



Minnesota State College
Student Association

2017-2018

Survival Guide

- Governing Council
- Platform Committee

Dear Student Leaders,

Thank you for standing up to be a student leader on your campus and throughout the Minnesota State system. This survival guide is designed to help you be an amazing leader by providing important information on how MSCSA works, your role within MSCSA, and the legislative process. The Minnesota State College Student Association is here to help you fulfill your role and grow as a student leader.

As you navigate your role as a Governing Council or Platform Committee member, we know that you will all do a wonderful job representing students and advocating on their behalf. We also know you will encounter challenges along the way. If you ever have questions or concerns when it comes to your role, check to see if the answer is in this survival guide. If you can't find what you are looking for, feel free to contact the MSCSA office.

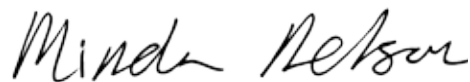
The MSCSA staff and cabinet is always here to help!

At MSCSA we expect student leaders to:

- Encourage students to get involved in MSCSA advocacy efforts, committees, and apply for the MSCSA scholarship
- Be knowledgeable of MSCSA business
- Develop other student leaders in your region by challenging them to grow personally and professionally
- Be positive and don't stir drama

We hope you find your time serving the students to be rewarding and valuable!

Thank you for your dedication and service,



Minda Nelson
 2016-17 President
 Minnesota State College Student Association

Table of Contents

Most Important Sections to Review 4

- MSCSA Story (MSCSA 101) 8
- Reimbursements (MSCSA 101) 9
- Structure and Roles (MSCSA 101) 11
- Conduct Rules (Conference Information) 23
- How to register for conferences (Conference Information) 24

Most Important Documents to Review

- Key Contacts 5
- Acronym Sheets 6
- Who do I call? 7

Key Sections

MSCSA 101

- MSCSA Story/Mission 8
- Working Documents 9
 - * Financial Policies (Reimbursements) Pg. 28 of Working Documents
- Strategic Plan (2016-2021) 10
- Structure and Roles 11
- Job Responsibilities 12
- Onboarding Checklist 13-14
- Monthly Checklist 15
- Regional Meetings 16
- Helpful Tools: Communication and Research 17
- Robert's Rules of Order 18-20

Minnesota State System

- History & Scope 21
- Budget Consultation 22

Conference Information

- Conduct Rules 23
- Registering for Conferences 24
- Sign-in Sheets 24
- Rates, Dates, and Deadlines 25
- Fall Semester Schedule: Who, What, Where 26

Legislative Information

- Finding your Legislators 27
- Scheduling a Meeting 27
- Key Elected Officials and Legislative Leaders 28
- Legislative Terms 28

Get Involved

- Scholarship 29
- Internships 29
- Star Campus 30-35

Most Important Sections to Review

Here are some of the most helpful sections that you will use:

MSCSA Story/Mission (Section: MSCSA 101)

- Helping students in your region understand what MSCSA is and how we can help them is critical to our impact throughout the state. Utilize this section to help you tell the MSCSA story and inspire more students to get involved with this amazing organization.

Reimbursements (Section: MSCSA 101)

- From time to time you may need to file a reimbursement from MSCSA for travel to special events. This section will help you understand the MSCSA policies and how to ensure a timely reimbursement.

Structure and Roles (Section: MSCSA 101)

- We lay out clear expectations for your role in the coming year in this section. This will help provide advice on how you be successful in your role as Governing Council, Platform Committee, or Student Senate President.

Conduct Rules (Section: Conference Information)

- Ensuring that our student leaders are representing their campus and MSCSA in a professional and responsible manner is key to our success. The MSCSA code of conduct gives you the tools to address difficult situations.

How to register for conferences (Section: Conference Information)

- Attending conferences and helping your regions is a critical aspect of your job. These conferences are how we keep student leaders informed of what is going on and we utilize the trainings to help develop students into amazing leaders.

Most Important Documents to Review

Key Contacts

Minnesota State College Student Association
1515 South Robert Street
West Saint Paul, MN 55118

Main Office Phone: 651-297-5877
Main Office Fax: 651-215-1862
Main Office Toll Free: 877-636-7272

Staff Contact Information

Name & Title	Work	Mobile	Email
Mike Dean Executive Director	651-203-9454	651-895-2913	mdean@mscscsa.org
Angelique McDonald Director of Government Relations	651-203-9458	612-327-8495	amcdonald@mscscsa.org
Lindsay Barton Director of Program & Events	651-203-9452	507-458-3131	lbarton@mscscsa.org
Samantha (Sami) Beck Outreach Coordinator	651-203-9462	952-212-6459	sbeck@mscscsa.org
Courtney Brockman Communications & Office Coordinator	651-203-9461	651-338-4744	cbrockman@mscscsa.org
Joyce Petsch Development Assistant	651-203-9464	651-303-7261	jpetsch@mscscsa.org
May Yang Equity and Inclusion Fellow	651-203-9466	651-269-5513	myang@mscscsa.org

Most Important Documents to Review

Acronym Sheet

MSCSA Abbreviations and Acronyms Reference Guide

- **AACC:** American Association of Community Colleges
- **AASCU:** American Association of State Colleges and Universities
- **ACE:** American Council on Education
- **ACF:** Average Cost Funding
- **ACT:** American College Testing
- **AFSCME:** American Federation of State, County and Municipal Employees
- **ASACC:** American Student Association of Community Colleges
- **BOT:** Board of Trustees
- **CSG:** Campus Student Government (Student Senate)
- **CC:** Community Colleges
- **DFL:** Democratic Farmer-Labor (Dem Party)
- **FTE:** Full Time Equivalent
- **FYE:** Full Year Equivalent
- **GA:** General Assembly (Conference)
- **GC:** Governing Council
- **GOP:** Grand Old Party (Rep Party)
- **GRIP:** Graduated Repayment Income Protection (federal loan repayment program)
- **GSL:** Graduated Student Loan (Stafford loan)
- **IFO:** Inter-Faculty Organization (state university faculty union)
- **LME:** Living and Miscellaneous Expense
- **MAFAA:** Minnesota Association of Financial Aid Administrators
- **MAPCS:** Minnesota Association of Private College Students
- **MAPE:** Minnesota Association of Professional Employees
- **MCOOL:** Minnesota Campus Outreach Opportunity League
- **MFIP:** Minnesota Family Investment Program
- **MHESC:** Minnesota Higher Education Services Council
- **MnSCU:** Minnesota State Colleges and Universities system (now known as Minnesota State System)
- **MSA:** Minnesota Student Association (U of M Twin Cities Student Government)
- **MSCF:** Minnesota State College Faculty
- **MSUAASF:** Minnesota State University Association of Administrative and Service Faculty
- **MSUSA:** Minnesota State University Student Association (now known as Students United)
- **NAIA:** National Association of Inter-Collegiate Athletes
- **NASFAA:** National Association of Student Financial Aid Administrators
- **NASSGP:** National Association of State Scholarship and Grant Programs
- **NCHHELP:** National Council on Higher Education Loan Programs
- **NDSL:** National Direct Student Loan Program (Perkins Loan)
- **NYLC:** National Youth Leadership Council
- **PLUS:** Parental Loans for Undergraduate Students
- **SAC:** Student Advisory Council
- **SELF:** Student Educational Loan Fund
- **SEOG:** Supplemental; Educational Opportunity Grants
- **SLC:** Student Legislative Coalition (all three student associations)
- **SLS:** Supplemental Loans for students
- **SPRE:** State Post Secondary Review Entity
- **SPRP:** State Post Secondary Review Program
- **SSAA:** State Student Association Alliance
- **SSIG:** State Student Incentive Grant
- **SU:** Students United
- **TC:** Technical Colleges
- **U of M:** University of Minnesota
- **UMCHE:** University of Minnesota Coalition for Higher Education

Most Important Documents to Review

Who Do I Call?

