

## **Minnesota State Colleges & Universities Vehicle Fleet Safety Program LINKS**

EFFECTIVE IMMEDIATELY: Motor Vehicle Records must be checked for all student drivers. Please note that motor vehicle record checks do not need to be completed for regular driving of personal vehicles to and from class or work, which includes student teaching and internships.

Driver License Verification:

[https://appserv.mnstate.edu/vehicle\\_usage/](https://appserv.mnstate.edu/vehicle_usage/)

MnSCU Fleet Management Policy

[http://www.finance.mnscu.edu/facilities/insurance-riskmgmt/docs/Fleet\\_Programs.pdf](http://www.finance.mnscu.edu/facilities/insurance-riskmgmt/docs/Fleet_Programs.pdf)

System Procedures for Chapter 5 – Administration Procedure 5.19.3  
Travel Management

<http://www.mnscu.edu/board/procedure/519p3.html>

**Minnesota Department of Administration Fleet Services**  
(formally known as the Travel Management Division)

Phone: 651-296-2163

Toll Free: 1-800-366-2899

Email Address: [Fleet.Services@state.mn.us](mailto:Fleet.Services@state.mn.us)

<http://www.state.mn.us/portal/mn/jsp/home.do?agency=Travelmgmt>

# **Minnesota State Colleges & Universities-Vehicle Fleet Safety Program**

## **Definitions**

### **State Vehicle Use Policy**

The State Vehicle Use Policy is a state-wide policy with related procedures that has been implemented by the Department of Finance and Employee Relations to govern the use of motor vehicles used for State purposes. It applies to all Agencies of the State of Minnesota and has been in existence for several years.

In re-negotiating state-wide contracts for the insurance of the fleet of State-owned vehicles, the State had to answer certain questions about the use of State vehicles, private vehicles used for State purposes and State procedures for the use of those vehicles. The State quickly realized that if it were to get a competitive quota and obtain protection from the insurance companies, it was necessary to have a comprehensive Vehicle Use Policy with related procedures. Thus, the policy and related procedures were implemented.

The Policy applies to all persons who drive vehicles in the State's motor pool (state owned, rented or leased) vehicles, any State of Minnesota Agency's motor pool (agency owned, leased or rented), and anyone driving their own personal vehicle or a rental vehicle, whether privately or agency rented, while on business for any State of Minnesota or State of Minnesota Agency purpose, including any trips for which a state employee is entitled to be reimbursed.

### **Timeline**

Why are we just finding about it now?

Minnesota State Colleges and Universities is one of the few agencies to not have yet implemented this policy and has now decided that to maintain coverage through the State's Insurance Program, the policy and its procedures must be implemented throughout all its component institutions. Students: The State Vehicle Use Policy is now applicable to all Students within the MnSCU System having been implemented for students on July 1, 2008.

Staff: The Policy will be implemented for all administrators and all classified and unclassified staff except employees governed by the IFO Collective Bargaining Agreement on January 1, 2009.

Faculty: The Policy will be implemented for all faculty, including those governed by the IFO Collective Bargaining Agreement on July 1, 2009.

## **Restrictions**

The Policy only allows in-state driving for students. However, due to the necessity and regularity of our University's needs, our students who are 21 years of age or older and who are driving by themselves, may be granted permission to drive across the state line to the Fargo area. This also allows students driving cube/cargo vans to gain permission, but does not allow students to drive vans with passengers across the state line for any reason. Students under 21 are not allowed to drive across the state line on University/State business under any circumstance.

## **Requirements**

All employees and students driving on State/University business must meet certain requirements BEFORE driving for University/State purposes depending upon the circumstances. Basically, everyone must have a valid driver's license and that driver's license must be validated by submitting to a check of the driver's driving record including the current status of the driver's license. A form for that purpose has been developed. Further, certain tests may be required. At present it appears that some form of defensive driving test will be required, probably on-line; and for those driving multi-passenger vans an actual driving course with successful completion will be required before driving those vehicles.

