



Northland Community & Technical College President's Cabinet Meetings

June 27 & 28, 2007
TRF Campus, Room 662, 1 p.m.

MINUTES

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

Absent: Shari Olson

Guest: Dennis Paesler

Topic	Responsible Party	Discussion/Outcome
1. Budget	Dennis Paesler	He reported that FY07 ending balance is looking better. It was decided that the Cabinet would develop the initial FY08 budget with a deficit balance, then consider the budget reduction suggestions provided by various departments, and the budget requests submitted. Adjustments to the FY08 budget resulted in reducing the deficit balance from \$413,103 to a deficit balance of \$163,248, without any budget requests considered. Discussion was held again on the number of FYE's to use in developing the budget. 2700 FYE'S are being used at this time.
2. Minn. Campus Compact	Anne Temte	President Temte determined that we will not renew membership in this organization.
3. Final Quarterly Report	Anne Temte	President Temte asked for assistance in completing the final report to the OOC, noting that the report calls for five major accomplishments of the year. Several suggestions were offered and a meeting was scheduled for Monday, July 9 to work on the report.
4. Jobs Web Page	Anne Temte	President Temte relayed a request from Susy Dowers for a webpage to post jobs for students & graduates. The Cabinet agreed it should be developed. Shari will be asked to arrange a meeting with Stacey, Susy, and Chad to discuss the development.

5. Radio Station	Anne Temte	Based on previous discussions with the Cabinet and with Jeff Thomas, it was determined that the supervision of the radio station will move to Bonnie Stewart, effective July 25, 2007. Bonnie will work with Travis Ryder on developing a 3-5 year plan to be self-sustaining. Discussion was held on the contracted services position for the radio station. A meeting with Travis, Becky , Bonnie & Jeff will be held to discuss the terms of the contract.
6. Testing Center	Becky Holthusen	Discussion was held on whether the testing currently done at the airport campus should be transferred to the COI testing center. More information is needed before a decision is made. Kent will meet with Jeff Thomas.
7. Annual Evaluations	Anne Temte	President Temte noted that she is sending out information this week about annual evaluation of each of the Cabinet members. She would like to share the annual accomplishments of each division at the fall in-service, as well as new expectations.
8. Institutional Profile	Anne Temte	The MnSCU-developed profile was reviewed and questions were raised about the data.
9. Delegations of Authority	Cindy Cedergren	Cindy asked each Cabinet member to complete the delegation of authority forms as soon as possible. Brief discussion was held on the new forms and the information needed.
10. Evaluation of Al Johnson	Anne Temte	President Temte asked that all administrators who work with the Facilities Division take time to submit their comments to her. She has been asked to contribute to Associate Vice Chancellor Al Johnson's evaluation. She specifically asked that Shari, Dennis Paesler, Bob Gooden, and Clinton Castle consider submitting comments.
11. League for Innovation Membership	Anne Temte	President Temte reviewed the membership rates for joining this organization. She suggested a Tier 1 membership for \$875, verses a Tier II for \$2,875. She will check with Shari Olson to see if she believes the benefits warrant the higher rate.
12. Overtime/Comp Time	Becky Holthusen	Becky reviewed the need to closely monitor and reduce overtime and comp hours whenever possible, as it impacts the budget. There are also contract considerations involved in granting overtime to AFSCME employees.
13. Background Checks	Becky Holthusen	Becky recommended that any employees who supervise children overnight for a college function should undergo a background check. She will review policy on this issue.
12. June 28 th Meeting with Vice Chancellor of Finance, Laura King, Room 545		<p>All members and Dennis Paesler were present for this meeting with Laura King, joined by Karen Kedrowski and Judy Borgen via polycom from the Office of the Chancellor. Discussions centered around several questions/issues facing NCTC in the next few years which President Temte had submitted to Laura.</p> <p>Projections on utility costs and how colleges & MNSCU will deal with unpredictable increases: Laura suggested discussing issues with city utilities. She shared information about other college foundations getting involved in turbine wind energy projects (Moorhead and St. Cloud were mentioned). She also suggested visiting</p>

		<p>with Ron Wood at Minnesota West. We need to work to improve internal efficiencies of energy consumption. She noted that St. Paul College is closed on Fridays.</p> <p>What can colleges in Greater Minnesota expect in the next 10 years? How will the funding formula treat us as the metro schools continue to grow? Laura stated that the Board and the Office of the Chancellor have a continued commitment to supporting rural colleges. The allocation framework is tied to efficiencies; colleges don't have to grow to gain allocation, just manage costs. She stated that 70% of the allocation is enrollment driven. She referred us to review information (recipe cards) on the Office of the Chancellor budget division website.</p> <p>How can we (or MnSCU) limit the impact of negotiated salary and benefit packages? What is the current relationship for strategy-building between MnSCU Labor Relations and Finance? Karen and Judy reviewed the negotiation process and how college administration has the opportunity for input into the faculty contract. The OOC tries to look at contract issues with a "systemwide eye".</p> <p>Discuss examples of colleges that have "right-sized" their programs to their available budgets – can MnSCU recommend strategies? Karen suggested raising the knowledge level of all employees to better understand the college's finances and the allocation framework. She referred to examples of how Central Lakes, N.E. District and BSU are taking steps to do that. Karen referred to a presentation by Bill Maki on the MnSCU Website – under the Finance Division link/CFFO meeting. She suggested we build an ideal budget, with ideal ratios, ideal innovation funds, and work through it. It was suggested we get the community involved in major college decisions.</p> <p>If, in the process of right-sizing, we went to 2500 FYE (as compared to current 2800 FYE) how might that affect other parts of the formula? We are assuming that to condense the college to a level supportable by our budget, we may have to cut programs that will reduce FYE. Laura stated that program reviews are very helpful in making programming decisions. Student success rates should be a major piece. Current programs should be reviewed for costs vs. value. She asked how we market to the high school students who are taking these courses.</p>
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13. Next Meeting		<p>An all-day budget meeting was set for Wed, July 18, starting at 9 a.m., TRF, Room 662. The regular Cabinet meeting scheduled for July 19th was cancelled.</p>