BUDGET MANAGEMENT TEAM MINUTES
WEDNESDAY, 10/25/22
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.
- ☐ Mel Ewing, CIO
- ☒ 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

Cosmetology Table & Chairs Update
- The funding source for the Cosmetology table & chairs is the academic equipment fee pot. The students approved the purchase on 11/21/22 and the information was emailed to HC Finance by Dean Bauman. The order will be entered into Grizmart soon.

Approve Minutes from 10/25/22
- Remove “for FASFA”. Valerie made a motion to approve as amended. Cari Schwen seconded the motion. The minutes were approved.

Cost of Attendance Discussion (TF & VC)
- The discussion was postponed until the new regulations and clarifications are reviewed.
- Valerie will bring it forward at the next meeting.

Proposed Fees Deadlines
- The Course and Program fee request forms deadline is at the end of January.
  - The Course Fee and Program Fee request forms are uploaded in the folder titled Fees FY24-25.
  - The HC Fees Workbook FY24-25 is uploaded. There are two tabs, Mandatory Tuition & Fees and Non-Mandatory Fees. The spreadsheet is protected and the data cannot be changed. Use the figures to complete the two request forms. A form must be filled out even if your program is not asking for a change in fees.
  - If your program is proposing a program fee, use the workbook to calculate the total amount of the program fee. It is not by credit hours. Include the major code.
  - The fund balance sheet is not updated yet.
- Cari will email the forms, workbook, and instructions to CTE, Gen Ed, Nursing, IT, Facilities, and CEC, who in turn will work with their departments.
- Next step:
  - Finance will compile a spreadsheet with the requests and BMT will discuss the fees, prioritize, and make adjustments.
- The proposed fees will be submitted to OCHE at the beginning of April.
• Fees on Level II programs: Cosmetology & IT CAS & AS.
  o The fees for the new programs should not be part of the 3% mandatory fee threshold.
  o Robyn will forward the email from Joe Thiel about Level II fees to Cari. Cari Schwen will verify the information with Shauna Lyons.
    ▪ Note: The 3% is for the mandatory fees only. Not course or program fees.
• New Reporting Regulation:
  o Institutions will be required to include the cost of the first certification for any board exam if it is required for a degree.
    ▪ Some programs have the certification cost built into their course fees. An example is the ASE certification.
    ▪ Included is the cost of a certification that is paid out of pocket by the student.
    ▪ The testing center may be able to offer certain certifications.
  o Valerie will need the information and data for the COS calculations.
  o The information will be required on the program webpages in AY23-24
  o The data is important information for prospective students.
  o Jessie Pate will use the data for the strategic plan key performance indicator.

Budget Update (TF)
https://www.mus.edu/board/meetings/2022/november/adminbudget/Governor-Budget-Overview.pdf

• The MUS biennium proposed budget from the legislature was reviewed at the BOR meeting.
• There is a proposed 4% wage increase over the next two years.
  o Onetime payment of $1040 to employees
  o No increase to health insurance.
• Tuitions Waivers
  o 2 dependents may use the tuition waivers and the wait time is reduced to 4 months.
• LRBP included the funding to purchase a hangar at the Airport for the Aviation program.
• A 3% to 5% tuition increase is needed to cover the increased pay plan for both years.
• Note: The budget has not been approved by the legislature.

Budget Request Process
• Finance is creating a new template for budget requests which will include new hires.
• Consider moving the December 29, 2022 meeting to a different dat.