



MINNESOTA STATE
Board of Trustees

AGENDA ITEM SUMMARY

NAME: Finance and Facilities Committee

DATE: October 19, 2022

TITLE: Contracts Requiring Board Approval

- a. Student Health Services Contract, Minneapolis Community and Technical College
- b. Student Affairs Renovation Construction Contract, Minneapolis Community and Technical College
- c. Strategic Retention Tool Contract Extension, North Hennepin Community College
- d. Campus Bookstore Operation Contract, St. Cloud State University
- e. Graduate Center Lease Extension, St. Cloud State University
- f. External Auditing Services Contract – Amendment #10, System Office
- g. ISRS Hardware Platform Upgrade, System Office

Proposed New Policy or
Amendment to Existing Policy

Approvals Required by
Policy

Other Approvals

Monitoring/Compliance

Information

PRESENTERS

Bill Maki, Vice Chancellor for Finance and Facilities

Brian Yolitz, Associate Vice Chancellor for Facilities

Patrick Troup, Vice President of Student Affairs, Minneapolis Community and Technical College

Sharon Pierce, President, Minneapolis Community and Technical College

Chris Rau, Vice President of Finance and Operations, Minneapolis Community and Technical College

Joseph Collins, Chief Information Officer, North Hennepin Community College

Ted Mears, Buyer Supervisor, St. Cloud State University

Robbyn Wacker, President, St. Cloud State University

Larry Lee, Vice President for Finance and Administration, St. Cloud State University

Amy Jorgenson, Chief Audit Officer

Ross Berndt, Associate Vice Chancellor for IT, Deputy CIO

PURPOSE

Board Policy 5.14, Contracts, Procurements, and Supplier Diversity, requires Board of Trustees approval of any procurement, lease agreement, or professional, technical, or consulting service

contract with a value in excess of \$1,000,000 or contract amendment that would increase the total value of a contract to more than \$1,000,000.

Contract Requiring Board Approval: Student Health Services Contract, Minneapolis Community and Technical College

BACKGROUND

Minneapolis Community and Technical College (MCTC) is asking for this contract to be approved so that the Students of MCTC will continue to receive much-needed medical services. MCTC first contracted with Boynton Health in fall of 2009. The board has previously approved two five-year contracts with Boynton Health, once in 2013 and again in 2018. Boynton Health will provide Medical Services to Minneapolis College Students four days per week during fall and spring terms (approximately 30 weeks) and 2 days per week (approximately 7 weeks) during the summer term. Services not provided on college holidays or days there are not classes. Hours of operation to include no less than 26.5 service hours/week during fall and spring weeks and no less than 13 service hours/week during summer weeks. Medical services provided/ available are outlined below:

- Take a complete medical history and lifestyle assessment of every student that requests services and can refer students to other services based on their need.
- Routine preventive health medical assessments.
- Diagnoses and treatment for injuries like sprains, strains, and fractures.
- Screenings for: Covid, sexually transmitted infections, strep, Mantoux, cholesterol, blood pressure, glucose, pregnancy, bladder infections, yeast infections, physical examinations, diabetes and age-appropriate cancer screenings.
- Standing order treatments (including prescriptions) and referrals for positive tests of the screenings listed above. Standing orders for evaluation and treatment of pharyngitis, urinary tract infection, wound care, ear lavages and immunizations.
- Vaccinations for: Covid, Flu, Hepatitis, HPV, Td, Tdap, MMR, Meningitis and Polio.
- Acute care for minor injuries and general discomfort with the ability to distribute over-the-counter medications such as Benadryl, Tylenol, Plan B and Maalox. Minor surgical procedures including limited biopsies, excisions, incision, and drainage. Pharmaceutical prescriptions within the scope of the medical provider. Limited licensed provider medication dispensing of Azithromycin. Provide common medical supplies and non-durable medical equipment (bandages, digit and joint splints, ace wraps).
- Phlebotomy for laboratory procedures completed on-site or sent off site for performance of assays.
- Orders for on-site radiologic studies. Referrals to outside specialists as necessary.
- Mental Health Services to include at least one day per week of medication management of psychiatric conditions and a minimum of four days per week (fall & spring) for diagnostic assessment and short-term psychotherapy. Brief short-term psychotherapy to assist with anxiety, depression, grief, stress management, time management, test-taking anxiety, and transition to college. Medication management for anxiety, depression, and mood disorders. ADD/ADHD management plan for applicable patients with no medications delivered to the clinic and at no additional cost to patient or Minneapolis College.

