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.

(1) Minutes of May 20, 2008 (pp. 1-2)
(2) Minutes of May 21, 2008 (pp. 3-4)
(3) Review of September Meeting
(4) Discussion of October Retreat
(5) Leadership Council Comments

Members
David Olson, Chair
Ruth Grendahl, Vice Chair
Scott Thiss, Treasurer
David Paskach, Immediate Past Chair
Duane Benson
Clarence Hightower
Christine Rice

Bolded items indicate action required.
Executive Committee Members Present: David Olson, Chair; Trustees Duane Benson, Ruth Grendahl, Clarence Hightower, David Paskach, Christine Rice and Scott Thiss

Executive Committee Members Absent: None

Other Members Present: Trustees Daniel McElroy and Thomas Renier

The Minnesota State Colleges and Universities Board of Trustees Executive Committee met at Wells Fargo Place, 30 7th Street East, Fourth Floor Board Room, St. Paul, on Tuesday, May 20, 2008, at 8:00 a.m.

(1) Minutes of March 19, 2008
As there were no corrections to the minutes, Chair David Olson declared that the minutes were accepted as written.

(2) Third Quarter FY 2008 Board Operating Budget
Chair Olson called on Trustee Scott Thiss, treasurer, for the third quarter report on the Board of Trustees FY 2008 operating budget. Trustee Thiss reported that the Board of Trustees FY 2008 operating budget is $267,913. As of March 31, 2008, the Board had spent $119,345 or forty-five (45) percent of its budget. The encumbered amount for the same period was $83,761 with a balance of $64,807. For the same period in FY 2007, the Board had spent $136,357, or fifty-one (51) percent of its budget.

(3) Proposed FY 2009 Board Operating Budget
A graph showing the Board of Trustees budget versus actual expenses for the fiscal years 2004 through 2007, projected year-end FY 2008, and a proposed FY 2009 Board operating budget was distributed. Trustee Thiss reviewed the graph noting that the Board budget has had funds left over each year. At the close of the current fiscal year, projections estimate a balance of about $90,000. Trustee Thiss noted that some of the reasons for the decrease in spending include: fewer meetings; fewer members claiming per diem and expenses; and fewer members attending national conferences. Trustee Thiss proposed a reduction of about ten percent, from $267,913 to $240,000, to better align the Board budget with its expenses.

Responding to a question about what happens to the unspent funds, Vice Chancellor Laura King said that they would be carried forward in the system’s budget. Vice Chair Ruth Grendahl requested that the minutes reflect that the Board is making a statement by reducing its budget by 10 percent in light of recent legislative action.

Trustee Thiss moved that the Executive Committee recommends that the Board of Trustees approve the FY 2009 Operating Budget of $240,000. Trustee Duane Benson seconded and the motion carried unanimously.
Trustee Clarence Hightower, chair of the Finance, Facilities and Technology Committee inquired how the Board’s operating budget reduction would be included in the action before the Board on the FY 2009 system budget. Vice Chancellor King explained that it would be noted during the Finance, Facilities and Technology Committee meeting and reflected in the minutes of the committee meeting.

(4) Other
Chancellor McCormick asked the Executive Committee if they would be interested in revising the protocol for attending commencements. Currently, a Trustee and either the Chancellor or a representative from the Office of the Chancellor are invited and both make brief remarks. If the Executive Committee agrees, the Chancellor suggested that only one person will deliver congratulations and greetings at commencements. Trustees will be given the first opportunity, and the Chancellor or his designee will attend the remaining commencements. This way, only one person will make remarks on behalf of the Board and the Office of the Chancellor.

The Executive Committee was enthusiastic about this approach. Chancellor McCormick will inform the presidents of the new protocol for commencements.

(5) Adjournment
The meeting adjourned at 8:20 a.m.
Executive Committee Members Present: David Olson, Chair; Trustees Duane Benson, Ruth Grendahl, Clarence Hightower, David Paskach, Christine Rice and Scott Thiss

Executive Committee Members Absent: None

Other Members Present: James Van Houten

The Minnesota State Colleges and Universities Board of Trustees Executive Committee met at Wells Fargo Place, 30 7th Street East, Fourth Floor Conference Room A, St. Paul, on Wednesday, May 21, 2008, at 3:35 p.m.

