



**BOARD OF TRUSTEES
EXECUTIVE COMMITTEE MEETING
WEDNESDAY, OCTOBER 5, 2011
8:00 AM**

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
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 June 8, 2011**
- (2) FY2011 Year-end Board Operating Budget Report
- (3) FY2012 Budget
- (4) Draft Schedule/Agendas for Meetings October 18, 2011
- (5) Installation of Chancellor Steven Rosenstone, October 19, 2011
- (6) Board and Committee Meeting Frequency
- (7) Leadership Council Comments

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
June 8, 2011**

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

Executive Committee Members Absent: None

Other Members Present: Jacob Englund, Alfredo Oliveira, and James Van Houten

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

Trustee Alfredo Oliveira and President Kevin Kopischke participated by conference call.

(1) Minutes of May 4, 2011

The Executive Committee meeting minutes of May 4, 2011, were accepted as written.

(2) Committee Goals

Chair Scott Thiss requested each committee chair to provide a brief update on their goals during the standing committee reports at the June Board meeting.

(3) Special Meeting of the Finance and Facilities Committee on June 15, 2011

Trustee Dan McElroy, Chair, Finance and Facilities Committee, reported that there will be a special meeting of the committee on June 15 for first readings on the FY2012-2017 Capital Budget Request and the FY2012 Operating Budget. Both items will be presented for a second reading and action at the Board meeting on June 21 and 22, 2011.

(4) Draft Schedule/Agendas for Annual Meeting on June 21 and 22, 2011

The Executive Committee reviewed the draft schedule/agendas for the meetings on June 21 and 22, 2011.

Election of Officers

Chair Thiss announced that all three current officers, Duane Benson, Treasurer; Clarence Hightower, Vice Chair; and Scott Thiss, Chair; have submitted their names to serve for another year. The elections will take place at the Board meeting on June 22, 2011.

FY2012 Meeting Calendar

The proposed FY2012 meeting calendar will be presented for action at the Board meeting on June 22. As presented, two-day meetings are scheduled on the third Tuesday and Wednesday of each month except August, December and February. The first day of the September meeting will be a retreat with Chancellor-designate Steven Rosenstone.

Special Events on June 21 and July 19, 2011

Chair Thiss proposed changing the date and time of the recognition ceremony for Trustee Christopher Frederick whose appointment ends on June 30, and Presidents David Danahar, Larry Litecky, Shari Olson, Donovan Schwichtenberg and Ann Valentine who were either retiring or have accepted other positions. Interim Vice Chancellor Scott Olson also will be recognized. Instead of an evening reception on June 21, Chair Thiss proposed a reception immediately following the Board meeting on June 22, 2011. Trustees concurred with the change.

Chair Thiss also announced that Chancellor McCormick's retirement reception will be on July 19 at the Science Museum of Minnesota.

(5) July Study Session

Chair Thiss proposed adding a one-hour study session to the July meeting agenda. The purpose of the study session would be to review the "Connecting with Campus Initiative," and for an informal Board self-evaluation. The members supported the suggestion and a study session will be added to the agenda.

(6) Installation of Chancellor-designate Dr. Steven Rosenstone

Chair Thiss outlined a ceremony for the installation of Chancellor-designate Steven Rosenstone. The ceremony will signal the arrival of a new leader and the importance of the system's relationship with the citizens of Minnesota. The Minnesota State Capitol Rotunda is being considered for the location. The date for the ceremony will be confirmed later but most likely will be one of the two days already scheduled for meetings in October (18th and 19th). Minnesota State College – Southeast Technical, has a Jewelry Manufacturing and Repair Program and President Jim Johnson said that they would be honored to design a medallion for the occasion.

(7) iPad Pilot Study

Darrel Huish, Vice Chancellor, Information Technology, summarized the results of the iPad Pilot Study. Several Trustees with iPads participated in the study. Vice Chancellor Huish commented that the iPad has promise for the future and the technology is better today than when the study began. At this time, the potential cost savings do not make a strong argument for the devices. It is useful for some trustees but it is primarily a personal device. The \$700 expense of the iPad could be recaptured over 30 months of use, but three-years are a long time to keep a single personal productivity device. One recommendation is to do nothing. Another recommendation is to provide iPads to people who agree not to use printed materials. The iPad is currently not a stand-alone device. Trustees would need to have a Mac or other PC with configuration. Apple announced that next version of the iPad will not need tethering. Last minute documents might be a constraint. Technology does fail sometimes and network connectivity can create problems too. The Office of the Chancellor Local Area Network (LAN) staff does not currently support the iPad.

