



The Minnesota Higher Education Facilities Authority (the “Authority” or “MHEFA”) convened a Board meeting at 2:05 pm Central Standard Time, Wednesday, June 26, 2024.

The Board is conducting this meeting subject to the Open Meeting Law by in-person, telephone, and interactive technology as allowed by Minnesota Statutes. Members participating in the meeting can hear each other and all discussion; members of the public can hear all discussion and votes; and all votes are conducted by a roll call. The board has made provision for the public to monitor the meeting electronically from a remote location. The board has provided notice of the meeting location, the fact that some members may participate by interactive technology, and of the public’s right to monitor the meeting electronically from a remote location.

The Authority Board meeting was held in the lower-level conference room of Grand Oak I, 860 Blue Gentian Road, Eagan, MN 55121. Executive Director, Barry Fick, and Operations Manager, Amanda Lee, were physically present. Also present were David Rowland, Chair, Bonnie Anderson Rons, Secretary, and Gary Benson, Board Member. The location and time of the meeting was duly published and posted on the Authority website and at the entrance to the Authority office, located at 860 Blue Gentian Road, Suite 145, Eagan, MN 55121.

The public was able to attend the meeting in person, monitor the meeting by calling a toll-free number, and able to connect to the meeting using the video link.

Board members participated in the meeting in-person and by using a video link. The meeting link was sent to Board members prior to the meeting. The use of a video link as an allowable way to hold the Board meeting was confirmed by the State of Minnesota’s Data Practices Office staff prior to the meeting, following Minnesota Statute 13D.015.

Executive Summary – Minnesota Higher Education Facilities Authority

Meeting on June 26, 2024 Board Actions Taken:

Motions:	Result:	Vote:
Approve Meeting Minutes of May 15, 2024	Passed	Unanimous
Approve FY2025 Budget	Passed	Unanimous
Approve FY2025 Annual Fee	Passed	Unanimous
Approve the Election of FY2025 Board Officers	Passed	Unanimous
Approve Adoption of a Social Media Policy	Passed	Unanimous

Resolutions	Result:	Vote:
Resolution to Approve General Salary Increase for FY2025	Passed	Unanimous

The official meeting began with a roll call to establish a quorum. The following board members or their designees were participating and attending in-person (IP), by video link (“V”) or telephone (“T”):

Board Members: Bonnie Anderson Rons -IP
 David Rowland - IP
 Gary Benson - IP
 Mary Ives – V
 Ray Vin Zant - V
 Paul Cerkvnik - V

Absent: Mikeya Griffin
 Nancy Sampair
 Mary Thao
 Poawit Yang

Other Attendees: Mark LeMay, Public - V

Staff: Barry W. Fick, Executive Director, MHEFA – IP
 Amanda Lee, Operations Manager, MHEFA – IP

David Rowland, Chair, called the meeting order at 2:07 pm CDT. Executive Director Fick confirmed that a quorum was present.

Agenda Item I – Minutes of the May 15, 2024, Board meeting

The first item on the agenda was the review and consideration of the minutes of the most recent Authority Board meeting.

Chair Rowland asked if there were any changes or edits to the minutes of the May 15, 2024 MHEFA Board meeting. There were no suggested edits to the minutes of the May 15, 2024 MHEFA Board meeting.

Chair Rowland asked for a motion to accept and approve the May 15 2024 Minutes. A motion was made by Gary Benson to approve the May 15, 2024 minutes. The motion was seconded by Bonnie Anderson Rons. Chair Rowland asked if there were any questions, discussion, or changes to the minutes of the most recent prior Board meeting.

There were no other questions or proposed changes to the minutes from Board members.

Chair Rowland called for a vote regarding the approval of the minutes. A roll call vote was conducted, and the Board members voted as follows:

Board Members:	Bonnie Anderson Rons	Yes
	David Rowland	Yes
	Gary Benson	Yes
	Ray Vin Zant	Yes
	Mary Ives	Yes

There were no abstentions or votes against the motion and the Minutes of the May 15, 2024, MHEFA Board meetings were approved.

Agenda Item II – Executive Director Performance Review Summary

A performance review of Executive Director Barry Fick was conducted during a closed session of the MHEFA Board on May 15, 2024. The Board discussed Barry's performance for the past year, decided on a performance rating, and complimented Barry for his work at the Authority.

