



Northland Community & Technical College

AFSCME Staff Advisory Council Meeting

May 6, 2010; 9 a.m.

TRF Campus, Room 545, EGF Campus, Room 115

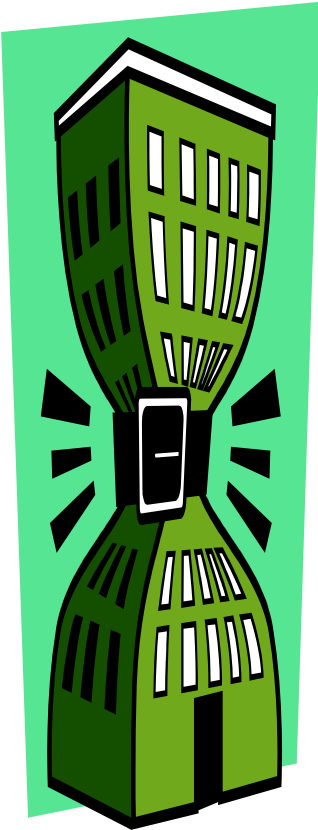
MINUTES

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

Absent: Jenny Donarski, Bryan Berger

Topic	Responsible Party	Discussion/Outcome
Call to order	Temte	
1. Update on Proposed Dean position	Hanson	Kent Hanson reported that administration is waiting for classification from the Office of the Chancellor for the new Dean of Nursing position. Once the classification is known, the position will be posted and filled in August. All faculty and administrative support personnel in nursing will report directly to this Dean, and the Dean will report to Kent Hanson.
2. Budget Update	Admin.	<p>President Temte reported we are projected to end FY10 with a \$77,532 surplus. She reported that the college expects a \$1.5 million reduction in state allocations in FY11. She shared strategies for budget planning for FY11-FY13, which outlined factors that must be considered as the budgets are developed. She reported that approximately \$600,000 in reductions are still needed to balance the FY11 budget by the end of this May. She stated she is not willing to use reserves to balance the budget, since the budget situation for FY12 & FY13 are projected to be even worse than FY11. She believes that reserves should be maintained to cover unexpected and emergency expenses, and not for general operating expenses. (all budget documents are attached to these minutes). She stated that not as many employees accepted BESIs as expected, and therefore, additional cuts in personnel may need to occur, which may result in the reassignment of personnel to back-fill vacancies left by eliminated positions, based on seniority within the classification.</p> <p>Becky Lindseth reported there will soon be some aggressive hiring for positions related to</p>



		<p>the UAS grant, which are not part of the general fund budget. She reported on the positions where BESIs were accepted, and stated that the three vacancies are being examined to determine how to fill them. The administrative support position in nursing (TRF) is being reclassified to an Intermediate level, to mirror the classification of the same position at the EGF Campus; the TRF Receptionist position will be filled with a temporary assignment through June, until a decision is made on whether or not to fill with a full-time permanent position.</p> <p>Becky reported that the EGF Bookstore position will continue to be filled by a temporary employee until the budget is finalized and other vacancies are filled. She noted there are 12 employees separating from the college this spring. Separation costs for insurance, severance, annual leave, etc. will need to be paid in FY10. She noted that administration intends to establish more groups in which to offer BESIs in FY11. She reported that eight support staff were offered BESIs (AFSCME and MAPE) and three accepted. Three faculty were offered BESIs, and two accepted. A member asked how the groups were determined. Administrators stated that the groups were identified by a small group of administrators, with input from all supervisors. The groups were determined based on the number of eligible candidates and in areas where supervisors determined that reductions could be made that would reduce the general fund budget. Positions not funded by the general fund (such as COI) were not considered at this time, since reductions would not have an impact on the general fund budget.</p> <p>President Temte stated that she plans to ask all supervisors to give her a list of what they believe they can cut from their division's FY11 budget, and what services would be lost if those cuts were made. She stated that the UAS grant may help the FY11 budget overall. The equipment and travel budgets may need to be reduced in FY11.</p> <p>A member asked about the Mahnomen Site status, and asked if the college would see a financial gain once that site is closed in FY11. Administration reported that the costs to operate the site were grant-funded, so the closing would not have an impact on the general fund budget.</p> <p>Plans are to post for the vacant position of Chief Financial Officer by the end of May.</p>
<p>3. 2010-11 Council Membership</p>	<p>Temte</p>	<p>After a brief discussion, it was determined that all AFSCME employees would be given an opportunity to volunteer for membership on the Council. Any current members who are interested in continuing may also express their interest, in the event there are openings in their respective divisions after new members are accepted.</p>
<p>4. Higher Learning Commission Follow-up</p>	<p>Temte</p>	<p>President Temte shared compliments from the accreditation team regarding the quality of the facilities and the conversations held with staff during the visit. She thanked everyone who played a part in the successful accreditation visit, whether it was preparing the facility, providing information for the Self-Study, helping to make arrangements for the visit, and attending the support staff meetings with the team. The college couldn't have</p>

		received a better preliminary report from the team – a 10-year accreditation with no follow-up plans required.
5. Other	Temte	President Temte thanked all members for their hard work and dedication to the college. She recognized that staff need to deal with a wide variety of student and employee needs and she expressed her appreciation for striving to meet those needs. Making additional staff reductions will unfortunately be a painful but necessary process.
6. Next meeting		2010-11 Schedule not yet developed.
7. Adjourned at 9:50 a.m.		

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