



**BOARD OF TRUSTEES  
EXECUTIVE COMMITTEE MEETING  
WEDNESDAY, JUNE 6, 2012  
8:30 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**

*Scott Thiss, Chair*

- (1) **Minutes of May 2, 2012**
- (2) FY2013 Board Operating Budget
- (3) Draft Schedule/Agendas for Annual Board Meeting on June 19-20, 2012
  - Recognition Reception June 19, 2012
- (4) 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  
May 2, 2012**

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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: Brett Anderson and Alfredo Oliveira

Also Present: Chancellor Steven Rosenstone and President Edna Szymanski

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, May 2, 2012. Chair Scott Thiss convened the meeting at 8:00 AM and announced that a quorum was present. Trustees Alfredo Oliveira and Christine Rice and President Edna Szymanski participated by conference call.

**(1) Minutes of March 7, 2012, Meeting**

The Executive Committee meeting minutes of March 7, 2012, were approved as written.

**(2) FY2012 Third Quarter Board Operating Budget Report**

Trustee Duane Benson, Treasurer, reviewed the FY2012 Third Quarter Board Operating Budget report. During the third quarter (January 1 to March 31, 2012), the board spent \$26,151. Cash expenditures through March 31, 2012, were \$95,552, or 44 percent of budget. For comparison purposes, during the same period in FY12 the board had spent 55 percent of its budget.

**(3) Proposed FY2013 Board Operating Budget**

Trustee Benson reviewed the proposed FY2013 Board Operating Budget of \$188,000. It is presented for approval and for referral to the Finance and Facilities Committee for inclusion in the overall system budget that will be approved in June. Trustee Benson reported that the board's budget for FY2012 was originally \$212,500, but it was reduced by five percent in January 2012 resulting in a budget of \$201,875. System budget planning for FY2013 set a target of \$201,875 for the board's budget.

Trustee Benson reported that rent for the McCormick Room, copier lease and delivery and courier expenses will be assumed by Office Services effective July 1. The amount of these expenses, estimated at \$14,000, will reduce the board's operating budget to \$188,000. Trustee Benson continued that FY2012 expenses have been running at about one-third less than projected due to fewer meetings. Six new members are expected to be appointed in July, and orientation sessions will be scheduled. Depending on where the new members reside, travel expenses may increase as five of the members whose terms are ending live in the metro area. The board has memberships in two national higher education organizations for trustees. They are the Association of Community College Trustees and the Association of Governing Board of Universities and Colleges. The proposed budget includes \$15,000 for trustees' attendance at national conferences.

There was a discussion about the budget, including a suggestion to increase it by \$6,000, or on a questions about whether the board could request an increase in funds if needed later in the year. Inge Chapin, Secretary to the Board, responded to questions. She explained that the consultant's category is the contract with the sound engineer who coordinates the amplification and live audio-streaming of the committee and board meetings. The miscellaneous category includes the memberships in the national higher education organizations and travel/accident insurance that is due for renewal in September.

Trustee Hightower commented that he was philosophically opposed to increasing the board's budget when everyone else has to hold their budgets. Chair Thiss added that the board has money left over every year. Laura King, Vice Chancellor – Chief Financial Officer, reported that the legislature put a hard cap on the whole system office budget. Trustee McElroy remarked that he thinks it is always better to budget as realistically as possible. Chair Thiss asked staff to show line items in the budget for the audio engineer, memberships in national organizations and the travel accident insurance policy.

*Trustee Benson moved that the Executive Committee approves the FY2013 Board Operating Budget of \$188,000, and refers it to the Finance and Facilities Committee to be included in the overall budget that will be presented to the Board of Trustees for approval in June. Trustee Dickson seconded and the motion carried.*

#### **(4) Discussion FY2013 Meeting Calendar**

Chair Thiss reviewed the proposed FY2013 meeting calendar. A retreat is planned in September. Two-day committee and board meetings are scheduled in July, October, November, January, March, April, May and June. Orientations will be scheduled after the new trustees have been appointed. The calendar will be presented as a first reading on May 16 and for a second reading and approval on June 20.

#### **(5) Draft Schedule/Agendas for Meetings on May 15-16, 2012**

The draft schedule and agendas for the committee and board meetings on May 15-16, 2012, were reviewed. There was a discussion about the meeting frequency and how much time staff spends on preparing for the committee and board meetings. Trustee Benson inquired of Chancellor Rosenstone if it was possible to determine how much staff time goes into the meetings. Chancellor Rosenstone replied that he would consult with staff and provide an estimate.

With the pending appointments of two new presidents, Chancellor Rosenstone commented that there will be a change to the previous practice of announcing his recommendations in advance of the meeting. The announcement will be made afterwards. Trustee Dickson suggested convening the Human Resources Committee as a Committee of the Whole so that the procedure for the appointments would not be done twice, once in committee and again during the board meeting, which she felt was redundant. Chair Thiss asked Human Resources Committee Chair Trustee Hightower to consider simplifying the process and to consult with General Counsel Gail Olson, as necessary.

#### **(6) Leadership Council Comments**

President Edna Szymanski, Minnesota State University Moorhead, reported that the Leadership Council met on May 1, 2012. She commented that they worked on goals in the Strategic Framework and that significant progress has been made on increasing access to baccalaureate

degrees in the metro area. President Szymanski also announced that President Earl Potter, St. Cloud State University, was elected as the incoming co-chair of the Leadership Council.

**Adjournment**

Chair Thiss adjourned the meeting at 9:09 AM.