I have a question about...	Your main contact will be:
Legislative Issues Questions about the biennial budget, bonding request, or any other issue that is at the legislature.	Angelique McDonald Director of Government Relations
Budget Consultation Wondering about the budget consultation process or questions on how to write a letter.	Angelique McDonald Director of Government Relations
MSCSA Conferences How do I register for a conference? Who gets the MSCSA reimbursement? Feedback on the conferences.	Lindsay Barton Director of Programs and Events
MSCSA Alumni Association	Lindsay Barton Director of Programs and Events
MSCSA Scholarships	Joyce Petsch Development Assistant
Bylaws and Governing Documents	Angelique McDonald Director of Government Relations
MSCSA Conduct Policy	Mike Dean Executive Director
How can I effectively engage my senate?	Sami Beck Outreach Coordinator
Minnesota State system committees	Angelique McDonald Director of Government Relations

MSCSA Story/Mission

The Minnesota State College Student Association (MSCSA) is developing Minnesota's next generation of great leaders. For the last twenty years this remarkable organization has advocated on behalf of the 180,000 students attending the 48 community and technical college campuses in every region of Minnesota. We are committed to driving change in higher education by advocating for accessible, quality, and affordable public education in Minnesota.

Our combined voice is having a huge impact! For the first time in memory, students will get a tuition cut that attend a community or technical college in Minnesota. That is because MSCSA sent a loud message to the Legislature last year that too many community and technical college students are being priced out of a college education.

We have had success over the years thanks to the hard work of our student leaders. The Minnesota State College Student Association has its roots almost 50 years ago to ensure that students had their voice heard. In those days there was opposition from those in power to creation of such an organization because of how it might influence higher education in the state. That first organization just represented students at vocational and technical programs to come together and learn from each other. Later community college students created a similar student association and then in 1995 those two organizations began a conversation to merge after the technical and community colleges were put in one system. Those discussion last three years when the Minnesota State College Student Association was born. Since then, we have grown as an organization in reach and influence throughout the state.

We have achieved some amazing victories:

- We created a shared governance model in Minnesota State policies that have given students a seat at the table in the discussion regarding system policies and procedures. Students in Minnesota have the ability to influence decisions on campuses that go beyond that of students in many other states.
- MSCSA has been a key player in fighting for increases to the Minnesota State system budget as well as limiting tuition increases that are paid by every student. Each and every year, MSCSA students go to the Capitol to tell lawmakers that public higher education should be a priority for the state of Minnesota.
- In 2007, MSCSA pushed through at the state level the Textbook Pricing and Reform Act that became a model for textbook legislation adopted by the United States Congress in that same year. This legislation was drafted by students and pushed through the process to its signing by the Governor.

These list of victories are impressive, but have been successful because you should never doubt that a small group of thoughtful committed citizens can change the world, because it is the only thing that ever has.

The Association is funded directly from student fees, which every Minnesota state community and technical college students pays, and we are recognized in state statute as the official voice of students. We host four leadership conferences each year with the objective of giving student leaders the skills they need to successfully represent students on their campus and develop the lifelong skills necessary to be successful in a multi-cultural civic and business environment.

Our student leaders truly are Minnesota. As a result of our community and technical colleges having an open enrollment policy for admissions, our student populations represent every racial and ethnic group in Minnesota, with a geographic reach that is unsurpassed by any other organization.

Working Documents

You have been provided with a separate copy of the MSCSA 2016-2017 Working Documents Manual. Please review this document thoroughly.

You will want to pay special attention to the financial policies section as it relates to reimbursement requests. You can find this on page 28 of the Working Documents Manual.

Reimbursements

You are eligible to be reimbursed for your travel for the association. You may also be reimbursed for parking and meal expenses. You are automatically authorized to travel to and from Governing Council and General Assembly meetings, and you must ask for authorization for any further travel. All reimbursements must have a travel authorization form completed and authorized by the MSCSA Executive Director or Treasurer prior to the travel or purchase.

Before You Travel:

- Send an email to the MSCSA Treasurer and Executive Director stating the date of travel, your destination, reason for visit, and any other pertinent information
- Submit the eligibility form
- Submit proof of a valid driver's license (if claiming mileage)
- Submit proof of insurance (If claiming mileage)

While You Travel:

- Write down you odometer numbers for all trips
- Save itemized parking and meal receipts. They must have a time and date printed on them. The meals must fall into the guidelines below.

After You Travel:

- Submit the Travel Authorization and Reimbursement Form through email to the MSCSA Treasurer or fax completed forms to 651-215-1862. The form can be found on the MSCSA website under About MSCSA > Structure & Governance > MSCSA Forms. Open the spreadsheet in Excel and use the already existing formulas.

Meal Guidelines:

If the food that you eat is more expensive than the limit per meal allowed, you will be reimbursed for the amount up to the limit.

- ◇ Breakfast - \$7 or less - You may only claim this if you have to leave your house before 6am
- ◇ Lunch - \$9 or less and between the hours of 11am and 3pm
- ◇ Dinner - \$15 or less - You may only claim this if you are not arriving home before 7pm
- ◇ NO ALCOHOLIC BEVERAGES MAY BE REIMBURSED BY MSCSA

Contact the MSCSA Treasurer or MSCSA Executive Director with any questions.

Strategic Plan (2016-2021)

Strategic Goals and Objectives

Goal 1: Develop a robust leadership curriculum that empowers our student leaders to collaboratively solve problems, become independent thinkers, and exhibit creative leadership skills.

Objective 1: Partner with leading experts in leadership development to provide our student leaders with the best practices in leadership development skills.

Objective 2: Develop a leadership fellow program that creates a hands-on leadership program that coaches students to become effective leaders.

Objective 3: Partner with campus advisors to implement on-campus MSCSA leadership programs that will create broader pathways for student leaders.

Goal 2: Develop and foster a culture of equity and inclusion within the MSCSA and the Minnesota State system.

Objective 1: Implement the MSCSA Diversity plan that seeks to develop an equity and inclusion lens in everything that we do.

Objective 2: Integrate cultural intelligence training to help students become more self-aware and better prepared to work with people of diverse backgrounds and experiences.

Objective 3: Become a leading advocate in addressing Minnesota's opportunity gap through Minnesota's two-year community and technical colleges.

Goal 3: Organize students to advocate for Minnesota's community and technical colleges to develop a student-centered approach in higher education by increasing the accessibility, affordability, and quality of higher education.

Objective 1: Develop a campaign for a Debt-Free Community College in Minnesota that builds awareness of the worth of Minnesota's community and technical colleges and seeks to make our institutions more affordable.

Objective 2: Improve advocacy of student leaders with local, state, and national decision-makers through coordinated research and training.

Objective 3: Develop and implement statewide voter education and registration campaigns.

