2. **Chair's Report:** *David Olson, Chair*

   a. Minutes of Board of Trustees Meeting of July 16, 2008 (pp. 1-7)
   b. Minutes of Special Board of Trustees Meeting of July 30, 2008 (pp. 8-9)
   c. FY 2008 Year-End Board Operating Budget Report (pp. 10-13)
   d. Brief Overview of Board Retreat on October 22-23, 2008 (pp. 14-15)
Trustees Present: Chair David Olson, Duane Benson, Cheryl Dickson, Jacob Englund, Ruth Grendahl, Clarence Hightower, Allyson Lueneburg, Dan McElroy, Thomas Renier, Christine Rice, Louise Sundin, Scott Thiss, Terri Thomas and James Van Houten

Trustees Absent: David Paskach

1. Call to Order
   Chair David Olson called the meeting to order at 1:30 p.m. and reported that a quorum was present.

   Chair Olson introduced and welcomed newly appointed Trustees Jacob Englund, Allyson Lueneburg, Louise Sundin and Terri Thomas. Chair Olson also welcomed back Trustees Cheryl Dickson, Clarence Hightower and David Paskach who were reappointed to the Board.

Chair’s Report

a. Minutes of Board of Trustees Meeting of May 21, 2008
   Chair Olson stated that the minutes were approved as written.

b. Election of Officers
   Chair Olson announced that the chair, vice chair and treasurer positions were up for election. He called on Vice Chair Grendahl to preside over the election of the Chair.

   Chair
   Vice Chair Grendahl announced that Trustee David Olson was the candidate for the position of Chair. Vice Chair Grendahl called for other nominations. There were none and the nominations were closed.

   *Vice Chair Grendahl moved the nomination for Trustee Olson for the position of Chair. The motion carried unanimously.*

   Vice Chair
   Chair Olson announced that Trustee Ruth Grendahl was the candidate for the position of Vice Chair. Chair Olson called for other nominations. There were none and the nominations were closed.

   *Chair Olson moved the nomination for Trustee Grendahl for the position of Vice Chair. The motion carried unanimously.*
Treasurer
Chair Olson announced that Trustee Scott Thiss was the candidate for the position of Treasurer. Chair Olson called for other nominations. There were none and the nominations were closed.

Chair Olson moved the nomination for Trustee Thiss for the position of Treasurer. The motion carried unanimously.

Chair Olson congratulated the new officers, whose terms become effective on August 1.

c. Revised FY 2009 Meeting Calendar
Chair Olson noted changes to the FY 2009 calendar. Orientations were added on July 14 and 30, along with a special meeting on July 30, to appoint a president of Hennepin Technical College. The October Board retreat dates were changed to October 22-23, 2008.

The calendar is subject to changes throughout the year. There will be hearings on the 2010-2011 biennial operating budget in September and also on the capital budget in February and March, if needed. Dates for the donor recognition and the Board’s annual farewell have not yet been scheduled. Committee chairs also may schedule additional committee meetings as needed, after consulting with the Chair of the Board.

Trustee Rice moved that the Board of Trustees approves the revised FY 2009 meeting calendar. Trustee Grendahl seconded and the motion was approved unanimously.

Chair Olson noted that new committee assignments will be made in August. Chair Olson assigned Trustee mentors to the new student Trustees.

d. Report of Closed Session on Chancellor’s Evaluation
Chair Olson stated that the Trustees participated in the review of Chancellor McCormick. He added that a public summary of the Chancellor’s assessment was distributed. Chair Olson remarked on Chancellor McCormick’s strong leadership and excellent performance.

Vice Chair Grendahl moved that the Board of Trustees authorizes:
2. A base salary increase of $20,000 effective July 1, 2008.
3. The Board Chair to establish performance goals for Fiscal Year 2009 and to renegotiate and execute an amendment to the employment agreement with the Chancellor to provide a performance incentive of up to $50,000.
4. Modifications needed to implement the authorized changes.

