



Northland Community & Technical College President's Cabinet Meeting

Special Budget Meeting
December 22, 2008
3 p.m., via polycom – TRF room 545, EGF 306B

MINUTES

Attendance:

TRF - Anne Temte, Cindy Cedergren, Becky Lindseth, Clinton Castle, Jim Retka, Dennis Paesler, Steve Crittenden, Stacey Hron.
EGF – Norma Konschak, Mary Fontes, Hank Roehrich, Kent Hanson, Bob Gooden
Absent: Dan Klug, Ron Dvergsten

Topic	Responsible Party	Discussion/Outcome
1. Unallotment Information	Temte	President Temte shared a letter from the Chancellor to the Commissioner of Minnesota Management and Budget in response to a request from the MMB (formerly DOER), to identify a 10 percent reduction for the 2010-2011 biennium. She also shared information obtained from a Leadership Council conference call on 12/19 regarding the Governor's \$20 million un-allotment for MnSCU in FY09. The Office of the Chancellor will absorb approx. \$3.5 million of this unallotment through a \$1 million cut to the OOC and \$2.5 million in debt service reductions. \$16.5 million will be distributed to the colleges and universities following the allocation formula. We have estimated that the unallotment to NCTC will be approx. \$400,000. She stated that we cannot wait to make decisions on how to achieve this level of reduction within the current year. The longer decisions are delayed, the deeper the cuts will have to be. The purpose of this meeting was to identify areas that could be reduced in the next few months to make up this reduction in funding. She had asked all Cabinet members to prepare for the following: 1) Non-personnel reductions that would be possible within the budgets they control; 2) Part-time, adjunct, and intermittent personnel reductions that would be possible within their budgets; 3) Functions or services that could be reduced or

		eliminated from their areas of responsibility; 4) Alternative ways of doing things that might cut expenditures; and 5) Personnel reductions that perhaps cannot be avoided to achieve needed reductions. She stated that three special initiatives are currently being protected from the allocation funding allotment: Awards of Excellence, Access and Opportunity Grants, and Enterprise Investment funds. She will receive more clarification on these funding sources and the overall allotment at the Jan. 6th Leadership Council meetings.
2. Budget Review	Paesler	Dennis provided the Cabinet with current personnel and non-personnel expenditure budgets for review and discussion.
3. Proposed Budget Reductions	Temte	After discussion, Cabinet members proposed reductions in the remaining budgets for the following: <u>Awards of Excellence</u> – approximately \$110,800 remaining in the fund. The Cabinet proposed reducing the budget to \$50,000. President Temte will meet with the faculty presidents to discuss this proposal. <u>Access & Opportunity</u>: The Deans of Students proposed a reduction of up to \$30,000 to this budget. <u>Enterprise Investment Funds</u> – Stacey Hron proposed reducing the budget by \$40,000. <u>Technology Fees</u> – It was determined that more of the fee revenue could be used to fund IT salaries, enabling that budget to be reduced by up to \$50,000. Stacey will arrange a meeting with the Student Senates to discuss this change in fee utilization. Other possible reductions in part-time personnel assignments in various areas were discussed. Steve Crittenden proposed a \$7500 reduction in the Student Affairs non-personnel budget. Kent Hanson and the Academic Deans proposed reductions in numerous areas college-wide. Bob Gooden and Clinton Castle proposed reductions in their budgets by approximately \$27,000 collectively. Becky Lindseth proposed a reduction of \$5,000 in the HR budget. Collectively, the Cabinet proposed reductions in non-personnel budgets totaling \$460,000 for the current year, without making any substantial cuts to the personnel budgets.
4. Budget Add-ons		The budget for student background checks needs an additional \$10,000 for the remainder of the year.
5. Aviation Director position		Discussion was held on the current and projected enrollment in aviation. (7 new students enrolled for spring '09, plus 5 more potential enrollees; 68 active prospects for Fall '09)

			Kent, Norma, Jim and Anne will meet with the faculty at the beginning of spring semester.
6. Other			A brief discussion was held on the idea of a 4-day work week over the summer months to cut costs. Holiday schedules of personnel and depts. were discussed.
7. Next meeting			Wed, Jan. 14, 2009; 9 a.m. – EGF, Room 106.

cc\Cabinet 08-09\Cabinet minutes 08_12_22