Goal 4: Improve organizational effectiveness through coordinated stakeholder engagement and outreach.

Objective 1: Develop a comprehensive plan to improve communications with MSCSA members and stakeholders.

Objective 2: Increase member awareness of and participation in MSCSA.

Objective 3: Provide direct services to students that could improve their educational experience at Minnesota's community and technical colleges.

Goal 5: Ensure that MSCSA has an effective governance model that encourages a collaborative relationship between the MSCSA Board and Executive Director to work toward shared goals.

Structure and Roles

The Minnesota State College Student Association is a statewide grassroots student organization formed in 1998 to represent the students of the Minnesota two-year state community and technical colleges.

Each spring, MSCSA voting members election a four-member student cabinet that shall steer the organization during the following academic year. The cabinet heads a Governing Council comprised of nine regional representatives, the chair of the Presidents' Group, and one student-at-large member. The Presidents' Group is comprised of each student senate president from each of the 48 campuses.

Governing Council

The Governing Council meets periodically throughout the year (or when an emergency occurs) to discuss and guide the business of the organization and makes decisions when appropriate. It is at Governing Council meetings where most of the groundwork is laid for the General Assembly to make final decisions. The Governing Council works to ensure directives of the General Assembly are being followed and maintained.

Platform Committee

The Platform Committee is comprised of nine regional representatives and one student-at-large member whose purpose is to research and recommend positions to the Governing Council. The Platform Committee member's develop stances on issues that relate directly to students interests at Minnesota's community and technical colleges.

General Assembly

The General Assembly meets twice a year to guide the organization, once in the fall and once in the spring. They have the primary responsibility of approving all the working documents for MSCSA and it is at the spring General Assembly where the Cabinet, Governing Council, and Platform Committee members are elected. The General Assembly has the final say in the future of MSCSA.

Job Responsibilities

Governing Council Representatives: The Organizational Decision Makers

- ◇ Commit to a full-year term
- ◇ Establish and maintain communication with all the campus student governments and advisors in your region and all Governing Council Representatives
- ◇ Serve as a voting member of the MSCSA Governing Council
- ◇ Ensure that the directives of the General Assembly are being implemented by the staff and cabinet
- ◇ Hire the Executive Director
- ◇ Fill vacancies of the Council
- ◇ Address the recommendations made by the steering committee and recommend changes to the MSCSA working documents to the General Assembly
- ◇ Create ad-hoc committees and address their recommendations
- ◇ Approve all expenditures over \$5,000
- ◇ Make long term business decisions
- ◇ Approve and ensure implementation of MSCSA initiatives
- ◇ Ratify committee and system-wide appointments
- ◇ Conduct regional meetings
- ◇ Attend all regional meetings and MSCSA conferences
- ◇ Assume other duties as assigned by their regions, the MSCSA governing bodies, and/or the President

Platform Committee Representatives: The Advocacy Decision Makers

- ◇ Recommend the Platform document to the General Assembly
- ◇ Serve as a voting member in the best interest of all students and the association
- ◇ Assist in coordinating MSCSA's advocacy events under the direction of the Vice President
- ◇ Make recommendations for current issue related positions outside of the legislative agendas and platform document to the Governing Council
- ◇ Set the state and federal legislative agendas
- ◇ Research policy and legislative issues affecting Higher Education
- ◇ Attend all regional meetings and MSCSA conferences

Alternates: The Co-Pilot

- ◇ Be ready to step in as the Representative at any point in time
- ◇ Communicate with Representatives regularly
- ◇ Help create agendas and reports
- ◇ Attend prep meetings at MSCSA conferences
- ◇ Serve as ambassadors at new student orientation at conferenced
- ◇ Volunteer with the MSCSA

Onboarding Checklist: Governing Council

- Submit an Eligibility Form to the MSCSA office each semester. The form is attached on the back of this packet or you may receive a copy from the Communications and Office Coordinator. Representatives are required to:
 - Be enrolled in a school within the region you were elected to serve
 - Maintain at least six semester credits
 - Maintain a GPA of at least 2.0
- Meet with your predecessor to receive transition resources & ask questions
- Read MSCSA working document
- Familiarize yourself with Robert's Rules of Order (see page 8-10)
- Report who was elected Student Senate President at the campuses in your region for the 2017-2018 academic year
- Exchange contact information with the Student Senate President from each campus within your region
- Exchange contact information with the Governing Council Alternate and the Platform Committee Representative and Alternate from your region
- Update regional Facebook page or create a new one
- Meet with the Governing Council Alternate to outline regional goals for supporting MSCSA campaigns and legislative agenda
- Create an understanding of the reimbursement procedure. See page 11
- Pair up with a Governing Council or Platform Committee buddy. MSCSA will help you with this during your orientation.
- Schedule seven (7) monthly regional meetings and submit your dates and times by Sunday of the September SLC. This does not include scheduled meetings at MSCSA conferences.
- Schedule site visits with campuses within your region and schedule more visits on a quarterly basis or as you see fit. Ideas for campus visits include, but are not limited to:
 - Attend a CSG meeting
 - Attend a CSG event
 - Take a Campus Tour
 - Work with campus leaders in the case of campus problems
- Before you attend a site visit, you must ask the MSCSA President for authorization so that you may be reimbursed for your travel.
- If you did not attend the Newly Elected Leader Training session in April, then call the MSCSA President to schedule an orientation session and complete all items listed above.

Onboarding Checklist: Alternates

- Read MSCSA working document
- Meet with the Governing Council Representative to outline regional goals for supporting MSCSA campaigns and legislative agenda
- Familiarize yourself with Robert's Rules or Order
- Review MSCSA & Minnesota State committees list

Onboarding Checklist: Platform Committee

- ☐ Submit an Eligibility Form to the MSCSA office each semester. The form is attached on the back of this packet or you may receive a copy from the Communications and Office Coordinator. Representatives are required to:
 - Be enrolled in a school within the region you were elected to serve
 - Maintain at least six semester credits
 - Maintain a GPA of at least 2.0
- ☐ Meet with your predecessor to receive transition resources & ask questions
- ☐ Read MSCSA working document
- ☐ Familiarize yourself with the MSCSA Platform document
- ☐ Familiarize yourself with Robert's Rules of Order (see page 8-10)
- ☐ Review the most recent policy agenda & research potential policy topics for next year
- ☐ Exchange contact information with the Student Senate President from each campus within your region
- ☐ Exchange contact information with the Governing Council Representative and Alternate and the Platform Committee Alternate from your region
- ☐ Create an understanding of the reimbursement procedure. See page 11
- ☐ Meet with the Platform Committee Alternate to outline regional goals for supporting MSCSA campaigns and legislative agenda
- ☐ Pair up with a Governing Council or Platform Committee buddy. MSCSA will help you with this during your orientation.
- ☐ Schedule your seven (7) monthly regional meetings and submit your dates and times by Sunday of the September SLC. This does not include scheduled meetings at MSCSA conferences.
- ☐ Schedule site visits with campuses within your region and schedule more visits on a quarterly basis or as you see fit. Ideas for campus visits include, but are not limited to:
 - Attend a CSG meeting
 - Attend a CSG event
 - Take a Campus Tour
 - Work with campus leaders in the case of campus problems
- ☐ Before you attend a site visit, you must ask the MSCSA President for authorization so that you may be reimbursed for your travel.
- ☐ If you did not attend the Newly Elected Leader Training session in April, then call the MSCSA President to schedule an orientation session and complete all items listed above.

