



**BOARD OF TRUSTEES
EXECUTIVE COMMITTEE MEETING
THURSDAY, MAY 2, 2013
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

Clarence Hightower, Chair

- (1) **Minutes of December 11, 2012**
- (2) Chancellor's Evaluation Timeline
- (3) FY2013 Third Quarter Board Operating Budget Report
- (4) **Proposed FY2014 Board Operating Budget**
- (5) Annual Meeting on June 19, 2013
 - Discussion FY2014-2015 Meeting Calendar
 - Election of Officers
 - Recognition Reception
- (6) Next Meeting, June 3, 2013

Executive Committee

Clarence Hightower, Chair
Thomas Renier, Vice Chair
Michael Vekich, Treasurer
Duane Benson
Cheryl Dickson
Philip Krinkie
Louise Sundin

BOLD denotes action item

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES
EXECUTIVE COMMITTEE
MEETING MINUTES
December 11, 2012**

Executive Committee Members Present: Clarence Hightower, Chair, Duane Benson, Cheryl Dickson, Philip Krinkie, Thomas Renier, Louise Sundin and Michael Vekich

Executive Committee Members Absent: None

Other Members Present: Brett Anderson, Dawn Erlandson, and Alfredo Oliveira

Also Present: Chancellor Steven Rosenstone

Chair Clarence Hightower convened the Executive Committee at 8:05 a.m., at 30 7th St., E., 3rd Floor, Room 3310, St. Paul. A quorum was present. Trustees Duane Benson, Dawn Erlandson, Alfredo Oliveira and Thomas Renier participated by telephone.

(1) Minutes of June 6, 2012, Meeting

The Executive Committee meeting minutes of June 6, 2012, were approved as written.

(2) Special Meetings

a. Date to Be Determined: Audit Committee and Board of Trustees to Approve and Release Audited Financial Statements

Trustee Philip Krinkie, Audit Committee Chair, announced that the review of the system's 2012 audited financial statements have been postponed because Minnesota Management and Budget has not completed the state's financial statements. Vice Chancellor Laura King explained that she has been in communications with staff at MMB, and they expect to have their work completed by the end of December. Vice Chancellor King added that the 2012 audited financial statements will be ready in time for the regularly scheduled board meeting in January.

b. February 26, 2012: Human Resources Committee and Board of Trustees, Special Meetings, Presidential Appointments.

Chancellor Steven Rosenstone commented on the searches underway for presidents of Anoka-Ramsey Community College and Anoka Technical College (aligned), Southwest Minnesota State University, Riverland Community and Technical College, South Central College and Rochester Community and Technical College. The timelines were staggered so that two will be taken up at a special meeting on February 26, and the others will be presented at the regular meeting in March.

(3) Discuss Policy 3.24 System and College and University Missions

Chair Hightower explained that Policy 3.24 requires the board to review and approve the college and university mission and vision statements at least once every five years, regardless of whether there are any substantial changes. He added that some trustees have expressed that the mission statements are best handled at the institutional level. Trustee Duane Benson commented that the campuses make a considerable effort to present their missions to the board. He proposed that unless there are concerns, the committee will amend the policy so that missions will not come before the board unless there are changes. Chancellor Rosenstone stated that he is comfortable with this approach. He suggested that the missions could be an information item to the board.

Trustee Cheryl Dickson remarked that one reason for the policy was for the board, especially the new members, to see how the various institutions approached their missions. She added that at one time the board reviewed master academic and facilities plans. The missions are also an accreditation requirement. Trustee Louise Sundin commented that she is interested receiving copies of the accreditations. Chair Hightower concluded this discussion by noting that Trustee Benson and the Academic and Student Affairs will bring forward an amendment to Policy 3.24.

(4) Follow-up from Retreat

Protocol for Working Together as a Board

Chair Hightower asked for any comments on how the board is working together. Trustee Benson shared that he liked the focus of the three strategic workgroups, but he wondered how they fit into the board's committee work. Chair Hightower explained that when Chancellor Rosenstone introduced the big strategic questions at the September retreat the goal was to have the board discuss and prioritize them. Some of the questions could be addressed during committee meetings and study sessions. The board realized that the bigger issues - the future of higher education, the system of the future, and the workforce of the future – needed to be addressed in a broader environment. Chair Hightower and Chancellor Rosenstone decided that the best way to address them was by forming the strategic workgroups.

Chancellor Rosenstone added that the next study session will be a joint session on the achievement gap hosted by the Diversity and Equity and Academic and Student Affairs Committees. Another study session for the whole board will be on the Campus Service Cooperative. The chancellor added that there are two roles for the board with respect to the study sessions: 1) oversight and feedback, and 2) implications such as a new board policy or referral for additional information or action to a particular committee. For example, the Campus Service Cooperative may be referred to the Finance and Facilities Committee.

