ACHIEVING SUCCESS
LEADERSHIP SKILLS
EMPOWERING LEADERS
DRIVING CHANGE

SURVIVAL GUIDE
GOVERNING COUNCIL | PLATFORM COMMITTEE
2019-2020
Welcome to the first official gathering of your 2019-2020 LeadMN leadership journey!

Welcome to LeadMN! For those of you who are former LeadMN students, welcome back! LeadMN is one of the only student organizations in the nation with the power and voice to make the changes needed for college students in our state and federal government. Our previous leaders have worked and fought hard to keep our voices heard, and we have to continue their momentum.

This is your year and opportunity to make it what you want it to be. The energy, ideas, and skills that you bring will make this year a success. As your president, I will make sure that it goes great and as smoothly as possible. Oballa Oballa has your back.

Some of you might feel overwhelmed by the commitment of a full year because it sounds long, but know that it will go fast. We will be working on so many amazing things such as Food Insecurity, Mental Health, Transfer Pathways, and Affordability. These campaigns and projects will keep us busy, so remember to be present in each situation and we will get it done!

It is up to us this year to accomplish what we want. Starting from your campus as the Student Senate, Senate President, Governing Council, or Platform Committee of your region - whatever you bring in is what you will take at the end of the year. This is something I learned from the Heart of the Leader, which is their main motto: ENERGY IS EVERYTHING. Your energy is everything; how you work as a team and support others will show how your year will go.

Remember, we are here to tackle some serious issues, but that doesn’t mean we can’t have fun along the way! You may run into problems and need help, so remember to ask when you don’t have the answer. Feel free to ask me, the rest of the cabinet, or staff. We are all here to help and guide you.

I can’t wait to see what this year has in store for us. Thank you for your hard work!

Oballa Oballa
2019-2020 President
LeadMN
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# Need to Know

## Key Contacts

**LeadMN**  
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  

## Cabinet & Staff Contact Information

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### Need to Know

**Who Do I Call?**

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

LeadMN - College students connecting for change. We represent the 180,000 two-year college students in Minnesota to help them transform their lives and their communities. Our students LeadMN by developing leadership skills to realize their potential, see beyond what they thought was possible for personal success, and to drive community-wide change.

Our Driving Mission
The American Dream has long been a symbol of achieving success. For far too many Minnesotans, the path to this dream is impeded due to systematic barriers. At LeadMN we break down those barriers by empowering two-year college students to become strong leaders, engaged community members, and successful professionals. We are rebuilding a pathway for students to achieve their American Dream.

When all of our students join together, our combined voice has a huge impact! For the last six years, tuition at community and technical colleges has, in essence, remained frozen. This was not done by one person, or group of people, this was only accomplished because all students joined together. Their combined voice was much more powerful than any single voice can ever be.

Our success over the years is thanks to the hard work of our student leaders. LeadMN has roots from almost 50 years ago. In those days there was opposition from those in power to the creation of such an organization because of how it might influence higher education in the state. The first organization represented students at vocational and technical programs. Those students came together to learn from each other. Later, community college students created a similar student association. In 1995, after the technical and community colleges were put in one system, those two organizations began a conversation to merge. The discussions lasted three years, and in 1998, the Minnesota State College Student Association was born. For the next 20 years, we grew as an organization in reach and influence throughout the state. We now represent the 180,000 students attending the 48 community and technical college campuses in every region of Minnesota. In 2017, we completed a rebrand, turning MSCSA into LeadMN.

We have achieved some amazing victories:

• We created a shared governance model in Minnesota State policies that has given students a seat at the table in the discussions 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.
• LeadMN has been a key player in fighting for increases to the Minnesota State system budget as well as limiting tuition increases paid by every student. Each and every year, LeadMN students go to the capitol to tell lawmakers that public higher education should be a priority for the state of Minnesota.
• In 2007, LeadMN 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.

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

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.

LeadMN 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.
Describing LeadMN

LeadMN brings together students from all across Minnesota to develop as leaders and drive change that will give every student the opportunity to achieve their American Dream.

Leadership Skills
- Develop the interpersonal skills needed to be a successful leader.
- Work with fellow student leaders to learn and grow from each other while developing networks of friendships and professionals across the state.
- Receive mentorship and coaching to help you reach your fullest potential.

Empowering Leaders
- After learning to lead yourself by building leadership skills, feel empowered and confident to lead others by learning the skills and tools needed to engage, recruit and train other students.
- Opportunity for real-world leadership experience through serving on a LeadMN board or committee.
- Training in a variety of areas needed to be a diverse and well-rounded leader.

Achieving Success
- LeadMN has given out about $233,480 in scholarships since 2003.*
- Interactive trainings and guest lecturers from key community speakers available in-person and electronically.
- Online trainings and tools to help you reach your academic and professional goals.