Agenda Item III – Administrative Items

FY2025 MHEFA Staff General Salary Adjustment

Chair Rowland called on Executive Director Fick to present the proposal to adopt the Managerial Plan General Salary Increase for FY2025. Executive Director Fick noted that the FY23-25 Managerial Plan of the Minnesota Management and Budget (MMB) sets forth general salary adjustments for managerial staff in FY24 and FY25. The salary adjustments must be adopted by each State Agency to become effective. MHEFA Staff proposes the Board adopt Resolution No. 06-2024-01, General Salary Increase under Managerial Plan FY2023-2025.

MHEFA previously adopted the general salary increase for FY2024. Staff requests the Board adopt the MMB general salary increase for FY2025.

Chair Rowland asked for a motion to approve and adopt Resolution No. 06-2024-01. A motion to adopt and approve the Resolution was made by Ray Vin Zant. The motion was seconded by Mary Ives.

Chair Rowland asked if there were any questions about the MMB general salary increase. There were no questions from the Board. Chair Rowland called on Executive Director Fick to conduct a roll call vote on the Resolution. A roll call vote was conducted, and Board members voted as follows:

Gary Benson	Yes
Mary Ives	Yes
David Rowland	Yes
Bonnie Anderson Rons	Yes
Ray Vin Zant	Yes

There were no abstentions or votes against the Resolution and Resolution No. 06-2024-01 was approved and adopted.

FY2025 Proposed Budget

Chair Rowland called on Operations Manager Amanda Lee to present and discuss the FY2025 Budget. Operations Manager Amanda Lee reviewed the proposed budget, noting the budget anticipates one bond sale. Expenses are higher to account for inflation and completion of deferred capital projects, including website accessibility work, and computer hardware acquisitions. The proposed FY25 Budget anticipates a small surplus, which if realized, any surplus would be placed in a reserve to help fund a future year deficit. Budgeted expenses are estimated conservatively to ensure efficient operations at the Authority.

Chair Rowland asked for a motion and second to approve and adopt the FY2025 Budget. A motion to approve and adopt the FY2025 Proposed Budget was made by Gary Benson. The motion was seconded by Bonnie Anderson Rons.

Chair Rowland called on Executive Director Fick to conduct a roll call vote on the Motion. A roll call vote was conducted, and the Board members voted as follows:

Bonnie Anderson Rons	Yes
David Rowland	Yes
Gary Benson	Yes
Ray Vin Zant	Yes
Mary Ives	Yes

There were no abstentions or votes against the Motion and the Motion to approve and adopt the FY2025 Budget was approved.

Fiscal Year 2025 Authority Fee Level

Chair Rowland called on the Operations Manager Amanda Lee to present the FY2025 Annual Fee Analysis. Operations Manager Lee outlined the fee discount analysis that is conducted annually. For FY25, the analysis shows that the Authority may offer a fee discount of 67.22% from the maximum allowed fee of 0.125% (1/8th) would result in a neutral operating result. Rounding this to the nearest 5%, results in a projected fee discount of 65% from the maximum allowable fee.

The staff recommends a 65% fee discount be adopted for FY2025. This would be the ninth year in a row that the Authority provides a fee discount of 65% for borrowers. Discussions with individual borrowers has provided feedback that borrowers appreciate the consistency of the fee level, which allows them better predictability in their budgeting process.

Chair Rowland asked for a motion and second to approve adopting the requested 65% Annual Fee Discount to Authority borrowers. A motion to adopt and approve the proposed 65% Annual Fee Discount was made by Mary Ives. The motion was seconded by Ray Vin Zant.

Chair Rowland called on Executive Director Fick to conduct a roll call vote on the FY2025 Annual Fee Discount. A roll call vote was conducted, and the Board members voted as follows:

Bonnie Anderson Rons	Yes
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David Rowland	Yes
Gary Benson	Yes
Ray Vin Zant	Yes
Mary Ives	Yes

There were no abstentions or votes against the Motion and the FY2025 Annual Fee Discount of 65% was approved.

FY2025 Election of Board Officers

MHEFA Elects officers, consisting of Chair, Vice-Chair and Secretary annually. The officers may serve 2-consecutive 1-year terms. Elections are held annually. FY2024 represents the first year for each officer serving in their MHEFA positions. Each of the officers, Chair David Rowland, Vice-Chair Nancy Sampair and Secretary Bonnie Anderson Rons, has agreed to continue in their positions for a second year. No other Board members have expressed interest in replacing the current Board Officers.