Trustee Thiss seconded and the motion carried unanimously.
e. Emeriti Recognition  
Chancellor McCormick stated that the title of president emeritus is highly regarded and recognizes respected years of devoted leadership to the institutions and community. He recommended presidential emeritus status for Roland E. Barden, retiring president of Minnesota State University Moorhead; Roy H. Saigo, former president of St. Cloud State University and retiring from Minnesota State Colleges and Universities; Joseph M. Sertich, retiring president of the Northeast Higher Education District; and Ronald A. Wood, retiring president of Minnesota West Community and Technical College.

Vice Chair Grendahl moved that upon the recommendation of Chancellor James H. McCormick, the Board of Trustees hereby confers emeritus status upon Roland E. Barden, Roy H. Saigo, Joseph M. Sertich and Ronald A. Wood, effective upon their retirements. The motion was approved.

2. Consent Agenda  
a. Acquisition of Student Housing  
b. Century College Property Lease  
c. Transfer of Property: Anoka Technical College Horticulture Center

Trustee Van Houten moved approval of the Consent Agenda. Trustee Grendahl seconded and the motion carried unanimously.

4. Board Policy Decisions  
There were no Board Policy Decisions.

5. Board Standing Committee Reports  
a. Finance, Facilities and Technology Committee, Clarence Hightower, Chair

(1) Finance, Facilities and Technology Update  
Committee Chair Hightower reported that the committee heard an update from Vice Chancellor Laura King on the Finance, Facilities and Information Technology divisions.

(2) FY 2009 Office of the Chancellor and Enterprise Technology Budget Reductions  
Committee Chair Hightower reported that the committee heard a report on the Office of the Chancellor and Enterprise Technology Budget Reductions. Committee Chair Hightower stated that the Legislature ordered an $8.6 million dollar budget reduction for the system: $1 million from system reserves, $5 million from Enterprise Technology and $2.6 million from the Office of the Chancellor. Committee Chair Hightower emphasized the difficulties in reducing those areas and how best to continue to do business.
(3) FY 2008 Financial Statement Issue Discussion
Committee Chair Hightower reported that the committee heard a presentation on the FY 2008 Financial Statement Issue. The purpose of this report is to provide the Board of Trustees background on the FY 2008 adoption of Standard 45 of the Governmental Accounting Standards Board (GASB 45) by Minnesota State Colleges and Universities, the liabilities prescribed by the standard. Committee Chair Hightower stated that the committee deferred the recommendation at this time. The implication would be approximately a $6 million dollar liability.

(4) Tuition Study Including the Price of Attendance
Committee Chair Hightower reported that the committee heard a report on Tuition Study Including the Price of Attendance. Committee Chair Hightower stated that the Board of Trustees has identified four priorities for action in FY2008-2009. One of the priorities is titled “Economic Model” and is focused on the price of attendance and the cost to educate students. Results of the study will be provided in draft form to the Board in September 2008.

Trustee Grendahl began a discussion on the budget reductions noting that the Human Resources division should provide information on each area of the Office of the Chancellor as there are often questions regarding what services are provided through the system office. Trustee Benson added that not everyone is aware of the work and responsibilities provided by the central office. Chancellor McCormick suggested tours of the offices which would provide a better understanding of the Office of the Chancellor functions. Trustee Thiss offered that the Office of Internal Auditing may provide a numerical analysis of the divisions within the Office of the Chancellor. Chair Olson concluded the discussion requesting that the Human Resources and Audit Committees work together to provide an informational report. Trustee Hightower requested that the Finance division be included as there are financial implications to be considered as well. Chair Olson agreed and referred the discussion to the Executive Committee for discussion.

b. Academic and Student Affairs Committee, Dan McElroy

(1) Academic and Student Affairs Update
Committee Chair Dan McElroy reported that the committee heard an update from Senior Vice Chancellor Baer on the activities of the Academic and Student Affairs division.

