

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

Approve Minutes from 9/27/22:

- Robyn moved to approve the minutes. Mel Ewing seconded the motion. The minutes were approved unanimously.

Fee Pot Budget & Update (CS)

- In preparation for the upcoming Biennium, it is time to factor fees into long term planning goals.
 - All the fees, course and program, are reconfigured.
 - The Business Office will send the forms out by the end of November and will be due by the end of January.
 - The Level II submission for Cosmetology will include fees for approval.
 - \$100/class and \$650 program fee.
 - The Cosmo fees will not be figured into 3% fee allowance.
 - The maximum amount HC can request is a total of 3%.
 - Both ASHC and the CDL program are going to request an increase in fees.
 - Program fees are calculated in total. Course fees are by credit.
 - Check for changes in the program codes.
 - Welding, Aviation, FES, Cosmetology, Metals Tech, and Nursing have program fees. IT would like to add a program fee.
 - If new program fees are added, Valerie needs to have the information to compile the Cost of Attendance (COA).

Cosmetology Classroom Tables & Chairs Purchase

- **Determination:** All requests to allocate funds for a program will be discussed and approved by the BMT. The BMT will also identify the funding source.
 - Reserves, loss revenue funding, or Academic Equipment fee pot.
- The funding source discussion for the Cosmetology classroom furniture will continue at the next meeting.
 - Waiting for the revenue projections from the fall.