

**BUDGET MANAGEMENT TEAM MINUTES**  
**TUESDAY, SEPTEMBER 29, 2020**  
Virtual Meeting

**BMT MEMBERS:**

- **Michael Reid**, Assistant Dean of Administrative Affairs (CHAIR)
- **Sandra Bauman**, Acting 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 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
- **Terrie Iverson**, Consultant
- **Paige Payne**, Executive Assistant to the Dean/CEO (recorder)

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**Reads:**

- Budget Committee Outline (BMT Team File)
- BMT Minutes 8/18/2020

**Mastermind Discussion Agenda**

Approve Minutes from 8/18/2020

- Valerie Curtin motioned to approve the minutes from 8/18/2020. Tammy Burke seconded the motion. Minutes approved.

Discussion: Automotive CARES Request for Five Diagnostic Scan Tools \$43,002.50

- Goal to have 10 units, purchasing five with Perkins/Equipment fund this year and five next year.
- Because of social distancing guidelines, Tammy is seeking CARES money to purchase the remaining five now.
- Discussion Points:
  - Staggered use of the units is not practical due to the block schedule. Each class is 5 hours long.
  - The second year cohort, consisting of nine students, heavily use the scanners. The first year cohort of 12-14 students use the scanners minimally.
  - BMT would like Automotive to try to use gloves/gloves with a wire, and/or a stylus, and disinfect between uses.
  - Business Services will email the CARES fund balance to BMT. (225K has been dispersed on the student side)

**ACTION:** If the gloves/stylus and disinfecting between uses does not work and depending on the balance of the CARES funds, BMT will re-vote on the request.

Budget Management Team Future Structure (Budget Committee Outline)

- Monthly meeting scheduled for one hour.
- Additional meetings may be necessary at times, scheduled accordingly. (Biennium)
- Create subcommittees to address focused discussions.
- BMT will focus on institutional level budget information.
  - Current enrollment and budget status

- Biennium
- Work on identified goals from Annual Work Plan
  - Create a budget process that enables the projection of three years in order to account for items that are necessary every other year and the like, as well as ensuring a replacement schedule.
  - Develop a process for regular reviews of budget status throughout the fiscal year that identifies surpluses and shortages in a timely manner.
  - Develop a process of funding special project requests are part of the annual budget development process.
- Budget managers will be monitoring the current budget.

#### FY21 Budget Update (PowerPoint)

- Current unrestricted budget is 55% of the total budget. The other budgets are restricted.
- FY 21 Expenditures by Category: Personnel is 75%, Operating is 15%, 0% to 3 %: Communication, Mandatory Transfers, Capital Equipment, Repair & Maintenance, Utilities, and Waivers/Scholarships.
- FY 21 Expenditures by Program: 46% to Instruction, Operations is 12%, Institutional Support is 14%, Academic Support is 15%, and Students Services is 11%, and Scholarships/Fellowships are 2%.
- Revenue Update: \$934K was budgeted for AY21. As of today, the actual revenue is \$751K creating a \$182K shortfall. There was an anticipated a 15% reduction in enrollment, but as of today, enrollment is down 22%. Note: 1, 2, Free Dual Enrollment students are not accounted for in the enrollment numbers yet.
- \$287K contingency built into the budget. Terrie Iverson will send indexes and balances to Michael Reid.

#### 2022-2023 Biennium Planning (PowerPoint)

- HC enrollment is down almost 50% from 2012. Enrollment has a big impact on budget.
- Because the state gives HC 73% of its budget, HC has been protected with the enrollment loss but is more sensitive to reductions in state revenue.
- HC net tuition has gone from 3.2 million to 1.7 million.
- State support is up from 4.5 million to 5.5 million.
- State support per resident FTE has risen from \$3912 to \$9090 since FY12
- Expenditures per FTE are connected to the state budget. The biennium information is unknown. Start planning on possible reductions from the state while monitoring the situation.
- Future Biennium budget development/planning will include:
  - Monitor enrollment
  - Budget status – make plans now for the future.
  - Updates on fiscal rules/announcement from meeting of the MUS Fiscal Officers at the next BOR meeting

#### Key Decisions

- **BMT will meet monthly.**
- **Tammy Burke will report back on how gloves/stylus, and disinfecting between uses is working with the Automotive scanning equipment.**
- **Cari Schwen will provide the fund balance of the CARES budget.**
- **If the gloves/stylus and disinfecting between uses is ineffective and if there is sufficient funds to cover the request, BMT will re-vote by email on the Automotive CARES request for 43K.**
- **Michael Reid, Terrie Iverson, and Cari Schwen will review enrollment numbers, contingency indexes, and determine shortfall based on updated enrollment numbers that include the dual enrollment students.**