



MINNESOTA STATE
Board of Trustees

Executive Committee meeting
Minnesota State Colleges and Universities
System office, Conference Room 3310
May 4, 2022 8:00 AM - 10:00 AM CDT

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Executive Committee
May 4, 2022
8:00 a.m.
Conference Room 3310, 3rd floor

1. Chancellor's Updates
2. Chair's Updates
- 3. Minutes of April 6, 2022**
- 4. Proposed Committee Charter Revisions (Second Reading)**
 - a. Diversity, Equity and Inclusion Committee**
5. Proposed Committee Charter – Finance and Facilities Committee (First Reading)
6. Proposed Committee Charter Revisions (First Reading)
 - a. Outreach and Engagement Committee
 - b. Workforce and Organizational Effectiveness Committee
7. Revised FY2023 and Proposed FY2024 meeting calendar (First Reading)
- 8. Proposed FY2023 Board Operating Budget**

Committee Members:

Jay Cowles, Chair
Rudy Rodriguez, Vice Chair
Roger Moe, Treasurer
Dawn Erlandson
April Nishimura
Cheryl Tefer
Michael Vekich

Bolded items indicate action required.





**Executive Committee
Meeting Minutes
April 6, 2022**

A meeting of the Executive Committee of the Board of Trustees was held on April 6, 2022.

Committee members present: Jay Cowles, Chair; Rudy Rodriguez, Vice Chair; Roger Moe, Treasurer; Dawn Erlandson, April Nishimura, Cheryl Tefer, Michael Vekich

Committee members absent: None

Other board members present: Asani Ajogun, George Soule

Staff present: Devinder Malhotra, Chancellor; Kari Campbell, Executive Director

The meeting materials are available [here](#). An audio recording of the meeting is available [here](#).

Chair Cowles called the meeting to order at 8:02 a.m.

Chancellor's Updates

Chair Cowles, Vice Chair Rodriguez, trustees – my updates today are brief.

Government Relations team has provided updates over the past few days as the House and Senate have a deadline of this Friday to get their respective spending bills out of their respective committees. To say the bills are vastly different is an understatement and over the next several weeks the difficult task of bringing very different priorities together will be the task of legislative leaders and Governor Walz. We will continue to keep you up to date and appreciate your guidance in the weeks ahead.

On March 11th following my conversations with the HTC college community, I issued a call for nominations and applications for the interim president at Hennepin Technical College. Yesterday, we shared the names of the four candidates who will participate in interviews this week:

- Joy Bodin, Vice President for Academic and Student Affairs at Central Lakes College
- Lisa Larson, who currently serves as the Head of the community College Growth Engine Fund at the Education Design Lab but previously served at North Hennepin Community College and Hennepin Technical College.

- Jessica Lauritsen, Vice President for Student Affairs and Acting President at Hennepin Technical College
- Kevin Lindstrom, Interim Dean of Student Affairs at Anoka Technical College

Later this morning, I along with Chief of Staff Simonsen, vice chancellors, and Trustees Soule and Tefer will interview four candidates, and on Friday, all four candidates will visit the Brooklyn Park campus to meet with students, faculty, staff, and administrators. It is my intent to bring to the Board's April 20th meeting my recommendation for the interim president.

I also want to give a shout out to the Minnesota State Mankato Men's Hockey team who will be playing in the Frozen Four this Thursday evening against some other team from Minnesota. I can assure you having spent time with President Inch last week he would be happy to talk hockey to anyone!

Chair's Update

Thank you, Chancellor, for your remarks. I am very pleased to report that the Board Office has received many requests for trustee attendance at this spring's commencements. Participating in commencement ceremonies is a true highlight of trustee service so I am thrilled that many campuses are returning to in-person events. Trustees – the Board Office is working to compile the list of requests so look for a communication yet today to solicit your interest in attending these ceremonies.

I also want to express my appreciation for the flexibility that both trustees and presenters showed at last month's board meetings as we shifted back to in-person meetings in a hybrid mode. This month's meetings will be in-person and I look forward to having everyone back in the same room after a very lengthy hiatus.

Agenda Item 3: Minutes of March 2, 2022

Chair Cowles asked if there are any changes or amendments to the minutes then asked for a motion to approve. Vice Chair Rodriguez made the motion and Trustee Moe provided a second. A roll call vote was conducted and the minutes were approved unanimously.

