

BUDGET MANAGEMENT TEAM MINUTES
WEDNESDAY, SEPTEMBER 27, 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
- **Valerie Curtin**, Exec. Dir. Compliance/FA
- **Sarah Dellwo**, Exec. Dir. Enrollment
- **Paige Payne**, Executive Assistant to the Dean/CEO (recorder)

Mastermind Discussion Agenda

- The 8/30/2022 BMT minutes were approved by e-vote and posted to the BMT webpage.
- Budget Update (TF)
 - Link to a website that shows all the operating budgets submitted to BOR for approval.
 - https://mus.edu/data/operating_budgets/FY23/index.html
 - All budgets were approved.
 - The new budgeting software, Axiom, is error prone.
 - Cari and Tricia will go in to make corrections.
 - Use UMDW to look for issues by comparing last year to this year.
 - Remember that Professional Development was added to each departmental budget.
- Payroll Update (TF)
 - There is a payroll increase starting on Nov. 2, 2022.
 - \$0.55 or 2% whichever is greater.
- Ameresco Energy Savings Project Rebate Monies
 - Exterior lighting on the west side of DON was not included in the upgrade. The current light fixtures are old and use a lot of electricity. John would like permission to use \$5500 from the rebate funds to upgrade the exterior lighting on the west side.
 - Ameresco will split the cost with HC.
 - If the funds are earmarked for the loan re-payment, is there \$5500 available to complete the lighting upgrade?
 - The plan was to use the rebate monies to make the loan payment.
 - Northwest Energy mailed rebate checks to HC at the end of the fiscal year.
 - Are the rebates HC's annual cost savings from reduced energy bills or the Ameresco Energy Saving rebates?
 - John, Cari, and Tricia will continue the conversation in the coming weeks.