



**BOARD OF TRUSTEES
EXECUTIVE COMMITTEE MEETING
WEDNESDAY, JUNE 8, 2011
8:00 AM**

**WELLS FARGO PLACE
30 7TH STREET EAST
ROOM 3310, 3RD 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 May 4, 2011**
- (2) Committee Goals
- (3) Special Meeting of the Finance and Facilities Committee on June 15, 2011
- (4) Draft Schedule/Agendas for Annual Meeting on June 21 and 22, 2011
 - Election of Officers
 - FY12 Meeting Calendar
 - Special Events on June 21 and July 19, 2011
- (5) July Study Session
- (6) Installation of Chancellor-designate Dr. Steven Rosenstone
- (7) iPad Pilot Study
- (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
May 4, 2011**

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

Executive Committee Members Absent: Duane Benson

Other Members Present: Jacob Englund, 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., 3rd Floor, Room 3310, Saint Paul, on Wednesday, May 4, 2011. Chair Scott Thiss convened the meeting at 8:00 AM and announced that a quorum was present.

Trustees Louise Sundin, Jacob Englund, and Alfredo Oliveira and President Kevin Kopischke participated by conference call.

(1) Minutes of April 6, 2011

The Executive Committee meeting minutes of April 6, 2011, were accepted as written.

(2) Third Quarter FY2011 Board Operating Budget Report

Chair Scott Thiss reviewed the third quarter FY2011 Board Operating Budget. He explained that since the budget was approved, the Board had added additional meetings, including study sessions and monthly Executive Committee meetings. As of March 31, 2011, the Board had spent \$118,300, or 55 percent of its budget, encumbered funds are \$49,300, with an available balance of \$46,000. Compared to the same period last year, the Board spent 53 percent of its budget.

(3) Proposed FY2012 Board Operating Budget

Chair Thiss reviewed the estimated FY2011 year-end Board Operating Budget noting that the per diem, meeting expenses and in-state travel expenses would probably be similar in FY2012 because only one new Trustee was expected to join the Board. The recommended budget for FY2012 was \$212,500, unchanged as the current year. In FY2011, about \$9,000 was spent on development and national conferences. Expenses for development and national conferences are included in the Contingency Fund. Vice Chair Clarence Hightower recommended including the amount for these events in the line item amount for development/national conferences.

Chancellor James McCormick, noting the complexity of the system and its operations, urged the Board to continue to support the professional development of Trustees. He spoke of the value of the national higher education conferences sponsored by the Association of Community College Trustees, the Association of Governing Boards of Universities and Colleges, and the American Council of Trustees and Alumni.

Chair Thiss continued that the Board's Operating budget supports the annual recognition event honoring trustee and presidential service. In addition, some of the Contingency

Fund will be used for the Chancellor's retirement reception in July. Private funds also will support the reception.

Trustee McElroy expressed concern with the proposed budget, noting that it strikes him as business as usual. He suggested setting it below \$212,500 to reflect the current discussions and debates going on throughout the system and in the legislature. While somewhat symbolic it is a matter of principle. Trustee Cheryl Dickson compared the Board's budget with that of the University of Minnesota's Board of Regents Office. Trustee Louise Sundin spoke in favor of reducing the budget to less than \$200K.

Chair Thiss acknowledged the concern and pointed out that the Board's Operating budget is modest and that it already has been reduced several times. Trustee James Van Houten spoke of the increased number of meetings and the additional work by the Board at a time when the budget has been reduced. He added that the budget is so small that a reduction of ten percent would not present a risk.

Vice Chair Hightower moved that the Executive Committee approves the FY2012 Board Operating Budget of \$212,500, 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) Proposed FY2012 Meeting Calendar (First Reading)

Chair Thiss reviewed the proposed FY2012 meeting calendar. Two-day meetings are scheduled on the third Tuesday and Wednesday of each month, except in August, December and February when no meetings are scheduled. Chair Thiss reported that he has discussed the meeting calendar with Chancellor-designate Dr. Steven Rosenstone, who is planning a retreat with the Leadership Council in early September. To make sure that the Board is aligned with the Leadership Council, Chair Thiss proposed that the first day of the September Board meeting, the 20th, would be a retreat for the Board and Dr. Rosenstone. Trustees were in favor of the September retreat. The calendar will be presented to the Board of Trustees as a first reading in May, followed by a second reading and action at the annual meeting in June.