Onboarding Checklist: Alternates

- ☐ Read MSCSA working document
- ☐ Meet with the Platform Committee Representative to outline regional goals for supporting MSCSA campaigns and legislative agenda
- ☐ Submit an Eligibility Form to the MSCSA office each semester
- ☐ Familiarize yourself with Robert's Rules or Order
- ☐ Review MSCSA & Minnesota State committees list

Monthly Checklist: Governing Council

- ☐ Create and circulate regional meeting agenda
- ☐ Send regional meeting reminders to all members within your region about one week out
- ☐ Meet with the Student Senate President from each campus within your region to discuss what is happening on their campuses and share key updates about what is happening at MSCSA.
- ☐ Submit a monthly report to each Campus Student Government and Campus Student Government advisor within your region on the action taken by the Governing Council or General Assembly. Submit reports online at www.mscca.org and hover over the "News and Events" tab, scroll down to "Latest News", click "Leadership Reports", and then click "Submit your report here". The report should include:
 - Details about the business discussed
 - Overview of the decisions made
 - Issues that will be brought up at future meetings
- ☐ Submit a monthly written report to the MSCSA office for the MSCSA conferences on issues or activities taking place on each campus in your region and the progress of your duties since the last Governing Council meeting or General Assembly. Reports are due one week prior to each meeting. Reports are put on the MSCSA website and the Leadership Report Tracker will be included in each conference packet. The report will consist of answers to four questions.
 - What is happening on the campuses in your region?
 - What progress have you made on your Governing Council duties as outlined in the MSCSA bylaws?
 - What have you done to get students more involved with MSCSA?
 - Cyclical question – timely topics (e.g. budget consultation or Get Out The Vote campaign)
- ☐ Keep record of regional meeting minutes. You will have to report on each campus at the Governing Council meetings and General Assemblies.
- ☐ Forward meeting minutes to the MSCSA President within 15 days of the meeting
- ☐ Follow up on action items after regional meetings

Monthly Checklist: Platform Committee

- ☐ Create and circulate regional meeting agenda
- ☐ Send regional meeting reminders to all members within your region about one week out
- ☐ Meet with the Student Senate President from each campus within your region to discuss what is happening on their campuses and share key updates about what is happening at MSCSA.
- ☐ Submit a monthly report to the Governing Council Representative of your region on the action taken by the Platform Committee.
- ☐ Submit a monthly written report to the MSCSA office for the MSCSA conferences on issues or activities taking place on each campus in your region and the progress of your duties since the last Platform Committee meeting or General Assembly. Reports are due one week prior to each meeting. Reports will be put on the MSCSA website and the Leadership Report Tracker will be included in each conference packet. The report will consist of answers to four questions.
 - What is happening on the campuses in your region?
 - What progress have you made on your Governing Council duties as outlined in the MSCSA bylaws?
 - What have you done to get students more involved with MSCSA?
 - Cyclical question – timely topics (e.g. budget consultation or Get Out The Vote campaign)
- ☐ Keep record of regional meeting minutes. You will have to report on each campus at the Governing Council meetings and General Assemblies.
- ☐ Forward meeting minutes to the MSCSA Vice President within 15 days of the meeting

Regional Meetings

You are responsible for hosting monthly regional meetings. Four (4) regional meetings will be held at MSCSA conferences and seven (7) will be held outside of MSCSA conferences. Of those seven (7), two (2) need to be in person (one each semester), and the rest can be virtual meetings by conference call, Google hang-out, Skype, etc.

The Governing Council Representative has the responsibility to serve as Chair of the meeting. The Platform Committee Representative serves as parliamentarian. The following are ways to accomplish tasks and increase productivity during regional meetings:

- Communicate with your regional Governing Council or Platform Committee Representative to create and circulate an agenda. Please see sample agenda on page 9 of this packet.
- Communicate with the Student Senate Presidents in your region and the Platform Committee Representative to ensure you will have quorum before the meeting takes place.
- Be responsible for the knowledge of MSCSA events and campaigns and ensure that the people of your region are knowledgeable as well.
- Governing Council Representative Only – Report on regional advocacy/policy work
- Platform Committee Representative Only – Report on advocacy work and research & MSCSA advocacy / policy developments.
- Stay informed about Minnesota State policy. If you have questions or need explanations contact Director of Government Relations Angelique McDonald at amcdonald@mscsa.org
- Use MSCSA provided resources when working on campaigns to inform your region about what is happening. Your MSCSA Vice President and the regional Platform Committee Representative are great resources. Contact the Vice President at vpres@mscsa.org.
- Keep record of meeting minutes. You will have to report on each campus at the Governing Council meetings and General Assemblies.
- Forward meeting minutes to the MSCSA Communications and Office Coordinator within 15 days of the meeting in which they were adopted.
- Invite outside guests to speak about specific topics of concern.
- If necessary, conduct elections for a Regional Platform Committee member and/or alternate. Notify your region if an election will occur.
- Review/edit regional bylaws once a year.

Helpful Tips for Regional Meeting Planning:

- Schedule all the meetings for the year at the beginning of the year. We encourage you to pick a consistent day and time (e.g. the 2nd Thursday of the month at 7 PM) to maximize participation.
- Make and send a meeting calendar and/or place the meetings on all the participants' Google calendars
- Send meeting reminders via email, text, Google calendar, etc.
- Alternate the location of meetings between the different campuses or meet at a central location.

Sample Schedule for Fall Semester

Regional Meeting Location: Virtual September Date TBD	Regional Meeting Location: Virtual October Date TBD	Regional Meeting Location: In-person November Date TBD	Regional Meeting Location: Virtual December Date TBD
---	---	--	--

Helpful Tools: Communication

It is important that you consistently communicate with the campuses within your region in order to keep everyone informed. There are a variety of ways to communicate, however, each individual is different and may prefer to communicate a certain way to another. The following are some suggestions:

- Phone/Conference call, Video call like Skype or Zoom, and in-person meetings are the best and most effective ways to communicate.
- Sending emails is best when you have a brief question, concern of discussion topic. Always email the Student Senate President and Advisor of the campus.
- Put the parliamentary procedure to work during your regional meetings in order to make the most of your time, communicate efficiently, and accomplish goals.

Helpful Tools: Research

An essential function of the Platform Committee is to research and identify legislation and policy that affects our students. When researching an issue or specific piece of legislation, you will soon find it is easy to be overwhelmed by all the information available. Here is a list of useful sources to get you started:

- Interviewing and taking statements from students can be a powerful material that can really make a difference with lawmakers.
- www.house.leg.mn.us
- www.senate.leg.mn.us
- www.npr.org
- www.uspirg.org
- www.pewtrusts.com

The following sites are useful to track a specific bill. There you can view the bill text, read a summary, and find actions taken as well as the current status.

- State - <http://www.leg.state.mn.us/leg/legis.asp>
- Federal - <http://thomas.loc.gov/bss/109search.html>

Robert's Rules of Order: Parliamentary Procedure

You are responsible for hosting monthly regional meetings. Four (4) regional meetings will be held at MSCParliamentary Procedure

Meetings of the MSCSA are run by the Robert's Rules of Order, newly revised 10th edition. Robert's Rules of Order is one form of Parliamentary Procedure in which is meant to help a meeting run effectively. Parliamentary Procedure only works when participating members are familiar with the rules. The Governing Council Representative serves as Chair of their regional meetings. If you are not an expert do not be discouraged! You will find a description of the basics here.

