



Northland Community & Technical College President's Cabinet Meeting

Friday, April 27, 2008
9 a.m., TRF Campus, Room 662

MINUTES

Attendees: Anne Temte, Kent Hanson, Shari Olson, Bonnie Stewart, Becky Holthusen, Cindy Cedergren

Topic	Responsible Party	Discussion/Outcome
1. Budget/ FTE Discussion		FTE data was compared between FY07 and FY08. All data was not current for projected FTE's for FY08, so it will be examined again at the next meeting. The budget is being built assuming flat growth in FTE's. At the next Shared Gov. Council meeting, Dennis Paesler will prepare both best and worse case scenarios in regard to state funding and tuition projections.
2. Vacancies		Expected vacancies in nursing were discussed. No postings for vacancies will be processed by HR personnel without the appropriate supervisor, Vice President and President's approval on the vacancy request form.
3. Swenson House		Discussion was held regarding private functions at the Swenson House and the college's costs to host such events. It was agreed that private functions will be discontinued as of a specific date, yet to be determined. This change would diminish maintenance time spent on private functions.
4. Cost Analysis		Shari Olson was asked to conduct an analysis of the operating costs of the MEC Center, the airport campus, Discovery Place on Campus, and the Roseau site. The airport lease with the city will also be reviewed. A meeting has been set for May 7 th with the city and a MnSCU official regarding their request for space in the Swenson Hangar.
5. MEC Center		Discussion was held on the college's commitment to the MEC Center, and whether or not we are contributing a fair share of expenses, compared to the other entities involved.

6. Current vacancy		Discussion was held on whether or not to fill a General Maintenance Worker position that is vacant since the promotion of Robbie Brateng to General Repair Worker. Discussion was held on what steps could be taken to decrease the workload of maintenance staff to handle the needs without filling the vacancy. President Temte announced that the commitment to maintain the grounds at Campus Courts will be officially discontinued after June 30 th .
7. Radio Station		Discussion was held on the supervision of the radio station. It was determined that it should fall under the supervision of the Center for Outreach and Advancement, since it is not an academic program, but rather a marketing/community service function. This change will not be in effect immediately though.
8.FY08 Budget Requests		Discussion was held on other personnel requests for FY08, and steps that could be taken to accomplish the tasks without adding personnel. Cabinet members were asked to meet with their employees to discuss their priorities on the requests, in light of the fact that the FY08 budget cannot accommodate many of the projects submitted.
9.Summer Schedules		Discussion was held on summer hours for support staff. President Temte stressed the importance of always having enough personnel on duty to serve the students.
Next meeting		Friday, May 4 th at 9:30 a.m., TRF Campus, Room 662