(2) Metropolitan Area Planning
Committee Chair McElroy reported that the committee heard an update on Metropolitan Area Planning. The Board has had several discussions regarding the system’s challenges in serving the growing metropolitan population and increasing baccalaureate and graduate degree programs. Committee Chair McElroy added that there is a significant shortage of graduates per year. A proposed framework was reviewed and discussed by the committee.
Chair Olson suggested that Metropolitan Planning be assigned as a major topic discussion at the September meeting. Chancellor McCormick noted that it is an item on the Leadership Council agenda in September, as well.

(3) Annual Sabbatical Report
Committee Chair McElroy reported that the committee was given the Annual Sabbatical Report. The report provided summary data for fiscal year 2007.

c. Human Resources Committee, Ruth Grendahl, Chair

(1) Human Resources Update
Committee Chair Grendahl reported that the committee heard an update from Vice Chancellor Bill Tschida on the Human Resources division.

(2) Presidential Years of Service
Committee Chair Grendahl reported that the committee heard a presentation on Presidential Years of Service. Certificates in recognition of service were presented to Presidents Phil Davis, Minneapolis Community and Technical College; Cheryl Frank, Inver Hills Community College; Robert Musgrove, Pine Technical College; and Ron Wood, Minnesota West Community and Technical College.

d. Advancement Committee, Christine Rice, Chair

(1) Advancement Update
Committee Chair Rice reported that the committee heard an update on the Public Affairs division from Associate Vice Chancellor Linda Kohl.

(2) Proposed Policy 1A.11 College and University Names and Permanent Locations (First Reading)
Committee Chair Rice reported that the committee heard a first reading of Proposed Policy 1A.11 College and University Names and Permanent Locations. Current board policy does not include an official list of the names and permanent locations of the colleges and universities within the Minnesota State Colleges and Universities system. The proposed policy lists the names of system institutions and their permanent locations as authorized by law.

(3) Proposed Amendment 3.23 Naming Colleges and Universities (First Reading)
Committee Chair Rice reported that the committee heard a first reading of Proposed Amendment 3.23 Naming Colleges and Universities. The amendment adds a new Subpart D to Part 2 of the policy, which makes approval of a college or university name change an amendment to proposed Board policy 1A.11 with no further action of the board required. This will keep proposed Board policy 1A.11 consistent with future board-approved name changes.
(4) Connecting with Business Initiative Update
Committee Chair Rice reported that the committee heard an update on the initiative Connecting with Business. Dan Foote of Foote & Associates presented findings from a series of focus groups and interviews with business executives. Committee Chair Rice remarked that as a result of the findings there will be visits to build relationships with the business community. Updates will be provided to the Board at future meetings.

e. Joint Advancement and Diversity and Multiculturalism Committees,
Christine Rice and Duane Benson, Co-Chairs

(1) Reaching the Underrepresented Initiative Update
Committee Co-chair Benson reported that the joint committees heard an update on Reaching the Underrepresented Initiative. The update provided results of focus group research conducted with middle-school youth from underrepresented groups in higher education. The report also provided results that focus groups conducted for updated recruitment brochures.

f. Diversity and Multiculturalism Committee,
Duane Benson, Chair

(1) Diversity and Multiculturalism Update
Committee Chair Duane Benson reported that the committee heard an update from Executive Director Whitney Harris on the activities of the Diversity and Multiculturalism division.

(2) Update on Funding for Diversity and Underrepresented Programming
Committee Chair Duane Benson reported that the committee heard an update on Funding for Diversity and Underrepresented Programming. The report focused on expenditures for the recruitment and retention of underrepresented students and for diversity-oriented academic support services as well as cultural support services.

6. Joint Council of Student Associations
a. Minnesota State College Student Association (MSCSA)
   Mr. Jacob Littler, President, addressed the Board of Trustees.

b. Minnesota State University Student Association (MSUSA)
   Mr. Chris Frederick, State Chair, and Ms. Jennifer Ohren, Vice Chair, addressed the Board of Trustees.