Driving Change
- Pledged 15,000 students to vote in 2018 elections and saw Minnesota lead the country in youth voter turnout.
- Scheduled 127 meetings for students to meet with state legislators.
- Sent 4,926 letters to legislators.
- Passed the Hunger Free Campus Act to encourage colleges to address and raise awareness about college student hunger.

DreamsMN
- LeadMN is rebuilding a pathway for students to achieve their American Dream.
- We believe college students connecting for change can make a difference, can make an impact and can influence higher education.
- Our leadership trainings, advocating for a plan to address the opportunity gap in Minnesota State, and fighting for affordable tuition is only the beginning of how we are helping students reach their fullest potential.

*AMOUNT AS OF SPRING SEMESTER 2019.
**Working Documents**

You will be provided with the LeadMN 2019-2020 Working Documents Manual at Incoming Leader Training. **Please review the document thoroughly.**

You will want to pay special attention to the financial policies section as it relates to reimbursement requests. **You will find this on page 19 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 LeadMN Executive Director or Treasurer prior to the travel or purchase.

**Before You Travel:**
- Send an email to the LeadMN 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 your 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 LeadMN Treasurer or fax completed forms to 651-215-1862. The form can be found on the LeadMN website, www.leadmn.org/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 - $8 or less - You may only claim this if you have to leave your house before 6am
- Lunch - $10 or less and between the hours of 11am and 3pm
- Dinner - $17 or less - You may only claim this if you are not arriving home before 7pm
- **NO ALCOHOLIC BEVERAGES MAY BE REIMBURSED BY LEADMN**

Contact the LeadMN Treasurer or LeadMN Executive Director with any questions.
Code of Conduct

As a member of LeadMN, you represent the 180,000 community and technical college student members of our association. Our colleges and LeadMN exist as a result of state support from Minnesotans. This makes it essential that you always bring honor to the students that you represent and respect those students that you are working with to ensure that we create a safe, positive learning environment for all those that participate in our activities.

LeadMN has adopted a code of conduct for everyone (students, alumni, and advisors) involved in our activities. At LeadMN events, we prohibit:

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. Any excessive noise, and/or profanity which causes a disturbance to others; and
6. Any other act, behavior, or illegal activity that negatively impacts the image or goals of LeadMN.

Furthermore, students and advisors agree to pay for all damages/losses incurred by their actions.

Students that observe any of these behaviors can file a complaint with the LeadMN Executive Director describing the student involved and any relevant information about the violation to the code of conduct. Read the full Complaint Procedures in the LeadMN Working Documents for more information.

Prohibit Discrimination

At LeadMN, we want to create a welcoming environment for every student that attends a conference or participants in our events. That is why we explicitly prohibit any acts, behavior, language, or symbols that represent discrimination towards an individual based on race, color, religion, national or ethnic origin, disability, gender, sexual orientation, socioeconomic status, or other aspect of identity. Students that experience any discrimination should file a complaint with the LeadMN Executive Director.

Alcohol Policy

The consumption of any alcohol by minors, and providing alcohol to minors is prohibited at all LeadMN conferences and events. Excessive consumption of alcohol or any other mood altering chemicals is also prohibited. Any student who is in violation of this policy will be subject to both their campus, and LeadMN code of conduct policies.
Sexual Violence and Harassment Policy

LeadMN is committed to the safety, dignity, and respect of all of its members, employees, and guests. LeadMN prohibits all forms of sexual assault, harassment, stalking and relationship violence. Additionally, LeadMN seeks to provide comprehensive support and reporting mechanisms for all members of the community.

Any individual who believes that they have been subjected to sexual assault, harassment, stalking, and/or relationship violence can and is encouraged to report the incident(s) to the police department; victim survivor assistance; and/or internal mechanisms for discipline and dispute resolution, prevention training or other related services. LeadMN will provide reasonable assistance and cooperate in any such investigation to the extent legally possible.

Additionally, any person may make a complaint to the Executive Director alleging a violation of any applicable LeadMN Sexual Harassment, Violence Policy, or Conduct Code provision that would be implicated within an incident by a member, employee, or agent of LeadMN. The Complaint needs to set forth the alleged violator’s name, a statement of alleged facts that occurred, and a statement of the policy that has allegedly been violated, or as much information as is possibly known by the person making the complaint.

The identity of the alleged violator and/or victim may be concealed in certain cases to protect the parties if the Judicial Officer determines that it would further the investigatory or deliberative process. For more information please see the LeadMN governing documents.

LeadMN Statement on Equity

Equity and inclusion is a keystone of LeadMN’s work to improve the educational experience of Minnesota’s community and technical college students. At LeadMN we draw strength from and honor diversity and understand the value in having a variety of perspectives, histories, and experiences in the pursuit of knowledge as well as in personal development. LeadMN is committed to supporting all persons regardless of race, color, religion, national or ethnic origin, disability, gender, sexual orientation, or socioeconomic status, and other aspects of identity.

