



Northland Community & Technical College

MMC Advisory Council Meeting Minutes

Thursday, May 6, 2010

TRF Room 545, EGF Room 115, Roseau Site

MINUTES

Members Present: Pam Schorsch, Charles Gray, Michelle Benitt, Nicole Hagen, Kent Hanson, Anne Temte, Becky Lindseth

Absent: Dave Olsen, Kirsten Michalke (on maternity leave), Kristi Lane, Jerry Schulte.

Topic	Responsible Party	Discussion/Outcome
Call to order	Temte	
1. Professional Development Funds	Lindseth	Becky Lindseth stated that the amount of funds for MAPE & MMA employees is a discretionary amount set during budget development by administration. In an effort to have a consistent college-wide process to access the funds, it was determined that Julie Fenning would facilitate the development of a process, as she did with an AFSCME Council task force. Pam, Charles and Nicole volunteered to serve on a task force to develop the application and approval process. Becky stated she would be the administrator responsible for approving expenditures from these professional development cost centers for each campus.
2. Professional Development Training Sites Update	Lindseth	Becky Lindseth reported that the reason why the training sites were limited to areas where Julie Fenning is stationed on each campus was due to the cost of licenses required for additional sites. She will attempt to acquire two more training sites. Current licenses end July 1 st . Members relayed comments heard from some employees who felt uncomfortable having to take the training in Julie's work area. Discussion was held about selecting another space.
3. Budget Update	Temte,	President Temte reported that the FY10 budget is projected to end the year with a

	Lindseth	<p>\$77,532 surplus, plus any receivables collected before June 30th. She reported that the FY11 budget is currently out of balance by \$625,480. She stated that administration has not yet met the intended goal to reduce personnel costs. She has alerted supervisors to consider what they will be able to cut and what services would be lost if those cuts were made. She reported that the budget will be based on 2,688 net (paying) FYEs. She stated that it is unknown why enrollment increased so much this year, but with the increased hiring at Digi-Key over the next few months, enrollment is not expected to grow as much as this year. Discussion was held on the amount of reserves the college maintains. President Temte reported that NCTC is lower than the MnSCU average. She stated that she does not want to use stimulus funds or reserves to balance the FY11 budget, since FY12 & FY13 are going to be even worse financially. She shared a list of strategies and factors that are being used to develop the FY11, FY12 & FY13 budgets. (all budget documents are attached to these minutes).</p> <p>Becky Lindseth reported on the BESIs accepted in FY10: (3) support staff, (2) faculty; a total of 12 employees (college-wide) will be separating from the college by June 30th.</p>
4. 2010-11 Council Membership	Temte	<p>The UAS grant will be funding several positions, which will be advertised soon. The grant may have a positive impact on the general fund.</p> <p>It was determined that all MAPE, MMA & Commissioner's Plan employees would be given an opportunity to volunteer for membership on the Council for the next two-year term. 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>
5. Technology Update	Gray	<p>Charles Gray reviewed several changes in IT that will be occurring over the next 6-12 months. They included: Switching to a Microsoft Network (vs. Novell); college-wide login procedures, security patches, adding printer access around campus, file server changes, instant messaging system, SharePoint, password management system, and many others. The goal for completion of these projects is approximately the end of FY11.</p>
6. Next meeting		<p>The 2010-11 meeting schedule will be developed over the summer.</p>
7. Adjourned at 10:55 a.m.		

Strategies and Reminders – Budget planning FY 11 – FY13

FY 2011 – Roughly \$600,000 out of balance as of 5/5/10

- Reductions to academic assignments were not as deep as anticipated
- Need to identify further personnel reductions – By 5/31/10
- \$207,000 stimulus will be used as tuition mitigation
- Enrollment will be conservatively estimated at 2688 net FYE w/ 3.5% tuition increase
- Budget will be balanced without utilizing additional stimulus funds
- Budget will be balanced without mobilizing reserves
- Hope for enrollment and tuition above estimates – move excess revenue to reserves

FY 2012-13 – “The Cliff”

- MnSCU assumes 15% reduction in allocations over the biennium
- Will need to replace \$207,000 stimulus tuition mitigation
- Will need to fund stimulus-funded positions out of general fund if they are deemed necessary to continue (\$225,000)
- Face likely compensation increases (\$500-600,000)
- Face likely benefits increases (\$300-450,000)

FY 2010

4/5/2010

**GENERAL FUND
BUDGET SCENARIO
FY 2011 FORECAST**

5/5/2010

FY11 Base Appropriation - \$12,382,300			
REVENUE			
Allocation (Base)	10,966,600	12.30%	10,850,384
Specials			
NRNR Allocation	75,551		74,040
PALS	20,736		20,736
Info Technology	112,070		109,829
Tuition Buydown FY 11	214,731		210,436
Tuition Subsidy	30,133		29,530
Access/Opportunity	171,234		167,809
Centers for Excellence-BSU	14,500		14,210
Hearing Impaired	25,600		25,088
Tuition (2800 gross/2688 net) @ 3.5% increase	12,475,593		12,886,583
Stimulus Funds			
Tuition Mitigation	207,407		207,407
Other	1,342,183		1,342,183
TOTAL	25,656,338		25,938,235
EXPENDITURES			
Personnel			
Academic Personnel	13,592,638		12,842,638
Faculty (Column Changes)	17,500		17,500
Nonfaculty	6,375,000		6,137,000
Nonfaculty (Step Increases)	20,000		20,000
Insurance Increase	100,000		100,000
Total Personnel	20,105,138		19,117,138
Nonpersonnel	6,858,248		6,690,180
Equipment	400,000		400,000
TOTAL	27,363,386		26,207,318
SURPLUS / (DEFICIT)			
	\$ (1,707,048)		\$ (269,083)
			\$ (625,480)

7-Apr 5-May