



Minnesota State Colleges and Universities
Board Policies
Chapter 1 - System Organization and Administration
Section A - System & Office Operations

1A.1 Minnesota State Colleges and Universities Organization and Administration

Part 1. Name of Organization. The name of the organization is the Board of Trustees of the Minnesota State Colleges and Universities, hereinafter referred to as “the Board.”

Part 2. Vision and Mission Statements. The following Vision and Mission statements have been adopted by the Board of Trustees.

Subpart A. Vision Statement. The Minnesota State Colleges and Universities will enable the people of Minnesota to succeed by providing the most accessible, highest value education in the nation.

Subpart B. Mission statement. The Minnesota State Colleges and Universities system of distinct and collaborative institutions offers higher education that meets the personal and career goals of a wide range of individual learners, enhances the quality of life for all Minnesotans and sustains vibrant economies throughout the state.

Each state college and university has a distinct mission that is consistent with and supportive of the overall mission of Minnesota State Colleges and Universities.

Minnesota State Colleges and Universities provides high quality programs comprising:

1. Technical education programs delivered principally by technical colleges, which prepare students for skilled occupations that do not require a baccalaureate degree;
2. Pre-baccalaureate programs, delivered principally by community colleges, which offer lower division instruction in academic programs, occupational programs in which all credits earned will be accepted for transfer to a baccalaureate degree in the same field of study, and remedial studies;
3. Baccalaureate programs delivered by state universities, which offer undergraduate instruction and degrees; and
4. Graduate programs delivered by state universities, including instruction through the master’s degree, specialist certificates and degrees, and applied doctoral degrees.

Part 3. Definitions. The following definitions have the meanings indicated for all Board policies unless the text clearly indicates otherwise.

Subpart A. Board. “Board” means the Board of Trustees of the Minnesota State Colleges and Universities.

Subpart B. Consolidated colleges. “Consolidated colleges” means community and technical colleges that under Board direction have formally reorganized into single comprehensive institutions.

Subpart C. Executive officers. “Executive officers” means those persons appointed by the Board to manage Minnesota State Colleges and Universities or one of its institutions, and includes the chancellor, vice chancellors, and the presidents.

Subpart D. Board policy. “Board policy” means a policy statement enacted by the Board to provide the governing authority and structure for Minnesota State Colleges and Universities and its constituents, in accordance with the system’s mission and philosophy. Board policies are to be concise statements of the Board on matters of governance it deems important to the system and its operation, consistent with governing law.

Subpart E. Campus policy or procedure. “Campus policy or procedure” is a policy or procedure approved by the president to govern the operation of the college or university, consistent with Board policy and system procedure.

Subpart F. Policy change. “Policy change” means adoption of a new Board policy, or amendment or repeal of an existing Board policy.

Subpart G. Procedure change. “Procedure change” means adoption of a new system procedure, or amendment or repeal of an existing system procedure.

Subpart H. Statutes. “Statute(s)” means the Minnesota Statutes.

Subpart I. State. “State” means the State of Minnesota.

Subpart J. System. “System” means Minnesota State Colleges and Universities, including the Board of Trustees, and its colleges, universities and system office.

Subpart K. System guidelines. “System guidelines” means guidelines approved by the chancellor, chancellor’s designee responsible for the area, or executive director of internal auditing, giving explicit direction, instructions or guidance on internal forms, processes and other administrative or managerial matters, consistent with Board policy and system procedure.

Subpart L. System office. “System office” means the central administrative and staff office under the direction and supervision of the chancellor.

Subpart M. System procedure. “System procedure” means a procedure approved by the chancellor to implement Board policies. System procedures specify the manner in which policies, law, or managerial functions shall be implemented by the colleges, universities and system office.

Subpart N. Technical change. “Technical change” means a change that does not alter the meaning of a Board policy or system procedure, including correction of errors in spelling, case, or syntax, or format changes.

Part 4. Legal Basis. The legal basis for the Board of Trustees and the Minnesota State Colleges and Universities is established under Minnesota Statutes Ch. 136F.