Staff asked the Board if there were any nominations from Board members to replace any of the current officers. There were no nominations.

Chair Rowland asked for a motion and second to approve appointment of the FY2025 Board Officers. A motion to approve the appointment of FY2025 Board Officers was made by Mary Ives. The motion was seconded by Ray Vin Zant.

Chair Rowland called on Executive Director Fick to conduct a roll call vote on the FY2025 Election of Board Officers. A roll call vote was conducted, and the Board members voted as follows:

Bonnie Anderson Rons	Yes
David Rowland	Yes
Gary Benson	Yes
Ray Vin Zant	Yes
Mary Ives	Yes

There were no abstentions or votes against the Motion and the FY2025 Board Officer slate was approved.

Agenda Item IV – Proposed Policy Additions

FY2025 Social Media Policy

Chair Rowland called on Executive Director Fick to present the proposed Social Media policy to the Board. Executive Director Fick noted that the Board suggested looking at adopting a Social Media policy at a prior Board meeting. The suggestion of adopting a Social Media policy is in part based on the Authority's increased presence on social media (LinkedIn). Operations Manager Amanda Lee researched the social media policies of other organizations and compiled a list of benchmarks and guidelines. The proposed MHEFA Social Media policy includes 8 guidelines that Authority staff believes provides strong safeguards to maintain positive and accurate communications to the general public.

Chair Roland asked if there were questions from the Board about the proposed FY2025 Social Media Policy. There were no questions from the Board. Chair Roland asked for a motion and second for the Motion to approve and adopt the Social Media policy. A motion to approve and adopt the Social Media policy was made by Bonnie Anderson Rons. The motion was seconded by Gary Benson.

Chair Rowland called on Executive Director Fick to conduct a roll call vote on the Motion. A roll call vote was conducted, and the Board members voted as follows:

Bonnie Anderson Rons	Yes
Ray Vin Zant	Yes
Gary Benson	Yes
David Rowland	Yes
Mary Ives	Yes

There were no abstentions or votes against the Motion and the Social Media policy was approved.

Agenda Item V -- Old Business

Chair Rowland asked if there were any Old Business items from Board members for discussion.

There were no Old Business items from staff or from Board members for discussion.

Agenda Item VI – New Business

Chair Rowland asked if there were any New Business items from Board members for discussion.

There were no other New Business items from Board members for discussion.

Agenda Item VII – Other Business

Chair Rowland called upon Executive Director Fick to discuss Other Business and present the Executive Directors Report.

Legislation

We successfully worked with the Minnesota legislature to increase our bonds' outstanding capacity from \$1.3 billion to \$2.0 billion. This increase is effective July 1, 2024.

Staffing

Concordia College Moorhead CFO Linda Brown is retiring June 30. The new CFO will be Rachel Clarke. Rachel has worked at Concordia prior to being appointed CFO.

The College of St. Scholastica is concluding their search for a VP of Strategic Planning and Finance.

Outreach Engagements

MHEFA is continuing planning for a webinar for borrowers on issues related to higher education. We are also working to find a time to host a CFO and/finance staff in-person meeting to be held at the MHEFA office. This would be held sometime this fall, likely in October.

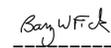
I met with CFO's of St. Mary's University, MCAD, Bethel University, St. Catherine University, and Hamline the past month. I also met with the St. Scholastica President and toured the new Student Center.

I have meetings scheduled with CFO's at other schools, along with meeting a number of Presidents, in the next few weeks.

Chair Rowland asked if there was any Other Business to come before the Board. There was no Other Business for the Board to consider, and Chair Rowland asked for a motion to adjourn the Board Meeting. A motion to adjourn the meeting was made by Mary Ives. The second was made by Gary Benson.

Chair Rowland called for a voice vote regarding the adjournment of the meeting. A Voice vote was conducted, and the Board members voted to adjourn the meeting at 2:53 pm.

Respectfully submitted,



Assistant Secretary

7- Minutes for 26 Jun 2024 - FINAL

Final Audit Report

2024-08-21

Created:	2024-08-21
By:	Amanda Lee (agl@mnhefa.org)
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"7- Minutes for 26 Jun 2024 - FINAL" History

-  Document created by Amanda Lee (agl@mnhefa.org)
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