(5) Review Draft Schedule/Agendas for Meetings on May 17-18, 2011

The Executive Committee reviewed a draft of the schedule and agendas for the meetings on May 17-18, 2011. Reports on the committees' goals will be heard in May and June. Chair Thiss also suggested scheduling time at a future meeting for an evaluation of the goals. There were changes to the draft schedule and agenda.

(6) Leadership Council Comments

President Kevin Kopischke, Alexandria Technical and Community College, and co-chair of the Leadership Council, reported that the Leadership Council met on May 3, 2011. The Leadership Council will meet in a retreat with Dr. Rosenstone on September 12 and 13, 2011, in St. Cloud. The Leadership Council discussed planning for a shut-down in the event that the Legislature and Governor could not agree on a budget.

Chancellor James McCormick reported that he sent a letter to all of the employees in the Office of the Chancellor updating them on the status of the budget. Chancellor McCormick commented that he and Robert Bruininks, President, University of

Minnesota, met with the *Star Tribune* editorial board as advocates for their respective budgets and students. He thanked Laura King, Vice Chancellor-Chief Financial Officer, and Mary Davenport, Director, Government Relations, and their staffs for all of their fine work during the session.

Adjournment

Chair Thiss adjourned the meeting at 9:05 AM.



**BOARD OF TRUSTEES COMMITTEES AND
ANNUAL BOARD MEETING SCHEDULE
JUNE 21-22, 2011**

**WELLS FARGO PLACE
30 7TH STREET EAST
ST. PAUL, MINNESOTA**

Please note: Committee/Board meeting times are tentative. Committee/Board meetings may begin up to 45 minutes earlier than the times listed below if the previous committee meeting concludes its business before the end of its allotted time slot.

**TUESDAY
JUNE 21, 2011**

8:00 A.M. FINANCE AND FACILITIES COMMITTEE – BOARD ROOM
Dan McElroy, Chair

- (1) **Minutes of May 17, 2011**
- (2) Finance and Facilities Update
- (3) 2011 Office of the Chancellor Performance Report – Finance and Facilities Division
- (4) **FY2012-2017 Capital Budget Request (Second Reading)**
- (5) **FY2012 Operating Budget (Second Reading)**
- (6) **Revenue Fund Sale - Normandale Community College Parking Ramp (Second Reading)**
- (7) **St Cloud State University Bookstore Income Contract Over \$3M**

11:00 A.M. ADVANCEMENT COMMITTEE – BOARD ROOM
Cheryl Dickson, Chair

- (1) **Minutes of May 17, 2011**
- (2) Advancement Update
- (3) 2011 Office of the Chancellor Performance Reports – Advancement, Development and Government Relations Divisions
- (4) Board Goal Progress

11:30 A.M. LUNCH – WORLD TRADE ROOM

12:00 P.M. DIVERSITY AND MULTICULTURALISM COMMITTEE – BOARD ROOM
Louise Sundin, Chair

- (1) **Minutes of April 19, 2011**
- (2) Diversity and Multiculturalism Division Update
- (3) Progress on Committee Goals
- (4) 2011 Office of the Chancellor Performance Report – Diversity and Multiculturalism Division

1:00 P.M. HUMAN RESOURCES COMMITTEE – BOARD ROOM
Clarence Hightower, Chair

- (1) **Minutes of May 18, 2011**
- (2) Human Resources Update
- (3) **Appointment of Interim President of Minnesota State Community and Technical College**
- (4) **Proposed Amendments to Board Policy 4.8 - Emeritus Status (Second Reading)**
- (5) Report on Board Goals - Succession Planning and Negotiations
- (6) 2011 Office of the Chancellor Performance Report – Human Resources Division

2:00 P.M. ACADEMIC AND STUDENT AFFAIRS COMMITTEE – BOARD ROOM
Christine Rice, Chair

- (1) **Minutes of May 17, 2011**
- (2) Academic and Student Affairs Update
- (3) 2011 Office of the Chancellor Performance Report – Academic and Student Affairs Division
- (4) **Board Committee Goals**
- (5) **Mission Approval: North Hennepin Community College**
- (6) **Mission Approval: Inver Hills Community College**
- (7) Proposed Amendment to Policy 3.4 - Undergraduate Admission (First Reading)
- (8) Proposed Amendment to Policy 3.8 - Student Complaints and Grievances (First Reading)
- (9) Charter School Report

