

Northland Community & Technical College

AFSCME Staff Advisory Council Meeting

September 27, 2010

1 p.m.

TRF Campus, Room 662; EGF Campus, Room 301

MINUTES

Members Present: Bonnie Klasen, Lynell Wayne, Jenny Donarski, Jerry Hanson, Allison Scott, Lynn McGlynn, Danika Braaten, Casey Wedin, Jenna Grabowska, Anne Temte, Becky Lindseth, Kent Hanson.

Absent:

Topic	Responsible Party	Discussion/Outcome
Call to order	Temte	
1. Introductions	Council	All members introduced themselves. President Temte welcomed all new and returning members and reviewed the purpose of the council. The purpose is for AFSCME staff and college administration to discuss items of interest, just as faculty have Shared Governance and Academic Affairs and Standards Councils to discuss issues and exchange information with administration.
2. Budget	Lindseth	<p>Becky Lindseth reported an FY10 year end fund balance of \$600,000 (about \$300,000 more than projected). Approximately \$100,000 in savings resulted from lowered costs of utilities due to energy savings measures taken over the year. Lynell Wayne inquired about Multi-Events Center costs. President Temte stated that a financial analysis will be conducted this fall to outline true costs that each entity is spending each year. The college is responsible for maintaining the MEC building, since it is state property. Some of the other components of the MEC are maintained by the other entities.</p> <p>For FY11 administration is projecting a \$51,000 deficit. The FY11 budget is built on the assumption of 2,834 Gross FYE (total # of credits); 2,722 (total number of paid credits) Net FYE, and a 3.5% tuition increase. Last year's FYE totaled 2,885; we are currently at approx. 2,860.</p>

		<p>Becky noted that late fee deadlines are being changed to November 1 for fall semester, and April 1 for spring semester, to accommodate the registration period of the Farm Business Management students.</p> <p>Becky reported on the FY11 Stimulus Budget, listing the positions and projects that are now funded through stimulus funding, totaling \$627,000. The funding will not be available in FY12. She will email an updated stimulus budget to all members. One of the projects subsidized by these funds is the commuter bus (\$17,000).</p> <p>Discussion followed on the use of the bus; it was reported that 15-20 students currently ride between campuses. Questions arose about whether the bus company is charging the general public to ride – current advertising on a local radio station does not mention a charge for public use. Is the bus company tracking usage by students? Since this was a pilot project, it is unknown whether or not the college will continue to subsidize this program next year, at no cost to students or employees.</p>
3. Roundtable Reports	All Members	<p>Lynell Wayne – very busy in the Learning Center – tutors are in demand.</p> <p>Bonnie Klasen– traffic in the TRF bookstore has slowed down now; financial aid checks have been disbursed.</p> <p>Gerry Hanson – after completion of special summer projects, maintenance is back to regular duties now; Working on installation of furniture for New Media program.</p> <p>Lynn McGlynn – concerned about all the questions she is receiving from prospective UAS students and when they can enroll in the program. Kent stated that the program approval process is in progress and he estimated that by December students could enroll. It was noted that students must hold an Airframe and Powerplant license to enroll in the UAS component. Lynn noted there have been a lot of tutor requests for math assistance. Lynn asked why the OAS Intermediate vacancy in Admissions was not posted on the MnSCU Employment Opportunities website. Becky will check into that inquiry and report back to the Council.</p> <p>Jenna Grabowski – reported on general public classes and CVOP program (11 students enrolled in CVOP).</p> <p>Casey Wedin – asked if there was a subcommittee that handles bus issues. It was</p>

		<p>noted that Steve Crittenden and Mary Fontes are the key contacts for the bus. Cindy Cedergren will send the current bus route/schedule to all members. A member noted that bus routes had been altered and are arriving earlier at EGF, which may create staff schedule changes related to opening the building in the morning.</p> <p>Allison Scott – already getting ready for spring semester in the EGF bookstore.</p> <p>Jenny Donarski – all is going well – Spring Assessment Days start on Oct. 19th.</p> <p>Danika Braaten – Pharmacy Tech program is full, with a waiting list.</p>
Communications	Temte	<p>Lynell Wayne inquired about any plans to replace the Pioneer Weekly, for communicating information weekly to students and employees. President Temte stated that Jason Trainer will address this topic at the All-Employee meetings this week. It was noted that EGF has a large calendar posted in the commons for communicating student activities. Some members expressed a desire to have a weekly communication in some form, to inform employees of activities on the campuses and any other general information.</p>
Next meeting		Monday, October 18, 2010; changed to 2 p.m. , TRF Campus #662, EGF Campus 301
Adjourned at 1:55 p.m.		