Agenda Item 4: Proposed Committee Charter Revisions (Second Reading)

a. Academic and Student Affairs Committee

Chair Cowles invited Trustee Tefer and Sr. Vice Chancellor Ron Anderson to provide an update on changes since the first reading. The meeting materials for this item begin on page 8. Feedback was received from committee members with the following proposed addition, noted below in red text:

Authority:

The principal elements of the Charter of the Academic and Student Affairs Committee shall be:

1. Provides advice and counsel to the chancellor. (This duty is shared with other board members)

2. Preparation of an annual committee workplan
3. Recommend proposed board policies within the purview of the committee
4. The committee's oversight includes but is not limited to:
 - Diversity, **inclusion** and equity matters related to students and academic program

Chair Cowles asked committee members to consider the following recommended committee motion, as amended per discussion:

The Executive Committee recommends that Board of Trustees adopt the revised charter of the Academic and Student Affairs Committee.

Trustee Tefer made the motion and Trustee Erlandson seconded. A roll call vote was conducted. The vote was as follows:

Trustee Cowles	Yes
Trustee Erlandson	Yes
Trustee Moe	Yes
Trustee Nishimura	Yes
Trustee Rodriguez	Yes
Trustee Tefer	Yes
Trustee Vekich	Yes

The committee voted to approve the recommended motion.

b. Audit Committee

Chair Cowles invited Trustee Vekich to provide an update on changes since the first reading. The meeting materials for this item begin on page 11. No additional feedback was received.

Chair Cowles asked committee members to consider the following recommended committee motion:

The Executive Committee recommends the Board of Trustees adopt the revised charter for the Audit Committee.

Vice Chair Rodriguez made the motion and Trustee Nishimura seconded. A roll call vote was conducted. The vote was as follows:

Trustee Cowles	Yes
Trustee Erlandson	Yes
Trustee Moe	Yes
Trustee Nishimura	Yes
Trustee Rodriguez	Yes
Trustee Tefer	Yes
Trustee Vekich	Yes

The committee voted to approve the recommended motion.

Agenda Item 5: Proposed Committee Charter Revisions (First Reading)

a. Diversity, Equity and Inclusion Committee

Chair Cowles invited Vice Chair and Vice Chancellor Andriel Dees to review proposed amendments to the Academic and Student Affairs Committee charter. The meeting materials for this item begin on page 15.

This being a first reading, there was no vote taken.

b. Facilities Committee and Finance Committee

Chair Cowles invited Trustee Moe to review proposed changes to the Facilities and Finance Committee charters. The meeting materials for this item begin on page 19. Trustee Moe noted that these two committees were combined into a single committee up until five (5) years and that he and Trustee Janezich have discussed recombining them. Trustee Moe invited Vice Chancellor Bill Maki and Associate Vice Chancellor Brian Yolitz to provide additional information and rationale for this proposed change.

Chair Cowles asked committee members to consider the following recommended committee motion:

The Executive Committee recommends the Board of Trustees combine the Facilities and Finance Committees into a single committee and direct committee chairs to develop a new charter for the combined committee.

Vice Chair Rodriguez made the motion and Trustee Nishimura seconded. A roll call vote was conducted. The vote was as follows:

Trustee Cowles	Yes
Trustee Erlandson	Yes
Trustee Moe	Yes
Trustee Nishimura	Yes
Trustee Rodriguez	Yes
Trustee Tefer	Yes
Trustee Vekich	Yes

The committee voted to approve the recommended motion. Chair Cowles directed Trustees Janezich and Moe, in collaboration with staff leads, to develop a new, single charter for a combined committee for a first reading at the May Executive Committee meeting.

Agenda Item 6: Review Draft Board Chair Role Description

Chair Cowles reviewed a draft board chair role. Committee members provided feedback. The meeting materials for this item begin on page 27.

This being an informational item, there was no vote taken.

Agenda Item 7: Review draft preferred qualifications and attributes for effective trustees

Chair Cowles reviewed a draft document on preferred qualifications and attributes for effective trustees. Committee members provided feedback. The meeting materials for this item begin on page 32.

This being an informational item, there was no vote taken.

Adjournment

Chair Cowles adjourned the meeting at 9:52 a.m.

**MINNESOTA STATE
BOARD OF TRUSTEES
Agenda Item Summary Sheet**

Name: Executive Committee

Date: May 4, 2022

Title: Proposed Committee Charter Revisions – Diversity, Equity and Inclusion Committee (Second Reading)

Purpose (*check one*):

Proposed New Policy or
Amendment to Existing Policy

Approvals Required
by Policy

Other Approvals

Monitoring/Compliance

Information

Brief Description:

The charter of the Diversity, Equity and Inclusion Committee has been reviewed as part of FY2022 review of all committee charters for clarity and accuracy.

Scheduled Presenter(s):

Rudy Rodriguez, Diversity, Equity and Inclusion Committee Chair
Andriel Dees, Vice Chancellor for Equity and Inclusion

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD ACTION – SECOND READING

Proposed Committee Charter Revisions - Diversity, Equity and Inclusion Committee

BACKGROUND

The charter of the Diversity, Equity and Inclusion Committee has been reviewed as part of FY2022 review of all committee charters for clarity and accuracy. Committee chairs and vice chairs worked with staff leads to draft proposed revisions which were then reviewed by all committee members. Proposed revisions are included in the meeting materials.