Purpose of Parliamentary Procedure:

- To enable the assembly to transact business with speed and efficiency
- To protect the rights of each individual
- To protect the right of the majority to decide
- To protect the right of the minority to be heard
- To preserve the spirit of harmony within the group

Chair Expectations:

- To keep order
- To follow the agenda
- To make decisions when needed
 - o If you disagree with the decisions that the chair makes you may move to appeal the decision of the chair
- To recognize speakers and allow all members an equal chance to be heard. Some rules that the chair may choose to follow while accomplishing this are:
 - o The rule of first speaking rights: The chair may choose to give first speaking rights to the members of a meeting. Usually what this means is that although everyone will be allowed to speak, whether they are a committee member or a gallery member, any committee member will be recognized and placed in queue on the list of speakers before any non-committee member
 - o The rule of two: A parliamentary rule that is sometimes used is the rule that each person may speak to each motion or amendment no more than twice.

Robert's Rules of Order: Order of Business

When you are a participant of the meeting it is your job to pay attention to the chair and the agenda. The meeting should proceed in order down the agenda. You can expect business to follow the same general order each meeting.

Sample Agenda:

- I. **Call to Order**
The meeting Chair does this. The time is noted for the minutes.
- II. **Roll Call**
The meeting secretary calls out the names of the meeting members and marks who are present in the minutes. Whether or not quorum has been met is announced. Quorum is the minimum number of members needed to hold the meeting. This number is usually half of the total members plus one.
- III. **Reading and Approval of the Minutes**
Minutes of previous meeting are approved.
- IV. **Reports**
Officers, GC members, Committee chairs and others report to the meeting members about their activities pertaining to their work for the association since last meeting.
- V. **Unfinished Business**
All business that has been discussed at previous meetings falls into this category. If there is some thing that you would like to see discussed that falls into this category, but is not on the agenda may be discussed under other.
- VI. **New Business**
All business that has not been discussed at previous meetings falls into this category. If there is something that you would like to see discussed that falls into this category, but is not on the agenda may be discussed under other.
- VII. **Announcements**
This is a time when announcements may be made.
This happens at MSCSA meetings, but does not need to occur at all meetings.
- VIII. **Adjournment**
The meeting is closed

Robert's Rules of Order: Motions

A motion is a formal proposal by a member in a meeting that the group takes a specific action on. A main motion is a motion that brings business before the group.

How a Motion Progresses:

****No business should be discussed without a motion****

- A member addresses the chair (Usually by raising their hand)
- They are recognized by the chair
- The member proposes the motion saying, "I move that..." and then clearly describes the proposal

****The group votes on the exact language not the idea****

- A member seconds the motion by saying, "Second" They do not need to be recognized by the chair
- The chair states the motion to the assembly

****Before this step happens it is possible for the maker and seconder to change the motion. After it is restated the motion belongs to the assembly and must be amended to change it****

- The assembly debates/discusses the motion

****Discussion will be allowed until there is no further discussion or a motion to call the question has passed****

- The chair takes a vote on the motion
- The chair announces the result of the motion

Helpful Tips about Motions:

- The person who made the motion has the first right to speak.
- A member may vote against his or her own motion, but they may not speak against it.
- A member may withdraw or modify their motion before the Chair states it.

The Rules of Debate:

- You must be recognized by the chair before you begin speaking.
- You must discuss only the subject that is currently on the floor. If there has been an amendment proposed, you may not discuss the main motion.
- Personal remarks are NEVER in order.

History and Scope

Minnesota State Colleges and Universities is the fifth largest system of public colleges and universities in the country. It consists of 31 institutions with 54 campuses across the state and serves more 410,000 students each year.

The law creating the system was passed by the Minnesota Legislature in 1991 and went into effect July 1, 1995. The law merged the state's community colleges, technical colleges, and state universities into one system. Prior to the law, there were three separate systems overseeing each institution type. The consolidation of these systems was meant to bring efficiency and to make things better for students.

Board of Trustees

The Minnesota State Colleges and Universities is governed by a 15-member Board of Trustees (BOT) appointed by the Governor. Of the 15 trustees, 3 are students. These student members represent each type of institution in the system—a technical college, community college, and a state university. The Board has policy responsibility for system planning, academic programs, fiscal management, personnel, admissions requirements, tuition and fees, and rules and regulations. The Board also hires and oversees the Chancellor.

Chancellor

Steven J. Rosenstone is the chief executive officer of Minnesota State Colleges and Universities. He is responsible for providing academic leadership to the system's 31 colleges and universities, ensuring effective and efficient management and operation of the system, carrying out board policies, recommending operating and capital budgets to the board, and planning for the current and long-term educational needs of Minnesota. Chancellor Rosenstone's installation was on October 19, 2011 at the Minnesota State Capitol.

System Policy and Procedure

The Minnesota State system has a set of policies and procedures that guide the activities of its campuses. The Chancellor and his staff, through a consultative process that includes students, faculty, and staff from system campuses, create system policies.

MSCSA appoints students to all statewide committees, councils, and work groups that work within the system. Each committee or council makes recommendations to the Vice-Chancellor who then creates policy recommendations to be approved by the Chancellor and the Board.

Of most importance is system policy 2.3, Student Involvement in Decision Making. This dictates the role students have both on the campus and system levels when it comes to consultation and input into policy and decision-making.

For more information on this policy, please see <http://mnscu.edu/board/policy/203.html>

Budget Consultation

As a part of system policy 2.3, college administrators are required to consult students on issues that a significant impact on them and all system and campus committees that involve students are required to have student representation.

Specifically, the policy states:

"To promote appropriate levels of student involvement in system, college, and university decision-making and to assure that student perspectives are considered, students shall have the opportunity for representation on system, college, and university committees involving or affecting student interests and shall have the opportunity to review or be consulted on issues that have significant impact on students."

There are exceptions to the committee representation requirements allowed in policy. Those exceptions are:

- Committees established for the evaluation of personnel.
- Committees established under collective bargaining agreements.
- Management teams, presidential cabinets, and committees of the Board of Trustees.

Each year, the student association (student government) on each campus should be consulted on the campus/college budget. System procedure requires that the chief administrative officer on a campus meet with the student government at least twice a semester to discuss issues of mutual concern. This should include the campus budget, changes in funding, or proposed changes that might impact students, and the process should allow adequate time for students to ask questions about the information provided.

For more information on the specific definition of consultation, please see <http://mnscu.edu/board/procedure/203p1.html>

Conduct Rules

MSCSA has a Code of Conduct that every student is expected to read when they arrive at each conference. By signing in to the conference, they are acknowledging that they have read the code of conduct and agree to it entirety. It is designed to maintain the safest, most legal, and most comfortable environment for students. Please see the MSCSA Working Documents on page 22 for more information on the Code of Conduct.

Minnesota State College Student Association - Code of Conduct

Section A: Purpose

The purpose of the MSCSA Conference is to promote education and student leadership within MnSCU, the Minnesota State Legislature, Congress, and other higher education affiliates. In order to better provide an exceptional learning atmosphere, the MSCSA Code of Conduct (herein after referred to as the Code) was established. This Code applies to students, advisors and alumni.