## **Box/cube vans or cargo vans**

Box/cube or cargo vans are not multi-passenger vans. However, no one but the driver and a passenger would be allowed to be in such a van while moving.

## **15 passenger vans**

The use 15 passenger vans for State/University business is prohibited. They cannot be used and/or rented for State/University purposes in any way for any reason.

## **Contacts**

Student: Contact your supervisor/advisor and follow his/her directions.  
All Staff except IFO: Contact your supervisor and follow his/her directions.  
Faculty including IFO: Follow directions distributed by the Dean and/or Chairperson.

## **Process used at MSU Moorhead**

A process for meeting the requirements of the Vehicle Use Policy is in place. The first step is to access the site and complete the form giving your name, address and driver's license information and consenting to a driving background check. This will allow the University to submit the information to the State for the driving record check.

Upon certification that the driver's license is valid the person's name will be added to a list of drivers currently allowed to conduct driving for University business. The University supervisor/advisor will be able to access the site for verified drivers and will then determine if any other requirements must be met before the person can be allowed to drive for State/University purposes.

If other requirements are necessary, the person will be informed and arrangements made to complete the requirements.

## **Driving Tests**

No specific places have been designated as of yet and no specific dates have been set. If no specific dates or places have been set for tests and students are required to drive a passenger van what are we to do?

The University is allowing students to drive such vehicles if their driving record is clean and their license is valid—until such time as the tests are offered.

## **Cost of Testing**

The University will have to pay the costs of these tests—not the individual, but the internal mechanism and specifics as to how the payments will be made and by whom are still to be determined.

## **Valid Driver License with violations**

The Department of Finance and Employee Relations has issued some guidelines, but it will be left to the individual University to determine if the person can drive on State/ University business with a history of convictions of serious violations.

## **Driver License Violations**

That will be determined by the individual University for whom the person works, but would probably include convictions for such things as vehicular

homicide, driving under the influence of drugs and/or alcohol, driving on a revoked license and reckless driving.

### **Appeal Process**

First of all, there will be an appeal process set up at the University to review any such decision that an employee claims is not justified. Please contact the university Risk Coordinator, Mark Rice, at 477-2062 or by email [ricem@mnstate.edu](mailto:ricem@mnstate.edu) for any information on appeals.

### **Requirements**

There has always been a requirement that an employee required to drive as a necessary component of their job for the State inform his/her supervisor if his/her driving privileges have been suspended or revoked. The present policy does not change that requirement.

### **Employee Expense Reimbursements**

The Business Office will not process any such requests for vehicle expense reimbursements after the implementation dates of the policy for the employee's group unless all the State Vehicle Use Policy requirements have been made even if authorized by the employee's supervisor since no supervisor should approve such a travel request without the requirements having first been met.

# Minnesota State Colleges & Universities Vehicle Fleet Safety Program Frequently Asked Questions (FAQ)

1) How does an employee or student know if they have been approved or rejected to use an MSUM vehicle? Go to

[https://appserv.mnstate.edu/vehicle\\_usage/](https://appserv.mnstate.edu/vehicle_usage/)

2) What does an employee or student do to be approved to drive an MSUM vehicle? Go to

[https://appserv.mnstate.edu/vehicle\\_usage/](https://appserv.mnstate.edu/vehicle_usage/)

3) What recourse does an employee or student have if they have been rejected?

Contact Mark Rice, MSUM Risk Contact at 218-477-2062.

4) Does an employee or student have to be approved in advance to use an MSUM vehicle?

YES.

5) Can a student, under 21, take a cargo van to the Fargo area?

YES, If they are alone and on university business.

6) Can a student, under 21, take a passenger van to Fargo with passengers?

NO

7) When do I need to complete my verification?

Students have to be approved by July 1, 2008 to use a state vehicle.

Staff have to be approved by January 1, 2009 to use a state vehicle.

Faculty have to be approved by July 1, 2009 to use a state vehicle.