RECOMMENDED COMMITTEE MOTION

The Executive Committee recommends the Board of Trustees adopt the revised charter for the Diversity, Equity and Inclusion Committee.

RECOMMENDED BOARD MOTION

The Board of Trustees approves the revised charter for the Diversity, Equity and Inclusion Committee.

Date Presented to Executive Committee: 5/4/2022
Date Presented to the Board of Trustees: 5/18/2022
Date of Implementation: 5/18/2022



Diversity, Equity, and Inclusion Committee Charter

Approved ~~November 18, 2020~~ April xx, 2022

Purpose:

The Diversity, Equity and Inclusion Committee is charged with providing leadership and consultative support to advance continued progress of broad system-wide equity and inclusion goals.

The committee will set priorities, provide guidance, and monitor the implementation of Minnesota State's Equity 2030 Goal. ~~Diversity Equity and Inclusion Tactical Plan~~.

The committee will (a) prioritize diversity, equity and inclusion in academic planning and student outcomes, (b) prioritize compositional diversity in leadership, student body ~~make-up~~, and employee representation, (c) monitor and assess an equity focused hiring/talent management strategy, (d) prioritize programs that support supplier diversity, (e) review programs, activities, policies, and practices to emphasize the equity components of compliance, and other priorities as deemed appropriate by the committee.

Committee Structure:

The committee will consist of no fewer than five and no more than seven members appointed by the chair of the board annually. The chair and vice chair of the Diversity, Equity and Inclusion Committee shall be appointed by the chair of the board.

Definitions:

- **BIPOC**- A person or group who identifies as Black, Indigenous, or Person of Color
- **Disability**- person who has a physical or mental impairment that substantially limits one or more major life activity. This includes people who have a record of such an impairment, even if they do not currently have a disability. It also includes individuals who do not have a disability but are regarded as having a disability.
- **Diversity** - The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies.
- **Equity** - The proactive reinforcement of policies, practices, attitudes and actions that produce equitable power, access, opportunities, treatment, impacts and outcomes for all.

- **Gender** - Refers to the socially constructed roles, behaviors, activities and attributes that a given society considers appropriate for boys and men or girls and women. While aspects of biological sex are similar across different cultures, aspects of gender may differ.
- **Inclusion** - Authentically bringing traditionally excluded individuals and/or groups into processes, activities, and decision/policy making in a way that shares power.

Authority:

The principal elements of the Charter of the Diversity, Equity, and Inclusion Committee shall be:

1. Provides advice and counsel to the chancellor. (This duty is shared with all other board members).
2. Preparation/adoption of an annual committee workplan.
3. Recommend proposed board policies within the purview of the committee.
4. The committee's oversight considers critical/strategic Equity and Inclusion components focused on but not limited to:
 - Access for Students from Marginalized Populations
 - Campus Climate
 - Developing a Strategic Equity Lens Review for Policy and Practice
 - Recruit/Retain/Retention of a diverse workforce to include underrepresented populations including but not limited to, BIPOC, ~~Women,~~ Gender identity and expression ~~and~~ Persons with Disabilities, and Veterans
 - Equity in Academic Outcomes
 - Civil Rights and Title IX Compliance
 - Supplier Diversity
5. This charter is subject to an annual review.

**MINNESOTA STATE
BOARD OF TRUSTEES
Agenda Item Summary Sheet**

Name: Executive Committee

Date: May 4, 2022

Title: Proposed Committee Charter – Finance and Facilities Committee (First Reading)

Purpose (check one):

Proposed New Policy or
Amendment to Existing Policy

Approvals Required
by Policy

Other Approvals

Monitoring/Compliance

Information

Brief Description:

The board approved the merger of the Finance and Facilities Committees at its April 20, 2022 meeting. The existing charters for each committee have been reviewed to draft a new charter for the combined committee.

Scheduled Presenter(s):

Roger Moe, Finance Committee Chair

Bill Maki, Vice Chancellor for Finance and Facilities

Brian Yolitz, Associate Vice Chancellor for Facilities

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD ACTION – FIRST READING

Proposed Committee Charter – Finance and Facilities Committee

BACKGROUND

The board approved the merger of the Finance and Facilities Committees at its April 20, 2022 meeting. The existing charters for each committee have been reviewed to draft a new charter for the combined committee. Committee chairs and vice chairs worked with staff leads to draft proposed revisions. Proposed revisions are included in the meeting materials.

