



**BOARD OF TRUSTEES  
EXECUTIVE COMMITTEE MEETING  
WEDNESDAY, MAY 4, 2011  
8:00 AM**

**WELLS FARGO PLACE  
30 7TH STREET EAST  
ROOM 3310, 3RD FLOOR  
SAINT PAUL, MN**

---

*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**

*Scott Thiss, Chair*

- (1) **Minutes of April 6, 2010**
- (2) Third Quarter FY2011 Board Operating Budget Report
- (3) **Proposed FY2012 Board Operating Budget**
- (4) Proposed FY2012 Meeting Calendar (First Reading)
- (5) Review Draft Schedule/Agendas for Meetings on May 17-18, 2011
- (6) Leadership Council Comments
- (7) Other Business

Executive Committee

Scott Thiss, Chair  
Clarence Hightower, Vice Chair  
Duane Benson, Treasurer  
Cheryl Dickson  
Dan McElroy  
Christine Rice  
Louise Sundin

**BOLD denotes action item**

**MINNESOTA STATE COLLEGES AND UNIVERSITIES  
BOARD OF TRUSTEES  
EXECUTIVE COMMITTEE  
MEETING MINUTES  
April 6, 2011**

---

Executive Committee Members Present: Scott Thiss, Chair, Duane Benson, Cheryl Dickson, Clarence Hightower, Christine Rice and Louise Sundin

Executive Committee Members Absent: Dan McElroy

Other Members Present: Jacob Englund, Christopher Frederick and Alfredo Oliveira

The Minnesota State Colleges and Universities Board of Trustees Executive Committee met at Wells Fargo Place, 30 7th St., E., 3rd Floor, Room 3310, Saint Paul, on Wednesday, April 6, 2011. Chair Scott Thiss convened the meeting at 8:00 AM and announced that a quorum was present.

Chair Thiss and Trustees Jacob Englund and Alfredo Oliveira and President Kevin Kopischke participated by conference call.

**(1) Minutes of March 2, 2011**

The Executive Committee meeting minutes of March 2, 2011, were accepted as written.

**(2) Discuss FY 2012 Meeting Calendar**

Chair Thiss reported that the Board will approve its FY 2012 meeting calendar at the annual meeting on June 22, 2011. At the annual meeting, the Board also will elect officers and approve the budget. Staff distributed the current year's calendar that showed the number of meetings that were added after the calendar was approved in May 2010. The majority of the extra meetings were for the Executive Committee and the chancellor search, while others were for special committee meetings.

For the FY2012 calendar, Chair Thiss asked the members for their thoughts on the Executive Committee meetings and scheduling a Board retreat, including timing and a location. Trustees spoke in favor of continuing the Executive Committee meetings. The meetings were useful in discussing and setting the agenda for the Board meetings. Trustees also expressed that the Executive Committee meetings were more productive as they no longer met after the Board meeting. Chair Thiss commented that the Executive Committee will meet only on the months when the Board will meet.

Chair Thiss remarked that the Board has had a retreat in October for as long as he has been on the Board. He continued that he spoke with Chancellor-designate Steven Rosenstone about having the retreat earlier to align with the Strategic Plan. Chair Thiss asked for opinions on a one-day retreat in August. Trustee Cheryl Dickson commented that a retreat should occur in advance of approving work plans. She also proposed a "get-to-know-you-session" with Chancellor-designate Rosenstone in May, June or August.

Trustee Christine Rice commented that retreats are a good way for the Board to be informed of important issues and that they also contribute to building collegiality. Chair Thiss asked members about a retreat in September that could be combined with the

regularly scheduled Board meeting. President Kevin Kopischke shared that he and Dr. Rosenstone have discussed a retreat with the Leadership Council. Chair Thiss remarked that the Board's retreat would be after the Leadership Council's retreat.

Trustee Louise Sundin inquired if the Board has thought of having one meeting a year with the Leadership Council? President Kopischke replied that it could be considered with the next generation of leaders. Chancellor James McCormick added that while the Leadership Council is not a decision-making body, a joint meeting with the Board would become a public meeting, and he suggested seeking advice from legal counsel. The Chancellor continued that August is a month in which we have tried not to schedule meetings. Chair Thiss summarized that the general consensus was that October is too late for a retreat. He will consult with Chancellor McCormick, Dr. Rosenstone, and President Kopischke on a retreat date for the FY12 calendar.

Trustee Duane Benson inquired whether others thought a self-evaluation might be of value during a retreat? Chair Thiss replied that he will discuss it with others and come back with some ideas for an agenda.

**(3) Review Academic and Student Affairs Study Session on April 13, 2011**

Trustee Rice reported that the Academic and Student Affairs Study session on April 13 will look at remedial education and hear best practices and approaches from some of the system's campuses.