# **Minnesota State Colleges & Universities Vehicle Fleet Safety Program Correspondence**

August 25, 2008 Re: Item related to students driving to off campus class

----- Original Message -----

From: "Keswic Joiner" <Keswic.Joiner@so.mnscu.edu>

To: "Aaron Quanbeck" <quanbeck@mnstate.edu>, "Mark Rice"

Hello Mr. Quanbeck,

The new statewide fleet vehicle safety policy we're implementing states that anyone driving a state vehicle across state lines has to be at least 21yrs old (note below: exception to Fargo) and be an eligible driver according to the criteria that's been established. If the student is driving their personal vehicle primary coverage for any damages they are liable for will come from their personal insurance carrier. However, if the student is going be reimbursed for any expenses as a result of they utilizing their personal vehicle, then they would need to complete a vehicle use agreement and participate in the fleet safety program.

Our goal to not to disrupt any classes, but to ensure we have the safest drivers possible operating vehicles on our behalf. Hopefully, this clarifies any misunderstandings.

Thanks.

Keswic Joiner  
Director, Risk Management  
Minnesota State Colleges and Universities  
Wells Fargo Place  
30 7th St. E, Suite 350  
St. Paul, MN 55101-7804  
(e) keswic.joiner@so.mnscu.edu  
(o) 651-297-4686  
(c) 651-328-0226  
(f) 651-296-0318

>>> Aaron Quanbeck <quanbeck@mnstate.edu> 8/23/2008 4:29 PM >>>  
Mr. Joiner,

I have recently been made aware of a new policy as it regards students driving on class assignments and am wondering how it applies to the situation in my class.

I teach courses in TV News Reporting and TV News Photography at Minnesota State University Moorhead where students are required to cover stories in the area. In the spring we produce a program called Campus News, which covers stories related to universities from across the region, including North Dakota State University in Fargo. This means they will often be driving their own vehicles across town and into Fargo to cover news events. Altogether I have about 40 students who will take part in these assignments. In addition, many of them are under 21, which I have also heard might be a requirement.

What I'm wondering is how this policy will affect my class? It would be nearly impossible for me to carry out this class and produce the Campus News program if students under 21 (which includes many of my students) could not drive out of state (which is less than a mile from our campus).

Clarification on this issue would be appreciated.

Aaron Quanbeck  
Mass Communications  
Minnesota State University Moorhead

August 18, 2008 Re: Issue related to item 12 on Attachment A of the policy - which strictly prohibits ANY use of a cell phone

----- Original Message -----

From: "Keswic Joiner" <Keswic.Joiner@so.mnscu.edu>

Sent: Monday, August 18, 2008 9:08:53 AM GMT -06:00 US/Canada Central

Subject: Re: [Dragonews] [Fwd: [Fwd: Re: Vehicle Use Policy]]

Good morning Dan,

You raise a very good point. However, research indicates "hands free" phone use is just as distracting as "hand held". Hands free eliminates some of the physical distractions of handling phones, however it doesn't eliminate the cognitive distraction resulting from the actual phone conversation. The act of being involved in a phone conversation causes the driver to miss some audio & visual cues, they would otherwise have picked up on. Our challenge will be enforcing it. But, let's keep in mind that our main objective with the fleet safety policy is to raise everyone's awareness to safety.



I hope this helps with the concern of cell phone use. If not please don't hesitate to let me know.

Thanks.

Keswic

>>> Dan Kirk <kirk@mnstate.edu> 8/15/2008 5:01 PM >>>  
Thanks Keswic,

On a related item, I'm very concerned about item 12 on Attachment A of the policy - which strictly prohibits ANY use of a cell phone when the vehicle is moving. Frankly, we just don't think this is realistic'. Rather, I think it is more appropriate that the policy should require "hands free" cell phone use and move this into the same part of item 12 that appears to allow use of radios, CD players and "other devices" which acknowledges that they can be "distracting" - which of course, is true.

