

# SURVIVAL GUIDE

GOVERNING COUNCIL | PLATFORM COMMITTEE | PRESIDENT'S GROUP

2021 - 2022



Dear fellow students,

Hello, and welcome to LeadMN and the 2021 – 2022 year!

This is the 24th year of our organization’s existence, and over that almost-quarter-century we have had a deep and proud history of college students connecting for change, peers working together for a better present and future for every student and potential student in Minnesota. Working together, everyone reading this will add another page of great leadership and profound service to that history.

I’ve been with LeadMN a long time, and from that experience I know that to be a part of this community is to have a constellation of opportunities ahead of you. You do not have to follow any singular path with LeadMN. Instead, this experience is what you make it and what you put into it. We are all here together, college students in life and colleagues in this work, fighting for our dreams of fulfilment and a better life. Within that, it is essential that you be your true, authentic self, contribute to our cause and grow as a leader by bringing your heart to this work.

And we will have such important work to do this year! Students were in crisis before the COVID-19 pandemic, and the plague and travails of the last year have exacerbated our every challenge. Last year, student leaders advocated hard to win great legislative victories for our entire community – victories ranging from expansion of mental health and basic needs support to making textbooks more affordable. But crises persist. We still have our basic needs unmet, face the inequities and injustices baked into our higher education system, and shoulder the financial burdens of one of the most unaffordable college systems in the United States.

Faced with all this, I feel nothing but hope, because I have seen what student leaders like you have achieved time and time again against the odds we are pitted against. And so we of LeadMN will do what we have always done – support each other, build on the successes and momentum our predecessors have created, and push boldly forward to a brighter future. Because that’s what we are, all of us, in this community. Whether this is your very first day of involvement, or you’ve been in this work for years, we are LeadMN, and we are the future.

So bring your passion, your dreams, your hope, your hunger for change. Bring your humanity and the courage that is in you to stand up for a better tomorrow. Bring your true self, and be bold in that truth, so that together we can make bold change.

Axel Kylander  
2021 – 2022 President  
LeadMN



**LEAD**MN  
COLLEGE STUDENTS  
CONNECTING FOR CHANGE

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## Contact Information

### LeadMN

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**Main Office Fax:** 651-215-1862

**Main Office Toll Free:** 877-636-7272

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## Who Should I contact?

I have a question about...	Your main contact will be:
<ul style="list-style-type: none"> <li>LeadMN Conduct Policy</li> </ul>	<b>Mike Dean</b> Executive Director
<ul style="list-style-type: none"> <li>Budget Consultation</li> <li>Bylaws &amp; Governing Documents</li> <li>Legislative Issues</li> <li>Minnesota State System Committees</li> </ul>	<b>Matt Gutsch</b> Director of Government Relations
<ul style="list-style-type: none"> <li>LeadMN Alumni Association</li> <li>LeadMN Conferences</li> </ul>	<b>Brandon Boat</b> Manager of Programs & Events
<ul style="list-style-type: none"> <li>LeadMN Scholarships</li> </ul>	<b>Joyce Petsch</b> Associate Development Officer & Scholarship Manager
<ul style="list-style-type: none"> <li>Effectively Engaging Your Senate</li> </ul>	<b>Fatu Magassouba</b> Director of Outreach
<ul style="list-style-type: none"> <li>Website &amp; Social Media</li> <li>Publicity, Press &amp; Communications</li> <li>Student Stories</li> </ul>	<b>Eric Wilson</b> Director of Communications & Marketing

## 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 2021-2022 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](http://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(expression), 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:

