

BUDGET MANAGEMENT TEAM MINUTES
TUESDAY, APRIL 25, 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

- **On March 29**, the ECS request for Kylie Carr and Tyler Fife, Admission Counselors, was \$15/mo. or \$180 annually, was approved by email vote. Sandy Bauman motioned to approve the request; Stephanie amended the request to include the annual amount of \$180, with the correction initialed by Sarah Dellwo, Kylie Carr, and Tyler Fife on the document. The following BMT members approved the motion: Hunthausen, Schwen, Rausch, Twardos, Ewing, Bauman, and Pate. Dellwo abstained.

Approve February 28, 2023, Minutes

- Sandy Bauman moved to approve the minutes. John Rutherford seconded the motion. The minutes were approved unanimously.
- **Note:** Kelley Turner, Director of Operations, will represent HR and replace Mary Twardos.

HEERF Fund Discussion

1. The remaining balance in the HEERF fund is 389K and must be spent by June 30, 2023.
2. Approved Expenditures:
 1. Pay the cleaning company that is contracted to provide custodial help at APC out of HEERF fund up to 10K.
 2. John will provide bids to contract custodial help at Donaldson up to 10K.
 3. Fire & Rescue will purchase SCPA equipment (12 SCBA units and 26 masks) for \$89,592 plus shipping. FER fees will cover the maintenance.
 4. Approximately 50K will be earmarked to pay off student balances.
 5. Replace staff computers/laptops. The cost of the total purchase is required to be encumbered by June 30 and paid in 90 days.
 - i. Mel Ewing will ask the joint directors to provide a list of their employees and the type of equipment the employee needs. (Laptop vs. desktop, docking, mouse, keyboards)
 - ii. Including replacing mice, and keyboards. The estimate is 40 to 50K.
6. Smartboards (SB):
 - i. SB in 202 and 204 are not working well. Instead of replacing the SBs, IT will check if the units are still under warranty. There is a way to fix the picture's resolution.
 - ii. 18K is earmarked for Cosmetology's SB. The order needs to be built out in GrizMart.
 - iii. Potentially order a second smartboard as a backup replacement for the future.

7. Janitorial equipment that assists custodial needs.
 - i. Purchase 2 tablets for facilities to log cleaning, monitor tickets, and schedules and purchase sturdy cases.
 - ii. Montana Broom and Brush has a sale on vacuums with an edge cleaning feature.
 1. Order two for DON and one for APC. \$630 each. Brand: Pacer 12/15 with tools.
 - iii. Maintenance carts for custodians. The estimated cost is \$450/each. Two approved.
 - iv. Industrial-sized snake to snake the drains for maintenance. Reduce contaminants.
8. Community Education Center has \$ 11,869 earmarked for non-degree students.

189K is accounted for out of 389K.

1. Ask Nursing for equipment needs within the guidelines.
2. Air purifier systems. John and Ryan will meet to discuss the idea.

Purchases that were discussed, but not approved because they did not fit into the HEERF guidelines:

1. ADA-compliant door controllers for exterior doors. Not COVID related.

Cari will provide an index for the items that will be purchased from the HEERF fund.

Fee Changes FY24-25 Discussion (CS)

- The Business Office restructured the fees to a different format. Look at tab 2 to view the restructured fee table.
- The base will be weighted which will generate more funds than a flat fee which would only generate 12K which does not cover inflation.
 - 3% aggregate at \$12.55 per student = 12K
 - LLH requested \$26.67 per student. Using the weighted base, LLH will receive \$25.50 per student in the second year but overall receives an additional \$2000 because of the weighted formula.
- Cosmetology was added to the new fees. Cari contested this because it is a new program to no avail.
- The letter of endorsement on all fee increases from ASHC has been submitted.
- New fee table: three more fees are to be added.