

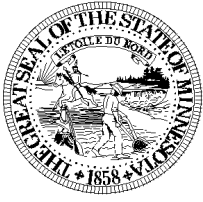
TRUSTEE CANDIDATE ADVISORY COUNCIL

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TCAC SCHEDULE 2009-2010

Friday, February 26, 2010	Deadline for applications
Wednesday, March 3, 2010 - 1:30 pm	Council meeting to screen applications and select interviewees
April 7 – April 9, 2010	Candidate interviews
April 9, 2010	Council voting for final candidates to recommend to governor
Thursday, April 15, 2010	Deadline to make recommendations to the governor
Thursday, July 1, 2010	New Board of Trustees members begin their terms



Board of Trustees Candidate Advisory Council

FREQUENTLY ASKED QUESTIONS

Updated: December 22, 2009

The Trustee Candidate Advisory Council (TCAC) of the Minnesota State Colleges and Universities (MnSCU) has prepared this fact sheet relating to the council and to the selection of the Board of Trustees members. The facts contained herein are based on Minn. Stat. 136F or otherwise are in accordance with the work plan adopted by the council.

I. COUNCIL

A. What is the legal standing of the council?

The TCAC was created by the Legislature in 1991 and is composed of 24 public members appointed to six-year terms, one-half by the Speaker of the House, and one-half by the Senate Subcommittee on Committees of the Committee on Rules and Administration.

B. What are the statutory duties of the council?

- (1) To develop a statement of the selection criteria to be applied and a description of the responsibilities and duties of a member of the Board of Trustees. The council shall distribute this to potential candidates.
- (2) To identify and recruit qualified candidates for the board, based on the background and experience of the candidates and their potential for discharging the responsibilities of a board member.
- (3) Except for seats filled under sections [136F.04](#) and [136F.045](#), the advisory council shall recommend at least two and not more than four candidates for each seat. By April 15 of each even-numbered year, the advisory council shall submit its recommendations to the governor. The governor is not bound by these recommendations. In the event of a vacancy, the governor may ask the council to make a recommendation by a date certain.

C. What is the council's process?

The council will review all applications to determine which applicants will be interviewed. Interviews will be scheduled and the advisory council will, for each seat to be filled, recommend two to four persons to the governor for his/her consideration. The advisory council is required to make its recommendations to the governor by April 15 of even-numbered years for the current vacancies.

D. Must an application be filed?

Yes. An application form must be completed and returned to the council by a specified date indicated on the application.

E. Are applications public?

Certain information is made public only if the applicant is selected as a finalist by the Trustee Candidate Advisory Council. "Finalist" is defined in Minnesota Statutes Section 13.43, Subdivision 3, as a person that has been selected for an interview. Public information includes the finalist's name, address, employment record, governing board experience, and education, as listed on the application.

F. When does the position start?

Members are appointed for a term of six years, except that the term of each of the student members is two years. Terms end on June 30 of even-numbered years, except that members may serve until their successors are appointed. New members appointed to the board begin their terms on July 1st.

II. BOARD OF TRUSTEES

A. How many Board of Trustee members are there and what are their terms?

The board consists of 15 members appointed by the governor, including three members who are students who have attended an institution for at least one year and are currently enrolled at least half time in a degree, diploma, or certificate program in an institution governed by the board. The student members shall include one member from a community college, one member from a state university, and one member from a technical college. One member representing labor must be appointed after considering the recommendations made under section [136F.045](#). The governor is not bound by the recommendations. Appointments to the board are with the advice and consent of the senate. At least one member of the board must be a resident of each congressional district. All other members must be appointed to represent the state at large. In selecting appointees, the governor must consider the needs of the board of trustees and the balance of the board membership with respect to labor and business representation and racial, gender, geographic, and ethnic composition. A commissioner of a state agency may not serve as a member of the board.

Members are appointed for a term of six years, except that the term of each of the student members is two years.

B. Are members of the Board of Trustees paid for their service on the Board?

Members of the Board of Trustees are compensated at the prevailing per diem rate for board activities and are reimbursed for necessary travel expenses.

Facts about the Minnesota State Colleges and Universities system

- The Minnesota State Colleges and Universities system has 32 institutions on 54 campuses in 47 communities.
- The Minnesota State Colleges and Universities system is the fifth-largest system of two- and four-year colleges and universities in the country, based on student enrollment.
- All of the system's two-year community and technical colleges have an open admissions policy, which means that anyone with a high school diploma or GED may enroll.
- Tuition at Minnesota State Colleges and Universities is lower than tuition at private colleges, private trade schools or the University of Minnesota.
- More than 66,000 students took online courses during the 2007-2008 academic year. A complete list of online courses, programs and services can be found at www.minnesotaonline.org.
- An appropriation by the state of Minnesota helps keep the tuition as low as possible. For every \$1 paid in tuition, the state pays \$1.02 to support a student's education.
- More than 88 percent of graduates get jobs related to their field of study.
- More than 80 percent of graduates stay in Minnesota to work or continue their education.

