Executive Committee Agenda

(1) Minutes of November 19, 2008 (p. 1)
(2) FY 2009 Second Quarter Board Operating Budget (pp. 2-4)
(3) Review March 17-18, 2009 Meetings
(4) Leadership Council Comments

Executive Committee
David Olson, Chair
Ruth Grendahl, Vice Chair
Scott Thiss, Treasurer
David Paskach, Immediate Past Chair
Duane Benson
Tom Renier
Christine Rice
Executive Committee Members Present: David Olson, Chair, Duane Benson, Ruth Grendahl, David Paskach, Thomas Renier, Christine Rice and Scott Thiss

Executive Committee Members Absent: None

Other Members Present: Cheryl Dickson and Terri Thomas

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 Wednesday, September 19, 2008, at 3:15 p.m.

Noting the presence of a quorum, Chair David Olson convened the meeting. He explained the addition of another agenda item to discuss the meeting calendar.

(1) Minutes of September 17, 2008 Meetings
The minutes of the Executive Committee meeting on September 17, 2008, were accepted as written.

(2) FY 2009 First Quarter Board Operating Budget
The Board of Trustees Operating Budget first quarter FY 2009 report was distributed. Trustee Scott Thiss, Treasurer, reported that the budget for FY 2009 is $240,000, as compared to $267,913 for FY 2008. At the end of first quarter, $37,426, or 16 percent of the budget, had been disbursed, and $139,441 had been encumbered, leaving an available balance of $63,033.

(3) Review January Board Meeting Agenda
Chair David Olson explained that the January Board of Trustees meetings will be at Wells Fargo Place on the 20th, and at Saint Paul College on the 21st. The meeting at Saint Paul College will coincide with the ribbon-cutting of the Sun Microsystems Center of Excellence. All of the committees are scheduled to meet in January.

(4) Additional Meeting Dates
Chair Olson announced that the FY 2009 meeting calendar lists dates to be determined for a hearing in February on the Capital Budget and a Board meeting in June for a hearing on the 2010-2011 operating budget and a closed session on the Chancellor's assessment. He directed staff to coordinate a date with the Finance, Facility and Technology Committee chair on the February hearing date. He also reported that he would forward June dates that are favorable for a meeting. Staff will poll the Board members and announce the new dates.

Adjournment
The meeting adjourned at 3:35 p.m.
BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES

INFORMATION ITEM

FY 2009 SECOND QUARTER BOARD OPERATING BUDGET

BACKGROUND
The Board of Trustees Operating Budget for FY 2009 is $240,000. As shown on Attachment A, at the end of the second quarter ending December 31, 2008, the Board had expended 34 percent of its budget, or $82,205, encumbered $94,401, resulting in an available balance of $63,394.

The Board of Trustees Operating Budget in FY 2008 was $267,913. For comparison purposes, the second quarter report for the period ending December 31, 2007, shows that the Board expended 30 percent of its budget, or $81,652, encumbered $107,269, resulting in an available balance of $78,992.

Date presented to the Executive Committee: January 21, 2009
**Minnesota State Colleges and Universities Board of Trustees**  
**Approved FY 2009 Operating Budget**

