



Northland Community & Technical College President's Cabinet Meeting

Wed, May 5, 2010
TRF Campus, Room 735
9 a.m. – 12 Noon



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. HLC Visit Follow-up	Temte	President Temte thanked all members who participated in the HLC visit and those who stepped in during her absence due to her illness. She complimented and thanked everyone who worked hard on the NCA Steering Committee in developing the self-study and preparing for the visit. The preliminary results of the team visit were as best as the college could ever hope for.
2. Division Meetings	Temte	President Temte stated that she plans to schedule half-day meetings, starting around the second week of June, to have discussions with employees regarding each of the major areas of the college - such as Facilities, Marketing, HR, Business Services, Academics, etc. She stated she also wants to schedule a summer retreat, possibly in July. Possible dates will be discussed at the May 19 th meeting. She plans to make a point of visiting more frequently with elected officials in the communities (city council, county boards, etc. on an individual basis) to do some evaluative research on how they think the college is serving their communities.
3. Green Sheet Proposal	Temte	President Temte stated the intent of the MnSCU Finance Division is to pull all the "specials" out of the FY12 allocations and add them to the base allocation. Colleges may still be responsible for reporting uses of specific funds.

4. FY12-13 Biennial Operating Budget	Temte	President Temte reviewed a memo from Laura King, stating that colleges need to plan for a 15% allocation reduction in the next biennium. (please forward that memo to me- you had just received it, and Cabinet hasn't seen it)
5. Leadership Council Meeting Reports	Temte	President Temte reviewed some of the topics discussed at the May Leadership Council meeting, which included information shared by various colleges on their methods of cost reduction, revenue enhancements, program review processes, staffing, hours of operation, business plans for each program, etc.
6. Commercial Vehicle Operations Storage Shed	Temte	This expenditure will remain on hold until the budget allows.
7. Commuter Bus Info 	Temte, Fontes	The college has committed \$17,000 from stimulus funds to subsidize the bus transportation over the pilot period of six months. Proposed routes were discussed, and that information will be shared college-wide when it is finalized. This information needs to be communicated and marketed as soon as possible.
8. System Strategic Plan 2010-14	Temte	The plan is still in draft form. Some debates are occurring regarding the emphasis in system-wide directions.
9. Shared Gov. Council	Hanson	Kent Hanson reviewed and discussed some of the items on the 5/6 agenda. It was recommended that the SGC agenda be regularly placed on the Cabinet agenda for discussion.
10. College in the High School Update	Konschak	Norma Konschak shared the following information compiled from College in the High School surveys administered in 2005 & 2010 regarding students' preferred choice for College in the High School: 2005 Survey: UND 30%, BSU 13%, NCTC 13% 2010 Survey: NCTC 26%, UND 16%, BSU 13% (19% survey return rate) NCTC has achieved "market share" for the area high schools. Great News!
11. FY11 Forecast 	Jesme	Current projected deficit balance for FY11 is \$(162,480), assuming that all proposed reductions are made to expenditures. Discussion was held on using remaining FY10 stimulus funds to cover additional BESIs if offered and accepted. The Cabinet recommended setting aside \$100,000 for FY11 BESIs. Discussion was held on setting aside funds for facility improvements that create more efficiencies in energy consumption and costs. President Temte asked supervisors to think about what they would cut if they were told to cut a certain percentage from their budgets – what could they live without? What services would have to stop if those cuts were made? She will send a memo to

		<p>supervisors regarding the information she will need from them before the May 19th meeting.</p> <p>FYE is up for FY11: Fall semester – currently up by 46 FYE (7% increase). Discussion was held on aviation enrollment and aviation and UAS tuition. Consideration will be given to increasing tuition rates for those programs for FY12 (it's too late to increase it for FY11).</p>
7. Meeting adjourned at 12 noon		
8. Next Meeting		Wed, May 19, 2010; 9 a.m. – EGF Campus, Room 115
9. Parking Lot Items 		<p>Items carried over from this meeting:</p> <ol style="list-style-type: none"> 1) Summer Cabinet retreat –discuss prospective dates 2) FY11 Budget Reductions per Division (later postponed by President Temte)