



**BOARD OF TRUSTEES
EXECUTIVE COMMITTEE MEETING
MAY 5, 2015
8:00 AM**

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
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

Thomas Renier, Chair

- (1) **Minutes of May 7, 2014**
- (2) **Minutes of April 13, 2015**
- (3) **One-day Training Workshop**
- (4) **Proposed FY2016 Board Operating Budget** (hand out)
- (5) Annual Meeting on June 17, 2015
 - Draft FY2017 Meeting Calendar
 - Election of Officers
 - Recognition Receptions
- (6) Adjournment

Executive Committee

Thomas Renier, Chair
Margaret Anderson Kelliher, Vice Chair
Michael Vekich, Treasurer
Ann Anaya
Alexander Cirillo
Philip Krinkie

BOLD denotes action item

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES
EXECUTIVE COMMITTEE
MEETING MINUTES
May 7, 2014**

Executive Committee Members Present: Clarence Hightower, chair, Ann Anaya, Margaret Anderson Kelliher, Cheryl Dickson, Alexander Cirillo, and Thomas Renier

Members Absent: Michael Vekich

Other Members Present: Alfredo Oliveira, Elise Ristau, and Louise Sundin

Also Present: Chancellor Steven Rosenstone

Chair Clarence Hightower convened the Executive Committee at 8:05 AM, at 30 7th St. E., Room 3310, St. Paul. A quorum was present. Trustee Ristau participated in the meeting by telephone.

(1) Minutes of January 15, 2014

The Executive Committee meeting minutes of January 15, 2014 were approved as written.

(2) Chancellor's Evaluation Timeline

Chair Hightower briefly reviewed the timeline for Chancellor Rosenstone's evaluation. Chancellor Rosenstone's self-appraisal and report on progress will be distributed to the board members on June 6, 2014. On June 10, the Performance Review Committee will meet in closed session with the chancellor to discuss the report. The committee members are Trustees Renier, Anaya, Cirillo and Hightower. On June 16, the Performance Review Committee will provide Chancellor Rosenstone with a written evaluation. The Board of Trustees will meet with the chancellor in closed session on June 17 and a public summary of the evaluation will be announced at the Board of Trustees meeting on June 18.

(3) FY 2014 Third Quarter Operating Budget

Chair Hightower said Trustee Vekich, chair of the Finance and Facilities Committee, could not be here today, but he has reviewed the FY2014 third quarter operating budget which is presented as information. As of March 31, 2014, the board has spent 45% of its operating budget of \$184,500.

(4) Proposed FY 2015 Board Operating Budget

The proposed FY2015 Board Operating Budget was distributed. Chair Hightower announced that he and Trustee Vekich are recommending a budget of \$184,500, the same amount as last year.

Chair Hightower reviewed the line items. The proposed budget for trustees' per diem is \$32,000, the same amount as FY2014. In addition to committee and board meetings, trustees may also attend campus events such as ribbon-cuttings and ground-breakings, scholarship fundraisers, legislative hearings, etc.

Meeting expense was budgeted at \$47,000 last year. Because of fewer two-day meetings, \$44,000 is proposed for FY2015. A contract will be renewed in July with an audio-engineer for the audio amplification and live audio- streaming of the meetings. This is budgeted as \$10,000, the same amount as last year.

The same amount as last year, \$45,000, is recommended for trustees in-state travel to meetings and events on the college and university campuses. The board has memberships in two national higher education organizations for trustees - The Association of Governing Boards of Universities and Colleges and the Association of Community College Trustees. The annual memberships in these organizations are expected to increase so \$20,500 is budgeted. Also, a budget of \$15,000 is proposed for trustees to attend these organizations' national conferences. No amount is budgeted for travel / accident insurance as the current policy is effective until September 26, 2015. The premium will be added to the FY2016 budget. The consultants' budget is proposed at \$8,000 for a facilitator for the Board of Trustees retreat in September.

The chair's budget of \$7,000 is used for trustees to attend scholarship functions sponsored by the Minnesota State College Student Association, the Minnesota State University Student Association, and the Nellie Stone Johnson Scholarship. The chair's budget also provides for social events such as receptions and the annual recognition event in June.

Chair Hightower concluded his report by explaining that the Board's FY2015 Operating Budget will be included in the System Office Budget that will be presented as a first reading at Finance and Facilities Committee in May with the overall FY2015 Operating Budget, and as a second reading and approval at the June meeting. He asked if there were any questions before taking up the motion for the Executive Committee to approve the proposed FY2015 operating budget.

Trustee Dickson commented that the board's budget was substantially higher at one time, but it has been cut over the years. She encouraged trustees to visit the college and university campuses in groups of three or four, and to go to the national higher education conferences.

Some trustees were concerned with budget constraints and other limitations on the number of trustees that could attend national higher education conferences. Trustee Renier commented that there will be an opportunity at the September retreat to discuss and clarify the process for attending these conferences.

Trustee Renier moved that the Executive Committee approves the FY2015 Board Operating Budget of \$184,500. Trustee Anaya seconded the motion.

Trustee Sundin offered an amendment to increase the amount for development/national higher education conferences from \$15,000 to \$20,000. Trustee Renier accepted it as a friendly amendment, noting that meeting expenses would be reduced by \$2,000 and in-state travel would be reduced by \$3,000 to cover the increase. The Board Operating Budget for FY2015 is \$184,500. The amended motion carried.

