

**MINNESOTA STATE COLLEGES AND UNIVERSITIES  
BOARD OF TRUSTEES  
SPECIAL MEETING OF THE EXECUTIVE COMMITTEE  
MINUTES  
May 5, 2015**

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Executive Committee Members Present: Thomas Renier, chair, Ann Anaya, Margaret Anderson Kelliher, Alexander Cirillo, Philip Krinkie, and Michael Vekich

Other Members Present: John Cowles, Robert Hoffman, and Louise Sundin

Also Present: Chancellor Steven Rosenstone

Chair Renier convened the meeting at 8:00 am. Trustees Cowles and Hoffman participated by phone.

**Minutes of May 7, 2014 and April 13, 2015**

The Executive Committee approved the minutes of May 7, 2014, and April 13, 2015.

**One-Day Training Workshop**

Trustee Cirillo updated the committee on the planning for a training seminar for the board. He highlighted the consulting services offered by the Association of Governing Boards of Universities and Colleges and John Stout, an attorney in Minnesota and an expert on corporate governance. Trustee Cirillo noted that AGB and Mr. Stout are capable of conducting the training seminar. Trustee Cirillo suggested that the board may wish to conduct an annual evaluation of its performance.

During the discussion, trustees voiced support for Mr. Stout's expertise, particularly with respect to his familiarity with Minnesota laws.

*Trustee Vekich moved that the Executive Committee authorize the board chair to enter into negotiations with John Stout for a training workshop not to exceed \$15,000. Vice Chair Anderson Kelliher seconded the motion and it carried.*

Mr. Stout will interview the chancellor, the chancellor's direct reports, and others as directed by the chair of the board. The date of the workshop will be determined later.

**Proposed FY2016 Board Operating Budget**

Trustee Vekich reviewed the proposed FY2016 board operating budget of \$180,000. The board's operating budget for FY2015 is \$184,500. At the end of April, the board has spent \$120,000, or 65 percent, of its budget. Projected expenses through June 30, the end of the fiscal year, are about \$172,000, or 91 percent, of the budget. System office budget planning guidelines for the next year proposed reductions in many of the divisions. The target for the Board of Trustees operating budget is \$177,983, a reduction of about 3.5 percent.

Trustees' per diems are projected to be about \$23,000 at the end of the year. \$25,000 is proposed for FY2016. For meeting expenses, an estimated \$29,000 will be spent this year and \$32,000 is proposed for next year. No change is proposed to the \$10,000 for amplification and audio streaming. In-state travel for this year is projected to be about \$45,000. The current budget is \$42,000. An increase in-state travel to \$47,000 is recommended.

No change is proposed to the \$20,000 for development and national conferences. Membership dues in two national organizations (the Association of Community College Trustees and the Association of Governing Boards of Universities and Colleges) are projected to increase from \$19,709 to \$21,000. The board's travel accident insurance policy will expire on September 26, 2015. The three-year policy with The Hartford Insurance Company was \$4,050. A new policy is estimated to cost \$5,000. The board may still hire consultants for a training workshop and the chancellor's evaluation in FY2015. The board budgeted \$8,000 for consultants and has spent \$7,500. It is recommended that this amount be increased to \$12,000 for FY2016. No change is proposed to the chair's budget of \$7,000. Trustee Vekich concluded his review.

*Vice Chair Anderson Kelliher moved that the Executive Committee approve the FY2016 Board Operating Budget of \$180,000 and refer it to the Finance and Facilities Committee to be included in the overall budget that will be presented to the Board of Trustees for a first reading in May and a second reading and approval in June. In addition, any remaining funds in the board's FY2015 operating budget will be carried forward to FY2016, if needed. Trustee Cirillo seconded the motion and it carried.*

### **Annual Meeting on June 17, 2015**

- **Draft FY2017 Meeting Calendar**

The draft calendar for FY2017 follows the same pattern of meetings on the third Tuesday and Wednesday of each month. The orientation and retreat are in September and two-day meetings are scheduled in October, November, January, March, April, May, and June. If there are not enough agenda items for two days, then the first date will be cancelled. Meetings can be cancelled and added to the calendar with the approval of the chair. The chair will suggest dates for the Executive Committee meetings. The proposed FY2017 calendar will be presented for a first reading in May with a second reading and approval in June.

Once the new committee roster is announced, committee chairs will meet with their staff liaisons to map out future agenda items. Chancellor Rosenstone added that there will be an opportunity at the September retreat to discuss agenda items.

- **Election of Officers**

The chair and vice chair of the board will be elected at the annual meeting. Any trustee who is interested in announcing an intention to run for chair or vice chair is asked to submit his/her name in writing by May 18 to Inge Chapin, secretary to the board.

- **Recognition Receptions**

A reception will be held for Charting the Future's eight Implementation Teams. It will be at the Landmark Center at 4:00 pm on June 16. Another reception will be held after the Board of Trustees meeting on June 17. This reception will recognize Trustee Ristau, whose term is scheduled to end on June 30, and the presidents who are retiring or leaving at the end of June. They are: Cecilia Cervantes, Sue Collins, Lisa Larson, Barbara McDonald, Robert Musgrove, and Anne Temte.

### **Adjournment**

Chair Renier adjourned the meeting at 9:00 am.