Section B: Code of Conduct

All students, advisors and alumni agree to abide by the Code when representing the MSCSA. Students, advisors and alumni will represent themselves, their college, and the MSCSA in a professional manner. Students, advisors, and alumni will act in a responsible manner and take part in all assigned meetings and workshops.

Students, advisors and alumni acknowledge that any violation* of the following may result in removal from a MSCSA event:

1. Any Consumption of alcohol by a minor;
2. Any excessive use of alcohol or any other mood altering chemicals;
3. Use of any illegal chemical substances;
4. The destruction, or removal, of any public and/or private property;
5. Furthermore, students and advisors agree to pay for all damages/losses incurred by their actions;
6. Any excessive noise, and/or profanity which cause a disturbance to others; and
7. Any other act, behavior, or illegal activity which bring disgrace to the MSCSA.

*The determination of circumstances which are in violation of the Code will be made in accordance with the MSCSA Complaint Procedures and/or by action of the MSCSA Conduct Committee.

** Last reviewed and modified at the 2014 Spring General Assembly, Effective: July 1, 2014.

Conference Information

Registering for Conferences

When a student attends a conference, they are provided meals and a hotel room. Registering for a conference gives MSCSA the proper information to provide these amenities.

How to Register:

- Go to the MSCSA website (www.mscca.org)
- Under the tab News and Events
- Click on Upcoming Events
- Select the event you would like to register for
- Click on the Register Here button
- Fill out the form completely (Please provide any dietary or rooming requests at this time.)
- Hit Submit. You should then receive a confirmation email at this time to the email address you provided on the form.

Who does MSCSA pay to attend MSCSA conferences?

For Student Leadership Conferences, MSCSA pays for one presidential delegate from each campus and Governing Council and Platform Committee reps or alternates to attend **at the quad rate**. If these individuals elect to room at a different rate, their campus is charged the difference.

For General Assemblies, MSCSA pays for Platform Committee and Governing Council reps or alternates, Steering Committee members and the appropriate number of campus delegates to attend **at the quad rate**. If these individuals elect to room at a different rate, their campus is charged the difference.

MSCSA only pays for these individuals based on full participation in the conference or General Assembly, which is determined by signing the sign-in sheets for each session. MSCSA doesn't pay for advisors to attend conferences.

More frequently asked questions about MSCSA conferences can be found on our website on the upcoming events page: www.mscca.org/news-events/upcoming-events

Sign-in Sheets

MSCSA reimburses a certain amount of students per conference. In order to properly reimburse students, attendance is tracked via sign-in sheets at different points of the conference. At the beginning of the conference, each student is expected to sign in, showing that they have arrived at the event. During the conference period, there are a number of breakout sessions where students will also need to sign in.

Conference Information

Rates, Dates, and Deadlines (2017-2018)

Incoming Leader Training

Eagle Bluff Environmental Learning Center, Lanesboro

August 17 – 19

Registration Deadline: August 5

*This event is for 2016-17 MSCSA Cabinet, Governing Council and Platform Committee representatives and alternates, and one student senate president or representative from each campus. **Advisor Rate: \$150***

September Student Leadership Conference

Rochester Comm. & Technical College

Single

Double

Triple

Quad

Meals Only

September 9 – 11

\$325

\$215

\$180

\$160

\$100

Registration Deadline: August 26

Minnesota Student Leadership Summit

Hilton MSP Airport/Mall of America

Single

Double

Triple

Quad

Meals Only

October 20 – 23

\$660

\$500

\$445

\$415

\$330

Registration Deadline: September 30

Northern Regional Meeting

Central Lakes College – Staples

Meals Only

November 12

\$15

Registration Deadline: November 4

Southern Regional Meeting

South Central College – North Mankato

Meals Only

November 19

\$15

Registration Deadline: November 11

Metro Regional Meeting

Anoka-Ramsey Community College –

Coon Rapids

Meals Only

December 3

\$15

Registration Deadline: November 25

January Student Leadership Conference

Inver Hills Community College

Single

Double

Triple

Quad

Meals Only

January 5 – 7

\$425

\$290

\$245

\$220

\$150

Leadership Scholarship Gala

Radisson Blu Mall of America: January 6

Registration Deadline: December 16

February Student Leadership Conference/Advocacy Day at the State Capitol

Best Western Plus Capitol Ridge

Single

Double

Triple

Quad

Meals Only

February 20 – 21

\$170

\$105

\$85

\$75

\$40

Registration Deadline: January 31

D.C. Summit

Holiday Inn Capitol Smithsonian

Single

Double

Triple

Quad

March 18 – 21

\$1,035

\$605

\$460

\$390

Registration Deadline: February 13

Spring General Assembly

Breezy Point Resort

Single

Double

Triple

Quad

Meals Only

April 21 – 23

\$375

\$265

\$225

\$205

\$160

Registration Deadline: April 4

Conference Information

Fall Semester Schedule: Who, What, Where

Heart of the Leader Training

Location: MSCSA Office Building

June 3-4, 2017

- Two full training days facilitated by Ryan Penneau with Take Back College
- Participants: Governing Council Representatives & Alternates, Platform Committee Representatives & Alternates, and Cabinet members

Great MSCSA Get Together

Location: MSCSA Office Building

June 24, 2017

- Open House event to show off the newly renovated office space
- Participants: All are welcome! Students, advisors, friends & family, community members

Saints Game and Service Project

Location: Saints Stadium and Service Project Location TBD

July Date TBD

- Participants: All Students

Incoming Leader Training

Location: Eagle Bluff Environmental Learning Center

August 10-12, 2017

- Three training days facilitated by MSCSA Staff and Cabinet
- Participants: Governing Council Representatives & Alternates, Platform Committee Representatives & Alternates, Student Senate Presidents, and Cabinet

September Student Leadership Conference

Location: St. Cloud Technical and Community College

September 15-17, 2017

- Governing Council meeting, Platform Committee meeting, and regional meeting
- Participants: All Students

Minnesota Student Leadership Summit

Location: Hilton Minneapolis St. Paul Airport Mall of America

October 19-22, 2017

- General Assembly (Approval of MSCSA Platform Document Proposed Amendments) and regional meeting
- Leadership development workshop sessions

Legislative Information

MSCSA's greatest asset in our legislative advocacy efforts lies in our students. It's important that all students, but especially leaders like yourselves, be familiar with your government.

Below are a few resources that will help you on this front during your time with MSCSA!

Finding your Legislators

Minnesota makes it simple to find out who your elected officials are on the state and federal level. The link below allows you (or any other student) to enter their home address and determine who represents you at the Capitol:

<http://www.gis.leg.mn/iMaps/districts/>

After entering your address, you will be provided with the names, photos, and a link to each elected official's website. You can use this to learn more about them and find contact information.

Scheduling a Meeting

One of the most crucial events each year in the MSCSA calendar is our Advocacy Day. Students from across the state head to the Capitol in St. Paul to meet with legislators and discuss important higher education issues.

