



**BOARD OF TRUSTEES
EXECUTIVE COMMITTEE MEETING AGENDA
MONDAY, AUGUST 30, 2010
8:00 AM**

**WELLS FARGO PLACE
30 7TH STREET EAST
WORLD TRADE ROOM, 4TH 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 July 21, 2010**
- (2) **Revised FY11 Meeting Calendar**
- (3) FY 2010 Year-end Board Operating Budget
- (4) Chair's Charge to Chancellor Search Advisory Committee
- (5) Review Draft Schedule/Agendas for Meetings on September 14-15, 2010
- (6) Update on Retreat on October 19-20, 2010
- (7) Association of Community Colleges 41st Annual Leadership Congress
- (8) 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
July 21, 2010**

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

Executive Committee Members Absent: Clarence Hightower

Other Members Present: Christopher Frederick, Alfredo Oliveira and James Van Houten

The Minnesota State Colleges and Universities Board of Trustees Executive Committee met at Wells Fargo Place, 30 7th St., E., 4th Floor, Board Room, Saint Paul, on Wednesday, July 21, 2010. Chair Scott Thiss convened the meeting at 2:35 PM and announced that a quorum was present.

(1) Minutes of June 16, 2010

The minutes of the Executive Committee meeting of June 16, 2010, were approved.

(2) Discuss September 14-15, 2010, Meetings

Chair Thiss commented that he would like the Executive Committee to be more involved in planning the agendas and schedules for the committee and board meetings, study sessions and retreats. He asked members to consider having the Executive Committee meet earlier in the month instead of at the end of the two-day committee and Board meetings. Board Secretary Chapin reported that the Cabinet discussed alternative meeting dates and concluded that the best time for the Executive Committee to meet would be after the Leadership Council meetings, which typically are held on the first Tuesday of each month.

Trustee McElroy suggested convening the meeting via "go to meeting" technology where the participants can view documents at the same time. Trustee Dickson proposed convening a committee of the whole so that all of the Board members could be involved in the planning process. Trustee Benson suggested that his preference is to plan with the end in mind. The Executive Committee could identify which three key questions/issues the Board would like or need to have answered each month and then steer the agenda to provide the answers.

Trustee Rice inquired whether the Executive Committee needed to meet each month. The committee chairs and staff review the agendas ahead of time. Any overlap with agenda items could be addressed by joint committee meetings. By the time the board packet is printed, it is too late to make meaningful changes to the agenda or schedule.

Trustee Van Houten agreed with Trustee Dickson about convening a committee of the whole for planning the meeting agendas. The Executive Committee is for an emergency when the full Board cannot meet. It is charged with board operations, development and the Board's operating budget. He did not favor expanding the Executive Committee's mission. Chair Thiss noted that planning the meeting agendas would not expand the committee's mission.

Trustee Dickson commented that she was intrigued by Trustee Benson's idea of having the agendas answer big questions, such as what are new ideas in education, what is happening on a national or international scale. She urged the Executive Committee to find a way to explore it. Trustee Rice added that the system has many resources, including talented and respected experts in various disciplines.

Chair Thiss asked what is the role of the Executive Committee. Chancellor James McCormick recalled when the Executive Committee meetings were held on separate days other than the Board meetings and some of the Trustees felt excluded. Trustee McElroy proposed that it could meet early in the morning, perhaps at 8:00 AM, on the second day of the two-day meetings, rather than at the end of the day. The committee does need to be involved in planning the meetings, study sessions and retreats. Chair Thiss said that the suggested time was too early in the process to allow for topics to develop. Trustee McElroy added that the meetings could be conducted via telephone, and if that does not work, then other approaches could be tried. Another topic for the Executive Committee would be to give direction to Trustee Benson who is heading a task force on planning the retreat. Trustee Benson thought the guidance would be helpful. He continued that he prefers to have the end in mind when planning a retreat or meeting.

Vice Chancellor-Chief Financial Officer Laura King reiterated that the day after Leadership Council would work best to allow for input from the Leadership Council and to meet the production schedule. Chair Thiss proposed convening the Executive Committee at 8:00 AM on the day after the Leadership Council meetings. The meeting would be cancelled if there was no need to meet that month. The meetings can be conducted via meet me technology, interactive television or by conference call. Vice Chancellor Information Technology Darrel Huish's staff can support the needed technology. General Counsel Gail Olson advised that a member of the committee would have to be physically present at the regular meeting place. The Chancellor can determine which Cabinet members need to attend the Executive Committee meeting.

