



SURVIVAL GUIDE

GOVERNING COUNCIL | PLATFORM COMMITTEE | PRESIDENTS' GROUP

2020-2021



Welcome to the year 2020-2021, the 23rd year of LeadMN (formerly known as MSCSA).

Every year students come into their senates and LeadMN with lofty aspirations and big goals to accomplish for students on their campuses, I hope this year won't be any different.

These are the days of our lives. One we have never seen before but we get to live through it collectively. This year is one that will be filled with many challenges but also opportunities. The opportunities to really think differently than we have for many years, to go outside of what we have considered normal and to innovate new ways of leading.

Like my predecessor, Oballa Oballa, used to say "you get what you put into it". This statement is very true in student leadership. And so to be able to put in the maximum efforts to get the maximum results, you'll need will power, passion and most importantly training. This is where LeadMN comes in. With this survival guide, our conferences, events and outreach, we are here to make sure YOU'VE GOT THIS!

For new student leaders, as you begin your journey in senate and LeadMN, always know that you are not alone. There is a depth and breadth of knowledge that you can tap into here at LeadMN. We are always available to offer help as you grow in your leadership.

For our returning students, you have learned and are still learning what it takes to be an effective student leader. Help us help others as we continue to help you reach your leadership potential. And when the end of the year rolls around, I know we will have many reasons to celebrate for our students, campuses and LeadMN.

A handwritten signature in black ink, appearing to read "Priscilla Mayowa". The signature is fluid and cursive, with a long horizontal line extending to the right.

Priscilla Mayowa
2020-21 President
LeadMN



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Need to Know

Contact Information

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Who Should I contact?

I have a question about...	Your main contact will be:
<ul style="list-style-type: none"> • LeadMN Conduct Policy 	Mike Dean Executive Director
<ul style="list-style-type: none"> • Budget Consultation • Bylaws & Governing Documents • Legislative Issues • Minnesota State System Committees 	Matt Gutsch Director of Government Relations
<ul style="list-style-type: none"> • LeadMN Alumni Association • LeadMN Conferences 	Jason Stewart Director of Programs & Events
<ul style="list-style-type: none"> • LeadMN Scholarships 	Joyce Petsch Associate Development Officer & Scholarship Manager
<ul style="list-style-type: none"> • Effectively Engaging Your Senate 	Fatu Magassouba Director of Outreach

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.



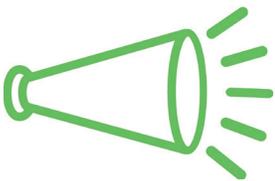
Empowering Leaders

- 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

- 472 scholarship awards totaling \$315,900 have been given out since Aug. 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

- Tuition freeze at Minnesota's community and technical colleges for the past 6 years.
- Passing of development education reform to reduce the expense and time that it takes for students to complete these classes.
- Minnesota was #1 in youth voting in 2018 thanks to LeadMN.
- A platform and voice for students to help affect higher education in Minnesota through a shared governance model.



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.

Working Documents

You have been provided with the LeadMN 2020-2021 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 print page 24 or digital page 30 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 - \$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 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.

LeadMN Online Community Guidelines

In addition to the LeadMN Code of Conduct, we have developed the LeadMN Online Community Guidelines to help you get the most from your online activities and events with LeadMN.

Be Respectful

We encourage every participant to ask questions, provide feedback, and share their opinion from a place of educating themselves and others. Always read your written statement before posting to assure that the tone is respectful, not sarcastic or insulting.

Being respectful also means to be on time to live events, follow-through when working with groups, and using language that is inclusive to all.

Use Online Etiquette

When in live meetings specifically, (1) be cognizant of your environment to ensure you are ready to share your physical space with everyone, (2) dress as you would if you were in-person, (3) always mute your mic unless you are ready to speak, (4) use the chat function when appropriate, and (5) sign out when you are ready to leave the meeting.

Note: the facilitator of each live meeting may have additional guidelines for you to follow.

Come Prepared

Being prepared for an online activity means to (1) make sure you know the technology, (2) you have done your homework, (3) you use facts to justify your answers and responses whenever possible, and (4) you have read and abiding by both LeadMN Code of Conduct and LeadMN Online Community Guidelines

Keep it Professional

Being professional means that you behave in away that respects others. Remember that you are in a professional environment in the online community, which is different than talking with friends in social media. Although we are here to enjoy our experience, we are also here to reach work-related goals and to learn from one another.