At LeadMN it is our moral obligation to advance equity in higher education and address the achievement and opportunity gaps in Minnesota. Two-year public institutions serve as pathways to higher education for historically marginalized and underserved students in Minnesota. This includes but is not limited to students of color, first generation students, undocumented students, LGBTQ+ students, students of low socioeconomic status, students with disabilities, veterans, and formerly/currently incarcerated students. For too many of these students, systemic barriers continue to prevent them from achieving success. As degree obtainment has been directly linked to income equality, social mobility, and better health outcomes, it is critical that every student have access to quality education. LeadMN is committed to dismantling systemic barriers and advocating for equitable and inclusive policies and practices in higher education to ensure that all students have what they need to be successful.
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 LeadMN leadership programs that will create broader pathways for student leaders.

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

- **Objective 1:** Implement the LeadMN 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 LeadMN members and stakeholders.
- **Objective 2:** Increase member awareness of and participation in LeadMN.
- **Objective 3:** Provide direct services to students that could improve their educational experience at Minnesota’s community and technical colleges.

**Goal 5:** Ensure that LeadMN has an effective governance model that encourages a collaborative relationship between the LeadMN Board and Executive Director to work toward shared goals.
Robert’s Rules of Order: Parliamentary Procedure

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

LeadMN meetings are run by the Robert’s Rules of Order, newly revised 10th edition. Robert’s Rules of Order is one form of Parliamentary Procedure and 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 make decisions when needed
  * If you disagree with the decisions that the char 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:
  * 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.
  * 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 something that you would like to see discussed that falls into this category but is not on the agenda, it 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, it may be discussed under other.

VII. **Announcements**  
This is a time when announcements may be made. This happens at LeadMN meetings but does not need to occur at all meetings.

VIII. **Adjournment**  
The meeting is closed.
A motion is a formal proposal by a member in a meeting group that 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 has 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.
Structure and Roles

**Executive Director**
Manages the day-to-day operations of the organization.
- Leads the full-time staff and interns.
- Manages the day-to-day budget.

**Cabinet**
The official voice of the organization.
- Led by the President, is comprised of also the Vice President, Public Relations Coordinator and Treasurer.
- Ensure student input in all decisions.

**Governing Council**
Comprised of 11 members that are the Governing Board of the organization.
- Have a fiduciary responsibility to approve expenses over $5,000 and oversee the budget.
- Reviews the Executive Director and Cabinet.

**Platform Committee**
Comprised of 10 members that recommend platform changes and set the federal and state legislative agenda.
- Communicate to students in their region about ways that they can support legislative advocacy work.

**General Assembly**
Compromised of delegates from all 48 community and technical college campuses.
- Approves the Platform Document which outlines the policy positions of the organization.
- Approves the LeadMN operating budget.
- Elects the LeadMN student leadership (cabinet, governing council and platform committee members).

**Campus Student Governments**
All 48 community and technical college campuses elect a student senate to represent them with campus administration.
What You Do

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 in your region and all Governing Council Representatives
• Serve as a voting member of the LeadMN Governing Council
• Ensure that the directives of the General Assembly are being implemented by the staff and cabinet
• Hire the Executive Director
• Elect Cabinet members when vacancies occur
• Address the recommendations made by the steering committee and recommend changes to the LeadMN 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 LeadMN initiatives
• Ratify committee and system-wide appointments
• Conduct regional meetings
• Attend all regional meetings and LeadMN conferences
• Assume other duties as assigned by their regions, the LeadMN 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 LeadMN’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 LeadMN 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 LeadMN conferences
• Serve as ambassadors at new student orientation at conferences
• Volunteer with LeadMN

Campus Presidents: The Campus Decision Makers
• Official representative on your campus
• Act as a mentor on campus
• Discuss areas of common interest and concern
• Recruit new student senate members
Regional Meetings

You are responsible for hosting monthly regional meetings. Four (4) regional meetings will be held at LeadMN conferences and two (2) will be held outside of LeadMN conferences each semester.

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.

• 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 LeadMN events and campaigns and ensure that the people of your region are knowledgeable as well.

• Governing Council Representative Only – Report on organizational updates about LeadMN.

• Platform Committee Representative Only – Report on advocacy work and research & LeadMN advocacy / policy developments.

• Stay informed about Minnesota State policy. If you have questions or need explanations contact the Director of Government Relations at mgutsch@leadmn.org.

