



Northland Community & Technical College President's Cabinet Meeting

Friday, March 19, 2010
TRF Campus, Room 735; 9 a.m.

MINUTES

Attendees: Anne Temte, Kent Hanson, Jim Retka, Cindy Cedergren, Norma Konschak, Hank Roehrich, Shannon Jesme, Mary Fontes, Dan Klug, Becky Lindseth, Steve Crittenden, Stacey Hron, Clinton Castle, Bob Gooden

Absent: Ron Dvergsten, Scott Fletcher

Guests:

Topic	Responsible Party	Discussion/Outcome
1. Seasonal Lay-off Date	Lindseth	After discussion, the seasonal employee lay-off date was set for May 21, 2010, with a recall date of Aug. 16, 2010. Any extra days needed outside this timeframe must be requested through an assignment form.
2. Advisory Committee Policy	Hanson	This policy has been reviewed twice by AASC. This version replaces the previous policy #3330. No changes were made by the Cabinet. Approved.
3. Voluntary Reduction FY11	Lindseth	Becky asked members if they wanted to provide the opportunity for employees to request voluntary reduction in hours for FY11 as they were in FY10. No members were opposed, as long as they continued to have the option of approving or disapproving the reductions based on staffing needs. Becky will check on legislation language regarding leave benefits related to reductions and report back at the next meeting.
4. 2010 Summer Work Schedules	Lindseth	After discussion, the Council agreed that no changes in summer hours would be approved, such as 4-day or 4.5-day work weeks. Offices should continue to be covered between 8 a.m. – 5 p.m. wherever possible.
5. FY10 Budget	Lindseth, Jesme	Shannon reported that the current projected balance is \$1,042, if no additional dollars are spent that are not in the budget. Separation costs for FY10 are not yet known. Reductions made at the March 12 Cabinet meeting totaled \$264,360 in non-personnel budgets. President Temte thanked all members for their cooperation in reducing their

		respective budgets. The stimulus funds are not included in the general fund budget summary.
6. FY11 Budget	Lindseth, Jesme	<p>Since the March 12 meeting, Cabinet members identified \$197,071 in non-personnel reductions for FY11, leaving a projected deficit of (\$1,705,932), based on a zero tuition increase. It was suggested there be a line item in the budget for uncollectible FYE's. It was also suggested that the EGF and TRF faculty matrixes be combined, and the FBM program be separated from the matrix, since the FBM program is operated on such a different basis than other academic programs.</p> <p>The Cabinet discussed a variety of scenarios including tuition increases and expenditure reductions to bring the FY11 budget into balance. These discussions will continue through the next month.</p> <p>A member asked about the role of the Finance Committee in developing the FY11 budget. Becky stated that the members are not willing to make recommendations on any personnel reductions. Discussion was held on whether the committee could meet less often, perhaps quarterly instead of monthly, and be given the task of reviewing or developing financial policies, procedures, and practices, instead of focusing on details of the budget.</p> <p>Equipment requests for FY11 totaled approx. \$129,000 for TRF academics - (recommended by Div. Chairs), and \$250,000 for EGF Academics.</p> <p>Discussion was held on other possible reductions in utilities, adjunct/part-time faculty FTE's, early separation incentives, etc, to balance the FY11 budget. Jim Retka stated that the UAS grant may have an impact on the FY11 general fund.</p> <p>It was suggested that maybe there are programs that should be offered on a 2-year rotation cycle, instead of year after year.</p> <p>FY12 Budget – may need to consider an increase in student technology fees. President Temte asked Dan Klug if the Foundation could consider contributing additional reimbursement for its support staff position in FY12. Dan will look into that suggestion.</p>
7. BESI	Lindseth	<p>Discussion was held and the Cabinet may consider offering up to 2-3 FTE positions the opportunity to accept a BESI. Becky will work with supervisors on determining the groups that must be formed before any offers are made.</p>

8. Purchasing-16A	Lindseth, Jesme	Discussion was held regarding a proposed standard operating procedure for the issuance of 16-A letters for noncompliant purchasing, and the consequences for this violation of policy. Changes will be made to the SOP and brought back to Cabinet on 3/31. It will go through SGC review in April and May and implemented July 1, 2010. Discussion was held on the issue of some employees still submitting out of state travel requests to President Temte after the travel has occurred. More clarification is needed on when employees must request out of state travel pre-approval.
9. Marketing	Hanson	Kent suggested we develop a public relations campaign to help squelch the negative publicity in recent weeks – suggestions mentioned were: TRF Radiogram, presentations at more service organizations, River Currents (have others on air besides President Temte), etc. Dan will work on a proposed plan and share it when ready.
10. Meeting Adjourned at 12:30 p.m.		
11. Next Meeting		Wednesday, March 31, 2010; 9 a.m., EGF Room 115
12. Parking Lot Items:		<p><u>New items from this meeting:</u> Voluntary Reduction for FY11 BESI 16-A Purchasing SOP Public Relations Campaign report</p> <p><u>Carry Over Items:</u> Carried over from 08-09 meetings: Noel Levitz Customer Service Survey Results Recommendation on use of latex balloons Issuing vehicle keys Mahnomen – nursing and other programming Grant administration/Record keeping Field Trip Policy Review Policy on purchase & distribution of promotional items</p> <p><u>New for 09-10:</u> Tuition and Fees development calendar & approval/consultation process Employee Professional Development Policy & Procedure OLA Study of the Office of the Chancellor College name & use of logos Review of Budget Reserves Commuter bus info WebEx or Go To Meeting recommendations Policy on Vacation Leave on Separation NACEP Accreditation Process</p>



		IR Process Information Student Course Evaluation Graduation Ceremonies Stimulus Fund Progress Reports Identity Theft - preventative measures Defensive Driving training OLA Audit – corrective actions/SOP's Meetings with Swenson family – w/historical data on allocation/budget Swenson House appraisal Program costs included on Program Sustainability document Honorary Degree & Distinguished Service Award Policies Campus Tours SOP Catalog Development Plan Employee Selection Procedure – revisions Revisions to Credit Card Policy/Procedure Research use of college debit card through bank Implementation of Home Page Alerts Updates on pending grants – TRIO, NSF ARRA Grant updates – personnel, etc. Update on beverage vendor RFP
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