BUDGET MANAGEMENT TEAM MINUTES
TUESDAY, SEPTEMBER 29, 2020
Virtual Meeting

BMT MEMBERS:
- ☒ Michael Reid, Assistant Dean of Administrative Affairs (CHAIR)
- ☐ Sandra Bauman, Acting Dean/CEO
- ☒ Cari Schwen, Director of Bus. Services
- ☒ Jessie Pate, Director of IR & Effectiveness
- ☒ Donna Breitbart, Director of Marketing & Communication
- ☒ Mike Hausler, Director of Information Technology Services
- ☒ John Rutherford, Director Facilities & Main.
- ☒ Ryan Loomis, Director CEWD/SBDC
- ☒ Mary Twardos, Human Resources Specialist
- ☒ Robyn Kiesling, Exec. Dir. Gen Ed & Transfer
- ☒ Tammy Burke, Exec. Dir CTE
- ☒ Valerie Curtin, Exec. Dir. Compliance/FA
- ☐ Susan Briggs, Consultant
- ☒ Terrie Iverson, Consultant
- ☒ Paige Payne, Executive Assistant to the Dean/CEO (recorder)

Reads:
- Budget Committee Outline (BMT Team File)
- BMT Minutes 8/18/2020

Mastermind Discussion Agenda

Approve Minutes from 8/18/2020
- Valerie Curtin motioned to approve the minutes from 8/18/2020. Tammy Burke seconded the motion. Minutes approved.

Discussion: Automotive CARES Request for Five Diagnostic Scan Tools $43,002.50
- Goal to have 10 units, purchasing five with Perkins/Equipment fund this year and five next year.
- Because of social distancing guidelines, Tammy is seeking CARES money to purchase the remaining five now.
- Discussion Points:
  - Staggered use of the units is not practical due to the block schedule. Each class is 5 hours long.
  - The second year cohort, consisting of nine students, heavily use the scanners. The first year cohort of 12-14 students use the scanners minimally.
  - BMT would like Automotive to try to use gloves/gloves with a wire, and/or a stylus, and disinfect between uses.
  - Business Services will email the CARES fund balance to BMT. (225K has been dispersed on the student side)

ACTION: If the gloves/stylus and disinfecting between uses does not work and depending on the balance of the CARES funds, BMT will re-vote on the request.

Budget Management Team Future Structure (Budget Committee Outline)
- Monthly meeting scheduled for one hour.
- Additional meetings may be necessary at times, scheduled accordingly. (Biennium)
- Create subcommittees to address focused discussions.
- BMT will focus on institutional level budget information.
  - Current enrollment and budget status
Work on identified goals from Annual Work Plan
- Create a budget process that enables the projection of three years in order to account for items that are necessary every other year and the like, as well as ensuring a replacement schedule.
- Develop a process for regular reviews of budget status throughout the fiscal year that identifies surpluses and shortages in a timely manner.
- Develop a process of funding special project requests are part of the annual budget development process.

Budget managers will be monitoring the current budget.

FY21 Budget Update (PowerPoint)
- Current unrestricted budget is 55% of the total budget. The other budgets are restricted.
- FY 21 Expenditures by Category: Personnel is 75%, Operating is 15%, 0% to 3%: Communication, Mandatory Transfers, Capital Equipment, Repair & Maintenance, Utilities, and Waivers/Scholarships.
- FY 21 Expenditures by Program: 46% to Instruction, Operations is 12%, Institutional Support is 14%, Academic Support is 15%, and Students Services is 11%, and Scholarships/Fellowships are 2%.
- Revenue Update: $934K was budgeted for AY21. As of today, the actual revenue is $751K creating a $182K shortfall. There was an anticipated a 15% reduction in enrollment, but as of today, enrollment is down 22%.
- Note: 1, 2, Free Dual Enrollment students are not accounted for in the enrollment numbers yet.
- $287K contingency built in to the budget. Terrie Iverson will send indexes and balances to Michael Reid.

2022-2023 Biennium Planning (PowerPoint)
- HC enrollment is down almost 50% from 2012. Enrollment has a big impact on budget.
- Because the state gives HC 73% of its budget, HC has been protected with the enrollment loss but is more sensitive to reductions in state revenue.
- HC net tuition has gone from 3.2 million to 1.7 million.
- State support is up from 4.5 million to 5.5 million.
- State support per resident FTE has risen from $3912 to $9090 since FY12
- Expenditures per FTE are connected to the state budget. The biennium information is unknown. Start planning on possible reductions from the state while monitoring the situation.
- Future Biennium budget development/planning will include:
  - Monitor enrollment
  - Budget status – make plans now for the future.
  - Updates on fiscal rules/announcement from meeting of the MUS Fiscal Officers at the next BOR meeting

Key Decisions
- BMT will meet monthly.
- Tammy Burke will report back on how gloves/stylus, and disinfecting between uses is working with the Automotive scanning equipment.
- Cari Schwen will provide the fund balance of the CARES budget.
- If the gloves/stylus and disinfecting between uses is ineffective and if there is sufficient funds to cover the request, BMT will re-vote by email on the Automotive CARES request for 43K.
- Michael Reid, Terrie Iverson, and Cari Schwen will review enrollment numbers, contingency indexes, and determine shortfall based on updated enrollment numbers that include the dual enrollment students.