**(4) Board of Trustees Study Session on Committee Goals**

Chair Thiss inquired how the committee goals were working? Did the committees want to select goals for next year? What about selecting only one big goal? Trustee Benson suggested reviewing the progress on this year's goals before adding more. Trustee Rice commented that she found it helpful for the Academic and Student Affairs Committee to have goals to focus upon even though they found out they were much bigger than they thought. Trustee Dickson commented that some of the committees' goals were new activities, while others focused on a new aspect of the committees' work. She continued that the Advancement Committee's goals would have been more fruitful if they had the opportunity to talk with committee and Leadership Council staff before selecting them. Vice Chair Clarence Hightower noted that the process worked differently in different committees, adding that the Chancellor and staff played a role in shaping the goals and advancing the system rather than making more work.

Chair Thiss asked if another approach could be a discussion at the July meeting on follow-up or new ideas for goal's for the next fiscal year. Chancellor McCormick proposed that the transition model is an opportunity to create an environment where the new leader can bring new ideas, innovations and changes. Do not deny the opportunity of the new leadership to think about some things you have not thought of before. Capture the creativity early and keep yourself open to some new things. Chair Thiss remarked that he is meeting with Dr. Rosenstone and will discuss these suggestions with him and come back with some ideas.

**(5) Review Draft Schedule/Agenda for Meetings on April 19-20, 2011**

The committee reviewed the draft schedule/agendas for the meetings on April 19-20, 2011, and made some revisions. They included adding another joint committee meeting

(Academic and Student Affairs and Diversity and Multiculturalism) to review "Student Trend Data."

**(6) Leadership Council Comments**

President Kopischke, Alexandria Technical and Community College, and co-chair of the Leadership Council, reported that the Leadership Council met on April 5, 2011. The priority items discussed were the FY 2012-2013 outlook and planning, the Board of Trustees Action Plan, Resources for Results, the U. S. Department of Education Regulations and an update on the transition.

**(6) Other Business**

Chair Thiss asked the committee chairs to think about bringing their committee goals to a conclusion. Trustee Benson suggested that the committee chair may provide an update on the status of their committee's goals at the end of each committee meeting.

**Adjournment**

Chair Thiss adjourned the meeting at 9:00 AM.

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

**INFORMATION ITEM**

**THIRD QUARTER FY2011 BOARD OPERATING BUDGET REPORT**

**BACKGROUND**

The Board of Trustees approved Operating Budget for FY 2011 is \$212,500. A request for carry-forward funds of \$1,222 for an expense that occurred in FY10, but the invoice was received after the books closed, was approved in September, making the budget \$213,722. In the third quarter, Office Services deducted \$30 for parking validations.

The third quarter report for the period ending March 31, 2011, is presented as information on Attachment A. At the end of the third quarter, \$118,300, or 55 percent of the budget, had been disbursed. Encumbered funds for the same period are \$49,300, with an available balance of \$46,000.

The Board of Trustees Operating Budget in FY 2010 also was \$212,500. For comparison purposes, the second quarter report for the period ending March 31, 2010, is shown on Attachment B. During that period, \$111,600, or 53 percent of the budget had been disbursed. Encumbered funds were \$67,461, with an available balance of \$33,400.

*Date Presented to the Executive Committee: May 4, 2011*

Minnesota State Colleges and Universities Board of Trustees  
 Approved FY 2011 Operating Budget

	Approved FY 2011 Budget		First Quarter 9/30/10		Second Quarter 12/31/10		Third Quarter 3/31/11		Year-to-date 3/31/11		Year-to-date 3/31/11		Third Quarter 3/31/11		Percent Used	
			Cash		Cash		Cash		Cash		Encumbered	Balance				
<b>Expenses:</b>																
Per Diem	\$30,000	\$6,105	\$7,205	\$8,855	\$22,165	\$7,835	\$0	\$0	\$7,835	\$0	\$0	\$0	\$0	\$0	\$0	74%
Meeting Expense (1)	\$64,000	\$10,678	\$10,649	\$13,554	\$34,881	\$30,639	-\$1,520	\$13,232	\$30,639	-\$1,520	\$13,232	\$13,232	\$13,232	\$13,232	\$13,232	55%
Travel in-state (2)	\$45,000	\$5,132	\$11,791	\$9,903	\$26,826	\$4,942	\$0	\$0	\$4,942	\$0	\$0	\$0	\$0	\$0	\$0	60%
Development/National Conferences (3)	\$0	\$0	\$1,385	\$4,175	\$5,560	\$0	-\$5,560	\$0	\$0	\$0	\$0	-\$5,560	-\$5,560	-\$5,560	-\$5,560	35%
Consultants	\$10,000	\$0	\$0	\$3,534	\$3,534	\$3,306	\$3,160	\$3,160	\$3,306	\$3,160	\$3,160	\$3,160	\$3,160	\$3,160	\$3,160	74%
Miscellaneous (4)	\$32,800	\$9,111	\$2,675	\$12,495	\$24,281	\$1,755	\$6,764	\$6,764	\$1,755	\$6,764	\$6,764	\$6,764	\$6,764	\$6,764	\$6,764	0%
Contingency Fund	\$23,700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	15%
Chair Expense	\$7,000	\$0	\$509	\$555	\$1,064	\$833	\$5,103	\$5,103	\$833	\$5,103	\$5,103	\$5,103	\$5,103	\$5,103	\$5,103	56%
<b>Sub-Total:</b>	\$212,500	\$31,026	\$34,214	\$53,071	\$118,311	\$49,310	\$46,071	\$46,071	\$49,310	\$46,071	\$46,071	\$46,071	\$46,071	\$46,071	\$46,071	55%
Carry-Forward FY10 (5)	\$1,222															
<b>Total:</b>	\$213,722				\$118,311	\$49,310	\$46,071	\$46,071	\$49,310	\$46,071	\$46,071	\$46,071	\$46,071	\$46,071	\$46,071	55%
Parking Validations (6)	\$30															
<b>Budget Total 3/31/11</b>	<b>\$213,692</b>															

