



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

Special Budget Meeting

April 17, 2009

EGF Campus, Room 106

MINUTES

Attendance:

Anne Temte, Cindy Cedergren, Becky Lindseth, Clinton Castle, Jim Retka, Dennis Paesler, Steve Crittenden, Stacey Hron.

Norma Konschak, Mary Fontes, Hank Roehrich, Kent Hanson, Bob Gooden, Dan Klug

Absent: Jim Retka, Ron Dvergsten

Topic	Responsible Party	Discussion/Outcome
1. CFO Conference Call	Paesler	Dennis reported on the results of a MnSCU conference call with all CFO's that morning. He reported that it appeared that the technology initiatives and Access and Opportunity funds will be protected for FY10. He estimated our debt service to be approximately \$230,000 per year over the next biennium. He reported that \$65 million (per year) of federal stimulus funds will be designated for tuition scholarships among MnSCU colleges. The projected stimulus funds for NCTC may be approximately \$600,000. Approximately \$180,000 in instructional equipment has been requested by faculty for FY10. President Temte reported that at yesterday's Shared Governance Council, faculty decided to forego instructional equipment purchases in FY10 in lieu of cutting faculty release credits. Kent, Anne, Norma, and Hank will meet with faculty presidents to further discuss the release credits issues.
2. Office of Legislative Audit – tentative findings	Temte, Paesler, Lindseth	An audit was conducted over the past two weeks on FY06, FY07, and FY08 records. Anne, Becky, and Dennis reported on various findings that may be cited in the audit report, which may include: employee performance reviews, sabbatical leave reports, assignments/cost centers, COI, travel expenses, purchase orders, contracted services, credit card transactions, etc. It was suggested that some of these topics should be covered in the fall in-service workshop.

3. Budget Development Document	Temte	President Temte reported she is working on a narrative report which will summarize the proposed reductions in all areas of the college and various budget scenarios for FY10. Notification of employee lay-offs will be completed during the week of May 18. The goal for the faculty/student ratio has been set at 17/1.
4. Personnel Update	Fontes	Mary reported that Nicole Brenny had accepted another position and submitted her resignation, effective April 24.
5. Marketing	Hron	Stacey reported that an executive planning team will be formed to develop a comprehensive marketing and enrollment plan, with Dan Klug leading the team. Tentative membership of the team was identified: Dan, Hank, Scott, Gene, Norma S., Steve, Mary, Mark J, and Stacey. Faculty members may be asked to join the team. Dan and Stacey reported on a consultant that could assist in the planning effort, at an estimated cost of \$12,500. Kent Hanson stated he has sufficient budget to fund a consultant for this purpose. Quotes will need to be obtained. Dan stated that approximately 2% of the college budget should be spent on marketing (\$300,000). The Interim Marketing Director position was discussed and the need for additional days over the summer months (10 days in FY09).
6. Stimulus Fund Ideas	Temte	The Cabinet reviewed all the ideas submitted by faculty at the April 10 in-service sessions on each campus. All ideas under consideration were assigned to various Cabinet members to provide additional information/rationale and costs related to each of the ideas assigned to them. Kent Hanson – curriculum development; research new programs; research and grants; coordinator of academic operations; college lab assistants. Hank Roehrich – Online support (instructional designer); faculty mentoring/training; simulation labs Steve Crittenden – ESL and Developmental Education; Hobson-enrollment management software; RightNow software Becky Lindseth – Infrastructure processes/continuous improvement, staff expectations/training; TaskStream software; institutional research Norma Konschak – Student advocacy/success planning Mary Fontes – advising; Hobson – enrollment management software; RightNow software

		Stacey Hron – programming; marketing; content management software Dan Klug - marketing Anne Temte – Strategic Plan “Net Promoter Score” process Bob Gooden & Clinton Castle – Facilities improvements to increase efficiencies– classroom technology; furniture Cabinet members were asked to submit a 1-2 paragraph narrative on how each idea would improve the college. A deadline to submit this info was not set at this meeting. Discussion was held again on the development of a soccer field in EGF at an estimated cost of \$35,000. No final decision made.
7. Soccer Field	Gooden	
8. Adjourned at 2:50 pm		
9. Next Meetings		April 27 – Budget Meeting - TRF Campus. 9 am -4 p.m. April 29 – Regular Cabinet mtg. – EGF Campus; 9 a.m. -12 noon

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