



# Northland Community & Technical College

## AFSCME Staff Advisory Council Meeting

April 8, 2010

9 a.m.

TRF Campus, Room 545, EGF Campus, Room 115

### MINUTES

**Members Present:** Bobbie Taylor, Cory Feller, Bonnie Klasen, Lori Johnson, Bryan Berger, Lynell Wayne, Anne Temte, Becky Lindseth, Sandy Bratvold, Jenny Donarski

**Absent:** Kent Hanson

Topic	Responsible Party	Discussion/Outcome
Call to order	Temte	
1. Professional Development Funds/Process		A draft process and application form were distributed and reviewed by subcommittee members Bobbie Taylor and Cory Feller. There will be one fund for each campus. Committee contact persons will be identified to collect requests from employees. For requests over \$250, the AFSCME Professional Development Committee will meet to review and make decisions for approval or denial. The finalized process and forms will be communicated to all AFSCME employees and their supervisors and posted in Virtual Office. Becky Lindseth must authorize all expenditures from the respective cost centers.
2. Update on Proposed Dean position for Health programs	Temte	President Temte reported that administration is reviewing the work done by current program directors and various faculty in the nursing program, and consulting with them on ways to reduce costs. The new position may be phased in over a period of time, with an interim plan for next year. She stated that the budget cannot sustain the current number of release credits in the nursing program. She will report progress on this topic at the next meeting.
3. EGF Bookstore Position	Taylor	Bobbie inquired about the status of filling a permanent AFSCME position in the EGF bookstore. Becky reported it is currently a temporary position through June 30. A

		temporary was hired until such time that FY11 budget decisions are made.
4. Budget Update		President Temte stated that the OOC is projecting a 12.25 % reduction in the NCTC base allocation for FY11. She stated that academic administrators are currently working on reducing faculty FTE for FY11 by approximately 10 (without eliminating full-time unlimited faculty positions). Administration is proposing a tuition increase of 3-4% to the Student Senates, which equates to \$350,000-\$460,000 in revenue.
5. Board Early Separation Incentives	Lindseth	<p>Becky explained the process and the purpose of offering these incentives. The deadline to accept or reject a BESI is April 22. BESIs were only offered to support staff at this time. Two faculty members previously accepted BESIs this academic year. There are no guarantees that BESIs will be offered every year, or will be offered to the same employees who were offered this year and declined. The BESIs are fully funded by the college.</p> <p>A member asked if not enough BESIs are accepted, what then? President Temte stated that we have to balance the budget, and we may need to reassign, reorganize or restructure staff positions in order to make needed reductions.</p> <p>President Temte stated that we currently have \$640,000 in uncollectible tuition for FY10.</p>
6. Voluntary Reduction	Lindseth	Becky stated that administration is holding off on offering employees the opportunity for voluntary reduction of hours until the BESIs are accepted and staffing needs are determined, based on the vacancies. It was noted that a 5-day work week will continue to be in effect for summer months. No variations in schedules will be approved, in terms of changing to 4-day or 4.5-day work weeks (unless they are part of an approved voluntary reduction schedule).
7. Next meeting		Thursday, May 6, 2010; 9 a.m.
8. Adjourned at 9:45 a.m.		