• Use LeadMN provided resources when working on campaigns to inform your region about what is happening. Your LeadMN Vice President and the regional Platform Committee Representative are great resources. Contact the Vice President at vice@leadmn.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 LeadMN Director of Outreach (saguilar@leadmn.org) 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 representative 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.
Onboarding Checklist: Governing Council

- Submit an Eligibility Form to the LeadMN office, you can find a copy on our website at www.leadmn.org/forms. 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 the LeadMN working documents
- Familiarize yourself with Robert’s Rules of Order
- Report who was elected Student Senate President at the campuses in your region for the 2019-2020 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 LeadMN campaigns and legislative agenda
- Create an understanding of the reimbursement procedure (see page 7)
- 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 LeadMN 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 Campus Student Government meeting
  * Attend a Campus Student Government event
  * Take a Campus Tour
- Before you attend a site visit, you must ask the LeadMN Treasurer for authorization so that you may be reimbursed for your travel

Onboarding Checklist: Alternates

- Read LeadMN working document
- Meet with the Governing Council Representative to outline regional goals for supporting LeadMN campaigns and legislative agenda
- Submit an Eligibility Form to the LeadMN office
- Familiarize yourself with Robert’s Rules or Order
- Review LeadMN & Minnesota State committees list (visit www.leadmn.org/committees)
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 LeadMN
- Submit a monthly report to each Campus Student Government within your region on the action taken by the Governing Council or General Assembly
  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 LeadMN office 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 on the first of the following month at 5:00 PM. For example, the August report is due on September 1 at 5:00 PM. Reports are put on the LeadMN website and the Leadership Report Tracker will be included in each conference packet. Submit reports at www.leadmn.org/leadership-reports.
  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 LeadMN bylaws?
  * What have you done to get students more involved with LeadMN?
  * 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 LeadMN President and Director of Outreach within 15 days of the meeting
- Follow up on action items after regional meetings
Onboarding Checklist: Platform Committee

- Submit an Eligibility Form to the LeadMN office, you can find a copy on our website at www.leadmn.org/forms. 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 LeadMN working document
- Familiarize yourself with the LeadMN Platform document
- Familiarize yourself with Robert’s Rules of Order
- 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 7)
- Meet with the Platform Committee Alternate to outline regional goals for supporting LeadMN campaigns and legislative agenda
- 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 LeadMN 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 Campus Student Government meeting
  * Attend a Campus Student Government event
  * Take a Campus Tour
- Before you attend a site visit, you must ask the LeadMN Treasurer for authorization so that you may be reimbursed for your travel

Onboarding Checklist: Alternates

- Read LeadMN working document
- Meet with the Platform Committee Representative to outline regional goals for supporting LeadMN campaigns and legislative agenda
- Submit an Eligibility Form to the LeadMN office
- Familiarize yourself with Robert’s Rules or Order
- Review LeadMN & Minnesota State committees list (visit www.leadmn.org/committees)
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 LeadMN
- 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 LeadMN office for the LeadMN 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 on the first of the following month at 5:00 PM. For example, the August report is due on September 1 at 5:00 PM. Reports are put on the LeadMN website and the Leadership Report Tracker will be included in each conference packet. Submit reports at www.leadmn.org/leadership-reports. The reports 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 LeadMN bylaws?
  * What have you done to get students more involved with LeadMN?
  * Cyclical question - timely topics (e.g. Star Campus 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 LeadMN Vice President within 15 days of the meeting
Pronouns

At LeadMN we are committed to fostering an inclusive environment for all. To ensure that everyone is referred to by their correct pronoun, we are offering everyone the opportunity to indicate their pronouns. You can do this by selecting a pronoun ribbon at registration and attaching it to your name badge. It is equally important to pay attention to and use other people’s pronouns when you speak to or about them. These efforts promote the act of using the correct pronouns when referring to others and thus work to reduce the discomfort associated with being referred to with the incorrect pronoun.

Self Care

LeadMN provides wellness rooms at each of our conferences for attendees to take care of their spiritual, mental, and physical health. Lactation rooms are also available. The details for these spaces are specific to each conference location and such information will be included in the corresponding conference packet.

Leadership Badges

Our student leadership conferences are a great way to help develop and strengthen your student leadership skills. Each year we recognize student participation in certain leadership trainings throughout the year.

You can collect LeadMN badges to demonstrate your skills in any of our four core areas: leadership, equity, advocacy and professional development. These badges can then be displayed electronically on your LinkedIn account to show prospective employers that you mastered certain skills.

Here are a few of the badges that are offered:

Intercultural Development Inventory

**Purpose:** Students will be able to describe culture and intercultural competency, implicit bias, explain Intercultural Development Continuum and its five stages, and discuss basic intercultural competency skills and how they relate to racial equity.

**Requirements:**
- Take the IDI assessment
- Set up an appointment with May Yang to discuss results and create action plan
- Complete action plan and follow up with May by April 1

Legislative Training Game

**Purpose:** Prepare to meet with your representatives to discuss higher education issues.

**Requirement:**
- Participate in the Legislative Training Game
- Meet with your legislator at Advocacy Day
Badges and Civic Leadership Award

One of the missions of our organization is to develop strong student leaders. LeadMN has a leadership curriculum that is focused on four skill areas that empower our student leaders to collaboratively solve problems, become independent thinkers, and exhibit creative leadership skills. These four skill areas include leadership, equity, advocacy, and professional development.

