

**BUDGET MANAGEMENT TEAM MINUTES**  
**TUESDAY, SEPTEMBER 1, 2021**  
Virtual Meeting

**BMT MEMBERS:**

- **Terrie Iverson**, Consultant(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)

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Note: BMT did not meet in May, June, 2021.

**Mastermind Discussion Agenda**

The July minutes were approved. Mark that Tammy Burke was at the meeting. Approve Minutes

**Budget Update:**

- Contingency balance: 43K plus 30K for Bad Debt.
- One time only funds from health insurance holiday: 180K
- Possible 2% increase on tuition: \$153K
  - BMT will need to make sure this increase is real before HC obligates it.
- Total contingency balance: 400K contingency.
  - The balance does not include taking loss revenue.
- 340K committed to web update and cosmetology program from the lost tuition revenue funds from last year backfilled with Covid Relief funding.
- Facility reserve will pay for boiler repair/upgrade, painting, CFO 102B office upgrade, concrete in APC Labs, tree trimming, and power washing the welding/diesel lab walls
- Plan to fund up to four positions in AY23
  - Physics, Math, Accounting, and Office Technology in the next budget.
    - Robyn will determine if all four positions will be filled.

**CRRSAA Request Discussion**

- After much discussion, BMT decided to ask each department to re-visit each request that has been on hold and resubmit new and outstanding requests. The requests will be due October 1, 2021. BMT will review, prioritize, and approve/edit/cancel the requests.
- Highlights of the Discussion:
  - The available fund balance is 1.5M.
  - The CRM request was approved previously and is the RFP process.
  - The temporary custodian request is an ongoing cost. John will extend the request past December 31, 2021, and increase the funding request to reflect the added time.
  - The faculty laptop replacement is almost completed.

- Mike has extra laptops set aside for new faculty and all the funds have been depleted.
- The 24 laptops and accessories requested by the LLH, and approved by BMT, are canceled. IT had laptops on hand and the funds were not used.
- The balance of the lost revenue request is \$ 138K (480K – 342K = 138K)
- The committee was very concerned about planning/budgeting for the replacement of all the equipment (Gen Ed & Trades) in the future.
  - Trade fees were increased to cover the replacement of welding, machining, and auto equipment.
  - Part of the Perkins grant is designated for replacing equipment.
  - If more of the Perkins grant is used for replacement, then the salary portion gets pushed to a different budget.
- Different funding for a portion of the Director of Student Life has been identified. The request will be resubmitted. There is 128K in the Wellness fee pot for student wellness-related projects.
- The addition of any more SMART classrooms, on either campus, will trigger the need to hire another IT support employee.
  - In addition, the switch infrastructure in the classrooms will need to be upgraded.
    - Priority: APC and Nursing classrooms
      - Split ports, wiring, etc.

**Determination:** The CRRSAA request for Certification Precision Measurement Kits was approved today, 9/1/2021, by the BMT.

The initial request for the kits is \$37,545.48. BMT increased the request to \$45,000 to cover cost increases, shipping, and any installation costs. (Electrical, etc.)

1. Please work with the Business Office in the purchase through procurement/GrizMart
2. Include a copy of this email and the attached CRRSAA request.
3. Use H4003M for the index. (BO may change this)

**UPDATE:** The following BMT meeting is scheduled for September 29th and Terrie would like to discuss the CRRSAA requests at the 9/29/2021 meeting.

The deadline for new and revised CRRSAA requests will be **Friday, September 24th at noon** instead of October 1st.

1. Review all the requests you or your department or unit has submitted.
  - a. Did the cost of the estimate increase?
  - b. Are all the costs included in the request? Review shipping, installation, electrical, space, etc.
  - c. Resubmit the request to [paige.payne@helenacollege.edu](mailto:paige.payne@helenacollege.edu)
  - d. Add the average life cycle to the request.
  - e. If there are no changes to a request, please communicate this information.
2. Submit new requests by 9/24/2021 to [paige.payne@helenacollege.edu](mailto:paige.payne@helenacollege.edu) (\$5000 threshold no longer applies)