Some behaviors that are considered unprofessional and will not be tolerated include:

- profanity;
- sharing inappropriate photos, graphics, or videos;
- Gossip and harassment;
- Spamming, and
- Giving out your user ID and password for others to use.

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 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 follow the agenda
- To make decisions when needed
 - * 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:
 - * 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 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 LeadMN 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

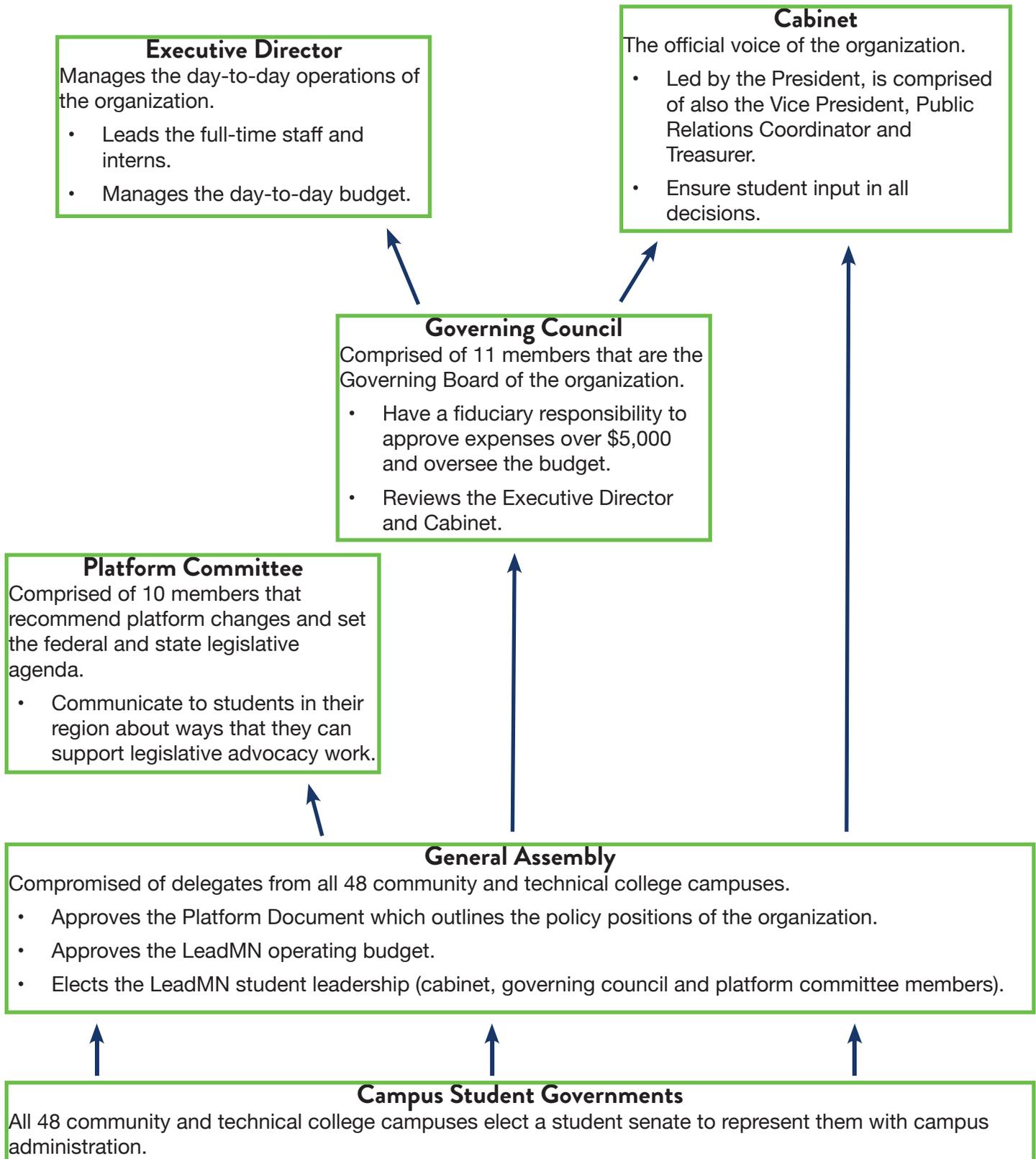
Helpful Tips about Motions:

- 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.