Academically Boynton will supervise student interns/trainees where appropriate, coordinate processing of all insurance claims and comply with all third-party payer contracts.

FINANCIAL TERMS

The contract will be funded by student fees not to exceed \$2,250,000 over the course of a 5-year term. The RFP was published in the State Register on Monday December 6, 2021. A committee reviewed the proposals received and completed the selection process in the end of May/early June, 2022.

RECOMMENDED COMMITTEE MOTION

The Finance and Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor’s designee to enter a contract with Boynton Health, not to exceed \$2,250,000.00 and with a term of five (5) years for the purpose of providing health care services to students. The Finance and Facilities Committee further recommends that the Board of Trustees direct the chancellor or his designee to execute all necessary documents.

RECOMMENDED BOARD MOTION

The Board of Trustees authorizes the chancellor or the chancellor’s designee to enter a contract with Boynton Health, not to exceed \$2,250,000.00 and with a term of five (5) years for the purpose of providing health care services to students. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

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Contract Requiring Board Approval: Student Affairs Renovation Construction Contract, Minneapolis Community and Technical College

BACKGROUND INFORMATION

The 2017 Minneapolis Community and Technical College Comprehensive Facilities Plan (CFP) contemplated extensive renovation of Academic and Student Affairs service and associated spaces in and adjoining the T-Building. The college developed a systematic, multi-phase approach to renovate and upgrade these spaces starting in 2019. The board has approved construction contracts for four (4) previous phases totaling \$5,800,000 (Phase 1 – March 2019, \$1,200,000; Phase 2 - January 2020, \$1,700,000; Phases 3 and 4 – January 2021, \$2,900,000) all of which are now complete.

Minneapolis Community and Technical College now seeks approval of a construction contract for Phase 5 of the Academic and Student Affairs renovation project. Phase 5 renovates 2nd floor Student Affairs spaces including existing central floor segment of Student Services (T2200 Suite), student resources and support spaces, the front entrance from the parking ramp, and public safety dispatch. (See Attachment A).

The college anticipates a final phase, Phase 6, what would include constructing stairway access between floors 2 and 3 and select renovations of common areas of floors 2 and 3. Phase 6 is planned for fiscal year 2025.

FINANCIAL TERMS

This construction contract will be funded with college operating funds and not exceed \$1,650,000. Subject to board approval, the construction contract will be publicly advertised via QuestCDN, our electronic bidding system and awarded to the lowest responsible bidder.

RECOMMENDED COMMITTEE MOTION

The Finance and Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor’s designee to enter a contract not to exceed \$1,650,000 for student affairs phase 5 renovation in the T-Building of Minneapolis Community and Technical College. The Finance and Facilities Committee further recommends that the Board of Trustees direct the chancellor or his designee to execute all necessary documents.