7. Minnesota State Colleges and Universities’ Bargaining Units
a. American Federation of State, County and Municipal Employees (AFSCME)
   Ms. Karen Foreman, President (AFSCME Council 6), addressed the Board of Trustees.

b. Inter Faculty Organization (IFO)
   Mr. Rod Henry, President, addressed the Board of Trustees.
8. **Trustees Reports**
Trustee Thiss reported that the Board meeting materials are now available on the Board of Trustees’ Web site. Trustee Thiss also reported that he attended the National Association of Manufacturers (NAM) meeting with Chancellor McCormick in Washington, D.C. Chancellor McCormick added that Trustee Thiss was invited to attend a Lumina Foundation meeting on workforce development as a result of his participation at the NAM meetings.

9. **Chancellor’s Comments**
Chancellor McCormick welcomed the newly appointed Trustees. He also welcome Mr. Rod Henry, newly appointed president of the Inter Faculty Organization (IFO). The Chancellor reported that the assessment process of the presidents and staff is in process. Chancellor McCormick introduced President Pat Johns as the new co-chair of the Leadership Council. The Chancellor noted that the presentation of Board meeting information and structure at the committee meetings will allow for more discussion time among the Trustees. Chancellor McCormick stated that he will focus on spending time with the new presidents to assist in their development within the system.

Chancellor McCormick commented that he looks forward to the Board’s request to assist with 2020 planning, commenting that he welcomes the assignment.

Chair Olson remarked that the accountability dashboard project received a great deal of visibility and was recognized nationally. Trustee Grendahl reported that she attended the press conference on the dashboard which was Web-based for reporters to write or call in with their questions.

10. **Requests by Individuals to Address the Board**
There were no requests to address the Board.

11. **Adjournment**
Chair Olson adjourned the meeting at 3:25 p.m.
MINNESOTA STATE COLLEGES AND UNIVERSITIES

BOARD OF TRUSTEES MEETING MINUTES
JULY 30, 2008
WELLS FARGO PLACE
ST. PAUL, MINNESOTA

Trustees Present: Duane Benson, Cheryl Dickson, Jacob Englund, Ruth Grendahl, Clarence Hightower, Allyson Lueneburg, Dan McElroy, Louise Sundin, Scott Thiss, Terri Thomas and James Van Houten

Trustees Absent: Chair David Olson, David Paskach, Thomas Renier and Christine Rice

1. Call to Order
Vice Chair Ruth Grendahl called the special meeting to order at 3:00 p.m. and reported that a quorum was present.

2. Appointment of President of Hennepin Technical College
Chancellor James McCormick reported that Marvin Patterson has served as interim president of Hennepin Technical College since March 2008. A nationwide presidential search began thereafter with the assistance of an executive search firm. Keith Stover, president of South Central College chaired the search committee. Chancellor McCormick, along with members of the Board of Trustees and Cabinet from the Office of the Chancellor, interviewed four candidates. As a result of this process, Chancellor McCormick is recommending Dr. Cecilia Y.M. Cervantes for the presidency of Hennepin Technical College.

Dr. Cervantes currently is president of the College of Alameda in Alameda, California. Previously, she served as associate vice president for lifelong learning and career-technical education at El Paso Community College District in Texas; provost of the Transmountain campus of El Paso Community College District; associate campus director for instruction and associate professor of reading at Doña Ana Community College in New Mexico; vice president of academic affairs at Western New Mexico University; dean of continuing education and dean of arts and humanities and director of federal projects at Community College of Denver; reading coordinator of the Right to Read project at the Denver Public Library; and an elementary teacher in the Ysleta Public Schools in Texas. She holds a bachelor’s degree in Spanish and a master’s degree in education from the University of Texas, El Paso, and a doctorate degree in curriculum and instruction from the University of Colorado.

Trustee Benson moved that the Board of Trustees, upon the recommendation of Chancellor McCormick, appoints Dr. Cecilia Y.M. Cervantes as president of Hennepin Technical College effective October 1, 2008, subject to the completion of an employment agreement. The Board authorizes the Chancellor, in consultation with the Chair of the Board and Chair of the Human Resources Committee, to negotiate and execute an employment agreement in accordance with the terms and conditions of the Personnel Plan for Minnesota State Colleges and Universities Administrators. Trustee Hightower seconded and the motion carried.

