

BUDGET MANAGEMENT TEAM MINUTES
TUESDAY, AUGUST 18, 2020
Virtual Meeting

BMT MEMBERS:

- **Sandra Bauman**, Acting Dean/CEO
- **Cari Schwen**, Director of Bus. Services
- **Jessie Pate**, IR & Effectiveness
- **Donna Breitbart**, Director of Marketing & Communication
- **Mike Hausler**, Director of IT Services
- **Vacant**, Assoc. Dean of Admin. Affairs
- **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)

8/4/2020 Minutes Approved by e-Vote.

Mastermind Discussion

Analytical Balance Purchase Update (SB)

- Student Ambassadors were added to the Academic Equipment Committee.
- The committee approved the Analytical Balances.

Cooling Unit Update (CS)

- Cooling Units are ordered and expected on Tuesday, August, 21, 2020.

Title IX Requirements Requesting 20K Collaboration with UM Update (VC)

- HC will not be charged this year for Title IX collaboration.

Information Technology Governor's Educational Emergency Relief Fund (GEER) (MH)

- Mike requested 300K to replace and expand HC wireless capabilities and to upgrade distance learning classroom technologies from the Governor's Educational Emergency Relief Fund.
- HC received notice that the IT department has been awarded \$100,000. IT will upgrade the wireless environment on both campuses, including wireless to the parking lots.

GEER Update (SB)

- HC applied for eight GEER grants on Friday. The topics include LPN, Promotion of Online Programs, Career Technology, Automotive Remote Delivery, Clinical Massage, CDL, Banking Apprenticeship, and Hybrid Automobile Service Training.

Review AY21 Payroll Spreadsheet (TI)

- Column A through J important to BMT.
- 75% to 80% of the budget is in personnel.
- It is important to review the information and update the personnel changes.
- Promotions and retirement are in one account. It is a contingency account. Funds are transferred out of this fund to the correct index. (A budget transfer moves funds between indexes)
- A budget amendment has to go to the Commissioner's Office for approval and authority.
- Usually a personnel budget is budgeted by position number not by name.

- **ACTION:** Add a check box to the off-boarding form to update the spreadsheet.
- Remove Mike Weiderhold, Brooks Robertson. Add Lyn Stimpson and Kris Bruckerhoff.

AY21 Budget Spreadsheet (TI)

- Summary page is the most important section of the current unrestricted operating budget spreadsheet.
- Click on the labeled tabs to review the detail for each index.
- Current unrestricted funds are the budget.
- All other indexes tied to designated, auxiliary, restricted grants, and plant funds are like a checkbook, that is based on revenue and expenditures. The budget manager can only spend the balance of these types of indexes.

HEERF Grant:

- 190K spent on students through the HEERF grant, leaving 153K.
- Online fee reimbursement email to the students will be broadcasted on September 8, the 15th day of class. The average online fee is \$260 per student.
- Welding students are purchasing a face shield at \$42 that also acts as a welding face guard. The HEERF funds can reimburse the students. Tammy will send a roster to Valerie.
- The faculty are surveying their students to reveal any students who need technology needs. Faculty will send the students to Financial Aid for help.
- 28K of the HEERF funds earmarked for incoming freshman based on attendance. An attendance flag will alert Valerie who has attended class and who has not. Robyn will remind faculty to raise the first day attendance flag if the student has not responded.

Faculty Face Shields

- Gen Ed needs back-up face shields for the faculty.
- **ACTION:** Donna will relate the request for face shields to OCHE and the turnaround time.
- The other option is to complete a CARES Request to the group and order the shields.

OCHE Funds for Testing/Mitigation

- 70K available to HC from OCHE to hire extra personnel. HC will hire extra temporary custodians.
- OCHE is going to stockpile items. Send suggestions through Donna.
- Since HC is not going to test the HC students, the funds can cover other costs for hand sanitizers, signage, and face coverings.
- MUS may ask for a MOU between local testing area and HC for student testing.
- Cari asked Donna to get information about thermal scanners and a contact-tracing format requirement.

Standing Desks

- HC is not required to provide furniture to a remote worker, especially when the employee can work from campus.
- Funds are available through a designated ergonomic fund through HR.

CARES REQUEST SUMMARY

eLearning CARES Funds Request Approved by E-Vote on 8/24/2020

- Amy Kong requested the approval to purchase five Swivl Robots plus accessories for \$7829. The request was approved by e-vote on 8/24/2020. .
- Please proceed with the purchase of the five Swivl Robots and accessories within the guidelines of the Business Office:
 1. This purchase must go through procurement first. Please contact the Business Office. The BO will help you through the process.
 2. You will need to provide an index for the purchase. A journal entry will move the funds from the index to the CARES index. This transaction usually takes 3 to 4 weeks.
 3. Include COVI-19 on the Purchase Order

K-12 CARES Funds Request Approved by E-Vote on 8/24/2020

- Stephanie Hunthausen requested the approval to purchase four laptops for Dual Enrollment students for \$2800. The request was approved by e-vote on 8/24/2020.
- Please proceed with the purchase of the laptops within the guidelines of the Business Office.
 1. The BO or IT can help you purchase the laptops through Grizmart and navigate procurement if needed. Mike Haulser may have a deal line up at ITC also.
 2. You will need to provide an index for the purchase. A journal entry will move the funds from the index to the CARES index. This transaction usually takes 3 to 4 weeks.
 3. Include COVI-19 on the Purchase Order
 4. Mike Hausler commented that the \$700 estimate was from last spring and the cost may have gone up. If this is the case, please inform the Dean of the cost difference before purchase for a quick approval.

Lockers for Testing Center CARES Funds Request Approved by E-Vote on 8/31/2020

- Ryan Loomis requested the approval to purchase lockers for the Testing Center for \$727.71. The request was approved by e-vote on 8/31/2020.
 1. Please contact the Business Office for assistance.
 2. You will need to provide an index for the purchase. A journal entry will move the funds from the index to the CARES index. This transaction usually takes 3 to 4 weeks.
 3. Include COVI-19 on the Purchase Order.

Venipuncture and Injection Arms CARES Funds Requests Approved by E-vote on 9/18/2020

- Ryan Loomis and Sandy Sacry requested the approval to purchase two venipuncture and Injection for \$1615.44.
 1. Please contact the Business Office for assistance.
 2. You will need to provide an index for the purchase. A journal entry will move the funds from the index to the CARES index. This transaction usually takes 3 to 4 weeks.
 3. Include COVI-19 on the Purchase Order.

Automotive CARES Request for Five Automotive Diagnostic Scan Tools (and docking stations) for \$43,002.50 was not approved on 9/18/2020. Topic will be discussed at the next BMT meeting on September 29, 2020.

OSHA Training Reimbursement approved by e-vote on 9/25/2020.

- Tammy Burke requested reimbursement for the cost of certifying 22 Diesel/Welding students online. \$550
 1. Please contact the Business Office for assistance.
 2. You may need to provide an index. A journal entry will move the funds from the index to the CARES index. This transaction usually takes 3 to 4 weeks. Include COVI-19 on the Purchase Order.

Key Decisions:

- Add a check box to the off-boarding form to request BMT to update personnel spreadsheet.
- Donna will relate the request for face shields to OCHE and the turnaround time.
- Donna will add gloves to the OCHE list and inquire about thermal scanners and contact tracing format requirement.

Note: Michael Reid will chair BMT starting September 1, 2020. First BMT meeting scheduled for 9/29/2020.