Structure & Roles



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

What You Do: GOVERNING COUNCIL

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 (see pages 12-14)
- ✦ Report who was elected Student Senate President at the campuses in your region for the 2020-2021 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 8)
- ✦ 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)

What You Do: GOVERNING COUNCIL

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 within 15 days of the meeting
- ✦ Follow up on action items after regional meetings

What You Do: PLATFORM COMMITTEE

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 (see pages 12-14)
- ✦ 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 8)
- ✦ Meet with the Platform Committee Alternate to outline regional goals for supporting LeadMN campaigns and legislative agenda
- ✦ 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 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)

What You Do: PLATFORM COMMITTEE

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 here 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. 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

What You Do: PRESIDENTS' GROUP

Onboarding Checklist: Presidents' Group

- Meet with your predecessor to receive transition resources and ask questions
- Read LeadMN working documents
- Familiarize yourself with Robert's Rules of Order (see page 12-14)
- Exchange contact information with the Governing Council Representative and Alternate and the Platform Committee and Alternate from your region
- Create an understanding of the reimbursement procedures (see page 8)

Monthly Checklist: Presidents' Group

- Obtain monthly report from the Presidents' Group Chair regarding the Governing Council meetings.
- Attend Presidents' Group meetings – the group meets at the Fall General Assembly, Spring General Assembly, and up to six more times throughout the year. If the President is unable to attend the meeting, they are able to send their designee and that person would have voting privileges. The Senate President appoints a designee.
- Table for scholarships or LeadMN campaigns.
- Check-in with regional representatives – Governing Council and Platform Committee members.
- Reach out to one or two clubs on campus and update them on what senate is working on and discuss how the senate and the club can work together on projects.
- Connect campus clubs to LeadMN, and update them on how they can get involved – such as on GOTV, Transfer Pathways, Equity and Inclusion, affordability, etc.
- Confirm your registration for upcoming LeadMN conferences with your advisor.
- Collect feedback on campus budget from senators and other students on campus.
- Keep an open line of communication with campus administration, your senate advisor, LeadMN office and regional leadership
- Check your email regularly and read the monthly LeadMN Association Update
- Engage your senate and other students on campus to participate in fun events that may be held at the LeadMN Office throughout the year!

What You Do

Regional Meetings

You are responsible for hosting monthly regional meetings. Four (4) regional meetings will be held at LeadMN conferences and seven (7) will be held outside of LeadMN 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 hangout, 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.
- 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 Director of Government Relations at mgutsch@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.

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
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What You Do

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>

Conference Information

Rates, Dates, and Deadlines (2020-2021)

Incoming Leader Conference

Virtual
August 13
Registration Deadline: August 10

Individual Rate
\$0

September Student Leadership Conference

Virtual
September 10-11
Registration Deadline: September 3

Individual Rate
\$75

Minnesota Student Leadership Summit

Virtual
October 15– 16
Registration Deadline: October 8

Individual Rate
\$75

January Student Leadership Conference

Virtual
January 8-9

Individual Rate
\$75

Advocacy Day at the State Capitol

Virtual
February 15 – 16
Registration Deadline: January 20

Individual Rate
\$75

D.C. Summit

Virtual
March 8 - 9
Registration Deadline: February 15

Individual Rate
\$75

Spring General Assembly

Breezy Point Resort
April 16 – 18
Registration Deadline: March 14

Single	Double	Triple	Quad	Meals Only
\$390	\$280	\$240	\$220	\$175

*Campuses can opt into the yearly plan and pay a \$1,000 flat fee for unlimited access to all VIRTUAL conferences and trainings. In-person GA would still be charged per person at the rates listed above.

Get Involved

Scholarships

Scholarships LeadMN offers 11 different scholarships: four 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. A fourth leadership scholarship was recently established, the Linda Olson Memorial Scholarship and will be awarded both semesters.

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 Associate Development Officer & Scholarship Manager, Joyce Petsch. Scholarship Applications

Scholarship Deadlines

- November 1 at 11:59 pm: Awarded for the following spring semester
- April 1 at 11 59 pm: Awarded for the following fall semester

Visit www.leadmn.org/scholarships to learn more about each scholarship and access the application.

Scholarship Weeks

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. Use scholarship week to also engage and recruit more students into your student senate.

Fall Scholarship Week: September 28 - October 2, 2020

Spring Scholarship Week: February 22 - February 26, 2021

For more information about scholarship week, contact LeadMN Public Relations Coordinator Madison Sauke at prc@leadmn.org or LeadMN Associate Development Officer & Scholarship Manager, Joyce Petsch at jpetsch@leadmn.org.

