



Minnesota
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MEMORANDUM

Date: January 29, 2004

To: Board of Trustees

From: Laura King
Vice Chancellor-Chief Financial Officer

Subject: Contracts Over \$50,000

Board Policy 5.14, Procurement and Contracts, Part 3, Accountability and Reporting, states that the Board of Trustees will receive annual reports on contracts over \$50,000. The FY 2003 Professional/Technical contracts spreadsheet is attached. The Minnesota State Colleges and Universities strive to be extremely prudent in making decisions to enter into professional and technical contracts.

The Minnesota State Colleges and Universities had 94 contracts over \$50,000 during FY 2003. The majority of these fell into three categories: Architect & Engineering Services, Educational & Instructional Services and Other Professional/Technical Services. Of a total of 5,075 contracts, 62% were for Educational and Instructional consultants. Educational/Instructional consultants' contracts allow the Minnesota State Colleges and Universities to provide instructional services to public or private organizations, agencies, businesses, or industries as well as permit instructional services to Minnesota State Colleges and Universities by organizations and individuals provided the contracts are consistent with terms of applicable collective bargaining agreements.

Most of the contracts were under \$5,000. Out of a total of 5,075 contracts, 4,159 (82%) were under \$5,000 and 2,804 (55%) were under \$1,000 with most of these related to hiring adjunct professors, guest speakers and substitutes.

c: James H. McCormick, Chancellor



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