



**BOARD OF TRUSTEES  
EXECUTIVE COMMITTEE MEETING  
WEDNESDAY, MAY 7, 2014  
8:00 AM**

**MINNESOTA STATE COLLEGES AND UNIVERSITIES  
30 7TH STREET EAST  
ROOM 3310, 3RD FLOOR  
SAINT PAUL, MN**

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*In addition to committee members attending in person, additional committee or board members may participate by telephone. Members of the public may attend in person.*

**Executive Committee Agenda**

*Clarence Hightower, Chair*

- (1) **Minutes of January 15, 2014**
- (2) Chancellor's Evaluation Timeline
- (3) FY 2014 Third Quarter Board Operating Budget Report
- (4) **Proposed FY2015 Board Operating Budget**
- (5) Annual Meeting on June 18, 2014
  - Discussion FY2015-FY2016 Meeting Calendar
  - Election of Officers
  - Recognition Reception
- (6) Adjournment

Executive Committee

Clarence Hightower, Chair  
Thomas Renier, Vice Chair  
Michael Vekich, Treasurer  
Ann Anaya  
Margaret Anderson Kelliher  
Alexander Cirillo  
Cheryl Dickson

**BOLD denotes action item**

**MINNESOTA STATE COLLEGES AND UNIVERSITIES  
BOARD OF TRUSTEES  
EXECUTIVE COMMITTEE  
MEETING MINUTES  
January 15, 2014**

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Executive Committee Members Present: Clarence Hightower, chair, Ann Anaya, Margaret Anderson Kelliher, Alexander Cirillo, and Thomas Renier

Members Absent: Cheryl Dickson and Michael Vekich

Other Members Present: Louise Sundin

Also Present: Chancellor Steven Rosenstone

Chair Clarence Hightower convened the Executive Committee at 9:13 a.m., at 30 7th St. E., Fourth Floor, World Trade Room, St. Paul. A quorum was present. Vice Chair Thomas Renier participated by telephone.

**(1) Minutes of October 2, 2013**

The Executive Committee meeting minutes of October 2, 2013 were approved as written.

**(2) Charting the Future Implementation Update**

Chancellor Rosenstone provided an overview of the information that will be shared and discussed with the Board of Trustees during a study session on January 22, 2014 on the implementation strategy for *Charting the Future for a Prosperous Minnesota*. Since the Board of Trustees meeting on November 22, 2013, Chancellor Rosenstone has reached out to students, faculty and staff leadership for their suggestions on the implementation strategy. In addition, consultation has occurred with the chief financial officers, chief academic officers, chief student affairs officers, chief information officers, chief human resources officers, campus communicators, the Leadership Council, and the Board of Trustees.

Chancellor Rosenstone plans to recommend eight implementation teams comprised of members of each internal stakeholder group. A few of the teams will be overarching. For example, information technology supports IT capacity for the entire system. The implementation teams will be comprised of three-quarters' members from the colleges and universities and one quarter from the system office. A steering committee, comprised with about two-thirds of the members from the colleges and universities and one third from the system office will provide leadership to the implementation teams in terms of coordination and oversight. There will be ongoing consultation and capacity building as the implementation goes forward. The sequencing of the recommendations and related projects need to be carefully considered. Changes in policy or administrative procedures may need to be made as a result of the work.

Chancellor Rosenstone continued that there must be accountability to the board and to him that progress is on track and occurring as planned. The chancellor is held accountable by his workplan. Similarly, the presidents and cabinet are held accountable by their workplans. The chancellor offered three suggestions for oversight that the board may wish to consider: study sessions; standing committees (pertinent topics can be added to their agendas); or create a standing committee to focus solely on *Charting the Future*.

Trustee Sundin inquired if there would be an ongoing process for people outside of the system to provide insights and suggestions. Chancellor Rosenstone explained that the implementation teams would be able to consult with others both inside and outside of the system. The chancellor added that he is in the process of seeking additional resources in the form of experts who are familiar with this type of work and grants to help fund some of the projects.

Chair Hightower thanked Chancellor Rosenstone and added that he was looking forward to hearing more details at the upcoming study session.