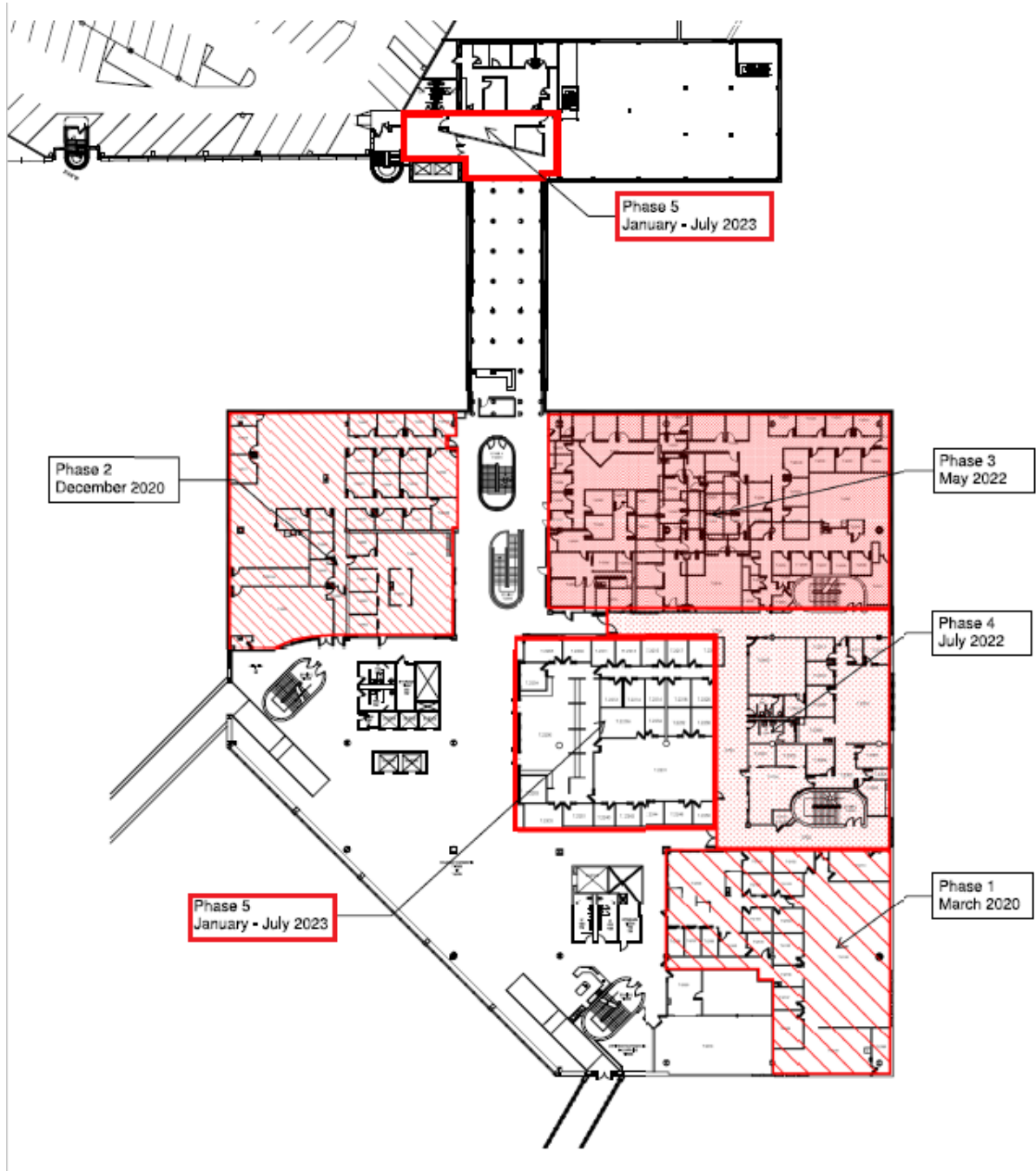
RECOMMENDED BOARD MOTION

The Board of Trustees authorizes the chancellor or the chancellor’s designee to enter into a contract not to exceed \$1,650,000 for student affairs phase 5 renovation in the T-Building of Minneapolis Community and Technical College. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

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ATTACHMENT A

Student Affairs Renovation, Phase 5 Construction Contract Minneapolis Community and Technical College, T-Building, 2nd Floor



Contract Requiring Board Approval: Strategic Retention Tool Contract Extension, North Hennepin Community College

BACKGROUND INFORMATION

EAB Navigate is a strategic retention tool employed by North Hennepin Community College (NHCC) to track admitted student progress and students' interaction with campus support resources. It is also the tool utilized by faculty to submit early alerts to the advising center. The tool allows NHCC to track students through their lifecycle, to track student interactions with all of our departments, and to keep track of notes pertaining to the students.