Notes:

- (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) Development/national conferences will be reviewed by the Executive Committee. The Board designated \$15,000 for national conferences to the Contingency Fund.
- (4) Other expenses includes copier, insurance, long distance, memberships in national trustees' organizations, supplies and equipment.
- (5) Expense occurred in FY2010, but payment unable to be processed until after FY2010 books closed (late invoice). Carry-forward approved on September 28, 2010.
- (6) Parking validations are processed by Office Services and deducted from budget.

The Board of Trustees approved the FY 2011 operating budget on June 16, 2010.

Minnesota State Colleges and Universities Board of Trustees  
Approved FY 2010 Operating Budget

Approved FY 2009 Budget	First Quarter	Second Quarter	Third Quarter	Year-to-date	Year-to-date	Third Quarter	Percent
	9/30/09 Cash	12/31/09 Cash	3/31/10 Cash	3/31/10 Cash	3/31/10 Encumbered	3/31/10 Balance	Used
Expenses:							
Per Diem	\$3,685	\$5,115	\$5,720	\$14,520	\$15,480	\$0	48%
Meeting Expense (1)	\$10,218	\$10,924	\$12,452	\$33,594	\$35,804	-\$5,398	52%
Travel in-state (2)	\$4,414	\$8,112	\$7,701	\$20,227	\$7,702	\$17,071	45%
Development/National Conferences (3)	\$1,875	\$4,237	\$2,987	\$9,099	\$5,000	\$901	61%
Consultants	\$0	\$5,300	\$4,274	\$9,574	\$0	-\$3,574	160%
Miscellaneous (4)	\$6,875	\$16,161	\$1,150	\$24,186	\$2,310	\$8,304	70%
Contingency Fund	\$0	\$0	\$0	\$0	\$0	\$10,700	0%
Chair Expense	\$0	\$353	\$75	\$428	\$1,165	\$5,407	6%
<b>Total:</b>	\$212,500	\$50,202	\$34,359	\$111,628	\$67,461	\$33,411	53%
<b>Total:</b>	<b>\$212,500</b>			<b>\$111,628</b>	<b>\$67,461</b>	<b>\$33,411</b>	<b>53%</b>

**Notes:**

- (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) Development/national conferences includes registration fees, airfares, lodging, mileage, etc.
- (4) Miscellaneous includes copier, insurance, long distance, memberships, supplies, equipment and subscriptions.

The Board of Trustees approved the FY 2010 operating budget on June 18, 2009.

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

*First Reading*

**BOARD ACTION**

**PROPOSED FY2012 MEETING CALENDAR**

**BACKGROUND**

1 The Executive Committee will review a proposed FY2012 meeting calendar on May 4, and again on June  
2 8, 2011, before recommending approval by the Board of Trustees.

3

4 The proposed FY 2012 meeting calendar is:

5

6 July 19 and 20, 2011: Committee and Board Meetings

7 September 20 and 21, 2010: Retreat on First Day, Committee and Board Meetings Next Day

8 October 18 and 19, 2010: Committee and Board Meetings

9 November 15 and 16, 2010: Committee and Board Meetings

10 January 17 and 18, 2012: Committee and Board Meetings

11 March 20 and 21, 2012: Committee and Board Meetings

12 April 17 and 18, 2012: Committee and Board Meetings

13 May 15 and 16, 2012: Committee and Board Meetings

14 June 19 and 20, 2012: Committee Meetings and Annual Board Meeting

15 July 17 and 18, 2012: Committee and Board Meetings

16

17 The calendar is subject to change as additional committee and board meetings may be scheduled as  
18 needed with the approval of the Board Chair. Changes to the calendar will be publicly noticed.

19

20

21

22 **RECOMMENDED COMMITTEE ACTION**

23 The Executive Committee recommends that the Board of Trustees approves the FY 2012 meeting  
24 calendar.

25

26 **RECOMMENDED BOARD ACTION**

27 The Board of Trustees approve the FY 2012 meeting calendar.

28

29

30

31 *Date Presented to the Executive Committee: May 4, 2011*

32

33