**(3) Review Draft Agendas for Upcoming Meetings**

A draft of anticipated agenda items for the Board of Trustees meetings from February through June, 2014 was distributed. Chair Hightower invited the committee chairs and vice chancellors to comment on the agenda items. Chancellor Rosenstone observed that the schedule is already full, but additional items may come up and will be added if needed.

**(4) Upcoming Events**

Trustee Louise Sundin suggested that the Board of Trustees have a greater visibility in supporting the Nellie Stone Johnson Scholarship. She urged trustees to attend the next Nellie Stone Johnson Scholarship Dinner on March 27, 2014.

**(5) Adjournment**

Chair Hightower adjourned the meeting at 9:47 a.m.

**BOARD OF TRUSTEES  
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

**INFORMATION ITEM**

**FY 2014 Third Quarter Board Operating Budget Report**

**BACKGROUND**

The Board of Trustees Operating Budget for FY 2014 is \$184,500. At the end of the third quarter on March 31, 2014, the board had spent \$82,363 or 45 percent of its budget. Encumbered funds for the same period are \$76,424, with an available balance of \$25,713.

	FY2014 Approved Budget	Expenditures as of 3/31/14	Encumbered as of 3/31/14	Percentage Used as of 3/31/14
Per Diem	\$32,000	\$11,495	\$20,505	
Meeting Expense	\$47,000	\$13,607	\$19,094	
Audio/Amplification	\$10,000	\$4,122	\$5,178	
In-State Travel	\$45,000	\$11,432	\$14,568	
Development/ National Conferences	\$15,000	\$9,915	\$15,839	
Memberships	\$19,500	\$19,179	\$0	
Travel/accident Insurance	\$0	\$0	\$0	
Consultants	\$5,000	\$11,839	\$0	
Miscellaneous	\$4,000	\$0	\$0	
Chair Expense	\$7,000	\$774	\$1,240	
<b>Total</b>	<b>\$184,500</b>	<b>\$82,363</b>	<b>\$76,424</b>	<b>45%</b>

For comparison purposes, the Board of Trustees Operating Budget in FY 2013 was \$188,000. Actual expenses through March 31, 2013, were \$73,055, or 39 percent of the budget. Encumbered funds were \$82,225 with an available balance of \$32,720.

*Date Presented to the Executive Committee: May 7, 2014*

**BOARD OF TRUSTEES  
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

**BOARD INFORMATION**

**FY 2015 AND FY 2016 MEETING CALENDAR**

**BACKGROUND**

The Board of Trustees approved a meeting calendar for FY 2014 and FY 2015 in June of 2013. The approved FY 2015 meeting dates and the proposed FY 2016 meeting dates are shown below and will be discussed at the Executive Committee on May 7, 2014. The Board of Trustees will review the two-year calendar as a first reading on May 21, 2014, followed by a second reading and approval on June 18, 2014.

The calendar is subject to change with the approval of the board chair. Changes to the meeting calendar will be publicly noticed.

**Approved FY 2015 Meeting Dates:**

<b>Meeting</b>	<b>Date</b>	<b>If agendas require less time, these dates will be cancelled.</b>
Orientation and Board Retreat	September 16-17, 2014	
Committee / Board Meetings	October 21-22, 2014	October 21, 2014
Committee / Board Meetings	November 18-19, 2014	November 18, 2014
Committee / Board Meetings	January 20-21, 2015	January 20, 2015
Committee / Board Meetings	March 17-18, 2015	March 17, 2015
Committee / Board Meetings, Awards for Excellence in Teaching	April 21-22, 2015	
Committee / Board Meetings	May 19-20, 2015	May 19, 2015
Committees / Annual Board Meeting	June 16-17, 2015	

**Proposed FY 2016 Meeting Dates:**

<b>Meeting</b>	<b>Date</b>	<b>If agendas require less time, these dates will be cancelled.</b>
Orientation and Board Retreat	September 15-16, 2015	
Committee / Board Meetings	October 20-21, 2015	October 20, 2015
Committee / Board Meetings	November 17-18, 2015	November 17, 2015
Committee / Board Meetings	January 19-20, 2016	January 19, 2016
Committee / Board Meetings	March 15-16, 2016	March 15, 2016
Committee / Board Meetings Awards for Excellence in Teaching	April 19-20, 2016	
Committee / Board Meetings	May 17-18, 2016	April 17, 2016
Committee / Annual Board Meetings	June 21-22, 2016	