This contract has been in place for the last five years. The contract leveraged existing grants with Saint Paul College and Minneapolis College both procuring the tool before North Hennepin Community College (NHCC). Recently NHCC did an RFP for a Customer Resource Management (CRM) tool for admissions, but the campus has decided to extend the agreement with EAB Navigate.

FINANCIAL TERMS

The funding plan will follow the practice the campus has already been using to fund this platform for the last five years. Since this product is linked directly to retention, we have been leveraging access and opportunity funding as well as auxiliary funding to pay for this platform. We plan to continue that practice moving forward. Original contract amount was for \$793,930 and the extension amount is \$730,728. NHCC has rightsized the contract and dropped a module we are not leveraging in order to obtain a lower extension cost. Total contract value is now \$1,524,658. The original contract length was for five years with an extension of five years, for a total contract length of ten years.

RECOMMENDED COMMITTEE MOTION

The Finance and Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor's designee to enter a contract with EAP Navigate, not to exceed \$1,524,658 over a five (5) year extension for the purpose of providing a strategic retention tool. The Finance and Facilities Committee further recommends that the Board of Trustees direct the chancellor or his designee to execute all necessary documents.

RECOMMENDED BOARD MOTION

The Board of Trustees authorize the chancellor or the chancellor's designee to enter a contract with EAP Navigate, not to exceed \$1,524,658 over a five (5) year extension for the purpose of providing a strategic retention tool. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

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Contract Requiring Board Approval: Campus Bookstore Operation Contract, St. Cloud State University

BACKGROUND INFORMATION

SCSU is requesting an extension of its contract for Bookstore Services for one-year.

St. Cloud State University (SCSU) completed an RFP for Bookstore Services in 2011 that included a comprehensive selection process that involved students, faculty, and staff. Follett Corporation was the selected vendor. Follett Corporation is a 145-year-old company that provides K-12 Solutions, Higher Education and Campus Solutions and Library Solutions internationally. Follett serves over 1100 Higher Education campuses. In 2001 after an RFP for Bookstore Services occurred, Follett was awarded the contract from multiple bidders. In 2011, a new RFP process was completed, and Follett was once again awarded the contract from multiple bidders.

Bookstore Services refers to the package of services provided by Follett as an academic retailer on campus including:

1. To purchase, resell or rent Course Materials to the campus community in print, digital or other formats.
2. To resell St. Cloud State apparel and other general merchandise to the campus community.
3. To buyback course materials from the “student”.
4. To operate a full “store” website for the campus community to use to procure their academic needs in addition to the brick and mortar on campus Bookstore.
5. Other services normally seen in a College Campus Bookstore.

The contract received Board of Trustees approval for up to 10 years beginning July 1, 2011. An extension in 2021 for an additional two years through 2023 was approved. SCSU planned to conduct an RFP during the 2022-2023 academic year but a change in the Financial Leadership at St. Cloud State University has led to more evaluation of service to the students on campus. Considerations include extended time needed for evaluating the future footprint of Academic Retail Services on the campus of St. Cloud State and using the current 2022-2023 Academic school year to evaluate the student experience to better understand what to offer in regard to retail and food service on this campus. Discussions have also taken place around creating a more efficient and cost-effective food service operation and a more active Spirit Shop on campus.

Informing this discussion is the Atwood lower level and the possibility of moving both the food service and bookstore/spirit shop into Atwood thus consolidating space on campus, creating staffing efficiency and better space use for the Student Center. SCSU Leadership would like to explore a few options during the 2022-2023 academic year including:

1. Bookstore – stay in a traditional Brick and Mortar operation or explore a Virtual Bookstore for Course Materials with a partner like Akademos and operate a spirit shop separately.
2. Maintain a Sprit Shop or create a new a new footprint that would combine the Sprit Shop with Food Service into one campus location in the Atwood Center.
3. Relocate the dining operation from Garvey and combine this activity with the presence of the Bookstore/Spirit Shop to better activate the space in the lower level of Atwood.

