

BUDGET MANAGEMENT TEAM MINUTES  
TUESDAY, OCTOBER 27, 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**, Exec. Asst. to the Dean/CEO (recorder)
- **Sarah Dellwo**, Exec. Director of Enrollment (guest)

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**Reads:**

- BMT Minutes 9/28/2020

**Mastermind Discussion Agenda**

**FY21 Revenue/Budget Update**

- Dual enrollment revenue has been calculated and the revenue shortfall is 92K.
- Spring may mirror fall. Contingencies should cover the shortfall.

**Spring 2021 Enrollment Projection**

- In 2012, there were 1066 students. Currently we have 671 FTE enrollment. Trending down to half of the enrollment.
- State support is up from 4.5 M to 5.5M.
- Budget has not changed as enrollment has dropped.
- The state may increase tuition to offset revenue loss.
- Fee requests/updates will be coming early November.
- Valerie increased the fees and tuition by 3% for the future cost of attendance for AY21-22.

**Fees**

- The Master Fee Pot spreadsheet is in BMT Teams> Files> Fee Pot > Master Fee Pot Updated
- Metal costs are rising and Tammy Burke will need to increase fees for some of the courses.
- **ACTION: Post course fee spreadsheet in BMT Team files.**

### **COVID-19 Funds Update**

- 317K is remaining in the Federal A1 Institutional CARES fund.
- 98K remaining for Federal A1 Student fund.
- State/CRF Mitigation funds have to be spent by end of December. The current balance is 99K. The temporary custodians are paid through the mitigation fund. Not all expenses are accounted for yet.
- Federal A2 can cover remote learning funds. The balance is \$8280.

### **Review/Approve CARES fund requests**

#### **DocuSign**

- Request to fund DocuSign through Institutional CARES monies.
- Contract amount is \$4895 for 1550 Envelopes including onboarding adoption consulting and Premier Support.
- The following departments will use the program:
  - Gen Ed/Trades – Faculty & Adjunct Letter of Offer & Letter of Assignment.
  - K-12 Partnerships – Dual Enrollment documents.
  - TRIO – Enrollment documentation. (TRIO's Indirects cannot fund any part of this contract, but HC is allowed to provide system support to the TRIO program)
- The contract is from 10/31/2020 to 10/30/2021.
- DocuSign funding in AY 22 will be reassigned or HC will consider a different platform like AccessGov. AccessGov is working on a multi-signature and workflow aspect of the platform.
- If HC decides to continue the DocuSign contract in the future, the contract must go through procurement.

**Determination: BMT voted to approve DocuSign contract for one year.**

#### **COVID Leave Cost Update**

- CARES Institutional funds will reimburse HC for COVID leave costs.

### **Update on Funds GEER Grant**

- The GEER Grant fund total is \$499,099.
- CDL Testing, Computer Technology, Hybrid Electrical Vehicle Training, IT workforce Remote Education Initiative, Licensed Practical Nursing, Paralegal CTE \$ Business Legal Studies AA, and Wireless Upgrade.

### **Budget Allocation Process/Methodology (discussion)**

- Total Allocation amount will be 7.5% less than FY 21.
- Plan on a comprehensive 5% budget reduction for FY22 calculating out to a 7.5 % reduction due to the 2% raise in salaries.
- A new worksheet for budget development will contain a three-year history.
  - The new worksheet will simplify the process
  - Departmental input in building their budget.
  - Departments can spread their allocation across all indexes (same fund) based on how they plan reductions.
  - Personnel (salaries/wages/benefits) will be budgeted through A & F.
  - Personnel budgets can be used for 5% reduction – include the CFO in the discussion.
  - FY Budget request spreadsheet will be distributed by the Cabinet.
  - Budget build will start after allocation has been stipulated in February/ March.

### **Professional Development (PD) Budget Information**

- Professional Development budget is H08110. \$58970 budgeted.
  - \$38,970 is designated by departments.
  - \$20K is for campus.
- The PD Budget is in the BMT Teams files. Look for PD tab for overall budget and the index breakdown is under Department PD tab in the spreadsheet.

### **CARES REQUESTS RECORD (Previous)**

1. Continuing Education Lockers for the testing center was approved on 8/31/2020 in the amount of \$727.71.
2. Continuing Ed/Nursing Venipuncture Arms request approved on 9/18/2020 by e-vote in the amount of \$1615.44.
3. OSHA Training approved 9/25/2020 by e-vote in the amount of \$550.