Trustee Dickson commented that there seems to be some confusion about who should attend the study sessions. She encouraged all members to attend them and suggested that this be made clear on the meeting agendas. Chair Hightower agreed, adding that all trustees are welcome and will be encouraged to attend the sessions.

Trustee Krinkie noted that two trustees serve on each of the three strategic workgroups. He inquired about the timeline for workgroups. Chancellor Rosenstone replied that each workgroup will have a first draft of their findings in June. Deliberations and discussions will occur from June through September. There may be a discussion of them at the July board meeting, if there is one. If not, the drafts will be reviewed at the September retreat. A formal draft with recommendations will be presented for discussion at the November board meeting.

(5) Board Policy 3.36 Academic Programs

Chancellor Rosenstone explained that Policy 3.36 directs the chancellor to maintain the academic program inventory and give an annual report to the board on the status of the inventory. Last year, the policy was amended to require that the chancellor's annual academic status report include data and analysis of the programs measured against program goals established by the chancellor. Chair Hightower noted that Chancellor Rosenstone has worked with Academic and Student Affairs so that the academic program inventory is on the website and that the board will receive a report in the spring. He added that the chancellor's action meets the spirit and letter of the board policy.

Other

Chair Hightower inquired if there were any questions to his memorandum to the board regarding involvement in political activities. The purpose of the memo was to remind trustees to not present themselves as trustees when engaged in political events. There were no questions.

Chair Hightower reported that no other meetings of the Executive Committee are scheduled at this time. If one is needed, it will be scheduled.

Adjournment

Chair Hightower adjourned the meeting at 8:50 a.m.

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

INFORMATION ITEM

Third Quarter 2013 Board Operating Budget Report

BACKGROUND

The Board of Trustees approved Operating Budget for FY 2013 is \$188,000. The third quarter report for the period ending March 31, 2013, is presented as Attachment A. At the end of the third quarter, \$73,055, or 39 percent of the budget, had been disbursed. Encumbered funds for the same period are \$82,225, with an available balance of \$32,720.

For comparison purposes, the Board of Trustees Operating Budget for the same period in FY 2012 was \$219,395. Actual expenses through March 31, 2012, were \$95,552, or 44 percent of the budget. Encumbered funds were \$100,220 with an available balance of \$23,623.

Date Presented to the Executive Committee: May 2, 2013

Minnesota State Colleges and Universities Board of Trustees
Approved FY 2013 Operating Budget

Expenses:	Approved FY 2013 Budget		First Quarter 9/30/12		Second Quarter 12/31/12		Third Quarter 3/31/13		Year-to-date 3/31/13		Year-to-date 3/31/13		Third Quarter 3/31/13		Percent Used
	Budget		Cash		Cash		Cash		Cash		Encumbered	Balance			
Per Diem	\$32,000		\$1,155	\$5,555	\$4,895	\$11,605	\$20,395	\$0	\$0		\$20,395	\$0		36%	
Meeting Expense (1)	\$52,000		\$952	\$6,701	\$3,764	\$11,257	\$21,431				\$21,431	\$19,312		22%	
Audio / Amplification / Streaming	\$10,000		\$0	\$1,595	\$1,354	\$2,949	\$5,951				\$5,951	\$1,100		29%	
Travel in-state (2)	\$45,000		\$212	\$8,542	\$4,320	\$13,074	\$17,460				\$17,460	\$14,466		29%	
Development / National Conferences (3)	\$15,000		\$0	\$1,359	\$2,966	\$4,325	\$16,297				\$16,297	-\$5,622		29%	
Memberships (4)	\$18,500		\$7,455	\$11,200	\$0	\$18,655	\$0				\$0	-\$155		101%	
Travel / Accident Insurance (5)	\$4,500		\$0	\$4,050	\$0	\$4,050	\$0				\$0	\$450		90%	
Consultants	\$0		\$0	\$5,272	\$0	\$5,272	\$0				\$0	-\$5,272			
Miscellaneous	\$4,000		\$0	\$0	\$0	\$0	\$0				\$0	\$4,000		0%	
Chair Expense (6)	\$7,000		\$59	\$600	\$1,209	\$1,868	\$691				\$691	\$4,441		27%	
Approved Budget (7):	\$188,000		\$9,833	\$44,874	\$18,508	\$73,055	\$82,225				\$82,225			39%	

Total Budget:

\$32,720

Notes:

- (1) Meeting expense includes: printing, supplies, meals and refreshments, off-site room and equipment rental.
- (2) Travel in-state includes mileage, meals, lodging, parking, in-state registration fees.
- (3) Registration and travel to national higher education conferences.
- (4) Dues for memberships in the Association of Community College Trustees and the Association of Governing Boards of Universities and Colleges.
- (5) Travel accident insurance policy for the Board of Trustees.
- (6) Per board policy, the chair allowance provides for board attendance at special events and the annual recognition reception.
- (7) Approved by the Executive Committee on June 6, 2012, and the Board of Trustees on June 20, 2012.