During each academic year, we offer a number of digital badges that encompass the four skill areas. Digital badges are validated indicators of accomplishment, skill, quality, or interest that can be earned in various learning environments.

At LeadMN, all students that attend our conferences have the opportunity to earn digital badges by participating in workshops and trainings. Students can also earn the Civic Leadership Award by collecting a certain number of badges throughout one academic and conference year.

How Badging Works:

There will be 13 different badges students can earn throughout the year. The badges offered at each conference will be described in the conference packet and Whova app. Please note: not all workshops and trainings have a digital badge associated with them. In the back of the attendee name tags, there will be a badge card for each badge a student can acquire at a conference. Depending on which badge they choose to earn, they must attend a workshop, fill out the card with their name and email, then drop the corresponding card into the collection box. LeadMN will send a digital badge to the email address provided.

How the Civic Leadership Award Works:

Students that earn 9 of the 13 badges by March 16, 2020, will be recognized during the Spring General Assembly and will be awarded the Civic Leadership Award. This award is a medal that may be worn at a commencement ceremony.

Students may also earn their badges for leadership positions. These badges are not included in the 13 badges offered at conferences. In order to earn these badges, students must complete a one-year term for the following positions: Governing Council, Platform Committee, Student Senate President, Fiscal Committee, Steering Committee, Diversity Committee, or Minnesota State Committee Member.

If you have any questions about badges or the Civic Leadership Award, please contact LeadMN’s Director of Programs & Events, Lindsay Barton at lbarton@leadmn.org.
Democracy in Action Series

Democracy is not a spectator’s sport. That is why LeadMN will organize three “action” conferences within our conferences to help engage students, faculty, and staff around three critical topics in higher education. These events will provide an opportunity to learn and develop action plans to bring back to your campus.

**Everyone Counts**
*October 18, 2019*
Help shape the future of your community by participating in the census. We will learn what the census is, why this process is important to our democracy and higher education institutions, and ways that you can engage students in this once in a decade event.

**Hunger Free Campus**
*January 10, 2020*
Food insecurity is a real issue that impact one in two community college students in Minnesota. We are partnering with the national RealCollege campaign to bring in policy experts to help us understand ways that we can address food insecurity on college campuses and develop action plans that are created from the ground up.

**Get Out the Vote 2020**
*April 17, 2020*
In 2018, students in Minnesota turned out in record numbers to have their voice heard. The 2020 election is an opportunity to build upon that momentum as we help even more students vote. This event is an opportunity to assemble your campus team that will help you strategize the ways that you can build a culture of voting on your campus.

**AUDIENCE**
We are inviting the entire higher education community to attend these three events to help develop a civicly engaged community.

**TEAMS**
We encourage campuses to assemble teams of students, staff and faculty members that will participate in each of these events. Having the commitment from each group will help ensure that this is a campus wide effort.

**CAMPUS GRANTS**
Each event will have a “shark tank” component where campuses compete from grants to support their campus action plans.
Registering for Conferences

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

How to Register:
- Go to the LeadMN website (www.leadmn.org)
- Under the Events tab
- 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. At this time, you should then receive a confirmation email to the email address(es) you provided on the form.

Who does LeadMN pay to attend LeadMN conferences?

For Student Leadership Conferences, LeadMN 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, LeadMN 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.

LeadMN 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. LeadMN doesn’t pay for advisors to attend conferences.

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

Checking In

LeadMN reimburses a certain amount of students per conference. In order to properly reimburse students, attendance is tracked by checking in at different points of the conference. At the beginning of the conference, each student is expected to check 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 check in. This will be done using the Whova App.
Using the Whova App

Getting Checked In:
When you arrive and before all sessions, you be check in with staff by name or QR code located in your Whova App or your name badge.

1: Download Whova
Search for “Whova” in Apple Store or Google Play. Download and install the app.

2: Sign In
Enter the email address you used for registration. You will be prompted to create a password and fill in your name.

3: Profile Editing
Other attendees can see this and network with you. To edit, click on your profile picture in the top left corner. Fill out your profile well so you can be matched with other attendees!

4: Access Your Event Main Page
The app will take you to the event main page automatically. If the event does not show up, you can Search for it. Once it is found, click Join at the bottom of the page and input your Event Invitation Code that was sent to you.

5: Make Your Own Agenda
Whova lists all individual sessions on each day of the event, which can be searched for by using keywords such as session title, room, or speaker name. You can personalize your schedule under the “My Agenda” tab by adding sessions and setting up reminders.