Campaigns

Every year, LeadMN prioritizes topics that we will run grassroots campaigns on.

This year we plan to focus on **Equity, Basic Needs, GOTV, and College Affordability**.

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.

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?

Visit www.leadmn.org/star-campus or pages 28-33 for details on the 2020-21 Star Campus Program.



Star Campus

Celebrating Campus Achievement

2020-2021 Star Campus Program



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

prc@leadmn.org
www.leadmn.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 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 2020-2021 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. NOTE: The only way your campus will be awarded a star for any criteria category is by submitting through the online form.

★ **Star Campus Submission Form:** 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 details. At every conference, the LeadMN 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 Spring General Assembly.

Criteria

*Cabinet Choice & Cyclical Criteria Change annually.

Criteria (Complete 10 for Star Campus Status)		Deadlines
	Campus attends the Virtual Fall General Assembly.	To Be Determined
	Donation made to the January Scholarship Gala silent auction.	
	Campus attends LeadMN Virtual Advocacy Day <u>OR</u> campus attends a meeting with a state legislator scheduled and coordinated through LeadMN.	
	Campus attends Virtual Federal Summit <u>OR</u> campus attends a regional congressional meeting scheduled and coordinated through LeadMN.	
	Submit your Student Senate bylaws to LeadMN.	
	At least one campus representative is present at the Virtual September Student Leadership Conference, Virtual Minnesota Student Leadership Summit, Regional Meeting, and Virtual January Student Leadership Conference.	
	Attend a virtual student senate meeting of another campus <u>OR</u> partner with another student senate in an event/activity outside of LeadMN conferences. Must submit a group picture and 100-word description of the meeting/event.	
	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.	
	Participates in the LeadMN Leadership Scholarship Week (Sept. 28 to Oct. 2) by collecting contact information from at least 16 non-involved LeadMN students via the LeadMN contact information form. Submit a copy of the completed form.	
	Submit a student story pertaining to an experience related to higher education to be used for legislature via www.leadmn.org/legislative-story-submission .	
	*Cabinet Choice: Attend one equity and diversity training session offered by LeadMN this year, and partner with an equity and diversity officer [or equivalent] in Minnesota and your senate to hold a discussion pertaining equity efforts in your school. Submit a screenshot of the training a detailed paragraph explaining the discussion and steps moving forward.	
	*Cyclical Criteria: Host a campus-wide online forum discussion surrounding basic needs (transportation, housing, mental health, food insecurity, technology, books) and how it impacts students at your college. Submit an event screenshot and a detailed paragraph that summarizes what happened at the forum and shows the senate has taken away something relevant or impactful from this event.	

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 prize cycle will restart.

- **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

How many years has your cabinet won?

Campus	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	6 th Year	7 th Year	8 th Year	9 th Year
Alexandria Technical & Community 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 & 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 College	*	*							*
Minnesota State College Southeast: Red Wing	*								
Minnesota State College Southeast: Winona									*
Minnesota State Community & Technical College: Detroit Lakes									
Minnesota State Community & Technical College: Fergus Falls									
Minnesota State Community & Technical College: Moorhead	*								*
Minnesota State Community & Technical College: Wadena	*								*
Minnesota West Community & Technical College: Canby									
Minnesota West Community & Technical College: Granite Falls									

Campus (continued)	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	6 th Year	7 th Year	8 th Year	9 th Year
Minnesota West Community & Technical College: Jackson									
Minnesota West Community & Technical College: Luverne									
Minnesota West Community & Technical College: Pipestone	*								
Minnesota West Community & Technical College: Worthington									
Normandale Community College	*	*	*	*	*	*	*		
North Hennepin Community College	*	*							*
Northland Community & Technical College: East Grand Forks	*								
Northland Community & Technical College: Thief River Falls									
Northwest Technical College									
Pine Technical & Community College	*								*
Rainy River Community College									
Ridgewater College: Hutchinson	*								
Ridgewater College: Willmar									
Riverland Community College: Albert Lea	*								
Riverland Community College: Austin	*	*							*
Riverland Community College: Owatonna									
Rochester Community & Technical College	*	*							*
Saint Paul College	*	*	*	*	*	*			
South Central College: Faribault	*	*	*	*					*
South Central College: North Mankato	*	*	*	*	*				
St. Cloud Technical & Community College	*								
Vermilion Community College									

