



**BOARD OF TRUSTEES
EXECUTIVE COMMITTEE MEETING
WEDNESDAY, MARCH 7, 2012
8:00 AM**

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
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 November 2, 2011 (Approved at Board meeting, January 18, 2012)
- (2) FY2012 Second Quarter Board Operating Budget Report
- (3) Draft Schedule/Agendas for Meetings on March 21, 2011
- (4) Chancellor Review Process
- (5) Recognition of Former Trustees (Special Event)
- (6) Development of 2013 System Work Plans and Committee Goals
- (7) Task Force/Study Session Regarding Board Committee Structure
- (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
November 2, 2011**

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

Executive Committee Members Absent: None

Other Members Present: Jacob Englund and Alfredo Oliveira

Also Present: Chancellor Steven Rosenstone and President Edna Szymanski

The Minnesota State Colleges and Universities Board of Trustees Executive Committee met at 30 7th St., E., 3rd Floor, Room 3310, St. Paul, on Wednesday, November 2, 2011. Chair Scott Thiss convened the meeting at 8:00 AM and announced that a quorum was present. Trustees Jacob Englund, Alfredo Oliveira and Christine Rice, and President Edna Szymanski, Minnesota State University Moorhead, participated by conference call.

(1) Minutes of October 5, 2011, Meeting

The Executive Committee meeting minutes of October 5, 2011, were accepted as written.

(2) FY2012 First Quarter Board Operating Budget Report

Trustee Duane Benson, Treasurer, reviewed the FY2012 First Quarter Board Operating Budget report for the period July 1, 2011, through September 30, 2011. The Board's operating budget for FY2012 is \$212,500, but \$17,520 was carried forward from FY2011 for obligations incurred in FY2011 for former Chancellor McCormick's retirement event on July 19, 2011. Including the carry-forward funds, the board spent \$37,301 or 16 percent of its budget in the first quarter. Encumbered funds were \$133,245 with a balance of \$59,474.

(3) FY2012 Budget Discussion

Chair Thiss commented that Chancellor Rosenstone has asked all divisions in the system office to look at reducing their budgets between five and ten percent. He added that the board would like to participate. The board's budget has fallen from \$268,000 in FY2008 to its current level. The budget is leaner, but it is more accurate in covering the board's expenses. Chair Thiss continued that he is not recommending reducing per diem, meeting or in state travel expenses. The contingency fund of \$23,700 includes \$15,000 to support trustee development, conference registrations and fees. The board has reduced the number of trustees attending national higher education conferences, so the contingency fund is one area in the budget with some flexibility. A reduction of five percent of the board's budget is \$10,625, while ten percent is \$21,250. Chair Thiss favored a five percent reduction. Trustee Louise Sundin expressed the importance of trustees attending national higher education organizations because conferences provide opportunities to learn from others. Chancellor Rosenstone thanked the trustees and said that he will consider this discussion in making reductions to the system office budget.

(4) Draft Schedule/Agendas for Meetings on November 15-16, 2011

The draft schedule/agendas for the meetings on November 15-16, 2011, were reviewed. Chair Thiss recommended that each committee pick one goal consistent with the chancellor's goals

that will be accomplished by the end of the fiscal year. Chancellor Rosenstone proposed that the Academic and Student Affairs and the Advancement committees wait until the arrival of the new vice chancellors to identify their goals. He added that each Cabinet member will discuss a goal that is connected and aligned with the work plan for their committee. Trustee Duane Benson suggested inviting Senator Larry Pogemiller, who had been appointed recently by Governor Mark Dayton as the new director of the Office of Higher Education, to a future board meeting. Chair Thiss he will extend an invitation to him to attend a future board meeting.

Chancellor Rosenstone commented that he will provide an update on the progress on the Strategic Framework in November. At the January board meeting, he will cross-reference the Strategic Framework with the Strategic Plan and include goals and timelines. The chancellor also reported on the status of the searches for the vice chancellors for academic and student affairs and advancement. If all goes as planned, he will make his recommendations to the board at the November meeting. Board members will be included in the interview process, and also able to tune in to the candidate forums that will be held via WebEx.

Chancellor Rosenstone reported that without the need for a task force or outside consultants, he was recommending “system office” as the new name for the office of the chancellor. “Office of the chancellor” refers only to the chancellor and his immediate staff. “System office” reflects all of the employees. The Executive Committee was pleased with the recommendation. General Counsel Gail Olson explained that the board will need to take action on this change, as all of the policies will need to be amended as there are references to office of the chancellor throughout them. Chair Thiss recommended that the name change/policy amendment be presented at the November meeting, if possible.