Thanks

August 12, 2008 Re: Notes from the Office of the Chancellor in regards to High Occupancy Vehicle (HOV) AND Trailer Towing Training.

I will be your "resident expert" with regards to the Fleet Safety Policy. Short to your concern is we have not developed a High Occupancy Vehicle (HOV), 10 or more including the driver, course yet. A short time ago, we were considering implementing MVR checks, HOV training and Trailer Towing training all at the same time. We've since decided to step back and take them one at a time. The MVR checks are first, then we will move into either the HOV or Trailer training.

As your coaches, etc. look to plan their trips which may require vans, etc, I ask that they also consider their pool of drivers and select the ones with the most experience first. If they can help it, do not let the students be their first option.

At this time CDLs are not required. If you have drivers with CDLs available and they're willing to drive, that's great.

I am striving to stick to the timelines laid out as closely as possible.

Please do not hesitate to contact me if and when you have questions.

I am the person you can direct your vehicle safety questions to. The Defensive Driving courses should be available by the end of September. As for the van

training, we do not have anything ready to roll out yet. I hope to have something available by the end of Dec. if all goes as planned. Whether we'll be able to roll it out at that time, I sure will be dependent of weather, etc.

Please do not hesitate to let me know if you have any additional questions.

Keswic Joiner  
Director, Risk Management  
Minnesota State Colleges and Universities  
Wells Fargo Place  
30 7th St. E, Suite 350  
St. Paul, MN 55101-7804  
(e) [keswic.joiner@so.mnscu.edu](mailto:keswic.joiner@so.mnscu.edu)  
(o) [651-297-4686](tel:651-297-4686)  
(c) [651-328-0226](tel:651-328-0226)  
(f) [651-296-0318](tel:651-296-0318)

August 7, 2008 Re: Under 21 driving to Fargo

I'm pleased to inform you that I have just been notified by MnSCU Risk Management that the insurer, has agreed to make a special exception for MSUM as it relates to the policy regarding coverage of student/employee drivers who are under 21. They have agreed to extend coverage to include students/employees who drive on university business who are 18 years old or older.

This special extended coverage arrangement is based on the following understanding:

1. All drivers will complete the Vehicle Use Agreement.
2. All drivers will have had their motor vehicle driving record checked.
3. There are no other passengers in the vehicle with them, and
4. It is assumed that "zone" for the extended coverage would only apply to/from MSUM within the Fargo metropolitan area. This coverage extension is effective as of today.

FYI, I've also requested clarification to see if this extended coverage arrangement can permit travel outside the Fargo metropolitan area - given that we occasionally travel on university business to Mayville, Grand Forks, Jamestown, etc. But, I'm not hopeful that they'll extend coverage beyond the Fargo area. However, when I get an answer to this,

I'll let you know.

I'd like to commend Jeff Goebel and his staff for putting together the documentation that supported our case regarding how we need to travel into Fargo on a daily basis. Thanks Jeff, I believe your excellent work made all the difference!

Dan Kirk, Vice President, Facilities & Administration

## **Minnesota State Colleges & Universities Vehicle Fleet Safety Program**

- A safety and insurance (risk management) program.
- Program was promulgated by the Risk Management Division of the Department of Administration last summer.
- Parameters have been discussed at MnSCU-wide meetings of Chief Finance and Facilities Officers, Chief Academic and Student Affairs Officers, Chief HR Officers, IFO M&C, MSCF M&C, and both student organizations general meetings. Other state agencies have discussed with their AFSCME and MAPE employees.
- A MnSCU Technical Advisory Committee has been established with broad Representation from colleges and universities; OOC Labor Relations and Department of Administration, Risk Management staff are ad hoc members. The charge of the committee is to guide the implementation and manage operational issues.
- The major provisions and implementation timeline:
  - a. Require Motor Vehicle Use Agreement for all drivers (**Attachment A**)
  - b. Annual Motor Vehicle Record Check for those driving on MnSCU business (**Attachment B**)
  - c. Affects state owned, leased, or rented vehicles; and use of private vehicles

**Summer/Fall 2008** – begin requesting Vehicle Use Permits of all **students** that have been identified as potential drivers and verify eligibility status.