(1) Review of July Annual Meeting
Chair David Olson reported that among the agenda items at the annual meeting of the Board of Trustees on July 15 and 16 are the elections of officers, the approval of the meeting calendar and updates on the Board’s initiatives from their October retreat. An orientation also may be scheduled depending on whether the new members are appointed by that date. Board members who are interested in officer positions may inform Trustee Christine Rice, the appointed chair of the Ad Hoc Nominations and Governance Committee. Trustees Duane Benson and Daniel McElroy are members. In addition, Chair Olson asked Board members to forward any recommendations for orientations to Trustee Rice. He indicated that he wished for a thoughtful approach that actively involves other Board members. Chair Olson commented that he will assign a mentor to each new Trustee. Vice Chair Ruth Grendahl recommended that the orientation be held apart from the meeting schedule; perhaps on the afternoon of July 14.

A review of the agenda items for the July meeting included the tuition study to be presented during the Finance, Facilities and Technology Committee meeting; metropolitan area planning that will be discussed at the Academic and Student Affairs Committee; and an update on the Board’s initiative for reaching underrepresented students during a joint meeting of the Advancement and Diversity and Multiculturalism committees.

(2) Leadership Council Comments
Bemidji State University President Jon Quistgaard serves as co-chair of the Leadership Council for FY 2008 with Chancellor James McCormick. President Quistgaard commented that he appreciated the opportunity to address the committee. He continued that the college and university presidents are very interested in the future planning for the system. He and the Chancellor have had some discussions, and there is interest in changing the format for the Leadership Council by setting aside time during the meetings to discuss two or three big initiatives and ideas. Responding to a query on how the board could be of better value to the presidents, President Quistgaard suggested that the Board could have lunches with the new presidents to develop relationships. In response to another question on ways to better involve the presidents from greater Minnesota,
President Quistgaard replied that the conversations on two or three big issues would be of considerable interest to all of the presidents.

Chair Olson asked Chancellor McCormick and President Quistgaard to invite the presidents to submit two or three big topics before the Board’s October retreat at Bemijdi State University.

Trustee Duane Benson suggested revisiting the annual evaluations. He continued that it is the Chancellor’s job to evaluate the presidents, not his, and that he is not comfortable with it. Trustee Benson asked if there is any data available on what customers/students want from the system. Senior Vice Chancellor Linda Baer explained that data is collected every couple of years when students are given national surveys on student engagement. Chair Olson commented that advance information from the presidents and students for the October retreat will guide the Board’s discussion in planning for the future.

3) Other
Video Stream Board Meetings and Electronic Board Packet
Vice Chancellor for Information Technology Ken Niemi reported that plans are underway for a pilot, perhaps as early as July, to video stream the Board meetings.

Board Secretary Inge Chapin reported that a work group has been meeting since December to prepare for the launch of electronic meeting materials on the Board of Trustees Web site. The goals include making the meeting information available earlier and reducing printing and postage costs. Board members and the Leadership Council will continue to receive printed packets, but others will be directed to the Web site.

Board Meeting Materials
Chair Olson explained that the Board wishes to receive their meeting materials with five working days to review the information.

Special Events
Vice Chair Grendahl initiated a discussion on expenses associated with the Board of Trustees Awards for Excellence in Teaching and BestPrep’s Educational Forum featuring Thomas Friedman. Senior Vice Chancellor Linda Baer explained that we are in ongoing conversations with the Inter Faculty Organization about their concerns related to the Board of Trustees Awards for Excellence in Teaching. Chancellor McCormick explained that the system was one of the BestPrep event sponsors. John Asmussen, Executive Director, Office of Internal Auditing, explained that his office routinely reviews the Board of Trustees, and the Chancellor’s budgets for reasonableness. Chair Olson suggested a discussion on guidelines or a policy on sponsorships as a topic for a future Executive Committee meeting.

Adjournment
The meeting adjourned at 4:20 p.m.