The Minnesota State Colleges and Universities educate:

- 52 percent of the state's new teaching graduates.
- 82 percent of the state's new nursing graduates.
- 86 percent of the state's law enforcement officers.
- 87 percent of new graduates in the construction trades.
- 92 percent of new mechanics graduates.
- 42 percent of the state's new business graduates.
- 9,000 firefighters and emergency first responders each year.

In addition, the state colleges and universities:

- Serve nearly 390,000 students each year in credit and noncredit courses.
- Produce 33,500 graduates each year.
- Serve more students of color than any other higher education provider in Minnesota - more than 36,000 in 2008.
- Provide career education to 6,000 employers and 153,200 employees each year.
- Offer 270 programs and 8,500 course sections completely or predominantly online.
- Educate 64 percent of the state's undergraduates.
- Return \$10.87 to the state's economy for every \$1 of net state appropriation.
- Place more than 88 percent of graduates in jobs related to their field of study.
- Employ more than 19,500 full-time and part-time faculty and staff.

**Exhibit 5****BOARD OF TRUSTEES CANDIDATE ADVISORY COUNCIL****CRITERIA FOR MEMBERS OF THE
BOARD OF TRUSTEES OF THE MINNESOTA
STATE COLLEGES AND UNIVERSITIES**1. Personal

1. Integrity with a code of personal honor and ethics above reproach.
2. Wisdom and breadth of vision.
3. Independence.
4. An inquiring mind and an ability to speak it articulately and succinctly.
5. Ability to challenge, support, and motivate administration.
6. An orientation to the future with an appreciation of the distinct missions of the Minnesota State Colleges and Universities institutions.
7. The capability and willingness to function as a member of a diverse group in an atmosphere of collegiality and selflessness.
8. An appreciation of the public nature of the position and the institution including the open process of election and service.
9. An ability, based on candidates' own persona, to satisfy needs of the board based on diversity in geography, gender, race and occupation.

2. Professional/experiential

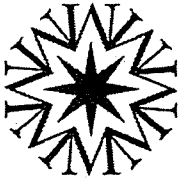
1. Valid knowledge and experience that bear on the Board of Trustees' problems, opportunities, and deliberations.
2. A record of accomplishment in one's own life.
3. An understanding of the board's role of governance and a proven record of contribution with the governing body of one or more appropriate organizations.
4. A general understanding of the system of higher education in Minnesota and the role of the state colleges and universities in that system.



BOARD OF TRUSTEES CANDIDATE ADVISORY COUNCIL

RESPONSIBILITIES FOR INDIVIDUAL MEMBERS OF THE BOARD OF TRUSTEES

1. To seek to be fully informed about the Board of Trustees and its role in the state and in higher education, and to be responsive to the changing environments which affect it.
2. To support the mission of the Board of Trustees as defined in statute and as developed by the Board.
3. To speak one's mind at Board meetings but support policies and programs once established.
4. To understand that the Board's role is policy making and not involvement in administration or the management process.
5. To strengthen and sustain the Chancellor while being an active, energetic, and probing Board member exercising critical judgment on policy matters.
6. To communicate promptly to the Chancellor any significant concern or complaint and then let the Chancellor deal with.
7. To maintain an overriding loyalty to MnSCU rather than to any part of it or constituency within.
8. To represent all the people of Minnesota and no particular interest, community or constituency.
9. To help enhance the public image of the Board of Trustees and the colleges and universities in the system.
10. To recognize that authority resides only with the Board as a whole and not in its individual members.
11. To recognize that the Chancellor and the Chair of the Board are the primary spokespersons for the Board of Trustees.
12. To foster openness and trust among the Board of Trustees, the administration, the faculty, the students, state government and the public.
13. To maintain respect for the opinions of one's colleagues and a proper restraint in criticism of colleagues and officers.
14. To recognize that no Board member shall make any request or demand for actions that violate the written policies, system procedures, or laws which govern the Board of Trustees.
15. To maintain the highest ethical standards and never to allow any personal conflict of interest to exist.
16. To advocate for adequate resources, implement fiscally sound policy, and maintain the financial integrity of the Minnesota State Colleges and Universities system.



