BUDGET MANAGEMENT TEAM MINUTES  
WEDNESDAY, SEPTEMBER 27, 2022  
Virtual Meeting

BMT MEMBERS:
- ☒ Tricia Fiscus, Asst. Dean of Admin. Affairs (CHAIR)
- ☒ Sandra Bauman, Dean/CEO
- ☒ Cari Schwen, Director of Bus. Services
- ☒ Jessie Pate, Director of IR & Effectiveness
- ☒ Abigail Rausch, Director of Marketing & Communication
- ☒ John Rutherford, Director Facilities & Main.

- ☐ Ryan Loomis, Director CEC/SBDC
- ☒ Mary Twardos, Human Resources Generalist
- ☒ Robyn Kiesling, Exec. Dir. Gen Ed & Transfer
- ☒ Valerie Curtin, Exec. Dir. Compliance/FA
- ☒ Sarah Dellwo, Exec. Dir. Enrollment
- ☒ Paige Payne, Executive Assistant to the Dean/CEO (recorder)

Mastermind Discussion Agenda

- The 8/30/2022 BMT minutes were approved by e-vote and posted to the BMT webpage.
- **Budget Update (TF)**
  - Link to a website that shows all the operating budgets submitted to BOR for approval.
    - [https://mus.edu/data/operating_budgets/FY23/index.html](https://mus.edu/data/operating_budgets/FY23/index.html)
  - All budgets were approved.
  - The new budgeting software, Axiom, is error prone.
    - Cari and Tricia will go in to make corrections.
    - Use UMDW to look for issues by comparing last year to this year.
    - Remember that Professional Development was added to each departmental budget.
- **Payroll Update (TF)**
  - There is a payroll increase starting on Nov. 2, 2022.
    - $0.55 or 2% whichever is greater.
- **Ameresco Energy Savings Project Rebate Monies**
  - Exterior lighting on the west side of DON was not included in the upgrade. The current light fixtures are old and use a lot of electricity. John would like permission to use $5500 from the rebate funds to upgrade the exterior lighting on the west side.
    - Ameresco will split the cost with HC.
    - If the funds are earmarked for the loan re-payment, is there $5500 available to complete the lighting upgrade?
  - The plan was to use the rebate monies to make the loan payment.
    - Northwest Energy mailed rebate checks to HC at the end of the fiscal year.
    - Are the rebates HC’s annual cost savings from reduced energy bills or the Ameresco Energy Saving rebates?
    - John, Cari, and Tricia will continue the conversation in the coming weeks.