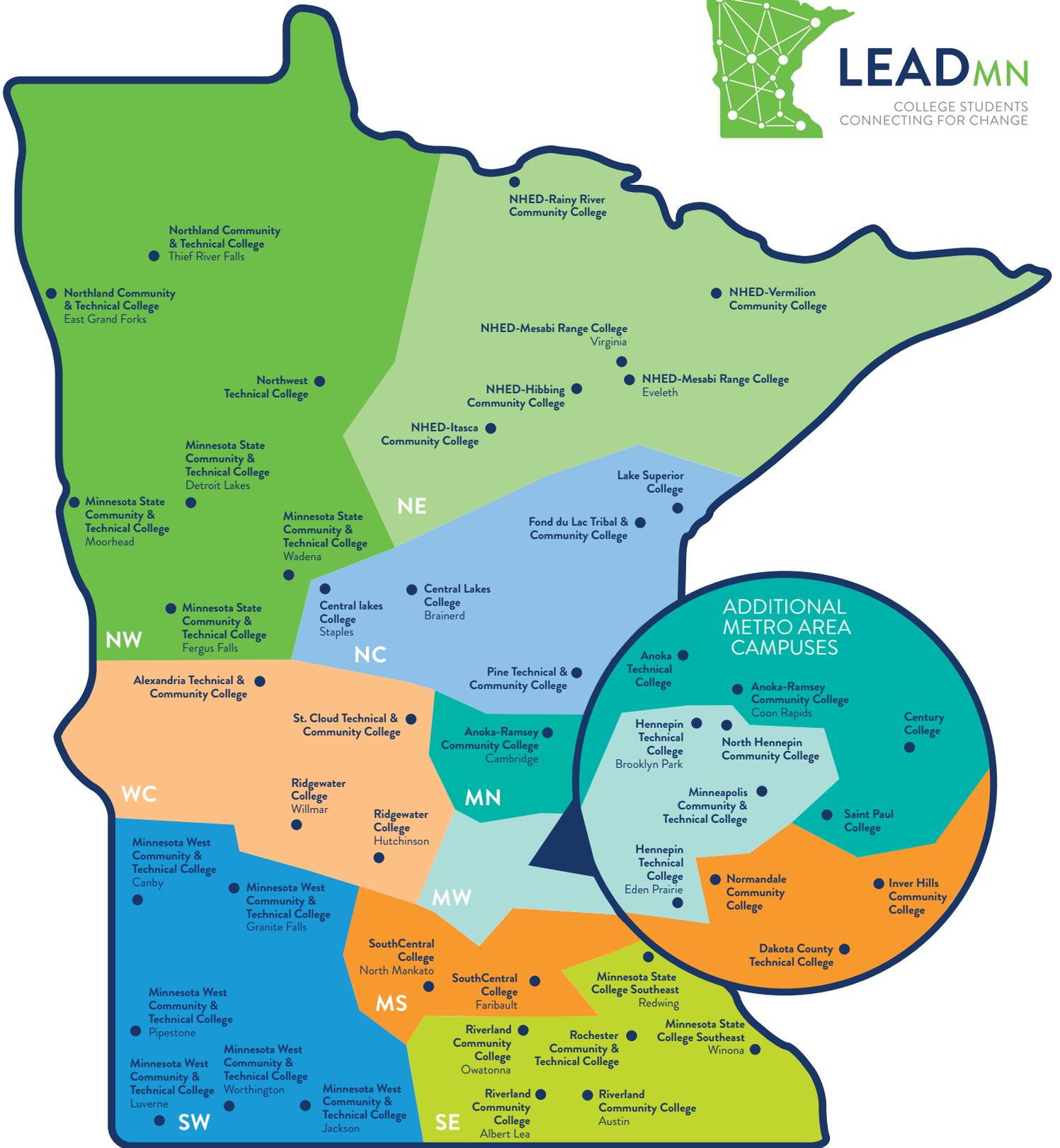
Questions?

If you have any questions, please contact the LeadMN Public Relations Coordinator Madison Sauke at prc@leadmn.org.



LEADMN

COLLEGE STUDENTS
CONNECTING FOR CHANGE



A GUIDE TO OUR REGIONS

- | | | |
|---|--|---|
| NORTHWEST | WEST CENTRAL | METRO SOUTH |
| NORTHEAST | SOUTHWEST | METRO WEST |
| NORTH CENTRAL | SOUTHEAST | METRO NORTH |