

BUDGET MANAGEMENT TEAM MINUTES
TUESDAY, APRIL 27, 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)

Note: This was Michael Reid’s last meeting. He accepted the position at UMW as the Chancellor. Consultants Terrie Iverson & Susan Briggs will act in his place until a replacement is hired.

Mastermind Discussion Agenda

Minutes

- Tammy Burke moved to approve the March 2021 minutes and Sarah Dellwo seconded the motion. The minutes were approved unanimously.

FY21 Expenditure Review

- With 75% of the fiscal year completed, HC has expended 73% of its budget. On target.
 - Contract Administrative is over because of nursing area.
 - Mandatory Transfer is a onetime insurance payout.
 - Other salaries lines are overspent due to added positions and expenses in that area.
 - Termination pay and benefits is overspent.

COVID-19 Update on Funds

- UMDW is showing 639K left in the CRRSAA budget.
 - The business office estimates that there is 400K remaining in the fund due to outstanding commitments.
 - LLH remodel and furniture, TV’s, CRM, Auto Tools, and others.
 - Some of the remote learning purchases can be moved to a different index if needed.
- HEERF III funds may be disbursed in May.
 - The amount is close to 1M.
 - HEERF III fund deadlines may change. An entity will have 90 days to make the first draw, then the deadline to expend the remaining funds may be shortened.

Review/Approve CRRSAA Fund Requests

- Mike Reid suggested to allocate up to 400K today and review the remaining requests in May.

Approved:

- The Betco Scrubber for facilities was approved for \$8461.00. The walk behind scrubber will allow facilities to continue to deep clean surfaces according to the CDC guidelines and saving time to clean and disinfect classrooms. The scrubber is portable and can fit into the elevator to clean the upper and lower levels.
- There is not another source of funding to offset the lost revenue caused by the pandemic and the shutdown of the two auxiliaries; Continuing Education and the Bookstore. BMT approved the use of CRRSAA funds to offset the lost revenue of both.
 - Continuing Education loss revenue - \$117,419
 - Bookstore lost revenue - \$104,761
- HC was obligated to retain the bookstore employees during the shutdown even though the stores were closed. BMT approved the use of CRRSAA funds to offset the personnel expenses incurred over two fiscal years incurred by COVID leave.
 - Personnel expenses - \$72,661
- The total amount approved = \$303,302.00

Welding multi-process equipment discussion:

- The Welding request is for 30 multi-process welding machines for \$143,685.
- BMT recommendation: Purchase 15 multi-processing machines from the academic equipment fee pot instead of using the CRRSAA funds.
 - BMT was concerned If 30 machines were purchased at the same time, the replacement costs would be difficult to cover.
 - Tammy recommended to purchase 15 machines. Most cohorts have up to 15 students.
 - Fees will cover the replacement costs.
 - Up to 80K is approved.
 - Sandy will ask the ASHC senate officers to vote on the request.

Update on Welding request:

Wed. April 28, 2021 /Email from Cari Schwen to BMT for a vote: During our BMT meeting yesterday we discussed the purchase of multi-process welders. The group decided that we would purchase 15 welders from the academic equipment fee pot, not to exceed \$80,000. ASHC has approved the purchase. The welding department was originally requesting 15 each 2 different types of welders, one allowed for aluminum to be welded and was much more expensive. They have now decided to only purchase the less expensive multi process welders along with an attachment that allows for aluminum welding. They are now requesting to purchase 20 instead of 15 while staying under the \$80,000 cap. The current cost is \$3,720.89 per unit.

The discussion yesterday seemed to focus on more than just cost so Sandy asked me to email the group to make sure everyone has a chance to weigh in here. We also discussed if we need more than 15 machines based on enrollment and our ability to replace machines. This is time sensitive as the price is going to increase next week. Please use the poll inserted below to approve either 15 or 20 welders, votes must be cast by noon tomorrow. If you would like to discuss further feel free to reply all to this email.

The request to purchase 20 welders instead of 15 while staying under \$80K was approved on 4/30/2021. ASHC Officers, Michelle Werle, Jocelynn Norman, Hunter Brooks, and Cole Mergenthaler approved the use of the academic fee pot April 27 & 28, 2021 by email. Tammy assured the Dean there was plenty of space and the cohort would utilize all the welders during class.