Useful Features:

Agenda:
- Session Search
- Personal Schedule in “My Agenda”
- Participation in Sessions - Take notes, ask questions, leave comments, or rate the session

Community Board:
- Ask organizers or attendees questions
- Create conversational topics and interact with others

Attendees:
- Network with other attendees
- In-app messaging and group chats
- Attendee Matchmaking*

Other Features:
- Photo Sharing
- Live Polling
- Maps

Attendee Matchmaking
- Browse “Recommended Attendees” to find connections and matches.
- Meet attendees with common interests, backgrounds, and goals based on your personalized profiles.
- Create or join groups to make connections with like-minded individuals you may otherwise miss!
- Create meet-ups outside of conference events with all of your new connections!
# Conference Information

## Rates, Dates, and Deadlines (2019-2020)

<table>
<thead>
<tr>
<th>Event</th>
<th>Location</th>
<th>Single</th>
<th>Double</th>
<th>Triple</th>
<th>Quad</th>
<th>Meals Only</th>
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<tbody>
<tr>
<td><strong>September Student Leadership Conference</strong></td>
<td>M State – Fergus Falls</td>
<td>$330</td>
<td>$230</td>
<td>$185</td>
<td>$165</td>
<td>$105</td>
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<td>September 20 – 22</td>
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<td>September 4</td>
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<td>Registration Deadline: September 4</td>
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<tr>
<td><strong>Minnesota Student Leadership Summit</strong></td>
<td>Double Tree Bloomington</td>
<td>$690</td>
<td>$515</td>
<td>$455</td>
<td>$425</td>
<td>$335</td>
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<td>October 17 – 20</td>
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<td>Registration Deadline: September 24</td>
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<td><strong>Fall Northern Regional Meeting</strong></td>
<td>Northwest Technical College</td>
<td>Meals Only$15</td>
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<td>November 16</td>
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<td>Registration Deadline: November 12</td>
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<td>South Central College-Faribault</td>
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<td>November 23</td>
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<td>Hennepin Technical College-Brooklyn Park</td>
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<td>December 7</td>
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<td>Registration Deadline: December 3</td>
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<tr>
<td><strong>Leadership Scholarship Gala</strong></td>
<td>Earle Brown Heritage Center</td>
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<td>January 10</td>
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<td><strong>Advocacy Day at the State Capitol</strong></td>
<td>Best Western Plus Capitol Ridge</td>
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<td>February 17 – 18</td>
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<td>Registration Deadline: January 16</td>
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<td><strong>Spring General Assembly</strong></td>
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<td>$380</td>
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<td>Registration Deadline: March 13</td>
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Minnesota State Colleges and Universities is the fifth largest system of public colleges and universities in the country. It consists of 37 institutions with 54 campuses across the state and serves more than 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**

Devinder Malhotra is the chief executive officer of Minnesota State Colleges and Universities. He is responsible for providing academic leadership to the 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 Malhotra was first appointed as Interim Chancellor on August 1, 2017, and was then appointed to the position of Chancellor on March 2, 2018.

**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.

LeadMN appoints students to all statewide committees, councils, and work groups that works 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://www.minnstate.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 have 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://www.minnstate.edu/board/procedure/203p1.html
LeadMN’s greatest asset in our legislative advocacy efforts lies in our students. It’s important that all students, especially leaders like yourselves, be familiar with your government.

**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 LeadMN 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 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 very 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, or follow up with an email.
Key Elected Officials and Legislative Leaders

Governor Tim Walz
- First elected in 2018
- https://mn.gov/governor

House Speaker Melissa Hortman
- The Speaker is the highest ranking member in the Minnesota House.
- First elected in 2004
- Became House Speaker in 2018

Senate Majority Leader Paul Gazelka
- The Majority Leader is the highest ranking member in the Minnesota Senate.
- First elected in 2010
- Became Majority Leader in 2016

Legislative Terms

- **Minnesota House**: One of the 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). It has 134 members, each representing roughly 40,000 Minnesotans with two-year office terms.
- **Minnesota Senate**: The second 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. It has 67 members, each representing just under 80,000 people. In most cases, a Senate position comes with a four-year office term.
- **Governor**: The chief executive in our state government. 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**: An action by a legislative committee on a given bill, usually including a presentation/explanation of the bill's components, questions from members, and a vote.
- **Floor Vote**: A vote by the full House or Senate on a bill that has been heard and approved by all 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**: An action by the Governor that prevents a bill passed by the legislature from becoming law.
- **Signature by the Governor**: The Governor gives approval to a bill passed by the legislature, giving that bill the power of law.
Scholarships

LeadMN offers ten different scholarships: three are leadership based, five are for technical college students, one is for a student attending one of the five colleges within the Northeast Higher Education District, and one for students attending a Minnesota State college or university. Each have their own qualifications and criteria.

The LeadMN Leadership Scholarship is our most highly sought after scholarship. Applicants with a 3.0 GPA are automatically 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 Endowed Scholarship. 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 contact LeadMN Development Assistant, Joyce Petsch.