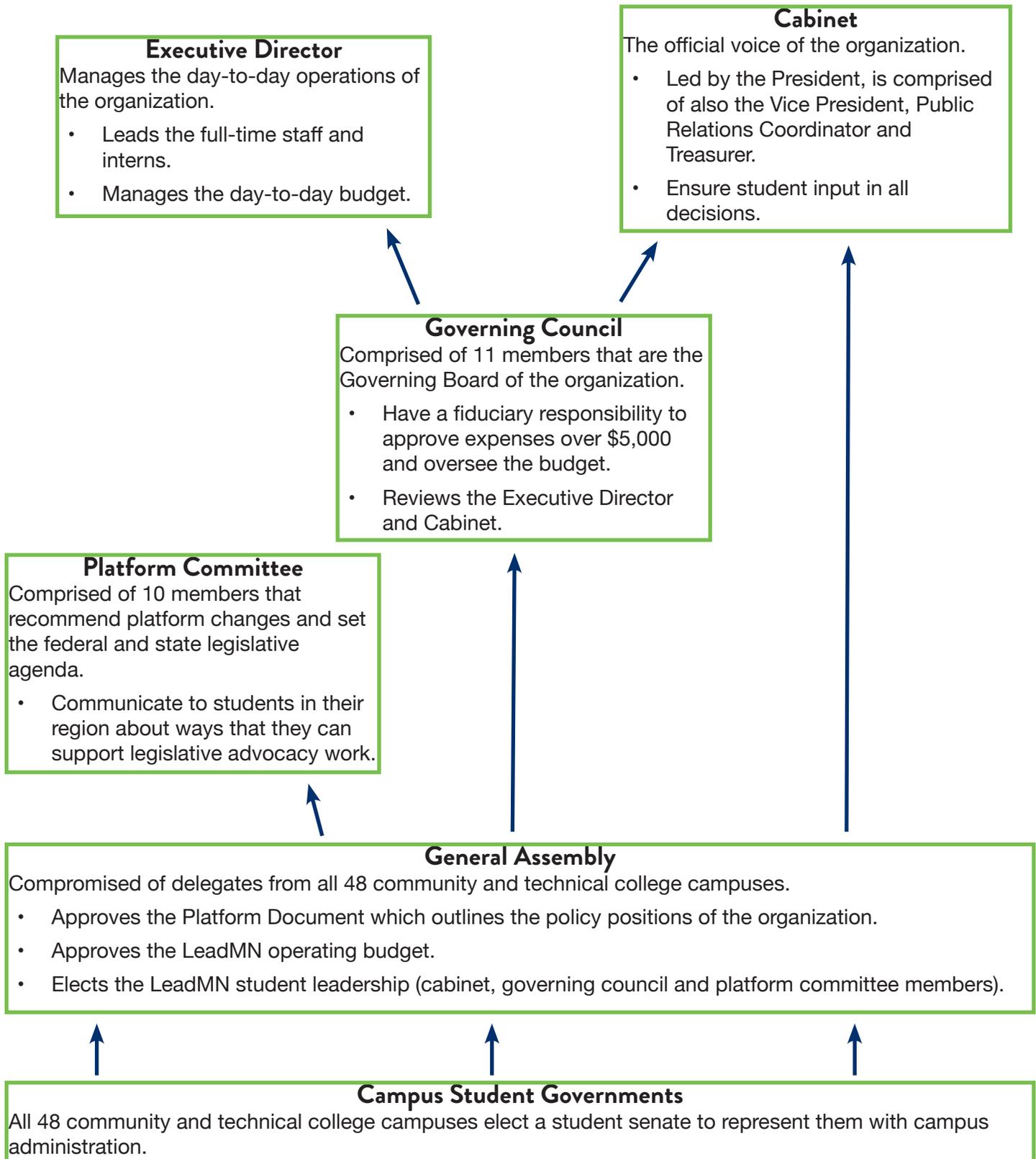
- The person who made the motion has the first right to speak.
- A member may vote against his or her own motion, but they may not speak against it.
- A member may withdraw or modify their motion before the Chair states it.

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.

# What You Do

## Structure & Roles



## 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](http://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](http://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](http://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](http://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](http://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](http://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!

## 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](mailto: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](mailto: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](mailto: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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## 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](http://www.house.leg.mn.us)
- [www.senate.leg.mn.us](http://www.senate.leg.mn.us)
- [www.npr.org](http://www.npr.org)
- [www.uspirg.org](http://www.uspirg.org)
- [www.pewtrusts.com](http://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 (2021-2022)

Incoming Leader Conference - August 13 - 14  
LeadMN Center for Learning  
Registration Deadline: July 30

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September Student Leadership Conference - September 23  
Virtual  
Registration Deadline: September 20

