

Northland Community & Technical College

Joint AFSCME & MMC Staff Advisory Council Meeting

April 18, 2011

10 a.m.

TRF Room 545, EGF Room 115, Roseau

MINUTES

Members Present: Lynell Wayne, Jenny Donarski, Jerry Hanson, Allison Scott, Danika Braaten, Bryan Berger, Anne Temte, Kent Hanson, Dustin Buse, Mark Johnson, Jason Pangiarella, Charles Gray, Nic Thompson, Lori Johnson, Nicole Hagen, Kristi Lane.

Absent: Bonnie Klasen, Jenna Grabowska, Chad Sperling, Becky Lindseth, Jennifer Killmer, Norma Smith

Topic	Responsible Party	Discussion/Outcome
Call to order	Temte	
1. Holds on students on academic probation	Pangiarella	Jason reported on a new retention strategy/process being implemented whereby an at-risk student can register, but they can't make changes to their schedule/registration without consulting with an advisor. This process will help create a better rapport and relationship with students who often need some advice on whether to add or reduce the number of credits they are taking, in order to be successful in their coursework.
2. Completion of MnTransfer Curriculum	Pangiarella	Jason reported on a new guideline that reports on students who complete 40 credits of the Minnesota Transfer curriculum as completers. This will help the college meet the completion targets as defined in the MnSCU dashboard.
3. Financial Aid Vacant Position	Wayne	Lynell inquired about the status of the vacancy in Financial Aid. President Temte reported that the full-time position will not be filled at this time, but immediate plans are to increase two part-time employees to full-time (one in TRF, one in EGF), and employ a temporary employee at 50% (TRF). She reported that the "Students First" initiative may reduce the data input time needed in Financial Aid, and when that is better known, a decision will be made on whether there is a need to fill the vacant full-time position
4. Demonstration of Sharepoint	Gray	This item was tabled. The demonstration was not ready to be given.
5. Budget Updates	Temte	FY11: President Temte reported that the proposed fund balance for FY11 is \$128,697. She explained the process that the Office of the Chancellor uses to charge colleges various accruals, such as depreciation, debt service, etc. at the end of the fiscal year. With that in mind, she stated that a fund balance of \$400,000-

		\$500,000 is actually needed to end the year with a balanced budget. MnSCU CFO's are working with the Office of the Chancellor on clarifying this accrual process. She stated the college currently has approximately 12% in budget reserves. As the FY12 budget is developed, the anticipated accruals will be included in the budget, unlike previous years. She explained the gap between the current House, Senate and Governor's bills and how each one would impact the college budget differently. She stated that employee insurance costs are projected to rise by 7.7% in Jan. 2012. She stated that the changes made this fall through program consolidations, reorganizations, and retirements, administration was able to reduce FY12 expenditures by \$700,000-\$750,000. We can't reduce faculty FTE at this point for FY12. The college as a whole needs to absorb a 10% reduction in non-personnel expenditures (approx. \$670,000). This will be done by reducing travel, supplies, and equipment budgets. Administration is trying to minimize personnel cuts. It will likely be June before the FY12 budget is known. President Temte mentioned that a government shutdown is possible if the legislature doesn't complete their work by June 30. She stated that MnSCU has not been affected by previous shutdowns. However, there is no guarantee that MnSCU will continue to be exempt from a shutdown. She stated that the college could continue to operate for 2-3 months without government funds with the budget reserves, if absolutely necessary. Positive effects on the budget include: aviation and UAS enrollments are looking good; a more positive relationship being formed with Lincoln High School administration and a new NCTC Foundation scholarship program with LHS may have a positive impact on enrollments.
6. Council Structure & Membership for 2011-12	Temte	President Temte stated that next year there will be one Staff Advisory Council, and members present thought that meeting monthly was sufficient. The option of using Skype for the connection to the Roseau Site would give more flexibility on the day/time of the meetings. Cindy will send out a notice to current members to verify whether they want to continue to serve on the council. If not, volunteers will be requested from various divisions needing representation.
7. Next meeting		A May meeting may be scheduled, so that the Sharepoint demonstration can be conducted. To be announced by the Pres. Office.
Adjourned at 10:40 am		