RECOMMENDED COMMITTEE MOTION

The Executive Committee recommends the Board of Trustees adopt the revised charter for the Finance and Facilities Committee.

RECOMMENDED BOARD MOTION

The Board of Trustees approves the revised charter for the Finance and Facilities Committee.

Date Presented to Executive Committee: 5/4/2022 (First Reading)

Date Presented to the Board of Trustees: TBD

Date of Implementation: TBD



Finance and Facilities Committee Charter

Approved ~~August 31, 2018~~ June 1, 2022 TBD

Purpose:

The Board of Trustees is responsible for overall system wide financial management assurance and is committed to long-term stewardship of the state's financial and physical resources. It is the policy of the Board of Trustees to provide sound administration to safeguard the resources of the State of Minnesota, the system, the colleges and universities and the constituencies they serve and to preserve the long-term viability of the colleges, universities and system as a whole.

The Finance and Facilities Committee is charged with oversight of all system wide fiscal, facilities, and technology matters of the organization. ~~The committee's scope includes oversight of board policies for the administrative, information technology and financial management of the system so to assure the highest possible quality of administrative services, data integrity and the efficient use of the system's financial and information resources.~~

The Finance and Facilities Committee shall not have the authority to act on behalf of the board unless specifically delegated by the board. ~~The Finance Committee shall meet at the call of the committee chair.~~

Committee Structure:

The committee will consist of no fewer than five and no more than seven members appointed by the chair of the board annually. The chair and vice chair of the Finance Committee shall be appointed by the chair of the board. The Finance and Facilities Committee shall meet at the call of the committee chair.

Authority:

The principal elements of the Charge of the Finance and Facilities Committee shall be:

1. Provides advice and counsel to the chancellor. (This duty is shared with all other board members)
2. Assurance of leadership, research and pursuit of best practices in the finance, facilities and technology arena on behalf of the success of all students
3. Adoption of an annual committee work plan
4. Recommend proposed board policies within the purview of the committee
5. The committee's oversight includes but is not limited to:
 - the system's biennial budget development
 - approval of capital budget requests
 - annual operating budget establishment and performance

- the system's tuition and fee structure
 - design and administration of the system's allocation framework
 - administration of financial management polices including financial reporting, scholarships, grant administration, risk management and debt management
 - administration of the system's capital asset program including the design, construction and maintenance program for the built and natural environment with environmental stewardship as a core value
 - procurement practices including support of the board's commitment to diverse supplier and vendor participation in cooperation with the Diversity, Equity & Inclusion Committee of the board
 - establishment and administration of the system's pension program and related plans (in cooperation with the Human Resources Workforce and Organizational Committee of the board)
 - college and university foundation relations and development
 - stewardship and management of all real estate
 - oversight of safety and security, occupational health, environment compliance and emergency management strategies and programs
 - policies related to system technology practices and programs (in cooperation with the Academic and Student Affairs Committee of the board)
 - oversight of college and university administrative programs-revenue fund and auxiliary services including the areas of campus housing, dining and parking services (~~in cooperation with the Facilities Committee of the board~~)
 - approval of all expenditure and contract actions in accordance with current board policy
6. This charter is subject to review annually.

**MINNESOTA STATE
BOARD OF TRUSTEES
Agenda Item Summary Sheet**

Name: Executive Committee

Date: May 4, 2022

Title: Proposed Committee Charter Revisions – Outreach and Engagement Committee (First Reading)

Purpose (*check one*):

Proposed New Policy or
Amendment to Existing Policy

Approvals Required
by Policy

Other Approvals

Monitoring/Compliance

Information

Brief Description:

The charter of Outreach and Engagement Committee has been reviewed as part of FY2022 review of all committee charters for clarity and accuracy.

Scheduled Presenter(s):

Dawn Erlandson, Outreach and Engagement Committee Chair
Noelle Hawton, Chief Marketing and Communications Officer

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD ACTION – FIRST READING

Proposed Committee Charter Revisions – Outreach and Engagement Committee

BACKGROUND

The charter of the Outreach and Engagement Committee has been reviewed as part of FY2022 review of all committee charters for clarity and accuracy. Committee chairs and vice chairs worked with staff leads to draft proposed revisions which were then reviewed by all committee members. Proposed revisions are included in the meeting materials.

RECOMMENDED COMMITTEE MOTION

The Executive Committee recommends the Board of Trustees adopt the revised charter for the Outreach and Engagement Committee.

RECOMMENDED BOARD MOTION

The Board of Trustees approves the revised charter for the Outreach and Engagement Committee.

