Budget Management Team
MINUTES
Tuesday, October 29, 2019
Donaldson Campus

☒ Val Curtin, (Chair) Acting Asst. Dean for Admin. Affairs
☒ Laura Vosejpka, Dean/CEO
☒ Donna Breitbart, Marketing & Development Director
☒ Mike Hausler, Director of Information Technology
☐ Therese Collette, Director of Human Resources
☒ Mary Lannert, Director of Continuing Ed. & Workforce Development
☒ Mike Brown, Institutional Researcher
☒ Robyn Kiesling, Division Chair of Gen Ed & Transfer
☒ Sandra Bauman, Associate Dean of Academic & Student Affairs
☒ Tammy Burke, Division Chair of Trades & Technology
☒ Paige Payne (Recorder), Executive Assistant to the Dean/CEO

Helena College Mission: Helena College University of Montana, a comprehensive two-year college, provides access to and support of high quality lifelong educational opportunities for our diverse community.

- **PEO Holiday Auction** – November 16, 2019, from 10 a.m. to 10 p.m.
  - How much is HC going to charge PEO to use the facilities on November 16, 2019?
    - Will the cost include maintenance personnel and cleanup?
    - Who will be on call?
    - What are the IT requirements?
    - Is there an event checklist?
  - Facility Use Policy 600.7 is outdated.
  - Write in the contract the facility charge or charge in kind. (Scholarship donation or event access)
  - **ACTION:** Mary Lannert and Donna Breitbart will meet to review the event checklist.

- **Montana Master Hunter Course:**
  - April 4-5th, 18-19th and 25-26th (Saturdays and Sundays)
  - Look at policy first, estimate costs for maintenance, IT, and personnel overtime issue.
    - Maintenance requires a 2-week notice to change schedules
  - Create an IT on-call procedure to cover emergencies.
  - Do a financial analysis on the fees.
  - Discuss at next meeting.

- **Master Space Analysis Work Group:**
  - Mary L, Sandy B., Tammy B., Robyn K., Tommi H., Valerie C., and Mike H. will meet to evaluate the non-negotiable spaces and the active learning spaces on both campuses.

- **Saturday, November 30, 2019:**
  - Is the campus open on Saturday, November 30, 2019 after Thanksgiving?
  - Inquire with Tommi H. in Facilities on personnel and student use.
  - **ACTION:** Valerie will report on use.

- **Lewis and Clark Library:**
  - Helena’s Public Library is under remodel and will send groups to use the facilities at HC.
    - **ACTION:** Ask the Lewis and Clark Library for a list of the groups who are displaced to determine who will be charged for using HC space.
    - Availability is an issue. Use the APC for space also.
• **IT Procurement Policy & Procedures:**
  o APC trade software cannot be shared or purchased through UM. The software is needed for accreditation. Trades/vendor/industry specific software for the IT procurement piece will pass through UM, not normal procurement though finance.
  o **ACTION:** Inventory of Software and subscriptions. Faculty need to take stock of current programs and use.
  o **ACTION:** Solid Works is used at UM and Tech. Look into extending the licensing to HC.
  o When an employee creates an account for a subscriptions owned by HC, they should use a general HC email for the login, not their personal HC email address.

• **Airport Campus Procurement:**
  o The current employee is overwhelmed and needs assistance.
  o Streamline the process and allow the faculty to order parts and supplies.
  o **ACTION:** Valerie will meet with employee and report back.

• **Category Budget – UMDW:**
  o Budgets at APC are not matching the overall budget.
  o Offer a training on fee pots because the funds are not shown in the index.
  o Offer a lunch and learn at noon once a month for UMDW Budget training.
  o Create a Business Office ticket procedure similar to the IT Help Desk ticket procedure.

• **Projected Budget Meeting with UM:**
  o Val met with UM to set up projected budgeting.
  o Add a column to tie the budgets into the strategic planning goals.
  o Prioritize items.

• **Roof Repair:**
  o The roof repair will be performed in the spring when the temperatures are more favorable.

• **Student Centers – Commissioners approved $300k to remodel the student centers.**
  o Kevin at UM will meet with the architect.
  o Look at other student centers on other campuses.
  o Include student input into the process.

• **Student participation on fee pot committees is lacking:**
  o Faculty will help identify students who will participate.

• **Birthday Gift Card Costs:**
  o Bookstore $5 cards costs are charged to H01010 Administration.
  o Continue to send the gift cards through end of December.
  o Dean’s Office will follow up.

• **Funding for Laura’s Relocation:**
  o What index was designated to cover the cost?
  o The cost comes out of H01010 and then a budget modification is submitted and the cost will be transferred to non-discretionary funds.