

BUDGET MANAGEMENT TEAM MINUTES
TUESDAY, JUNE 27, AT NOON
Virtual Meeting

BMT MEMBERS:

- **Cari Schwen**, Exec. Director of Fiscal Services (CHAIR)
- **Sandra Bauman**, Dean/CEO
- **Jessie Pate**, Director of IR & Effectiveness
- **Kelley Turner**, Exec. Director of Operations
- **Abigail Rausch**, Director of Marketing & Communication
- **John Rutherford**, Director Facilities & Main.
- **Mel Ewing**, CIO
- **Ryan Loomis**, Director CEC/SBDC
- **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 June 6, 2023, Minutes

- Stephanie Hunthausen moved to approve the minutes. Abby Rausch seconded the motion. Approved unanimously.

Approve ECS Requests:

- Disclaimer – if you accept the allowance, your texts and records can be subpoenaed.
- Going forward, BMT will create qualifications to receive a higher usage rate.
 - On-call status
 - Position
- Jessie Pate moved to approve the ECS allowances. Sarah Dellwo seconded. Approved.
 - Sandy B. and Sarah D. are waiving the allowance and will be listed under the “Administrative Employees Waiving ECS” column.

				Basic Usage	Normal Usage	High Usage	Data Package	Total Monthly	Total Annualized	Index	Account	Notes
X	Valerie	Curtin	790598329	\$ 15	\$ 25	\$ 40	\$ 45	\$ 40	\$ 480	H40010	61311	
X	Paige	Payne	790784603		\$ 25			\$ 25	\$ 300	H01010	61311	
X	Jessie	Pate	790743085	\$ 15				\$ 15	\$ 180	H01045	61311	New Request
X	Stephanie	Hunthausen	790798493			\$ 40		\$ 40	\$ 480	H08040	61311	
X	Abigail	Rausch	790903782			\$ 40		\$ 40	\$ 480	H01032	61311	
X	Cole	Wagner	790820727		\$ 25			\$ 25	\$ 300	H01080	61311	
X	Mike	Marston	790784142		\$ 25			\$ 25	\$ 300	H02010	61311	
X	Tommi	Haikka	790835931			\$ 40		\$ 40	\$ 480	H01020	61311	
X	Jeff	Nelson	790844811		\$ 25			\$ 25	\$ 300	H02010	61311	
X	Anthony	Rogers	790691309		\$ 25			\$ 25	\$ 300	H02010	61311	
	Robyn	Kiesling	790691349		\$ 25			\$ 25	\$ 300	H08010	61311	
X	Ryan	Loomis	790213396			\$ 40	\$ 45	\$ 85	\$ 1,020	H30033	61311	Grant Match MT Dept. Commerce Lead Center
X	Kelley	Turner	790936024			\$ 40			\$ 480	H01017	61311	
	Later in the term:											
	Tyler	Fife	790759879	\$ 15				\$ 15		H01060	61311	Admissions
	Kylie	Carr	790780961	\$ 15				\$ 15		H01060	61311	Admissions
	Kathy	Mortimore		\$ 15				\$ 15		H01060	61311	Admissions
	Administrative Employees Waiving ECS											
	Schwen	Cari										
	Rutherford	John										

Budget Discussion (CS)

- **FY24 Budget Progress**
 - Budgets were due last week, but several have not been submitted yet. The due date has been extended to June 30th.
 - Note any extra costs above and beyond the allocation in the comment section of the budget template. BMT will discuss the item and determine the funding source if it is approved.
- **FY24-25 Project Planning Spreadsheet**
 - This a beginning step to long-range planning so HC can budget more efficiently.
 - Impact Categories: critical, urgent, necessary, and enhancement.
 - Suggestions:
 - Separate the categories for the impact from the timeline.
 - Create three groupings
 - IT infrastructure & Software
 - Safety/Security, Plant/Facility
 - Budgetary Forecast: Surveys, BOR, Accreditation
 - Link requests and projects to the Strategic Plan.
 - Add a column to describe how the request aligns with the strategic plan and stewardship principle.
 - Add a column for a description of the need and potential risks.

Banner:

- The shutdown at 3 p.m. on Friday, June 30, will affect the Financial Aid and Business Offices.
- **HEERF**
 - Cari is waiting to hear back that the request for an extension has been approved.
 - If HC does not get the extension, Cari would like to pay off the student debt from AY2023 in the amount of 65K. Otherwise, HC loses the remaining 90K.
 - If HC's extension is approved, the following items will be purchased or continued. The extension will probably go until the end of December.
 - Smartboard for Nursing.
 - Continue the custodial contact for both campuses.
 - Set up permanent student toolboxes for welding that will stay on campus.
 - Robyn requested \$2000 for eLearning faculty training and online resources if funds are available.