**January 1, 2009** – begin requesting Vehicle Use Permits of **staff** that have been identified as drivers; conduct checks of Motor Vehicle Records (MVRs).

**July 1, 2009** – begin requesting Vehicle Use Permits of **faculty** that have been identified as drivers; conduct checks of MVRs.

Staff is currently meeting with HR and IT to standardize and streamline the process of filling out the VUA and checking MVRs.

d. Behind the Wheel training for High Occupancy Van drivers

e. Behind the Wheel training for towing trailers

Development of this training is continuing. It may not be available for roll-out to students until Spring Semester 2009. Staff and faculty would then be next in line for training.

f. No one under the age of 21 may drive out of state on MnSCU business

g. No towing by vans permitted

These last two points (f. and g.) are still under discussion with the Department of Administration. While MnSCU will eliminate as much of these activities as possible, Until practical and affordable alternatives can be determined, these practices may continue with careful consideration.

**May 27, 2008  
Attachment A**

## **Minnesota State Colleges and Universities Vehicle Use Agreement**

On Line Application Preferred:

[https://appserv.mnstate.edu/vehicle\\_usage/](https://appserv.mnstate.edu/vehicle_usage/)

Original Agreement or Update to Existing Agreement

The information you are being asked to provide will be used by Minnesota State Colleges & Universities personnel to determine your qualification to drive vehicles on college/university business or activities. You are not required by law to provide this information but if you do not do so you will not be approved to drive vehicles on college/university business or activities.

The information on this form will be accessible to your supervisor, state risk management and other system personnel who need the information for their assigned work. Your Driver's License Number will be used to obtain a Motor Vehicle Record Report from the Department of Motor Vehicles for each state where you have held a driver's license in the past five years.

The completed form shall be returned to the individual designated on your campus. Be advised that processing and approval may take 7 to 10 working days. Vehicles may not be driven until you are notified of approval.

**College/University:** \_\_\_\_\_

**Campus:** \_\_\_\_\_

**Department/Division:** \_\_\_\_\_

**Dept Contact:** \_\_\_\_\_

**Drivers Name: Last:** \_\_\_\_\_ **First:** \_\_\_\_\_ **Middle:** \_\_\_\_\_

**Driver's Phone #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (Circle: home / work / mobile)

**Driver's E-mail:** \_\_\_\_\_ (Circle: home or work)

**Status:** Staff/Faculty Student Other (specify) \_\_\_\_\_

**Age:** Younger than 18 18 to 20 21 or over

**Drivers License Number:** \_\_\_\_\_ **Issued by the State of** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Driver's License Expiration Date:** \_\_\_\_\_ **Drivers License Class:** \_\_\_\_\_

**Years of US or Canada Driving Experience:**

Less than 2 yrs 2 to 5 yrs More than 5 yrs

## **Drivers' Responsibilities:**

Driver agrees to:

1. Complete and sign this Vehicle Use Agreement and consent form for Motor Vehicle Records checks.
2. Have a valid drivers license in their possession at all times.
3. Use the vehicle for official, authorized business only.
4. Operate the vehicle in a safe, controlled and courteous manner, in compliance with all applicable traffic laws and college or university regulations.
5. Never place a vehicle in motion until the driver and all occupants are appropriately wearing safety belts. The driver must also assure that safety belts continue to be worn by all occupants throughout the time the vehicle is in motion.
6. Always remove the keys and lock the vehicle when unattended.
7. Never transport unauthorized passengers or cargo.
8. Never allow an unauthorized person to drive the vehicle.
9. Never drive the vehicle under the influence of ANY alcohol or drugs, including medications which may cause impairment.
10. Inspect the vehicle prior to use for obvious safety concerns and significant damage that may exist to the vehicle. Any unsafe conditions or significant damage must be reported to the appropriate authority. In no event should the driver attempt to operate a vehicle with deficiencies that may make it unsafe to operate.
11. Participate in any required driver safety training.
12. Avoid distractions while driving. Do not engage in eating, smoking, personal grooming, reading, using a laptop, watching DVD players or other distracting activities while driving. Also be aware that radios, CD players and other devices can be distracting and should be limited while driving. Cell phones should never be utilized by the driver when the vehicle is in motion.
13. Drivers are personally responsible for all traffic violations and subsequent fines that may occur while driving vehicles on college/university business.