Minnesota
STATE COLLEGES
& UNIVERSITIES

Board Member Duties and Activities

The Board of Trustees for the Minnesota State Colleges and Universities system governs 32 state universities, community colleges and technical colleges. The board provides policy guidance and leadership for the institutions, approves academic program requirements and the conditions of admission, approves funding allocations and tuition and fees, adopts policies for the institutions across all areas of operations, including academic and student affairs, finance, human resources, and technology, reviews and approves annual financial statements and audits, and approves labor negotiation strategy and faculty bargaining agreements. It also hires the system chancellor, and the presidents and vice chancellors upon the recommendation of the chancellor.

Members of the Board of Trustees should expect to devote considerable time and effort to this public service. Actions of the board affect the 390,000 students the system serves each year, the system's nearly 20,000 employees, and the annual budget of more than \$1.8 billion.

Activities that members of the Board of Trustees can expect to participate in include the following:

- Nine scheduled board meetings per year, usually lasting two days on the third Tuesday and Wednesday of the month. The Board approves its meeting calendar and conducts officer elections at its annual meeting in July. The approved calendar is attached.
- Orientations for new trustees, additional meetings, retreats, public hearings and campus visits also may be scheduled.
- Approximately one week prior to the board meeting, board members receive and review the meeting materials including the agenda, proposed policies and reports.

At the chair's request, trustees also may participate in the following:

- Events such as commencements, groundbreakings, building dedications and other celebrations, many of which take place on college and university campuses.
- Interviews of finalist candidates for campus presidencies and vice chancellor positions and other activities in connection with search committees.
- Legislative hearings at which system issues are discussed.
- Professional development opportunities by attending meetings and seminars to gain additional knowledge about higher education. Some of these are national meetings for governing boards of colleges and universities that require out-of-state travel.
- The Board of Trustees Code of Conduct 1C.1, is attached.

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

BOARD ACTION

FY 2010 MEETING CALENDAR

BACKGROUND

1 After review and recommendation by the Executive Committee, the Board of Trustees approved their FY
2 2010 meeting calendar on May 20, 2009. Board Policy 1A.2, Part 6, Meetings of the Board, Subpart A.,
3 1. Annual Meeting, states that:

4
5 *An annual meeting will be held during the month of July. At the annual meeting the board shall*
6 *elect officers, establish a calendar of regular board and committee meetings, and consider other*
7 *business as appropriate.*

8
9 The meeting calendar for the following year is:

10
11 September 8 and 9, 2009: Committee and Board Meetings
12 October 20 and 21, 2009: Fall Retreat, Rochester Community and Technical College
13 November 17 and 18, 2009: Committee and Board Meetings
14 January 19 and 20, 2010: Committee and Board Meetings
15 March 16 and 17, 2010: Committee and Board Meetings
16 April 20 and 21, 2010: Committee and Board Meetings
17 May 18 and 19, 2010: Committee and Board Meetings
18 June 15 and 16, 2010: Committee and Board Meetings
19 July 20 and 21, 2010: Committee Meetings and Annual Board Meeting

20
21 The calendar is subject to change as public hearings and special meetings are scheduled. Changes to the
22 calendar will be publicly noticed.

23
24
25 **RECOMMENDED BOARD ACTION**

26 The Board of Trustees approves the FY 2010 meeting calendar, including the annual Board meeting in
27 July 2010.

28
29
30
31
32 *Date Approved by the Board of Trustees: July 22, 2009*



Minnesota State Colleges and Universities
Board Policies
Chapter 1 - System Organization and Administration
Section C - Code of Conduct & Ethics

1C.1 Board of Trustees Code of Conduct

Part 1. Purpose. The purpose of this policy is to establish the general standards of conduct required of trustees. As public officials, trustees are required to file annual statements of economic interest, and are subject to gift prohibitions and other provisions of Minnesota Chapter 10A. Those provisions and any other applicable law shall govern in the event of any conflict between applicable law and this policy.

Part 2. General Standards Of Conduct. In order to fulfill its statutory authority and support the vision, mission, values and goals of the MnSCU system, the Board functions as a collegial unit. The Board functions well as a unit when the individual members act ethically, are committed to working together, operate in a non-partisan manner and speak with one voice. The Board creates a positive climate when it focuses on the future, acts with integrity and civility and uses its influence appropriately.

Subpart A. Authority to act. Each board member is encouraged to contribute his or her talents and perspectives to the Board. Although board members are free to voice their personal opinions, no board member has the authority to act on his or her own to further a personal agenda or to direct college, university or system employees or operations.

Subpart B. Informed decision-making. Trustees strive to make informed decisions based on sufficient information, thoughtful deliberation and comprehensive understanding of issues. To achieve that goal, board members gather information by listening, asking questions, analyzing materials and exploring issues thoroughly in conjunction with other trustees, faculty, staff, students and constituency groups.