Date Presented to Executive Committee: 5/4/2022 (First Reading)

Date Presented to the Board of Trustees: TBD

Date of Implementation: TBD



Outreach and Engagement Committee Charter

Approved ~~March 17~~ May xx, 2021-2022

Purpose:

Outreach and Engagement is a committee charged with assisting the Board of Trustees in fulfilling its governance responsibilities in the arena of key stakeholder engagement and how Minnesota State tells its story, fosters a society-wide understanding of public higher education systems, and articulates its value proposition as an invaluable public good. It will be a communication channel for the board and an opportunity for the board to develop expectations, offer input and oversight, and receive assurances regarding stakeholder engagement. The Committee shall meet at the call of the committee chair.

The Outreach and Engagement Committee shall not act on behalf of the board unless specifically delegated to do so by the board.

Committee Structure:

The Outreach and Engagement Committee of the board shall consist of no fewer than five members to be appointed by the chair of the board annually.

Authority:

The principal elements of the Charter of the Outreach and Engagement Committee are:

1. To provide counsel regarding the approach to engaging stakeholders, such as:
 - a. Strategic messaging
 - b. Message delivery channels and coordination across the state
2. To provide advice, counsel, and make recommendations to the chancellor, chief marketing and communications officer and government relations director regarding critical strategic engagement, relationship-building, and cohesive, unified messaging to key stakeholders, such as:
 - Marketing and Communications
 - a. Students, both current and prospective
 - b. Families, mentors, employers, and other influencers
 - Value of Higher Education as a Public Enterprise
 - c. Government agencies and legislators at both the state and federal level
 - Stewardship of Place
 - d. Business / labor partners
 - e. Business / labor community leaders
 - f. Pre-K-12 partners
 - Advancement
 - g. Major foundations and other philanthropic organizations
 - h. Non-profit and community organizations
 - i. Citizens of Minnesota

3. college and university foundation relations and development



**MINNESOTA STATE
BOARD OF TRUSTEES
Agenda Item Summary Sheet**

Name: Executive Committee

Date: May 4, 2022

Title: Proposed Committee Charter Revisions – Workforce and Organizational Effectiveness Committee (First Reading)

Purpose (*check one*):

Proposed New Policy or
Amendment to Existing Policy

Approvals Required
by Policy

Other Approvals

Monitoring/Compliance

Information

Brief Description:

The charter of the Workforce and Organizational Effectiveness Committee has been reviewed as part of FY2022 review of all committee charters for clarity and accuracy.

Scheduled Presenter(s):

George Soule, Workforce and Organizational Effectiveness Committee Chair
Eric Davis, Vice Chancellor for Human Resources

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD ACTION – FIRST READING

Proposed Committee Charter Revisions - Workforce and Organizational Committee

BACKGROUND

The charter of the Workforce and Organizational Committee has been reviewed as part of FY2022 review of all committee charters for clarity and accuracy. Committee chairs and vice chairs worked with staff leads to draft proposed revisions which were then reviewed by all committee members. Proposed revisions are included in the meeting materials.

RECOMMENDED COMMITTEE MOTION

The Executive Committee recommends the Board of Trustees adopt the revised charter for the Workforce and Organizational Committee.

RECOMMENDED BOARD MOTION

The Board of Trustees approves the revised charter for the Workforce and Organizational Committee.

Date Presented to Executive Committee: 5/4/2022 (First Reading)

Date Presented to the Board of Trustees: TBD

Date of Implementation: TBD



Workforce and Organizational Effectiveness Committee Charter

Approved May xx, 2022

Purpose:

The Workforce and Organizational Effectiveness Committee is charged with assisting the Board of Trustees in fulfilling its oversight responsibilities in the arena of workforce policy and compensation. The board acknowledges to fulfill the mission of the organization, a high level of professionalism and commitment to student success is critical. It further holds that Minnesota State will endeavor to nurture a safe, inclusive, and supportive workplace for all faculty, staff, and student employees.

The Workforce and Organizational Effectiveness Committee shall not act on behalf of the board unless specifically delegated to do so by the board.

Committee Structure:

The Workforce and Organizational Effectiveness Committee of the board shall consist of no fewer than five and no more than seven members to be appointed by the chair of the board annually.

Authority:

The principal elements of the Charter of the Workforce and Organizational Effectiveness Committee are:

1. To provide advice and counsel to the chancellor and vice chancellor for human resources.
2. The preparation of an annual committee work plan that considers critical workforce and organizational effectiveness strategies (with an eye toward proactive innovation), such as:
 - a. Talent management (succession planning, staff/faculty development, diversity, and related)
 - b. Workforce trends
 - c. Organizational development
 - d. Recruitment and selection processes
 - e. Retention
3. Recommending employment contract (union) negotiation strategies and contract approvals.
4. Recommending employment plan (non-union) approvals.
5. Recommending selection of senior system executives (chancellor, vice chancellors, and college/university presidents).
6. Address additional matters deemed appropriate by the chancellor, vice chancellor for human resources, or the board.

