

BUDGET MANAGEMENT TEAM MINUTES
TUESDAY, AUGUST 4, 2020
Virtual Meeting

BMT MEMBERS:

- **Sandra Bauman**, Acting Dean/CEO
- **Vacant**, Associate Dean of Academic & Student Affairs
- **Cari Schwen**, Director of Bus. Services
- **Jessie Pate**, IR & Effectiveness
- **Donna Breitbart**, Director of Marketing & Communication
- **Mike Hausler**, Director of Information Technology Services
- **Terrie Iverson**, Consultant
- **Ryan Loomis**, Director CEWD/SBDC
- **Mary Twardos**, Human Resources Specialist
- **Robyn Kiesling**, Exec. Dir. Gen Ed & Transfer
- **Tammy Burke**, Exec. Dir CTE
- **Valerie Curtin**, Exec. Dir. Compliance/FA
- **Susan Briggs**, Consultant
- **John Rutherford**, **Director Facilities & Main.**
- **Paige Payne**, Executive Assistant to the Dean/CEO (recorder)

Reads: Nursing COVID Testing Cares Request, Cooling Unit Cares Request APC 7/21/2020 Minutes approved.

Mastermind Discussion

Rekeying Exterior Doors Both Campuses (John R.)

- For key control, security and ability to access buildings during a power outage.
- Redefine who needs access.
- Burdick's and Facilities have master lists. Some keys never turned in.
- **Determination**: Move forward to re-key exterior doors. Cost \$1850. Building Fee pot designated for funding.

Trades Anti-Fog Face Shield Report (Sandy B)

- Face shields do not protect the student as well as a face covering within a 6-foot distance.
- Face covering is required at all times. The only exception is when the Trades students are working from their station and more than 6 feet apart.

Dean's Scholarship Recommendation from SEP Committee: (Sandy B)

- SEP will discuss scholarship guidelines and requirement to recruit leadership students.
- Focus on recruiting high school students who are involved in student government, DECA, Business, FFA, and 4H.
- Provide leadership opportunities at HC including ASHC, student ambassador opportunities, networking and community involvement.
- Recommend to change the ASHC by-laws to allow all students to run for ASHC office, not just the student senate members.
- Budget for programming in AY22 to support the scholarship.
- Donna B., Sarah D., Valerie C., and Karina M., will report back.

Discuss Relocating Parking Fees and Fines, H70045, to Facilities and Business Office. (Sandy B)

- The cashier's office will take the applications and payment.
- Facilities/custodial employees will monitor and ticket parking lots on both campuses.

Discuss Adding APC Entry Carpet to Remodel Plans (Tammy Burke/John Rutherford)

- Val will verify if the students included the front foyer as part of the APC remodel to add carpet to remodel bid. (Verified as part of the student input on 8/4/2020)
- Add \$7500 to the bid to install carpet in the vestibule and entry area as a line item.
- Funds available to cover furniture and the carpet because of deleted bathroom. (24K)
- Verify if dimmable lighting in the Lecture Hall was included in the bid.
- Plans will be available in 102B for review the week of August 10 to 14.

Nursing CARES Request for Lockers

- Facilities approved the installation and nursing provided logic for request.
- **Determination:** \$2000 approved for lockers.

Nursing COVID Testing CARES Request

- If faculty incur a testing cost, they can email a copy of the receipt to HC Finance for reimbursement. Students can be tested free at PureView or Walgreens.
- **Determination:** Approved

APC Diesel Payroll CARES Request

- Pay for instructional supplies for Diesel 3- week session.
- **Determination:** Approved. Mary will work with UM to charge Rick's payroll to Diesel index the move amount to CARES funds using COVI-19 code. Tammy will send Diesel supply PO with Diesel Code + COVI-19

Cooling Units for the APC CARES Requests

- Determine whether the cooling units are required to through procurement. Tammy will send information to Cari Schwen. Determine cost to run the AC and offset cost with Safety funds. Provide square footage of each area to determine. Information provided.
- Unused Fee pot for coveralls is Trades related. Proposal to use 22K from the fee pot for cooling units and balance (\$12,000) from CARES funds.
- **Determination:** Cooling Units approved by e-vote on 8/6/2020.

Traliant (Valerie C)

- Compliance online training for employees
- Trainings will be tailored for HC requirements
- Clery, Title IX, Equity, Inclusion, and Diversity training is the focus.
- Three-year contract.
- Year 1 Cost: \$2500 plus \$125 per training = \$3800. Year 2 Cost: \$2500. Year 3 Cost: \$2500
- Program able to track and report professional development and other assessments for Accreditation report.
- **Determination:** Move forward to procurement. Seek other competitive bids. AY 21 funding out of Professional Development Budget, then add to AY22 & AY23 out of Student Affairs index.

Title IX Requirements (Valerie)

- Proposal: Requesting 20K to collaborate with UM, to use their Title IX staff to coordinate, investigate, and adjudicate HC Title IX issues. HC will maintain designated Title IX coordinators on campus.
- MUS is adopting a MUS wide Title IX policy.
- Any proposed Student Code of Conduct must reflect the needs of the 2-year college, not just the 4-year with residence and dining halls and athletics.

- **Determination:** Move forward with the arrangement. Funds are available in the current budget to cover the cost. Budget cost in future.

Analytical Scales Purchase for Chemistry Lab E-Vote

- Request for funding for the purchase of six new analytical scales for chemistry lab.
- The purchase of the scales discussed at an earlier BMT, but not voted on.
- Cover the purchase out of the academic equipment fee pot.
- Sandy B. will submit the proposal to the equipment committee for a vote.
- **Determination:** The e-vote approved the purchase on Monday, 8/10/2020