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Minnesota Student Leadership Summit - October 21 - 24 Hilton, Minneapolis St. Paul Airport	Single	Double	Meals Only	Virtual Only
Early Bird Date September 15	\$608	\$455	\$302	
Registration Deadline: September 29	\$623	\$470	\$317	\$5

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Fall Northern Regional Meeting - November 13 Riverland Community College			Meals Only \$15	
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Fall Southern Regional Meeting - November 20 Central Lakes Community College			Meals Only \$15	
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Fall Metro Regional Meeting - December 4 LeadMN Office			Meals Only \$15	
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January Student Leadership Conference - January 6 - 8 Embassy Suites Minneapolis North	Single	Double	Meals Only	Virtual Only
Early Bird Date November 23	\$419	\$287	\$154	
Registration Deadline: December 3	\$434	\$302	\$169	\$5

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Advocacy Day at the State Capitol - February 21 - 22 Holiday Inn St. Paul	Single	Double	Meals Only	
Early Bird Date: January 4	\$173	\$110	\$47	
Registration Deadline: January 18	\$188	\$125	\$62	

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D.C. Summit - March 5 - 8 Holiday Inn Capitol	Single	Double		
Early Bird Date January 14	\$722	\$379		
Registration Deadline: January 28	\$737	\$394		

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Spring General Assembly - April 22 - 24 Breezy Point Resort	Single	Double	Meals Only	Virtual Only
Early Bird Date: March 4	\$387	\$275	\$164	
Registration Deadline: March 18	\$402	\$290	\$178	\$5
Voter Summit - April 22 - 23 Early Bird Date: March 4	Single	Double	Meals Only	
Registration Deadline: March 18	\$263	\$208	\$127	
Leadership Scholarship Gala - April 23	\$278	\$223	\$142	

This year in order to provide a hybrid event experience, we have offered a virtual attendance option for some events. A number of scholarships are available for virtual attendees if cost is a barrier.

## 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 Northeast Higher Education District colleges, 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 an application is received and is missing a required document, you will be disqualified.

If you have any questions, please contact LeadMN Associate Development Officer & Scholarship Manager, Joyce Petsch.

### 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](http://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:** October 4 - 8, 2021

**Spring Scholarship Week:** February 28 - March 4, 2022

For more information about the scholarship weeks, contact LeadMN Public Relations Coordinator Alissa Tomashek at [prc@leadmn.org](mailto:prc@leadmn.org) or LeadMN Associate Development Officer & Scholarship Manager, Joyce Petsch at [jpetsch@leadmn.org](mailto:jpetsch@leadmn.org).

## Campaigns

Every year, LeadMN prioritizes topics that we will run grassroots campaigns on. This year we plan to focus on Free College for All, Equity & Inclusion, and Basic Needs.

### **Free College for All**

Have you ever struggled to pay for tuition, textbooks, or other course materials? Minnesota students are facing a debt sentence with students paying the 8th highest tuition and fees in the nation for community colleges. LeadMN is working to pass the Free College for All plan that has been proposed by President Biden.

Join us as we work to build support in Congress and at the Minnesota legislature for this life changing proposal for community college students.

### **Equity & Inclusion**

This year for Equity campaign, the focus is Advocacy through an Equity Lens: For many students, disparities due to socio-economic status, race, ethnicity, immigration and geographic location severely impacts their access to educational achievement and success.

Our focus is embedding equity as a foundational principle of our educational and advocacy work by ensuring that our services and practices are actively operating through an equity lens. We are committed to building a community of students and leaders who firmly embodies equity as the core pillar for advocating on behalf of all students, and as part of our fight for educational access and success.

### **Basic Needs**

Thirty nine percent of Minnesota community and technical college students are food insecure, forty nine percent are housing insecure, and last year forty one percent of students nationally reported suffering from depression. Basic needs are impacting student's ability to succeed in college and are one of the largest barriers to graduating that students face today. But our students are leading the way to make sure that basic needs don't stand in the way of their futures.