Dr. Cervantes expressed her appreciation to Chancellor McCormick and the Board of Trustees. She added that Hennepin Technical College will continue to deliver the highest services and develop and maintain a partnership within the communities of color.
3. **Adjournment**  
Vice Chair Grendahl adjourned the meeting at 3:10 p.m.

____________________________________________________________________

Ingeborg K. Chapin  
Secretary to the Board
BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES

INFORMATION ITEM

FY 2008 Year-end Board Operating Budget Report

BACKGROUND
The Board of Trustees operating budget for July 1, 2007, through June 30, 2008, was $267,913. During the fiscal year, the Board of Trustees spent $189,074, or 71 percent of its budget as outlined on Attachment A. The balance at year-end was $78,839. During FY 2007, the Board of Trustees Operating Budget also was $267,913. Expenses during the year totaled $225,529, or 84 percent of the budget, leaving a year-end balance of $42,384, as shown on Attachment B.

The Office of Internal Auditing audited the fourth quarter transactions and found adequate documentation and compliance with finance-related legal provisions (attached).

During FY 2008, the Board of Trustees operating budget supported the following activities:
- Committee and board meetings in July, September, October, November, December, January, February, March, May and June.
- A retreat on October 30 and 31, 2007, focusing on strategic planning for 2010 and beyond, and a Board self-study.
- The Ad Hoc Committee on System and Institutional Assessment had its last meeting in on November 9, 2007.
- In consultation with the Board Chair, the chair of the Finance, Facilities and Technology Committee, named a Work Group on Technology Committee in January 2008. The Work Group held its first meeting in March, 2008, and it reports to the Finance, Facilities and Technology Committee.
- Two closed sessions, one in May and another in June, on the Chancellor’s evaluation.
- Memberships in the Association of Community College Trustees (ACCT) and the Association of Governing Board of Universities and Colleges (AGB);
  ➢ Five Trustees attended the Association of Community College Trustees Fall Congress in San Diego in September 2007. The Board gave a presentation entitled, “Centers of Excellence – Workforce Models for Smart Change.”
  ➢ Five Trustees attended the Association of Community College Trustees National Legislative Summit in Washington, D.C. in February 2008.
  ➢ Three Trustees attended the Association of Governing Boards of Universities and Colleges National Conference on Trusteeship in Boston, Massachusetts in April, 2008.
- One trustee attended a meeting of the Business Champions of the National Association of Manufacturers;
- Trustees attended 39 campus commencements in FY 2008 (December 2007 and Spring 2008).
- Special events during the year included the Foundation Reception in April; and the Annual Recognition Event in June.

Presented to the Board of Trustees: September 17, 2008
Members of the MnSCU Board of Trustees

As requested by Board Treasurer Scott Thiss, we have audited per diem, expense reimbursements, and other operating expenses paid on behalf of the MnSCU Board of Trustees for the year ended June 30, 2008. We conducted the audit in compliance with the Institute of Internal Auditors: Standards for Professional Practice of Internal Auditing.

Audit Objectives & Tests

Our audit objectives included:

- Testing for compliance with state law, rules, and regulations and MnSCU policies,
- Reviewing the adequacy of supporting documentation,
- Determining if financial transactions were properly recorded on the MnSCU Accounting System, and
- Analyzing the reasonableness of spending practices.

We examined expenditures charged to the Board of Trustees’ fiscal year 2008 budget accounts (Office of the Chancellor cost centers 101010 [Board Operations] and 101011 [Chair Expense Account]) for the year ended June 30, 2008. Attachment A shows total expenditures charged to these cost centers for the year. Our detailed testing included:

- A sample of the per diem and expense reimbursements paid directly to each of the other trustees, and
- A sample of disbursements to outside vendors, such as hotels and airlines.

Conclusions

We found adequate documentation for the transactions tested. Except for occasional use of the board credit card for meals at national conferences, we found compliance with finance-related legal provisions. Although we found no misuse from charging meals to the credit card, we recommend that only special expense meals be charged to the card, as required by Procedure 7.3.3.