Subpart C. Support for Board decisions. Individual trustees are able to express their opinions vigorously and openly during the decision making process and may respectfully disagree with colleagues. However, once a decision has been made and the Board has taken action, it is each member's responsibility to support the decision.

Subpart D. Official spokesperson. Trustees are the stewards of the system and advocates of its policies and programs. The official spokesperson for the Board is the chair of the Board or the chair's designee.

Part 3. Conflicts Of Interest.

Subpart A. Disclosure of potential conflicts. A trustee who in the discharge of official duties would be required to take an action or make a decision that would substantially affect the

trustee's financial interests or those of an associated business, unless the effect on the trustee is no greater than on other members of the trustee's business classification, profession, or occupation, must take the following actions:

1. Prepare a written statement describing the matter requiring action or decision and the nature of the potential conflict of interest; and
2. Deliver copies of the statement to the Board chair for distribution to the Board.

If a potential conflict of interest presents itself and there is insufficient time to provide the written statement under paragraphs 1 and 2, the trustee must orally inform the Board of the potential conflict in open meeting session.

Subpart B. Required actions for trustee with potential conflict of interest. If a potential conflict of interest arises for a trustee, the Board chair must assign the matter in which the potential conflict arises, if possible, to another trustee or other individual who does not have a conflict of interest.

A trustee with a potential conflict of interest shall:

1. Abstain, if possible, from influence over the action or decision in question.
2. File a statement describing the potential conflict and the action taken, if the trustee is not permitted or is otherwise unable to abstain from action in connection with the matter. The statement shall be filed with the Campaign Finance and Public Disclosure Board, and copied to the Board chair, within a week of the action taken.

The Board chair shall promptly distribute copies of the statement to Board members.

Subpart C. Abstention. A trustee who has a potential conflict of interest shall not chair a meeting, participate in any vote, offer any motion or discussion, or otherwise attempt to influence other trustees on the matter giving rise to the potential conflict of interest.

Part 4. Employment With Minnesota State Colleges And Universities. Except as provided in this part, a trustee shall not seek or accept employment with the System or its colleges or universities while serving as a trustee. This provision does not prohibit any trustee from employment as an adjunct faculty member or a student trustee from employment with a college or university in a non-administrative, part-time position, such as the work study program.

Part 5. Prohibited Activities.

Subpart A. Use of position to secure benefits. Except as otherwise provided by law or policy of the Board, a trustee shall not use the position, authority, title, influence, or prestige of trustee to secure special privileges or exemptions not available to the general public for the benefit of the trustee, trustee's family members, or others.

Subpart B. Confidential or protected communications. Except as otherwise required by law or authorized by the Board, a trustee shall not disclose to any unauthorized persons information or communication subject to confidentiality by action of the Board or other applicable law or policy, including privileged attorney/client communications.

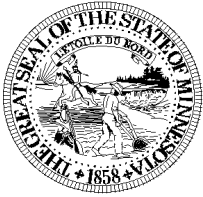
Subpart C. Use of influence. Except for those decisions that are subject to the direct authority of the Board, no trustee shall attempt to influence the hiring of System, college or university employees, or the awarding of consulting or other contracts.

Part 6. Removal. If the Board determines that the conduct of a trustee has violated the trustee's professional or fiduciary responsibilities, Board policy or other governing law, the Board may recommend that the Governor remove the trustee from the Board for cause under Minnesota Statutes section 15.0575.

Date of Implementation: 05/21/03

Date of Adoption: 05/21/03

Date and Subject of Revision:



Board of Trustees Candidate Advisory Council

CANDIDATE CONFLICT OF INTEREST STATEMENT

Because the Minnesota State Colleges and Universities system touches many aspects of life in Minnesota, individuals applying for nomination to the Board of Trustees must be especially sensitive to the potential for a conflict of interest.

A trustee has a conflict of interest whenever the trustee, a family member, or a business associated with a trustee, has a potential financial or other interest in a matter pending before the Board of Trustees that could impair the trustee's independence of judgment or objectivity in the discharge of the trustee's governance responsibilities.

If a conflict of interest is presumed to exist, the trustee shall be absent from any deliberations and shall not vote on any matter determined to be a conflict and the trustee shall not take any action to influence the outcome of the matter.

The TCAC strives to select trustee candidates of integrity who will be aware of conflict of interest issues and who will conduct themselves in an appropriate manner.

Minnesota Statutes 10A.07 defines conflict of interest disclosure requirements for public and local officials.

Individuals appointed to the Board of Trustees will receive further conflict of interest information from the Board office.