

BUDGET MANAGEMENT TEAM MINUTES
TUESDAY, JUNE 6, 2023, AT NOON
Virtual Meeting

BMT MEMBERS:

- **Cari Schwen**, Exec. Director of Fiscal Services (CHAIR)
- **Sandra Bauman**, Dean/CEO
- **Jessie Pate**, Director of IR & Effectiveness
- **Kelley Turner**, Exec. Director of Operations
- **Abigail Rausch**, Director of Marketing & Communication
- **John Rutherford**, Director Facilities & Main.
- **Mel Ewing**, CIO
- **Ryan Loomis**, Director CEC/SBDC
- **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

Note: BMT March meeting was canceled on May 23.

Approve April 28, 2023, Minutes

- Mel made a motion to approve the minutes and he seconded it. Not good! Approved.

Budget Discussion (CS)

- The current shortfall is \$133,000. Some of the personnel costs were moved to fee pots. The large hit is from the employee benefit cost increase due to the raises across the board. The FY24 budget allocations may be reduced.
- Identify and inform Cari S. of any out-of-the-ordinary cost that will hit your budget in the upcoming FY.
- Departmental budget formulas are breaking when the spreadsheets are uploaded to the MS team. Inform Cari S. if the formulas are not working.
- The template is similar to the template Mike Reid created.
 - Known requests were worked into budgets.
 - The Trades will have to use fee pots more. There are two sections to view.
 - Budgets are allocated by general account title.
 - Different indexes within a department will be on one sheet. The total available is for all indexes.
 - Small budgets with one or two indexes are due on Wednesday, June 14.
 - Middle-sized budgets are due by Friday, June 16.
 - Multiple indexed department budgets are due by June 23. Return the completed into the BMT MS team folder.
 - Fee pots budgets are on a different timeline.
 - Projections are hard to estimate because they are based on enrollment figures.
 - Is the total balance based on the new fee structure?
 - Access UMDW to compare fee pot balances over the three years.
 - The tuition model at BOR had an error in the formula. The totals are correct.
 - Valerie C. will adjust the COA totals.
 - Program and course fees were approved.
 - Schedule virtual open Q & A sessions with Cari on Friday 6/9/23 at 11 a.m. and Thursday morning 6/14/23 at 10 a.m.

- Valerie will apply for a HEERF extension.
 - Items on the list but not ordered yet:
 - The Smartboard for nursing has not been ordered. Two may be ordered. Amy Kong will work on the estimate.
 - Two tablets for facilities with industrial covers. They will be ordered with the employee laptops.
 - IT will order the employee laptops and accessories this week.
 - Custodial invoices. Waiting on the company to complete payment works.
 - Items ordered:
 - Vacuums
 - SCBA equipment
 - Student balances paid off
 - Cosmetology Smart Boards
 - Industrial-size snake for maintenance