John Asmussen, CPA, CIA, CISA, MBA
Executive Director
Office of Internal Auditing

September 8, 2008
Minnesota State Colleges and Universities Board of Trustees  
Approved FY 2008 Operating Budget

<table>
<thead>
<tr>
<th>Expenses:</th>
<th>Approved FY 2008 Budget</th>
<th>First Quarter 9/30/07 Cash</th>
<th>Second Quarter 12/31/07 Cash</th>
<th>Third Quarter 3/31/08 Cash</th>
<th>Fourth Quarter 7/31/08 Cash</th>
<th>Year-to-date Total Cash</th>
<th>Under(Over) Budget</th>
<th>Percent Used</th>
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<tbody>
<tr>
<td>Per Diem</td>
<td>$33,000</td>
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<td>$2,500</td>
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<td>Miscellaneous (4)</td>
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<td>$56,797</td>
<td>$37,693</td>
<td>$70,529</td>
<td>$189,074</td>
<td>$78,839</td>
<td>71%</td>
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</table>

**Balance**                       | **$267,913**            | **$24,855**                | **$56,797**                | **$37,693**                | **$70,529**               | **$189,074**           | **$78,839**         |

**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 includes registration fees, airfares, lodging, mileage, etc.
(4) Miscellaneous includes copier, insurance, long distance, memberships, supplies, equipment and subscriptions.

*The Board of Trustees approved the FY 2008 Operating Budget on June 20, 2007.*
<table>
<thead>
<tr>
<th>Expenses:</th>
<th>Approved FY 2007 Budget</th>
<th>First Quarter Cash</th>
<th>2nd Quarter Cash</th>
<th>3rd Quarter Cash</th>
<th>4th Quarter Cash</th>
<th>Year-to Date Total Cash</th>
<th>Under (Over) Budget</th>
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<td>Per Diem</td>
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<td><strong>$89,172</strong></td>
<td><strong>$225,529</strong></td>
<td><strong>$42,384</strong></td>
<td><strong>84%</strong></td>
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**Balance at Year-end** $267,913

$42,384

(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 includes registration fees, airfares, lodging, mileage, etc.
(4) Miscellaneous includes copier, insurance, long distance, memberships, supplies, and equipment.

Executive Committee approved FY 2007 Board Operating Budget on June 7, 2006.
Chancellor James McCormick will join Dr. Kent Eklund, facilitator, to provide a brief overview of the schedule and agenda for the Board of Trustees retreat at Bemidji State University on October 22-23, 2008. The focus of the retreat will be 2020 planning.
Kent Eklund serves as vice president for Fairview Health Services and president of the Fairview Foundation. He leads the integration of Fairview’s mission and values with the Fairview community and church relations, corporate social responsibility and philanthropic activities. Dr. Eklund joined Fairview Health Services in September 2003.

Before association with Fairview, Dr. Eklund served as president of Cincinnatus, Inc., a consulting firm offering expertise and support in strategic planning, market research, leadership search and transition support, governance best practices and confidential counsel. He also has held positions as Parkside Senior Services president and CEO, Ebenezer Society president and CEO and Lutheran Brotherhood (now Thrivent Financial for Lutherans) vice president of market development.

Eklund serves on the non-profit boards of Search Institute, Courage Center and the Greater Minneapolis Council of Churches. For Fairview, Dr. Eklund is a part of the Ebenezer, Fairview University Medical Center – Mesabi, Fairview Red Wing Medical Center and Institute on Media and the Family boards. He also serves on the Park Midway Bank corporate board.

Eklund’s public service background includes appointment as commissioner of two departments under Minnesota Governor Al Quie and election as mayor for the City of Northfield, Minnesota. During that time, he also was chair of the St. Olaf College political science department.

Eklund holds a B. A. from Augustana College and a Ph.D. in political science from the University of Pennsylvania with specialization in planning and organization theory.

Dr. Eklund was the facilitator for the Board of Trustees last retreat on October 30 and 31, 2007.