

BUDGET MANAGEMENT TEAM MINUTES
TUESDAY, JULY 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

Approve June 27, 2023, Minutes

- Valerie Curtin motioned to approve. Stephanie Hunthausen seconded the motion. Approved.

Budget Discussion (CS)

Fee pot budgets Q&A

- Complete the fee pot budgets by Monday, July 31 at the latest.
- Current unrestricted budgets are due to the Commissioner's Office by Monday, August 7th.
- All budgets will be in UMDW early August, the final budgets will be approved at September BOR meeting.

Identify projects needing funding in FY24

- The Facilities budget needs more funds.
- Cari has approval to move the following line items to the building facilities fee pot:
 - ATS (HVAC)
 - Kone (Elevator)
 - Monitoring systems: Johnson Control ChemSearch, IT & M, Fire Guys, and Fire Protection Service Corp if needed.
- Other projects added to the list:
 - DON Student Center Fee Pot:
 - There is a 67K balance in the fee pot.
 - Part of the student center fee pot goes to the bond payment.
 - The student center fee pot index is H70100.
 - 20K is earmarked for tables and artwork on the orange wall.
 - Academic Equipment Fee Pot:
 - Designate 100 K for Cosmetology Equipment and unexpected purchases.
 - Index: H70020
 - Computer and IT fees:
 - Mel Ewing will budget the fee pot.
 - Indexes: H60030 and H70030
 - Welding Equipment - \$9,999.

Future Projects:

- Cosmetology will have to borrow from the college to front the retail products. When the retail starts to sell the product, Cosmetology will start to pay back the loan and bond payment.
 - There is \$50K in institutional funds that is designated for major equipment or construction for the Cosmetology project, which can cover the cost of the installation and signage for the salon.
 - The purchase for the hair dryers and other small equipment supplies will be funded by the Academic Equipment fee pot .