4:00 P.M. HUMAN RESOURCES COMMITTEE – BOARD ROOM
Clarence Hightower, Chair

- (1) Closed Session on Bargaining Pursuant to Minnesota Statute § 13D.03 (2010)

5:00 P.M. MEETING CONCLUDES

**WEDNESDAY
JUNE 22, 2011**

9:00 A.M. TECHNOLOGY COMMITTEE – BOARD ROOM
David Paskach, Chair

- (1) **Minutes of May 18, 2011**
- (2) Information Technology Update
- (3) Information Security Program Review
- (4) 2011 Office of the Chancellor Performance Report – Technology Division
- (5) Students First Report
- (6) **Technology Committee Goal - Service Delivery Strategy**

10:00 A.M. AUDIT COMMITTEE – BOARD ROOM
James Van Houten, Chair

- (1) **Minutes of May 17, 2011**
- (2) 2011 Office of the Chancellor Performance Report – Internal Auditing Division
- (3) Audit Finding Resolution Update: Northeast Higher Education District and Fond du Lac Tribal and Community College
- (4) Audit Planning Related to System-wide Risk Assessment

12:00 P.M. LUNCH – WORLD TRADE ROOM

1:00 P.M. BOARD OF TRUSTEES ANNUAL MEETING – BOARD ROOM
Scott Thiss, Chair

Bold Denotes Action Item

Requests to address the Board must be submitted in writing to staff. Request forms are available at the Board meeting on the information counter located near the entrance of the meeting room. Clearly identify the agenda item on your request form. Materials for distribution to the Board of Trustees must be submitted in advance of the committees and Board meetings. Special accommodations are available upon advance request for wheelchair accessibility, interpreter, audiotape, or large print material. Contact Inge Chapin by telephone at 651.201.1705; facsimile at 651.297.2054; or electronic mail: inge.chapin@so.mnscu.edu.

Board of Trustees iPad Pilot Summary

The use of iPad devices to view and make notes on Board packet materials is promising for the future. Based on today's benefits and constraints some Trustees could find it to be a productivity boost while others would not. At this time the potential cost savings do not make a strong argument for the devices. The \$700 expense could be recaptured over 30 months of use. It is unknown what the useful lifespan of the devices will be but 3 years is a long time to keep a single personal productivity device. One recommendation would be to provide iPad devices to those Trustees that agree to use them instead of receiving printed materials.

Benefits:

- Board of Trustees is interested in mobile technology and this would provide experience
- Ability to look up web-based information as it is being discussed during meetings
- Effective for viewing single documents or email
- iAnnotate application (approx. \$10) allows note-taking and highlighting; a user-friendly application
- Small size is convenient / smaller than Board book
- Allows for easy access to files
- Modest potential for savings as compared to continued use of Board books
 - Currently 68 Board packets are created monthly
 - The Trustees and Cabinet packets (tabbed and three-hole drilled) average \$27 each
 - The Presidents packets (double-sided, no tabs or drilled) average about \$20 apiece
 - Each iPad costs approximately \$700 (which excludes 3g connection for cell phone) with no ongoing cost to users

Potential Constraints:

- Unfamiliar & potentially unwieldy navigation depending on prior experience
- Can be slow at times / wireless connectivity can be unavailable
- Linear navigation through documents; does not have the ability to open multiple pages
- Easy to lose or have stolen – there could be private data involved
- Connection to GroupWise email is clunky (GroupWise will be replaced with Exchange this fall)
- Does not display Flash (videos, animation, and interaction on the web)
- Printing ability very limited
- Cannot view Accountability dashboard
- Possibility of distraction (for example, a comment related to student success invites web browsing to verify info, but then can't maintain access to original docs.)
- Minimal available applications to create documents
- iPad is not currently a standalone device; requires a Mac or PC with iTunes for setup
- Laptops provide more flexibility
- Board administration workload is not reduced but will likely stay nearly the same

Additional Considerations:

- Network issues – need to ensure that a connection can be maintained within the Board Room
- Current time-outs (security measure) would need to be resolved before implementation would be successful
- Office of the Chancellor LAN staff do not currently support the iPad
- Should stay alert for total package of new hardware, Board information management software, expanded training & changed Board support process
- Licensing issues are a concern. Office of General Counsel can advise as needed.

This summary is based on discussions with Trustees Jacob Englund, Christine Rice, Alfredo Oliveira, President John O'Brien, Vice Chancellor Darrel Huish, Board Secretary Inge Chapin, and IT Director Ross Berndt.