

BUDGET MANAGEMENT TEAM MINUTES
TUESDAY, MARCH 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 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 CRRSAA 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.

- TV's & Mounts – Amy Kong - \$1200. Approved by Robyn Kiesling on 4/20/2021.