(5) Recognition of Students in Career/Technical Student Organizations

Chair Thiss explained that the reception immediately following the board meeting on November 16 will be to recognize the students in career/technical student organizations who won awards during the past year. There will be a short program during the reception.

(6) Leadership Council Comments

President Edna Szymanski, Minnesota State University Moorhead reported that the Leadership Council met via WebEx on November 1. She added that it was an excellent meeting and that they are moving forward on the Strategic Framework.

(7) Other

Trustee Cheryl Dickson acknowledged the Installation Planning committee for a very successful event. Chair Thiss agreed and thanked Trustee Dickson for serving on the committee. Chancellor Rosenstone commented that it was an opportunity to tell the story of what the faculty and staff do for the people of Minnesota. The ceremony showcased the system’s students and faculty to all that were present, including the many legislators and to those listening to the live audio-stream. Governor Mark Dayton’s comments were supportive. The event was modest and proper display of decorum for the system. Trustee Dan McElroy added that he has attended many events in the Rotunda and Great Hall and the installation made an impressive use of both spaces.

(8) Adjournment

Chair Thiss adjourned the meeting at 9:00 AM.

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

INFORMATION ITEM

Second Quarter 2012 Board Operating Budget Report

BACKGROUND

The Board of Trustees approved Operating Budget for FY 2012 is \$212,500. Carry-forward funds of \$17,520 from FY2011 were approved in August 2011, increasing the total operating budget to \$230,020. The carry forward funds were for a special event on July 19, 2011. The expenses were obligated in FY2011, and paid after the event had occurred.

The second quarter report for the period ending December 31, 2011, is presented as information on Attachment A. At the end of the second quarter, \$69,408, or 30 percent of the budget, had been disbursed. Encumbered funds for the same period are \$121,333, with an available balance of \$39,279.

For comparison purposes, the Board of Trustees Operating Budget for the same period in FY 2011 also was \$212,500, with a carry-forward of \$1,222. As shown on Attachment B, \$65,240, or 31 percent of the budget had been disbursed. Encumbered funds were \$99,935, with an available balance of \$48,547.

Date Presented to the Executive Committee: March 7, 2012

Minnesota State Colleges and Universities Board of Trustees
Approved FY 2012 Operating Budget

Approved FY 2012 Budget	First Quarter 9/30/11		Second Quarter 12/31/11		Year-to-date 12/31/11		Year-to-date 12/31/11		Second Quarter 12/31/11		Percent Used
	Cash	Cash	Cash	Cash	Cash	Encumbered	Encumbered	Balance	Balance		
Expenses:											
Per Diem	\$32,000	\$3,300	\$7,150	\$10,450	\$21,550		\$21,550	\$0	\$0	33%	
Meeting Expense (1)	\$64,000	\$4,501	\$11,462	\$15,963	\$50,676		\$50,676	-\$2,639	-\$2,639	25%	
Travel in-state (2)	\$45,000	\$2,430	\$7,141	\$9,571	\$25,980		\$25,980	\$9,449	\$9,449	21%	
Development/National Conferences (3)	\$0	\$805	\$1,259	\$2,064	\$991		\$991	-\$3,055	-\$3,055	32%	
Consultants	\$10,000	\$1,000	\$2,207	\$3,207	\$6,800		\$6,800	-\$7	-\$7	34%	
Miscellaneous (4)	\$30,800	\$7,842	\$2,638	\$10,487	\$14,030		\$14,030	\$6,283	\$6,283	0%	
Contingency Fund	\$23,700	\$0	\$0	\$0	\$0		\$0	\$23,700	\$23,700	14%	
Chair Expense	\$7,000	\$734	\$243	\$977	\$1,306		\$1,306	\$4,717	\$4,717		
Sub-Total (5):	\$212,500	\$20,612	\$32,100	\$52,719	\$121,333		\$121,333	\$38,448	\$38,448	25%	
Carry-Forward FY11 (6)	\$17,520	\$16,689		\$16,689							
Total:	\$230,020	\$37,301		\$69,408				\$39,279	\$39,279	30%	

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 will be reviewed by the Executive Committee. The Board designated \$15,000 for the Contingency Fund for national conferences.
- (4) Other expenses includes copier, memberships in national trustees' organizations, supplies and equipment.
- (5) Approved by the Executive Committee on May 4, 2011, and the Board of Trustees on June 16, 2011.
- (6) Expenses obligated in FY2011 for a special event on July 19, 2011. The amount was carried-forward for payment in FY2012. Expenses were paid in first quarter.