**MINNESOTA STATE
BOARD OF TRUSTEES
Agenda Item Summary Sheet**

Name: Executive Committee

Date: May 4, 2022

Title: Revised FY2023 and Proposed FY2024 meeting calendar (First Reading)

Purpose (*check one*):

Proposed New Policy or
Amendment to Existing Policy

Approvals Required
by Policy

Other Approvals

Monitoring/Compliance

Information

Brief Description:

The revised FY2023 and Proposed FY2024 meeting calendar will be reviewed and approved by the Executive Committee.

Scheduled Presenter(s):

Kari Campbell, Executive Director

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD ACTION – FIRST READING

Revised FY2023 and Proposed FY2024 meeting calendar (First Reading)

BACKGROUND

The FY2023 meeting calendar has been reviewed and revised with updated information. The FY2024 meeting calendar is presented as a proposed calendar, to be reviewed and revised as needed prior to the beginning of FY2024.

RECOMMENDED COMMITTEE MOTION

The Executive Committee recommends the Board of Trustees approve the revised FY2023 and proposed FY2024 meeting calendar.

RECOMMENDED BOARD MOTION

The Board of Trustees approves the revised FY2023 and proposed FY2024 meeting calendar.

Date Presented to Executive Committee: 5/4/2022 (First Reading)

Date Presented to the Board of Trustees: TBD

Date of Implementation: TBD



FY2023 and FY2024 Board Meeting Dates

The meeting calendar is subject to change. Changes to the calendar will be publicly noticed on the board website.

Revised FY2023 Meeting Calendar

NOTE: if agendas require less time, the second date will be cancelled for joint Board and Leadership Council meetings and the first date will be cancelled for all other meetings

MEETINGS	OTHER IMPORTANT DATES
<p>July 19-20, 2022 Board Meeting/Combined meeting Leadership Council Location: TBD in</p>	
<p>August 2022 New Trustee Orientation – date TBD pending governor appointments</p>	
<p>September 20-21, 2022 Board Retreat Location: Riverland Community College</p>	
<p>October 5, 2022 Executive Committee</p> <p>October 18-19, 2022 Committee / Board Meetings</p>	<p><i>ACCT Leadership Congress: October 26-29, 2022, New York</i></p>
<p>November 2, 2022 Executive Committee</p> <p>November 15-16, 2022 Committee / Board Meetings Combined with Leadership Council Location: TBD</p>	
<p>December 2022 No meetings</p>	

MEETINGS	OTHER IMPORTANT DATES
<p>January 4, 2023 Executive Committee</p> <p>January 24-25, 2023 Committee/Board Meetings Combined meeting with Leadership Council Location: TBD</p>	
<p>February 2023 No meetings</p>	<p><i>ACCT National Legislative Summit: February 5-8, 2023, Washington, D.C.</i></p>
<p>March 1, 2023 Executive Committee</p> <p>March 21-22, 2023 Committee / Board Meetings</p>	
<p>April 5, 2023 Executive Committee</p> <p>April 18-19, 2023 Committee / Board Meetings</p>	<p><i>AGB National Conference on Trusteeship: April 2-4, 2023, San Diego</i></p>
<p>May 3, 2023 Executive Committee</p> <p>May 16-17, 2023 Committee / Board Meetings</p>	
<p>June 7, 2023 Executive Committee</p> <p>June 20-21, 2023 Committee / Board Meetings</p>	

Proposed FY2024 Meeting Calendar

MEETINGS	OTHER IMPORTANT DATES
<p>July 18-19, 2023 Board Meeting/Combined meeting Leadership Council Location: TBD</p>	
<p>August 2023 New Trustee Orientation – date TBD pending governor appointments</p>	
<p>September 19-20, 2023 Board Retreat Location: TBD</p>	
<p>October 4, 2023 Executive Committee</p> <p>October 17-18, 2023 Committee / Board Meetings</p>	<p><i>ACCT Leadership Congress:</i> October 9-12, 2023, Las Vegas</p>
<p>November 1, 2023 Executive Committee</p> <p>November 14-15, 2023 Committee / Board Meetings Combined with Leadership Council Location: TBD</p>	
<p>December 2023 No meetings</p>	
<p>January 3, 2024 Executive Committee</p> <p>January 23-24, 2024 Committee/Board Meetings Combined meeting with Leadership Council Location: TBD</p>	
<p>February 2024 No meetings</p>	

