



Northland Community & Technical College President's Cabinet Meeting

Thursday, May 24, 2007
1 p.m., TRF Campus, Room 515

MINUTES

Attendees: Anne Temte, Kent Hanson, Shari Olson, Bonnie Stewart, Becky Holthusen
Guest: Dennis Paesler; Recorder: Cindy Cedergren

Topic	Responsible Party	Discussion/Outcome
1. FY07 & FY08 Budget Discussions	Cabinet & Dennis Paesler	President Temte noted that a meeting with the Academic Deans will be scheduled for next week, to review data and discuss the FY08 budget. It was noted that the Deans' matrixes need to be standardized for FY08 to better analyze the data. Deans will be asked to bring updated matrixes, and other Cabinet members will provide other data, such as space utilization, historical FTE data, allocation history, etc. Cindy will forward the data to the Deans on Tues, May 29 th once received from Shari and Becky. It was noted that \$2.575 million was paid in employee insurance benefits in FY07. Discussion was held on what FYE figure should be used to develop future budgets – the actual FYE's in which tuition is collected, or the number of FYE's based strictly on enrollment. It was determined that we should use the actual enrolled FYE's to build the budget, with a line item that identifies the anticipated uncollectibles, such as College in the High School, tuition waivers, plus the average amount of uncollectibles strictly due to non-payment.

		<p>President Temte developed a timeline for budget development over the next month:</p> <p>May 30 - Meet with Academic Deans (Jeff, Mike, Ron) - discuss FY08 & FY09 budgets. May 31 – Preliminary FY08 Budget due to MnSCU June 4-15 – data gathering June 18 – 22 – Finalize FY07 budget June 21 – Regular PAC Meeting in EGF June 25 -29 – Finalize FY08 budget June 27 or June 29 – PAC & Finance Committee meet for full day on FY08 budget June 28 – Cabinet meets with Laura King in TRF – 9:30 a.m. – 1:30 p.m. June 28 – Cabinet meets with architects re: Master Facilities Plan in TRF (tentative 2 pm)</p> <p>Additional meetings will be held with Student Services and Administrative Services divisions to discuss ideas on how to reduce expenditures and increase revenue for FY09.</p>
2. 08-09 Budget Inquiry due to the Office of the Chancellor	Anne Temte	President Temte asked for input into a narrative report to the OOC. Various suggestions were provided. The final report will be shared with Cabinet members upon completion and submittal to the OOC. (I added this statement)
3. Achievement Awards	Anne Temte	Tabled until FY07 budget is finalized.
4. Tuition Waiver	Becky Holthusen	Becky reported that tuition waivers may no longer apply to applied doctoral degrees. Numerous issues surrounding this decision were discussed.
4. Mentor Links Info	Shari Olson	Shari reviewed a mentor program opportunity through the American Assoc. of Community Colleges & National Science Foundation that she had emailed to members earlier. She will resend the information and bring to another meeting.
5. Misc. Agenda items	Anne Temte	The following items were not discussed in detail and may be added to the next regular Cabinet meeting: Program Review/Suspension Process; Development of “big ideas”; Desktop disaster training; Climate Commitment (green college); Contractor/Consultant Agreements; FIPSE grant; MnSCU Public hearings, Master Facilities Plan meetings.
6.Next meeting		Budget meeting with Academic Deans – Wed, May 30 – 1 p.m., EGF Room 106.
7.Meeting adjourned		Adjourned at 4:15 p.m.