<table>
<thead>
<tr>
<th>Expenses:</th>
<th>Approved FY 2009 Budget</th>
<th>First Quarter 9/30/08</th>
<th>Second Quarter 12/31/08</th>
<th>Year-to-date 12/31/08</th>
<th>Year-to-date 12/31/08 Encumbered</th>
<th>Second Quarter 12/31/08</th>
<th>Percent Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Diem</td>
<td>$30,000</td>
<td>$4,510</td>
<td>$6,270</td>
<td>$10,780</td>
<td>$19,220</td>
<td>$0</td>
<td>36%</td>
</tr>
<tr>
<td>Meeting Expense (1)</td>
<td>$80,000</td>
<td>$9,277</td>
<td>$13,222</td>
<td>$22,499</td>
<td>$59,322</td>
<td>-$1,821</td>
<td>28%</td>
</tr>
<tr>
<td>Travel in-state (2)</td>
<td>$35,000</td>
<td>$4,370</td>
<td>$8,760</td>
<td>$13,130</td>
<td>$11,836</td>
<td>$10,034</td>
<td>38%</td>
</tr>
<tr>
<td>Development/National Conferences (3)</td>
<td>$45,000</td>
<td>$10,512</td>
<td>$8,306</td>
<td>$18,818</td>
<td>$0</td>
<td>$26,182</td>
<td>42%</td>
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<tr>
<td>Consultants</td>
<td>$10,000</td>
<td>$0</td>
<td>$5,565</td>
<td>$5,565</td>
<td>$121</td>
<td>$4,314</td>
<td>56%</td>
</tr>
<tr>
<td>Miscellaneous (4)</td>
<td>$33,000</td>
<td>$8,812</td>
<td>$2,342</td>
<td>$11,154</td>
<td>$3,247</td>
<td>$18,599</td>
<td>34%</td>
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<tr>
<td>Chair Expense</td>
<td>$7,000</td>
<td>$45</td>
<td>$214</td>
<td>$259</td>
<td>$655</td>
<td>$6,086</td>
<td>4%</td>
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<tr>
<td><strong>Total:</strong></td>
<td><strong>$240,000</strong></td>
<td><strong>$37,526</strong></td>
<td><strong>$44,679</strong></td>
<td><strong>$82,205</strong></td>
<td><strong>$94,401</strong></td>
<td><strong>$63,394</strong></td>
<td><strong>34%</strong></td>
</tr>
</tbody>
</table>

**Total:** $240,000  $37,526  $44,679  $82,205  $94,401  $63,394  34%

**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 2009 Operating Budget on May 21, 2008.*
Minnesota State Colleges and Universities Board of Trustees  
Approved FY 2008 Operating Budget

<table>
<thead>
<tr>
<th></th>
<th>Approved FY 2008 Budget</th>
<th>First Quarter 9/30/07 Cash</th>
<th>Second Quarter 12/31/07 Cash</th>
<th>Year-to-date 12/31/07 Cash</th>
<th>Year-to-date 12/31/07 Encumbered</th>
<th>Second Quarter 12/31/07 Balance</th>
<th>Percent Used</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenses:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per Diem</td>
<td>$33,000</td>
<td>$4,345</td>
<td>$6,875</td>
<td>$11,220</td>
<td>$21,780</td>
<td>$0</td>
<td>34%</td>
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<td>Meeting Expense (1)</td>
<td>$85,000</td>
<td>$10,710</td>
<td>$13,860</td>
<td>$24,570</td>
<td>$35,980</td>
<td>$24,450</td>
<td>29%</td>
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<td>Travel in-state (2)</td>
<td>$45,000</td>
<td>$3,570</td>
<td>$9,141</td>
<td>$12,711</td>
<td>$13,709</td>
<td>$18,580</td>
<td>28%</td>
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<tr>
<td>Development/National Conferences (3)</td>
<td>$52,000</td>
<td>$0</td>
<td>$11,490</td>
<td>$11,490</td>
<td>$29,468</td>
<td>$11,042</td>
<td>22%</td>
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<tr>
<td>Consultants</td>
<td>$2,500</td>
<td>$0</td>
<td>$2,500</td>
<td>$2,500</td>
<td>$0</td>
<td>$0</td>
<td>100%</td>
</tr>
<tr>
<td>Miscellaneous (4)</td>
<td>$43,413</td>
<td>$6,230</td>
<td>$12,891</td>
<td>$19,121</td>
<td>$4,842</td>
<td>$19,450</td>
<td>44%</td>
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<tr>
<td>Chair Expense</td>
<td>$7,000</td>
<td>$0</td>
<td>$40</td>
<td>$40</td>
<td>$1,490</td>
<td>$5,470</td>
<td>1%</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$267,913</strong></td>
<td><strong>$24,855</strong></td>
<td><strong>$56,797</strong></td>
<td><strong>$81,652</strong></td>
<td><strong>$107,269</strong></td>
<td><strong>$78,992</strong></td>
<td><strong>30%</strong></td>
</tr>
</tbody>
</table>

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.*