



**EXECUTIVE COMMITTEE
MEETING AGENDA
WEDNESDAY, JANUARY 21, 2009
3:00 P.M.**

**SAINT PAUL COLLEGE
235 MARSHALL AVENUE, ROOM 4310
SAINT PAUL, MN**

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

**MINNESOTA STATE COLLEGES AND UNIVERSITIES
BOARD OF TRUSTEES
EXECUTIVE COMMITTEE
MEETING MINUTES
November 19, 2008**

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

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

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

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.