SCSU is exploring an RFP for Food Service and Academic Retail Services in 2023/2024 and to have new contract(s) in place to begin July 1, 2024.

SCSU is requesting an extension of the current Bookstore contract with Follett to June 30, 2024. This would allow the university to provide the Atwood space planning for both the bookstore/spirit shop and dining thus establishing a more comprehensive plan for auxiliary operations in the student union.

The new amendment will run for one year and the terms and conditions of the new amendment will remain the same as the current contract.

RECOMMENDED COMMITTEE MOTION

The Finance and Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor’s designee to execute an amendment to the current contract with Follett Corporation to operate the St. Cloud State University Campus Bookstore and other Academic Retail Services for up to one (1) year through June 30, 2024. The new total term will be for up to thirteen (13) years. The Finance and Facilities Committee further recommends that the Board of Trustees direct the chancellor or his designee to execute all necessary documents.

RECOMMENDED BOARD MOTION

The Board of Trustees authorizes the chancellor or the chancellor’s designee to execute an amendment to the current contract with Follett Corporation to operate the St. Cloud State University Campus Bookstore and other Academic Retail Services for up to one (1) year through June 30, 2024. The new total term will be for up to thirteen (13) years. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

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Contract Requiring Board Approval: Graduate Center Lease Extension, St. Cloud State University

BACKGROUND INFORMATION

In April of 2016, St. Cloud State University (SCSU) received Board approval for the lease with 918 Plymouth Partners, LLC for approximately 12,687 square feet of office space at 9750 Rockford Road, Plymouth, Minnesota for continuing their Twin Cities Metropolitan area presence for graduate programing. These programs include, Master of Business Administration (MBA), Master of Engineering Technology, master's degree programs in Applied Clinical Research, Medical Technology Quality and Regulatory Affairs and Services, a doctoral degree program in Educational Administration and Leadership and other studies.

Prior to 2016, SCSU occupied space in Maple Grove for similar purposes going back to 2009. The April 2016 board action approved a lease for a five (5) year term (January 1, 2017, through December 31, 2021) not to exceed \$2,000,000.

In August of 2021, SCSU with system office staff assistance negotiated and executed an extension to the lease for a two (2) year term, effective January 1, 2022, as was included and provided for in the final lease agreement. Unfortunately, staff depended on the lease extension language assuming the lease extension and funding were included in the original 2016 Board action. They were not. To preclude this occurring in the future, we have amended our lease documentation process to include that all extension in terms are subject to prior approval of the Board of Trustees.

The board is asked to retroactively approve the two (2) year extension for the period of January 1, 2022, through December 31, 2023, for a cost not to exceed \$750,000 allowing St. Cloud State University to maintain their Twin Cities Graduate Center in Plymouth, Minnesota.

FINANCIAL TERMS

The proposed Lease Extension is for two (2) years for the full 12,687 square feet commencing on January 1, 2022 and ending December 31, 2023. The total cost obligation for the additional two (2) years of term is \$748,786.80. In addition, the lease agreement as written includes a provision for a 5-year extension subject to Board of Trustees approval. This lease is funded with SCSU general operating funds.

RECOMMENDED COMMITTEE MOTION

The Finance and Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor's designee to enter into a Lease Extension not to exceed \$750,000 with a term of two (2) years from January 1, 2022, through December 31, 2023, providing St. Cloud State University continued operation of their Twin Cities Graduate Center. The Finance and Facilities Committee further recommends that the Board of Trustees direct the chancellor or his designee to execute all necessary documents.

