, as detailed in the meeting materials.

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

**Adjournment**

The committee chair adjourned the meeting at 9:25 a.m.