Part 5. Rules of Procedures. *Robert's Rules of Order*, in its most recent revised edition, shall be the rules of procedure for all meetings to the extent that they are not inconsistent with law, these operating policies, or any special rule of the Board.

Part 6. Board Policies and System Procedures.

Subpart A. General authority to enact policies. The Board is authorized by Minnesota Statutes section 136F.06, Subdivisions 1 and 2 to adopt suitable policies for the institutions it governs. These policies are broad general directions developed by the Board to govern the colleges and universities. These policies are not subject to the administrative requirements of state agencies including public hearing examiners and contested case procedures required by Minnesota Statutes chapter 14.

Subpart B. Proposed changes to policies or procedures. The chancellor may convene working groups or seek consultation from any party to develop a proposed policy or procedure change.

Before the adoption of any change in Board policy or system procedure other than a technical change, the proposed change must be:

1. Submitted to the chancellor’s cabinet and presidents for review and comment.
2. Published for comment through electronic posting or transmission to interested parties.
3. Discussed with bargaining groups in meet and confer when required under a collective bargaining agreement.

Any Board policy change proposed by the system’s executive officers must be approved by the Chancellor or Chancellor’s designee prior to submission to the Board for consideration.

Subpart C. Policy adoption. Each proposed Board policy change shall be assigned to a committee by the Chair, or to the Board meeting as a committee of the whole. The committee shall take the matter under consideration and make such recommendations to the Board as it deems appropriate. Except for technical changes, final Board action shall not occur earlier than the calendar month following the first committee reading. Technical changes may be approved by the Board on its consent agenda and may be approved in the same month as committee consideration of the proposed technical changes.

Subpart D. Suspension. Any provision of these policies may be suspended in connection with the consideration of a matter before the Board by an affirmative vote of two-thirds of the Board.

Subpart E. System procedures. The chancellor is authorized to approve system procedures when necessary to provide additional administrative instructions to Board policy or to other

administrative actions. These procedures shall be distributed to the colleges, universities and the general public in the same manner as Board policies.

Subpart F. System guidelines. The chancellor, vice chancellors and executive director of internal audit are authorized to issue system guidelines consistent with Board policy and system procedure.

Subpart G. Campus policies and procedures. Campus policies and procedures may be adopted by the president of a college or university consistent with Board policy and system procedure.

Subpart H. Periodic review. The chancellor shall establish procedures to ensure that each Board policy and system procedure is reviewed at least once every five years. The policy or procedure shall be reviewed to determine whether it is needed, that it is current and complete, not duplicative of other policies, does not contain unnecessary reporting requirements or approval processes, and is consistent with style and format requirements. The chancellor shall report to the Board on the review and may make recommendations for amendment or repeal if appropriate.

Subpart I. Form and effect.

1. **Publication.** Board policies and system procedures shall be maintained by the chancellor in hard copy format and on the system Web site, and shall be made available to the public upon request. Copies of policy and procedure changes shall be provided to each trustee in the Board materials for the next regularly scheduled Board meeting. Changes in Board policies and system procedures shall be entered on the system Web site as soon as practicable, but not later than five business days following Board adoption of policy changes or chancellor approval of procedures.
2. **Format.** Board policies and system procedures must be written in accordance with style and format standards established by the chancellor, and must include historical notations on changes made.
3. **Effect.** In the event of a conflict between Board policy and any system procedure, campus policy or procedure, or system guideline, Board policy shall govern. In the event of a conflict between system procedure and any campus policy or procedure, system procedure shall govern.
4. **Severability.** Unless otherwise provided, the provisions of all Board policies and system procedures shall be severable.

Part 7. Legislative or Administrative Proposals. Interaction with the legislature and other state or federal agencies.

1. **System legislative or administrative positions or proposals.** The Board must have approved system proposals brought before Federal and state legislatures or executive branches on behalf of the Board, the system or its institutions. Once Board approval has been granted, all institutions are expected to actively support Board approved requests and to respect the priority of the Board. The Board shall have a method for timely response to proposals or positions not originated by the Board, but which may affect the operation of the system.