Setting up a meeting with a legislator is easy! Below are a few tips:

- It's best to call the legislator's office number. Each office will have a legislative assistant who will answer and will be able to help schedule a meeting.
- If possible, call at least 2 weeks in advance of your visit.
- Be polite and respectful in your request. Know the date and times when you will need a meeting.
- Try to have as many times available as you can. These people want to meet with you, but they have busy schedules.
- Be sure to leave your contact information with the staff member.
- If you leave a message about your meeting, give the staff member a couple of days to get back to you.

Key Elected Officials and Legislative Leaders

Governor Mark Dayton

- First elected in 2010
- <https://mn.gov/governor>

House Speaker Kurt Daudt

- The Speaker is the highest ranking member in the Minnesota House.
- <http://www.house.leg.state.mn.us/members/members.asp?id=15345>

Senate Majority Leader Paul Gazelka

- The Majority Leader is the highest ranking member in the Minnesota Senate.
- https://www.senate.mn/members/member_bio.php?mem_id=1169

Legislative Terms

- **Minnesota House:** One of two legislative bodies in the state charged with passing new laws, including setting the state budget. Often referred to as the "People's House" as it's closest to the people (i.e. represents the fewest number of people). Has 134 members each representing roughly 40,000 people. Two-year office term.
- **Minnesota Senate:** One of two legislative bodies in the state charged with passing new laws, including setting the state budget. The Senate has the additional duty of confirming gubernatorial appointments to agency commissioners and other state boards and committees. Has 67 members each represent just under 80,000 people. In most cases, a Senate position comes with a four-year term of office.
- **Governor:** Is the chief executive in our state government. Is required to sign all new laws or budgets in order for them to take effect. Appoints commissioners to state agencies and is the commander of the Minnesota National Guard.
- **Legislator:** Refers to a duly elected member of the House or Senate
- **Bill:** A written document that proposes new law, changes existing statute, or repeals current law.
- **Bill Author:** Refers to the legislator who brings forward or proposes a bill.
- **Committee Hearing:** Is action by a legislative committee on a given bill. Usually includes a presentation/explanation of the bill's components, questions from members, and a vote.
- **Floor Vote:** Refers to a vote, by the full House or Senate on a bill that has been heard and approved by all the appropriate committees.
- **Conference Committee:** A meeting of members from the House and Senate to work out differences in legislation that has passed both bodies.
- **Veto:** Refers to an action by the Governor that prevents a bill passed by the legislature from becoming law.
- **Signature by the Governor:** Refers to an act by the Governor giving approval to a bill passed by the legislature giving that bill the power of law.

Scholarship

The Minnesota State College Student Association offers six different scholarships, three are leadership based, two are for technical college students, and one is for a student attending one of the five colleges within the Northeast Higher Education District. Each have their own qualifications and criteria.

The MSCSA Leadership Scholarship is our most highly sought after scholarship. If you apply for this, you automatically are eligible for the McCormick Leadership Scholarship which will only be awarded in November for the following spring semester. The third leadership based scholarship is the Dr. Steve and Darla Frantz Leadership endowment. Preference will be given to students who are serving or have served in good standing in any branch of the United States Military or other U.S. national service and have exhausted federal and state service related education benefits excluding the Minnesota GI Bill. This scholarship will only be awarded in May for the following fall semester.

Each scholarship has specific criteria a student must meet and application documents to be completed and submitted. Please read the directions very carefully for each scholarship. If the application is received and only one of the recommendation letters is received (if two are required), you will not be contacted and your application will be disqualified.

If you have any questions, please feel free to contact our office.

Scholarship Applications Due November 1: Awarded for the following spring semester.

- MSCSA Leadership Scholarship
- McCormick Leadership Scholarship
- Morrie Anderson Endowed Scholarship
- John Kenneth Niemi Memorial Tool Fund
- Irja Sundgren Pratt Memorial Scholarship

Scholarship Applications Due April 1: Awarded for the following fall semester.

- MSCSA Leadership Scholarship
- Dr. Steve and Darla Frantz Leadership Endowed Scholarship
- John Kenneth Niemi Memorial Tool Fund

More information can be found at: www.mscca.org/about-mscca/scholarship

Internships

MSCSA offers both paid and unpaid internships to students that want to get more involved in a certain issue or campaign.

An internship can be for a full-year term, July 1 to June 30, or for a single semester, fall or spring. To be eligible to be an intern, you must be a student enrolled in at least 6 credits at a Minnesota State college.

A student can apply for a position at www.mscca.org/about-mscca/job-internships



Star Campus

Celebrating Campus Achievement

The 2017-2018 Star Campus Program



1515 S. Robert St.
West St. Paul, MN 55118

prc@mscsa.org
www.mscsa.org

Overview of the Star Campus Program

The original Star Campus program was an initiative first created by the cabinet of 2009-2010 with the intent to reward the most active campuses of the Minnesota State College Student Association (MSCSA). The idea was that student senates who've already fulfilled their commitment to the organization and realized their fullest potentials would become "Star Campuses" and serve as an example to campus governments striving to better serve their constituencies. Winning campuses would receive prizes that would give them resources to become even more effective as student advocates.

This informational guide to the 2016-2017 Star Campus program contains details on the submission process, information about program status updates, the criteria, award details, and the complete Star Campus winner history.


Submission Process

The Star Campus program has an online submission form. After the form has been filled out and submitted, the person who submitted the form will receive a confirmation email. The confirmation email will include a recap of the information that was provided for your records. You can also include an alternate email address (preferably your campus president) so that they know you made a submission of the completed criteria. The only way your campus will be awarded a star for any category is by submitting the online form.

Status Updates

Every month, status updates will be released to keep campuses informed on their current standings for Star Campus criteria. Star Campus standings will also be included in the conference packets. At every conference, Public Relations Coordinator will make a short presentation about Star Campus with current campus standings. The program will also be introduced at every New Student Orientation held at conferences. Star Campus winners will be announced at the 2018 Spring General Assembly at Breezy Point Resort.

Criteria

Criteria (10 for Star Campus Status)		Deadlines
	Campus' votes met at the Fall General Assembly without proxies.	To Be Determined
	Donation made to the January Scholarship Gala silent auction.	
	Campus attends MSCSA Advocacy Day <u>OR</u> campus attends a meeting with a state legislator scheduled and coordinated through the MSCSA office.	
	Campus attends Washington D.C. Summit <u>OR</u> campus attends a regional congressional meeting scheduled and coordinated through the MSCSA office.	
	Submit your Student Senate bylaws to the MSCSA office.	
	At least one campus representative is present at September Student Leadership Conference, Minnesota Student Leadership Summit, Regional Meeting, and January Student Leadership Conference.	
	Attend the student senate meeting of another campus <u>OR</u> partner with another student senate in an event/activity outside of MSCSA conferences. Must submit picture of group and 100-word description of meeting/event.	
	Campus submits at least one 300-word nomination in at least five of the nine categories for our MSCSA Annual Awards. Award categories include: Student Leader of the Year, Governing Council Member of the Year, Platform Committee Member of the Year, Minnesota State Committee Member of the Year, Student Senate of the Year, Advisor of the Year, Instructor of the Year, College President of the Year, and Alumni of the Year.	
	Set up an information table to promote the MSCSA Leadership Scholarships. Collect contact information from at least 16 non-MSCSA students via MSCSA contact information form. Must submit copy of completed form.	
	Submit a student story pertaining to an experience related to higher education to be used at the legislature via http://www.tfaforms.com/258846 .	
	*Cyclical Criteria: To Be Determined.	
	*Cabinet Choice: To Be Determined.	

