



Committee on Governance and Long-Range Planning
Meeting Agenda

Thursday, February 25, 2016
3:00-5:00 p.m.

Wild Rose AB, The Hershey Lodge
Hershey, PA

1. Call to Order (K. Eckel)
2. Approval of November 19, 2015 Minutes (K. Eckel)
3. Approval of January 4, 2016 Minutes (K. Eckel)
4. Role of Committee in Assisting in Skill Set Identification for Selection Processes (K. Eckel)
5. Strategic Plan – Progress Tracking and Updates (K. Eckel/N. Jones/D. Mead)
6. Expectations of Membership/"Code of Conduct" (K. Eckel)
7. BOT Meeting Format (K. Eckel)
8. Committee Operating Guidelines Discussion and Committee Oversight Responsibilities (K. Eckel)
9. Bylaws (F. Guadagnino)
10. Reports are generated and available publicly regarding expenses to conduct the bi-monthly meetings of the Board of Trustees. Reports of the meetings held in September and November 2015, as well as a comparative expenditure report, are available.
11. Other business items.
12. Executive Session (if needed)

**Board of Trustees Meeting
University Park
September 17-18, 2015**

Direct Meeting Expenses

Reimbursed Travel	\$	6,520.58
Lodging	\$	19,465.16
Meals, Breaks, Conference Services*	\$	16,378.68
Newspaper Ads	\$	496.09
Room Usage Fees	\$	-
Miscellaneous (rental, services)	\$	-
Purchased University Services (OPP, Fleet, WPSU)	\$	11,970.30
Total Direct Meeting Expenses	\$	54,830.81

Indirect Meeting Expenses

Postage		\$57.92
Printing		\$1,170.29
Total Indirect Mtg Expense	\$	1,228.21

Reception/Dinner Expenses

Reception/Dinner*	\$	-
Miscellaneous (rental, services)	\$	-
Total Dinner/Recp Expenses	\$	-

Total Meeting Expenses \$ **56,059.02**

*Meal and break service associated with meetings/seminars for committees and the meeting of the full board.

**Board of Trustees Meeting
University Park
November 12-13, 2015**

Direct Meeting Expenses

Reimbursed Travel	\$	4,847.79
Lodging	\$	23,076.17
Meals, Breaks, Conference Services*	\$	15,529.31
 Newspaper Ads	\$	521.75
Room Usage Fees	\$	-
Miscellaneous (rental, services)	\$	-
Purchased University Services (OPP, Fleet, WPSU)	\$	12,972.04
 Total Direct Meeting Expenses	\$	56,947.06

Indirect Meeting Expenses

Postage	\$	44.39
Printing	\$	1,184.24
 Total Indirect Mtg Expense	\$	1,228.63

Reception/Dinner Expenses

Reception/Dinner**	\$	975.00
Miscellaneous (rental, services)	\$	-
 Total Dinner/Recp Expenses	\$	975.00

Total Meeting Expenses **\$** **59,150.69**

*Meal and break service associated with meetings/seminars for committees and the meeting of the full board.

**Trustees attending 2015 Renaissance Fund Dinner.

Board of Trustees Meetings

Total Expenditures by Fiscal Year | FY 2010-2011 through FY 2015-2016

	FY 2010-2011	FY 2011-2012	FY 2012-2013	FY 2013-2014	FY 2014-2015	FY 2015-2016
July	30,126.63	37,656.47	72,753.63	89,228.98	72,688.72	86,266.89
September	47,475.81	53,575.12	56,538.15	58,484.61	62,788.54	56,059.02
November	46,143.14	46,396.46	53,428.23	64,305.39	52,329.97	59,150.69
January	35,022.12	39,269.29	41,505.37	38,415.63	47,094.83	
March	99,956.12	55,094.43	69,339.02	81,223.40	111,858.31	
May	36,223.40	51,315.90	52,648.64	56,983.73	59,131.25	
	\$ 294,947.22	\$ 283,307.67	\$ 346,213.04	\$ 388,641.74	\$ 405,891.62	\$ 201,476.60

