

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

BMT MEMBERS:

- **Michael Reid**, Assistant Dean of Administrative Affairs (CHAIR)
- **Sandra Bauman**, 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 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)

Reads:

- BMT Minutes 1/26/2021
- CRRSAA Requests
- CRRSAA Spreadsheet

Mastermind Discussion Agenda

- Mike Reid expressed concern that reviewing the requests is a strategic planning exercise instead of budget planning.
- The mission of the BMT is to develop the budget for the future based on many factors including enrollment.
- BMT may lose track of the college's budget planning if the CRRSAA request reviews become the priority.
 - If needed, schedule a separate meeting to discuss the requests.
 - If needed, create a strategic planning group to implement requests.

Review/Approve CRRSAA Fund Requests

- Rank after discussion.

Summary

For the requests that will be funded out of HEERF Index H40032* - Approved

1. Tool Boxes for Auto - \$35,000
2. LLH Laptops and Accessories – \$24,000
3. Facilities temp and full-time custodial help– ongoing approval until December 31, 2021.
4. Firefighter Turnouts - \$25,410
5. Radios for FF - \$4903
6. Washer Dryer for FF - \$11,399
7. LLH Furniture - \$38,000 (If the LLH can rearrange the requested furniture in the current space)
8. Diesel lab upgrade to classroom space - \$100,266

For the requests that will be funded out of CRRSAA Funds Index H4003M* - Approved

1. Classroom Furniture - \$292,589
2. Custodial – the cost of temp and one FTE ongoing until December 31, 2021.
3. Faculty Computers - \$80,000 (approved after 2/23/2021)
4. CRM – Retention - \$50,000

*Cari will continue to monitor and expense requests as they hit her office and will review the index as the funds are spent and in what sequence the Business Office receives each PO. H40032 is the first allocation and H4003M is the second allocation.

Requests on hold:

1. Campus-wide SmartBoards – The purchase of the Smartboards is on hold. The cost of the electrical and painting needs to be assessed and a funding source for the improvements identified. The administration would like to see how the first six/seven classrooms work to assess the demands on IT and ease of use before purchasing more systems.
2. LLH remodel/architect may be a capital improvement project. Waiting for clarification. Facilities may be able to remove the desk area.
3. Change the current seating/remodel of DON LH may be a capital improvement project. Waiting for clarification.
4. Sound baffles and upgrade to the HVAC system in APC LH may be a capital improvement project. Waiting for clarification. Sound baffles approved, but it made sense to wait to complete the project as a whole or revisit.

Requests not approved:

5. Support HC Hygiene/Food Shelf – does not fit the CARES Act guidelines. Financial Aid will be able to help any student in need.
6. Support for short-term mental health counseling – does not fit the CARES Act guidelines. Financial Aid funds are available to help any student in need.
7. Auto first-year class learning materials to an online format. Professional Development course to assist the instructor to complete the task.
8. Auto second-year learning materials to an online format. Professional Development course to assist the instructor to complete the task
9. Filtration Units – Not needed at this time and the cost of filter replacement is not sustainable.
10. LLH part-time IT Tech – work-study funds are available to assist needs in the LLH.

Capital Improvement vs. Guidelines:

(“Excerpt from guideline...cover any costs associated with significant changes to the delivery of instruction due to the coronavirus so long as such costs do not include payment to contractors for the provision of pre-enrollment recruitment activities, including marketing and advertising; endowments; or capital outlays associated with facilities....”)

The Business Office has a query out to MUS if the costs are allowable or if the project is classified as a capital improvement. (If the project is a capital improvement, a funding source needs to be identified)