Trustee Thomas Renier explained that the Northland Foundation Board went through a six-month transition when they moved to paperless meetings. The members used their laptops or iPads, but there were always a few paper copies available. Trustee Jacob Englund favored paperless and moving forward with the technology. Chair Thiss concluded that moving to paperless meetings may be something the Board needs to do,

but now is not the right time. The materials are currently available online to anyone that wants to access them. He proposed continuing the discussion as the technology improves.

Chair Thiss asked President Kopischke to consult with the presidents to see how many want to continue receiving printed board meeting materials.

(8) Leadership Council Comments

President Kevin Kopischke, Alexandria Technical and Community College, and co-chair of the Leadership Council, reported that the Leadership Council met on June 7, 2011. They recognized Presidents David Danahar, Larry Litecky, Shari Olson, Donovan Schwichtenberg and Ann Valentine who were either retiring or leaving the system. They also thanked Interim Vice Chancellor Scott Olson for his work over the past year in academic and student affairs. The main topic of discussion was the state shutdown.

(9) Adjournment

Chair Thiss adjourned the meeting at 9:00 AM.

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

INFORMATION ITEM

FY2011 YEAR-END BOARD OPERATING BUDGET REPORT

BACKGROUND

Board Policy 1A.2, Part 5, Subpart A. requires the Executive Committee to periodically review the Board of Trustees Operating Budget and to provide a year-end report to the Board at the conclusion of the fiscal year.

The Board of Trustees Operating Budget for the period July 1, 2010, through June 30, 2011, was \$213,722. During the fiscal year, the Board of Trustees spent \$174,606, or 82 percent of its budget as shown on Attachment A. The balance at year-end was \$39,116, of which \$17,520 was carried forward to FY2012 for obligations that occurred in the fourth quarter for a special event in July. The payments were processed after the close of the FY2011 books.

For comparison purposes, Attachment B shows the Board of Trustees Operating Budget for FY2010. The budget was \$212,500. Actual expenses were \$170,678, leaving a balance of \$41,822.

Presented to the Executive Committee: October 5, 2011

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

	Approved FY 2011 Budget	Actual FY 2011 Year-End	Actual Percent Used
Expenses:			
Per Diem	\$30,000	\$33,165	111%
Meeting Expense (1)	\$64,000	\$62,940	98%
Travel in-state (2)	\$45,000	\$41,725	93%
Development/National Conferences (3)	\$0	\$7,449	
Consultants	\$10,000	\$0	0%
Miscellaneous (4)	\$32,800	\$26,259	80%
Contingency Fund	\$23,700	\$0	0%
Chair Expense	\$7,000	\$3,068	44%
 Sub-Total:	 \$212,500	 \$174,606	 82%
Carry-Forward FY2010 (5)	\$1,222		
Total:	\$213,722		
Balance			<u>\$39,116</u>
 Carry-Forward FY2011 (6)			 \$17,520

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) Expenses encumbered in FY2011 for retirement reception on July 19, 2011. Amount carried forward to FY2012.

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 2010 Budget	Actual FY 2010 Year-End	Percent Used
Expenses:			
Per Diem	\$30,000	\$23,100	77%
Meeting Expense (1)	\$64,000	\$57,410	90%
Travel in-state (2)	\$45,000	\$33,738	75%
Development/National Conferences (3)	\$15,000	\$14,667	98%
Consultants (4)	\$6,000	\$9,574	160%
Miscellaneous (5)	\$34,800	\$27,622	79%
Contingency Fund	\$10,700	\$0	0%
Chair Expense	\$7,000	\$4,567	65%
Total:	\$212,500	\$170,678	80%
Year-End Balance		\$41,822	
Carry-Forward Funds (6)		\$1,222	

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) Facilitator and speaker at Board Retreat on October 20-21, 2009.
- (5) Miscellaneous includes copier, insurance, long distance, memberships, supplies, equipment and subscriptions.
- (6) Obligation incurred in FY2010 and invoice arrived after deadline. Carried forward to FY2011.

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