

BUDGET MANAGEMENT TEAM MINUTES
TUESDAY, FEBRUARY 28, 2023, AT NOON
Virtual Meeting

BMT MEMBERS:

- **Tricia Fiscus**, Asst. Dean of Admin. Affairs (CHAIR)
- **Cari Schwen**, Exec. Director of Fiscal Services
- **Sandra Bauman**, Dean/CEO
- **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)

Pre-Reads: Fee Changes FY24-25

Mastermind Discussion Agenda

Approve January 31, 2023, Minutes

- Amendment: Replace the word *enrollment* to *program*. Second bullet, first section.
- Tricia Fiscus moved to approve the minutes as amended. Abigail Rausch seconded the motion. Approved as amended.

Approve \$40 per month for the Exec. Director of Operations for ECS

- Mel Ewing moved to approve a \$40/month allowance for the electronic device for the Executive Director of Operations.
- Valerie Curtin seconded the motion.
- The motion was approved unanimously.

Program Fees

- The cumulative change will be negative.
 - The Cosmetology program and course fee will not be included in the percent change.
 - The overall decline will be 3%
- Three CTE programs, Diesel, Welding, and Machining/Metals kept one course fee per semester and rolled the rest into program fees.
 - The program fees are in line with other programs in the state.
 - The restructuring will cover consumables and equipment replacement better.
- Aviation
 - Program fee will be increased to \$50, and it will maintain all course fees.
- Diesel removed all but one to cover equipment breakage.
- FES reestablished a program fee.
- Current unrestricted fees for transcripts and admission files will stay at \$3.
 - Cari and Sarah will discuss the ID card fee.
- Any increase of over 2% must be justified and HC has solid justification for all the increases and changes.
- IT Fees
 - Cloud access software
 - Restructure to a flat \$20 fee.

- Nursing reconsolidated the fees at a 1.9% increase.
- Cost of Attendance:
 - \$1516
 - Cari is going to recalculate the cost of the books for a better average.
- Tuition increase
 - 5% for 2024 and 4% for 2025

Mandatory Fees

- LLH is requesting an increase of 35%.
 - The increase adds an extra \$6000 for subscriptions. Is this enough to cover the subscriptions?
 - Suggestion: Split the increase over the two biennia. Currently the 35% increase is half of the 3% increase HC can request. Splitting the increase will reduce the overall 3% increase per biennium.
- Building Maintenance fee is split into two fee posts. The increase is 2.4% in the first year of the biennium and 2.9% in the second.
- The academic facility fee pot is split at 20% in the first year and 16.7% in the second to help with the bond payments.
- Student Wellness increase is 6.8% (\$1.05) in the first year and 9.1% in the second. One third of the salary for the Director of Student Life is funded out of the Student Wellness fee pot.
- IT & Computer Fees
 - The priority is to fund Jeremy at the APC. The proposed increase will not fund a permanent position.
 - The current fees cover the equipment and software needed.
 - The fee is split between computer and IT fees.
 - The online fee is funneled to the IT and computer fee.
 - HC would like to move to across-the-board fee in one year.
 - **FOLLOW-UP:** Schedule a meeting between Mel Ewing, Amy Kong, Robyn Kiesling, and Cari Schwen to discuss the fees, priorities, splits, timing, and percentages.
 - The online fee will have a consistent name for all institutions and OCHE is asking for suggestions.
- Currently SU Building caps at 15 credits, but it should be **12 credit cap** which will charge at a higher rate.
- UM Calculations:
 - Mandatory fees weighed at lower credits.
 - WUE will be calculated differently.
- **FOLLOW-UP:** Determine the needs of the building and IT first, then look at LLH.
 - Factor in the cost of a new system pump and boiler at the Airport in the amount of 100K.
 - Funding source.
 - If all the increases are approved, the new residential tuition and mandatory fee increase will be approximately \$80 for a full-time student.
 - The Library, IT personnel, and Building fees are not finalized yet. The number may change, but not significantly.
 - Pell is going up \$400 per academic year.
- The fee spreadsheet will be reviewed by OCHE. BMT would like to review the fees after OCHE provides their feedback.

FY24 BUDGET REQUEST FILE

- The FY24 budget request file will be uploaded into the BMT team files.
 - Cari would like the budget managers to add items that are out of the ordinary expenses like nursing accreditation and the Year Seven accreditation visit. Include new positions or significant salary changes, and personnel who are paid out of fee pots like the instructional designer and LMS administrator.

FOLLOW-UP LIST:

- **FOLLOW-UP:** Schedule a meeting between Mel Ewing, Amy Kong, Robyn Kiesling, and Cari Schwen to discuss the fees, priorities, splits, timing, and percentages. Mel, sandy and Cari meet today. The next meeting will be scheduled as needed.
- **FOLLOW-UP:** Determine the needs of the building and IT first, then look at LLH.
 - Factor in the cost of a new system pump and boiler at the Airport in the amount of 100K.
 - Funding source.
 - If all the increases are approved, the new residential tuition and mandatory fee increase will be approximately \$80 for a full-time student.
 - The Library, IT personnel, and Building fees are not finalized yet. The number may change, but not significantly.
 - Pell is going up \$400 per academic year.