(5) Annual Meeting, June 18, 2014

Chair Hightower announced that among other action items at the annual meeting, the board will be asked to approve a meeting calendar for FY2015 and FY2016 and to elect a new chair and vice chair.

a. Proposed Meeting Calendar

Last year, the board approved a calendar for FY2014 and FY2015. The approved FY2015 calendar and the proposed FY2016 meeting calendar were sent with the meeting materials. FY2016 follows the same pattern of meetings on the third Tuesday and Wednesday of each month. If there are not enough agenda items for two-days, then the first date will be cancelled.

Meetings can be cancelled and added to the calendar with the approval of the chair. For example, the new board chair will suggest dates for the Executive Committee meetings.

The FY 2016 has an orientation and retreat in September and two-day meetings in October, November, January, March, April, May, and June.

Board Secretary Inge Chapin commented that the meeting dates in January 2015 and January 2016 fall on the day after Dr. Martin Luther King, Jr.'s holiday. Because no meetings are planned in February, she asked the Executive Committee for their thoughts on postponing the January meeting by one week. The committee favored changing the January meeting dates.

Chair Hightower asked the members to send any comments regarding the proposed calendar to him or Board Secretary Chapin. The calendar will be reviewed as a first reading in May with a second reading and approval in June.

b. Election of Officers

Chair Hightower explained that Board Policy 1A.2, Part 4, Subpart E, outlines the process for the election of officers. He will send a memo with the details early next week.

c. Reception

Chair Hightower announced that there will be a reception at Saint Paul College on June 17 for the trustees whose terms are scheduled to end in June. Besides himself, Cheryl Dickson, David Paskach, Louise Sundin, Alfredo Oliveira, and Maria Peluso will be recognized.

There also will be a reception for the presidents who are retiring or leaving at the end of June. Sue Hammersmith, Jim Johnson, Kevin Kopischke, Gail O'Kane, Joe Opatz, Edna Szymanski, and Richard Shrubbs will be recognized during the board meeting on June 18, followed by a reception.

Adjournment

Chair Hightower adjourned the meeting at 8:50 am

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES
SPECIAL MEETING OF THE EXECUTIVE COMMITTEE
MINUTES
April 13, 2015**

Executive Committee Members Present: Thomas Renier, chair, Ann Anaya, Alexander Cirillo, Philip Krinkie, and Michael Vekich

Members Absent: Margaret Anderson Kelliher

Other Members Present: Duane Benson, John Cowles, Dawn Erlandson, Robert Hoffman, Maleah Otterson, and Louise Sundin

Also Present: Chancellor Steven Rosenstone

The meeting convened at 8:01 am. Chair Renier and Trustees Anaya, Benson, Erlandson, and Sundin participated by phone.

One-Day Training Seminar

Chair Renier convened the meeting and invited Trustee Cirillo to outline his proposal for a training seminar for the board. Trustee Cirillo outlined the goals for the training seminar:

- A mutually supportive relationship between the board and the chancellor;
- Shared awareness of roles and scope of responsibility;
- Productive engagement and collective learning for board members;
- Understanding of communication protocols; and
- Board committees focused on strategic issues.

Trustee Cirillo asked the Executive Committee to consider hiring the Association of Governing Boards of Universities and Colleges (AGB) to facilitate a training session on board governance. AGB would bring:

- Expertise on educational governance;
- Experience with and knowledge of our system; and
- Numerous publications and studies on good governance.

Trustee Vekich urged consideration of other facilitators with other experience. The trustees discussed both proposals.

Chair Renier summarized: based on the comments from the committee members, there is not a strong consensus on scheduling a workshop in April with AGB as the facilitator. He asked for volunteers to consider other facilitators for a workshop apart from the board meeting days between now and the annual meeting in June.

Chair Renier thanked the members for a good discussion and adjourned the meeting at 8:55 am.

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

INFORMATION

PROPOSED FY2017 MEETING CALENDAR

BACKGROUND

In June 2014 the Board of Trustees approved a meeting calendar for FY2016. The meeting dates for FY2017 are now proposed. The board will consider the proposed calendar as a first reading on May 20, 2015 with a second reading on June 17, 2015. Dates for the Executive Committee meeting will be added later. In addition, the calendar is subject to change with the approval of the board chair. Changes to the meeting calendar will be publicly noticed.

Approved FY2016 Meeting Dates

Meeting	Date	If agendas require less time, these dates will be cancelled.
Orientation and Board Retreat	September 15-16, 2015	
Committee / Board Meetings	October 20-21, 2015	October 20, 2015
Committee / Board Meetings	November 17-18, 2015	November 17, 2015
Committee / Board Meetings	January 26-27, 2016	January 26, 2016
Committee / Board Meetings	March 15-16, 2016	March 15, 2016
Committee / Board Meetings Awards for Excellence in Teaching	April 19-20, 2016	
Committee / Board Meetings	May 17-18, 2016	May 17, 2016
Committee / Annual Board Meetings	June 21-22, 2016	

Proposed FY2017 Meeting Dates

Meeting	Date	If agendas require less time, these dates will be cancelled.
Orientation and Board Retreat	September 20-21, 2016	
Committee / Board Meetings	October 18-19, 2016	October 18, 2016
Committee / Board Meetings	November 15-16, 2016	November 15, 2016
Committee / Board Meetings	January 24-25, 2017	January 24, 2017
Committee / Board Meetings	March 21-22, 2017	March 21, 2017
Committee / Board Meetings Awards for Excellence in Teaching	April 18-19, 2017	
Committee / Board Meetings	May 16-17, 2017	May 16, 2017
Committee / Annual Board Meetings	June 20-21, 2017	June 20, 2017