

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

Cosmetology Table & Chairs Update

- The funding source for the Cosmetology table & chairs is the academic equipment fee pot. The students approved the purchase on 11/21/22 and the information was emailed to HC Finance by Dean Bauman. The order will be entered into Grizmart soon.

Approve Minutes from 10/25/22

- Remove “for FASFA”. Valerie made a motion to approve as amended. Cari Schwen seconded the motion. The minutes were approved.

Cost of Attendance Discussion (TF & VC)

- The discussion was postponed until the new regulations and clarifications are reviewed.
- Valerie will bring it forward at the next meeting.

Proposed Fees Deadlines

- The Course and Program fee request forms deadline is at the end of January.
 - The Course Fee and Program Fee request forms are uploaded in the folder titled *Fees FY24-25*.
 - *The HC Fees Workbook FY24-25* is uploaded. There are two tabs, *Mandatory Tuition & Fees* and *Non-Mandatory Fees*. The spreadsheet is protected and the data cannot be changed. Use the figures to complete the two request forms. A form must be filled out even if your program is not asking for a change in fees.
 - If your program is proposing a program fee, use the workbook to calculate the total amount of the program fee. It is not by credit hours. Include the major code.
 - The fund balance sheet is not updated yet.
- Cari will email the forms, workbook, and instructions to CTE, Gen Ed, Nursing, IT, Facilities, and CEC, who in turn will work with their departments.
- Next step:
 - Finance will compile a spreadsheet with the requests and BMT will discuss the fees, prioritize, and make adjustments.
- The proposed fees will be submitted to OCHE at the beginning of April.

- Fees on Level II programs: Cosmetology & IT CAS & AS.
 - The fees for the new programs should not be part of the 3% mandatory fee threshold.
 - Robyn will forward the email from Joe Thiel about Level II fees to Cari. Cari Schwen will verify the information with Shauna Lyons.
 - Note: The 3% is for the mandatory fees only. Not course or program fees.
- New Reporting Regulation:
 - Institutions will be required to include the cost of the first certification for any board exam if it is required for a degree.
 - Some programs have the certification cost built into their course fees. An example is the ASE certification.
 - Included is the cost of a certification that is paid out of pocket by the student.
 - The testing center may be able to offer certain certifications.
 - Valerie will need the information and data for the COS calculations.
 - The information will be required on the program webpages in AY23-24
 - The data is important information for prospective students.
 - Jessie Pate will use the data for the strategic plan key performance indicator.

Budget Update (TF)

<https://www.mus.edu/board/meetings/2022/november/adminbudget/Governor-Budget-Overview.pdf>

- The MUS biennium proposed budget from the legislature was reviewed at the BOR meeting.
- There is a proposed 4% wage increase over the next two years.
 - Onetime payment of \$1040 to employees
 - No increase to health insurance.
- Tuitions Waivers
 - 2 dependents may use the tuition waivers and the wait time is reduced to 4 months.
- LRBP included the funding to purchase a hangar at the Airport for the Aviation program.
- A 3% to 5% tuition increase is needed to cover the increased pay plan for both years.
- Note: The budget has not been approved by the legislature.

Budget Request Process

- Finance is creating a new template for budget requests which will include new hires.
- Consider moving the December 29, 2022 meeting to a different date.