Trustee Sundin commented that she thought it would be really good for the Board to have a discussion on Dr. Ewell's recommendations on assessments. They could be one of the Board's "Big Hairy Audacious Goals." Trustee Sundin also commented that she has heard from some presidents about the timing of the Board's goals as they relate to their planning efforts. Chair Thiss responded that the Board may need to adjust its schedule. President Kopischke, president, Alexandria Technical and Community College and co-chair of the Leadership Council, added that the Board's goals are ready now and that the presidents are using them to guide and inform their planning processes.

There was a discussion about limiting the time for the constituency groups to address the Board to between three and five minutes. Some Trustees felt that there was no need to limit the time as the Chair can remind the speakers of the need to be succinct when making their remarks.

(3) Leadership Council Comments.

President Kopischke commented that the two-year colleges are looking at the Gates Foundation and its support for increasing student retention and success. The main conversation was on the budget challenges.

(4) Discussion of Committee Goals

Chair Thiss noted that several committees will meet in August to review the proposed issues and goals that were shared with the Board during the study session on the morning of July 20. Chancellor McCormick remarked that Chair Thiss has been hard at work since early July by meeting with the Trustees and others to identify the issues for each committee to consider.

(5) Adjournment

Chair Thiss adjourned the meeting at 3:17 PM.

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

INFORMATION ITEM

FY2010 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 July 1, 2009, through June 30, 2010, was \$212,500. During Fiscal Year 2010 the Board of Trustees spent \$170,678, or 80 percent of its budget as shown on Attachment A. The balance at year-end was \$41,822, of which \$1,222 was carried forward to FY2011 for an obligation that occurred in FY2010, but the invoice was not received until FY2011.

For comparison purposes, the Board of Trustees Operating Budget for FY2009 was \$236,266. Actual expenses were \$171,431, or 73 percent of the budget, with a FY2009 balance of \$64,835 as shown on Attachment B.

The FY2010 Year-End Board Operating Budget Report will be presented at the Board of Trustees meeting on September 15, 2010.

Presented to the Executive Committee: August 30, 2010

Attachment A

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.

Attachment B

Minnesota State Colleges and Universities Board of Trustees Approved FY 2009 Operating Budget

	Approved FY 2009 Budget	Actual FY 2009 Year-end	Percent Used
Expenses:			
Per Diem	\$30,000	\$24,035	80%
Meeting Expense (1)	\$80,000	\$50,438	63%
Travel in-state (2)	\$35,000	\$35,287	101%
Development/National Conferences (3)	\$45,000	\$30,073	67%
Consultants	\$10,000	\$5,565	56%
Miscellaneous (4)	\$33,000	\$25,574	77%
Chair Expense	\$7,000	\$459	7%
Total Budget:	\$240,000	\$171,431	73%
Unallotment (5):	(\$3,734)		
Revised Budget:	\$236,266		
Year-End Balance:		\$64,835	

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) Miscellaneous includes copier, insurance, long distance, memberships, supplies, equipment and subscriptions.

(5) Reduction to base operating budget due to Governor's unallotment to system in third quarter.

The Board of Trustees approved the FY 2009 Operating Budget on May 21, 2008.

Charge from the Chair of the Board of Trustees

to the

Chancellor Search Advisory Committee

September 2010

Thank you for agreeing to service as part of the Chancellor Search Advisory Committee. The purpose of your service on the committee is to represent Minnesota State Colleges and Universities and the State of Minnesota in assisting the Board of Trustees by identifying and evaluating candidates for the position of Chancellor, based upon Board-approved leadership characteristics. It is desirable that the committee forward to the Board a pool of up to five semi-finalists, with a minimum of three, for the Board's consideration. The Board thanks all of you in advance for your time and thoughtful participation in this process.

Specifically, the Chancellor Search Advisory Committee members shall:

- Act strictly according to the charge given by the Board chair;
- Act in the system's best interest as defined by the Board and not on behalf of any specific constituency or candidate, while bringing the perspectives of their own experience and constituencies;
- Actively recruit nominations and applications from a wide, diverse group of well-qualified persons;
- Attend all meetings and spend the time necessary to fulfill their duties;
- Thoroughly review all materials presented by the consultant;
- Evaluate candidates based on Board-approved criteria;
- Treat all candidates in a positive manner recognizing that the committee is the ambassador for the system;
- Understand and agree that the Chair of the Search Advisory Committee is the only spokesperson for the search; and
- Maintain confidentiality at all times, both during the search and when the process is completed.

Meetings of the Chancellor Search Advisory Committee are not required to be open. In all its deliberations, the Committee will respect system policies and act in accordance with applicable state laws and regulations.

The Chair of the Chancellor Search Advisory Committee, who is appointed by the Chair of the Board of Trustees, shall:

- Convene meetings of the committee;
- Call committee meetings and preside over them, ensuring the orderly and timely conduct of business; and
- Report to the Chair of the Board of Trustees and keep the Chair informed of the work of the committee.