

BUDGET MANAGEMENT TEAM MINUTES
WEDNESDAY, FEBRUARY 2, 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
- **Donna Breitbart**, Director of Marketing & Communication
- **John Rutherford**, Director Facilities & Main.
- **Mike Hausler**, Director of Information Tech
- **Ryan Loomis**, Director CEC/SBDC
- **Mary Twardos**, Human Resources Generalist
- **Robyn Kiesling**, Exec. Dir. Gen Ed & Transfer
- **Tammy Burke**, Exec. Dir CTE
- **Valerie Curtin**, Exec. Dir. Compliance/FA
- **Sarah Dellwo**, Exec. Dir. Enrollment
- **Paige Payne**, Executive Assistant to the Dean/CEO (recorder)

Pre-Read: HC Index & Budget Authority Spreadsheet

Mastermind Discussion

Approve Minutes from 1/19/2022

- Tammy Burke moved to approve the January 19, 2022 minutes. Cari Schwen seconded the motion. Minutes approved unanimously.

HC Index & Budget Authority

- It is important and necessary to obtain the permission and signature of the authorized signer of the budget before purchasing an item.
 - They are responsible for their assigned budget spending levels.
 - Permission and signature required on the PO.
- Review the Index & Budget Authority list.
 - Send changes in budget authority assignments and unused budget information by email/chat to Tricia F. and Cari S to clean up the indexes before the new budget process starts.
 - What is H01037 Learning Center?
 - Previously used for the student support center. Tutors are paid under H01037. Switch the authority from Sarah to Robyn since Della reports to Robyn.

Performance Funding Update

- Tricia met with Tyler Trevor from OCHE meeting last week.
 - OCHE will provide an opportunity to apply for this year's left over funding.
 - HC will be able to apply for funds one time funding opportunity.
 - Risk Management, Dual Enrollment, Enterprise Risk
 - Tyler Trevor is working on a solution to correct future metrics unbalances.

Budget Timeline

- Estimate revenues and budgets in February and March.
- The budget is submitted by July 15, 2022
- HC can raise tuition this year. Estimate 3% tuition increase in budgets.
- The Cabinet is responsible to divide funds in their divisions.
 - Tricia Fiscus will provide a clear procedure.
- Valerie Curtin is able to provide a cost to attend to BMT. V
 - The spreadsheet will be uploaded in the MS BMT Team files.

HEERF Fund Update

- The Business Office is requesting an extension for the institutional HEERF funds. (Extension approved by email on Thursday, Feb 3, 2022)
 - Extension: CRM \$50,000 and SMARTBOARD classrooms. \$200,000. (May need an additional \$2000)
 - If the extension is not approved, a portion of the funds will be allocated to lost revenue and can be spent from there.
- Virtual Cadaver
 - The initial idea was to purchase a physical cadaver. After researching the options, the instructor would like to pursue to a virtual program.
 - The purchase includes institutional and student licenses.
 - The student licenses can be activated now and remain open for two years on a trial basis. (Approved if they can be activated now and remain open – T.F.)
 - I-pads/tablet for the students.
 - Robyn will work with IT to purchase hardware.
 - Unused allocated funds will be reassigned to bad debt, nursing simulation equipment, or SMARTBOARDS.
- Automatic student funds from the HEERF grant will be awarded after the 15th day. The HEERF grant for the student side will not be extended or renewed.
- CEC will use their allocation of the HEERF grant allowance by April 2022