




Northland Community & Technical College President's Cabinet Meeting

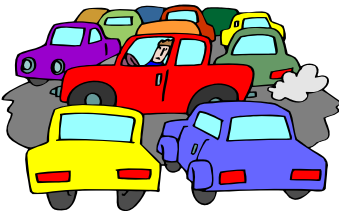
May 27, 2009
EGF, Room 106; 9 a.m.

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,
Absent: Ron Dvergsten
Guests:

Topic	Responsible Party	Discussion/Outcome
1. FY09 Budget 	Paesler	Dennis presented and reviewed a general fund budget report for FY09, which indicated a \$1,345,871 deficit balance. He reported there is a total of \$2,004,563 (personnel and non-personnel) of unspent and unencumbered funds remaining in the budget. It was noted that some of the employee separation packages need to be paid in FY09 (severance, unemployment). President Temte asked each member if there were any major expenses that needed to be paid from the FY09 budget, and each member identified their needs. She stated that all supervisors should halt spending their FY09 budgets wherever possible. Discussion was held on a request from the Auto Body Repair program to use resale revenue to purchase a paint mixing booth. Resale revenue exceeded expenses by \$10,000. No final decision was made for that request.
2. FY10 Budget	Paesler	The Governor's unallotment will not affect the FY10 budget, but it will in FY11. Dennis presented an FY10 budget, which projected a \$393,539 balance (including proposed stimulus funds). He reported we may receive an additional \$175,000 in special allocations (Non-resident/Non-reciprocity). He stated that the general allocation will be much lower than expected. (a \$1,477,086 reduction in state allocation). Current reserves are 11%. It was recommended that all expenses related to FY10 personnel lay-

		offs (such as severance, vacation pay-offs, insurance, unemployment) be paid from reserves (projected expense of \$150,000), reducing the reserves to no lower than 10%). It was noted that additional funds are needed for marketing efforts. President Temte stated she plans to write another letter to the editors to start advertising the “no tuition increase” plan.
3. Stimulus Funds	Temte	A spreadsheet of all the Stimulus Proposals was reviewed and discussed. It was noted that all the marketing related proposals could be lumped together and the MET will be directed to determine priorities among the projects. President Temte will work on prioritizing the entire list and present at the next meeting.
4. Swenson House	Temte	President Temte stated that the Inn at Maple Crossing near Mentor may be an ideal site (to replace the Swenson House) for the Leader Impact program run through the COI. Plans are being developed to move COI to the Management Education Suite by July 15; move the Foundation offices to the Administration Suite; Move Stacey Hron and Clinton Castle to Suite 545; Move Julie Olson to Suite 617; Move Guy Finstrom and Rick Nikunen to Suite 425. President Temte noted that a formal appraisal of the Swenson House should be arranged. No response has been received from a potential tenant for the house.
5. Authorization of Long Distance Access Codes	Klug	Questions were raised about issuing long distance access codes to a work study student and an employee temporarily assigned to the Foundation. Ideas and concerns were discussed.
6. Meeting adjourned at 11:40 a.m.		
7. Next Meeting		Wed, June 10, 2009; TRF Campus, Room 217; 9 a.m.
8. Parking Lot Items		<p><u>New items carried over from this meeting:</u></p> <p>Tabled from this meeting due to time constraints:</p> <ul style="list-style-type: none"> - Personnel Update - Temporary Part-time/Full-time - Policies/Procedures – Employee Use of College Property & Equipment; Employee Professional Development - Membership in the Collaboration - Green Economy Webinar <p>Stimulus Fund Priorities</p>



		<u>Carry Over Items from previous meetings:</u> Work Study - Institutional Work Study – filling the need for positions Noel Levitz Customer Service Survey Results Swenson House Utilization Recommendation on use of latex balloons Issuing vehicle keys Mahnomen – nursing and other programming Grant administration/Record keeping Vehicle Use Policy/Procedure Review; Field Trip Policy Review Use of Student Complaint Log Training Develop policy on purchase & distribution of promotional items Bookstore Policy/Procedure
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