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

- LeadMN Leadership Scholarship
- McCormick Leadership Scholarship
- Morrie Anderson Endowed Scholarship
- John Kenneth Kiemi Memorial Tool Fund
- Irja Sungren Pratt Memorial Scholarship
- Mark M. Welter 100% American Scholarship
- Warren H. Robens and Henry P. Dembicatz Endowed Scholarship
- John and Kathryn O’Brien Scholarship

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

- LeadMN Leadership Scholarship
- Dr. Steve and Darla Frantz Leadership Endowed Scholarship
- John Kenneth Niemi Memorial Tool Fund
- Morrie Anderson Endowed Scholarship
- Christine Rice Annual Scholarship
- Mark M. Welter 100% American Scholarship

More information can be found at: www.leadmn.org/scholarship

Scholarship Week

Help us promote scholarships on your campus! Every year, LeadMN gives out thousands of dollars to students and we want students at your campus to know about the opportunities Table during the fall and spring semester scholarship weeks and have students sign up to receive more information about scholarship. Use scholarship week to also engage and recruit more students into your student senate.

Fall Scholarship Weeks: September 30 - October 4, 2019, and October 7 - October 11, 2019
Spring Scholarship Week: February 24 - February 28, 2020, and March 2 - March 6, 2020

For more information about scholarship week, contact LeadMN Public Relations Coordinator Liz Bloch at prc@leadmn.org or LeadMN Development Assistant Joyce Petsch at jpetsch@leadmn.org
Campaigns

Every year, LeadMN prioritizes important issues that impact students. Below are some of the major initiatives that students will be working on over the summer to improve the lives of students on campus.

**Hunger Free Campuses - Addressing Food Insecurity on Our Campuses**
This past Session, LeadMN students successfully passed legislation to create a “Hunger Free Campus” designation for Minnesota’s two-year community and technical college students. This title is given to schools that are actively working towards reducing food insecurity. This is a HUGE victory but the work has only just begun! Now it’s on us to ensure our schools are taking steps towards becoming a Hunger Free Campus. This year we’ll learn how to start and grow the movement, continue to connect our students with community resources, and take steps to connect our students with community resources, and take steps to full assess and understand basic needs insecurity amongst college students.

If you would like to get involved, contact LeadMN Manager of Equity & Inclusion May Yang at myang@leadmn.org

**College Opportunity Campaign**
Have you ever struggled to pay for tuition, textbooks, or other course materials? After six years of frozen tuition, the Minnesota Community and Technical Colleges have dropped from the 3rd highest tuition and fees in the nation to the 8th highest, but the Minnesota State Board of Trustees recently approved a three percent tuition increase in both 2019 and 2020, reversing this progress on affordability.

Join LeadMN in continuing to fight at the State Capitol to ensure that all students have an accessible and affordable education. If you have any questions, contact LeadMN Director of Government Relations Matt Gutsch at mgutsch@leadmn.org.

**Everyone Counts**
Help shape the future of your community by participating in the census. Every ten years we count the number of people that live in the United States to determine representation and allocate government funding for transportation, healthcare and education. For every person not counted in our community, we will lose $15,000 in federal funding. This campaign will help educate students about how the census works and answer questions about how this data is used. Get involved to help us develop an outreach strategy to engage students in the census and begin to lay out the foundation for our Get Out The Vote work in 2020.

If you would like to get involved, contact LeadMN Executive Director Mike Dean at mdean@leadmn.org.

**Transfer Pathways**
Made possible through a generous grant from the Chicago-based Joyce Foundation, LeadMN is examining transfer policies within the Minnesota State Colleges and Universities system. Specifically, LeadMN will look at Transfer Pathways, a 2015 MinnState initiative to create seamless transfer pipelines for the system’s 25-30 most popular baccalaureate programs. This endeavor will result in the creation of a website dedicated to tracking transfer pathways by campus, the establishment of an ombudsman to provide objective advocacy services, and a report to the legislature detailing findings and offering necessary recommendations.

If you would like to get involved, contact LeadMN Policy Manager Sergio Aguilar at saguilar@leadmn.org.
2020 Summer Leadership Training Series

Defining Leadership
DATE: Wednesday, May 27, 2020
TIME: 5:00 - 7:00 PM
LOCATION: LeadMN Office
This training will introduce student to the five practices of exemplary leadership. We will work to define leadership and discover your set of principles that guide decisions and actions.

Inspiring a Shared Vision
DATE: Wednesday, June 17, 2020
TIME: 5:00 - 7:00 PM
LOCATION: LeadMN Office
This training will explore how leaders look forward to the future and then enlist others in joining to support that new vision. Then we will search for opportunities by identifying innovative ways to improve.

Building a Culture of Collaboration
DATE: Wednesday, July 15, 2020
TIME: 5:00 - 7:00 PM
LOCATION: LeadMN Office
The book concludes with finding ways that leaders can build spirited and cohesive teams. Then continue to support those teams by recognizing contributions and celebrating victories.

Understanding Your Strengths & Wrap-Up
DATE: Wednesday, August 12, 2020
TIME: 5:00 - 7:00 PM
LOCATION: LeadMN Office
The series will end with the Strengthfinder assessment and a conversation about how you can leverage your strengths. Then we will plan out your capstone project to put into practice the concepts that you have learned over the summer.
Available Internships

LeadMN offers paid internships to students that want to get more involved in a certain issue or campaign.