RECOMMENDED BOARD MOTION

The Board of Trustees authorize the Chancellor or the chancellor's designee to enter into a Lease Extension not to exceed \$750,000 with a term of two (2) years from January 1, 2022, through

December 31, 2023, providing St. Cloud State University continued operation of their Twin Cities Graduate Center. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

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Contract Requiring Board Approval: External Auditing Services Contract – Amendment #10, System Office

BACKGROUND INFORMATION

The amendment of this existing contract provides external auditing services for Minnesota State for financial statements audits, Uniform Guidance compliance audits of major federal programs, including student financial aid, “Top 5” Information Technology Security Domains Control Assessment, completion of NCAA Agreed Upon Procedures at six universities, and individual college and university Perkins Loans closeout audits as needed. Amendment #10 will increase university Perkins Loans closeout audits funding, Federal Coronavirus Response and Relief Funding audits funding and will incorporate the 2022 engagement letters.

This contract originally went through a full RFP and was approved by the board in 2017. In March 2020 the contract was extended by electing a three-year option and the total contract increased to \$2,051,700. In April 2021 the contract was increased by \$300,000 to include the Higher Education Emergency Relief Funds (HEERF) audit.

FINANCIAL TERMS

Amendment #10 will increase the contract funding an additional \$70,000 for a total contract amount of \$2,421,700. Total length of the contract is six years ending March 31st, 2023.

RECOMMENDED COMMITTEE MOTION

The Finance and Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor’s designee to amend the contract with CliftonLarsonAllen, not to exceed \$2,421,700 and a term of six (6) years for the purpose of providing External Auditing Services. The Finance and Facilities Committee further recommends that the Board of Trustees direct the chancellor or his designee to execute all necessary documents.

RECOMMENDED BOARD MOTION

The Board of Trustees authorizes the chancellor or the chancellor’s designee to amend the contract with CliftonLarsonAllen, not to exceed \$2,421,700 and a term of six (6) years for the purpose of providing External Auditing Services. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

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Contract Requiring Board Approval: ISRS Hardware Platform Upgrade, System Office

BACKGROUND INFORMATION

Minnesota State's ISRS database resides on Oracle's Generation 1 (Gen 1) Oracle platform. The current contract for support and maintenance for the Gen 1 platform ends February 2023. In addition, Oracle has informed us the Gen 1 platform is reported to be at the end of service when our contract ends February 2023. Oracle has provided cost incentives to upgrade and migrate to their Gen 2 platform at a lower cost than our current contract. The new hardware will provide more computing power and storage capacity as we migrate to NextGen. The extra computing power will improve performance and decrease computing incidents.

Board approval is requested now in order to renew the contract so that there is adequate time to implement the platform upgrade. We need to keep this platform running ISRS until we shutdown ISRS when the Workday implementation is complete, and the system determines ISRS is no longer needed. The additional extensions will cover the length of the current NextGen timeline. ISRS needs to be continued through at least calendar year 2027

Oracle was competitively bid and negotiated by the Midwest Higher Education Compact (MHEC) and is on their approved contract list. Per Midwestern Higher Education Compact, Minnesota Statue § 135A.20, Minnesota State is eligible to purchase from the compact as an entity of the State of Minnesota.

FINANCIAL TERMS

The funds to pay for this contract will come from the ITS enterprise funds. We will use the same funding source that pays for the current annual licensing. This is not part of the NextGen implementation budget.

RECOMMENDED COMMITTEE MOTION

The Finance and Facilities Committee recommends that the Board of Trustees authorize the chancellor or the chancellor's designee to enter a contract with Oracle, not to exceed \$6,500,000 and for a term of four (4) years with an anticipated start date of January 2023 and with the option of three (3) one (1) year extensions for the purpose of continuing to provide the database platform for Minnesota State's ERP, ISRS. The Finance and Facilities Committee further recommends that the Board of Trustees direct the chancellor or his designee to execute all necessary documents.

RECOMMENDED BOARD MOTION

The Board of Trustees authorizes the chancellor or the chancellor's designee to enter a contract with Oracle, not to exceed \$6,500,000 and for a term of four (4) years with an anticipated start date of January 2023 and with the option of three (3) one (1) year extensions for the purpose of continuing to provide the database platform for Minnesota State's ERP, ISRS. The Board of Trustees directs the chancellor or his designee to execute all necessary documents.

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