BUDGET MANAGEMENT TEAM MINUTES
TUESDAY, SEPTEMBER 1, 2021
Virtual Meeting

BMT MEMBERS:

- ☒ Terrie Iverson, Consultant (CHAIR)
- ☒ Sandra Bauman, Dean/CEO
- ☒ Cari Schwen, Director of Bus. Services
- ☒ Jessie Pate, Director of IR & Effectiveness
- ☒ Donna Breitbart, Director of Marketing & Communication
- ☒ Mike Hausler, Director of Information Technology Services
- ☒ John Rutherford, Director Facilities & Main.
- ☒ 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)

Note: BMT did not meet in May, June, 2021.

Mastermind Discussion Agenda

The July minutes were approved. Mark that Tammy Burke was at the meeting. Approve Minutes

Budget Update:

- Contingency balance: 43K plus 30K for Bad Debt.
- One time only funds from health insurance holiday: 180K
- Possible 2% increase on tuition: $153K
  - BMT will need to make sure this increase is real before HC obligates it.
- Total contingency balance: 400K contingency.
  - The balance does not include taking loss revenue.
- 340K committed to web update and cosmetology program from the lost tuition revenue funds from last year backfilled with Covid Relief funding.
- Facility reserve will pay for boiler repair/upgrade, painting, CFO 102B office upgrade, concrete in APC Labs, tree trimming, and power washing the welding/diesel lab walls
- Plan to fund up to four positions in AY23
  - Physics, Math, Accounting, and Office Technology in the next budget.
  - Robyn will determine if all four positions will be filled.

CRRSAA Request Discussion

- After much discussion, BMT decided to ask each department to re-visit each request that has been on hold and resubmit new and outstanding requests. The requests will be due October 1, 2021. BMT will review, prioritize, and approve/edit/cancel the requests.
- Highlights of the Discussion:
  - The available fund balance is 1.5M.
  - The CRM request was approved previously and is the RFP process.
  - The temporary custodian request is an ongoing cost. John will extend the request past December 31, 2021, and increase the funding request to reflect the added time.
  - The faculty laptop replacement is almost completed.
Mike has extra laptops set aside for new faculty and all the funds have been depleted.
- The 24 laptops and accessories requested by the LLH, and approved by BMT, are canceled. IT had laptops on hand and the funds were not used.
- The balance of the lost revenue request is $138K (480K – 342K = 138K)
- The committee was very concerned about planning/budgeting for the replacement of all the equipment (Gen Ed & Trades) in the future.
  - Trade fees were increased to cover the replacement of welding, machining, and auto equipment.
  - Part of the Perkins grant is designated for replacing equipment.
  - If more of the Perkins grant is used for replacement, then the salary portion gets pushed to a different budget.
- Different funding for a portion of the Director of Student Life has been identified. The request will be resubmitted. There is 128K in the Wellness fee pot for student wellness-related projects.
- The addition of any more SMART classrooms, on either campus, will trigger the need to hire another IT support employee.
  - In addition, the switch infrastructure in the classrooms will need to be upgraded.
    - Priority: APC and Nursing classrooms
      - Split ports, wiring, etc.

**Determination:** The CRRSAA request for Certification Precision Measurement Kits was approved today, 9/1/2021, by the BMT.
The initial request for the kits is $37,545.48. BMT increased the request to $45,000 to cover cost increases, shipping, and any installation costs. (Electrical, etc.)
1. Please work with the Business Office in the purchase through procurement/GrizMart
2. Include a copy of this email and the attached CRRSAA request.
3. Use H4003M for the index. (BO may change this)

**UPDATE:** The following BMT meeting is scheduled for September 29th and Terrie would like to discuss the CRRSAA requests at the 9/29/2021 meeting.
The deadline for new and revised CRRSAA requests will be **Friday, September 24th at noon** instead of October 1st.

1. Review all the requests you or your department or unit has submitted.
   a. Did the cost of the estimate increase?
   b. Are all the costs included in the request? Review shipping, installation, electrical, space, etc.
   c. Resubmit the request to paige.payne@helenacollege.edu
   d. Add the average life cycle to the request.
   e. If there are no changes to a request, please communicate this information.
2. Submit new requests by 9/24/2021 to paige.payne@helenacollege.edu ($5000 threshold no longer applies)