

BUDGET MANAGEMENT TEAM MINUTES
WEDNESDAY, AUGUST 30, 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
- **Stephanie Hunthausen**, Exec. Dir CTE & DE
- **Valerie Curtin**, Exec. Dir. Compliance/FA
- **Sarah Dellwo**, Exec. Dir. Enrollment
- **Paige Payne**, Executive Assistant to the Dean/CEO (recorder)

Mastermind Discussion Agenda

Approve Minutes from 6/22/2022

- Sandy moved to approve the minutes. Cari Schwen seconded the motion. Approved.

Disability Services

- There is a deaf student who will need services this year. Funds have not been earmarked specifically for deaf services in H01038. The Disability index H01034 will have to cover the costs.
 - A portion of the Disability fund balance is allocated to PD travel and conferences.

Request to use Academic Equipment Fee Pot (SB)

- Nursing is requesting 26K for AV Simulation Equipment for the Nursing Sim Lab DON109
 - The lab will increase the enrollment by 16 students.
 - DON109 will be repurposed to house the simulation Lab and the nursing office will move to DON112.
 - Nursing will contract adjuncts to teach in the lab. In the future, nursing will hire a lab program assistant.
- Decision: Appropriate use of the fee pot.
 - There is authority to spend up to 80K
- Concerns:
 - Is nursing going to be able to cover the costs every three years?
 - Licenses and subscriptions
 - Warranties
 - Repair
- Facilities and IT need the following information:
 - Is external data storage needed for the recording?
 - What type of power is needed for the equipment?
- There will be an accessibility review in Griz Mart before the purchase can be approved.
 - Deb Rapaport will meet with Cari Schwen before Sandy takes it to the committee.
 - Review bids and additional costs including installation and subscriptions, determine the final amount to purchase the equipment and discuss how the accessibility review works.
 - Students make up 50% of the Academic Equipment Fee Pot Committee.

Budget Update (TF)

- The FY23 budgets will be approved by BOR in September.
- HC submitted a flat budget.

APC Back Gate Access for Deliveries (SH)

- A camera will be installed or is installed.
- Suppliers will be asked to call the main office first.
- The main office will be able to see who is waiting at the back gate on a computer screen and remotely open the gate for the supplier. The gate will automatically close as the supplier leaves the yard.

Safety Smart Dollars

- Recommendation from UM resulting from a lab accident during the summer.
 - Add a shower curtain rack and curtain in the safety shower area.
 - Install Plexiglas safety shields on the Chemistry Lab tables.
 - The Safety Committee (SC) determines the allocation of the funds.
 - Robyn will submit a proposal to the safety committee. The next meeting is in the next two weeks. Tommi Haikka is the chair.
 - Facilities may purchase the shield now and after the SC approves the purchase, facilities will be reimbursed from the Safety Smart Index.