MEETINGS	OTHER IMPORTANT DATES
<p>March 6, 2024 Executive Committee</p> <p>March 19-20, 2024 Committee / Board Meetings</p>	
<p>April 3, 2024 Executive Committee</p> <p>April 16-17, 2024 Committee / Board Meetings</p>	
<p>May 1, 2024 Executive Committee</p> <p>May 21-22, 2024 Committee / Board Meetings</p>	
<p>June 5, 2024 Executive Committee</p> <p>June 18-19, 2024 Committee / Board Meetings</p>	

National Higher Education Conferences:

AGB is the Association of Governing Boards of Universities and College

ACCT is the Association of Community College Trustees

**MINNESOTA STATE
BOARD OF TRUSTEES
Agenda Item Summary Sheet**

Name: Executive Committee

Date: May 4, 2022

Title: Proposed FY2023 Board Operating Budget

Purpose (*check one*):

Proposed New Policy or
Amendment to Existing Policy

Approvals Required
by Policy

Other Approvals

Monitoring/Compliance

Information

Brief Description:

The proposed FY2023 board operating budget is presented for review and approval.

Scheduled Presenter(s):

Kari Campbell, Executive Director

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD ACTION

Proposed FY2023 Board Operating Budget

BACKGROUND

The proposed FY2023 board operating budget is presented for review and approval. Detailed information can be found in meeting materials.

RECOMMENDED COMMITTEE MOTION

The Executive Committee recommends the Board of Trustees approve the proposed FY2023 board operating budget.

RECOMMENDED BOARD MOTION

The Board of Trustees approves approve the proposed FY2023 board operating budget.

Date Presented to Executive Committee: 5/4/2022
Date Presented to the Board of Trustees: 5/18/2022
Date of Implementation: 5/18/2022

**MINNESOTA STATE
BOARD OF TRUSTEES**

BOARD ACTION
FY2023 Board of Trustees Operating Budget

BACKGROUND

Board Policy 1A.2, Part 5, Subpart A states: The Executive Committee shall approve the annual operating budget for the board office, subject to the regular budget review and approval procedures of the finance/facilities committee and the board.

FY2022 BUDGET STATUS

The FY2022 Board Operating Budget is \$189,000. As of April 30, 2022, the board has spent \$103,000 or about 54 percent of its budget. Due to the pandemic, the projected amounts for meeting and travel expenses will be much lower than budgeted. Thus, projected expenses through the end of the fiscal year are about \$129,000, or 68 percent of the budget.

RECAP OF FY2022

By the end of the fiscal year, the board will have had 23 meeting days, including a joint meeting with the Leadership Council in January 2022. Meetings were held virtually through January; the board returned to in-person meetings beginning with March board and committee meetings. Due to the pandemic, in-person campus events were limited during the first half of the fiscal year. However, colleges and universities are returning to in-person commencement ceremonies this spring and trustees will be attending over 30 commencements during May 2022. The board's operating budget also supported LeadMN's annual scholarship gala, held at Breezy Point Resort in late April.

The Board of Trustees is a member of two national higher education organizations: The Association of Community College Trustees (ACCT) and The Association of Governing Boards of Universities and Colleges (AGB). The organizations sponsor annual conferences that are development and networking opportunities for trustees and Board Office staff. This year's conferences were held virtually and included:

- AGB's National Conference on Trusteeship – attended by seven trustees
- AGB's Board Professional Conference – attended by Board Office staff

FY2023 BUDGET PLANNING

The system office's base appropriation as defined by law is currently fixed at \$33.073M. In order to have a structurally balanced budget by FY2025 and not compromise the system's fund balance, the system office's budget needs to be reduced by approximately \$6M. A minimum of \$1.5M in permanent adjustments must be made for FY2023 (a similar reduction was taken in

FY2021 and FY2022). The methodology used to adjust budgets for FY2023 took into consideration each division/business unit’s capacity for reduction with all groups contributing to the reduction, but larger divisions absorbing the greatest share.

FY2023 PLANNING ASSUMPTIONS:

- FY2023 meetings will take place in-person.
- Three joint meetings with the Leadership Council: July, November, and January
- Two-day retreat in September, to be held at Riverland Community College
- Committee and board meetings in October, November, January, March, April, May, and June
- Trustee attendance at three national conferences:
 - ACCT Leadership Congress in October 2022
 - ACCT National Legislative Summit in February 2023
 - AGB National Conference on Trusteeship in April 2023
- Social events including annual Awards for Excellence reception

PROPOSED FY2023 BOARD OF TRUSTEES OPERATING BUDGET

	<u>Approved FY2022 budget</u>	<u>Projected FY2022 year- end expenditures</u>	<u>Proposed FY2023 budget</u>
Per diem reimbursements	\$30,000	\$26,340	\$28,000
Meeting expenses	\$25,000	\$7,684	\$20,000
Consultants	\$21,000	\$17,800	\$15,000
Travel in-state	\$35,000	\$15,581	\$25,000
Trustee development	\$25,000	\$8,598	\$20,000
Memberships	\$26,000	\$25,486	\$26,000
Chair expense account	\$9,000	\$7,696	\$7,750
Board portal	\$17,000	\$17,399	\$18,000
Other supplies & services	\$1,000	\$2,402	\$900
Total:	\$189,000	\$128,986	\$160,650

Notes

Meeting expenses - printing, supplies, food, refreshments, room and equipment rental

Consultants - sound engineer during board meetings; other consultants for training, facilitation, exec evaluations, etc.

