

**BUDGET MANAGEMENT TEAM MINUTES**  
**TUESDAY, DECEMBER 22, 2020**  
Virtual Meeting

**BMT MEMBERS:**

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| <ul style="list-style-type: none"><li>• <input checked="" type="checkbox"/> <b>Michael Reid</b>, Assistant Dean of Administrative Affairs (CHAIR)</li><li>• <input checked="" type="checkbox"/> <b>Sandra Bauman</b>, Dean/CEO</li><li>• <input checked="" type="checkbox"/> <b>Cari Schwen</b>, Director of Bus. Services</li><li>• <input checked="" type="checkbox"/> <b>Jessie Pate</b>, Director of IR &amp; Effectiveness</li><li>• <input checked="" type="checkbox"/> <b>Donna Breitbart</b>, Director of Marketing &amp; Communication</li><li>• <input checked="" type="checkbox"/> <b>Mike Hausler</b>, Director of Information Technology Services</li><li>• <input checked="" type="checkbox"/> <b>John Rutherford</b>, Director Facilities &amp; Main.</li></ul> | <ul style="list-style-type: none"><li>• <input type="checkbox"/> <b>Ryan Loomis</b>, Director CEWD/SBDC</li><li>• <input checked="" type="checkbox"/> <b>Mary Twardos</b>, Human Resources Generalist</li><li>• <input checked="" type="checkbox"/> <b>Robyn Kiesling</b>, Exec. Dir. Gen Ed &amp; Transfer</li><li>• <input checked="" type="checkbox"/> <b>Tammy Burke</b>, Exec. Dir CTE</li><li>• <input checked="" type="checkbox"/> <b>Valerie Curtin</b>, Exec. Dir. Compliance/FA</li><li>• <input checked="" type="checkbox"/> <b>Sarah Dellwo</b>, Exec. Dir. Enrollment</li><li>• <input checked="" type="checkbox"/> <b>Susan Briggs</b>, Consultant</li><li>• <input type="checkbox"/> <b>Terrie Iverson</b>, Consultant</li><li>• <input checked="" type="checkbox"/> <b>Paige Payne</b>, Executive Assistant to the Dean/CEO (recorder)</li></ul> |
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**Reads:**

- [BMT Minutes 11/24/2020](#)
- [Budget Allocation Worksheet](#)

**Mastermind Discussion Agenda**

**FY21 Revenue/Budget Update**

- Contingency in budget will cover the shortfall. No mid-year reductions needed.

**Spring 2021 Enrollment Projection**

- Fall enrollment final count is 664. Enrollment was down 14%.
- Spring is looking good for applications.
- Applications are higher and FASFA is up 21% in comparison to last year at this time.
- Course fee review deadline is 2/15/2021. Every fee has to be submitted. A calendar invite was sent out by Cari with the information.
- DRF Mitigation Funds balance is \$518. HC spent the funds wisely.
- GEHR funds must be spent by June 30, 2020.
- Wireless remote instruction GEHR funds upgrade has \$1000 left over. Dec. 30, 2020 is the deadline.
- MUS provided 168K to HC to install the electronic door system. HC is upgrading 70 classroom labs and interior office space doors. The entire campus can be shut down in an emergency with a touch of a button.

**Budget Allocation Worksheet Process & Instructions**

- **ACTION: Go through worksheet and identify column D/E. Insert the correct cabinet member in each instance.**
- Hierarchy needs to be updated by identifying the indexes under each hierarchy.
- Personnel is managed by HR.
- Allocation amount provided in total at the top will be calculated at a 7.5% reduction.
- HC does not have a trend line – basically starting over.

- The budget in UMDW will be the budget each unit has built.
- The future budget is an overall cost, for example, General Supplies. When an item is purchased, the account code will split the costs within the line item.

#### **Fee Pot Discussion & Instruction**

- How are fee pots built into the budget?
- Look at the fee pot expenditures and balance. Spend down the fee pots.
- Budget the fee pot first and then use the current unrestricted budget line.
- Fee pot balance in UMDW may be combined with a different balance and has a warning if it is a combination.
- The fee pot spreadsheet is in loaded in Teams and updated monthly.
- Suggestion: Add the fee pots after the spreadsheet is updated.

#### **Renewable Software Purchases:**

- If the software is specific to program then the cost is out of the department.
- If it is an institutional software, IT covers the cost.
- IT is still involved in the validation of the purchase, interface, and accessibility.
- Change the software to a three year cycle?
- Renewable subscriptions can be charged to the ProCard. Others have to be paid through PO/Invoice.

#### **Planning for 2022-2023 Biennium**

- No Discussion

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

- 30K left over on the student side. March 2021 is the deadline. 300K balance.

#### **Review/Approve CARES Fund Requests**

- Request to use 10-11K CARES funds to cover a portion of the cost of the new furniture PODS. **APPROVED.**
- Request to approve the cost of automotive in-class lab equipment in the amount of \$43,002.05 was approved for the Diagnostic Scan Tools. The purchase will go through GrizMart. **APPROVED.**
- Request to cover the cost of temporary custodial labor for spring was **approved** through the end of March 2021. At the end of March, re-evaluate based on possible renewal of funds.
- Request to purchase HC face covering (charcoal grey with the HC logo in the corner) from Marketing. The purchase was approved by BMT, then reissued for an e-vote in the amount of \$3500. (Shipping estimated in total). The reissued request was **approved** by BMT by e-vote on 12/24/2020.
- Request to purchase Nursing Skills Trainer for \$2200 plus shipping was **approved** by e-vote on December 28, 2020.

