



Northland Community & Technical College **President's Cabinet Meeting**

Special Budget Planning Meeting
 March 27, 2009
 EGF Campus, Room 106; 9 a.m. – 4 p.m.

MINUTES

Attendees: Anne Temte, Kent Hanson, Jim Retka, Cindy Cedergren, Norma Konschak, Hank Roehrich, Dennis Paesler, Bob Gooden, Clinton Castle, Mary Fontes, Dan Klug, Becky Lindseth, Steve Crittenden, Stacey Hron, Ron Dvergsten (via polycom)
 Absent:

Topic	Responsible Party	Discussion/Outcome
1. Swenson House Feasibility Study	Norma Smith, Dan Klug, Jim Retka	Norma Smith participated via conference call, and summarized the report from the Swenson House Task Force, made up of six employees. The executive summary stated that "due to the inconclusive nature of the feasibility study findings, the task force's recommendation was that NCTC continue to maintain ownership of the Swenson House property for a period of time sufficient to commission and complete further professional analysis." The report cited the pros and cons of keeping/selling the property. Jim reported that they held a series of listening sessions and that resulted in a 50/50 split on whether to keep or sell. The issue of the Bonding bill funding for upgrading the Swenson House creates another complication on the decision. The money is available and the college needs to make a decision very soon on whether to accept the funds and make the necessary upgrades to the HVAC and accessibility issues, or to ask MnSCU to allow the college to use the funds elsewhere. After discussion, it was recommended that the college consider contracting with a consultant to give an unbiased opinion on the feasibility of keeping or selling. A rough estimate to hire a consulting firm ranged from \$15-30,000. If the decision is made to

		contract for another study, the task force would be asked to develop an RFP in a short period of time. There are youth and adult leadership opportunities that are still being pursued with COI and external organizations that would generate revenue to help offset operating costs.
2. Strategic Plan Focus	Temte	President Temte reminded members that budget decisions will be made, whenever possible, with the focus on the three major strategic goals: <i>Inspire Student Success, Cultivate Quality Employees, Programs, and Services; and Revolutionize Growth.</i>
3. Budget Assumptions	Temte	President Temte stated that the following assumptions will be used when developing the FY10 & beyond budgets: -We need to reduce the budget by \$1.6 million; -Federal Stimulus funds cannot be utilized for base operations -Personnel formula – 1) Average support staff salary & benefits equates to \$66,000; 2) Average faculty salary & benefits equates to \$75,000.
4. Structure of FY10 Budget Development Meetings	Temte	March 27 – identify possible reductions April 3 – identify what must be built into the budget April 13 – finalize budget Budget ideas – categorize by dept. for consideration and response
5. Identification of Possible Reductions	All Supervisors	Each supervisor was asked to submit possible budget reductions within their areas to President Temte prior to the meeting, in a sealed envelope. Each of the budget reductions within each area were discussed at length, which included non-personnel and personnel budgets. Since confidential personnel issues were discussed in each area, the minutes will not reflect specific proposed budget reductions. After all areas had presented their proposed reductions, members were asked to think about how all the proposed cuts would affect their areas and be prepared to discuss their concerns at the next meeting, and also present other ideas outside their respective areas that may not have been mentioned yet. The recommendations made by the Finance Committee were reviewed and will be discussed more in-depth at the next meeting. The ideas will be categorized by each area of the college.
6. Meeting Adjourned at 3:30 p.m.		
7. Next meeting		Next budget meeting: Friday, April 3; TRF Room 217; 9 am – 4 pm Next regular Cabinet meeting – Wed, April 8; TRF Campus, Room 545 – 1-4 p.m.