I acknowledge that I have read and understand the contents of the Fleet Safety Policy and Guidelines for the Minnesota State Colleges and Universities, including the Drivers Responsibilities noted above, and agree to abide by such policies and guidelines.

I AUTHORIZE THE MINNESOTA STATE COLLEGES AND UNIVERSITIES TO OBTAIN MY MOTOR VEHICLE RECORD (MVR) FROM ANY STATE WHERE I HAVE HELD A DRIVER'S LICENSE IN THE LAST 5 YEARS. I ALSO UNDERSTAND THAT MY MVR WILL BE OBTAINED AND REVIEWED ANNUALLY IN CONJUNCTION WITH THIS VEHICLE USE AGREEMENT.

I agree to update this Agreement in the event of a change to any of the data supplied above. I also agree to inform my supervisor and the MnSCU Risk Management department in the event of any negative change in the status of my driving record, such as at fault accidents, major violations, multiple minor violations or license revocation, restriction or suspension. I understand that any negative change in the status of my driving record may result in the revocation of the privilege of driving on college/university business and activities.

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***Applicant's Signature Date***

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***Dept Contact Signature (as applicable) Date***



## Attachment B

### **Minnesota State Colleges & Universities Fleet Safety Motor Vehicle Records (MVR) Check Procedure**

- Vehicle Use Agreements must be completed and on file for everyone driving on MnSCU business, whether they use their personal vehicle or a fleet vehicle.
- The agreements should be maintained on campus at an appropriate central location.
- A previously identified employee at the campus central location will fill out the MVR spreadsheet, listing the names they received daily and submit it to either Dave Agren or Carol Morgan in the Risk Management Division.  
([david.agren@state.mn.us](mailto:david.agren@state.mn.us) or [carol.morgan@state.mn.us](mailto:carol.morgan@state.mn.us)) **(These are the only**

#### **2 people that will view MVRs)**

#### **MVR information submitted to RMD**

- Within 5 business days RMD will return a list of eligible drivers, based on the criteria established by the Dept. Administration's Risk Management Division to the campus contact.
- Dave Agren, RMD, will personally talk to the department contact regarding anyone that falls within the conditional guidelines.
  - The only information that will be on file on the campuses is the VUA & and list of eligible drivers.

**If an individual is not on the eligible driver list, according to the criteria established by the Risk Management Division (Exhibit 2), it will be their responsibility to obtain a copy of their motor vehicle record and resolve any outstanding issues. Once resolved they can show their advisor, supervisor, etc. an updated copy of their MVR for verification. Then they can be added to the eligible list.**

Campuses will have electronic copies, for printing purposes, of the VUA and eligibility guidelines that can be posted. This process should be followed annually for returning drivers and each time a new driver is requesting a vehicle.

## **Minnesota State Colleges & Universities – Fleet Safety Program Eligible/Ineligible Driving Record (developed by Dept of Admin)**

### **Eligible** rating:

- a. No more than 2 Minor Violations in the last three years;
- b. No more than 1 At-Fault Accident in the last three years.

### **Conditional** Rating:

- a. No more than 3 Minor Violations in the last three years;
- b. No more than 2 At-Fault Accidents in the last three years;
- c. Any combination of Minor Violations, Major Violations and At Fault Accidents in the last three years totaling no more than 3 occurrences.