Travel in-state - trustee mileage, meals, lodging, parking

Trustee development - registration and travel to national higher education conferences for trustees

Membership - dues for ACCT and AGB

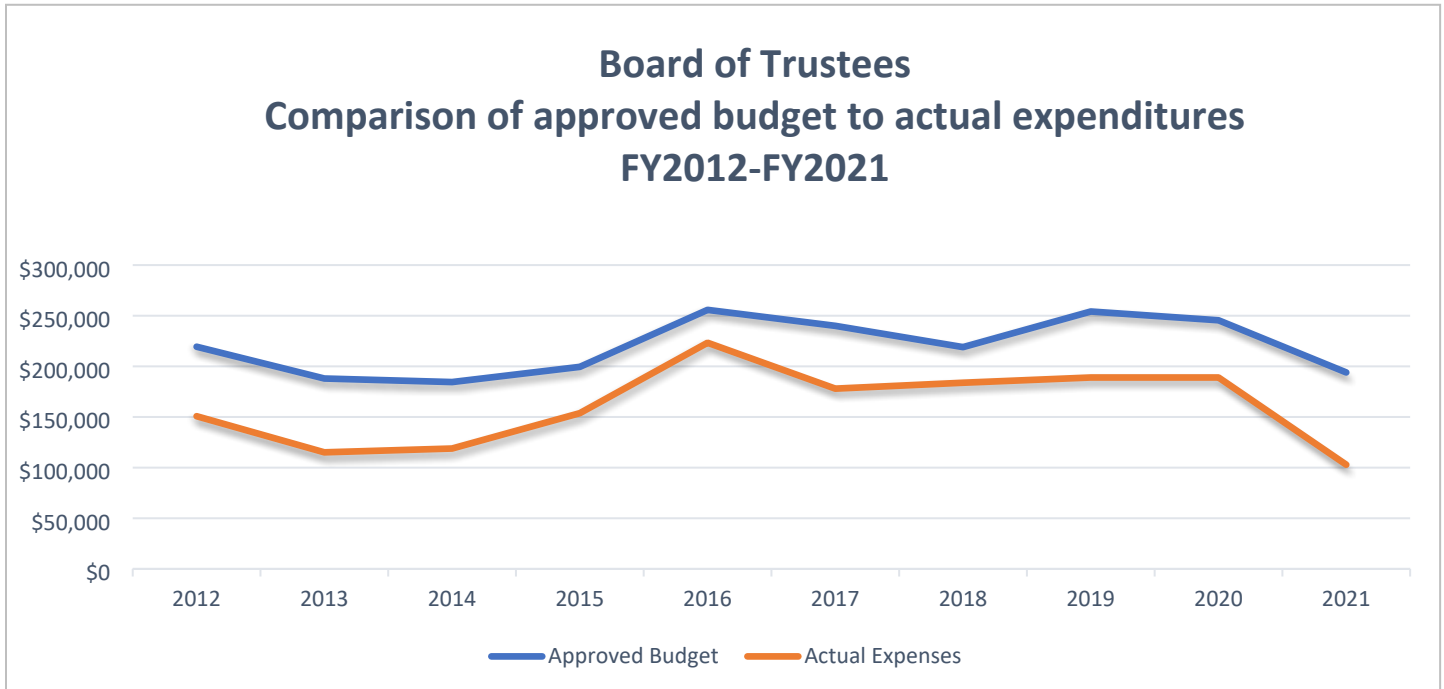
Chair expense account - board dinners, sponsorship of annual scholarship dinners, floral arrangements, etc.; spent at Chair’s discretion

Board portal - OnBoard software subscription

Other supplies & services - misc. supplies and services; includes travel accident insurance policy

HISTORY OF BOARD’S OPERATING BUDGET

The chart below shows the approved operating budget compared to actual expenditures from FY2012 to FY2021. The board has never exceeded its approved budget.



RECOMMENDED COMMITTEE MOTION

The Executive Committee approves the FY2023 Board Operating Budget of \$160,650 and refers it to the Finance Committee to be included in the overall FY2023 budget that will be presented to the Board of Trustees for a first reading in May and second reading and approval in June.

Date Presented to the Executive Committee: 5/4/2022