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
- ☒ Valarie Hunt, 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.
  o Add a shower curtain rack and curtain in the safety shower area.
  o Install Plexiglas safety shields on the Chemistry Lab tables.
  o 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.