*Cyclical and Cabinet Choice criteria will change every year.

Awards

The following prizes will be awarded to campus senates, depending on the number of years the senate has won. After the fifth year, the cycle will restart for the prizes that can be won.

- **First Year Winner: Office Signage**



- **Second Year Winner: Outdoor Tabling Tent**



- **Third Year Winner: Table Throw with MSCSA Logo**



- **Fourth Year Winner: Banner Stand with Student Senate Logo**



- **Fifth Year Winner: Five-Point Star Trophy**



Star Campus Winner History Has your campus won?

Campus	First Year	Second Year	Third Year	Fourth Year	Fifth Year	Sixth Year	Seventh Year
Alexandria Technical College							
Anoka Technical College	*	*	*	*	*		
Anoka- Ramsey Community College: Cambridge	*	*	*				
Anoka- Ramsey Community College: Coon Rapids	*	*	*	*	*	*	
Central Lakes College: Brainerd	*	*					
Central Lakes College: Staples	*						
Century College	*	*					
Dakota County Technical College	*	*	*	*	*	*	
Fond Du Lac Tribal and Community College							
Hennepin Technical College: Brooklyn Park	*	*	*	*			
Hennepin Technical College: Eden Prairie	*						
Hibbing Community College							
Inver Hills Community College	*	*	*	*			
Itasca Community College	*	*					
Lake Superior College	*	*	*	*	*	*	
Mesabi Range College: Eveleth	*						
Mesabi Range College: Virginia	*	*					
Minneapolis Community and Technical College	*						
Minnesota Community and Technical College: Wadena							
Minnesota State College Southeast: Red Wing							
Minnesota State College Southeast: Winona							
Minnesota State Community and Technical College: Detroit Lakes							
Minnesota State Community and Technical College: Fergus Falls							
Minnesota State Community and Technical College: Moorhead							
Minnesota West Community and Technical College: Canby							
Minnesota West Community and							

Technical College: Granite Falls							
Minnesota West Community and Technical College: Jackson							
Minnesota West Community and Technical College: Luverne							
Minnesota West Community and Technical College: Pipestone							
Minnesota West Community and Technical College: Worthington							
Normandale Community College	*	*	*	*	*		
North Hennepin Community College	*						
Northland Community and Technical College: East Grand Forks	*						
Northland Community and Technical College: Thief River Falls							
Northwest Technical College							
Pine Technical College							
Rainy River Community College							
Ridgewater College: Hutchinson	*						
Ridgewater College: Willmar							
Riverland Community and Technical College: Albert Lea							
Riverland Community and Technical College: Austin							
Riverland Community and Technical College: Owatonna							
Rochester Community and Technical College	*						
Saint Paul College	*	*	*	*			
South Central Technical College: Faribault	*	*	*				
South Central Technical College: North Mankato	*	*	*	*			
St. Cloud Technical College							
Vermilion Community College							

Questions?

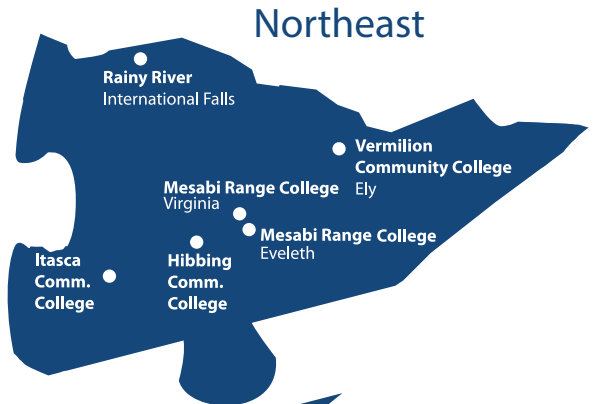
If you have any questions, please contact the MSCSA Public Relations Coordinator.

Putting together the pieces of the MSCSA campuses & regions



100,000 students	
	One powerful voice

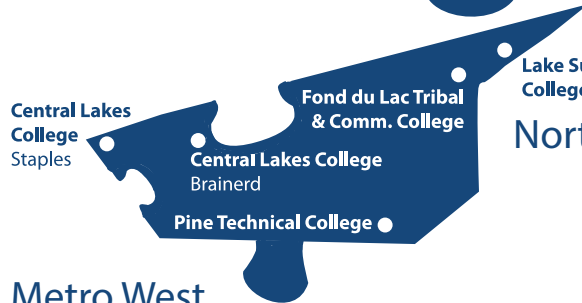
Minnesota State College
Student Association



Northeast



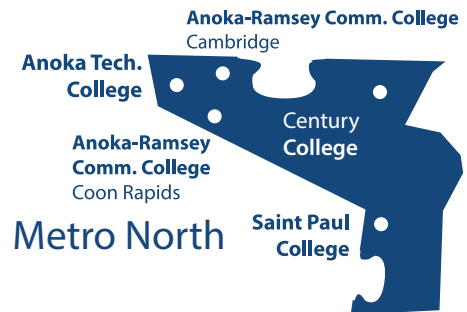
Northwest



North Central



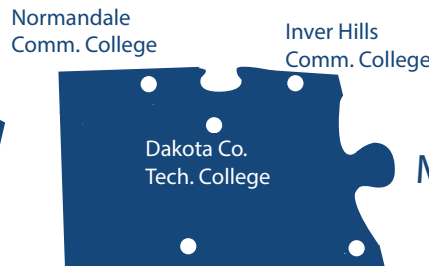
Metro West



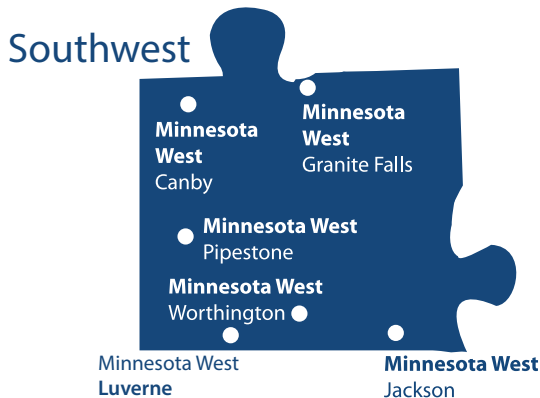
Metro North



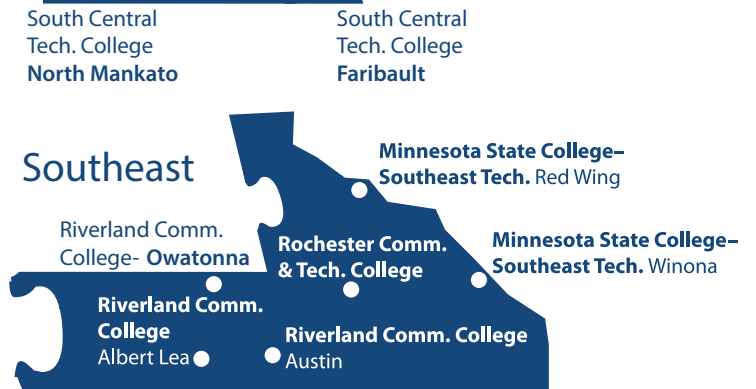
West Central



Metro South



Southwest



Southeast