

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

Second Reading

BOARD ACTION

PROPOSED FY 2011 BOARD OF TRUSTEES OPERATING BUDGET

BACKGROUND

1 The Executive Committee had a preliminary discussion on the FY 2011 Board of Trustees Operating
 2 Budget at their meeting on April 21, 2010. They reviewed a proposed budget as a first reading at their
 3 meeting on May 19, and decided to assign \$15,000 for attendance at national conferences on trusteeship to
 4 the contingency fund. Each conference's agenda would be thoroughly discussed before the Chair of the
 5 Board granted permission to attend a conference. The \$15,000 provides for up to six Trustees to attend
 6 three national conferences at an estimated cost of about \$2,500 per person, including registration, air fare,
 7 lodging, per diem and expenses. This decision increased the contingency fund from \$8,700 to \$23,700.

Budget	Approved FY 2010	Estimated Year-end	Percent Used	Proposed FY 2011
Expenses:				
Per Diem	\$30,000	\$22,500	75%	\$30,000
Meeting Expense (1)	\$64,000	\$62,000	97%	\$64,000
Travel in-state (2)	\$45,000	\$35,000	78%	\$45,000
Development/National Conferences (3)	\$15,000	\$12,500	83%	\$0
Consultants	\$6,000	\$9,600	160%	\$10,000
Miscellaneous (4)	\$34,800	\$29,000	83%	\$32,800
Contingency Fund	\$10,700	\$0	\$0	\$23,700
Chair Expense	\$7,000	\$5,600	80%	\$7,000
Total Budget:	\$212,500	\$176,200	83%	\$212,500

- (1) Meeting expense includes rent, printing, food, postal/delivery, audio services.
 (2) Travel in-state includes mileage, meals, lodging, parking, in-state registration fees.
 (3) \$15,000 for development/national conferences (including registration fees, airfares, lodging, mileage, etc.) was moved to contingency.
 (4) Other expenses include copier, insurance, long distance, memberships in national trustees' organizations, supplies and equipment.

1 **Recommended Motion**

2 The Executive Committee recommends that the Board of Trustees approves the FY 2011 Board Operating
3 Budget of \$212,500.

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5 Date Presented to the Executive Committee: May 19, 2010

6 Date Presented to the Board of Trustees: June 16, 2010

Assumptions for FY '11 Board Operating Budget Board of Trustees

1. The Board of Trustees Operating Budget for FY 2010 is \$212,500 - \$205,500 for operating expenses¹ and \$7,000 for the Board Chair expenses².
2. The same amount, \$212,500 is being proposed for FY 2011.
3. The 2011 meeting calendar will be approved in May. It follows last year's meeting dates. Two-day meetings in July, September, November, January, March, April, May and June. Two meetings will be on a system campus: a retreat is scheduled at Minnesota State University Moorhead in October, and the second day of the January meeting will be on a metro area campus. Additional meetings are anticipated to accommodate the Board's search for a new chancellor.
4. Six Trustees' terms are scheduled to end on June 30, 2010, and it is anticipated that the governor will appoint six members effective July 1, 2010.
5. Orientations for the new Trustees will be scheduled after they are appointed.
6. Based on FY 2009 data, the approximate cost for a two-day Board meeting at Wells Fargo Place in Saint Paul is \$8,544. This includes rent for the board room, audiovisual and recording services, printing, lunches/refreshments, per diem, lodging and reimbursable travel expenses.
7. The Board has memberships in two national organizations for trustees in higher education: the Association of Community College Trustees (ACCT) and the Association of Governing Boards of Universities and Colleges (AGB). ACCT's annual dues are \$6,045, and AGB's dues are \$10,500.
8. For development/national conferences, \$15,000 is budgeted for trustees to attend the national conferences sponsored by higher education organizations.

¹ The Board's Operating Budget provides for Trustees' per diems and reimbursable expenses, meeting costs including printing, postage and delivery expenses, equipment rental and other purchased services, memberships in national higher education organizations for trustees and attending national conferences for trustees.

² The Board Chair's budget provides for participation at systemwide scholarship events sponsored by the statewide student associations, recognition events and other system or higher education related activities.