Minnesota State Colleges and Universities Board of Trustees
 Approved FY 2011 Operating Budget

Approved FY 2011 Budget	First Quarter 9/30/10		Second Quarter 12/31/10		Year-to-date 12/31/10		Year-to-date 12/31/10		Second Quarter 12/31/10		Percent Used
	Cash		Cash		Cash	Encumbered	Encumbered	Balance			
Expenses:											
Per Diem	\$30,000	\$6,105	\$7,205	\$13,310	\$16,690	\$0	\$16,690	\$0	\$0	44%	
Meeting Expense (1)	\$64,000	\$10,678	\$10,649	\$21,327	\$36,606	\$6,067	\$36,606	\$6,067	\$6,067	33%	
Travel in-state (2)	\$45,000	\$5,132	\$11,791	\$16,923	\$10,025	\$18,052	\$10,025	\$18,052	\$18,052	38%	
Development/National Conferences (3)	\$0	\$0	\$1,385	\$1,385	\$0	-\$1,385	\$0	-\$1,385	-\$1,385	0%	
Consultants	\$10,000	\$0	\$0	\$0	\$6,840	\$3,160	\$6,840	\$3,160	\$3,160	0%	
Miscellaneous (4)	\$32,800	\$9,111	\$2,675	\$11,786	\$13,957	\$7,057	\$13,957	\$7,057	\$7,057	36%	
Contingency Fund	\$23,700	\$0	\$0	\$0	\$15,000	\$8,700	\$15,000	\$8,700	\$8,700	0%	
Chair Expense	\$7,000	\$0	\$509	\$509	\$817	\$5,674	\$817	\$5,674	\$5,674	7%	
Sub-Total:	\$212,500	\$31,026	\$34,214	\$65,240	\$99,935	\$47,325	\$99,935	\$47,325	\$47,325	31%	
Carry-Forward FY10 (5)	\$1,222										
Total:	\$213,722								\$48,547	31%	

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 will be reviewed by the Executive Committee. The Board designated \$15,000 for national conferences to the Contingency Fund.
- (4) Other expenses includes copier, insurance, long distance, memberships in national trustees' organizations, supplies and equipment.
- (5) Expense occurred in FY2010, but payment unable to be processed until after the FY2010 books closed (late invoice). Carry-forward approved on September 28, 2010.

The Board of Trustees approved the FY 2011 operating budget on June 16, 2010.



**BOARD OF TRUSTEES
COMMITTEES AND BOARD MEETING SCHEDULE**

**WEDNESDAY, MARCH 21, 2012
MINNESOTA STATE COLLEGES & UNIVERSITIES
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. In addition to board members attending in person, additional board members may participate by telephone.

- 8:00 A.M.** **HUMAN RESOURCES COMMITTEE – FOURTH FLOOR, MCCORMICK ROOM**
Clarence Hightower, Chair
- (1) Closed Session on Bargaining Pursuant to Minnesota Statute §13D.03 (2011)
- 8:30 A.M.** **HUMAN RESOURCES COMMITTEE – FOURTH FLOOR, MCCORMICK ROOM**
Clarence Hightower, Chair
- (1) **Minutes of November 16, 2011**
(2) Human Resources Update
(3) Update on Presidential Searches
- 8:45 A.M.** **FINANCE AND FACILITIES COMMITTEE – FOURTH FLOOR, MCCORMICK ROOM**
Dan McElroy, Chair
- (1) **Minutes of January 17, 2012**
(2) Finance and Facilities Update
(3) FY2014-2019 Capital Budget Guidelines (First Reading)
(4) **Minnesota State College - Southeast Technical Transportation Building Addition Approval**

- (5) **Refunding of Revenue Bonds Series A and B and Reauthorization of Guarantee for St. Cloud State University Projects**
- (6) **Revenue Fund Reallocation – Alexandria Technical and Community College**
- (7) **Microsoft Campus Agreement Contract Approval**

10:45 A.M. **ADVANCEMENT COMMITTEE – FOURTH FLOOR, MCCORMICK ROOM**
Cheryl Dickson, Chair

- (1) **Minutes of June 21, 2011**
- (2) Advancement Update
- (3) Draft of New Member Orientation Plan: The Big Picture
- (4) Report on Connecting with Campus Initiative

11:45 P.M. **LUNCH – THIRD FLOOR, ROOMS 3304/3306**

12:30 P.M. **ACADEMIC AND STUDENT AFFAIRS COMMITTEE – FOURTH FLOOR, MCCORMICK ROOM**
Christine Rice, Chair

- (1) **Minutes of January 17, 2012**
- (2) Academic and Student Affairs Division Update
- (3) Proposed New Policy 3.39 – Transfer Rights and Responsibilities (First Reading)

1:30 P.M. **BOARD OF TRUSTEES MEETING – FOURTH FLOOR, MCCORMICK 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.