### **Ineligible** Rating:

- a. One or more Major Violation in the last five years;
- b. 4 or more Minor Violations in the last three years;
- c. 3 or more At-Fault Accidents in the last three years;
- d. Any combination of Minor Violations, Major Violations and At Fault Accidents in the last three years totaling 4 or more occurrences.

### **Definitions:**

- a. At-Fault Accident – Any accident where the driver is cited with a violation or negligently contributes to the incident or any single vehicle accident where the cause is not equipment related.
- b. The term “Major Violation” shall include any of the following:
  - Driving under the influence of alcohol and/or drugs
  - Failure to stop/report an accident
  - Reckless driving
  - Driving while impaired
  - Making a false accident report

- Homicide, manslaughter or assault arising out of the use of a vehicle
- Driving while license is suspended or revoked
- Careless driving
- Attempting to elude a peace officer

c. The terms “Minor Violation” shall include any moving violation other than a Major Violation noted above, however not including:

- Motor vehicle equipment, load or size requirement violations
- Improper/failure to display license plates (if valid license exists)
- Failure to sign or display registration (if valid registration exists)
- Failure to have drivers license in possession (if valid license exists)

# MnSCU Campus Fleet Contacts

Institution	Contact	Phone Number	E-mail Addresss
Alexandria Technical College	Shari Maloney	320-762-4466	<a href="mailto:sharim@alextech.edu">sharim@alextech.edu</a>
Anoka-Ramsey Comm College	Orrin Nyhus	763-433-1346	<a href="mailto:orin.nyhus@anokaramsey.edu">orin.nyhus@anokaramsey.edu</a>
Anoka Technical College	Wendy Meyer	763-576-4799	<a href="mailto:wmeyer@anokatech.edu">wmeyer@anokatech.edu</a>
Bemidji State University	Marilyn Lanners	218-755-2902	<a href="mailto:mlanners@bemidjistate.edu">mlanners@bemidjistate.edu</a>
Northwest Technical College	Judy Rinkenberger	218-333-6614	<a href="mailto:judy.rinkenberger@ntcmn.edu">judy.rinkenberger@ntcmn.edu</a>
Central Lakes College	Rick Kangas		<a href="mailto:rkangas@clcmn.edu">rkangas@clcmn.edu</a>
Century College	Mark Holper	651-779-5834	<a href="mailto:mark.holper@century.edu">mark.holper@century.edu</a>
Dakota County Technical College	Randy Anderson	651-423-8241	<a href="mailto:randy.anderson@dctc.edu">randy.anderson@dctc.edu</a>
Fond du Lac Tribal & Comm College	Elliot Skurich	218-879-0810	<a href="mailto:eskurich@fdltcc.edu">eskurich@fdltcc.edu</a>
Hennepin Technical College	JoAnn Langseth	763-488-2472	<a href="mailto:jangseth@hennepintech.edu">jangseth@hennepintech.edu</a>
Hibbing Community College	Bill Manney		<a href="mailto:billmanney@hibbing.edu">billmanney@hibbing.edu</a>
Inver Hills Community College	Tom McCluney	651-450-8528	<a href="mailto:tmcculun@inverhills.mnscu.edu">tmcculun@inverhills.mnscu.edu</a>
Itasca Community College	Darla Millard	218-322-2301	<a href="mailto:dmillard@itascacc.edu">dmillard@itascacc.edu</a>
Lake Superior College	Mark Winson	218-733-7637	<a href="mailto:m.winson@lsc.edu">m.winson@lsc.edu</a>
