BUDGET MANAGEMENT TEAM MINUTES
TUESDAY, MARCH 23, 2021
Virtual Meeting

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

Mastermind Discussion Agenda

January and February minutes approved.

FY21 Revenue/Budget Update
- 119K shortfall this year. HC has 157K in reserves to cover tuition shortfall.
  - The first half of summer revenue is not calculated yet in the shortfall.
  - Pooled investment income is one-third of budgeted amount. (Funds that come from the State Board of Investments for fund balance reserves.)
  - May be able to use HEERF funds to cover lost revenue.

FY21 Expenditure Review
- 71% through fiscal year – HC has spent 61% of budget.
- Areas of concern in the personnel budget:
  - HC has spent 95% of its budget with four months remaining in the fiscal year.
  - Contracted services, contract administrative, other salaries, and termination benefits and pay are the areas of concern.
    - In contract services, $105,000 is insurance expenses.
    - There is $15,000 expensed to contract services (nursing) that will be moved to the correct index.
  - Either the salary line did not get budgeted or was budgeted incorrectly.
  - The underspent lines will be able to cover the deficit.

2022-2023 Biennium
- 5.6 Million.
  - HC will get 74% of performance funding.
  - HC will not receive $123,250 next year.
  - Why did HC miss the award? Investigate the why and turn it around.
    - The current calculation includes a high number of graduates from two years ago. The benchmark cannot be met with declining enrollment.
HC can get a grant to help turn around the trend.
Other institutions did not get all of their funding.

- Anticipate a flat FY22.
  - HC will have to absorb any wage increases, enrollment decline, and the loss of the performance funding dollars.
  - Tuition Fee revenue is 1.8 million.
  - COVID funds will offset some of the loss of funds.
- FY23 will include wage increases and annualization.

**COVID-19 Update on Funds**
- Currently, the remaining fund balance is 900K.
- Some expenses are encumbered and have not hit the balance.
- Earmark 200K for loss revenue.

**FY22 Budget Build Update**
- Budget allocation were due March 19, 2021.
- Personnel worksheets due March 26.
- Designated worksheets out soon.
- Fee requests received and new/changes submitted to OCHE. Reviewed in May board meeting.
- If HC is adding a new course, can you add a course fee?
  - Typically, all fee requests are due at the March meeting.
- Tuition increase requests are in the 2% to 3% range.

**Review/Approve CRRSAE Fund Requests**
- Auto Tool Request – Jerry Stewart -- $49,655.08
  - Course fees will cover repairs and replacements.
  - The extra tools will allow separate stations and allow for social distancing.
  - Approved
- CAM HAAS Mini Mill Request – Paul Nicholson - $45,106 has a camera to allow remote participation in a lab setting.
  - Will allow for mitigation. Approved.
- CAM Wi Fi Camera for Turn Table – Paul Nicholson – $505.75
  - Lathe will use camera for students who cannot be face to face.
- Machining Vertical Mills – John McLaughlin - $34,023 + $1667
  - Add more machines so students will not have to share machines.
  - May also phase out the older machines after COVID.
  - Need to identify the power needs and costs.
  - If older mills are being phasing out, the request will not meet the COVID requirements.
  - What is the electrical and sustainability plans for future costs?
  - On hold for consideration until concerns addressed.

Note: The Vertical Mills were approved by BMT on 3/26/2021. The estimate for the cost to install power upgrades is $1667.