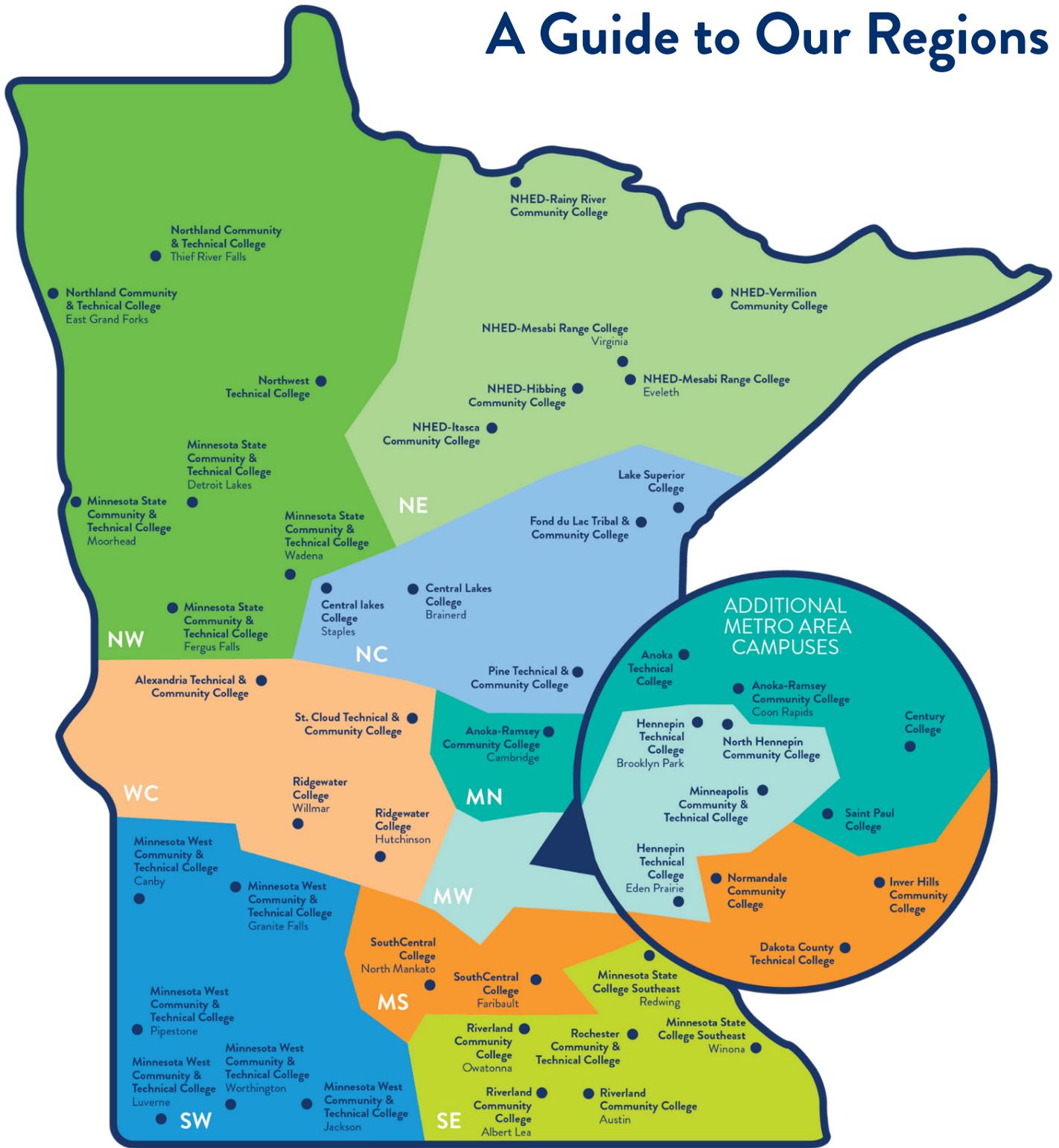
Join our campaign to help raise awareness about the challenges that students face from basic needs like food, housing, and mental health, and work with us to expand access to resources that will make a difference in the lives of college students struggling with basic needs insecurity.

## 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](http://www.leadmn.org/committees) to find out more and apply.

# A Guide to Our Regions



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|---|----------------------|---|---------------------|---|--------------------|
|  | <b>Northwest</b>     |  | <b>West Central</b> |  | <b>Metro South</b> |
|  | <b>Northeast</b>     |  | <b>Southwest</b>    |  | <b>Metro West</b>  |
|  | <b>North Central</b> |  | <b>Southeast</b>    |  | <b>Metro North</b> |