- 2. Administrative or legislative appearances on Minnesota State Colleges and Universities concerns.** Employees asked to provide expert testimony before Federal and state legislatures or executive branches on legislative issues shall make every effort to quickly accommodate requests, and shall notify the system Government Relations Office of requests so that the Board will be aware of appearances and so the Office may provide logistical support, background assessments and other assistance as needed. Employees covered by the Personnel Plan for Minnesota State Colleges and Universities Administrators, who are responsible for providing expert testimony on legislative or State agency issues, and take positions contrary to the Board, must disclose at the outset that their testimony is contrary to the Board's position.

Date of Adoption: 08/12/92,

Date of Implementation: 08/12/92,

Date and Subject of Revision:

11/16/11— Effective 1/1/12, the Board of Trustees amends all board policies to change the term “Office of the Chancellor” to “system office,” and to make necessary related grammatical changes.

06/21/06 –Part 2, Subpart A and B were amended to include the revised vision and mission statements which were approved in January as part of the 2006-2010 system strategic plan, *Designing the Future*. Part 6, Subpart C was amended to support the Board of Trustees recently approved meeting schedule.

3/22/06 – Amended Part 2, Subpart B to support the system’s new authority to offer applied doctoral degrees. Amended Part 6, Subpart H to adjust the review period for polices from three to five years.

5/21/03 – Amended Part 3 – Subpart C to include vice chancellors, Subpart D – in accordance with mission and philosophy, Added Subparts E and F, New Subpart I to include Board of Trustees and system, Added Subpart J and M. Amended Part 6 – Added new Subpart B, New Subpart C added note on technical changes, Added Subpart F, G, H, and I. Amended Part 7 – Changed title from Code of Conduct and Ethics, Deleted Subpart A Code of Conduct and Subpart B Ethics, Changed Subpart C to Subpart A.

01/17/01 - Amended Part 2 - updates the Mission and Vision Statements to match what the Board approved by action item on May 17, 2000.

12/16/98 - Amended the entire policy (some of the deleted information below was moved to other polices). Changed the name from Governing Board Operating Procedures; Added Part 2, Vision and Mission Statements; Added Definitions Subpart B-I to Part 3; Deleted Membership information; Added Part 4 Legal Base, Deleted Powers and Duties information; Added Part 5, Rules and Procedures; Deleted Officers of the Board; Added Part 6, Board Policies and System Procedures; Deleted Standing Committees of the Board; Added Part 7, Code of Conduct and Ethics; Deleted Meetings of the Board; Deleted Parts 8-10.

9/18/98 - Amended Parts 5 and 6, reducing the number of standing committees from 7 to 5 and to reduce the number of joint meetings of standing committees.

6/18/97 - Amended Part 5, Subp C appoints members as ex-officio members to all committees

4/23/97 - Amended Part 6, Subp F & G requiring consultation with the board chair to schedule meetings

5/15/96 - General Revision and Per Diem Expense Amendment

11/15/95 - Amended Part 5 title, and Subparts F, G, H, I, J and added Subpart K (Audit Committee) and Subpart L (Board Operations Committee)

6/20/95 - Added Subpart B to Part 7 (Delegation of Authority)

5/16/95 - Amended Part 5, Subparts B, C; Part 6, Subparts B, D

4/24/95 - Restructured policy manual changed from articles to parts

1/18/95 - Amended Article IV, Section E

11/15/94 - Added Article V, Section L

10/18/94 - Amended Article IV, Sections C, D, E

9/20/94 - Amended Articles II and III

6/21/94 - Amended Article V, Section A (Board policy superseded by Minnesota Open Meeting Law)

1/18/94 - Amended Article IV, Sections G, H, I, J

11/16/93 - Added Article IV, Sections H, I, J

10/19/93 - Added Article IV, Section G

10/19/93 - Amended Article IV, Section F

7/20/93 - Added Article IV, Section F