

AFSCME Staff Advisory Council Meeting Notes
Thursday, Sept. 10, 2009
9 a.m.
TRF Campus, Room 545; EGF Campus, Room 115

Members Present: Bobbie Bloom, Sandy Bratvold, Cory Feller, Bonnie Klasen, Lynell Wayne, Lori Johnson, Kent Hanson, Anne Temte, Becky Lindseth.

Absent: Casey Wedin, Jenny Donarski

Review Purpose of Council: President Temte reviewed the purpose of the Council. She stated that faculty have a process of consultation with administration through the Shared Governance and Academic Affairs and Standards Councils. The AFSCME Advisory Council is an opportunity for support staff to consult with administration about their concerns or those of their divisions/departments, as well as discussing student issues. She stated that all members have the opportunity and freedom to submit agenda items for the meetings and she hoped to have more discussions brought forward by staff rather than administration. Members may solicit ideas from other AFSCME staff in their divisions to be discussed with the Council, or they may submit items to simply obtain more information or gain a better understanding of issues within the college.

Year in Preview: President Temte stated that approximately \$1.5 million in cuts were made for FY10 and several cuts in support staff were made. She reported that the unallocation in FY11 is projected to be \$50 million for the MnSCU system, which equates to \$350,000-\$400,000 for NCTC. Enrollment is growing – currently up 7% over last year at this time. Enrollments in all colleges have grown (ranging from 3-26% growth in other colleges). That seems like great news; however, enrollment growth throughout the state is a disadvantage to us in the allocation formula. She reported that a large reduction in the FY10 budget came from suspending instructional equipment budgets for one year, (at the recommendation of faculty), which must be restored in FY11 (\$260,000-\$300,000). She predicted that we will have to raise tuition for FY11. Every 1% increase in tuition equates to approximately \$115,000, based on current enrollments. Administration will need to look at which programs serve our students best, in terms of salary, placement, area workforce needs, etc. She noted that support staff levels are not excessive, in terms of the ratio to students. She stated there will be reductions in academics/instruction, and due to faculty contract language, decisions must be made by November 1 to make any reductions in unlimited faculty for FY11. We must become more efficient in terms of student/faculty ratios. Faculty may not be pleased with the adjustments that need to be made.

Continuous Improvement: Administration supports the efforts of continuous improvement practices throughout the college. This fall a Lean Team will be identified by administration to work with employees and departments in identifying ways to improve and streamline processes within their areas.

Updates from Members:

Sandy Bratvold reported that the business office is very hectic these days. She reported on a program designed for military spouses.

Bonnie Klasen reported that financial aid disbursement was on Sept. 8th. There were some glitches that occurred due to changes in financial aid rules. She stated she had received a few requests for the student handbook/planner. (This

year is the debut of the on-line handbook). Bonnie stated that students mainly liked the planner portion, and asked if it were feasible to have the academic calendar and schedules printed (without the student policies), for students to purchase. Kent Hanson will check into the feasibility of doing that.

Lynell Wayne reported that the Learning Center is booked with students every hour. She reported that the College Lab Assistant vacancy has not been filled, and the search process will start over. They may hire a temporary employee to fill the vacancy for now.

Cory Feller reported that facilities staff have been busy preparing an area at the airport campus. They are also busy with relocating offices from the Swenson House to the campus. A new GMW has been hired (Howard Stowe) to replace James Nelson. An HVAC project on campus is scheduled to be completed by 9/24.

Lori Johnson reported she is working on the proposed spring schedule, with registration set for Oct. 15.

Bobbie Bloom reported high enrollments in the nursing program.

President Temte acknowledged that the level of activity has increased and thanked everyone for their extra efforts to assist students the best they can.

Audit Report: Becky Lindseth reported that an audit regarding all financial aspects of the college was conducted this summer for FY06, 07, and 08. We were one of eight MnSCU colleges audited at this time. As a result of the audit, there will be several continuous improvement processes and procedures developed to ensure compliance in the future. All employees need to be more disciplined in following the procedures established for audit purposes.

Support Staff In-Service: The In-Service is scheduled for Thursday, Sept. 17 at the Warren Community Center. All support staff are expected to attend unless they have been pre-approved for leave or reassignment.

Other: Bobbie Bloom inquired about the bonuses that were given to MnSCU Presidents this fall. President Temte stated that even though the bonus was actually performance-based from FY09, the presidents had suggested that the Board of Trustees NOT award the performance pay. The Board chose to abide by the presidents' contracts and pay the performance pay out of FY10. President Temte appreciated the question and hoped that she explained the situation sufficiently. She stated that if anyone had any further questions or concerns about this topic, they should contact Linda Kohl at the Office of the Chancellor.

Meeting adjourned at 9:55 a.m.

Next Meeting: Thursday, Oct, 8, 2009; 9 a.m.

Cindy Cedergren, Recorder