Metropolitan State University	Debra Murphy	651-793-1911	<a href="mailto:Debra.Murphy@metrostate.edu">Debra.Murphy@metrostate.edu</a>
Minneapolis Comm & Tech College	Tara Martinez		<a href="mailto:tara.martinez@minneapolis.edu">tara.martinez@minneapolis.edu</a>
MN State Coll - Southeast Technical	Mike Kroening	507-453-2752	<a href="mailto:mkroening@southeastmn.edu">mkroening@southeastmn.edu</a>
MN State Community & Tech College	Pat Nordick	218-347-6209	<a href="mailto:pat.nordick@minnesota.edu">pat.nordick@minnesota.edu</a>
MN State University Mankato (MSU,M)	Helen Walters	507-389-5649	<a href="mailto:helen.walters@mnsu.edu">helen.walters@mnsu.edu</a>
MN State University Moorhead (MSUM)	Mark Rice	218-477-2062	<a href="mailto:ricem@mnstate.edu">ricem@mnstate.edu</a>
MN West-Canby	Vanessa Ruether		<a href="mailto:vanessa.ruether@mnwest.edu">vanessa.ruether@mnwest.edu</a>
MN West-Granite Falls	Mary Enestvedt		<a href="mailto:mary.enestvedt@mnwest.edu">mary.enestvedt@mnwest.edu</a>
MN West-Jackson	Connie Beckius		<a href="mailto:connie.beckius@mnwest.edu">connie.beckius@mnwest.edu</a>
MN West-Pipestone	Eileen Christensen		<a href="mailto:eileen.christensen@mnwest.edu">eileen.christensen@mnwest.edu</a>
MN West-Worthington	Sandy Beckering		<a href="mailto:sandy.beckering@mnwest.edu">sandy.beckering@mnwest.edu</a>
Normandale Community College	Erik Bentley	952-487-8274	<a href="mailto:erik.bentley@normandale.edu">erik.bentley@normandale.edu</a>
North Hennepin Community College	Kitty Hennemann	763-424-0803	<a href="mailto:khennema@nhcc.edu">khennema@nhcc.edu</a>
Northeast Higher Ed District	Darla Millard	218-322-2301	<a href="mailto:dmillard@itascacc.edu">dmillard@itascacc.edu</a>
Northland Community & Tech College	Julie Fenning		<a href="mailto:julie.fenning@northlandcollege.edu">julie.fenning@northlandcollege.edu</a>
Pine Technical College	Steven Lange	320-629-5155	<a href="mailto:langes@pinetech.edu">langes@pinetech.edu</a>
Rainy River Community College	Wayne Merrell	218-285-2022	<a href="mailto:wmerrell@rrcc.mnscu.edu">wmerrell@rrcc.mnscu.edu</a>
Ridgewater College	Bob Haines	320-222-5205	<a href="mailto:bob.haines@ridgewater.edu">bob.haines@ridgewater.edu</a>
Riverland Community College	Beth Fondell	507-433-0605	<a href="mailto:bfondell@riverland.edu">bfondell@riverland.edu</a>
Rochester Community & Tech College	Wanda Mettes	507-280-2969	<a href="mailto:wanda.mettes@roch.edu">wanda.mettes@roch.edu</a>
St. Cloud State University	Jim Williams		<a href="mailto:jawilliams@stcloudstate.edu">jawilliams@stcloudstate.edu</a>
St. Cloud Technical College	Gary Windschitl	320-308-6158	<a href="mailto:gwindschitl@sctc.edu">gwindschitl@sctc.edu</a>
St. Paul College	Ken Richie	651-846-1676	<a href="mailto:ken.richie@saintpaul.edu">ken.richie@saintpaul.edu</a>
South Central College	Tracy Mcadam		<a href="mailto:tracy.mcadam@southcentral.edu">tracy.mcadam@southcentral.edu</a>
Southwest MN State University	Deb Kerkaert		<a href="mailto:kerkaert@southwestmsu.edu">kerkaert@southwestmsu.edu</a>
Vermillion Community College	Dave Marshall	218-235-2125	<a href="mailto:d.marshall@vcc.edu">d.marshall@vcc.edu</a>
Winona State University	Lori Reed	607-457-2790	<a href="mailto:lreed@winona.edu">lreed@winona.edu</a>