

**BUDGET MANAGEMENT TEAM MINUTES**

WEDNESDAY, OCTOBER 27, 2021

Virtual Meeting

**BMT MEMBERS:**

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| <ul style="list-style-type: none"><li>• <input checked="" type="checkbox"/> <b>Tricia Fiscus</b>, Asst. Dean of Admin. Affairs (CHAIR)</li><li>• <input checked="" type="checkbox"/> <b>Terrie Iverson</b>, Consultant</li><li>• <input checked="" type="checkbox"/> <b>Sandra Bauman</b>, Dean/CEO</li><li>• <input checked="" type="checkbox"/> <b>Cari Schwen</b>, Director of Bus. &amp; Retail Services</li><li>• <input checked="" type="checkbox"/> <b>Jessie Pate</b>, Director of IR &amp; Effectiveness</li><li>• <input checked="" type="checkbox"/> <b>Donna Breitbart</b>, Director of Marketing, Communication, Alumni Relations</li><li>• <input checked="" type="checkbox"/> <b>John Rutherford</b>, Director Facilities &amp; Main.</li></ul> | <ul style="list-style-type: none"><li>• <input checked="" type="checkbox"/> <b>Ryan Loomis</b>, Director CEC/SBDC</li><li>• <input checked="" type="checkbox"/> <b>Mary Twardos</b>, Human Resources Generalist</li><li>• <input checked="" type="checkbox"/> <b>Robyn Kiesling</b>, Exec. Dir. Gen Ed &amp; Transfer</li><li>• <input type="checkbox"/> <b>Tammy Burke</b>, Exec. Dir CTE</li><li>• <input checked="" type="checkbox"/> <b>Valerie Curtin</b>, Exec. Dir. Compliance/FA</li><li>• <input checked="" type="checkbox"/> <b>Sarah Dellwo</b>, Exec. Dir. Enrollment</li><li>• <input type="checkbox"/> <b>Mike Hausler</b>, Director of Information Tech</li><li>• <input checked="" type="checkbox"/> <b>Paige Payne</b>, Executive Assistant to the Dean/CEO (recorder)</li></ul> |
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**Reads:**

- BMT Minutes September 29, 2021
- Nursing CRRSAA Request – Equipment
- Nursing CRRSAA Request – NCLEX

**Mastermind Discussion Agenda**

The minutes from September 29, 2021 were approved.

**Discuss Nursing CRRSAA requests.**

- NCLEX Testing - \$8000
  - Justification: Students are not doing as well because they cannot get into the facilities as a direct result of COVID. The nursing department would like the nursing students to purchase the KAPLAN review to help the students pass the NXLEX.
  - Requirements: Work with Valerie Curtin and Cari Schwen who will set up a book voucher offering the code to the KAPLAN review through the campus store. Each student is responsible to make the application. The funding source is the Student Care fund.
  - Approved using student CARES funds.
  
- Nursing Equipment \$138,685 - Equipment for the Simulation Lab.
  - Justification: The LPN's are shut out of nursing homes due to COVID. The simulation equipment will replace clinical hours.
  - The planning, cost, and funding for the capital improvement has to happen first.
    - Cohorts will be split the groups into 3 divisions, one simulation group and two clinical groups.
    - Lab adjuncts will be hired.
    - Determine how to strategically plan the equipment replacement cost.

**Determination:** Ask Debra Rapaport to provide a list of equipment that can be used now because HC does not have the space to justify the purchase of all the requested equipment. Equipment cannot be purchased and stored for later.

### Facilities and Physical Plant

- **Request to Fund an Automatic Gate at APC**
  - Estimated cost is 15K – 20K for an automatic gate to secure the APC yard.
  - The purchase ties in with fob or code system and is a security priority.
    - RMTD may have the funds due to security risk.
    - The Parking Fee pot balance is 98K
    - Determination: Contact RMTD and ask if there is a fund for this type of ask.
    - Bring in Tammy to give input before there is a final decision
      - How will the gate impact deliveries and student parking?
- **APC Parking Area Repair**
  - At first the ARPA funds for water mitigation was denied, but John has been asked to resubmit the request.
  - The base is solid. The lot needs a top coat.
- **East Parking Lot Donaldson**
  - The East lot parking on Donaldson needs to be secured. The cost of a tilt gate is 30K and the cost to secure the perimeter is around 40K.
    - The parking lot is in the Long Range Building Plan, but may be needed sooner.
      - Neighbors are upset at the activity and trash in the area.
    - There may be funds through the Risk Management Safety Smart Grant.

### Professional Development Budget

- \$61,600 is the total budget.
  - The index is H08010
  - 20K is earmarked for the PD pool.
  - The spreadsheet is uploaded in the TEAMS file.