



## Northland Community & Technical College President's Cabinet – Budget Meeting

Wed, April 7, 2010; TRF Campus, Room 735  
9 a.m.

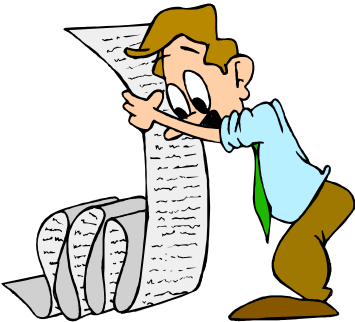
### MINUTES

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

Absent: Jim Retka

Guests:

Topic	Responsible Party	Discussion/Outcome
1. President's Update	Temte	President Temte announced that she was a finalist for the president position at Lake Superior College. She stated that she and another MnSCU president were among the three finalists.
2. FY10 Budget	Lindseth, Jesme	Shannon reviewed the FY10 budget as of 4/5/10, indicating that a total of \$230,248 in additional reductions were made by deans and supervisors in academics, administrative services, student services, airport campus, and management education. Separation costs will depend on the number and types of positions accepting the BESIs. The FY10 budget balance is currently projected at \$22,489. Discussion was held on the amount of uncollectible tuition (\$641,000), which is approx. 4% of the tuition revenue. It was determined that we will not draw down reserves (which is currently approx. 10% of the budget) to balance the FY10 budget. Current enrollment is 2,874 gross FYEs. Discussion was held on equipment needs for the New Media program. Some sharing of photography equipment will need to occur between New Media and Creative Services.
3. FY11 Budget	Jesme	Shannon stated that most recent information from the OOC indicates a 12.25% reduction in base allocation, lowering the base to \$10,850,384 (compared to \$12,382,300). The projected FY11 budget indicated a deficit balance of (\$1,377,083) as of today. Discussion was held on whether to increase the FYE projection, based on FY10 actuals.

		<p>It was determined that 2,688 net FYEs would be used for budgeting purposes. Shannon shared various scenarios developed by the OOC, and discussion was held on the MnSCU Master Green Sheet detailing the special allocations that currently exist and the changes proposed for FY11. To confirm accuracy, each supervisor was asked to review the list of reductions made to the FY10 non-personnel budget and revisions to the FY11 budget for their respective cost centers. Some questions were raised and changes were made to the data.</p>
4. Meeting Adjourned at 12:05 p.m.		
5. Next Meeting		<p><b>Change in meeting schedule:</b> Friday, April 23, 1010; 10 a.m.-1 p.m. – TRF Campus, Room 735 (replacing April 21 meeting due to Pres. Conflict)</p>
6. Parking Lot Items		<p><b><u>New items from this meeting:</u></b></p> <p><b><u>Carry Over Items:</u></b>  Carried over from 08-09 meetings:  Recommendation on use of latex balloons  Issuing vehicle keys- TRF  Grant administration/Record keeping  Policy on purchase &amp; distribution of promotional items</p> <p><b><u>New for 09-10:</u></b>  Tuition and Fees development calendar &amp; approval/consultation process  Employee Professional Development Policy &amp; Procedure  OLA Study of the Office of the Chancellor  College name &amp; 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  IR Process Information  Student Course Evaluation  Stimulus Fund Progress Reports  Identity Theft - preventative measures  Defensive Driving training  OLA Audit – corrective actions/SOP's  Swenson House appraisal  Honorary Degree &amp; Distinguished Service Award Policies  Campus Tours SOP  Catalog Development Plan  Employee Selection Procedure – revisions</p>

		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 16-A Purchasing SOP
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