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

Students can apply for a position by emailing LeadMN's Director of Outreach, Molly Budke at mbudke@leadmn.org

Summer internships will be posted in May, 2020.

Current available internships:
- College Affordability Intern
- Census Intern
- Food Insecurity Intern

Statewide Committees

Are you interested in networking, professional development, and buffing up your resume? LeadMN is looking for bright, motivated, and passionate students to serve on statewide committees. There are a few internal LeadMN committees, such as the Diversity Committee, Steering Committee, Fiscal Committee, and ad-hoc communications committee. There are also Minnesota State committees that meet roughly four to five times a year. They cover a wide array of topics including technology, policy, student affairs, global education, and more. All committees offer travel reimbursement and an option to call in. Visit www.leadmn.org/committees to find out more and apply.

If you have any questions, please contact LeadMN Policy Manager Sergio Aguilar at saguilar@leadmn.org

Star Campus

The Star Campus initiative was created to recognize the work of LeadMN’s most active student senates. Senates who fulfill their commitment to the organization and realize their fullest potentials will become “Star Campuses” and serve as an example to campus governments striving to better serve their constituencies. Winning campuses will receive prizes that will give them resources to become even more effective as student advocates. Will your campus shine bright this year?
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 LeadMN. 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 2019-2020 Star Campus program contains details on the submission process, information about 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. This 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 they will know that 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.

The Star Campus submission form: http://www.leadmn.org/star-campus

Status Updates

On the first of every month, status updates will be released on the website 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 Liz Bloch 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 2020 Spring General Assembly at Breezy Point Resort.
# Criteria

**Criteria (10 for Star Campus Status)**

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<tr>
<th>Criteria</th>
<th>Deadlines</th>
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<td>✪ Campus’ votes met at the Fall General Assembly without proxies.</td>
<td>October 18th-21st</td>
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<td>✪ Donation made to the January Scholarship Gala silent auction.</td>
<td>December 1st</td>
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<td>✪ Campus attends LeadMN Advocacy Day OR campus attends a meeting with a state legislator scheduled and coordinated through the LeadMN office.</td>
<td>March 15th</td>
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<td>✪ Campus attends Washington D.C. Summit OR campus attends a regional congressional meeting scheduled and coordinated through the LeadMN office.</td>
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<td>✪ Submit your Student Senate bylaws to the LeadMN office.</td>
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<td>✪ At least one campus representative is present at September Student Leadership Conference, Minnesota Student Leadership Summit, Regional Meeting, and January Student Leadership Conference.</td>
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<td>✪ Attend the student senate meeting of another campus OR partner with another student senate in an event/activity outside of LeadMN conferences. Must submit picture of group and 100-word description of meeting/event.</td>
<td>March 15th</td>
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<td>✪ Campus submits at least one 300-word nomination in at least five of the nine categories for our LeadMN 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.</td>
<td>March 15th</td>
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<td>✪ Set up an information table to promote the LeadMN Leadership Scholarships. Collect contact information from at least 16 non-involved LeadMN students via LeadMN contact information form. Must submit copy of completed form.</td>
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<td>✪ Submit a student story pertaining to an experience related to higher education to be used at the legislature via <a href="http://www.leadmn.org/legislative-story-submission">www.leadmn.org/legislative-story-submission</a>.</td>
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<td>✪ *Cabinet Choice: Plan one campus event that features mental health/mental wellness. Write a summary of the event and provide pictures to earn this Star Campus Point. (Invite speaker, create educational displays or interactive activities, coordinate community outreach, or implement your own idea.)</td>
<td>November 9th</td>
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<td>✪ *Cyclical Criteria: Ensure your campus qualifies and applies for the Hunger Free Campus Designation.</td>
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*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 LeadMN 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?

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**Questions?**

If you have any questions, please contact LeadMN Public Relations Coordinator Liz Bloch at prc@leadmn.org or 651-203-9457.
YOU ARE CORDIALLY INVITED TO THE LEADMN Scholarship Gala

Dr. Sara Goldrick-Rab
Keynote Speaker
A national leader in advocating for making public higher education free and addressing the basic needs of students

Friday, January 10, 2020
Earle Brown Heritage Center
6155 Earle Brown Drive, Brooklyn Center, MN 55430

Schedule

5:30 PM
Silent Auction (DONATIONS DUE BY DEC 1!)

7:00 PM
Dinner and Program

REGISTER ONLINE:
leadmn.org/scholarship-gala-2020

Questions:
Lindsay Barton
Director of Programs & Events
651-203-9452
lbarton@leadmn.org

Proceeds support the LeadMN Leadership Scholarship program. All donations are tax deductible to the fullest extent allowable by law (excluding $35 per plate).